

Obedience Chairman: Job Description & Notes

The following defines the job of the Obedience Chairman for PVGRC specialties and provides additional notes and lessons learned from previous events.

In general, the hallmarks of a successful obedience trial include all pre-trial activities being done in a timely manner, a setup day that goes smoothly (reduced stress), and all obedience volunteers ready and focused on giving the exhibitors a well-organized and enjoyable experience on “game day”. Key components include:

- Contracting Judges
- Naming a Chief Steward
- Ring and Equipment set-up
- Providing trophy sign-up sheets
- Providing ribbons and trophies
- Providing Judges gifts
- Providing the Chief Stewards gift
- Providing small token gifts for volunteers
- Ring and equipment break down
- Thank you notes to Judges and workers

Your Tasks

These are specific things you must do:

- 1) Chief Steward – You are responsible for recruiting someone to act as Chief Steward, typically 4-6 months before the trial (name needed for Premium). This person will solicit volunteer stewards and be responsible for the workers schedule. The Chief Steward will have to decide the number of volunteers needed and be in attendance on the day of the show to manage the rings. The Chairman and the Chief Steward should decide which of them will provide the workers' gifts.
- 2) Coordinating with the Specialty Chairman - The Obedience Chairman needs to provide any information requested by the Specialty Chairman to be included in

the premium, such as the name of the Chief Steward, and also be willing to review the draft of the premium if so requested. The Obedience Chairman should be available to go to dinner with the judges and the Specialty Chairman the night before the Show. The Chairman should be available to help the Show Chairman with any additional duties as requested.

3) Coordinating with Committee Chairmen - The Chairman should also check with other Committee Chairs to make sure that table decorations, ribbons, trophies, judges gifts, hospitality baskets, and any special food requests by the judges are being taken care of by the appropriate committee.

4) Special Prizes Sign-Up Sheets - The regular trophies and ribbons will be provided by other committees. The Chairman must prepare sign-up sheets for the special awards (such as High Scoring AKC Champion of Record) that are listed in the premium (to be placed on the Obedience Prize sign-up table). Copies of these forms are attached to this document.

5) Day of Trial –

- *Be Available* - to pleasantly answer the many, and sometimes stupid questions that will be asked by nervous exhibitors and to make sure that everyone else is doing their job. Typically you would hang out around the Obedience Special Prize Sign-up table.
- *Ribbons and Rosettes* - Boxes of ribbons/rosettes are provided to you by the Ribbons Committee. As each class concludes, you will gather the required ribbons (placement and qualifying) and any special prizes for that class and give them to the Ring Steward for presentation. Organizing them on a tray is very helpful to the Ring Steward.
- *Special Trophies* - Decide who are the winners of these prizes. The High in Trial and High Combined Awards (given at the end of the trial) are

presented in the Conformation ring before the Best in Show award, **if** the people who win these awards are willing to wait. Otherwise, the awards are presented in the Obedience rings.

- It is nice to provide score sheets on which each participant can record his or her scores in each exercise.
- Make sure that the results of each class are posted.
- *Grievances* - Exhibitors with complaints would be brought to you to identify their concern. If you are unable to resolve the issue and the exhibitor wishes to file a formal grievance, you must bring that to a member of the Show Committee.
- *Judges* - At the end of the trial, the Chairman should make sure that judges receive their gifts from the Hospitality Chair and that you receive the judge's bill to give to the Club Treasurer and give the judge their reimbursement check.

The topics below provide key information on issues to be addressed as you oversee pre-trial preparation, setup and trial day activities.

Judges

By the time the Obedience Chairman is named, the judges should have been engaged (contracted) by the PVGRC Board or the Show Chairman (at least a year in advance and chosen from the approved list). Check on that.

Ring Set-up and Equipment

The equipment is kept in the Club trailer (currently at the Armstrong's). The Obedience Chairman should check with the Grounds Chairman (or whomever will be transporting the trailer to the show site) ahead of time to make sure that everything that is needed is in the trailer. The Chairman should be on site on the set-up day to be sure that the rings are the proper size (40x50) and the matting is

laid properly. If the trial is outside, be sure that the rings are set up so that the sun is not shining in the dogs' eyes when they are doing stays.

The following equipment is necessary:

For each obedience ring:

1 set of jumps	1 tape measure	1 table and 3 chairs
1 easel	Paper clips	Masking tape
Pens, pencils, markers	Rubber bands	
cleaner, paper towels and a couple of poop bags		
white poster board for running order		

Additional equipment for each Rally ring:

Rally signs	Sign holders	Rally equipment & jumps
At least 2 stop watches		

For the Obedience Special Prize Sign-up Table:

Table and 1 chair	Tablecloth	Sign up sheets for special awards
2 trays for ribbon presentation		

Board to post results

In 2006 a board was hung on the wall for the results to be posted on. Another option would be to have another easel and poster board for this purpose.

Additional Comments

Make sure that you and the Chief Steward receive a print-out of the class numbers and running order from the Superintendent or the Show Chairman. It will help the Chief Steward to manage the rings on the day of the show.

You will be asked to provide a record of your expenditures to the Club Treasurer for reimbursement.

Recruit an Assistant for you - It can be very helpful for the Chairman to have an assistant who can get the ribbons ready for each class, run the judges books to the Superintendent's table, decide on winners of the special prizes, post results,

run errands, etc. Although you're typically not very busy, these things must still be done if you're in the middle of answering questions or addressing a grievance. An assistant will help keep the trial flowing smoothly.