

Duties of Host for Birt Practice:

The host is responsible for course selection, setup, fee collection, takedown, and generally working to keep the practice organized, fun, and safe.

1. Course Selection:
 - a. Select a course or long exercise in the venue that has been designated for the practice (USDAA/AKC or NADAC).
 - b. It is best to have a couple of options, with and without contacts. Bringing out the contacts will depend on how many people show up and are able to help load/unload.
 - c. Bring two or three copies of the course maps/exercise to the practice.
 - d. Also think about a possible small exercise to set up at the front of the arena.

2. Notify Al or Melinda Birt via email in the week preceding the practice as to which trailer is needed. The USDAA trailer is the "New" and the NADAC trailer is the "Old".
birtarena@msn.com
You can also contact Al at 208-466-0086 for questions or concerns

3. Setup: The arena is rented from 2:00 to 5 or 6, depending on the day. Al often has the arena ready for us by 1:45.
 - a. Put out a login sheet and a collection jar/envelope.
 - b. Unlock the trailer. There is a keysafe hidden on each trailer. The same key opens all the locks on both trailers. Al has a copy of the key so he can move the trailers into the arena.
 - c. Put out the waiver binder.
 - d. Set up the course/exercises and decide whether running order will start with tall or small.

4. When you announce the running order, remind people to sign the login sheet and pay fees.

5. Takedown:
 - a. You are not required to stay until the end of the rental period. Ask who is willing to stay until takedown, and get a consensus on when people are ready to start breaking down the equipment before too many people leave.
 - b. All equipment must be loaded and the trailer locked up before you leave.
 - c. The arena should be left in the same good condition as it was found.
 - d. You don't need to worry about locking the arena or turning off lights. Just make sure the door is closed.

6. Turn the login sheet and fees over to the Club Treasurer at earliest convenience.