
Grounds Chairman

- 1) Jumps for obedience and equipment for Rally are stored in the POD. 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 Rally/Obedience classes first thing in the morning to avoid need for mats. Most judges will not insist on mats and BCOA does not have mats available.
- 2) Ballroom design and ring layout will be provided by the Show Chairman or Show Secretary. 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 entrance 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. Field fencing and posts are in the POD for use as ex-pens.
- 6) Placement markers: Acrylic stands for logo placement markers are in the POD. Staples can print 16" x 16" card stock logo with numbers to fit stands.
- 7) With the Grooming Chair, 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 has purchased two extra-large booster baths found in the POD. Show chair will set a fee for the spaces.
- 8) An adequate number of pooper-scoopers are in the POD. Inexpensive buckets and plastic liners will need to be purchased or donated, as well as cleaning items for use on indoor carpets.
- 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 a clean-up crew for indoors and outdoors and for signs for exercise and non-exercise areas. If you are short on a ground cleanup crew, it has proven 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
- 11) 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.
- 12) Supervise the set-up of ring, mats, tables, chairs, grooming room and holding area.
- 13) Arrange for some committee members to be available the day after the event to pack and clean up area.
- 14) 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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