

TRACKING CHAIR

Responsible for the overall planning, execution - including providing personnel, equipment, and fields suitable for tracks that meet the requirements of AKC Tracking Regulations. Oversees the various Tracking Event Committee members and ensures that all the details of the test are attended to in accordance with AKC Tracking Regulations. Fills in for unassigned positions as required. **The Tracking Test Chair may not enter the test.**

Qualifications

- Must be a BMDCA member in good standing
- An organized, effective leader with good communication skills
- Experience in planning, or exhibiting at an AKC tracking test (Previous experience as Test Chair or Test Secretary is highly recommended, but not required).
- Familiarity with the AKC's Tracking 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, 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 to selecting suitable grounds, event dates and judges; at about a year along for finalizing hospitality, trophies and ring favors, equipment, 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, Tracking, and Premium List, noting details of all position descriptions, relevant deadlines and BMDCA Policies (bold and underlined text).
- Work with Show Chairs to determine event date.
- Assemble members of the Tracking Event Committee. Assign committee members to be responsible for coordinating with and maintaining communication with the following Committee Chairs: Grounds, Hospitality, Trophies, etc.
- Contact local tracking or obedience clubs to identify suitable location(s) and possibly rent equipment.

At Least Two Years Prior to the Specialty

- Secure site and tracking equipment. Forward any contracts to Show Chair for signature.
- Work with the Tracking Event Committee to select judges. Inform the Show Chair so contracts can be prepared to secure them.
- Coordinate with the Trophy Chair to determine plan for trophies, rosettes and souvenirs.
- Begin recruiting a sufficient number of tracklayers prior to the tracking test (preferably ONE per track), stressing the fact that it is a two-day assignment.
- Identify other facility needs (e.g. tenting, portable restrooms, etc.) and develop budget.
- Work with Show Chair to develop budget and entry fees.

At Least One Year Prior to the Specialty

- Confirm all judge's contracts have been signed and returned.
- Work with the Assistant Show Chair to develop Emergency Procedures and Safety Plan, including identifying location and directions to Emergency Veterinarian services (See Chapter 9). Provide copy of completed plan to Assistant Show Chair and copy to Test Secretary on the day of the test.

- Obtain copies of last year's Premium list and Planning Booklet from Show Chair. Begin preparing documents, consulting AKC rules and making any necessary updates.
- Update budget and advise Show Chair of any changes to forecasted income and expenses

No Less Than Six Months Prior to Close of Entries

- Ensure National Conformation Chair has filled out and submitted event application to AKC.
- Coordinate hospitality and lunch arrangements for judges, workers and exhibitors with the respective Hospitality Chairs. (May assign to separate Tracking Event Committee member.)
- Work with the Grounds Chair to secure rentals of all budgeted equipment (wherever feasible to obtain volume discount): tenting, portable restroom facilities, tables, chairs, trash barrels, pooper scoopers and poop bags; communicate any additional equipment or signage needs.
- 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

- Follow-up with volunteers to reconfirm assignment.
- Provide judges with ground maps, roughly to scale, of the tracking area showing the major features of terrain and boundaries.
- Update budget and advise Show Chair of any changes to forecasted income and expenses.

One Month Prior to the Specialty

- Confirm all equipment is secured (e.g. flags, scent articles, tents, portable restrooms, etc.)
- Confirm last minute items with site manager (i.e. arrival day/time for track plotting, etc.)
- Discuss any set-up requirements and housekeeping responsibilities with Grounds crew.
- Purchase authorized budgeted equipment and supplies.
- Create and communicate work schedule and lunch options to tracklayers and workers.
- Follow-up with Judges' Hospitality to ensure Judges' Information Sheets are sent.

Week Prior to the Specialty

- Remind all Tracking Event Committee members to review AKC procedures detailed in Dealing with Misconduct in advance of the event.
- Arrange to have someone take pictures of Tracking Test qualifiers with judges.
- Oversee plotting of tracks day before test.

Day of Test

- Provide a copy of the Emergency Plan to the Test Secretary.
- Provide Transportation for the judges to and from the tracking area.
- Oversee Test operations, assisting judges in any capacity that is requested. Remain available in the test area throughout the event hours. Report any problems to the Show Chair.
- Remind test qualifiers they are welcome to take photos with the Official Show Photographer.
- Clean-up and secure area and conduct verification walk-thru with site manager.

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, Tracking Event Committee members and judges (reminding judges to prepare write-up for Alpenhorn Specialty issue).
- Ensure photos are e-mailed/sent to qualifiers.
- Submit a completed report to the Show Chair (see Chapter 2 Attachment A-1).

Key Statistics for Historical Data:

1. Test Entries (by Class)
2. Test Entry Fees
3. Qualifying Rates (Q-Rate) by Class