

CONFORMATION CHAIR

Duties performed by Show Chair unless otherwise assigned. Responsible for the overall planning, presentation and reporting of the results of the conformation events. Oversees the various Conformation Committee members and ensures that all the details of the events are attended to in accordance with AKC Rules Applying to Dog Shows. Fills in for unassigned positions as required. While not prohibited by the Regulations, it is impractical for the Conformation Chair to compete **directly** in the National Specialty since he/she must be ringside throughout the show and is required to jump in to solve problems at a moments notice. (It would also be inappropriate if the Conformation Chair has had direct involvement with the judges throughout the course of Specialty planning.)

Qualifications

- Must be a BMDCA member in good standing
- An organized, effective leader with good communication skills
- Experience in planning, exhibiting, or stewarding. (Previous experience as Match or Show Chair is highly recommended)
- Familiarity with the AKC's Rules Applying to Dog Shows
- 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: (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 three-year assignment, with busy periods occurring at the beginning for organization and planning to selecting site, 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 Conformation Events, noting details of all position descriptions, relevant deadlines and BMDCA Policies (bold and underlined text).
- Obtain a copy of the AKC's Show/Trial Manual and become familiar with its contents.
- Review AKC's Rules Applying to Dog Shows and The Dog Show Steward.
- Work with Show Chairs to determine suitable location, possible dates for event(s), classes offered, and confirm all conformation 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

- Solicit quotes and contract all key service providers. (See Chapter 8.)
- Confirm ring location(s), classes offered and entry fees.
- Work with the Show Committee to select a panel of judges for Veteran Sweepstakes (if offered). Following Judges Selection procedures identified in Chapter 11.
- Identify judge for Junior Showmanship.
- 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 and make contacts for your event.
- Confirm all judge's contracts have been signed and returned.
- Work with Chief Ring Steward (if appointed) to begin identifying qualified individuals to steward or solicit quotes to retain a professional steward association.
- 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 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 ring hospitality and lunch arrangements for judges and stewards with the respective Hospitality Chairs. If lunch options for exhibitors are not readily available, coordinate with Banquets Chair. (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. Equipment (e.g. judging rings, ring numbers, mats where required, placement markers, etc.) supplied by the Show Superintendent.
- Obtain last year's premium list and planning book from Show Chair to 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

- Ensure that conformation steward assignments are finalized.

One Month Prior to the Specialty

- Consult the Superintendent contract for set-up days/times. Confirm all necessary ring 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 (e.g. sweeping rings between classes, in-ring accident clean-ups, etc.).
- Purchase authorized budgeted equipment and supplies.
- Ensure that confirmation notices are sent to all key service providers and stewards.
- Follow-up with Judges' Hospitality to ensure Judges' Information Sheets are sent and meal choices confirmed. Also confirm all necessary items for ring hospitality are secured.

Week of the Specialty

- Remind all Conformation 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.
- Arrange a designated area for the official photographer to take pictures of conformation event winners with judges.

Day of Each Event

- 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 Conformation event operations, and remain available in the ring area throughout the event hours, reporting problems to the Superintendent and Show Chair.
- Secure area at end of event and conduct verification walk-thru with Grounds Chair.

Within Two Weeks of the Specialty

- Send thank you notes to volunteers, Conformation 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. Cost of 1st Entries
2. Cost of 2nd Entries
3. Other entry fees not covered above (junior show, veterans sweeps, etc.)
4. Cost of Superintendent fees (1st & 2nd Entries)
5. Superintendent Daily Rate (if applicable)