

On-Site Manager Duties

Non-WAG Obedience 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 Patti Jo Yuswak or the Building Rental 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 5 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.

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- 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, the event, 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.
- 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 Obedience.**

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- Indoor Grounds - During the event through end of each day, **see separate document Indoor & Outdoor Grounds.**
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- Takedown after the event. **See separate document TakedownObedience.**
- 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.
- 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 8 people (not including on-site manager).
- Sunday takedown workers will be limited to 8 people (not including the on-site manager).