

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 nor the appearance of favoritism involved in chairing any committee.

Unfortunately, the show committee will not receive compensation like free guestrooms for their role in producing the Specialty. We do like to set aside VIP guest rooms 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, Candid Photography, Costume Contest, Futurity Event, and Chief Ring Steward.
- 5) The National Specialty is currently superintended by a member-Show Secretary.
- 6) Supervise and assist all committees.
- 7) **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.
- 8) Arrange for veterinarian to be on call. Regular and After-Hours must be listed in the premium list and catalog.
- 9) The AKC Disaster and Emergency Plan form needs to be prepared and sent to the Show Chairman. It will then be submitted to the AKC with the show application immediately following the previous Specialty. This form can be downloaded from the AKC Website.
- 10) 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 stewards. Stewards are offered lunch each day of stewarding, and the steward for the regular conformation classes are offered the Annual Awards Dinner as compensation.
- 11) Make sure that any non-BCOA members in the local area are on the premium mailing list. Premium is sent by bulk mail to exhibitors at least nine weeks prior to closing date.

- 12) Following the previous Specialty, an information flyer on the Specialty should be submitted for the BCOA website. Additional committee information will be added as it is available.
- 13) 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 downloadable PDF.
- 14) 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.

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