

## GROOMING CHAIR

Responsible for all aspects of the dog wash and crating/grooming areas, including but not limited to, devising overall layout and budget, coordinating equipment rentals, overseeing grooming registration and assigning spaces, recruiting volunteers for set-up/tear-down, managing arrivals, and troubleshooting problems during the week of the Specialty. May personally accept grooming reservations and coordinate security personnel.

### **Qualifications**

- Good space planning, organizational and problem solving skills.
- Ability to supervise people and delegate tasks.
- Familiar with AKC and BMDCA regulations, specifically pertaining to grooming at dog shows (e.g. regulations regarding aisle ways, generators, etc.).
- Ability to apply the following basic management skills: (e.g. making decisions, recruiting and scheduling workers, being resourceful, solving problems quickly and efficiently, and dealing effectively with people).

### **Time Commitment**

This is at least a one year assignment, with moderately busy periods occurring at first to prepare grooming layout, at six-to-nine months out to finalize budget for equipment rentals and supplies, and at two-four months out overseeing registration, assigning spaces and finalizing equipment rentals. High volume of activity on set-up day prior to the first arrivals and intermittent activity during the specialty until the last exhibitor has departed and clean up accomplished.

### **Time Line**

#### ***Upon Accepting the Assignment***

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, and Grooming, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Work with Show Chair and Grounds Chair to develop the preliminary grooming budget.
- Begin recruiting additional committee members as appropriate.

#### ***At Least 12 Months before the Specialty***

- Plan on attending current year's specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what worked well, what didn't, etc.
- Review hotel/site contracts with Show Chair to determine any grooming-related requirements and/or restrictions (e.g. temporary power, tenting, move-in/out, etc.)
- Work with Grounds Chair to develop tentative layout for dog wash and crating/grooming areas.

#### ***At Least Nine Months out***

- Solicit bids for rental equipment and obtain pricing on supplies/signage.
- Work with the Grounds Chair to finalize grooming budget and pricing.

#### ***At Least Six Months out***

- Advise Show Chair of finalized forecasts of income and expenses for grooming budget.
- Submit rental equipment contracts for Show Chair signature and provide copies of all agreements to Specialty Treasurer.
- Submit information for the planning booklet, website and premium list by prescribed deadlines.

***At Least Four Months out***

- Oversee processing of grooming reservations, **submitting all payments to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)

***At Least Two Months out***

- Confirm all grooming reservations have paid in full.
- Assign grooming spaces and prepare detailed grooming map. Submit copy to Grounds Chair.
- Recruit at least six volunteers to assist with grooming operations on set-up day.

***At Least One Month out***

- Reconfirm rental equipment and follow-up to ensure deposits/payment have been made.
- Create/purchase signage and authorized budgeted supplies.

***No Later Than Two Weeks Out***

- Send confirmation letter to recipients of grooming space (if limited)
- Reconfirm volunteers, planning for enough coverage that volunteers may take breaks.

***Week of the Specialty***

- Prior to site set-up (Sunday or prior to the Specialty if possible):
  - Arrive early to survey site with Committee Members to identify safety issues, delegate areas of responsibility, etc. Develop plans to mitigate any hazards.
  - Arrange early access to the site for committee members.
  - Delegate tasks to committee members.
- Initial Set-Up Day (typically Monday):
  - Oversee set-up operations at the show site (e.g. erection of tenting – if applicable, marking of grooming spaces with site management approved materials, installation of temporary power/cabling, dog wash equipment, etc.)
  - Ensure grooming is ready to receive flow of traffic prior to the established move-in time.
  - Manage arrivals/move-in to the grooming area.
- Throughout the Week:
  - Continually survey grooming area for hazards (e.g. excess hair, wet floors, etc.) and notify Grounds Chair for required clean-ups as appropriate.
  - Troubleshoot and correct problems and implement contingency plans as needed.
  - Supervise dog wash and grooming area to ensure that all site rules are adhered to, reporting any violators to the Show Chair.

***Post-show***

- Oversee tear down and clean-up efforts. Secure area and conduct verification walk-thru with Grounds Chair and/or Site Management personnel.
- Ensure all rental equipment is returned in accordance with agreements.
- Submit invoices in accordance with BMDCA policies to Specialty Treasurer in a timely fashion.

***Within Two Weeks of the Specialty***

- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

**Key Statistics for Historical Data:**

1. Number of indoor and outdoor spaces rented
2. Size of each grooming space
3. Total square footage of grooming area
4. Total number of generators rented & size of each (# amps/watts)
5. Cost per generator