

On-Site Manager Duties

Non-WAG Agility Trial

- **If you find that you cannot fulfill your duties, you should do 2 things immediately:**
 1. **Take your name off of SignUpGenius;**
 2. **Notify OSM Coordinator so we can find a new on-site manager.**
- **Saturday full day or Saturday morning OSM will be responsible for Friday night setup.** You can either be there physically to supervise and/or help or you can appoint someone who has volunteered for that night as Lead to make sure everything gets done. You are still responsible for contacting the people who have signed up to help and letting them know what time to be there.
- **Sunday full day or Sunday afternoon OSM will be responsible for Sunday night takedown.** You can either be there physically to supervise and/or help or you can appoint someone who has volunteered for that night as Lead to make sure everything gets done. You are still responsible for contacting the people who have signed up to help and letting them know what time to be there.
- Check SignUpGenius to see if you need more setup or takedown volunteers.
- If you do need volunteers, send out email frequently prior to event requesting volunteers where needed (setup and/or takedown).
- The Saturday morning OSM or Sunday afternoon OSM must contact those who signed up electronically to remind them of when they're volunteering. SignUp Genius will automatically send a reminder email 2 days before the event to those that are signed up at that time.
- Check and see which rings have been rented (check the ring rental calendars for this), how you handle various steps below will be determined by which rings the club will have access to.

On-Site Manager Duties

Non-WAG Agility Trial

- Responsible for the opening and closing of the building each day. Check with either the trial chair or the OSM who opened the building the prior day to see what time the building should open.
- Be on hand at the building and provide onsite supervision during setup and takedown depending on what you've signed up for.
- If unable to be at the building physically during the event, other than open and close, make sure trial chair has a way to contact you if there are issues.
- OSM can do indoor and/or outdoor grounds if they want otherwise OSM of that day (or each half-day) needs to find a volunteer(s) for the time they're there.
- Humidifiers need to be checked/filled end of each day. **See separate document Humidifier Refill Instructions.**
- Let the trial chair know that you are the OSM (all OSM's for the weekend should do this).
- If a dog has an accident in the ring, according to building rental policies: Any flooring or equipment soiled in any way must be promptly cleaned by the dog's owner/handler and a \$20 fee is put in a red envelope and into the ring rental box.
- **IMPORTANT:** Saturday/Saturday morning OSM needs to check to make sure there are enough AA batteries in case they need to be replaced in the timers. For a 2-day show/32 batteries; for a 3-day show/48 batteries. Batteries are kept in the office, there is a box marked 'batteries' could be in one of the cabinets or on the shelf above the desk (usually).
- Plug in the timer display at the beginning of each day and unplug at the end of each day, hanging the cord on the clip to the side of it.

On-Site Manager Duties

Non-WAG Agility Trial

- Setup the evening before the event starts at 7pm (if they request an earlier time, you will need to check with ring rental to see if the time is available) You are responsible for coordinating this with the volunteers. **DO NOT START ANYTHING UNTIL THE TIME PEOPLE HAVE BEEN TOLD TO BE THERE.** We have had issues in the past with people showing up on time, having driven a long way, and have nothing to do.
- Setup before the event. **See separate document Setup Agility.**
- Indoor Grounds - During the event through end of each day, **see separate document Indoor & Outdoor Grounds.**
- Outdoor Grounds - During the event through end of each day, **see separate document Indoor & Outdoor Grounds.**
- Takedown after the event. **See separate document Takedown Agility.**
- If a free or discounted spot (for seminar) or entries (for trials) are provided for the on-site building manager, you will also need to be available as a worker for the event.
- Full day on-site manager will earn \$20 WAG bucks or 10 worker hours per day for their work.
- Half-day on-site manager (Saturday afternoon or Sunday morning) will earn 1 setup or takedown.
- Indoor and Outdoor grounds people will earn \$20 WAG bucks or 10 worker hours per day for their work.
- Indoor and Outdoor grounds jobs can be combined together (pay for both jobs). On-Site Manager may also do these jobs and will be compensated appropriately.

On-Site Manager Duties

Non-WAG Agility Trial

- People coming in for setup night before and takedown after the trial will be \$10 WAG bucks or 5 worker hours for the first hour, regular rate after that.
- Night prior to the trial workers will be limited to 6 people (not including on-site manager).
- Sunday night takedown workers will be limited to 6 people (not including the on-site manager).
- **IMPORTANT – CLUB PAYMENT**
 - AKC Clubs
 - Judy will email a copy of the invoice/receipt for the weekend to all OSMs as well as the trial chair for the weekend.
 - OSM's to keep in touch with each other to make sure someone gets the payment before the end of the weekend. Some Clubs will pay day one, others pay at the end of the weekend, or any time during the weekend.
 - Payment should be put in the lockbox in the office with a note saying what club it is from.
 - CPE Clubs
 - Checks are mailed directly to Shelly.