

## DRAFT TEST CHAIR

Responsible for the overall planning, execution and reporting of the results of the BMDCA Specialty Draft Test(s). Organizes the various Draft Test Committee members and ensures that all the details of the tests are attended to in accordance with BMDCA Draft Test Regulations, including filling in for unassigned positions as required. While not a requirement of the Draft Test Regulations, it is impractical for the Draft Test Chair to compete in the National Specialty Draft Test since he/she may be required to be present to solve problems at a moments notice.

### Qualifications

- Must be a BMDCA member
- An organized, effective leader with good communication skills
- Experience with BMDCA Draft Tests, preferably as Chair, Secretary or Chief Steward; previous experience as exhibitor, steward or judge also helpful.
- Familiarity with the BMDCA's Draft Test Regulations and 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 basic management skills: (e.g. 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 the first busy period occurring at the beginning to select a location, event dates and judges. About a year before the event you will need to finalize logistics, trophies and ring favors, equipment, test application (including plotting the freight haul course), and provide content for the premium list. Starting about three months before entries close is the time to be sure all details are in place. The job is not complete until the last draft exhibitor is gone and site clean-up accomplished. 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 BMDCA Draft Test, noting details of all position descriptions, relevant deadlines and BMDCA Policies (bold and underlined text).
- Work with Show Chairs to determine suitable location, number of tests, possible dates for event(s), if/when draft workshops can be held (if desired), and feasibility of obtaining ring equipment from AKC Superintendent.
- Recruit Draft Test Secretary and Chief Steward, consulting regional clubs if necessary for recommendations of experienced people or prospective judges who may need experience for their Draft Judge application.
- Assemble remaining members of the Draft Test Committee and assign committee members to coordinate and maintain communication with the following areas: Grounds, Hospitality, Trophies.

#### *At Least Two Years Prior to the Specialty*

- Secure/Confirm test location(s), number of tests, entry limits and fees. If off-site, ensure arrangements for permits, fees and insurance are made.

- Work with the Draft Test Committee to select BMDCA Draft judges. (See Section 9.0.) Inform the Show Chair so contracts can be prepared to secure judge(s).
- Determine ideas for the ring elements playing off the Specialty theme if possible.
- Coordinate with the Specialty Trophy Chair to secure draft trophies, rosettes and ring favors.
- Identify other facility and equipment 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***

- Confirm all judge's contracts have been signed and returned.
- If Draft Test held off-site, work with the Assistant Show Chair to develop Emergency Procedures and Safety Plan, including identifying Emergency Veterinarian services (See Chapter 9). Provide copies of completed plan to Assistant Show Chair and Draft Test Secretary and DWC Chair (provide with Draft Test Application).
- Begin obtaining draft equipment that complies with BMDCA Draft Test Regulations.
- Update budget and advise Show Chair of any changes to forecasted income and expenses.

***No Less Than Six Months Prior to the Specialty***

- Fill out and submit BMDCA Draft Test Application (Draft Secretary signature required).
- Coordinate morning logistics and lunch arrangements for judges and exhibitors with the respective Hospitality Chairs. (Assign to separate Draft Committee member at large Specialties.)
- Work with the Grounds Chair to secure all budgeted equipment: tenting, ring equipment, portable restroom facilities, tables, chairs, trash barrels, pooper scoopers and poop bags, communicating any additional equipment and 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.
- Submit final premium list to Specialty Website Chair for posting to the BMDCA Specialty website.

***Two-Four Months Prior to the Specialty***

- Work with Chief Steward and begin soliciting volunteers to steward, assist with set-up and tear-down.

***One Month Prior to the Specialty***

- Follow-up with Grounds Chair to confirm equipment rental (e.g. tents, portable restrooms, etc.) and set-up requirements and responsibilities.
- Confirm all necessary ring equipment has been identified, how it will be transported to site and set-up day/time.
- Purchase authorized budgeted equipment and supplies.
- Confirm volunteer's availability (day(s)/time). Ensure stewards are familiar with appropriate Draft Test Regulations. Create and communicate schedule and lunch options.
- Follow-up with Judges' Hospitality to ensure Judges' Information Sheets are sent and meal choices confirmed.
- Ensure Secretary processes entries in accordance with BMDCA Draft Test Regulations, and submits all entry fees in accordance with BMDCA policies to the Specialty Treasurer on the prescribed form. (See Chapter 6 Attachment A-3).

***Week of the Specialty***

- Remind all Draft Test Committee members to review AKC procedures detailed in Dealing with Misconduct in advance of the event.
- Oversee transportation of items and equipment to the show site, securing temporary storage if necessary.
- If using a secure site with adequate room, oversee proper set-up of the ring equipment by Superintendent or Grounds Committee. Participate in set-up if necessary.
- Coordinate time with the Official Photographer to take pictures of Draft Test qualifiers and judges, either at the Draft Test site or in the Official Photographer's designated area.

***Day of Test(s)***

- Oversee proper set-up of the ring equipment by Superintendent or Grounds Committee. Participate in set-up if necessary. Day of Test set-up should begin at least 1 hour prior to check-in.
- Ensure equipment is properly set-up in the rings and trash barrels are emptied regularly.
- Provide a copy of the Emergency Plan to keep at the Draft Test Secretary's table.
- Obtain lunch tickets from the Show Chair and distribute to the stewards. (Should be assigned to Draft Committee member at large shows.)
- Oversee Draft Test operations, remaining available in the test area throughout the event hours, reporting problems to the Show Chair and/or DWC 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.)
- Remind judges that you would a representative to speak about each test at the Judges Dinner.

***Within Two Weeks After the Specialty***

- Send thank you notes to volunteers, Draft Test Committee members and judges (reminding judges to prepare write-up for Alpenhorn Specialty issue).
- Ensure photos are e-mailed/sent to qualifiers.
- Prepare a write up of the event for the Alpenhorn and submit to Show Chair for inclusion with their Alpenhorn article.
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1).

**Key Statistics for Historical Data:**

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