

FACILITY COORDINATOR and COMMITTEES

The Facility Coordinator and all Committee Chairmen must be BCOA members in good standing and major committee chairmen must be named at the time of the bid/proposal. The Facility Coordinator, as well as other key chairmen, should have attended a minimum of one National Specialty show within two years of the Specialty event they wish to chair.

Facility Coordinator

- 1) The Facility Coordinator will be the person responsible for the local organization of people and events, in addition to coordinating activities. This position must be known at the time of submission of proposal.
- 2) The Facility Coordinator should read and become familiar with the contents of the current AKC Rules and Regulations Applying to Dog Shows.
- 3) The Facility Coordinator, working with the Show Chairman, appoints the additional Show Committee & key personnel. Committee Chairmen should be selected for their experience and ability to do the job and may be replaced by the Show Chairman for failure or poor performance of their job. There should not be a profit motive involved in chairing any committee. A list of major chairmen will be submitted to the BCOA Board within a year of the Specialty.

Unfortunately, free guestrooms will not be available. We do like to set aside VIP guestrooms in favorable locations for the committee.

- 4) Currently, the National Show Committee consists of Catalog Advertising, Trophy, Specialty Sales, Health Clinics/Seminars, Member Education Seminar, Catalog Memorial Page, Costume Contest, Futurity Event, and Chief Ring Steward. This group of committees is to assure consistency from year to year.
- 5) Supervise and assist all committees.
- 6) Equipment and trophies, etc. that are needed for each specialty are stored in a P.O.D. storage container. The container is shipped to each venue about a week before specialty. A flat space close to easy access to hotel needs to be arranged with the hotel. The container will be removed at specialty conclusion.
- 7) The National Specialty is currently superintended by a member-Show Secretary.
- 8) **Suggest three judges each for Obedience/Rally, Junior Showmanship, and five judges for lure coursing, with input from the respective chairmen. Submit proposed names to the National Show Chairman for Board approval before anyone contacts the judge.** It is recommended that they be selected from your area, within a 200 mile radius of the event (within driving distance). The Show Chairman will contact the Board approved judges with the assignment offer and send a contract for signature with a cc to Facility Coordinator and the respective chairmen.
- 9) Arrange for CGC/Trick Dog evaluator.
- 10) Arrange for veterinarian to be on call. Regular and After-Hours must be listed in the premium list and catalog.
- 11) Arrange for show photographer. Show Chairman will send a contract as well as the photo list that we expect. We do not compensate the show photographer
- 12) Arrange for RV Parking & Camping information for premium list and designate a committee person to oversee the on-site RV parking.

- 13) The AKC would like us to have a Welcome Committee to provide a welcoming experience for every person attending the National Specialty.
- 14) The AKC Disaster and Emergency Plan form downloaded from the AKC Website needs to be prepared and sent to the Show Chairman.
- 15) The Chief Ring Steward is a part of the National Show Committee. If she is not available early in the week, additional stewards for Futurity and Sweepstakes will be needed. Obedience Chairman will obtain Obedience/Rally stewards. Stewards are offered lunch each day of stewarding, and the steward for the regular conformation classes is offered the Membership Meeting Luncheon and the Annual Awards Dinner as compensation.
- 16) A Specialty information flyer will need to be available for members and exhibitors at the Saturday Annual Awards Banquet the year prior to the Specialty and should be put on each of the banquet tables. The flyer should be sent to BCOA Web Mistress for the website and the Aristocrat. Additional committee information will be added as it is available.

In addition, a presentation on the hotel and Specialty with photos should be presented at the Annual Awards Banquet to the members and exhibitors.

- 17) The BCOA Web Mistress will provide a page on the BCOA website for Specialty information. The website will be updated as needed. The premium list, entry forms and all other pertinent information will also be on the website as a fillable, downloadable PDF.
- 18) The National Show Chairman will do a site visit and complete hotel negotiations. Hotel contract will be signed as soon as possible after Board approval of bid/proposal and final hotel negotiations. A copy of hotel and field event contract will be sent to the Treasurer for insurance certificates. Deposit on venue will be sent by the Treasurer as soon as contract copy is provided

Updated: 9/20/20