

Key Worker Job Descriptions Per Venue

Barn Hunt

To run an efficient and smooth Barn Hunt Trial, it requires approximately 50 workers per day. Members and non-members alike are awarded a Worker Buck for each class worked. Worker Bucks are NOT to be substituted for hours worked toward the required 16 club hours. A club member can either receive a Worker Buck or log their time toward membership hours. Double dipping is NOT allowed.

Key workers receive one set of runs for one dog 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. The judge's fee and Barn Hunt run fee combined are variable depending upon the class entered. Barn Hunt Association fees are \$1.75/run regardless of class. Judges fees vary from \$1.00/instinct run, \$1.50/novice/open run, to \$2.50 senior/master/Crazy 8 run. CCDTC pays the Barn Hunt and Judges fees per run.

The key workers for Barn Hunt Trials are as follows:

Trial Chair
Trial Secretary
Chief Rat Wrangler
Worker Coordinator
Kitchen

Trial Chair - (Approximately 30 Hours/ 2 day trial)

One Year Before Trial

- Work with Trial Secretary to Coordinate Trial Dates and locate Judges (1 hour)
- Find judges and complete judge's contracts (2 hours)
- Coordinate travel arrangements for judges (1 hour)

One Month before Trial

- Make hotel reservations for the judge. (1/2 hour)

One Week before Trial

- Organize the set up day for moving straw into the building (1 hour)

Day of the Trial (12 hours/day)

- Arrive at least 4 hours early on day of trial to coordinate the setup of the building, get straw moved and placed along with additional set up of blinds.
- Be available during the entire event to help with any and all issues that arise during the trial.
- Answer any and all questions from competitors.
- Keep trial moving on time
- Fills in for jobs not immediately filled by volunteers
- Makes sure that the trial runs according to venue rules and regulations.
- Coordinate cleanup process and stay until the building is returned to pre-trial state.

Trial Secretary - (Approximately 60 Hours / 2 day trial)

One year out:

- Work with Trial Chair to Coordinate Trial Dates and locate Judges (1 hour)

Six Months out:

- Create premium for the trial and submit to Barn Hunt Association for approval. (2 hours)
- Transmit information to Webmaster for inclusion on the website

On Opening Day:

- Set up Trial in software and start taking entries. (15 hours – 30 min. per day while trial is open – approx. 30 days.)
- Work with the competitors to make any and all changes in their entries.
- Monitors entries for trial time as the limit is eight hours of judging.
- Create waiting list if necessary.
- Answer all questions about the trial from competitors.
- Create spreadsheet for treasurer with check numbers.

Ten Days before Trial

- Create Confirmation Letter with the trial details. (1 hour)
- Work with Trial Chair to confirm details.
- E-Mail the final confirmation letter. (2 hours)

One Week Before Trial (2 hrs)

- Assign arm band numbers
- Create Running Order
- Print Scribe Sheets

During the Trial (32 hours) –(12 hours for day 1. 10 hrs /day for each day for 2 days.)

- Enter all Results
- Print out results sheets for competitors
- Print out ribbon labels
- Make all necessary move-ups (updates running order, requires new scribe sheets)
- Work to resolve problems.
- Help set up tables/crates/blinds/ring

At Conclusion of Trial (4 hrs)

- Create results spreadsheet
- Check results against Barn Hunt Database
- Make all necessary corrections
- Fill in the Barn Hunt Trial Summary Form (2 hours)
- Send results to Barn Hunt Association
- Tabulate numbers and provide to Treasurer to pay Barn Hunt run fees.
- Tabulate numbers to provide to Treasurer to pay judges.
- Count ribbons and order replacement ribbons if necessary.

Chief Rat Wrangler - (Approximately 9 Hours/Day)

- This is the person responsible for the welfare of the rats during the trial.
- Keeps track of the rats working time
- Puts rats into tubes
- Exchanges rats during the trial
- Ensures that the appropriate number of rats are available for each class
- The Chief Rat Wrangler is the ONLY person who is allowed to work with the rats in and out of their cages.

Worker Coordinator - (Approximately 9 Hours/Day)

- Ensuring that volunteer worker positions are filled for each class.
- Organizing workers and fill in where appropriate.
- Serving as Main gate steward who is responsible for getting exhibitors into the blind on time.

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

Other Positions:

- **Rat Rental:** Receives one set of runs for one dog.
 - **CCDTC does not own rats.** We rent 16-20 trained rats for each trial.
- **Back up Judge:** Receives one set of runs for one dog.
- **Judge of Record:** One set of runs for a maximum of two dogs. Judge is allowed to run a maximum of two dogs by Barn Hunt Association Rules. CCDTC does not pay judges fee for judge's dogs – only Barn Hunt Association Fees.

The number of runs taken by a Key Worker per trial weekend could range from 1 – 11. The club would be covering each Key Worker fee per Key Worker per Weekend. The cost to CCDTC would be a maximum of \$4.25/run if dogs were only entered into the Master Level.