

Chintimini Kennel Club AKC Coursing Events Planning and Management Manual

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CHINTIMINI KENNEL CLUB AKC Coursing Event Planning Guide

DOCUMENT OVERVIEW

Part 1 – Document Overview

Chintimini Kennel Club, an All-breed Member Club of AKC is also an AKC Licensed Lure Coursing Club. CKC was licensed as a lure coursing club in 2004. Since 2004 CKC has held sighthound lure coursing trials on 43 weekend (over 80 events) including supporting two Whippet, a Pharaoh Hound and a Afghan Hound national events.

As an All-Breed Member Club, we have always included non-sighthounds at our lure coursing practice session. Starting in 2011 we began holding all-breed Coursing Ability Tests (CATs) and in 2016 we start holding all-breed FastCAT events. To date we have held 20 CAT weekend (over 40 events) including special event for the Samoyed and Pumi Nationals. To date we have hosted 12 weekends of FastCAT (about 48 separate events).

Table 1 shows the present AKC corresponding dates for the coursing events hosted by Chintimini Kennel. CKC now hosts 2 weekends of sighthound lure coursing trials and tests (4 AKC event numbers), 1 weekend of Coursing Ability Tests (CATs; 4 AKC event numbers) and 3 weekend of FastCAT events (12 AKC FastCAT event numbers; the limit set by AKC). While there is an AKC limit on FastCAT events, there is no limit on sighthound lure coursing trials and CATs. The only limit on trials and CATs is set by the ability for CKC volunteers to host the events.

Event Type	Traditional Location	Month	AKC Weekend	# Events
FastCAT	Philomath OR	May	18	4
Sighthound Trial	Cottage Grove	May	19	2
FastCAT	Redmond OR	July	26	4
FastCAT	Millerburg	August	34	4
CAT	Cottage Grove	September	37	4
Sighthound Trial	Cottage Grove	September	38	2

Our goal is to hold safe, fun events for the exhibitors and their dogs. It takes planning and more importantly volunteers to complete all the tasks to achieve this goal.

This document contains 5 parts in addition to this overview describing the steps to plan and execute CKC lure coursing events:

1. Initial formation of three key planning committees. Two committees, a Sighthound Planning Committee and an All-Breed Events Planning Committee that are responsible for planning the coming years events. The third committee provides support functions that are needed for all CKC coursing events.
2. Responsibilities of the Event Planning Committees



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DOCUMENT OVERVIEW

3. Responsibilities of the Lure Coursing Support Committee
4. Responsibilities of All-breed Event Field Committees for each event.
5. Responsibilities of Sighthound Event Field Committees for each event.

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CHINTIMINI KENNEL CLUB AKC Coursing Event Planning Guide

Start of Year Committee Formation

Part 2 – Start of Year Committee Formation

The Chintimini Kennel Club coursing year starts November 1st and ends after the last event in September/October. After the last event of the year, it's time to form the three key committees for planning events. The first step is to solicit input from participants in the years events and to invite people to join the planning process. The solicitation would also be sent to all present members of the planning groups and all volunteers.

An example survey is:

Interested people will be invited to an initial planning meeting.

The agenda for this meeting is:

1. to identify members of the Event Planning Committees and Event Support Committee for the coming year.
2. To select chairs for the three committees.
3. Set the date for the first meeting of each committee.

PROCESS/PROCEDURE

- Present years Planning Committee chairs coordinate this meeting of the "Year End General Group".
- Discusses who will schedule and officiate the meeting
- The event planning committee chair that has agreed to schedule and officiate

Chintimini Kennel Club Lure Coursing Participants Survey

Which Events did you participate in:

- May sighthound lure trial in Cottage Grove.
- May all-breed FastCAT in Philomath
- July all-breed FastCAT in Redmond
- August all-breed FastCAT in Millersburg
- September all-breed CAT in Cottage Grove
- September sighthound lure trial in Cottage Gove

Were any of these events your first experience at a lure coursing event? (yes/no)

Did you read the premium before coming to the event? (yes/no)
If yes, did you find the information useful? (yes/no)
If no, what information was missing? (short answer)

Was the online entry system easy to use? (Yes/No)
What can be improved? (short answer)

What did you like best about the event? (short answer)

What do you think we could do better? (short answer)

Chintimini Kennel Club will start the planning for our 2023 events.
Are you interested in helping with this planning? (yes, no)

If yes, please enter your email:



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Start of Year Committee Formation

will send invites for this meeting to:

- All CKC members
- “All-Breed Event Planning Committee” members
- “Sighthound Event Planning Committee” members
- All volunteers who helped at all planned events over the past year
- Anyone who might be interested, has expressed an interest, or is just curious
- Shall draft an agenda for this meeting and send with the invite
- Shall include with the invite the following job aids:
 - “All-Breed Event Planning Committee” - Job Aid
 - All-Breed Event Planning Committee Member - Job Aid
 - “Sighthound Event Planning Committee” - Job Aid
 - Sighthound Event Planning Committee Member - Job Aid
 - All-Breed Event Planning Committee Chair - Job Aid
 - Sighthound Event Planning Committee Chair - Job Aid
 - (* “Year End General Group” - Job Aid)

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EVENT PLANNING COMMITTEES – Sighthound and All-breed

Part 3 - Event Planning Committees

OVERVIEW

Each Event Planning Committee is responsible for the planning and execution of events that fall within their scope of responsibilities. The Sighthound Event Planning Committee plans all AKC Sighthound Lure Coursing Trials and Lure Coursing JC and QC Tests and the All-Breed Event Planning Committee plans all FastCATs and CAT events.

SPECIFIC RESPONSIBILITIES:

1. Select the number of CKC events will be held in the coming years
2. Select event dates
3. Select event locations (with the Field Coordinator).
4. Identify members of the Field Committee Members (Field Chair, Secretary, Lure Operators etc.) for each event

PROCESS/PROCEDURE TIMELINES

October Initial Event Planning Committee Meetings

- Planning Committee chairs shall schedule and officiate the first meeting of the coursing year and will send invites to:
 - All-Breed Event Planning Committee members
 - Also, anyone who may be curious and wishes to observe the process as a guest. The “guest” will not get a “vote” in committee decisions unless they agree to be officially named to the committee
- Shall draft an agenda for this meeting and send with the invite
- Link to this manual

In October the Event Planning Committee Chairs shall schedule a meeting to discuss the following:

- Committee Organization
- Schedule of year’s events.
- Potential location for events
- Identifying members of the event committees
- Start completing the following Events Table:
- Date for next meeting.
- Start completing the following table:



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EVENT PLANNING COMMITTEES – Sighthound and All-breed

Event Date	Event Type	Location	Field Chair	Field Sec.	Lure Operator	V. Coord.

Specific items that need to be addressed with respect to each event must include:

- Field – What “Field” will the event be held at
- Who will be responsible to secure the field and work with the field owner
- Field Chair (MUST BE A CKC CLUB MEMBER; see Job Aid for appropriate event)
 - Field Secretary for each planned event shall (Field Secretary - Job Aid)
- Begin the application process with AKC
 - Information needed to apply for AKC events:
 - When will entries open (date) for each planned event
 - When will entries close (date & time) for each planned event
 - Will there be a limited entry – If so, how many
 - What will the entry fee be for each planned event
 - Field Chair (name, address, phone number, e-mail address) for each planned event
 - Field Secretary for each planned event (name, address, phone number, e-mail address)
- Begin the process of Judge/CAT Evaluator Selection
- Field – What “Field” will the event be held at
 - (* All-Breed Field Coordinator - Job Aid)
- Who will be responsible to secure the field and work with the field owner
- Name who the Key Volunteers will be for each event:
- Field Chair (MUST BE A CKC CLUB MEMBER)
 - (* All-Breed Field Chair - Job Aid)
- Field Secretary for each planned event shall:
 - (* All-Breed Field Secretary - Job Aid)
- Begin the application process with AKC
 - Information needed to apply for AKC events:
 - When will entries open (date) for each planned event
 - When will entries close (date & time) for each planned event
 - Will there be a limited entry – If so, how many
 - What will the entry fee be for each planned event
 - Field Chair (name, address, phone number, e-mail address) for each planned event



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EVENT PLANNING COMMITTEES – Sighthound and All-breed

- Field Secretary for each planned event (name, address, phone number, e-mail address)
- For sighthound lure coursing and CAT events, identify potential list of judge/evaluators

November

Planning Meeting to:

- Complete Event Table
- Coordinate with Event Support Committee to address:
 - Field availability
 - Awards
 - Other support functions.
- Reports from Field Chairs and Field Secretaries:
 - Status of Applications
 - Status of Judge/Evaluator Selection
 - Status of Field
 - Status of key volunteers (e.g. Lure Operators)
- Scheduling of next meeting

Six (6) to nine (9) months before each planned event

Applications for events are due at AKC 90 days before the event to prevent paying a late fee. At this stage, Planning Committees should be meetings to assess the status of planning for individual events. The Planning Committees:

- Shall work with the appropriate Field Chair to schedule an Event Planning Committee meeting. Expected reports should be provided by:
 - Event Support Coordinators
 - Field
 - Awards
 - Photographers
 - Other
 - Event Field Chairs
 - Judge/Evaluator Selection status
 - Volunteer Coordinator status
 - Event Field Secretary
 - Premium



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EVENT PLANNING COMMITTEES – Sighthound and All-breed

- Application Status

Three (3) to four (4) months before each planned event:

- Shall work with the appropriate Field Chair to schedule and officiate an “Event Planning Committee” meeting

Two (2) weeks before each planned event:

- Hold an Event Planning Committee meeting with the appropriate Field Chairs as needed.
- Request reports from Coursing Support coordinators as needed.

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EVENT SUPPORT COMMITTEE

Part 4 –Event Support Committee

OVERVIEW

This committee is responsible for providing shared needs for all coursing events. These functions are overseen by Coordinators to manage: 1) Fields, 2) Event Awards/ribbons/gifts; 3) Equipment; 4) lure operator coordination and training; 5) event photographers and; 6) port-a-potties.

DIRECTION/COMPOSITION

- Members are identified at the End of Year group meeting. Members may also be members of the Event Planning Committee members.
- Many of the decisions of this group involve financial expenditures. The CKC club treasurer is an Ad Hoc Member of this committee.

GENERAL DUTIES/PURPOSE

To provide common services to the lure coursing events planned by the Event Planning Committees.

PROCESS/PROCEDURE

October

After Event Planning Committees meet and define the years calendar of events, the “Event Support Committee” meeting to plan the following:

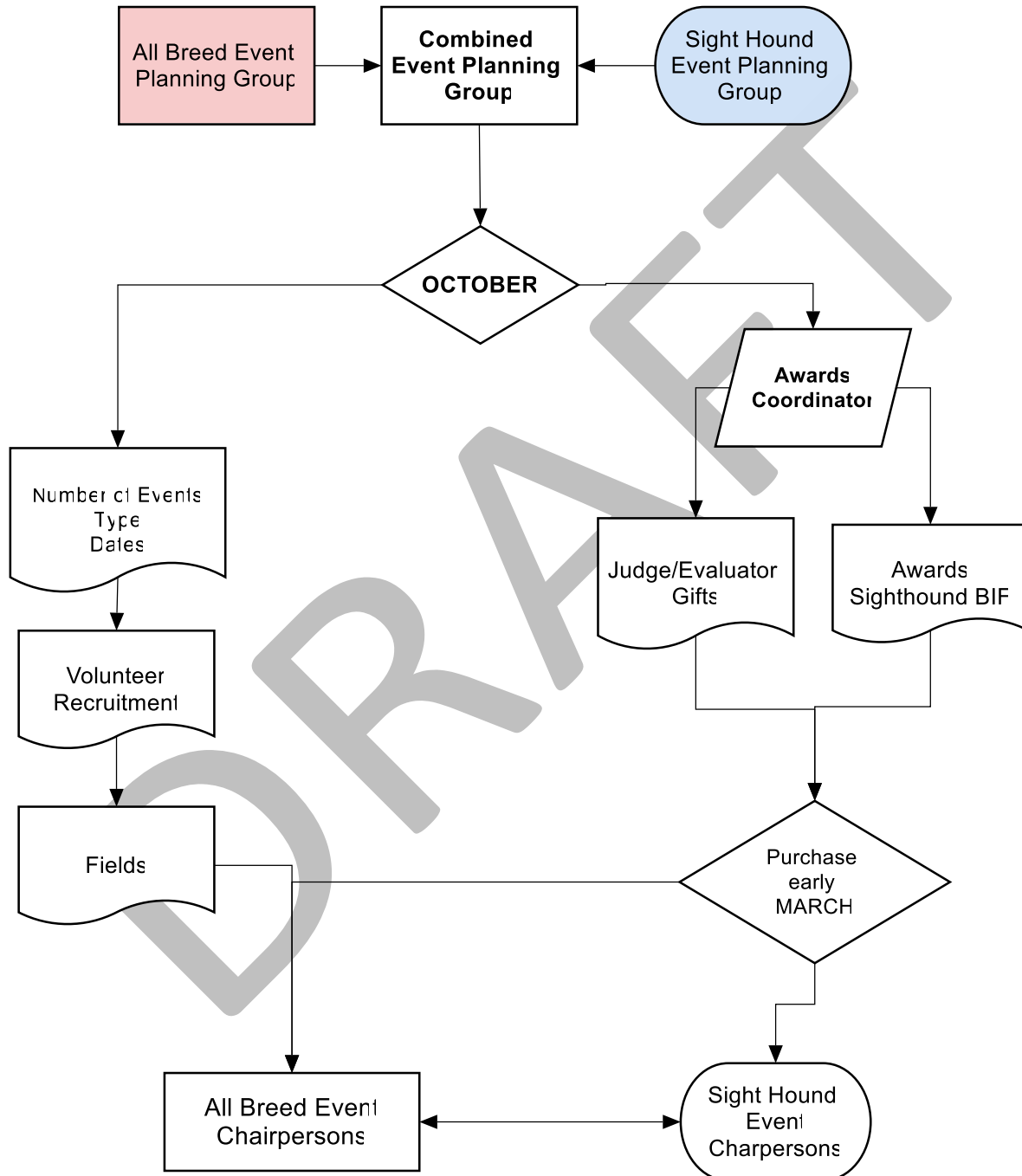
1. Fields
 - a. Status of fields for coming events
 - b. Search for new fields
2. Awards/Prizes/Ribbons/Gifts
 - a. (* Awards Coordinator - Job Aid)
 - b. Who will be responsible for assuring that the appropriate awards/prizes/ribbons/gifts are inventoried and purchased for both event planning groups for all the planned events in the upcoming year.
 - c. These items should be ordered by early March
3. What types of gifts for judges/evaluators?
 - a. Pottery, etc.
 - b. Gift card
 - c. Thank you cards
4. What types of awards?
5. Sighthound BIF prizes



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EVENT SUPPORT COMMITTEE

AB Combined Event Planning Group





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FIELD COORDINATOR

FIELD COORDINATOR

DIRECTION/COMPOSITION

- Works under the direction of the Event Planning Committees and event Field Chairs

GENERAL DUTIES

- Secures fields for planned events
- Works directly with the "Field" owner
- Searches and evaluates for potential new fields.
- Attend "Event Planning Committee" meetings to give updates

PROCESS/PROCEDURE

October

After the "Event Planning Committee" meetings will begin to secure "Field" for planned event & work with "Field" owner to:

1. Secure financial arrangements
2. Secure Certificate of Additional Insured if needed by property owner from the CKC club treasurer.
3. Determine from land owner if overnight camping and/or RVs be allowed
4. Any other special needs/concerns

Six (6) to nine (9) months before each planned event

- Provides Reports to the Event Planning committees
- Finalize securing "Field" for planned event

Three (3) to four (4) months before each planned event

- Provides Reports to the Event Planning committees
- Finalize when setup crew for planned event can access the field

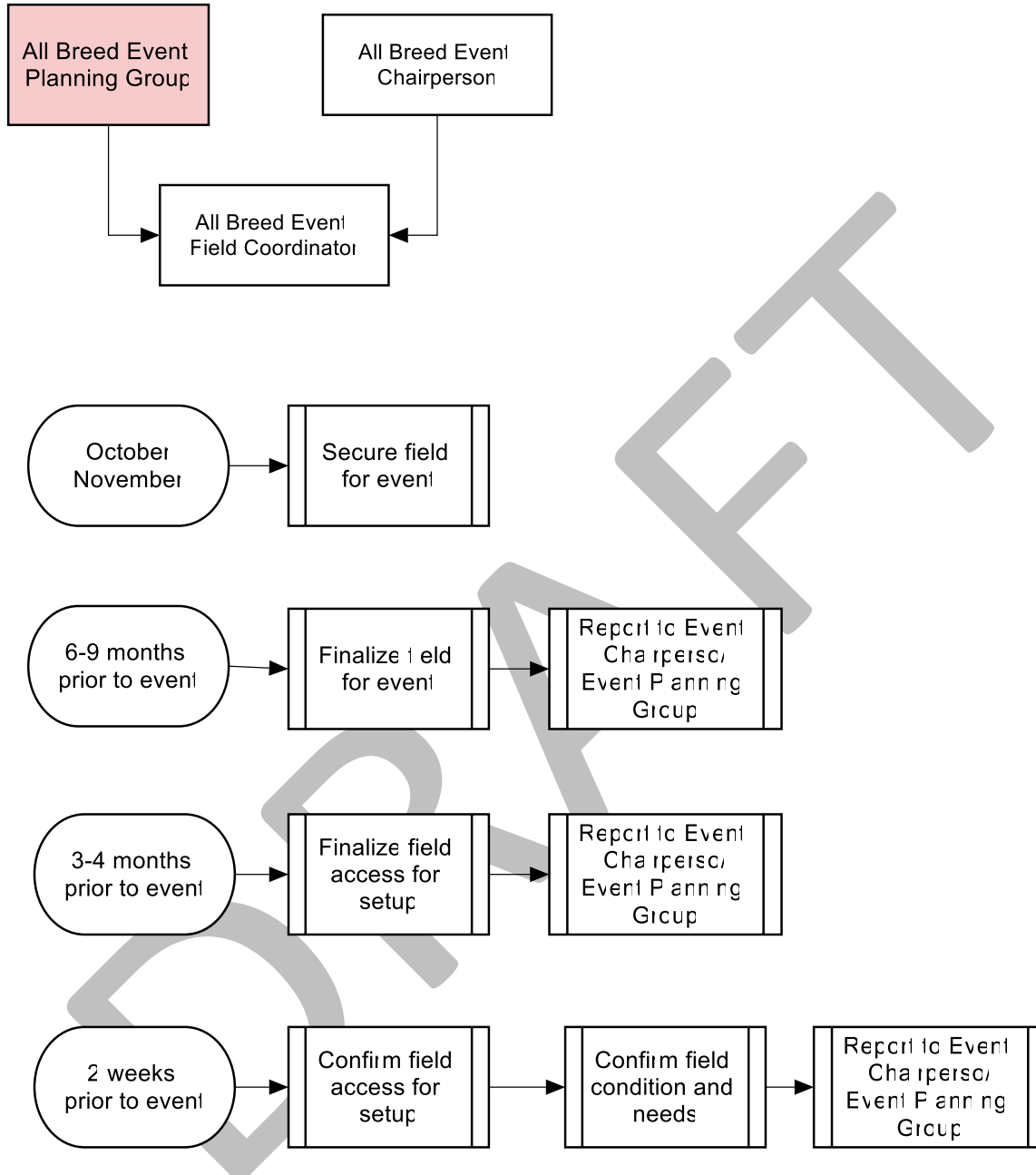
Two (2) weeks before each planned event

- Provides Reports to the Event Planning committees
- Contact "Field" owner to:
 - Confirm when setup crew for planned event can access the field
 - Check on condition of field
 - Does it need mowed, holes filled, etc.



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FIELD COORDINATOR





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AWARDS COORDINATOR

AWARDS COORDINATOR

DIRECTION/COMPOSITION

- Works directly with and gives updates to the Chairs of the Event Planning Committees
- Works directly with each planned event Field Chairs as needed

GENERAL DUTIES

Assures that these items are inventoried, purchased, stored, and available for the planned event

PROCESS/PROCEDURE

October

- Begin to inventory ribbons and gifts
- Should all be ordered and/or purchased by early March
- Currently (8/2022) ordering ribbons/rosettes from Olympic Ribbons

Sighthound Events	All-breed Events
Ribbons Flat placement <ul style="list-style-type: none"> • 1st = Blue • 2nd = Red • 3rd = Yellow • 4th = White • 5th = Pink Rosette BOB = Purple & Gold Rosette BIF = Red, White & Blue Rosette "New Champion" = Teal/light blue Flat "QC/JC Successful Run" = Dark Green	Ribbons Flat "Fast Cat" = Light Blue Approximate Count: 12 Events * 100-limit = 1200 New Title Rosette – dark green/light blue
BIF Awards <ul style="list-style-type: none"> • As determined by committee 	CAT Evaluator Gifts <ul style="list-style-type: none"> • As determined by committee • Approximant Count = 4 Events at 40-limit = 160
Judges Gifts <ul style="list-style-type: none"> • As determined by committee • Thank you cards 	

Six (6) to nine (9) months before each planned event:

- Assure that the Awards/Prizes/Ribbons/Gifts have been received and properly stored
- Coordinate with Event Planning Committee chairs on status



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AWARDS COORDINATOR

Three (3) to four (4) months before each planned event

Coordinate with the Field Chairs of each planned event as needed

Two (2) weeks before each planned event

Coordinate with the Field Chairs should be complete so that these supplies will be available at the event site.

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EQUIPMENT TRAILER COORDINATOR

EQUIPMENT TRAILER COORDINATOR

DIRECTION/COMPOSITION

Works under the direction of the Events Planning Committees and the Field Chairs

GENERAL DUTIES

- Provides reports to Event Planning Committee meetings
- Works with Lure Operator, Volunteer Coordinator, and Awards Coordinator
- Assures Equipment Trailer is delivered to the event site

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LURE OPERATOR COORDINATOR

LURE OPERATOR COORDINATOR

DIRECTION/COMPOSITION

Works under the direction of the Chairs of the Event Planning Committees and event Field Chairs

GENERAL DUTIES

- Is responsible for securing a Lure Operator(s) for the planned event
- Is responsible for working with and coordinating with the Lure Operator(s) for the planned event
- Works with the Equipment Trailer Coordinator and the Lure Operator(s) as necessary to assure the equipment in the trailer is functioning and in good working order for the planned event
- Provides updates to Event Planning Committee meetings.
- Works with CKC Lure Operators to train new people.

PROCESS/PROCEDURE

Six (6) to nine (9) months before each planned event

- After the All-Breed Event Planning Committee meeting, begins to secure a lure operator(s) for their event
- Information needed by the Lure Operator(s)
 - Field where the event is planned
 - Dates
 - CAT event or Fast CAT event
 - Drag or Continuous Loop
 - Aware that a course plan needs to be developed and submitted to the All-Breed Event Planning Committee with the event Field Chair having final approval of the plan.
- Plan needs to be submitted to the event Secretary to include in premium
 - (**Lure Operator Job Aid*)

Three (3) to four (4) months before each planned event

- Reports to Event Planning Committees

Two (2) weeks before each planned event

- Provides Reports to the Event Planning committees
- Assure the Lure Operator(s) has a premium for the event



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PHOTOGRAPHER COORDINATOR

PHOTOGRAPHER COORDINATOR

DIRECTION/COMPOSITION

- Works under the direction of the All-Breed Event Planning Committee and the event Field Chair

GENERAL DUTIES

- Is responsible for securing a photographer for the planned event
- Is responsible for working with and coordinating with the photographer for the planned event
- Attend All-Breed Event Planning Committee meetings to give updates

PROCESS/PROCEDURE

Six (6) to nine (9) months before each planned event

After the All-Breed Event Planning Committee meeting begin to secure a photographer for their event

Three (3) to four (4) months before each planned event

Attends All-Breed Event Planning Committee meeting to report

Two (2) weeks before each planned event

- Attends All-Breed Event Planning Committee meeting to report
- Assure the photographer has a premium for the event
- Assure that the photographer will attend and answer any questions they might have

Day of Event

Meet photographer at event site and assist in set up and answer any questions

Two (2) weeks post event

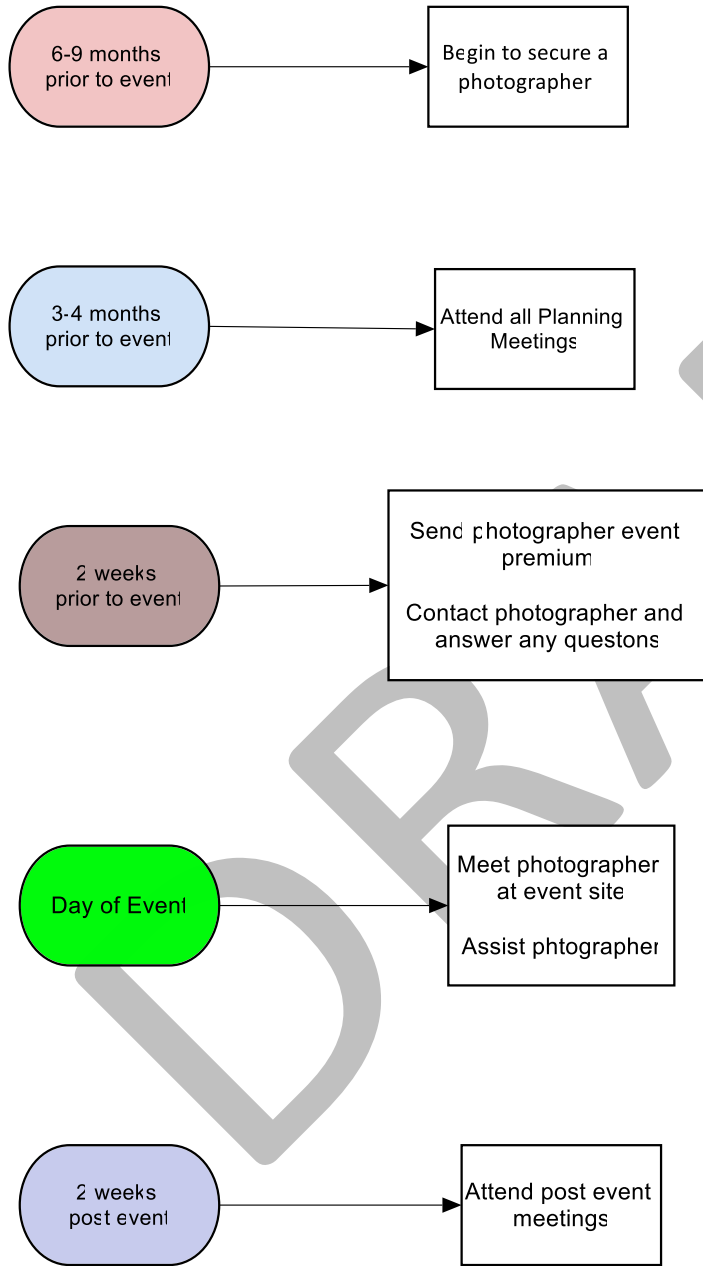
- Provides Reports to the Event Planning committees



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PHOTOGRAPHER COORDINATOR

Chintimini Kennel Club
Photographer Coordinator





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PORTA-POTTY COORDINATOR

PORTA-POTTY COORDINATOR

DIRECTION/COMPOSITION

Works under the direction of the Event Planning Committees and the Field Chairs

GENERAL DUTIES

- Provides reports to Event Planning Committee meetings
- Works with appropriate sanitation service to assure Port-a-potties are ordered and delivered to event site

PROCESS/PROCEDURE

Three (3) to four (4) months prior to the planned events

- After Event Planning Committee meetings:
 - Begins to coordinate port-a-potties services as determined at meeting
 - Usually from Buck's Sanitary Service

Two (2) weeks prior to the planned event

- Provides Reports to the Event Planning committees

Day of Event

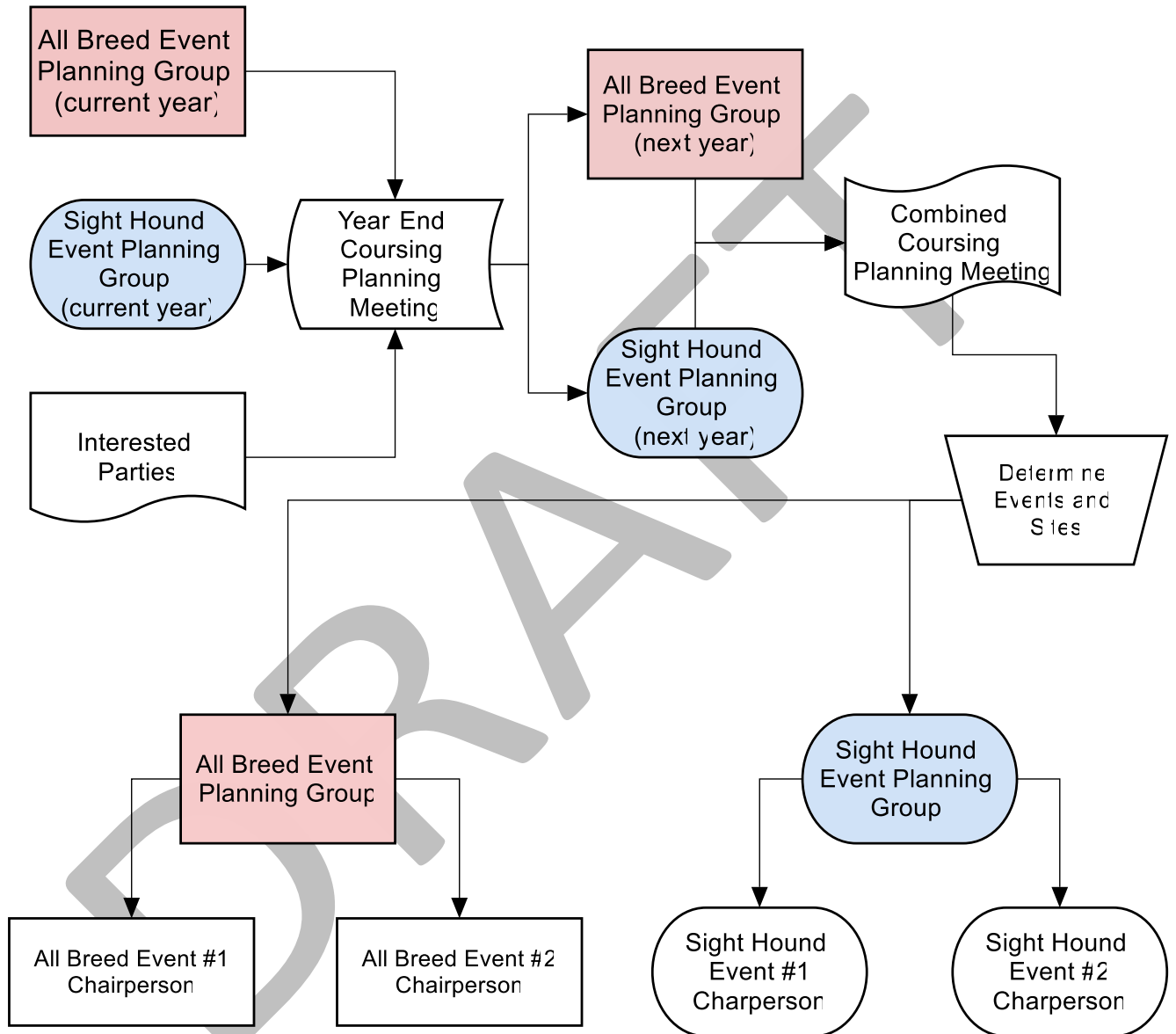
Assure port-a-potties services are available.

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FLOW DIAGRAM





CHINTIMINI KENNEL CLUB
All-breed Events

FIELD CHAIR

Part 5 – Running an All-Breed Event

FIELD CHAIR

DIRECTION/COMPOSITION

- Works directly with All-Breed Event Planning Committee Chair to schedule necessary All-Breed Event Planning Committee meetings
- Is a member of the planned event “Field Committee”
 - Is the officiating Chair of this committee

GENERAL DUTIES

- Attend All-Breed Event Planning Committee meetings to give updates
- Oversees all operations of the planned event and may delegate tasks as discussed at the All-Breed Event Planning Committee meetings
- Shall be responsible for ensuring the course has been laid out according to the course plan
- Is responsible for ensuring that all equipment is in place and functioning
- Provides for policing, e.g., cleanup of the grounds before, during, and after the planned event. Especially anything remotely resembling a lure and anything hazardous
- Must individually approve anyone who is to be allowed on the “field” of the planned event other than the officials of the trial or handler(s) of entered hounds (e.g., apprentice judges, observers, etc.)
- May levy and collect a penalty fee of \$5.00 from the owner or his duly authorized agent of any hound that is loose on the field and not in competition at the time

PROCESS/PROCEDURE

Six (6) to nine (9) months before each planned event

Coordinate with the All-Breed Event Planning Committee Chair to schedule a meeting of the group members to discuss logistics of the event

Three (3) to four (4) months before each planned event:

- Coordinate with the All-Breed Planning Committee Chair to schedule a meeting of the committee members to discuss logistics of the event
- Approve final draft of premium so Field Secretary can send to AKC and publish
- Coordinate with the Awards Coordinator that supplies will be at event



CHINTIMINI KENNEL CLUB All-breed Events

FIELD CHAIR

Two (2) weeks before each planned event:

- Coordinate with the All-Breed Planning Committee Chair to schedule a meeting of the committee members to discuss logistics of the event
- Draft an Emergency Action Plan for posting at event
- Obtain course plan to post at event (CAT event only)
- Draft Day-of Volunteers Meeting speech (if appropriate)
- Draft Day-of Handlers Meeting speech
- Secure a “test” hound for each day of event (CAT event only)
- Print out premium to have at event
- Secure and bring current AKC Regulations for Lure Coursing Tests and Trials booklet
- Be sure to check for any new updates on the Regulation Resources of the AKC website
- Secure and bring current AKC Dealing with Misconduct booklet
- Obtain AKC weekend number for questions

Day of Event

First day is critical and the most difficult since everyone is getting into a routine and trying to get their “stations” set up. It is important to watch the time and try to keep everything moving and on track so that the “first run” starts on time as listed in the premium

- Don Blue Vest for easy recognition
- Carry a radio
 - **Keep track of how many radios are given out as you will need to account for them at the end of the day**
- Post Emergency Action Plan (address where this is located in Handler Meeting)
- Post Course Plan (CAT event only)
- Secure “test” dog and is available and ready (CAT event only)
- Ensure that CAT evaluator(s) have walked the course
- Ensure that the CAT evaluator(s) are at the Handlers Meeting
 - They need to review the below items IF the Field Chair does not cover
 - What is expected of the handlers and hounds
 - That handlers are aware of handling and safety procedures
 - The above is covered in the Fast CAT Handlers' Meeting Example – Job Aid
- Announce and conduct Volunteers meeting
- Announce and conduct Handlers meeting
 - (* All-Breed Volunteers Meeting Example – Job Aid)
 - (* All-Breed Handlers Meeting Example – Job Aid)



CHINTIMINI KENNEL CLUB
All-breed Events

FIELD CHAIR

Check on the following:

Lure Operator

- Has a radio w/charger
- Equipment and timer are set up and functioning
- Course is set up as per plan (CAT event only)
- Signage posted
- Enter at front of Catch Pen by Stop Button Operator
- Exit halfway down the one side of the Catch Pen
- Has Job Aid (If necessary) - Lure Operator Job Aid

Volunteer Coordinator

- Has a radio
- Volunteer spreadsheet posted or handed out
- Volunteers are organized

Inspection & Measuring Committee

- Has radio
- Has necessary supplies and are set up
- Clip boards, pens/pencils, etc.
- Paperwork from Field Secretary
- Wicket with board to stand on
- Bitch in season supplies
- Wipes/Garbage bag for used wipes

Signage posted

- "INSPECTION"
- FC Inspection Info
- FC General Info
- FC Handler Info
- Emergency Action Plan (Chair to bring and post)
- Course Plan (CAT EVENTS) (Chair to bring and post)

Field Chairman (Chair to bring and post)

Has job aids

-

FC Inspection & Measuring Committee Job Aid

- Measuring Procedure

Paddock Master(s)

- Has radio



CHINTIMINI KENNEL CLUB All-breed Events

FIELD CHAIR

- Has bullhorn
- Dons vest(s) for easy identification
- Has necessary supplies and are set up
- Clip boards, pens/pencils, etc.
- Paperwork from Field Secretary
- Numbers Flip Chart
- Signage posted
 - Paddock Area (In front of both Red & Green)
 - FC General Info
 - FC Handler Info
 - Red Paddock (In front of)
 - "RED PADDOCK"
 - FC Handler Info – Red (Post in front Paddock where they enter)
 - Do Not Advance (Post inside where they wait to be called)
 - Green Paddock
 - GREEN PADDOCK"
- FC Handler Info – Green (Post inside where they wait to be called)
- Has job aids
- Red Paddock Job Aid
- Green Paddock Job Aid

Field Secretary/Field Clerk

- Have radios w/chargers
- Set up and functioning
- Completion Ribbons
- Pens/Pencils
- Garbage bag for trash
- Signage posted
- "TIMER/FIELD SECRETARY"
- Questions (Chair to post)
- Has Field Secretary & Field Clerk Job Aids

Stop Button (Fast CAT only)

- Has radio
- Signage posted
- "STOP BUTTON"
- Catcher Info
- Has job aids
- Stop Button Operator Job Aid

Assure appropriate awards/prizes/ribbons/gifts are available



CHINTIMINI KENNEL CLUB All-breed Events

FIELD CHAIR

Completion Ribbons, Evaluator (CAT)

Hospitality (as appropriate)

- Water, food, etc.
- Extra TP in Equipment Trailer
- Garbage cans set up and signed (as appropriate)
- Dog poop
- Recycle

Throughout the "Day of Event:"

- Make announcements as necessary throughout the event
- FOR FAST CATS:
- Be sure and announce when the last hound has run in the first event (concurrent event)
- Announce how long there will be a break while paperwork for the second event is produced
- Announce when the first hound will be running in the second event
- Lunch breaks, reason for any long delays, etc. Keep everyone informed!!!!
- Continue to check on job positions to be sure everything is running smoothly
- Address any issues that will help keep the event moving along.

End of "Day of Event:" – One Day Event

- Any last announcements given
- Vests
- Returned and placed in storage box
- Radios
- All radios have been returned
- Take "radio box" with you and plug in chargers to recharge radios for next day
- Make sure everything is "secure" for the night against rain, wind, etc. (For another day of the event)
- Make sure everything is put away, grounds are cleaned up (At end of entire event)
- Sign any paperwork as appropriate
- **LAST DAY OF ENTIRE EVENT**
- **ASSURE that signage is taken down and RETURNED to appropriate folder in "Signage/Job Aid Box in Equipment Trailer so that the next event volunteers' can find them!!!!**
- **ANNOUNCEMENT AT END OF ENTIRE EVENT:**
- **Use Bullhorn to instruct take down volunteers to return ALL signage to the Timer/Field Clerk shelter along with radios and vests!!!!**

For 2-day event

If this is a two-day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.



CHINTIMINI KENNEL CLUB
All-breed Events

FIELD CHAIR

Repeat everything as before as needed

Two (2) weeks after the event

Ideally, within the Field Chair should contact the All-Breed Event Planning Committee chair and request a committee meeting be scheduled to discuss logistics of the event.

DRAFT



CHINTIMINI KENNEL CLUB All-breed Events

VOLUNTEER COORDINATOR

VOLUNTEER COORDINATOR

DIRECTION/COMPOSITION

- Works under the direction of the All-Breed Event Planning Committee and the Field Chair
- Works with Field Secretary, Field Chair, and Equipment Trailer Coordinator as necessary

GENERAL DUTIES

- Attends All-Breed Event Planning Committee meetings
- Organizes and coordinates volunteers at the planned event
- Communicates with volunteers as to when they need to arrive at event, etc.
- Provides volunteers a copy of their job aids via e-mail
- Communicates with volunteers after the event to thank them for their “services” and find out if they have any suggestions for improvements

PROCESS/PROCEDURE

Three (3) to four (4) months before each planned event

- After the All-Breed Event Planning Committee meeting:
- Begins to coordinate volunteers for the following
 - Huntmaster
 - Paddock Master(s)
 - Red Paddock (Fast CAT)
 - Green Paddock (Fast CAT)
 - Inspection & Measuring Committee helpers
 - Stop Button Operator (Fast CAT)
 - Set up crew
- At Field Secretary's request provide volunteer names so event premium can be sent to them for “early” entry

Two (2) weeks before each planned event

- Attends All-Breed Event Planning Committee meeting
- Maintains communication as to when to arrive for setup and/or for their job positions
- They should plan to be at the event at least 30-50 minutes BEFORE the event begins to allow time to settle in and assure they have everything they need for their position
- Send job aids to volunteers
 - Huntmaster
 - All-Breed FC Huntmaster
 - All-Breed FC Huntmaster – “Cheat Card”
 - Paddock Masters



CHINTIMINI KENNEL CLUB
All-breed Events

VOLUNTEER COORDINATOR

- All-Breed FC Red Paddock
- All-Breed FC Green Paddock
- Inspection & Measuring Committee
- All-Breed Inspection & Measuring Committee
- All-Breed Measuring Procedure
- All-Breed FC Inspection & Measuring "Cheat Card"
- Stop Button Operator
- All-Breed FC Stop Button Operator
- All-Breed FC Stop Button Operator "Cheat Card"
- Setup Crew
- All-Breed Setup Crew

Day prior to each planned event

Contact setup Crew

Day of event

Provide a spreadsheet to volunteers and Field Chair with the names of the volunteers and the positions they are covering

Post event

Within a week after the event, send out "Thank you" (email) to all volunteers and encourage feedback (what went well, what to do to improve, etc.)

Two (2) weeks after planned event

Attend All-Breed Event Planning Committee meeting and report



CHINTIMINI KENNEL CLUB All-breed Events

FIELD SECRETARY

FIELD SECRETARY

DIRECTION/COMPOSITION

Works under the direction of the All-Breed Event Planning Committee and the event Field Chair
Is a member of the planned event's "Field Committee"

GENERAL DUTIES

- Attends All-Breed Event Planning Committee meetings to give updates
- Applies to the AKC for the date to hold the event
- Schedules Evaluator for the CAT events
- Solicits in writing, confirmation of those Evaluators prior to submitting the premium for approval
- Copies of these confirmations shall be made available to the AKC upon request
- Prepares and sends out premium lists/entry forms, after receiving official approval, and accepts entries
- Shall decline any late, incomplete, unsigned, unpaid, or conditional entries. Each entry must be completed in full, and the information given on the form must be that which applies to that entered hound. The entry form must be signed by the owner or agent duly authorized to make the entry.
- Provides the Field Chair or designee with a list of hounds entered for the purpose of roll call.
- Shall have available a copy of the current edition of these Regulations and the AKC's publication entitled "Dealing with Misconduct"
- Assure forms available at event
- Ensures that all record sheets and forms are available and forwarded with recording fees to reach the AKC within seven (7) days after the close of the event

PROCESS/PROCEDURE

October

After the All-Breed Event Planning Committee meeting shall:

- Begin the application process for the planned event to AKC
- Compile a list of Evaluators for CAT events to present at November meeting

November

- Attend the All-Breed Event Planning Committee meeting to report
- Begin to secure and contract Evaluators for their events

Six (6) to nine (9) months before each planned event

Attend the All-Breed Event Planning Committee meeting to report

Three (3) to four (4) months before each planned event

- Attend the All-Breed Event Planning Committee meeting to report



CHINTIMINI KENNEL CLUB All-breed Events

FIELD SECRETARY

- After the meeting:
- Begin to draft the final event premium
- Works with and delegates tasks to the Field Clerk as needed
- Assures a final draft of the premium is reviewed and approved by the Field Chair
- Sends the approved draft to AKC for approval
- After AKC approval send premium to be posted on AKC website
- Send premium to event volunteers
- Coordinate with Volunteer Coordinator for list of names
- After volunteers have entered:
- Publish premium on CKC website
- Publish premium on CKC Facebook page
- Send premium for inclusion on the ASFA Region 1 Calendar
- Send premium to:
- Field Coordinator
- Evaluator(s) (CAT EVENTS)
- Photographer Coordinator
- Lure Operator
- Field Committee
- Hospitality Coordinator
- Port-a-potties Coordinator
- Equipment Trailer Coordinator
- Volunteer Coordinator
- Send premium to appropriate email lists:
- (*All-Breed Evaluator Contract Job Aid)
- (*CKC Judges/Evaluator Reimbursement Policy)
- (*All-Breed Premium Job Aid)
- (*All-Breed Premium Template)

Two (2) weeks before each planned event

- Attend All-Breed Event Planning Committee meeting to report
- Assure that you will have power available for electronics
- Assure all necessary supplies will be at event (printer, paper, etc.)
- Print out premium to have at event
- Secure and bring current AKC Regulations for Lure Coursing Tests and Trials booklet
- Be sure to check for any new updates on the Regulation Resources of the AKC website
- Secure and bring current AKC Dealing with Misconduct booklet
- Print out and have available any forms needed for Misconduct????



CHINTIMINI KENNEL CLUB All-breed Events

FIELD SECRETARY

Day of Event

- First day is critical and the most difficult since everyone is getting into a routine, and trying to get their “stations” set up as well as they are needing inspection sheets, run lists, run numbers
- Assure you have power
- Generator, other
- Assure your equipment is set up and you have supplies
- Canopy
- Computer, printer, paper, pens/pencils, etc.
- Shade clothe or tarp is handy to keep sun off computer screen
- Tables
- Garbage bag for waste
- Radio w/chargers
- Signage Posted
- •TIMER/FIELD CLERK”
- FC Timer/Field Clerk “Cheat Card”
- Work with Field Clerk and assign tasks as necessary
- Critical to get inspection sheets and run numbers to Inspection & Measuring Committee
- Run order sheets to both Red & Green Paddock Masters
- Assure that timing equipment has been set up and is functioning
- In charge of all data entry into the data system
- In charge of the Timing System and its operation during the event and may delegate authority to do any of the below tasks as needed:
- Operate Timing System
- Assures an accurate time was obtained
- If not, lets Hunt master know there was no time
- Assures that Timing System is reset after recording time
- Records time and run order number on completion ribbon upon successful 100-yard run
- Gives completion ribbon to Handler as they leave the start line

As appropriate, assist Field Clerk with timing duties

- Data entry into the computer

End of “Day of Event:”

- Assure all data entry is completed
- Return radio to Field Chair
- Make sure everything is “secure” for the night against rain, wind, etc. (For another day of the event)
- Sign any paperwork as appropriate



CHINTIMINI KENNEL CLUB
All-breed Events

FIELD SECRETARY

AT END OF ENTIRE EVENT:

- Check ribbon supply – if more needed, for next event – inform Field Chair so they can contact the Awards Coordinator
- Assure all paperwork is completed
- Assure all paperwork is signed as appropriate
- Assure Radio and Signage is returned to Chair
- File paperwork with AKC within required time

Ideally, within two (2) weeks post event:

- Attend All-Breed Event Planning Committee meeting and report

For 2-day event

- If this is a two-day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.
- Repeat everything as needed

*****TIMING SYSTEM – How it works *******

- When the Timing System is “Ready” the buttons at the ends of the console will appear Green
- When the hound crosses the photo eyes at the start line the buttons will turn red
- When the hound crosses the photo eyes at the finish, the buttons will flash white once (but then remains red) and you will hear a click which indicates that the Timing System has stopped timing
- When the “Reset Button” is pushed at the Timer Console, the buttons will appear Green



CHINTIMINI KENNEL CLUB All-breed Events

FIELD CLERK

FIELD CLERK

DIRECTION/COMPOSITION

- Works under the direction of the event Field Secretary
- Is a member of the Field Committee

GENERAL DUTIES

Assists at Fast CAT and/or CAT events as necessary

PROCESS/PROCEDURE

Three (3) to four (4) months after the All-Breed Event Planning Committee meeting

- Shall begin to work with the Field Secretary as directed by the Field Secretary
- Attends All-Breed Event Planning Committee meeting

Two (2) weeks before each planned event

- Continues to assist the Field Secretary as directed by the Field Secretary
- Attends All-Breed Event Planning Committee meeting

Day of Event

Fast CAT

First day is critical and the most difficult since everyone is getting into a routine, and trying to get their "stations" set up as well as they are needing inspection sheets, run lists, run numbers

- Work with and assists Field Secretary as needed with any of the below tasks
 - Assure you have power
 - Generator, other
 - Assure your equipment is set up and you have supplies
 - Canopy
 - Computer, printer, paper, pens/pencils, etc.
 - Completion Ribbons
 - Shade clothe or tarp is handy to keep sun off computer screen
 - Tables
 - Garbage bag for waste
 - Radio w/chargers
 - Signage Posted
 - "TIMER/FIELD CLERK" (Obtain from Field Secretary)
 - FC Timer/Field Clerk "Cheat Card" (Obtain from Field Secretary)
 - Operate Timing System as delegated by Field Secretary
 - Assure an accurate time was obtained



CHINTIMINI KENNEL CLUB All-breed Events

FIELD CLERK

- If not, let Huntmaster know
- Assures that Timing System is reset after recording time
- Records time and run order number on completion ribbon upon successful 100-yard run
- Gives completion ribbon to Handler as they leave the start line

*****TIMING SYSTEM – How it works *******

When the Timing System is “Ready” the buttons at the ends of the console will appear Green

When the hound crosses the photo eyes at the start line the buttons will turn red

When the hound crosses the photo eyes at the finish, the buttons will flash white once (but then remains red) and you will hear a click which indicates that the Timing System has stopped timing

When the “Reset Button” is pushed at the Timer Console, the buttons will appear Green

Throughout the Day of Event

Assist Field Secretary as directed by Field Secretary

End of Day of Event

- Assist Field Secretary as directed by Field Secretary
- Return radio to Field Chair
- Make sure everything is “secure” for the night against rain, wind, etc. (For another day of the event)

For 2-day event

If this is a two day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.

Repeat everything as needed

End of entire event

- Assist Field Secretary as directed with the following:
 - Check ribbon supply – if more needed, for next event – inform Field Chair so they can contact the Awards Coordinator
 - Assure Radio and Signage is returned to Chair

Two (2) weeks after the event

Attend All-Breed Event Planning Committee meeting



CHINTIMINI KENNEL CLUB
All-breed Events

FIELD COMMITTEE

FIELD COMMITTEE

DIRECTION/COMPOSITION

- Shall include no less than **five club members** (including the Field Chair)
- At least **three of these club members MUST be present** on the event grounds at all times during the running of the event

GENERAL DUTIES

Responsible for compliance with all regulations and has authority to decide upon all matters arising during the running of the event, **EXCEPT** those matters coming under the sole jurisdiction of the evaluator or huntmaster

PROCESS/PROCEDURE

- Shall conduct preliminary investigation when:
 - Any hound is seriously injured or dies in connection with the event
 - Any protest of eligibility of a hound running at the event
 - Shall refer to AKC Regulations for Lure Coursing Tests & Trials booklet Chapter XIII; Section 1
 - An official misconduct hearing is requested
- **NOTE:** All members of the Field Trial Committee involved in the preliminary investigation, and/or official misconduct hearing must be members of the event-giving club
- Shall refer to AKC Regulations for Lure Coursing Tests & Trials/Regulations for CAT & Regulations for Fast CAT in Chapter III; Section 1
- Shall refer AKC Dealing with Misconduct booklet
- Read and be familiar with AKC Regulations for Lure Coursing Tests & Trials booklet Chapter III; Sections 1 & 9



CHINTIMINI KENNEL CLUB All-breed Events

RED PADDOCK MASTER

RED PADDOCK MASTER

DIRECTION/COMPOSITION

- Works under the direction of the Field Chair
- Works with the Green Paddock Master to assure smooth flow of handlers to the start line

GENERAL DUTIES

- Shall wear volunteer vest for easy identification
- Shall call the hounds to the paddock and assure handler and catcher understand what to do
- Keeps Handlers apprised via "Flip-Chart or Whiteboard" where event is at in run order sequence

PROCESS/PROCEDURE

- Call Handlers (with bull horn) to report to Red Paddock for check in
- Try to stay in as close to numerical run order as possible
 - *Mt. Bachelor weekend only*
 - *People with ring or agility conflicts can be run out of numerical order as the Red Paddock Master deems appropriate*
 - *For safety of brachiocephalic breeds, they may be run out of order due to heat at the discretion of the Red Paddock Master*
- Check to be sure the dog has passed inspected before the dog is allowed to run
- Handler should have received a number sticker upon successful completion of inspection
- Check to see if the Handler has a Catcher (we cannot provide a Catcher for the Handler)
- Inform the Handler/Catcher that when the dog is next in line to be called to the Green Paddock, that is when the Catcher needs to head down to the catch pen to be ready to enter the catch pen as their dog goes to the start box
- Instruct the Catcher to wait by the Stop Button Paddock close to the finish line in order to be able to see when their dog is headed to the start line
- Instruct the Handler/Catcher to report to inspection after their first run to have the dog reinspected if they are running in the second run. (Concurrent events only)
- NOTE: If no catcher is in the catch pen, the Lure Operator will automatically assume a "round trip" so the Handler can retrieve their dog at the start line
- Instruct "next dog" Handler to remain in Red Paddock until the Green Paddock Master calls them to the Green Paddock
- Keep visual display updated with numerical numbers that are currently running (white board and/or flip chart numbers)

Day of Event

First day is critical and the most difficult since everyone is getting into a routine, and trying to get their "stations" and paperwork out to everyone



CHINTIMINI KENNEL CLUB All-breed Events

RED PADDOCK MASTER

- Have Radio & Bullhorn
- Dons volunteer vest for easy identification
- Assure your equipment is set up
- Canopy & tarps
- Assure you have necessary supplies
 - Pens/pencils
 - Run Order paperwork w/clipboard (Delivered by Secretary)
 - Numbers "Flip Chart or White Board"
- Assure signage is posted:
 - Fast CAT General Info (Red)
 - Fast CAT Handler Info (Red)
 - FC General Info (Red)
 - Do Not Advance
- Copy of show schedule (Mr. Bachelor event only) is helpful

End of Day of Event

- Turn off radio and return to Timer/Field Clerk Canopy
- Return vest to Timer/Field Clerk Canopy
- Make sure everything is "secure" for the night against rain, wind, etc. (For another day of the event)

For 2-day event

- If this is a two-day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.
- Repeat everything as needed

At End Of Entire Event

- Radio and Signage is returned to Timer/Field Clerk Canopy
- Vest is returned to Timer/Field Clerk Canopy
- Bullhorn is returned to Timer/Field Clerk Canopy



CHINTIMINI KENNEL CLUB
All-breed Events

GREEN Paddock MASTER

GREEN Paddock MASTER

DIRECTION/COMPOSITION

- Works under the direction of the Field Chair
- Works with the Red Paddock Master to assure smooth flow of handlers to the start line
- Works with the Huntmaster & Timer/Field Secretary to assure correct dog is at the start line

GENERAL DUTIES

- Shall wear volunteer vest for easy identification
- Shall call the hounds to the paddock and assure handler understands what to do

PROCESS/PROCEDURE

- Check to see Handler has the appropriate collar and tags (if any) are taped up (or that they will be removing collar/tags before the dog will be run)
- Call Handler from Red Paddock to Green Paddock
- Instruct Handler to pick up their ribbon from the Timer/Field Clerk that will have their time recorded on back upon successful completion of the 100-yard course
- Instruct the Handler/Catcher to report to inspection after first run to have the dog reinspected if they are running in the second run. (Concurrent events only)
- Obtain dog's call name and run order number
- Ask handler to wait in Green Paddock until the Huntmaster calls for "next dog"
- Inform the Handler that when they are called to the line by the Huntmaster, to be prepared to inform the Huntmaster their dogs call name, run number, and whether or not they have a catcher
- When the "next dog" is instructed by the Huntmaster to come to the start line, tell the Field Clerk/Secretary or Huntmaster the dog's call name and run number as they are going to the start line
- When the Handler has left the Green Paddock to approach the start line, ask the Handler waiting in the Red Paddock to advance into the Green Paddock

Collars/Paraphernalia while running course:

- Dogs may wear any type of collar EXCEPT:
 - choker collars, a collar with prongs, electronic training collar, or head halters.
- Tags on collars must be taped up to collar so they are not dangling. This is for the safety of their dog.

Day of Event

- First day is critical and the most difficult since everyone is getting into a routine, and trying to get their "stations" and paperwork out to everyone
- Don volunteer vest for easy identification
- Assure your equipment is set up



CHINTIMINI KENNEL CLUB
All-breed Events

GREEN Paddock MASTER

- Canopy & tarps
- Assure you have necessary supplies
- Pens/pencils
- Tape to secure tags against collar (scissors to cut tape)
- Run Order paperwork w/clipboard (Delivered by Secretary)
- Assure signage is posted:
- Fast CAT Handler Info (Green)

End of Day of Event

- Return vest to Timer/Field Clerk Canopy
- Make sure everything is "secure" for the night against rain, wind, etc. (For another day of the event)

For 2-day event

- If this is a two-day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.
- Repeat everything as needed

At End Of Entire Event

- Radio and Signage is returned to Timer/Field Clerk Canopy
- Vest is returned to Timer/Field Clerk Canopy
- Break down canopy and fold up tarps



CHINTIMINI KENNEL CLUB All-breed Events

HUNTMASTER

HUNTMASTER

DIRECTION/COMPOSITION

- Works under the direction of the Field Chair
- Minimum age of hunt master shall be 16 years old

GENERAL DUTIES

- Is in charge all hounds and handlers on the field
- Shall ensure handlers understand safe release & retrieval procedures
- Shall ensure lure is properly positioned
- Shall ensure that lure operator, and timing system are ready
- Shall signal the lure operator to start the lure
- Shall give verbal signal "Tallyho" to release the hound
- Shall inform the Field Chair of any hound that appears lame

PROCESS/PROCEDURE

- Call handler w/hound to the start line when the lure has returned and is in position
- Confirm hound's name and run number with handler and convey to Field Clerk/Secretary
- Confirm if the handler has a catcher. If so, wait for catcher to be in position in catch pen. **NOTE:** *If catcher is not in position and waiting will add an excessive delay to event, ask handler to go back to the green paddock to be next in line*
- Check that the slip lead is in the slip position or that handler can release hound without possible entanglement in the lead they are using
- Check to be sure that collars are appropriate, and tags are taped up (should have been taken care of in the Green Paddock)
- Check to be sure leads are safely out of the way of handler and hound
 - No leads wrapped around handlers' neck
 - Lead is wrapped up and not excessively dangling to prevent entanglement of hound
- Check that Green Light is on at Timer Console
- Ask the Lure Operator if they are ready
- Ask Handler if they are ready
- Begin the run by:
 - Providing a hand signal to the Lure Operator to start the lure
 - Give the verbal signal "Tally Ho" to release the hound
- Instruct the handler to retrieve their hound if the hound fails to run or upon completion of the run
- Inform the handler if no time was obtained or the timer had to be manually stopped
 - At the discretion of the hunt master, the handler may be given a rerun opportunity
- Instruct handler to pick up their completion ribbon with their time recorded on the back from the Field Clerk/Secretary



CHINTIMINI KENNEL CLUB All-breed Events

HUNTMASTER

- Instruct handler to report to inspection after first run, to have the hound re-inspected if they are running in the second run. (Concurrent events only)
- Inspect and replace lures as needed

REMINDERS

1. **IF NO CATCHER** is in the catch pen, the lure operator will assume the handler wants a “round trip”
2. **Collars/Paraphernalia while running course:**
 - Dogs may wear any type of collar **EXCEPT:** choker collars, a collar with prongs, electronic training collar, or head halters. Tags on collars must be taped up to collar so they are not dangling. This is for the safety of their dog.

The Start:

- Dogs may start up to 10' behind the starting line (timer eyes). The “10' start box line” is clearly marked on the ground
- A dog may be started anywhere inside the 10' start box line; however, at a minimum, a dog's **FRONT PAWS MUST BE INSIDE** the start box upon release.
- Handlers are **NOT** permitted to run with a dog during its run.
- Handlers are **NOT** permitted to hold the dog at the start and watch a handler go down the course to the finish line.

Conduct of Handlers

- At the start:
 - The handler must simply release the dog within the start box.
- At the finish:
 - The handler may run within the catching area as their dog is running the course.
 - Cheering, clapping, calling your dog's name, whistling, and waiving your arms by either handler is allowed
 - Use of noise makers, toys, treats, or flags are not permitted while the dog is running the 100-yard course; however, may be used after the dog has crossed the finish line to assist in catching the dog

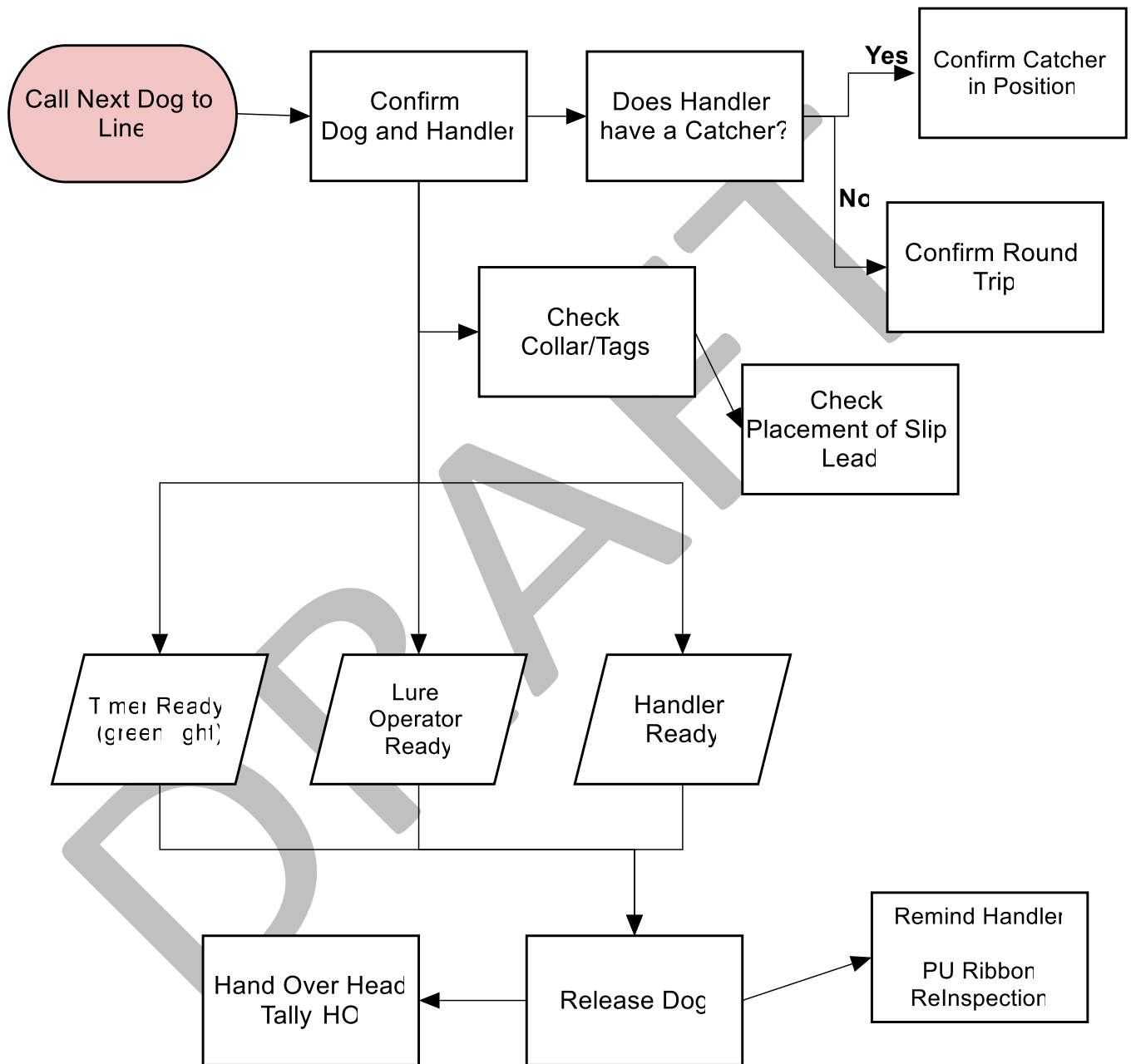
AT END OF ENTIRE EVENT:



CHINTIMINI KENNEL CLUB
All-breed Events

HUNTMASTER

AB Fast Cat Huntmaster





CHINTIMINI KENNEL CLUB
All-breed Events

HUNTMASTER

Cheat Sheet

- Call handler w/hound to the start line
- Ask hound's name/run number – Convey to Timer
- Catcher???
- Check lead/collar
- Check Green light on Timer Console
- Check:
 - Lure Operator Ready
 - Handler Ready
- Start Lure - “Tally Ho”
- Retrieve hound
- Pick up ribbon
- Re-inspection
- Inspect lure

DRAFT



CHINTIMINI KENNEL CLUB
All-breed Events

LURE OPERATOR

LURE OPERATOR

DIRECTION/COMPOSITION

Works under the direction of the event Field Chairperson

GENERAL DUTIES

3. If the lure operator(s) have concerns about the course layout, these should be communicated to the Field Chairperson. It is the Field Chairman's responsibility to insure the course is laid out properly
4. Shall make at least one pilot run of the lure before first course of the day and again upon reversing or changing the course layout
5. Starts the lure at the signal from the Huntmaster
6. Stops the lure on a signal from the Huntmaster or Evaluator, but shall automatically stop the lure any time a hound becomes entangled in the string or when a potentially dangerous situation should develop
7. Shall not operate the lure for any stake in which he or a member of his immediate family or household owns or co-owns an entered hound
8. The same lure operator shall operate the lure throughout an entire stake
9. Works with the Lure Operator Coordinator and the Equipment Trailer Coordinator as necessary
10. Assures that the equipment to be used at the planned event is operational and fully functioning at least 3-4 months before the planned event
11. At end of event, assures equipment is packed up. If any equipment is in need of repair or replaced, inform the Equipment Trailer Coordinator.

PROCESS/PROCEDURE

Fast CAT

- Assure your lure equipment is set up and running properly
- Assure you have:
 - Canopy
 - Radio w/charger
- Assure catch pen is set up
- Signage Posted
 - EXIT" sign visible halfway one side so Catcher(s) can exit quickly
- Ensure 10' start box line is clearly painted on the ground at the start
- Ensure timing equipment is laid out and operating properly
- Runs a test hound under the direction of the Field Chairperson to check that equipment is running properly, and all personnel understand their jobs
- Starts lure at the signal of the Huntmaster



CHINTIMINI KENNEL CLUB
All-breed Events

LURE OPERATOR

If no catcher is in the catch pen when the hound is at the start line, the Lure Operator will automatically assume a “roundtrip” so the Handler can retrieve their hound at the start line.

DRAFT



CHINTIMINI KENNEL CLUB All-breed Events

FINISH LINE OBSERVER

FINISH LINE OBSERVER

DIRECTION/COMPOSITION

- Works under the direction of the Field Chair

GENERAL DUTIES

- Sits at the Finish Line and pushes the “Stop Button” when the dog travels outside the photo eyes
- Assure that you have a radio to communicate with Field Secretary/Field Clerk

PROCESS/PROCEDURE

- Press the “Stop Button” if the dog does not cross the photo eyes, **BUT DOES** cross the “plane” of the finish line (runs around the outside of the photo eyes)
- Inform the Field Secretary/Field Clerk when the dog crossed the photo eyes, but the light did not change, and the buzzer did not sound.
 - This would indicate there was no time recovered for that dog's run
- Inform the Field Secretary/Field Clerk if the dog did not cross the photo eyes and you had to press the button to stop the timer. (The dog ran around the photo eyes)

STOP BUTTON OPERATION

- When the Timing System is “Ready” the stop button will appear Green
- When the dog crosses the photo eyes at the start line the stop button will turn red
- When the dog crosses the photo eyes at the finish, the light on the stop button will flash once (but then remains red) and an audio buzzer will also sound
- When the Secretary/Timer hits the “Reset Button” at the Timer Console, the stop button light will appear green

REMINDERS

- Instruct catchers to stand way back behind the finish line (far to the back of the catch pen)
 - This will allow they dog the fastest time crossing the finish line
- Remind catchers to move dog away from the bags and string as quickly as possible
 - This is for safety reasons since this is a continuous loop. Lure cannot be moved until the dog is adequately restrained and away from the lure.



CHINTIMINI KENNEL CLUB
All-breed Events

FINISH LINE OBSERVER

Cheat Card

“Stop Button” - How it works

- When the Timing System is “Ready” the stop button will appear Green
- When the dog crosses the photo eyes at the start line the stop button will turn red
- When the dog crosses the photo eyes at the finish, the light on the stop button will flash once (but then remains red) and an audio buzzer will also sound
- When the Secretary/Timer hits the “Reset Button” at the Timer Console, the stop button light will appear green

PROCEDURE:

- WATCH THE HOUND!!!!!!
- **Do Nothing:**
 - Hound crossed photo eyes, you heard the buzzer and button light flashed white/red
- **Manual Stop:**
 - Hound did not cross the eyes at the finish line, but did cross the finish line “plane” (outside the photo eyes)
- You had to press the “Stop Button”
 - Inform Timer/Field Clerk: “Timer was manually stopped”
- No Accurate Time:
 - Long delay in pressing the “Stop Button” to achieve an accurate time
 - -or-
 - Malfunction of the equipment – buzzer did not sound and button light did not flash white/red when hound crossed finish line
 - Inform the Timer or Field Clerk: “No accurate time”



CHINTIMINI KENNEL CLUB
All-breed Events

HANDLERS BRIEFING TEMPLATE

HOSPITALITY COORDINATOR

DIRECTION/COMPOSITION

- Works under the direction of the Event Planning Committees and the Field Chairman

GENERAL DUTIES

- Attends All-Breed Event Planning Committee meetings
- Assures hospitality is provided as determined and directed by the All-Breed Event Planning Committee

PROCESS/PROCEDURE

Three (3) to four (4) months prior to the planned event

- After the All-Breed Event Planning Committee meeting:
 - Begins to coordinate hospitality as determined at the meeting

Two (2) weeks prior to the planned event

- Reports to Event Planning Committees

Day of Event

- Assure hospitality items are available as determined at the meeting



CHINTIMINI KENNEL CLUB
All-breed Events

INSPECTION/MEASURING COMMITTEE

INSPECTION/MEASURING COMMITTEE

DIRECTION/COMPOSITION

1. Works under the direction of the event Field Chair
2. At least two people of the committee shall be members of the planned event's "Field Committee"

GENERAL DUTIES

Shall inspect each entry for lameness, fitness to compete, bitches in season before each "event" at "roll call."

PROCESS/PROCEDURE

Equipment Necessary

- Radio
- Canopy/Tent
- Table
- Pens/pencils
- Inspection sheets w/clipboard (Delivered from Field Secretary)
- Run order numbers w/clipboard (Delivered from Field Secretary)
- Wicket with board to stand on
- Bitch in season supplies
 - Wipes/Garbage bag for used wipes
- Signage Posted
 - "INSPECTION"
 - FC Inspection Info (post along inspection waiting line)
 - FC General Info (post along inspection waiting line)
 - FC Handler Info (post along inspection waiting line)
 - All-Breed Measuring Procedure
 - Inspection & Measuring "Cheat Card"
 - Emergency Action Plan (Chair will post)
 - Course Plan (CAT Events) (Chair will post)
 - Field Chairman (Chair will post)

Inspection Process

NOTE: For FC concurrent events, for the initial inspection at first "event" (1st run) follow the process below. For the second "event" (2nd run) do not need to check for in season, only lameness & fit to compete.

Inspect ALL (even spayed) female dogs for "in season" indications

- Ask handler to restrain their dog



CHINTIMINI KENNEL CLUB All-breed Events

INSPECTION/MEASURING COMMITTEE

- Wipe vaginal area to check for any signs of “in season”
- If indication is found, inform handler dog is “in season” and may not compete. They will be issued a refund
- Record on inspection sheet that dog was found IS (In Season)

Check for lameness

- No form of wrapping can be worn during the inspection process
- If lameness is found, inform handler dog is considered lame and may not compete. They will be issued a refund
- Record on the inspection sheet that the dog was found L (Lame)

Check for fitness to compete

- If unfit to compete, inform handler dog is considered unfit and may not compete. They will be issued a refund
- Record on inspection sheet that the dog is UF (Unfit to Compete)

Upon successful completion of “inspection”

- Give Handler their “Sticker Number” and inform them:
- They have passed inspection.
- They MUST present their “Sticker Number” at the Red Paddock for check in
- The “Sticker Number” indicates to the Paddock Masters they have passed inspection
- The Paddock Master WILL NOT ALLOW the dog to run without indication they have passed inspection
- If the handler loses the Sticker Number, before they run their dog, they must check in with the Field Chairman (Blue volunteer vest) for assistance

If the dog **DOES NOT SHOW** for inspection by the time inspections have closed (or if the Handler informs you, they are not going to run the dog):

- Record on the inspection sheet that the dog is SCR (Scratched)
- The handler is not given a refund

At end of inspection period, give completed inspection sheets to Field Secretary

Assure inspection sheets are marked with appropriate information:

- “Checked In”
- -OR- any of the below:
- L = Lameness
- IS = In Season
- UF = Unfit to Compete
- SCR= Scratched



CHINTIMINI KENNEL CLUB
All-breed Events

INSPECTION/MEASURING COMMITTEE

End of "Day of Event:"

- Assure all data entry is completed
- Return radio to Timer/Field Clerk Canopy
- Make sure everything is "secure" for the night against rain, wind, etc. (For another day of the event)

For 2-day event

If this is a two-day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.

- Repeat everything as needed

AT END OF ENTIRE EVENT:

- Assure Radio and Signage is returned to Timer/Field Clerk Canopy

DRAFT

INSPECTION AND MEASURING CHEAT CARD (Laminate)

INSPECTION PROCESS:

NOTE: For FC concurrent events, for the initial inspection at first “event” (1st run) follow the process below. For the second “event” (2nd run) do not need to check for in season, only lameness & fit to compete

Inspect ALL (even spayed) female dogs for “in season” indications

- Ask handler to restrain their dog
- Wipe vaginal area to check for any signs of “in season”
- If indication is found, inform Handler dog is “in season” and may not compete. They will be issued a refund
- Record on the inspection sheet that dog was found IS (In Season)

Check for lameness

- No form of wrapping can be worn during the inspection process
- If lameness is found, inform handler dog is considered lame and may not compete. They will be issued a refund
- Record on the inspection sheet that the dog was found L (Lame)

Check for fitness to compete

- If unfit to compete, inform handler dog is considered unfit and may not compete. They will be issued a refund
- Record on inspection sheet that the dog is UF (Unfit to Compete)

Upon successful completion of “inspection”

- Give Handler their “Sticker Number” and inform them:
 - They have passed inspection.
 - They **MUST** present their “Sticker Number” at the Red Paddock for check in
 - The “Sticker Number” indicates to the Paddock Masters they have passed inspection
 - The Paddock Master **WILL NOT ALLOW** the dog to run without indication they have passed inspection
 - If the handler loses the Sticker Number, before they run their dog, they must check in with the Field Chairman (Blue volunteer vest) for assistance

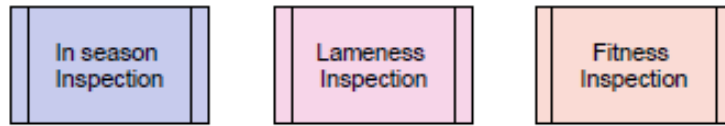
If the dog **DOES NOT SHOW** for inspection by the time inspections have closed (or if the Handler informs you they are not going to run the dog):

- Record on the inspection sheet that the dog is SCR (Scratched)
- The handler is not given a refund

As directed by the Field Secretary, return completed inspection sheets to Field Secretary
Assure inspection sheets are marked with appropriate information:

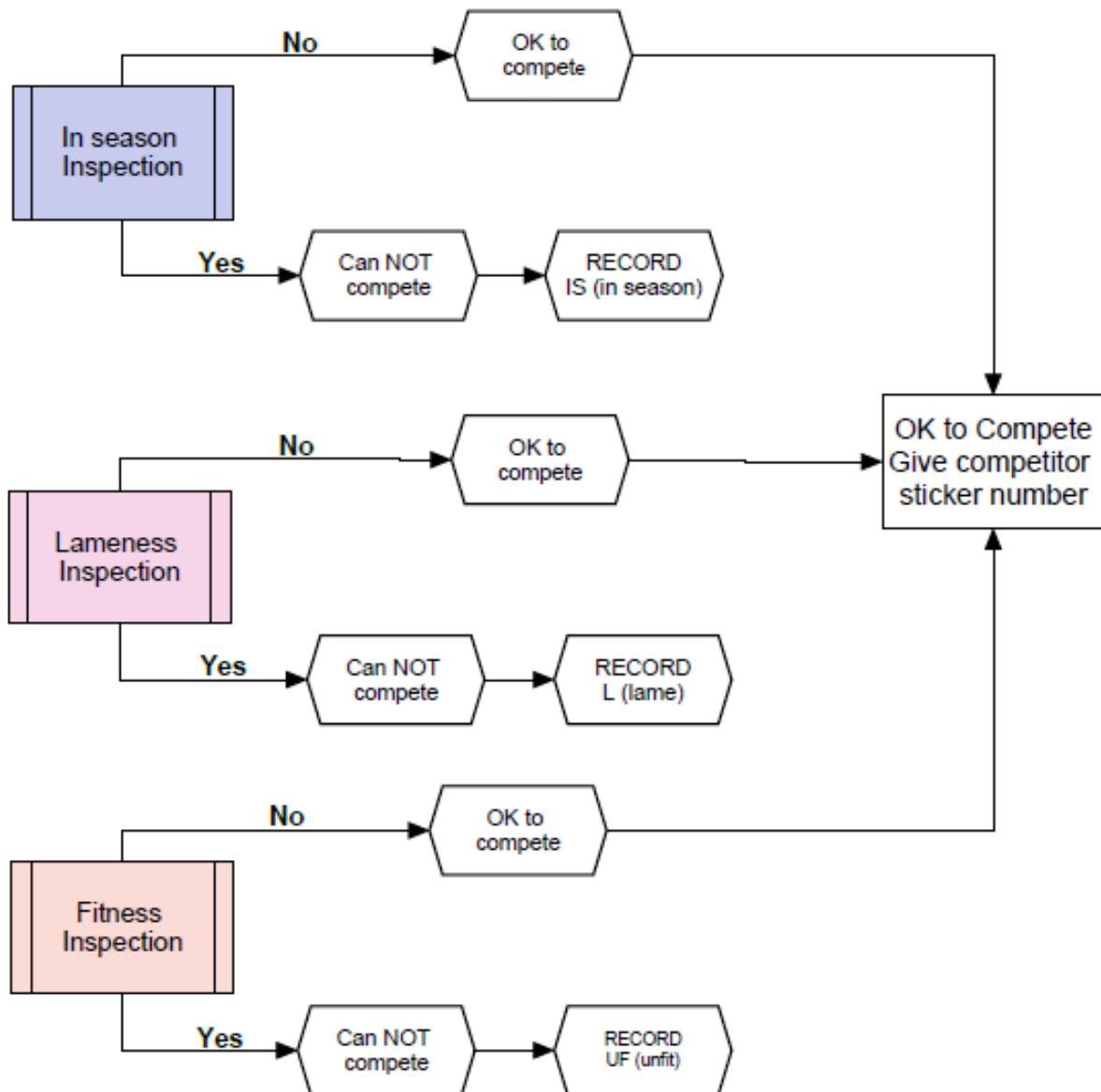
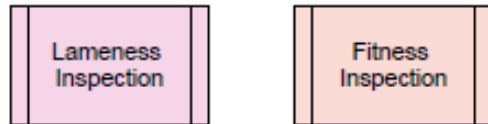
Checked In	L = Lame	IS = In Season	UF= Unfit to Compete
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Initial (pre event) Inspection



IS - In season
L - Lameness
UN - Unfit

Post Run Inspection - if running again





CHINTIMINI KENNEL CLUB
All-breed Events

PROCEDURE FOR MEASURING HOUNDS

PROCEDURE FOR MEASURING HOUNDS

PROCESS/PROCEDURE

1. The hound being measured shall be placed on a flat level surface that is not slippery. The handler shall position the hound at the Inspection Committee's discretion. The hound shall be in a naturally alert position, with the head up but not stretched upward, and with its feet well under it and its forelegs vertical as viewed both from the front and side.
2. A member of the Inspection Committee shall first determine the highest point over the withers with one hand and pass the measuring wicket over the hound from the rear with the other hand and place the wicket, so the cross piece comes down directly on the highest point over the withers. The wicket should not be placed on the neck in front of the shoulder or on the spinal column behind the withers. At least two members of the Inspection Committee must agree that a hound is or is not compliant with height requirements.
3. Handlers will be allowed only two minutes to position their hounds in a proper standing position. Hounds that cannot be made to stand in the proper position for measurement within the allotted time will not be allowed to course, and their entry fees will be refunded.
4. All hounds that are required to be measured or is questioned about proper height for running, will be measured only once and at the time of roll call at each and every field event.

**AKC Regulations for Lure Coursing Tests and Trials
Chapter III, Section 7, pp12-13
Amended 7/10/18



CHINTIMINI KENNEL CLUB
All-breed Events

SET UP

SET UP

PROCESS/PROCEDURE

Set up equipment the day before the planned event

Day Prior to the Planned Event

Inspection & Measuring

- Clam shell canopy
- Table
- Wicket w/measuring board
- Bitch in Season supplies
- Wipes/Garbage bag for used wipes
- Six (6) "fence" posts for signage

Paddocks

- Nine (9) "fence" posts for signage
- Red Paddock
 - Canopy w/tarps and clips to block dogs view of field
- Green Paddock
 - Canopy w/tarps and clips to block dogs view of field

Timer/Field Clerk (at start line)

- Canopy w/tarp and clips for sun shade
- Table
- Needs power for electronics (only if secretary will be doing data entry here)
- Two (2) "fence" post for signage
- Stop Button (at finish line)
- Canopy w/tarp and clips for sunshade
- Two (2) "fence" post for signage

Field Secretary (if not going to be with Timer/Field Clerk)

- Canopy w/tarp and clips for sun shade
- Needs power for electronics
- Table

Lure Operator (as necessary)

- Canopy w/tarp and clips for sun shade



CHINTIMINI KENNEL CLUB All-breed Events

HANDLERS BRIEFING TEMPLATE

HANDLERS BRIEFING TEMPLATE

WELCOME to Chintimini Kennel Club's (xxxxx) Fast CAT event.

- Any 1st time folks to this sport?
- Welcome! – Signage around Paddock area and Inspection area with information explaining sport. These information signs as well as our meeting today should answer most of your questions. If not, our volunteers are here to answer your questions so that you and your hound can fully enjoy this sport
- Thank you all for entering. All proceeds will be going to the Guide Dogs for the Blind.
- Weather: Sat: (XXXXX)
- Weather: Sun: (XXXXX)

PROPERTY

- Thank you to (XXXXX) for allowing us access to their property
- Please be respectful of their property
- NO overnight camping
- NO external generators, unless placed on a large solid surface.
- **NO SMOKING**
- Port-a-potties location
- Dog Poop Can locations
- Pick up after yourself and others
- Recycle can
- TAKE OUT YOUR OWN TRASH

SAFETY - EMERGENCIES

- Action Plan/Information posted at Inspection
- Property address
- First responder information
- On-Call veterinarian information/directions
- In the event of an incident:
 - Call 911
 - Send someone to meet responders at the main road
 - Inform Chair (blue vest)
 - Type of emergency
 - If responders have been called

SAFETY - GENERAL INFORMATION:

- Oregon Mask Mandate
 - If you cannot social distance (6'), masks are required.



CHINTIMINI KENNEL CLUB All-breed Events

HANDLERS BRIEFING TEMPLATE

To comply with Oregon mandate we ask that masks be worn @ initial inspection, in the Paddock areas, and at the Start Line. Anywhere else on the property, if you cannot maintain proper social distancing than wear a mask

- **Hounds:**
 - Also need social distancing with our hounds. Increase of Kennel Cough recently so be mindful of your hound and others.
 - Be sure to warm up your dogs before your run and cool them down after they have run
- **Field Safety**
 - People:
 - This is a continuous loop system for the lure. This means that you need to be mindful of the string for both you and your hound. When the string is moving there is a possibility of line burns/cuts that can happen. To avoid that:
 - Handlers: At the start line, be mindful where you are at in relation to the string. Do not step on or get next to the string when the lure is moving
 - Catchers:
 - When entering the catch pen, stand towards the very back of the catch pen and a little to one side. Your hound is keen on the lure and will be chasing the lure. You do not want to be in line with their flight path. Standing off to the side of the string/lure will still allow you to catch your hound and not put you into the path of a hurtful collision between you and your hound
 - Standing towards the back of the catch pen also allows your hound to be running at their fastest when they break the beam of the photo eyes capturing the best possible time. If you are too close to the front of the catch pen, your dog starts to slow down before the photo eyes causing your run time to be longer.
 - PLEASE, pick up your hound and move away from the lure and string as quickly as possible to avoid your hound or yourselves from becoming entangled in the line. There is an Exit halfway down the side of the catch pen to allow for quick and safe exiting.

ANNOUNCEMENTS: ???

INTRODUCTIONS:

- PHOTOGRAPHER:
- CHAIR:
- LURE OPERATOR(s):
- PADDOCK MASTER(s):

EVENT INFORMATION:



CHINTIMINI KENNEL CLUB All-breed Events

HANDLERS BRIEFING TEMPLATE

- Please thank our volunteers for helping run this event. Without them, this event would not be possible. To make our event run smoothly we ask your patience when we ask to “slide” a volunteer's hound into the run order. This allows us to keep the pace moving forward and allow all positions to be continuously manned.
- Please do not interrupt the Secretary or Field Clerk at the timing table with questions. Please ask someone else or come find me with your question.
- *Handlers:*
 - Please follow the instructions from the Paddock Masters and the Huntmaster
 - If you are new to this event, please let the Paddock Masters/Huntmaster know this so we can help you through this process. Don't be afraid to ask questions.
 - Routine:
 - Check in with the Paddock Master at the Red Paddock. They must see your inspection number you obtained at inspection which indicates that you have passed inspection. You will not be able to run without that confirmation.
 - It is helpful to tell them your run number and the hounds name
 - Stay at the Red Paddock until you are asked by the Green Paddock Master to advance to the Green Paddock.
 - When you at the Red Paddock and will soon be advancing to the Green Paddock is when you should have your Catcher head down to the Catch Pen. This helps with the flow of the event. Catch pen hint: Stand towards the back to avoid tripping the eyes at the finish line as well as this allows your hound to be at full speed when crossing the finish line giving you the best time possible.
 - Let the Paddock Masters know if you have no Catcher. We will automatically do a “round trip” to bring your dog back to the start line.
 - Once the Green Paddock Master has advanced you to the Green Paddock, wait there until the Huntmaster asks for “next dog.”
 - It is helpful to tell the Green Paddock Master your run number and hounds name
 - Once the Huntmaster has called for “next dog” advance to the Start line and let the Huntmaster know your dog's name and run number.
 - Upon a successful run, your time will be recorded on the back of your ribbon which will be handed to you by the Field Clerk as you leave the start line.
 - IF YOU ARE RUNNING IN THE SECOND EVENT, you MUST have your dog re-inspected. You will again obtain a sticker with your run number (not necessarily the same number as before).
 - Once all the hounds from the first event have run, we will announce the completion of the first event and roll right into the second event. Repeat process, except, of course after your second run you will not need to have your dog re-inspected.
 - *AM EVENT:* PLEASE exit the parking lot as soon as you have completed your second run. We will have the PM event handlers coming in and we are trying to avoid congestion for



CHINTIMINI KENNEL CLUB
All-breed Events

HANDLERS BRIEFING TEMPLATE

safe entering and exiting.

CLEAN UP: (LAST DAY OF THE EVENT)

- Always need extra hands to break down equipment. We are all tired and would appreciate help with things like
 - Taking down the shade shelters
 - Taking down the fencing
 - Folding up tables
- If you find any equipment that is in need of repair or needs replaced, please inform the Field Chair

ANYONE ELSE NEED TO ADDRESS ANYTHING?

ANY QUESTIONS . . . IF something comes up, come find me

Be safe – have fun with your hounds – Tally Ho

DRAFT



CHINTIMINI KENNEL CLUB
All-breed Events

VOLUNTEER BRIEFING TEMPLATE

VOLUNTEER BRIEFING TEMPLATE

DIRECTION/COMPOSITION

- To be performed by the Field Chair prior to the start of the event

PROCESS/PROCEDURE

THANK YOU FOR HELPING!

The spreadsheets I have provided for you are not set in stone. This is merely a tool to help us make sure that we have all positions covered even when a volunteer needs to prepare their hound for their run and cool down their dog after they have participated in the fun!

This is your opportunity to meet one another, look over the spreadsheet, and figure out a strategy amongst yourselves on how to cover these positions. Be flexible. Just because your name is or is not in that position, does not mean you can't be doing something else (like learning a new position), just make sure we have coverage, so no position is left unmanned.

Event paperwork are separated by color:

- AM
 - 1st – White
 - 2nd – Pink
- PM
 - 1st – Yellow
 - 2nd – Blue

Specifically for the Re-inspection people: Once the first event has run the last hound, the Field Chair will announce that the last hound has run. At that point, there will be no need for anyone to man the Re-inspection position. After a short pause to allow the secretary to get her paperwork together, we will announce the start of the second event.

You should have a copy of your job description that was provided to you by the Volunteer Coordinator (xxxxxxxxxxxx). If you do not have it, please ask for one from me (Field Chair)

IF you need to leave your position, and there is no one to cover, please talk to the Volunteer Coordinator or me so we can have your position covered

*****RADIOS & VESTS*****

If your job position has a radio – PLEASE MAKE SURE someone is responsible to return it to the Timer/Field Secretary shelter at the end of the event/day!!!

Also fold and return your vest when you are finished with your position



CHINTIMINI KENNEL CLUB
All-breed Events

VOLUNTEER BRIEFING TEMPLATE

If you find there might be a better way to do something, if we have missed a step in the job descriptions, or if you just have anything that you want to mention about how we are doing things, please do not hesitate to send me an e-mail with your suggestions/recommendations after this event.

Radios and Vests for Volunteers

- Red Paddock: Radio/Vest/Bullhorn
- Green Paddock: Vest
- Field Secretary: Radio
- Field Clerk: Radio
- Stop Button: Radio
- Inspection: Radio
- Lure Op: Radio
- Huntmaster: Radio
- Volunteer Coordinator: Radio

DRAFT



CHINTIMINI KENNEL CLUB Sighthound Events

FIELD CHAIR

Part 6 – Running a Sighthound Event

FIELD CHAIR

DIRECTION/COMPOSITION

- Works directly with Sighthound Event Planning Committee Chair to schedule necessary meetings
- Is a member of the planned event “Field Committee”
 - Is the officiating Chair of this committee

GENERAL DUTIES

- Attend Sighthound Event Planning Committee meetings to give updates
- Oversees all operations of the planned event and may delegate tasks as discussed at the Sighthound Event Planning Committee meetings
- Shall be responsible for ensuring the course has been laid out according to the course plan
- Is responsible for ensuring that all equipment is in place and functioning
- Provides for policing, e.g., cleanup of the grounds before, during, and after the planned event. Especially anything remotely resembling a lure and anything hazardous
- Must individually approve anyone who is to be allowed on the “field” of the planned event other than the officials of the trial or handler(s) of entered hounds (e.g., apprentice judges, observers, etc.)
- May levy and collect a penalty fee of \$5.00 from the owner or his duly authorized agent of any hound that is loose on the field and not in competition at the time

PROCESS/PROCEDURE

Six (6) to nine (9) months before each planned event

Coordinate with the Sighthound Event Planning Committee Chair to schedule a meeting of the group members to discuss logistics of the event

Three (3) to four (4) months before each planned event:

- Coordinate with the Sighthound Planning Committee Chair to schedule a meeting of the committee members to discuss logistics of the event
- Approve final draft of premium so Field Secretary can send to AKC and publish
- Coordinate with the Awards Coordinator that supplies will be at event

Two (2) weeks before each planned event:

- Coordinate with the Sighthound Planning Committee Chair to schedule a meeting of the



CHINTIMINI KENNEL CLUB Sighthound Events

FIELD CHAIR

- committee members to discuss logistics of the event
- Draft an Emergency Action Plan for posting at event
- Obtain course plans to post at event.
- Draft Day-of Volunteers Meeting speech (if appropriate)
- Draft Day-of Handlers Meeting speech
- Secure a “test” hound for each day of event.
- Print out premium to have at event
- Secure and bring current AKC Regulations for Lure Coursing Tests and Trials booklet
- Be sure to check for any new updates on the Regulation Resources of the AKC website
- Secure and bring current AKC Dealing with Misconduct booklet
- Obtain AKC weekend number for questions

Day of Event

First day is critical and the most difficult since everyone is getting into a routine and trying to get their “stations” set up. It is important to watch the time and try to keep everything moving and on track so that the “first run” starts on time as listed in the premium

- Don Blue Vest for easy recognition
- Carry a radio
 - **Keep track of how many radios are given out as you will need to account for them at the end of the day**
- Post Emergency Action Plan (address where this is located in Handler Meeting)
- Post Course Plan
- Secure “test” dog and is available and ready
- Ensure that judge(s) have walked the course
- Ensure that the judge(s) are at the Handlers Meeting
 - They need to review the below items IF the Field Chair does not cover
 - What is expected of the handlers and hounds
 - That handlers are aware of handling and safety procedures
 - The above is covered in the Handlers' Meeting Example – Job Aid
- Announce and conduct Volunteers meeting
- Announce and conduct Handlers meeting
 - (* Sighthound Volunteers Meeting Example – Job Aid)
 - (* Sighthound Handlers Meeting Example – Job Aid)

Check on the following:

Lure Operator

- Has a radio w/charger



CHINTIMINI KENNEL CLUB Sighthound Events

FIELD CHAIR

- Equipment is set up and functioning
- Course is set up as per plan
- Signage posted
- Has Job Aid (If necessary) - Lure Operator Job Aid

Volunteer Coordinator

- Has a radio
- Volunteer spreadsheet posted or handed out
- Volunteers are organized

Inspection & Measuring Committee

- Has radio
- Has necessary supplies and are set up
- Clip boards, pens/pencils, etc.
- Paperwork from Field Secretary
- Wicket with board to stand on
- Bitch in season supplies
- Wipes/Garbage bag for used wipes

Signage posted

- "INSPECTION"
- FC Inspection Info
- FC General Info
- FC Handler Info
- Emergency Action Plan (Chair to bring and post)
- Course Plan (CAT EVENTS) (Chair to bring and post)

Paddock Master(s)

- Has radio
- Has bullhorn
- Dons vest(s) for easy identification
- Has necessary supplies and are set up
- Clip boards, pens/pencils, etc.
- Paperwork from Field Secretary
- Signage posted
- Paddock Job Aid

Field Secretary/Field Clerk

- Have radios w/chargers
- Set up and functioning



CHINTIMINI KENNEL CLUB Sighthound Events

FIELD CHAIR

- Completion Ribbons
- Pens/Pencils
- Garbage bag for trash
- Signage posted
- Questions (Chair to post)
- Has Field Secretary & Field Clerk Job Aids

Restrainers

- Have radios w/chargers
- Have bags and if using drag replacement bag setups

Hospitality (as appropriate)

- Water, food, etc.
- Extra TP in Equipment Trailer
- Garbage cans set up and signed (as appropriate)
- Dog poop
- Recycle

Throughout the "Day of Event:"

- Make announcements as necessary throughout the event
- Lunch breaks, reason for any long delays, etc. Keep everyone informed!!!!
- Continue to check on job positions to be sure everything is running smoothly
- Address any issues that will help keep the event moving along.

End of "Day of Event:" – One Day Event

- Any last announcements given
- Vests
- Returned and placed in storage box
- Radios
- All radios have been returned
- Take "radio box" with you and plug in chargers to recharge radios for next day
- Make sure everything is "secure" for the night against rain, wind, etc. (For another day of the event)
- Make sure everything is put away, grounds are cleaned up (At end of entire event)
- Sign any paperwork as appropriate
- **LAST DAY OF ENTIRE EVENT**
- **ASSURE that signage is taken down and RETURNED to appropriate folder in "Signage/Job Aid Box in Equipment Trailer so that the next event volunteers' can find them!!!!!**
- **ANNOUNCEMENT AT END OF ENTIRE EVENT:**
- **Use Bullhorn to instruct take down volunteers to return ALL signage to the Timer/Field Clerk shelter along with radios and vests!!!!!**



CHINTIMINI KENNEL CLUB
Sighthound Events

FIELD CHAIR

For 2-day event

If this is a two-day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.

Repeat everything as before as needed

Two (2) weeks after the event

Ideally, within the Field Chair should contact the Sighthound Event Planning Committee chair and request a committee meeting be scheduled to discuss logistics of the event.

DRAFT



CHINTIMINI KENNEL CLUB Sighthound Events

VOLUNTEER COORDINATOR

VOLUNTEER COORDINATOR

DIRECTION/COMPOSITION

- Works under the direction of the Sighthound Event Planning Committee and the Field Chair
- Works with Field Secretary, Field Chair, and Equipment Trailer Coordinator as necessary

GENERAL DUTIES

- Attends Sighthound Event Planning Committee meetings
- Organizes and coordinates volunteers at the planned event
- Communicates with volunteers as to when they need to arrive at event, etc.
- Provides volunteers a copy of their job aids via e-mail
- Communicates with volunteers after the event to thank them for their "services" and find out if they have any suggestions for improvements

PROCESS/PROCEDURE

Three (3) to four (4) months before each planned event

- After the Sighthound Event Planning Committee meeting:
- Begins to coordinate volunteers for the following
 - Huntmaster
 - Paddock Master(s)
 - Inspection & Measuring Committee helpers
 - Restringers
 - Set up crew
- At Field Secretary's request provide volunteer names so event premium can be sent to them for "early" entry

Two (2) weeks before each planned event

- Attends Sighthound Event Planning Committee meeting
- Maintains communication as to when to arrive for setup and/or for their job positions
- They should plan to be at the event at least 30-50 minutes BEFORE the event begins to allow time to settle in and assure they have everything they need for their position
- Send job aids to volunteers
 - Huntmaster
 - Paddock Masters
 - Inspection & Measuring Committee
 - Sighthound Inspection & Measuring Committee
 - Sighthound Measuring Procedure
 - Restringers



CHINTIMINI KENNEL CLUB
Sighthound Events

VOLUNTEER COORDINATOR

- Setup Crew
- Take-down Crew

Day prior to each planned event

Contact setup Crew

Day of event

Provide a spreadsheet to volunteers and Field Chair with the names of the volunteers and the positions they are covering

Post event

Within a week after the event, send out "Thank you" (email) to all volunteers and encourage feedback (what went well, what to do to improve, etc.)

Two (2) weeks after planned event

Attend Sighthound Event Planning Committee meeting and report

DRAFT



CHINTIMINI KENNEL CLUB Sighthound Events

FIELD SECRETARY

FIELD SECRETARY

DIRECTION/COMPOSITION

Works under the direction of the Sighthound Event Planning Committee and the event Field Chair
Is a member of the planned event's "Field Committee"

GENERAL DUTIES

- Attends Sighthound Event Planning Committee meetings to give updates
- Applies to the AKC for the date to hold the event
- Schedules judges
- Solicits in writing, confirmation of those judges prior to submitting the premium for approval
- Copies of these confirmations shall be made available to the AKC upon request
- Prepares and sends out premium lists/entry forms, after receiving official approval, and accepts entries
- Shall decline any late, incomplete, unsigned, unpaid, or conditional entries. Each entry must be completed in full, and the information given on the form must be that which applies to that entered hound. The entry form must be signed by the owner or agent duly authorized to make the entry.
- Provides the Field Chair or designee with a list of hounds entered for the purpose of roll call.
- Shall have available a copy of the current edition of these Regulations and the AKC's publication entitled "Dealing with Misconduct"
- Assure forms available at event
- Ensures that all record sheets and forms are available and forwarded with recording fees to reach the AKC within seven (7) days after the close of the event

PROCESS/PROCEDURE

October

After the Sighthound Event Planning Committee meeting shall:

- Begin the application process for the planned event to AKC
- Compile a list of Evaluators for CAT events to present at November meeting

November

- Attend the Sighthound Event Planning Committee meeting to report
- Begin to secure and contract Evaluators for their events

Six (6) to nine (9) months before each planned event

Attend the Sighthound Event Planning Committee meeting to report

Three (3) to four (4) months before each planned event

- Attend the Sighthound Event Planning Committee meeting to report
- After the meeting:



CHINTIMINI KENNEL CLUB Sighthound Events

FIELD SECRETARY

- Begin to draft the final event premium
- Works with and delegates tasks to the Field Clerk as needed
- Assures a final draft of the premium is reviewed and approved by the Field Chair
- Sends the approved draft to AKC for approval
- After AKC approval send premium to be posted on AKC website
- Send premium to event volunteers
- Coordinate with Volunteer Coordinator for list of names
- After volunteers have entered:
 - Publish premium on CKC website
 - Publish premium on CKC Facebook page
 - Send premium for inclusion on the ASFA Region 1 Calendar
- Send premium to:
 - Field Coordinator
 - Judges
 - Photographer Coordinator
 - Lure Operator
 - Field Committee
 - Hospitality Coordinator
 - Port-a-potties Coordinator
 - Equipment Trailer Coordinator
 - Volunteer Coordinator
- Send premium to appropriate email lists:
 - (*Sighthound Evaluator Contract Job Aid)
 - (*CKC Judges Reimbursement Policy)
 - (*Sighthound Premium Job Aid)
 - (*Sighthound Premium Template)

Two (2) weeks before each planned event

- Attend Sighthound Event Planning Committee meeting to report
- Assure that you will have power available for electronics
- Assure all necessary supplies will be at event (printer, paper, etc.)
- Print out premium to have at event
- Secure and bring current AKC Regulations for Lure Coursing Tests and Trials booklet
- Be sure to check for any new updates on the Regulation Resources of the AKC website
- Secure and bring current AKC Dealing with Misconduct booklet
- Print out and have available any forms needed for Misconduct????

Day of Event



CHINTIMINI KENNEL CLUB Sighthound Events

FIELD SECRETARY

- First day is critical and the most difficult since everyone is getting into a routine, and trying to get their “stations” set up as well as they are needing inspection sheets, run lists, run numbers
- Assure you have power
- Generator, other
- Assure your equipment is set up and you have supplies
- Canopy
- Computer, printer, paper, pens/pencils, etc.
- Shade clothe or tarp is handy to keep sun off computer screen
- Tables
- Garbage bag for waste
- Radio w/chargers
- Signage Posted
- FIELD CLERK”
- Field Clerk “Cheat Card”
- Work with Field Clerk and assign tasks as necessary
- Critical to get inspection sheets and run numbers to Inspection & Measuring Committee
- Course sheets Paddock Masters
- In charge of all data entry into the data system
- In charge of the Timing System and its operation during the event and may delegate authority to do any of the below tasks as needed:

End of “Day of Event:”

- Assure all data entry is completed
- Return radio to Field Chair
- Make sure everything is “secure” for the night against rain, wind, etc. (For another day of the event)
- Sign any paperwork as appropriate

AT END OF ENTIRE EVENT:

- Check ribbon supply – if more needed, for next event – inform Field Chair so they can contact the Awards Coordinator
- Assure all paperwork is completed
- Assure all paperwork is signed as appropriate
- Assure Radio and Signage is returned to Chair
- File paperwork with AKC within required time

Ideally, within two (2) weeks post event:

- Attend Sighthound Event Planning Committee meeting and report



CHINTIMINI KENNEL CLUB
Sighthound Events

FIELD SECRETARY

For 2-day event

- If this is a two-day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.
- Repeat everything as needed

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CHINTIMINI KENNEL CLUB Sighthound Events

FIELD CLERK

FIELD CLERK

DIRECTION/COMPOSITION

- Works under the direction of the event Field Secretary
- Is a member of the Field Committee

GENERAL DUTIES

Assists:

- Posting of blanket draws and scores
- Collecting scores from judges
- Entering scores into the event management software

PROCESS/PROCEDURE

Three (3) to four (4) months after the Sighthound Event Planning Committee meeting

- Shall begin to work with the Field Secretary as directed by the Field Secretary

Two (2) weeks before each planned event

- Continues to assist the Field Secretary as directed by the Field Secretary

Day of Event

First day is critical and the most difficult since everyone is getting into a routine, and trying to get their "stations" set up as well as they are needing inspection sheets, run lists, run numbers

- Work with and assists Field Secretary as needed with any of the below tasks
 - Assure you have power
 - Generator, other
 - Assure your equipment is set up and you have supplies
 - Canopy
 - Computer, printer, paper, pens/pencils, etc.
 - Completion Ribbons
 - Shade clothe or tarp is handy to keep sun off computer screen
 - Tables
 - Garbage bag for waste
 - Radio w/chargers
 - Signage Posted
 - "SECRETARY/FIELD CLERK" (Obtain from Field Secretary)

Throughout the Day of Event



CHINTIMINI KENNEL CLUB
Sighthound Events

FIELD CLERK

Assist Field Secretary as directed by Field Secretary

End of Day of Event

- Assist Field Secretary as directed by Field Secretary
- Return radio to Field Chair
- Make sure everything is “secure” for the night against rain, wind, etc. (For another day of the event)

For 2-day event

If this is a two day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.

Repeat everything as needed

End of entire event

- Assist Field Secretary as directed with the following:
 - Check ribbon supply – if more needed, for next event – inform Field Chair so they can contact the Awards Coordinator
 - Assure Radio and Signage is returned to Chair



CHINTIMINI KENNEL CLUB Sighthound Events

FIELD COMMITTEE

FIELD COMMITTEE

DIRECTION/COMPOSITION

- Shall include no less than **five club members** (including the Field Chair)
- At least **three of these club members MUST be present** on the event grounds at all times during the running of the event

GENERAL DUTIES

Responsible for compliance with all regulations and has authority to decide upon all matters arising during the running of the event, **EXCEPT** those matters coming under the sole jurisdiction of the evaluator or huntmaster

PROCESS/PROCEDURE

- Shall conduct preliminary investigation when:
 - Any hound is seriously injured or dies in connection with the event
 - Any protest of eligibility of a hound running at the event
 - Shall refer to AKC Regulations for Lure Coursing Tests & Trials booklet Chapter XIII; Section 1
 - An official misconduct hearing is requested
- **NOTE:** All members of the Field Trial Committee involved in the preliminary investigation, and/or official misconduct hearing must be members of the event-giving club
- Shall refer to AKC Regulations for Lure Coursing Tests & Trials/Regulations for CAT & Regulations for Fast CAT in Chapter III; Section 1
- Shall refer AKC Dealing with Misconduct booklet
- Read and be familiar with AKC Regulations for Lure Coursing Tests & Trials booklet Chapter III; Sections 1 & 9



CHINTIMINI KENNEL CLUB Sighthound Events

Paddock Master

Paddock Master

DIRECTION/COMPOSITION

- Works under the direction of the Field Chair
- Works with the Green Paddock Master to assure smooth flow of handlers to the start line

GENERAL DUTIES

- Shall wear volunteer vest for easy identification
- Shall call the hounds for each course to the paddock and assure handler and catcher understand what to do
- Verify the correct hounds are in the correct blanket color

PROCESS/PROCEDURE

- Call Handlers (with bull horn) to report to Paddock for check in
- Check that slip leads are properly adjusted
- Send dogs to start line as requested by the Huntmaster

Day of Event

First day is critical and the most difficult since everyone is getting into a routine, and trying to get their "stations" and paperwork out to everyone

- Have Radio & Bullhorn
- Dons volunteer vest for easy identification
- Assure your equipment is set up
- Canopy & tarps

End of Day of Event

- Turn off radio and return to Field Clerk Canopy
- Return vest to Field Clerk Canopy
- Make sure everything is "secure" for the night against rain, wind, etc. (For another day of the event)

For 2-day event

- If this is a two-day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.
- Repeat everything as needed

At End Of Entire Event

- Radio and Signage is returned to Field Clerk Canopy
- Vest is returned to Field Clerk Canopy
- Bullhorn is returned to Field Clerk Canopy



CHINTIMINI KENNEL CLUB Sighthound Events

HUNTMASTER

HUNTMASTER

DIRECTION/COMPOSITION

- Works under the direction of the Field Chair
- Minimum age of hunt master shall be 16 years old

GENERAL DUTIES

- Is in charge all hounds and handlers on the field
- Shall ensure handlers understand safe release & retrieval procedures
- Shall ensure lure is properly positioned
- Shall ensure that lure operator and judges are ready
- Shall signal the lure operator to start the lure
- Shall give verbal signal "Tallyho" to release the hound
- Shall inform the Field Chair of any hound that appears lame
- Shall inform judges if a pre-slip occurred
- Be aware of dog behavior at the finish in case there is dog-dog interaction.

PROCESS/PROCEDURE

- Call handler w/hound to the start line when the lure has returned and is in position
- Check that the slip lead is in the slip position or that handler can release hound without possible entanglement in the lead they are using
- Check to be sure leads are safely out of the way of handler and hound
 - No leads wrapped around handlers' neck
 - Lead is wrapped up and not excessively dangling to prevent entanglement of hound
- Ask the Lure Operator if they are ready
- Ask the Judge(s) if they are ready
- Ask Handler if they are ready
- Begin the run by:
 - Providing a hand signal to the Lure Operator to start the lure
 - Give the verbal signal "Tally Ho" to release the hound
- Instruct the handler to retrieve their hound if the hound upon completion of the run
- Inspect and replace lures as needed



CHINTIMINI KENNEL CLUB Sighthound Events

LURE OPERATOR

LURE OPERATOR

DIRECTION/COMPOSITION

Works under the direction of the event Field Chair

GENERAL DUTIES

12. If the lure operator(s) have concerns about the course layout, these should be communicated to the Field Chair. It is the Field Chairman's responsibility to insure the course is laid out properly
13. Shall make at least one pilot run of the lure before first course of the day and again upon reversing or changing the course layout
14. Starts the lure at the signal from the Huntmaster
15. Stops the lure on a signal from the Huntmaster or Evaluator, but shall automatically stop the lure any time a hound becomes entangled in the string or when a potentially dangerous situation should develop
16. Shall not operate the lure for any stake in which he or a member of his immediate family or household owns or co-owns an entered hound
17. The same lure operator shall operate the lure throughout an entire stake
18. Works with the Lure Operator Coordinator and the Equipment Trailer Coordinator as necessary
19. Assures that the equipment to be used at the planned event is operational and fully functioning at least 3-4 months before the planned event
20. At end of event, assures equipment is packed up. If any equipment is in need of repair or replaced, inform the Equipment Trailer Coordinator.

PROCESS/PROCEDURE

Day of Event

- Assure your lure equipment is set up and running properly
- Assure you have:
 - Canopy
 - Radio w/charger
- Assure catch pen is set up
- Starts lure at the signal of the Huntmaster



CHINTIMINI KENNEL CLUB
Sighthound Events

ATV DRIVER – LORD OF THE STRING

ATV DRIVER – LORD OF THE STRING

DIRECTION/COMPOSITION

Works under the direction of the Lure Operators

DRAFT



CHINTIMINI KENNEL CLUB
Sighthound Events

R-STRINGER – LORD OF THE BAGS

RE-STRINGER – LORD OF THE BAGS

DIRECTION/COMPOSITION

Works under the direction of the Lure Operators

DRAFT



CHINTIMINI KENNEL CLUB
Sighthound Events

HOSPITALITY COORDINATOR

HOSPITALITY COORDINATOR

DIRECTION/COMPOSITION

- Works under the direction of the Event Planning Committees and the Field Chairman

GENERAL DUTIES

- Attends All-Breed Event Planning Committee meetings
- Assures hospitality is provided as determined and directed by the All-Breed Event Planning Committee

PROCESS/PROCEDURE

Three (3) to four (4) months prior to the planned event

- After the Sighthound Event Planning Committee meeting:
 - Begins to coordinate hospitality as determined at the meeting

Two (2) weeks prior to the planned event

- Reports to Sighthound Event Planning Committee

Day of Event

- Assure hospitality items are available as determined at the meeting



CHINTIMINI KENNEL CLUB Sighthound Events

INSPECTION/MEASURING COMMITTEE

INSPECTION/MEASURING COMMITTEE

DIRECTION/COMPOSITION

3. Works under the direction of the event Field Chair
4. At least two people of the committee shall be members of the planned event's "Field Committee"

GENERAL DUTIES

Shall inspect each entry for breed disqualifications, lameness, fitness to compete, bitches in season before each "event" at "roll call."

Shall wicket all whippets

PROCESS/PROCEDURE

Equipment Necessary

- Radio
- Canopy/Tent
- Table
- Pens/pencils
- Inspection sheets w/clipboard (Delivered from Field Secretary)
- Run order numbers w/clipboard (Delivered from Field Secretary)
- Wicket with board to stand on
- Bitch in season supplies
 - Wipes/Garbage bag for used wipes
- Signage Posted
 - "INSPECTION"
 - Sighthound Measuring Procedure
 - Inspection & Measuring "Cheat Card"
 - Emergency Action Plan (Chair will post)
 - Course Plan (CAT Events) (Chair will post)
 - Field Chairman (Chair will post)

Inspect ALL (even spayed) female dogs for "in season" indications

- Ask handler to restrain their dog
- Wipe vaginal area to check for any signs of "in season"
- If indication is found, inform handler dog is "in season" and may not compete. They will be issued a refund
- Record on inspection sheet that dog was found IS (In Season)

Check for lameness

- No form of wrapping can be worn during the inspection process



CHINTIMINI KENNEL CLUB Sighthound Events

INSPECTION/MEASURING COMMITTEE

- If lameness is found, inform handler dog is considered lame and may not compete. They will be issued a refund
- Record on the inspection sheet that the dog was found L (Lame)

Check for fitness to compete

- If unfit to compete, inform handler dog is considered unfit and may not compete. They will be issued a refund
- Record on inspection sheet that the dog is UF (Unfit to Compete)

If the dog **DOES NOT SHOW** for inspection by the time inspections have closed (or if the Handler informs you, they are not going to run the dog):

- Record on the inspection sheet that the dog is SCR (Scratched)
- The handler is not given a refund

At end of inspection period, give completed inspection sheets to Field Secretary

Assure inspection sheets are marked with appropriate information:

- "Checked In"
- -OR- any of the below:
 - L = Lame
 - IS = In Season
 - UF = Unfit to Compete
 - SCR= Scratched

End of "Day of Event:"

- Assure all data entry is completed
- Return radio to Secretary Canopy
- Make sure everything is "secure" for the night against rain, wind, etc. (For another day of the event)

For 2-day event

If this is a two-day event, generally the second day is much easier as everything is all set up and everyone is working in a rhythm and knows what they are doing.

- Repeat everything as needed

AT END OF ENTIRE EVENT:

- Assure Radio and Signage is returned to Secretary Canopy

INSPECTION AND MEASURING CHEAT CARD (Laminate)

INSPECTION PROCESS:

Inspect ALL (even spayed) female dogs for “in season” indications

- Ask handler to restrain their dog
- Wipe vaginal area to check for any signs of “in season”
- If indication is found, inform Handler dog is “in season” and may not compete. They will be issued a refund
- Record on the inspection sheet that dog was found IS (In Season)

Check for lameness

- No form of wrapping can be worn during the inspection process
- If lameness is found, inform handler dog is considered lame and may not compete. They will be issued a refund
- Record on the inspection sheet that the dog was found L (Lame)

Check for fitness to compete

- If unfit to compete, inform handler dog is considered unfit and may not compete. They will be issued a refund
- Record on inspection sheet that the dog is UF (Unfit to Compete)

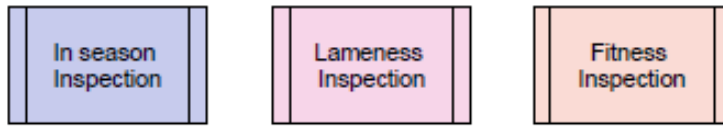
If the dog **DOES NOT SHOW** for inspection by the time inspections have closed (or if the Handler informs you they are not going to run the dog):

- Record on the inspection sheet that the dog is SCR (Scratched)
- The handler is not given a refund

As directed by the Field Secretary, return completed inspection sheets to Field Secretary
Assure inspection sheets are marked with appropriate information:

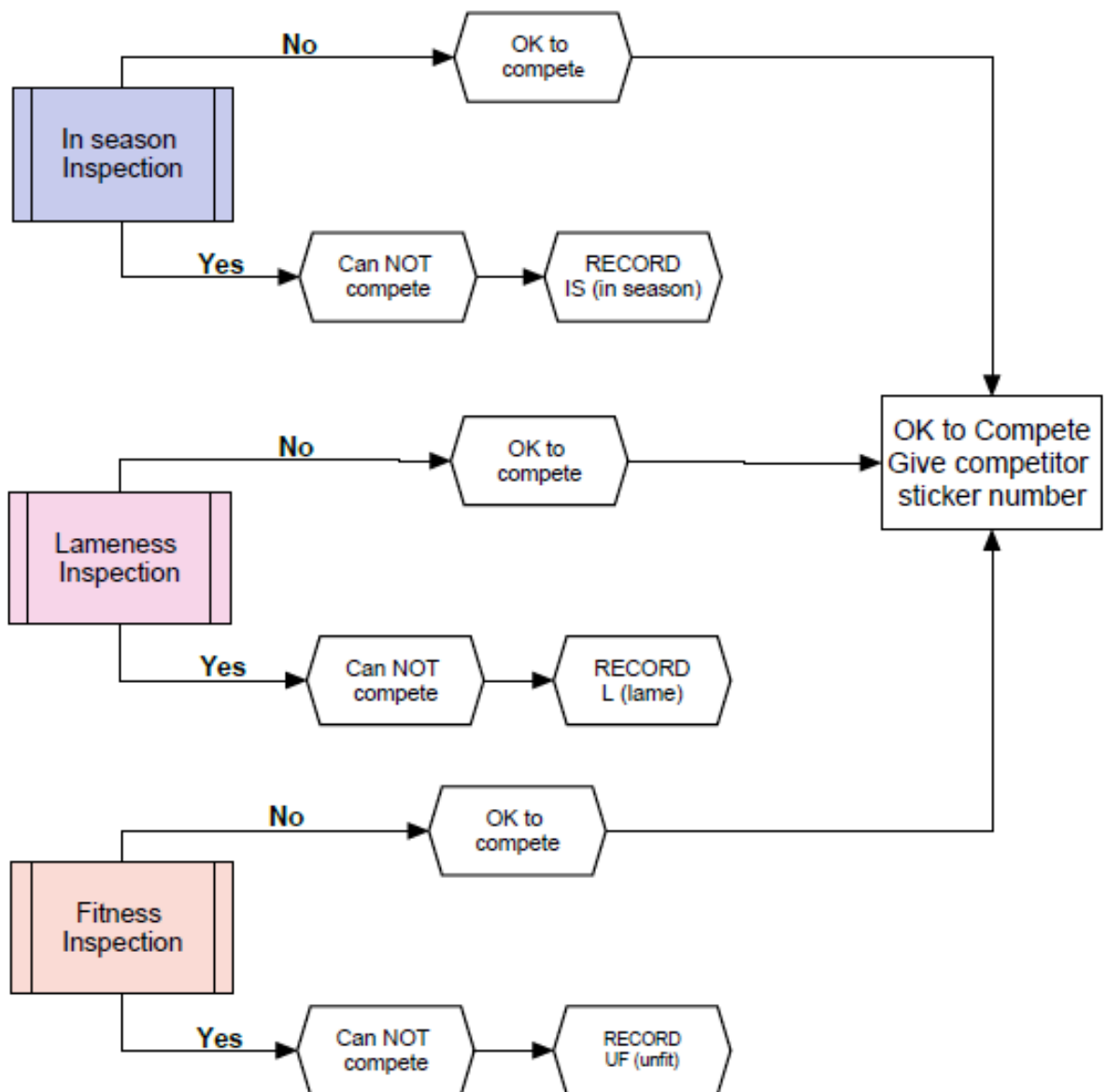
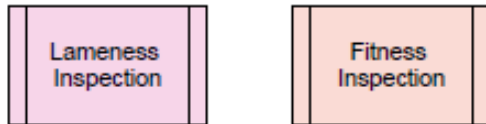
Checked In	L = Lameness	IS = In Season	UF= Unfit to Compete
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Initial (pre event) Inspection



IS - In season
L - Lameness
UN - Unfit

Post Run Inspection - if running again





CHINTIMINI KENNEL CLUB
Sighthound Events

PROCEDURE FOR MEASURING HOUNDS

PROCEDURE FOR MEASURING HOUNDS

PROCESS/PROCEDURE

5. The hound being measured shall be placed on a flat level surface that is not slippery. The handler shall position the hound at the Inspection Committee's discretion. The hound shall be in a naturally alert position, with the head up but not stretched upward, and with its feet well under it and its forelegs vertical as viewed both from the front and side.
6. A member of the Inspection Committee shall first determine the highest point over the withers with one hand and pass the measuring wicket over the hound from the rear with the other hand and place the wicket, so the cross piece comes down directly on the highest point over the withers. The wicket should not be placed on the neck in front of the shoulder or on the spinal column behind the withers. At least two members of the Inspection Committee must agree that a hound is or is not compliant with height requirements.
7. Handlers will be allowed only two minutes to position their hounds in a proper standing position. Hounds that cannot be made to stand in the proper position for measurement within the allotted time will not be allowed to course, and their entry fees will be refunded.
8. All hounds that are required to be measured or is questioned about proper height for running, will be measured only once and at the time of roll call at each and every field event.

**AKC Regulations for Lure Coursing Tests and Trials
Chapter III, Section 7, pp12-13
Amended 7/10/18



CHINTIMINI KENNEL CLUB Sighthound Events

SET UP

SET UP

PROCESS/PROCEDURE

Set up equipment the day before the planned event

Day Prior to the Planned Event

Inspection & Measuring

- Clam shell canopy
- Table
- Wicket w/measuring board
- Bitch in Season supplies
- Wipes/Garbage bag for used wipes
- Six (6) "fence" posts for signage

Paddocks

- Nine (9) "fence" posts for signage
- Red Paddock
 - Canopy w/tarps and clips to block dogs view of field
- Green Paddock
 - Canopy w/tarps and clips to block dogs view of field

Timer/Field Clerk (at start line)

- Canopy w/tarp and clips for sun shade
- Table
- Needs power for electronics (only if secretary will be doing data entry here)
- Two (2) "fence" post for signage
- Stop Button (at finish line)
- Canopy w/tarp and clips for sunshade
- Two (2) "fence" post for signage

Field Secretary (if not going to be with Timer/Field Clerk)

- Canopy w/tarp and clips for sun shade
- Needs power for electronics
- Table

Lure Operator (as necessary)

- Canopy w/tarp and clips for sun shade



CHINTIMINI KENNEL CLUB Sighthound Events

HANDLERS BRIEFING TEMPLATE

HANDLERS BRIEFING TEMPLATE

WELCOME to Chintimini Kennel Club's (xxxxx) Fast CAT event.

- Any 1st time folks to this sport?
- Welcome! – Signage around Paddock area and Inspection area with information explaining sport. These information signs as well as our meeting today should answer most of your questions. If not, our volunteers are here to answer your questions so that you and your hound can fully enjoy this sport
- Thank you all for entering. All proceeds will be going to the Guide Dogs for the Blind.
- Weather: Sat: (XXXXX)
- Weather: Sun: (XXXXX)

PROPERTY

- Thank you to (XXXXX) for allowing us access to their property
- Please be respectful of their property
- NO overnight camping
- NO external generators, unless placed on a large solid surface.
- **NO SMOKING**
- Port-a-potties location
- Dog Poop Can locations
- Pick up after yourself and others
- Recycle can
- TAKE OUT YOUR OWN TRASH

SAFETY - EMERGENCIES

- Action Plan/Information posted at Inspection
- Property address
- First responder information
- On-Call veterinarian information/directions
- In the event of an incident:
 - Call 911
 - Send someone to meet responders at the main road
 - Inform Chair (blue vest)
 - Type of emergency
 - If responders have been called

SAFETY - GENERAL INFORMATION:

- Oregon Mask Mandate
 - If you cannot social distance (6'), masks are required.



CHINTIMINI KENNEL CLUB Sighthound Events

HANDLERS BRIEFING TEMPLATE

To comply with Oregon mandate we ask that masks be worn @ initial inspection, in the Paddock areas, and at the Start Line. Anywhere else on the property, if you cannot maintain proper social distancing than wear a mask

- **Hounds:**
 - Also need social distancing with our hounds. Increase of Kennel Cough recently so be mindful of your hound and others.
 - Be sure to warm up your dogs before your run and cool them down after they have run
- **Field Safety**
 - People:
 - This is a continuous loop system for the lure. This means that you need to be mindful of the string for both you and your hound. When the string is moving there is a possibility of line burns/cuts that can happen. To avoid that:
 - Handlers: At the start line, be mindful where you are at in relation to the string. Do not step on or get next to the string when the lure is moving
 - Catchers:
 - When entering the catch pen, stand towards the very back of the catch pen and a little to one side. Your hound is keen on the lure and will be chasing the lure. You do not want to be in line with their flight path. Standing off to the side of the string/lure will still allow you to catch your hound and not put you into the path of a hurtful collision between you and your hound
 - Standing towards the back of the catch pen also allows your hound to be running at their fastest when they break the beam of the photo eyes capturing the best possible time. If you are too close to the front of the catch pen, your dog starts to slow down before the photo eyes causing your run time to be longer.
 - PLEASE, pick up your hound and move away from the lure and string as quickly as possible to avoid your hound or yourselves from becoming entangled in the line. There is an Exit halfway down the side of the catch pen to allow for quick and safe exiting.

ANNOUNCEMENTS: ???

INTRODUCTIONS:

- PHOTOGRAPHER:
- CHAIR:
- LURE OPERATOR(s):
- PADDOCK MASTER(s):

EVENT INFORMATION:



CHINTIMINI KENNEL CLUB Sighthound Events

HANDLERS BRIEFING TEMPLATE

- Please thank our volunteers for helping run this event. Without them, this event would not be possible. To make our event run smoothly we ask your patience when we ask to “slide” a volunteer's hound into the run order. This allows us to keep the pace moving forward and allow all positions to be continuously manned.
- Please do not interrupt the Secretary or Field Clerk at the timing table with questions. Please ask someone else or come find me with your question.
- *Handlers:*
 - Please follow the instructions from the Paddock Masters and the Huntmaster
 - If you are new to this event, please let the Paddock Masters/Huntmaster know this so we can help you through this process. Don't be afraid to ask questions.
 - Routine:
 - Check in with the Paddock Master at the Red Paddock. They must see your inspection number you obtained at inspection which indicates that you have passed inspection. You will not be able to run without that confirmation.
 - It is helpful to tell them your run number and the hounds name
 - Stay at the Red Paddock until you are asked by the Green Paddock Master to advance to the Green Paddock.
 - When you at the Red Paddock and will soon be advancing to the Green Paddock is when you should have your Catcher head down to the Catch Pen. This helps with the flow of the event. Catch pen hint: Stand towards the back to avoid tripping the eyes at the finish line as well as this allows your hound to be at full speed when crossing the finish line giving you the best time possible.
 - Let the Paddock Masters know if you have no Catcher. We will automatically do a “round trip” to bring your dog back to the start line.
 - Once the Green Paddock Master has advanced you to the Green Paddock, wait there until the Huntmaster asks for “next dog.”
 - It is helpful to tell the Green Paddock Master your run number and hounds name
 - Once the Huntmaster has called for “next dog” advance to the Start line and let the Huntmaster know your dog's name and run number.
 - Upon a successful run, your time will be recorded on the back of your ribbon which will be handed to you by the Field Clerk as you leave the start line.
 - IF YOU ARE RUNNING IN THE SECOND EVENT, you MUST have your dog re-inspected. You will again obtain a sticker with your run number (not necessarily the same number as before).
 - Once all the hounds from the first event have run, we will announce the completion of the first event and roll right into the second event. Repeat process, except, of course after your second run you will not need to have your dog re-inspected.
 - *AM EVENT:* PLEASE exit the parking lot as soon as you have completed your second run. We will have the PM event handlers coming in and we are trying to avoid congestion for



CHINTIMINI KENNEL CLUB
Sighthound Events

HANDLERS BRIEFING TEMPLATE

safe entering and exiting.

CLEAN UP: (LAST DAY OF THE EVENT)

- Always need extra hands to break down equipment. We are all tired and would appreciate help with things like
 - Taking down the shade shelters
 - Taking down the fencing
 - Folding up tables
- If you find any equipment that is in need of repair or needs replaced, please inform the Field Chair

ANYONE ELSE NEED TO ADDRESS ANYTHING?

ANY QUESTIONS . . . IF something comes up, come find me

Be safe – have fun with your hounds – Tally Ho

DRAFT



CHINTIMINI KENNEL CLUB
Lure Coursing Event Planning Guide

APPENDICIES

Appendix I – Draft Emergency Action Plan

*** EMERGENCY ***
ACTION PLAN

PROPERTY ADDRESS:

2899 Ferguson Road
Junction City, OR 97448

N44° 15' 07" W123° 17' 42"

URGENT CARE:

Peace Health Medical Group (Open Mon – Sun / 8 am – 7 pm)
3321 W 11th Ave
Eugene, OR 97402

541-222-7200

INCIDENT INSTRUCTIONS:

1. Call 911
2. Have someone meet responders @ the main road to help guide them to this event
3. Inform Chairperson (blue vest) - Bonnie 541.390.1279
 - * Type of Emergency and
 - * If responders have been called



CHINTIMINI KENNEL CLUB
Lure Coursing Event Planning Guide

APPENDICIES

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