



# STCA STANDARD OPERATING PROCEDURES

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## Standard Operating Procedure Agility Chairperson

The Agility Chairperson is appointed for a one-year term by the STCA Board of Directors at the Board meeting following the STCA Annual Dinner and membership meeting.

### General Duties of the Agility Chairperson

1. Maintain a current copy of AKC agility rules and AKC agility judges list. Both can be accessed via the AKC website.
2. Coordinate with Committee Members and agility participants all events and/or activities for the coming year and present to the STCA Board for approval.
3. The Chair will make decisions for the STCA regarding agility issues and voting with the AKC and will report actions back to the STCA.
4. Promotes and encourages the sport of agility among STCA members.
5. Submits a report to the Corresponding Secretary for review by the STCA Board of Directors by the deadline prior to each scheduled Board meeting.
6. Maintain contact with agility participants throughout the year.
7. Coordinate publicity for upcoming events including Bagpiper ads and National Sweeps catalog for Agility High Trial Winners in previous year. (Motion passed 10/3/03).
8. Attend monthly meetings of the STCA Performance Committee, and report activities as needed.

### Duties Regarding Independent, STCA Sponsored Agility Trials

1. Select and contact trial judges at least nine (9) months in advance.
2. Submit a copy of the Judge's contract to the STCA Treasurer and National Show Chair/VP with a notation on when the judge's check is to be ready and how it is to be presented. NOTE: This does not apply to the Black & White agility trial as it is part of a package contract with the local dog club.
3. File all AKC approved forms. Application for licensed or member trials must be received by the American Kennel Club at least EIGHTEEN (18) weeks before the closing date for entries of the event. Submit a copy of the application to the STCA Treasurer and National Show Chair/VP along with a request for a check. NOTE: This does not apply to the Black & White agility trial as it is part of a package contract with the local dog club.
4. As needed, coordinate with the Trophy Chairperson on the selection and quantity of trophies.
5. Arrange for the pickup of all trophies and ribbons for events.
6. Coordinate with the National Show Chair/VP on the Judge's gift and make the necessary arrangements to pick up the gift.
7. Present the Judge's gift to the Judge.
8. If needed, assume the responsibility for coordinating storage of the agility equipment and for retrieving it as needed for events.
9. Make all arrangements for the judge. This will include but may not be limited to:

- a. Hotel reservations
- b. Airline reservations
- c. Welcome baskets from the STCA
- d. Judging fee
- e. Ground transportation
- f. Meals

NOTE: This does not apply to the Black & White agility trial as it is part of a package contract with the local dog club.

- 10. Arrange for workers at the Trial including check-in table, ring crew, hospitality, course builders, etc. NOTE: This does not apply to the Black & White agility trial as it is part of a package contract with the local dog club.
- 11. Submit a copy of all contracts to the STCA Treasurer and National Show Chair/VP. NOTE: This does not apply to the Black & White agility trial as it is part of a package contract with the local dog club.

### **Special Duties Regarding Montgomery All-Terrier Agility Cluster and Independent STCA Agility Trials**

- 1. Provide the Agility Show Secretary and National Show Chair/VP with the required information needed for the Premium List and Catalog.
- 2. Provide refreshments and lunch for trial workers and judges on STCA sponsored days. NOTE: This does not apply to the Black & White agility trial as it is part of a package contract with the local dog club.
- 3. STCA will award highest scoring\* Scottish Terrier in Standard and JWW for each day of the agility cluster, the Black & White trial, and any other stand-alone events it sponsors. This "High in Trial (HIT)" trophy and/or rosette will at least be equal the trophy value and rosette of a High in Trial obedience.
- 4. Submits an Expense Reimbursement Voucher along with all receipts to the STCA Treasurer for reimbursement. Also submits an income voucher to the STCA Treasurer along with checks received.
- 5. STCA will give a small gift to each Scottish Terrier Agility entrant, preferably through Ways and Means. Coordinate with the National Show Chair/VP.
- 6. Those Scotties who double Q in Master standard and Master JWW will receive a special ribbon. Agility Chair will contact Trophy Chair as needed to coordinate the ordering of awards/trophies, or order these themselves through vendors such as Hodges Badge Company. The budget for the agility trophies/awards is \$250 for the Montgomery agility cluster, and \$150 for the Black and White agility trial. If additional funding is needed, a request will be made to the Board for approval.

\*Highest scoring Scottie is calculated by adding the dog's speed, as calculated in yards/sec (YPS), for both the JWW and Standard classes. The YPS is determined by dividing course distance (as reported by the judge), by the time of the dog to complete the course, for each qualifying run in Standard and JWW. Dog can be competing at any agility level (Novice – Master), and in either the regular or preferred class. Thus:

HIT Trial points\*\* = (JWW YPS) + (STD YPS)

\*\*Qualifying runs only are used for calculation

***Revised March 2019***