

CKC World Agility Team Management Job Descriptions (Revised Sept. 2016)

Organization:

- The Canadian Kennel Club Agility Management Team will be referred to as the Management Team. It will be composed of a **Standing Committee** that decides on policies and procedures and oversees the general operations. In addition, **ad hoc committees** or individuals will be struck or selected to perform specific tasks (e.g. to organize and run Tryouts).
- The standing committee is composed of the following individuals: Team Leader, Team Assistant, Treasurer, Travel Coordinator, Secretary/Public Relations Officer. Where a retiring Team Leader wishes to continue to assist the committee, she/he may continue on as the Past Team Leader, an advisory position.
- Ad hoc individuals and committees will be supervised by the Team Leader in conjunction with the Team Assistant. The following fall into this realm: Tryout Organizer, Event Coaches, CKC Liaison, Uniforms, Selection Committee, Sponsorships, Fund Raising Trial, Team Vet., Chiropractic Massage Therapist

Standing Committee Role Descriptions

Team Leader

- Oversees the general operations of the Management Team throughout the year.
- Authorizes invoices to be paid by treasurer
- Supervises the selection process that chooses the international teams. This includes the organizing of the Team Tryouts and notification of what teams qualify for specific events.
- In conjunction with the Team Assistant, solicits volunteers to aid in the completion of the ad hoc tasks.
- In conjunction with the Secretary/Public Relations Officer, ensures good communications exist among committee members, among competitors and that all pertinent information is available to the team members as well as the public.
- Liaisons with the CKC and team members to be certain all codes of ethics, team conduct and team sponsorship is in strict accordance with CKC mandate.
- Represents the Canadian Agility Team at FCI agility meetings
- Fills out team entries and provides FCI with all pedigree and paperwork it needs.
- Works collegially and positively with both management team and competitors

Team Assistant

- Works collegially with the team leader to complete all necessary tasks. Assumes responsibilities as required. The tasks include, but are not limited to, organizing Tryouts, choosing and preparing a selection committee, assisting competitors with preparations, etc.
- Arranges practice venues overseas prior to major events.
- Assists with all paper work including creating event schedules, policy documents.
- During international events, the assistant will prepare itineraries, and aid all team members with organizational tasks. At the event he/she will ensure competitors are aware of start times, warm up and cool down protocols and provide support where possible.

Secretary/Public Relations

- In conjunction with the Team Leader, develops agendas and records the minutes for the monthly conference calls.
- Oversees the Team Website co-ordination and works closely with the web site designer to ensure information and results are posted in a timely manner.
- Reports results to be published on the CKC website
- Makes the CKC World Team activities known to the CKC and provides updates and information to the CKC web site host.
- Informs sponsors of the teams successes and activities.
- Keeps the team members and supporters informed.
- Follows up with thank you letters to all sponsors
- Works with Team Leader to create appropriate materials and advertisements throughout the year.

Treasurer

- Establishes a budget for the upcoming year so team members and supporters can be notified immediately as to approximate cost of trip.
- Prepares the invoices for all team members (management and competition) that detail their hotel, entry and uniform costs.
- Receives money from team members in a manner that can be tracked successfully.
- Pays invoices as authorized by the Team Leader
- Prepares monthly financial statements and distributes them to all management team members prior to meetings.
- Prepares yearly financial statements and sends them to CKC, the management team and team members.

Travel Coordinator

- Provides information regarding flights and possible destinations to competitors
- Researches any flight regulations regarding flying dogs along with the Team Veterinarian to ensure all criteria are met.
- Notifies the team members of the current years requirements for the dogs to travel to Europe e.g. titers, paperwork, etc.
- Books overseas hotels.
- Works with team members to arrange accommodations.