
Grounds Chairman

- 1) With the Facility Coordinator and Obedience/Rally Chairman arrange for jumps for obedience and equipment for Rally. The Rally judge will be asked if they would/could provide Rally signs. For indoor trials, mats for Obedience are an AKC must if any event with dogs has used the ring prior to Obedience, on the same day. Example: Junior Showmanship followed by Obedience classes. We will always try to hold Obedience classes first thing in the morning to avoid need for mats. Most judges will not insist on mats.
- 2) Ballroom design and ring layout will be provided by the Show Chairman. This will include entrance and exit of ring, show photographer area, video set-up area, handicap seating, judges education area, and location of trophy tables, show secretary, announcer, etc.
- 3) Arrange for plastic sheeting or large Husky Drum Liners, 3' x 4.6', for under crates. These should be rolled and fastened ahead of time and taken to the hotel at least a week in advance of the Specialty. The hotel reservation/front desk will distribute as exhibitors check in.
- 4) Photo area for show photos will be in close proximity to the ring as the judge will leave the ring after each class to take class photos. This area may need to be roped off to avoid people walking in front of photographer.
- 5) Per AKC rule, arrange for rental of two large exercise pens.
- 6) Arrange for placement markers. The markers should not be taller than the ring in order not to obstruct ringside view. Approximately 24-30 inches.
- 7) Arrange for an area for week-long set up for grooming. Charging a fee for the spaces is appropriate.
- 8) Arrange for adequate number of pooper-scoopers and buckets, as well as cleaning items for use on indoor carpets. A vendor may supply or sell to BCOA at cost. These should also be available in the ballroom.
- 9) Arrange for adequate number of trash containers outdoors. The hotel should have adequate trash containers indoors. Large cardboard trash containers with plastic liners will be fine.
- 10) Arrange for bathing and grooming room or outdoor bathing with warm water, with sign-up sheet at the Registration table. The room will need plastic laid on the floor and/or up walls and outdoor bathing will require easy-ups if not undercover. The BCOA will purchase two extra-large booster baths and resell after specialty at a discount to exhibitors.
- 11) Arrange for a clean-up crew for indoors and outdoors and for signs for exercise and non-exercise areas. It has proven extremely valuable to contact a 4-H group, Boy/Girl Scouts, humane society, etc. and paying for twice-a-day cleanup of the grounds. Expect to pay approx. \$50-\$100 per day, and well worth it. If less than ideal grassy area is available, arrangements may be made for a large sod chain-link area.
- 12) Supervise the maintenance of the ring area during judging, making sure trash, dog hair, etc. are placed in trash containers. The hotel will be asked to vacuum the ballroom and re-set chair placement following each day's judging.
- 13) Supervise the set-up of ring, mats, tables, chairs, grooming room and holding area.
- 14) Arrange for some committee members to be available the day after the event to pack and clean up area.
- 15) The Grounds Chairman is not expected to handle all these duties by him/herself. It is wise to appoint a staff to take care of some of the duties.

Some of the above will be arranged with the hotel prior to signing of the contract. Show Chairman will keep committee informed of duties that have already been taken care of.

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