

GROUNDS CHAIR

Responsible for assisting with the development of the overall site layout and Grounds budget; procurement of event supplies, signage and rental equipment; management of site set-up including mitigating safety hazards, erecting signage, maintenance of the common areas of the host hotel and show site, implementation of contingency plans when required, overseeing site tear-down, return of all rental equipment, and trouble shooting any site-related problems during the week of the Specialty. May participate in site selection, coordination of security and emergency medical staff, and supervision of Committee Chairs that are inter-dependent on Grounds such as Grooming, Announcer, RV Parking, Transportation & Event parking and Vendors.

Qualifications

- Good project management, space planning and problem solving skills
- Ability to supervise people and delegate tasks.
- Reasonable amount of physical strength to move/carry heavy objects.
- Familiar with site requirements at dog shows (e.g. regulations regarding aisle ways, etc.).
- Ability to apply the following basic management skills: (e.g. making decisions, selecting qualified people to perform various physical tasks, scheduling workers, being resourceful and solving problems quickly and efficiently, dealing effectively with people).

Time Commitment

This is at least a two-three year assignment, with moderately busy periods occurring at the beginning during site selection, preparation of site layout and about nine months out to finalize equipment rentals and supplies for the Grounds budget. High volume of activity prior to the first arrivals 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 Grounds, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Participate in site selection discussions, if possible.
- Work with Show Chair to determine what, if any show committees will report to Grounds.
- Begin recruiting additional committee members as appropriate.
- Develop the preliminary Grounds budget with input from Event and Grounds-dependent Committee Chairs.

At Least 14 Months before the Specialty

- Review hotel/site contracts with Show Chair to determine any grounds-related requirements and/or restrictions (e.g. tenting, move-in/out, plastic sheeting, etc.)
- Work with the Show Chairs to develop tentative site layout.
- Plan on attending preceding 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.

At Least Nine Months out

- Solicit Event Committee Chairs and Grounds-dependent Chairs for input on rental items, supplies and signage needed for Specialty events.
- Obtain bids on rental equipment, pricing on supplies/signage and finalize Grounds budget.
- Collaborate with Grooming, Event/RV Parking Chairs to develop grounds-related content for the planning booklet, premium list and Specialty website. Content should include: information on bathing and grooming, crating, day of show/overnight parking, move-in/out times, site security, site rules, etc.

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- Submit content to the respective Chairs* by prescribed deadlines and carefully proofread all drafts. (*Planning book, Website and Premium list; Premium list content given to the Show Chair.)

At Least Six Months out

- Advise Show Chair of finalized forecasts of income and expenses for equipment rental, supplies and services for Grounds and related committees.
- Secure contracts for rental equipment and provide copies to Specialty Treasurer.

At Least Three Months out

- Complete recruiting of at least three-five volunteers to assist with Grounds operations.
- Prepare detailed site map and submit to Show Chair for inclusion in the Judging Program, catalog and welcome bags.

At Least One Month out

- Reconfirm rental equipment. Follow-up to ensure appropriate deposits/payment have been made.
- Purchase authorized budgeted supplies and necessary signage.
- Reconfirm volunteers, planning for enough coverage that volunteers may take breaks.

Week of the Specialty

- Prior to site set-up (Sunday 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 and perform set-up at the Host Hotel (e.g. sanitation stations, trash receptacles, hotel room cleaning supplies, signage, etc.), mitigating any hazards as necessary.
- Initial Set-Up Day (typically Monday): Arrange early access to the site for committee members and site Superintendent to convey site set-up plans. Delegate tasks to committee members and oversee set-up operations at the Show Site (e.g. erection of tenting, ring areas, PA system, grooming and vending areas, signage, sanitation stations, etc.) mitigating any hazards. Be sure the unloading area is ready to receive the flow of traffic prior to the established move-in time.
- Throughout the Week: Oversee setting up and dismantling of event equipment, and the maintenance of grounds, equipment and rings.
 - Ensure that a sufficient number of trash receptacles and sanitation stations are properly distributed and maintained around the grounds of the show site and host hotel.
 - Supervise periodic cleaning of each ring and spectator seating areas, as well as all public exercise areas and trash receptacles at the show site and host hotel.
 - Continually survey site for hazards and correct problems as appropriate.
 - Implement hot/cold/wet weather contingency plans as needed.

Post-show

- Manage tear down and clean-up efforts. Secure site and conduct verification walk-thru with Superintendent 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. Dimensions of each tent rented and price
2. Number of chairs rented/price
3. Number of tables rented/price
4. Number of poop scoops/price
5. Ring equipment/cleaning supplies used. Effective?
6. Parking and/or shuttle fees.