



## APPLICATION TO HOST AGILITY TEAM CANADA (ATC) TEAM TRYOUTS

### SECTION 1: HOST INFORMATION

HOST/CLUB NAME: \_\_\_\_\_

CHAIRPERSON of TRYOUTS ORGANIZING COMMITTEE: \_\_\_\_\_

HOST/CLUB ADDRESS: \_\_\_\_\_

Street

\_\_\_\_\_

City

\_\_\_\_\_

Province

\_\_\_\_\_

Postal Code

HOST PHONE NUMBER: \_\_\_\_\_

HOST E-MAIL ADDRESS: \_\_\_\_\_

### SECTION 2 – PROPOSED SITE INFORMATION

PROPOSED DATES: April \_\_\_\_\_, 20\_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street

\_\_\_\_\_

City

\_\_\_\_\_

Province

\_\_\_\_\_

Postal Code

PHONE NUMBER: \_\_\_\_\_

SIZE OF FACILITY: \_\_\_\_\_

PROPOSED COMPETITION RING SIZE: \_\_\_\_\_

INDOOR CRATING SPACE FOR COMPETITORS:    YES    NO    OTHER    Area is Heated

If Other, please provide details: \_\_\_\_\_

TYPE OF SURFACE: \_\_\_\_\_

HEATING – Is the Facility Heated?    YES    NO

RV SPACE:    YES    NO

SPECTATOR AREA:    YES    NO

VENDOR AREA:    YES    NO

### SECTION 3 – TRYOUT INFORMATION

**EQUIPMENT:** Equipment meets FCI requirements      Yes      No      Partially

Please note the manufacturer of the equipment: \_\_\_\_\_

JUMPS - # of wing jumps (minimum 15) \_\_\_\_\_ Type of jump cup \_\_\_\_\_  
WALL JUMP      LONG JUMP      DOUBLE JUMP      TIRE JUMP

CONTACTS:

DOGWALK – There is a slatted Dogwalk      Yes  
FRAME      Yes  
SEE-SAW      Yes

TUNNELS:      # of 20 foot/6 m \_\_\_\_\_      # of 15 foot/5m \_\_\_\_\_  
# of 10/11/12 foot/ 3 or 4 M \_\_\_\_\_

WEAVES: \_\_\_\_\_ Style of poles (i.e. striped, solid colour) \_\_\_\_\_ Extra poles \_\_\_\_\_

E-TIMING EQUIPMENT:      Yes

DESCRIPTION OF WARM UP EVENT: \_\_\_\_\_

SCORING SYSTEM TO BE USED (to allow for live results if possible and quick scoring) \_\_\_\_\_

LIVE STREAMING:      Yes      No

If No, plans to video runs for Selection to use: \_\_\_\_\_

LOCATION FOR FUNDRAISING SEMINARS AVAILABLE: \_\_\_\_\_

DATES OF FUNDRAISING SEMINARS: \_\_\_\_\_

### SECTION 4 – BUDGET

This event is being held as a fundraiser for the ATC teams. Thus the Host Committee is organizing and running this on a volunteer basis in support of the team. There is **NO Renumeration** for organizing Tryouts. Only reasonable expenses will be reimbursed and it is suggested to work with the management team on items with a higher cost to ensure they fall within the budget and will be covered.

**\*\* All entry fees, seminar fees, vending fees will be processed through the ATC Team Treasurer account and not the host club.**

Please provide the financial details of hosting Tryouts. Please keep in mind this event is the main fundraiser for the ATC Teams. The budget should include costs including but not limited to:

- Cost to rent the facility for the main Tryout event
- Cost to rent the facility for the fundraising seminar prior to the event
- Insurance
- Awards/prizes,
- Estimated food for volunteer costs
- Other Expenses

Yes the budget is attached.

### SECTION 5 – HOST/HOST CLUB RESPONSIBILITIES

Please initial

- \_\_\_ Venue – layout for event
- \_\_\_ Establish schedule for event
- \_\_\_ Determine Prizes/awards for the event. Must have overall cumulative awards for each height. Other awards are at the host's discretion.
- \_\_\_ Sponsorship/donations – work to obtain sponsorship or donations for awards/prizes to help reduce costs as the event is a fundraising event for the team.
- \_\_\_ Host must provide insurance for the event
- \_\_\_ Host must organize volunteers for the event to minimize use of competitors.
- \_\_\_ Develop a premium for tryouts and send to ATC Management for approval prior to posting (can use template for premium provided).
- \_\_\_ Communicate with the Special Projects Leader from the ATC Management team as a liaison with the ATC Management team
- \_\_\_ The host club will arrange for Event Insurance.

I have read the above and understand the responsibilities of the HOST CLUB.

---

Signature of Chair of Tryout Organizing committee

Date

**SECTION 6 – ATC MANAGEMENT TEAM RESPONSIBILITIES**

Please review the following:

- Organize and secure judge for the event
- Confirm judging fees and seminar fees
- Organize seminars preceding event by the judge for fundraising purposes
- Organize travel arrangements for judge including flight and hotel
- Organize to have payment for judging fees ready by tryouts and paid to judge by end of tryouts.
- Communicate to Host, selection and scoring criteria
- Provide sponsorship charts to Host committee
- Communicate to Host number of runs and what type of runs (i.e. agility, jumping)
- To review Conflict of Interest and ensure any issues (real or perceived) are addressed through process established by the ATC Management team (i.e. host committee members trying out, conflict with selection committee, sponsorship, financial benefits, etc).
- Review premium prior to publishing

I have read the above and understand the responsibilities of the ATC MANANAGEMENT TEAM.

---

Signature of Chair of Tryout Organizing committee

Date

**SECTION 7 – SHARED RESPONSIBILITIES BETWEEN THE ATC MANAGEMENT TEAM AND THE HOST/HOST CLUB**

Please review and initial.

- \_\_\_\_\_ Communication from Host to ATC Management team through attendance at Monthly Team Meeting calls
- \_\_\_\_\_ Communication with the Special Projects Leader from the ATC Management Team on a regular basis.
- \_\_\_\_\_ Work with ATC Management team to communicate through the FB tryout groups, the main FB ATC group, and the website.
- \_\_\_\_\_ Work with ATC Management Special Projects Leader on specific tasks/events to be included in tryout schedule, i.e. vet check, measuring
- \_\_\_\_\_ Work with Uniform coordinator to come up with a tryout/support shirt.

I have read the above and understand the responsibilities of the ATC MANANAGEMENT TEAM.

---

Signature of Chair of Tryout Organizing committee

Date

## SECTION 8 – PHOTOSGRPAHS

Please attach photographs of the facility and include the following:

- Competition Ring Area
- Crating Area
- Facility
- Parking
- Exercise Area for the dogs

## SECTION 9 – HOST DECLARATION

The Chair of the Tryout Organizing Committee must sign this application form agreeing to and acknowledging the following for this application to be accepted by the ATC Management Team:

The undersigned agree and acknowledge that by submitting and signing this Application to host the ATC TEAM TRYOUTS that they agree to follow the Scoring and Selection Protocol documents written by the ATC Management Team for the year of the Tryout event applied for in this Application. Furthermore, they agree to the division of responsibilities between themselves as the Host and the ATC Management Team as outlined in this Application.

Approving this application to host the ATC TEAM TRYOUTS is based in part on the submitted budget. You understand that this is a fundraising event and that the host will not receive any remuneration for hosting the ATC TEAM TRYOUT event. Any expenses incurred by the host requires prior approval from the ATC MANAGEMENT TEAM in order for the host to be reimbursed for this expense. All claims against the Host for monies owed in relation to the ATC TEAM TRYOUT event will be the responsibility of the Host and/or Host Club alone, with the ATC Management Team bearing no responsibility, unless the EXPENSE was previously approved by the ATC MANAGEMENT team.

The person signing this Application should review it thoroughly as their signature indicates that they have done so and that the information is correct. The Undersigning person shall be an authorized person of the host club and the Chair of the Tryouts Organizing Committee.

---

Signature of Chair of Tryout Organizing committee

Date