



DURHAM KENNEL CLUB, INC.

Show/Trial/Test Secretary Responsibilities

PURPOSE: This policy defines the responsibility of a Show/Trial/Test Secretary

REFERENCES: Appropriate AKC Trial or Show Manual.

DEFINITIONS:

- ◇ Event: Any show, match, trial, social, or club activity sponsored by DKC and held on or off site.
- ◇ Show/Trial/Test Chair: Volunteer position with total responsibility and accountability for an event.
- ◇ Show/Trial/Test Secretary: Volunteer position and part of the Trial Committee responsible to the Trial Chair. DKC does not pay its members for services to the club.

The Show/Trial/Test Secretary has the responsibility for preparing the premium, accepting entries, preparing the judging program, armbands, catalog and judges' book and submission of the results after the event. The Secretary needs to be familiar with *AKC Rules Applying to Dog Shows*, the *AKC Obedience/Rally Trial Manual*, *Dealing with Misconduct*, the appropriate current AKC Regulations and the Emergency and Disaster Plan. The list below summarizes responsibilities;. Purchase of materials and/or resources needed to complete responsibility will be reimbursed. All other Event expenses must be approved by the Chair.

THREE MONTHS PRIOR TO THE EVENT

- * Meet with Trial Chair/Committee to determine method of entries: Random Draw or First Received
- * Prepare the premium list and send to Chair for review and approval.
- * Final premium must be published no less than 72 hours prior to the acceptance of entries. .
- * Ensure that trial software is up-to-date and ready to accept entries

WHEN ENTRIES OPEN AND PRIOR TO CLOSING DATE

- * Take entries for event by USPS, online, or methods published in premium.
- * Enter entries into software system and send entry confirmations to exhibitors.
- * Notify any exhibitor who has been placed on the waitlist.
- * Move exhibitors from waitlist into the trial if/when space available.

AFTER CLOSING OF THE EVENT

- * Prepare and send judging schedule to exhibitors, and judge.
- * Prepare all necessary trial documents
 - * Judge's Books
 - * Armbands
 - * Run Order Boards
 - * Catalog

DAY OF THE EVENT

- * Arrive one hour before the start of judging,
- * Have access to all required AKC publications for the event
- * Enter all trial results into software, post class results
- * Identify the overall trial winners, i.e. High in Trial, High Combined, High Triple Combined, etc.
- * Modify documents based on move-ups in accordance with AKC Policy.
- * Provide all tear sheets to the judge. Determine if they would like a marked catalog hard copy or electronically.

AFTER THE EVENT

- * Ensure that all documents are sent to AKC within seven days of the event either USPS Priority Mail or scanned and sent electronically.
 - * Marked Catalog, Judge's Books, AKC Trial Report.
 - * The AKC report requires payment. Credit Card information may be obtained from the DKC Treasurer. Payment is for number of entries at closing. Fillable form can be found on the AKC website—Downloadable Forms.