

INFORMATION ON HOSTING AGILITY TEAM CANADA TRYOUTS

This event is being held as a fundraiser for the ATC teams. Thus the Host Committee is taking this on on a volunteer basis in support of the team. There is no Remuneration 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.

Currently Tryouts will be held in April each year.

RESPONSIBILITIES OF HOST CLUB/COMMITTEE AND THE ATC MANAGEMENT TEAM FOR ATC TRYOUTS

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

Host Committee Responsibilities

- Venue – layout for event
- Equipment – providing full complement of equipment meeting FCI specifications
- Establish schedule for event
- Some type of warmup event must be provided prior to tryouts
- 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.
- Utilize a scoring system that allows for live results if possible and quick scoring.
- Arrange for live streaming of event if possible.
- Host to provide a budget or estimate costs for hosting event including but not limited to insurance, estimated costs for awards/prizes, estimated food/volunteer costs, cost to rent facility for the event and for the fundraising seminars before the event (unless ATC management committee organized the venue) to ATC Management Team prior to being approved for hosting.
- 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

ATC Management Team Responsibilities

- 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

Shared Responsibilities

- 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.