

## DESCRIPTIONS OF VOLUNTEER ROLES

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### Search Leads:

Your Search Leads (SL) will be responsible for making sure their search areas get set up per the specs of the C.O. (Certifying Official). They will do a walk-thru with the C.O. first thing in the morning to discuss search areas, boundaries, start lines, and any canopies/tarps to block lines of sight. The SLs will then work with their set-up helpers to get the areas set up.

Search Leads will then be responsible for making sure all of their volunteers understand their job duties (VC will brief everyone as a group, but SLs will most likely end up answering last minute questions), and make sure that all of their volunteers are in position and ready to go before the first dog starts. The SLs will also make sure to relieve their gate stewards so they can watch a few dogs work. Spectators are not allowed in the Interior search areas, so those volunteers can go to one of the other elements to watch. We also cannot have the SLs in the Interior watching dogs. SLs will also make sure their volunteers get restroom breaks and water. The search volunteers will answer to the SLs and the SLs will answer to the Volunteer Coordinator.

### Parking:

You will need at least 1 or 2 volunteers to help with parking, both the volunteer parking and the competitor parking. They will only need to be assigned in the morning to help get everyone situated in their respective parking spots.

### Check-in:

Check-in volunteers will be responsible for checking in both the volunteers and the competitors. Depending on where your volunteers will be parking in relation to your competitors, you may choose to have a volunteer check-in that is separate from your competitor check-in. At the time of check-in, all volunteers, spectators, and competitors will be required to sign a liability waiver as well as a photo/video release.

### Parking Lot Volunteer(s):

The Parking Lot volunteer(s) will work with the competitors to get them to the initial staging area(s). The Parking Lot volunteer(s) will have a running order and will call the dog/handler teams from their cars.. Unlike other dog sports, we do not want dogs and handlers out lined up waiting to go in. One team will be at the initial staging area and the team that is next in can be working the warm up boxes if they choose. Beyond that, all subsequent teams can be given a head's up but should not be staging. Depending on the flow of the searches, there may be 1 or 2 Parking Lot volunteers, although it is generally easier with 2. Parking Lot Volunteer(s) may also need to be trained in the check-in process so that they can check in spectators who arrive once the trial has started. (Putting one of your check-in volunteers into this role will eliminate the need to train another person.)

### Gate Stewards:

Gate Stewards will be positioned at the staging area(s) on the way to the searches. The Gate Steward will greet the competitor at the staging area and then help direct them to the next one when it's clear. The Gate Stewards should be reminded that while everyone needs a friendly face, not all competitors are going to want to chat. They may be nervous or focusing on their dog. The Search Lead will make sure the Gate Stewards

get relieved for bathroom breaks and so they can watch some of the dogs work. If you are light on volunteers, you can use chairs with signs or arrows to help the competitors get from one staging to the next, as long as each staging area is visible from the previous area.

### **Box Setters:**

Two box setters will need to be assigned to the Container Search.

One will be responsible for handling the “hot” box(es)/container(s) – the ones with odor in them. This person will not be able to touch anything else. They will need paper towels to wipe off the containers. We recommend that the clean box setter hand paper towels off their roll to the hot box setter to avoid the hot box setter touching the clean paper towels. They need to use their hands to handle the odor container(s) and not their feet or they will be spreading the odor with their feet. This person will also be responsible for taking a damaged odor box out of the search area and replacing it with a clean odor box. These will be in a predetermined location.

The other box setter will be responsible for handling the non-odor (non-hot) container(s). They will need to use paper towels (should have a separate roll from the person who is handling the odor) to wipe up slobber, spills, etc. They cannot touch the odor containers at all. “Clean” box setter will be shown where clean boxes are in case one needs to be replaced.

For both box setters, we prefer to minimize disturbance to the search area - by touching/wiping/moving containers, and also walking through the area repeatedly. Containers only need wiped if there is excessive, obvious drool and there is no need to visually inspect each box in between each dog. It is also acceptable if the boxes are slightly askew. We ask that they only put containers back in place if they are significantly moved.

### **Score Runner:**

The Score Runner will take the score sheets from the searches to the score room. Contrary to the name, this job does not require the person to run the scores back to the score room, but they should be mobile and able and willing to walk. Depending on the flow, they may bring score sheets from several searches at once. You should plan to have at least 1. If you are short on volunteers, a score room volunteer or the search lead can run the score sheets.

### **Judge's Steward:**

The Judge's Steward is responsible for getting the dog/handler team from the last staging area to the search. They will remind the handler of the time allowed, number of hides (NW1/NW2 only!), whether the search is on- or off-leash, and making sure the judge has the right score sheet. They will also check the score sheet to make sure the judge filled out all the necessary boxes, wrote down the time, and signed it. If the judge has any questions about how to score something, the Judge's Steward should get the C.O. Depending on the amount of available space, the Judge's Steward may need to stay outside of the Interior search area.

### **Timer:**

Using a stopwatch, the timer will time each dog/handler team and report that time to the judge. The timer should stand in the same place for each team so the start for each team will be as consistent as possible. Timer will also do their best to give the team a 30 second warning.

### **Videographer:**

The Videographer will try to video each dog/handler team from the time they enter the search until they leave. They will stand where directed by the judge or C.O. and will not follow the dog/handler team around (they may need to be able to move about some for the Vehicle search). For EST, you will have 1 roaming videographer. For NW1/2/3/Elite/Summit, if you are short volunteers, you can also have a roaming videographer instead of assigning one per search.

**For SUMMIT TRIALS, you MUST have a videographer for each search to video all teams.**

**\*\*\* Starting March 7, 2020 for all trial levels EXCEPT SUMMIT, you will use one videographer to roam between the searches. This will be the same as what we are currently doing for EST. Even if you have extra volunteers, please only assign one videographer to roam. You will not have enough cameras for 2 videographers. \*\*\***

### **Photographer/Video Service:**

The Photographer/Video Service is retained by the Trial Host. We do not allow Photographers into the Interior search areas but video services may place remote camera in each Interior search area (NW1/2/3) or stand and video in a taped off area (EST/Elite/Summit) if space permits. If a handler requests the photographer not photograph their dog, the Judge's Steward will need to communicate this with the photographer. The Photographer will put their camera down at their side in a neutral position, but will not leave the area where they have been stationed. Video Service will stay in place for all dogs.

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### **Volunteer Coordinator:**

The Volunteer Coordinator (VC) is responsible for gathering all of the volunteer sign-ups and assigning people to work each day. The VC will oversee the Search Leads, set-up and tear-down, and deal with any unforeseen problems, reassigning of jobs, etc. throughout the day.

### **Hospitality:**

Someone assigned by the Trial Host or VC who will be responsible for getting breakfast items, coffee, lunch items, and water for the volunteers. The person in charge of hospitality will need to work with the Trial Host to determine if any of the judges or officials has any specific dietary requests. They will also need to make sure lunch gets set aside for the judges and CO who may not be able to get in to eat right away. While we want to make sure everyone is fed, we particularly want to be sure the judges and CO get food.

### **Score Room:**

The Score Room Lead (SRL) should be selected off the approved SRL list. You will need to assign at least one volunteer to help in the Score Room – ideally the same person all day.