Trial Secretary Duties

The Trial Secretary has the most time consuming job. The Secretary is responsible for all of the paperwork associated with the trial with the exception of the original trial application.

The Trial Secretary needs good organizational skills. They also need to be familiar with the rules of the sanctioning organization. Good computer skills are a must, as is access to a computer (laptop) and reliable printer.

- Gather information and prepare the Premium.
- Provide a draft of the Premium to submit to the Trial Chair and BOD for approval/review.
- Submit the Premium to the sanctioning organization.
- Submit the list of classes, levels, and running order to the judge(s).
- Submit the approved Premium to the Club web master for posting on the Club's website.
- Post notices for the show in the various computer agility forums.
- Check entries as they are received to be sure that they are complete, accurate, and the correct entry fees have been enclosed.
- Enter entries into the computer.
- Enter entry fees, including bowser bucks, into the income spreadsheet.
- Reconcile entry totals with checks.
- Forwards the checks, redeemed bowser bucks, and income spreadsheet to the Club Treasurer immediately after the trial closes. The checks and entries in the income spreadsheet should both be in alphabetical order by the person who signed the check.
- Provides the Trial Chair with totals, including an entry breakdown.
- Gives volunteer information to the Chief Ring Steward so they can prepare the worker's schedule.
- Sends out confirmation letters/emails with the start time, check-in time, classes entered, schedule of classes, and any other notices or reminders.
- Prepare the Catalogs/Running Order.
• Prepare Scribe Sheets for every dog and every run. Organize the scribe sheets. Print blank scribe sheets in case of last minute changes.

• Prepare Gate Sheets.

• Prepare the measuring list.

• Designate the personnel for the score table.

• Calculate the Judges fees.

• Get the check(s) for the run fees and course reviewer (CPE) from the Club Treasurer.

• Compile all paperwork after the trial including the trial report.

• Submit the trial report, catalog, and any other required paperwork to the sanctioning organization.

Note: The Trial Secretary prepares the premium and submits it to the Trial Chair, BOD, and the sanctioning body. They are also responsible for posting notices on the various e-lists and the Southwest Agility Calendar. All entry fees including bowser bucks must be entered into the Income Statement for the trial. They must also prepare and email/mail out the confirmation letters. They prepare the catalogs/running order, measuring list, the scribe sheets, and gate sheets. After the trial, they are responsible for preparing the trial report, catalog, and all other required paperwork.