



### **Expectations**

Thank you for volunteering! Volunteers should be prepared to stay on task, set aside conversations and distractions to ensure that the trial runs efficiently. Even very small delays can add up to lengthen a trial significantly.

It is very important for the morale of the judges, volunteers, and participants, that questions or concerns regarding searches, be brought to the attention of the Trial Committee, Trial Secretary or Trial Chair.

Social Media is not the appropriate place to discuss volunteer observations. In addition, volunteers are not allowed in search areas when the demo dog is working.

Volunteers are able to communicate a welcoming, relaxed, helpful atmosphere.

### **Parking Manager**

One volunteer is needed to direct parking, the volunteer parking, and the competitor parking. This is the first contact that each volunteer and competitor have when they arrive.

Duties include: Taking touchless temperature, reminding competitors to check in via Agility Gate., direct to parking spaces. Works at direction of Trial Chair.

### **Judge's Steward Job Description**

The Judges Steward is responsible for getting the dog/handler team from the last staging area to the search element. They will remind the handler of the time allowed, number of hides, whether the search is on-or off leash, and making sure the judge has the right score sheet. They will also check the score sheet to make sure the judge filled out all the necessary boxes, including documenting the time. Depending on the amount of available space, the Judge's Steward may need to stay outside of the Interior search area.

After search escorts team to exit gate.

Gives completed scores to score runner.

Returns back to start and waits for cue from judge to bring in the next team.

At all times unobtrusive and quiet. Doesn't engage in conversation unless initiated by judge.

It's a fun job. It requires someone who has trial experience.

Works at direction of Judge

### **Timer's Job Description**

Using a stop watch, the timer will time each dog/handler team and report that time to the judge by showing the stop watch to the judge. The timer should stand in the same place for each team so the start time will be as consistent as possible. Timer will also do their best to give the team a 30 second warning for all levels but Master and Detective. Works at direction of Judge

### **Box Setters**

Two box setters are to be assigned to Container Searches

One will be responsible for handling the "hot" box(es)/container(s)- the ones with odor in them. Gloves are required. This person is not able to touch anything else. They need paper towels to wipe off the containers. Separately, they need to wipe up spills using a DIFFERENT paper towel from the one they used to touch the odor containers. If they were to use the same paper towel to wipe off the odor container and then to wipe up the floor, they would be spreading that odor all over the floor. Their hands should be used to handle the odor container(s) and not their feet or they will be spreading the odor with their feet. This person is also responsible for taking a damaged odor box out of the search area and replacing it with a clean odor box. These will be in a pre-determined location.

The other setter will be responsible for handling the non-odor (non-hot) container(s). They need to use paper towels (should have a separate roll from the person who is handling the odor) to wipe up slobber, spills etc. They cannot touch the hot-odor containers at all - they would then contaminate all the clean containers. "Clean" box setter will be shown where clean boxes are in case one needs to be replaced.

Works at direction of Judge

### **Score Runner**

The Score Runner will take the score sheets from the search areas to the score room. Contrary to the name, this job does not require the person to run the scores back to the score room, but they should be mobile and able to walk . Depending on the flow, they may bring score sheets from several elements at once. 1 volunteer is necessary for a 2 judge trial and at least 2 for a 4 judge trial. Works at direction of Trial Secretary

### **Hospitality**

Someone assigned by the Trial Chair or Volunteer Coordinator who will be responsible for getting breakfast items, coffee, lunch items, and water for volunteers. The person in charge of hospitality will need to work with the Trial Chair to determine if any of the judges or officials has any specific dietary requests. They also need to make sure lunch gets set aside for the judges who may not be able to get in to eat right away. While we want to make sure everyone is fed, we particularly want to be sure the judges get food.

### **Score Room**

The Score Room Lead is assigned and trained in advance and will need to assign several volunteers to help in the Score Room-either all day or 1/2 day, ideally. You'd like at least 2 volunteers in the score room with the Score Room Lead.

Score Room volunteers works closely with and at direction of Trial Secretary. .