



# AGILITY TEAM CANADA

## Team Management Role Descriptions

(Revised August 2023)

### Organization

- The Agility Team Canada (“ATC”) Management will be referred to as the Management Team. It comprises a **Standing Committee** that makes decisions on policies, and procedures, as well as oversees the general operations. In addition, ***ad hoc* committees or individuals** will be selected to perform specific tasks.
- The Standing Committee comprises the following individuals: Team Leader, Team Assistant, Treasurer, Treasurer Assistant/Uniforms, Secretary/Public Relations Officer, and Special Projects Leader.
- Where a retiring Team Leader wishes to continue to assist the committee, she/he may continue as the Past Team Leader, in an advisory position with a special focus on Tryouts and competition team selection.
- All Standing Committee members are voting members and each vote is equal.
- *Ad hoc* individuals and committees will work under the supervision of the Team Leader in conjunction with the Management Team and Special Projects Leader. The following items are included in this category: uniforms, AyC Team Leaders, European Open (“EO”) Team Managers, Agility World Championship (“AWC”) Team Managers, EO/AWC Team Tryouts, Selection and Scoring Committee, sponsorship, fundraising events, team veterinarian, and canine body workers.

### Standing Committee Role Descriptions

#### Team Leader

- Oversees the general operations of the Management Team throughout the year.
- Authorizes invoices up to \$500 to be paid by Treasurer. Amounts over this are voted on by the Management Team.
- Supervises the selection process that chooses the international teams. This includes being part of the Selection and Scoring Committee.
- Organize and facilitate the EO/AWC Team Tryouts with the Special Projects Leader.
- Review and organize applications for EO and AWC Team selection prior to EO/AWC Tryouts.
- Review and organize AyC Team Canada applications for team selection.
- Following EO/AWC Team Tryouts notify qualifying team applicants about what specific events they will represent ATC at.
- In conjunction with the Management Team, solicits volunteers to ensure completion of *ad hoc* tasks.
- In conjunction with the Secretary/Public Relations Officer, ensures good communications exist among committee members and competitors, and that all pertinent information is available to the team members as well as the public.
- Liaison with the Canadian Kennel Club (“CKC”)
- Ensures team conduct and team sponsorship is in accordance with Agility Team Canada policies and Code of Conduct.
- Represents the Agility Team Canada at FCI agility meetings.
- Fills out team entries and provides FCI with all pedigree and paperwork required for EO and AWC entry forms.



# AGILITY TEAM CANADA

## 2023 Team Management Role Descriptions

### (Revised August 2023)

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- Works with Team Veterinarian and host committee for AyC, EO, and AWC to research any flight regulations, port of entry, and host kennel club requirements to ensure all criteria are met.
- Notifies the team members about the current year's vaccination and treatment requirements for the dogs to travel to FCI competitions.
- Works collegially and positively with both Management Team and competitors.
- Works closely with the website consultant to ensure information is posted in a timely manner.
- Reports ATC news and results to be published on the CKC website, ATC website, and ATC Facebook page.
- Works with the Secretary/Public Relations Officer to inform ATC sponsors about the teams' successes and activities.
- Keeps the team members and supporters informed.
- Works with the Secretary/Public Relations Officer to follow up with thank you letters to all sponsors.
- Works with Management Team and *ad hoc* committees and individuals to create appropriate materials and advertisements through the year.

### Team Assistant

- Assists the Team Leader with daily team management and communication duties as required. These tasks include, but are not limited to: organizing Tryouts, assisting competitors with preparations for events, and providing communications to the ATC teams, the CKC, and the team website administrator.
- Assists Team Leader organizing communications (e.g., veterinary requirements for travel, individual country kennel club requirements for competing dogs, collecting and checking entry form information, team rosters) prior to major events.
- Assists with documentation, including: completing event entry forms, policy and procedure documents, selection and scoring documents, intents to apply, team applications, Tryouts entry information tracking and reporting, etc.
- Assists Team Leader and Secretary/Public Relations Officer with communication of results, thank you packages to sponsors, and letters of congratulation to ATC competition and team members.
- Member of the Selection and Scoring Committee, assisting with documentation and communication of scoring and selection protocols.
- Researches and provides updates and summaries of agility rules and regulations published by the FCI in relation to the EO and AWC. This also includes any applicable kennel club rules and regulations for the countries the EO and AWC are held in each year.

### Secretary/Public Relations Officer

- In conjunction with the Team Leader, prepares agenda for teleconference calls monthly.
- Using past minutes, review any items to be followed up on at upcoming meetings.
- Sends agenda to all members of ATC, including the time and date of the meeting, requesting any items to be added to the agenda. Typically this would be done five days ahead of the meeting.
- Revise agenda as needed for the meeting and send out at least one day before the conference call.
- Attend all monthly ATC teleconference meetings and record minutes in the format agreed on.



# AGILITY TEAM CANADA

## 2023 Team Management Role Descriptions (Revised August 2023)

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- After meeting has concluded, ensure minutes are completed and sent to all members immediately.
- Make amendments to minutes as required.
- Keep minutes and agendas in an organized fashion for future reference.
- Vote on any motions during meeting.
- Set dates for future meetings.
- Prepares other documents for distribution to Management Team as required.
- Sends updates to the website administrator and updates on the ATC FB page.
- Ensures responsibilities to sponsors in terms of media, are met (i.e., website, Facebook, Instagram).
- Works with Special Projects Leader, Social Media/Website Committee.

### Treasurer

- Establishes a budget for the upcoming year so team members and supporters can be notified immediately as to approximate cost of trips to the EO and AWC.
- Works with Team Leader to establish a budget for management fees for both EO and AWC.
- Prepares the Team Statement for all team members (management and competition) that detail their expenses including but not limited to hotel, entry, uniform, and management fees and credits from fundraising and sponsorship
- Receives money from team members in a manner that can be tracked successfully.
- Receives money from sponsors and fundraising in a manner that can be tracked successfully.
- Pays invoices over \$500 as authorized by the Team Leader. Any amount over \$500 to be voted on by the Management Team.
- Prepares monthly financial statements and distributes them to all management team members prior to meetings.
- Prepares yearly financial statements and sends them to the management team and team members.
- Provides reconciliation of Tryouts and any fundraising in a timely manner.
- Provides reconciliation of finances for each year for the teams.

### Treasury Assistant/Uniforms

- Acts as second signature on team account
- Reviews finances and provides financial oversight
- Assists Treasurer with uniform costs and development of the spreadsheet of costs for the team
- Assists Treasurer with tracking money from fundraising
- Researches and develops uniform design and arranges ordering of uniforms

### Special Projects

- Assists with *ad hoc* and sub-committees and acts as liaison between the sub-committees and the Management Team.



## **AGILITY TEAM CANADA**

### **2023 Team Management Role Descriptions**

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- Works with the Team Leader to organize and facilitate Tryouts for the EO/AWC teams.
- Is the main contact for the co-host for Tryouts.
- Member of Scoring and Selection Committee
- Works with the Management Team to recruit the following positions:
  - EO Team Managers – Team Captain, Team Assistant, Ring Assistants
  - AWC Team Managers – Team Leader, Team Coach, Team Assistant
- Organizes fundraising and sponsorship.
- Works with the Team Leader on development projects for building future team members.
- Works with Team Leader to develop and maintain ATC policy and procedures documents.
- Sub-committees include:
  - Team Veterinarian
  - Canine Body Workers
  - Fundraising/Sponsorship Committee
  - Social Media/Website Committee
  - Scoring and Selection Committee