

OBEDIENCE (& RALLY) CHAIR

Responsible for the overall planning and execution of the obedience (and Rally) Trial(s). Oversees the various obedience Event Committee members and ensures that all the details of the trial are attended to in accordance with AKC Obedience (and Rally) Regulations. Fills in for unassigned positions as required. The Obedience (and Rally) Trial Chair(s) may compete in the Specialty Obedience (and Rally) Trial(s) provided participation does not conflict with the completion of their assignments.

Qualifications

- Must be a BMDCA member in good standing
- An organized, effective leader with good communication skills
- Experience in planning, exhibiting, or stewarding in Obedience (and Rally) trials. Previous experience as Match or Trial Chair is highly recommended.
- Familiarity with the AKC's Obedience Regulations (and Rally) Regulations
- Familiarity with the AKC's Dealing with Misconduct
- Knowledge of AKC's policy concerning Emergency Procedures at Events (Disaster and Emergency Plan)
- Experience in planning of events and the ability to apply the following basic management skills: setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, dealing effectively with people, meeting deadlines, and compiling records.

Time Commitment

This is at least a two-year assignment, with busy periods occurring at the beginning for selecting the location, event dates and judges; at about a year along for finalizing hospitality, trophies and ring favors, content for planning booklet and premium list, and from about one month before entries close until the last exhibitor is gone. There is also a two week period after the Specialty when letters of appreciation should be sent and the Committee Chair report filed.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance and Obedience and Rally Trials, noting details of all position descriptions, relevant deadlines and BMDCA policies (bold and underlined text).
- Work with Show Chairs to determine suitable location, possible dates for event(s), classes offered, if/when workshops can be held (if desired), and confirm all Obedience and Rally equipment included in AKC Superintendent contract.
- Assemble members of the Event Committee and assign committee members to coordinate and maintain communication with the following areas: Grounds, Hospitality, Trophies, etc.

At Least Two Years Prior to the Specialty

- Confirm trial location, classes offered and entry fees.
- Work with the Event Committee to select AKC Obedience (and Rally) judges. Inform the Specialty Coordinator so contracts can be prepared to secure judge(s).
- Coordinate with the Specialty Trophy Chair to determine plan for trophies, rosettes and ring favors.

- Identify other facility needs (e.g. tenting, portable restrooms, etc.) and develop budget. Advise Show Chair of forecasted income and expenses.

At Least One Year Prior to the Specialty

- Plan on attending current year's specialty if possible to learn from current Event Chair(s) and make contacts for your event.
- Confirm all judge's contracts have been signed and returned.
- If Obedience/Rally held off-site, work with the Assistant Show Chair to develop Emergency Procedures and Safety Plan, including identifying Emergency Veterinarian services. (See Chapters 8 & 9.) Provide copies of completed plan to Assistant Show Chair and Trial Secretary (Show Superintendent).
- Update budget and advise Show Chair of any changes to forecasted income and expenses.

No Less Than Six Months Prior to the Specialty

- Ensure National Conformation Chair has filled out and submitted event application to AKC.
- Coordinate hospitality and lunch arrangements for judges, stewards and exhibitors with the respective Hospitality Chairs. (Assign to separate Event Committee member at large Specialties.)
- Work with the Grounds Chair to secure all budgeted equipment: tenting, portable restroom facilities, tables, chairs, trash barrels, pooper scoopers and poop bags, communicating any additional equipment and signage needs. (Ring equipment and Rally signs typically supplied by the Show Superintendent.)
- Obtain last year's premium list and planning book from Show Chair and assist with preparation of relevant content for current documents.
- Proofread and return comments on premium list and planning book by the prescribed deadlines.
- Update budget and advise Show Chair of any changes to forecasted income and expenses.

Two-Four Months Prior to the Specialty

- Begin soliciting volunteers to steward.

One Month Prior to the Specialty

- Consult the Superintendent contract for set-up days/times. Confirm all necessary ring and Obedience (and Rally) equipment will be transported to the site; confirm set-up day/time.
- Follow-up with Grounds Chair to confirm any necessary equipment rental (e.g. tents, portable restrooms, etc.). Discuss any set-up requirements and housekeeping responsibilities (i.e. caution tape and "Keep-Out" signage to keep rings pristine, etc.).
- Purchase authorized budgeted equipment and supplies.
- Confirm volunteer's availability (day(s)/time) and suggest they familiarize themselves with the stewarding sections of the AKC Obedience Regulations and Rally Regulations. Create and communicate schedule and lunch options.
- Follow-up with Judges' Hospitality to ensure Judges' Information Sheets are sent and meal choices confirmed.

Week of the Specialty

- Remind all Event Committee members to review AKC procedures detailed in Dealing with Misconduct in advance of the event.
- Oversee proper set-up of the ring equipment by Superintendent. Coordinate set-up of “Keep Out” signage and barriers with the Grounds Committee.
- Coordinate times with the official photographer to take pictures of the trial winners and judges in the designated area.

Day of Trial

- Ensure rings are clean, equipment properly set-up and trash barrels emptied.
- Ensure ring hospitality is set-up prior to the start of judging.
- Provide a copy of the Emergency Plan to each Table Steward.
- Obtain lunch tickets from the Show Chair and distribute to the stewards. (Hospitality should be assigned to a specific Event Committee member at large shows.)
- Oversee event operations, remaining available in the ring area throughout the event hours, reporting problems to the Superintendent and Show Chair.
- Clean-up and secure area and conduct verification walk-thru with Grounds Chair.

Immediately After the Test(s)

- Provide results to the Show Announcer and Specialty Reporter. (See Chapter 45 Attachment A-2.) (It is also nice to post results somewhere publicly for other National Specialty attendees to see and mark in their catalogs. The Hospitality room is usually a good place if centrally located.)

Within Two Weeks of the Specialty

- Send thank you notes to volunteers, Event Committee members and judges (reminding judges to prepare write-up for Alpenhorn Specialty issue).
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Obedience Trial Entries (by Class)
2. Obedience Entry Fees
3. Obedience Qualifying Rates (Q-Rate) by Class
4. Rally Trial Entries (by Class)
5. Rally Entry Fees
6. Rally Qualifying Rates (Q-Rate) by Class