RAINIER AGILITY TEAM

EVENTS PROCEDURE

**Including Trial Budgets, Trial Committee Job Descriptions,
Voucher Positions and Benefits**

Approved by RAT Board of Directors
Revised October 10, 2026

Official Posted Revision 2026-3
This document supersedes and replaces any previous documents.

Any printed copy of this document should be considered
FOR REFERENCE ONLY

The official document will be posted on the Rainier Agility Team website and maintained by
The Board of Directors

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Trial Committee:

The Trial Committee for each Rainier Agility Team trial may consist of the following:

Standard (all trials)
- Trial Chair
- Trial Secretary
- Chief Course Builder
- Chief Ring Steward
- Awards
- Judges Hospitality
- Equipment Manager
- Timer Equipment Manager
- Trailer Hauling

Optional (at trial chair discretion)
- Judge(s) Transport
- Hospitality for Trial Committee
- Technology (Agility Gate or MyDogEntry)
- Raffle
- Scorekeeper
- Chair-In-Training (mentored one trial by Trial Chair when needed)
- Secretary-In-Training (mentored one trial by Trial Secretary when needed)

Responsibilities of Trial Committee, Standard

Trial Chair (includes Chair-In-Training):
The Chair is the manager of their trial and is responsible for all aspects of the trial before, during and after. The Chair will have a budget for their trial and follows RAT policies in administering the budget. Questions not addressed in this document should be brought to the RAT Board. It is preferred that trial chairs be RAT members; consequently, Trial Chair positions will be offered to members before being available to non-members.

The Chair involves the Board in all budget or policy questions, including decisions to cancel their trial. All entry pricing, discounts and entry packages should have prior Board approval before submitting premium to sanctioning organization. If the Trial Chair has any additional policy or budget questions they should be addressed with the Board prior to implementation.

Duties include but are not limited to the following:

1. Check with the RAT Facility Coordinator to secure dates for each location. The Chair should give the Board member the necessary information concerning number of rooms needed for judges and committee members (or RV hookup). If

a date change is necessary the Chair will work with the board member to make arrangements and also check that the contract is signed and deposit paid. RAT Treasurer and Facility Coordinator will maintain copies of all contracts and agreements to ensure billing amounts from each facility is correct before paying the invoice.

2. The Trial Chair coordinates with the sanctioning venue and RAT facility coordinator (usually the President or Treasurer) if a change in date is necessary.
3. The Trial Chair is the point of contact with the judge and committee members. Any committee member needing information from the judge should ask the Trial Chair to secure the information (i.e., course maps for course building; CPE class groupings) from the judge.
4. Hire judges, providing them with RAT approved policy on judge's expenses (see note on Page 14 concerning approved expenses from judges).
5. File trial application and/or coordinate with Trial Secretary about trial application. Each application should be filed with appropriate fees within the timeframe outlined by sanctioning organization. Late fees should be avoided. Payment of fees is coordinated with the club treasurer.
6. Send any paperwork required by sanctioning organization (maps of venue, equipment list, etc.) If the RAT Certificate of Insurance has not been updated for the sanctioning organization or facility, please contact club treasurer.
7. Form show committee (see Tables) and provide a copy of this Procedure to show committee members. The Trial Secretary will secure a scorekeeper if needed.
8. Get above information to secretary in time for premium to be filed with sanctioning organization.
9. Work with secretary to decide offered classes and class order.
10. Review premium before it is submitted to sanctioning organization.
11. Verify that the Chief Ring Steward has a copy of the most recent membership list (current list is available on the RAT website).
12. Arrange for people to help with trial set up. Requesting help prior to the trial and using the RAT List to solicit this help is strongly suggested. Subject to the voucher and discretionary fund budgets on pages 12 -15, the Trial Chair may choose to offer gift cards and/or a drawing for a voucher.
13. Encourage people to help with tear down. Subject to the voucher and discretionary fund budgets on pages 12-15, the Trial Chair may choose to offer gift cards and/or a drawing for a voucher.
14. Check in with judges concerning travel so timely booking of flights is made to ensure economical fares. Reimbursement to the judge at time of booking can be requested from the club treasurer. Also make sure all food preferences and accommodations are arranged (hotel accommodations will be secured by and paid for by RAT Treasurer).
15. Check in with Judge(s) Transport to make sure that they have the travel itineraries, judge contact information and have plans in place for transport to and from airport and transport to and from meals or judge's dinner.
16. Coordinate with Hospitality if food preferences or allergies, etc. are expressed by a judge. Also make arrangements for snacks, bottled water, etc. to be available

for judge(s) in their accommodations. Make sure of breakfast options and snacks in the lodge, if applicable.

17. Arrange for judge's dinner and gifts – coordinating with appropriate committee members.
18. Check in with Awards person to be sure ribbons/poles will be ready including number of Championship ribbons possibly needed. The Chair, in consultation with the Secretary and Awards persons, chooses the organization that will receive the ribbon donation from the trial.
19. Provide budget information (both monetary or vouchers) and position requirements to all committee members. Check in to see if all is going well or if they need anything (approximately 2 months before trial, 1 month before trial and 1-2 weeks before trial).
20. Request vouchers for show committee via email from RAT Voucher Manager one to two weeks prior to the trial. Vouchers will be emailed. Print or have a designee (trial committee member) print them prior to the trial.
21. Request pdf copy of first course map(s) from judge(s). These course maps and the initial course build(s) should be coordinated with Chief Course Builder(s).
22. Give briefing each morning at trial, including judge introductions, facility rules and thanking the volunteers. Provide trial secretary with briefing information to be included in exhibitor letters with final confirmations.
23. Answer questions, make decisions, address any problems, and write up any incidents to be included in trial report to sanctioning organization.
24. Reportable Incidents (involving dogs or humans) should be reported to the Board immediately, preferably on the day they happen. Information such as handler name, dog name and a complete description of the incident should be included. A copy of the sanctioning organization's completed incident report should be provided to the Board.
25. The Trial chair triages issues and complaints about equipment, course building, etc., involving the judge when necessary.
26. Keep in touch with all show committee members throughout trial.
27. Verbalize lots of "thank yous" throughout trial. Work to assure a positive and continuous flow to the trial.
28. Complete Reimbursement Form, with receipts attached, and submit to RAT Treasurer within 30 days of event. Make sure that committee members also have Reimbursement Forms for submitting expenses and they are aware of the 30-day time limit.
29. Write summary article about trial and submit in a timely fashion to the Board.
30. It is highly recommended that a summary of the trial, with a thank you to each committee person, be posted to the RAT group email and the RAT Member's Only FaceBook page.

Many of these items are shared between the team of Trial Chair and Trial Secretary. Although the Trial Chair is ultimately responsible for the running of the trial a strong relationship with the Trial Secretary is desirable and necessary. These duties can be shared with a Chair-In-Training at the Chair's discretion as a means of mentoring. The Chair-In-Training should be included in all discussions with regards to trial matters. A

Chair-In-Training is not a permanent position and should be used only once for training purposes.

Trial Secretary (includes Secretary-In-Training):
It is preferred that trial secretaries be RAT members; consequently, trial secretary positions will be offered to members before being available to non-members

Duties include but are not limited to the following:

1. Coordinate with Chair on Opening and Closing dates for the trial as well as classes offered.
2. Create premium, review it with Chair, and submit to sanctioning organization within required timeframe. Coordinate payment of sanctioning fees with club treasurer. When creating the fee schedule for the premium, any changes from previous trials with regards to pricing should be approved by the Board before premium is submitted.
3. Publish premium and announce via RAT List and social media as appropriate.
4. Secure scorekeeper if needed.
5. Get RAT laptops and printers from previous RAT Trial Secretary. When updating trial software, be sure that both computers are updated at the same time. If major upgrades to computer(s) operating system software are needed or there are maintenance issues with the computers or printer, coordinate with the Board.
6. Purchase ink, paper, and other supplies as required. Keep receipts to include with Reimbursement Form to be submitted to RAT Treasurer for reimbursement.
7. Set up show database on RAT laptop(s).
8. Coordinate with Chair and judges for necessary details including class order, etc.
9. Receive entries.
10. Enter entries into applicable trial/show database.
11. Send out pre-trial communications to exhibitors.
12. If Agility Gate or My Dog Entry is used, coordinate with vendor for upload of classes, run orders, and course maps.
13. If Agility Gate is used, request pdf copies of course maps from judge(s) to be used for upload to Agility Gate and for emailing to exhibitors.
14. Prepare scribe sheets and gates sheets for use at the trial.
15. Prepare paperwork required to be signed by judges (measurement report, etc.).
16. It is recommended that Day of Show entries be accommodated for all trials if allowed by sanctioning organization. These additions may be accommodated all day, if allowed by the sanctioning organization.
17. Answer general trial day questions from exhibitors.
18. Respond to questions from exhibitors about trial results and refer to judge as necessary.
19. If offering day-to-day move-ups, set parameters for exhibitors to submit necessary information. Make sure information is available at morning briefings.
20. After trial, submit necessary information to sanctioning organization, including recording fees. Coordinate with club treasurer so that payment of recording fees, judge(s) fees, and venue rental fees can be paid on the last day of the trial.
21. Send summary of final results to exhibitors.

22. Retain copies of paperwork or e-file in accordance with the requirements of the sanctioning organization.
23. Deposit checks into the RAT bank account, or coordinate with a RAT Board member attending the trial to do the deposit for the secretary.
24. Submit final Reimbursement Form for expenses to the RAT Treasurer within 30 days of the event.

Many of these items may be shared between the team of Trial Secretary and Trial Chair.

Chief Course Builder (CCB):

1. Request copy of first course map(s) for builds from Chair.
2. Help with trial set up including ring fencing, etc. as needed. If the CCB is not available for set up they should notify the Chair.
3. Directs, and participates as able, all course builds, working with the judge(s) and venue requirements.
4. Encourages trial participants to volunteer to help during course builds.
5. Assist with tear down after conclusion of the trial.

Chief Ring Steward (CRS):

A dedicated CRS box has been prepared and is stored in the biggest trailer. It contains two pencil boxes: one for each scribe table with pens, pencils, etc. Magnet, dry erase markers and other necessary supplies are included in the main box.

Duties include, but are not limited to:

1. Identify key workers including people to assist with trial setup.
2. Prepare the scribe tables (pens, pencils, tape, etc.), worker's schedule or white boards, chairs in the ring for ring crew including shade tents or covers for chairs.
3. At the trial, ensure all workers are in place at specified times and that they receive worker's tickets.
4. Turn in list of RAT members who worked at the trial to the Membership Chair (current list of RAT members is available on the RAT website).
5. Works with Chair, Secretary and Judge(s) to keep rings moving in a timely fashion.

Awards:

Responsible for overseeing all aspects of the trial awards necessary for the event. This position may be shared by more than one person. (i.e., ribbons separate from poles)

1. Purchasing and storing all the appropriate ribbons in accordance with RAT and sanctioning organization guidelines. Any changes to ribbon style, type or size should have prior approval from the Board. Coordinate with club treasurer for payment of ribbon vendor invoice.
2. Purchase supplies and make award poles.
3. Responsible for transporting, displaying and repacking awards for events.
4. Keep inventory of ribbons on-hand and replenish inventory as needed for the event.

5. Coordinate with Trial Chair regarding charity that will receive donation from ribbon exchange.
6. Coordinate with Trial Secretary to secure list of individuals who may be eligible for major title awards (i.e., NATCH, C-ATCH, etc.)
7. Coordinate with Trial Chair as to who will be awarding major title awards at conclusion of qualifying run.
8. Responsible for collecting ribbon exchange coupons and reporting amount for ribbon exchange. This number should be reported to Trial Chair and club treasurer. A Reimbursement Form with complete address of charity should be submitted to Treasurer within 30 days for payment.

Judges Hospitality:

1. Check with Chair and/or Judges about dietary restrictions or allergies.
2. Make arrangements for snacks, bottled water, etc. to be available for judge(s) in their accommodations, if needed.
3. Make sure of breakfast options and snacks.
4. Ensure a lunch is available in a timely manner.
5. Maintain receipts and submit to club treasurer with completed Reimbursement Form within 30 days of the event.

Equipment Manager:

The Equipment Manager makes sure that all necessary equipment is available for the trial.

1. This person is familiar with trailer loading and reloading procedures (document located in the Files section of the RAT Website).
2. Prior to trial, checks with Trial Chair to confirm list of equipment needed for the trial. Lists of required equipment are generally available from the sanctioning organizations' handbooks/manuals. Confirms all equipment and supplies are in the trailers, usually one week in advance of the trial. The Equipment Manager may post to the RAT email list a request for members to assist with the trailer loading.
3. At beginning of trial, assists Course Builders with ring set-up and initial unloading of trailer(s).
4. During a trial, assists with equipment questions. Makes notes of any damaged items and/or items needed to be ordered and completes/submits necessary form to Equipment Manager.
5. At halfway point of final day through end of trial, packs equipment back into trailers.
6. Serves as point person for where equipment is packed within trailers (following previously noted procedures document).
7. Stays until end of trial until trailer doors are sealed.

Timing Equipment Manager:

This person must be trained and approved prior to accepting the position
Duties include:

1. Transporting or arranging transportation of equipment to the trial from primary

storage (general location is the home of the Electronics Committee Chair) or previously arranged location.
2. Purchase, if necessary, of batteries for all components. Please check with Timing Equipment Committee Chair before purchase.
3. Set up, maintain and tear down of equipment during the trial.
4. Cleaning, inside and out including cases, after the trial.
5. Transportation to primary storage or previously arranged location after the trial.
6. Report any necessary repairs or problems with operation during the trial to the Electronics Committee Chair.

Trailer Hauling:

The person hauling any RAT trailer, whether to a trial or demo, must be a current RAT member, have a valid driver's license and personal auto insurance (as required by the State of Washington). To haul our largest trailer, their truck must be capable of pulling at least 6,000 lbs. The person towing must also know how to use a weight distribution hitch, and be comfortable driving and backing up a 27-28 foot trailer. 4WD is a must if it's wet.

Responsibilities of Trial Committee, Optional

Judge(s) Transport:

This person(s) is responsible for:

1. Providing judge(s) transport to/from the airport, to/from their hotel, unless a rental car is provided for trials over 50 miles from SeaTac Airport. Rental Car or other options, such as Uber, need to be coordinated with the Board.
2. Providing judge(s) transport to/from dinner.
3. Coordinating with the show committee to arrange for the judge's dinner.

Trial Committee Hospitality

1. Work with Trial Chair to decide what food (meals, snacks, etc.) will be provided. Decide arrangements and menu for committee. Providing lunch, drinks, or snacks should be the main focus of monies approved.
2. Buy food and supplies to accommodate food arrangements and menu in accordance with budget guidelines approved by RAT Board (see Page 13 for Budgets).
3. Maintain receipts and submit to club treasurer with completed Reimbursement Form within 30 days of the event.
4. Check with Hospitality Committee Chair to identify any restocking of general hospitality supplies.
5. Prepare, set up and serve food at the trial including cleanup and repacking of totes.
6. Complete Hospitality Checklist for restocking and forward to Hospitality Committee Chair or volunteer for next trial.

Technology (Agility Gate or MyDogEntry):

1. Arrange transport of equipment to the trial from primary storage location.

2. Set up equipment. Refer to documents:
    a. RAT 4G/WiFi Equipment, Setup, and Operation: https://docs.google.com/document/d/1zZUxnnUCIluw_Awu0_gaaqIzzh6lEtIJaJDG3yvUYds/edit?usp=sharing
    b. RAT Technology Operation: https://docs.google.com/document/d/1-vM8LfwO5y_vREzGqYSM2vCViDIjLm12JHoO2hybklc/edit?usp=sharing
3. Ensure gate stewards are familiar with the technology and how to use it.
4. Trouble shoots issues with connectivity at the trial.
5. At end of trial, pack up equipment and arrange transport back to storage location.
6. Report any issues with equipment or connectivity to the Board.

Raffle:

This person is responsible for overseeing all aspects of the Worker's Raffle at the event.

1. Maintenance of raffle supplies (bags, containers, raffle tickets, etc.) currently stored in the big trailer.
2. Purchasing items and/or soliciting donations from members to be included in the raffle within Board approved budget (see Pages 12 and 13 for Budgets).
3. Set up at the trial at a time requested by the Trial Chair.
4. Drawing for raffle winners.
5. Tear down after the trial.
6. A Reimbursement Form with receipts should be submitted to the club treasurer within 30 days of the event.

Scorekeeper;

The Scorekeeper works under the direction of the Trial Secretary. Duties include:

1. Assist with Day of Show Entry processing and data entry.
2. Inputting scores for each run from scribe sheets.
3. Posting results.
4. Pulling scribe sheet if judge or competitor has a question or needs to verify a posting.

Vouchers, Budgets, and Additional Trial Information

General Voucher Information:

Vouchers are tokens of appreciation from the club to the volunteers, not payment for a job. A voucher may be applied toward the entry fees for a dog or dogs at a RAT trial up to the amount of the voucher. There will be no refunds if the entire amount of the voucher is not used. For example, if a worker has two $50 vouchers and enters their dog in runs totaling $85.00, there will be no refund or credit for $15.00.

This information must be included in all premiums:

> *The total value of vouchers used must be 50% or less of the total entry cost per household. If you need your voucher to be split into smaller denominations (e.g., one $50 into two $25 vouchers) to ensure you can use your entire voucher value, contact ratvouchers@gmail.com.*

If a voucher will be used for the trial where it is earned, please let the Trial Secretary know when sending in entry form. The Chief Ring Steward or other designee may assist the Trial Chair in printing and delivering the vouchers to Show Committee at the trial. The Trial Secretary will communicate to the Voucher Manager the vouchers redeemed at the trial.

The Voucher Manager is a club standing committee position and is not a trial committee member. As such, they should not be included on all the trial committee communications, and should receive a single email from the trial chair one to two weeks prior to the trial with the number and amount of standard and optional vouchers required. They will then electronically issue vouchers to the Trial Chair for each trial and track the number and value of vouchers issued and received for each trial.

TABLES FOR EVENT PROCEDURES

VOUCHER ALLOCATION FOR ONE-RING TRIALS*

* One-ring trials have one ring being judged at a time, despite the number of judges sharing the responsibility
* If trial is running 2 simultaneous rings, consult board for voucher allocation
* Standard vouchers are not transferrable to other positions.
* If a position is shared, they share the total number of vouchers/free entries and determine how they are split.
* All voucher recipients will also receive 20 worker raffle/lunch tickets per trial
* Standard Vouchers are issued in $25 or $50 amounts, determined by the trial chair. Optional vouchers are issued in $25 amounts. Dollar equivalents are listed in tables.

Standard Voucher Table (All Agility Trials, $25 or $50 vouchers at chair discretion)

Position	1 Day	2 Days	3 Days	Notes	Speedway per day
Chair	$50	$100	$150	May choose free full trial entry for 1 or 2 dogs in the same trial in lieu of vouchers	$50 voucher or free Speedway entry for 1 or 2 dogs
Secretary	$100	$200	$300	May choose free full trial free entry for 1 or 2 dogs in the same trial in lieu of vouchers	$50 voucher or free Speedway entry for 1 or 2 dogs
Chief Course Builder	$100	$200	$300	May choose free full trial entry for 1 or 2 dogs in the same trial in lieu of vouchers	$25
Course Marshall (Speedway only)					$25
Chief Ring Steward	$50	$100	$150		
Awards (ribbons, poles)	$50	$50	$50		
Judges Hospitality	$25	$25	$25		
Equipment Manager	$100	$100	$100		
Timing Equipment Manager	$50	$50	$50		
Trailer Hauling	$50	$50	$50	Within Run Wild only. If 2nd trailer is required for a trial, a $25 voucher will be added.	
Maximum Standard Vouchers	***$600***	***$900***	***$1,200***	*Includes +$25 in case 2 trailers are hauled*	

Optional Voucher Table (Agility Trial Chair Discretion, $25 vouchers)

Position	1 Day	2 Days	3 Days	Notes
Judges Transport	$25	$25	$25	
Hospitality for committee (Lunch)	$50	$100	$100	
Hospitality for committee (Snacks)	$25	$50	$50	
Agility Gate	$50	$75	$75	
Raffle Organizer	$25	$50	$50	
Workers Raffle Vouchers - for Drawing	$50	$100	$100	
Scorekeeper	$50	$100	$150	
Chair in training - once	$25	$25	$25	
Secretary in training - once	$25	$25	$25	
Early Bird and/or Last Person Standing	$25	$50	$50	
Discretionary	$100	$100	$100	
Maximum Optional Vouchers	***$400***	***$650***	***$700***	*Excludes -$25 as hospitality will be light or heavy, not both.*
Total Maximum Vouchers/Trial	***$1,000***	***$1,550***	***$1,900***	

JUDGE(S) BUDGET	
Judge(s) Gift	$50 max per judge
Judge(s) Breakfast, Lunch, & Snacks	$30 max per judge per day. If staying with local RAT member and home-cooking breakfast, $10 per judge per breakfast and $20 for lunch and snacks.
Judge(s) Dinner	$40 max per night per judge for dinner (one judge + one person taking them out = $40 each). If staying with local RAT member and home cooking, $25 per judge for dinner. If potluck, consult with board.
Judge(s) Lodging	Run Wild 2 nights lodging or local hotel ($160-$180); Run Wild RV camping 3 nights ($90); Stay with local RAT member ($60/night); or consult with board
Judge(s) Airfare	Economy
Judges Mileage	Consult with board
Judge(s) Expenses (Copies, airport parking, etc.)	Reimbursed
Judge(s) Rental Car	Consult with board

TRAILER HAULING	
Trailer Hauling (to cover mileage, gas and effort)	At Run Wild, see voucher table
	Other locations reimbursement depends on distance. Consult with board

Trial Chair Discretionary Fund**	
Thank you Gift Cards for set up	5 - $5 Gift cards
Thank you Gift Cards for tear down	10 - $5 Gift cards
Other (not check in gifts)	$100
Committee Gifts and Snacks	$50
Raffle	$300
Trial Committee & Judge Hospitality (i.e., lunch)	$125 per day (max $375 for 3-day trial)
Volunteer Workers Drinks and Snacks	$120

**coordinate total amount with Treasurer profit/loss for previous trials and current entries

Trial Secretary	
General Trial Supplies (paper, cartridges, etc.)***	Reimbursed

***coordinate purchase with Treasurer, for possible direct free shipping

Committee Lodging	
Trial Chair	Run Wild or local hotel 2 nights, ($160-$180) or consult with board
Trial Secretary	Run Wild or local hotel 2 nights, ($160-$180) or consult with board
Other	Consult with board

Worker Tickets:
Worker tickets may be provided to volunteers for use in entering the Workers Raffle. Volunteers will receive three (3) tickets for each class worked. Each trial committee member receives 20 tickets for the same use.

Photo Booth
The trial chair may elect to have someone create a photo booth. Supplies purchased for it will be reimbursed, with the following suggested maximum amounts: 1) For a new trial, maximum of $100 (from the trial chair discretionary fund/other). 2) For a recurring trial, reuse as much as possible, refreshing supplies with a suggested maximum of $25 - $50. It is recommended that the person setting up the photo booth receive a $25 voucher (from discretionary vouchers).

Lodging:
In addition to vouchers, the Trial Chair and Trial Secretary shall be reimbursed for the cost of their lodging for the trial weekend. The "cost of their lodging" shall mean the cost, for one night before a trial day, of staying at the motel/hotel where the judges are staying or at a comparable motel/hotel, either alone or with their spouse or friend**. Reservations and payment for these accommodations should be coordinated with the club Treasurer.** If the Trial Chair or the Trial Secretary elects to camp on-site instead, the "cost of their lodging" shall mean their actual cost of camping.

Food for Judges and Trial Committee:
The person who takes the judge(s) out to dinner shall be reimbursed for their dinner also. If someone other than a Trial Chair, Secretary or Judge's Transport takes a judge out to dinner (for example, on the way to or from the airport), that person shall also be reimbursed for his/her dinner with the judge (see Page 13 for Budgets).

Priority Entry:
Members of the Trial Committee who volunteer prior to the Opening Date of a trial shall have their entries to such trial accepted prior to other entries postmarked the same date and will not need to participate in a draw, if there is one.

Reimbursement Requirements;
All requests for reimbursement of trial expenses should include a completed and signed Reimbursement Form (available on the club website) and supporting receipts. The request must be submitted to the RAT treasurer during the 30 days from the closing of the trial.

RAT Policy for Judge's Expenses:
This information (in Blue) is to be sent to judges when they are hired.

Rainier Agility Team will cover economy airfare, shuttle to the airport, airport parking, course copies, and meals on the day(s) of travel. RAT will pay the lesser cost of a flight with one-stop, a direct flight or mileage if judge lives close enough to drive to trial site. The Trial Chair should ensure that flight reservations are made far enough in advance to help keep costs down. We will require receipts for all expenses and will provide you with a reimbursement form, or you may download it from our website: www.rainieragilityteam.com. For airfare, you can present RAT with a bill at the trial or, if you prefer, we can reimburse you ahead of time; just email us a copy of your receipt. Judges run fees are paid according to the requirements of the sanctioning organization. We will also take care of food and your lodging. A rental car may be approved if the trial site is over 50 miles from SeaTac Airport. This is at the Trial Chair's discretion and must be an economy vehicle used by both judges. RAT does not pay for kenneling fees.

NOTE: Additional costs for travel and lodging for judges, because of their distance from an airport, should be discussed with the Board. We currently do not approve additional lodging days because the judge does not want to travel/fly on early or late flights.

Bitches in Season (BIS)
Bitches in season may enter RAT trials subject to the following restrictions:

1. Currently, the only sanctioning organizations that allow BIS to compete at club trials are USDAA and UKI. (ASCA, NADAC, and CPE do **not** allow BIS to compete.)
2. Trial Chair has discretion as to whether BIS will be allowed to compete at the trial for which they are the Chair.
3. All sanctioning organization rules for BIS competing are followed.

Refund Policy
A 100% refund will be given for any requests for withdrawals received prior to the published Closing Date of any RAT trial. After the Closing Date of a trial, up until **48 hours** prior to the first day of the trial, a 70% refund will be given for bitches in season, injured or ill dogs (with verification from a vet upon request). For other extraordinary circumstances, please contact the trial secretary, who must get approval from the RAT Board of Directors.

New Events:

For a new trial or event to be added to RAT's schedule or for a new site to be considered as a site for RAT League, a written proposal shall be presented to the Board, endorsed by at least four (4) current RAT members (at least one of whom shall be a Member in Good Standing (MIGS) with voting rights) who shall each commit to participate in the planning for such trial or event or to enroll in League at that site. The proposal shall contain a description of the trial, event, or facility (location, amenities, equipment needs, etc.), the names of the current RAT members who are committed to participate in the planning of such trial or event or to enroll at such site, and an estimate of costs to rent the facility for such trial, event, or site. The proposal shall be presented to the Board at least (a) four (4) months before the date of such proposed trial or event; or (b) two (2) months before the date that sign-ups for League are scheduled to begin at the proposed new site.

To add a demonstration to the RAT schedule a written proposal shall be presented to the Board as quickly as possible before the event. A two (2) month lead time would be preferred.

Special Note to New Rat Members:

Volunteering to work at an agility trial is one of the best ways to learn about the sport of dog agility and to prepare for trialing. RAT encourages new members to volunteer because working in the ring is a great way to get an "up-close" view of the dogs and handlers in action. Trial committee members and general RAT members are encouraged to help train new members who are not experienced in any position.

RAT encourages new members who wish to work at a trial to directly contact the Trial Chair or Chief Ring Steward as early as possible. The Trial Chair and Chief Ring Steward will be identified on the trial premium. When contacting either person please let them know your experience level for the various positions. We love new competitors and are happy to teach you the various trial "jobs."

All RAT members who receive inquiries about volunteering at a trial are encouraged to aid these volunteers by (a) letting them know about the RAT website, (b) helping them to contact the Trial Chair or Chief Ring Steward, and (c) giving them general information about RAT agility trials.