



## GERMAN SHEPHERD DOG CLUB OF AMERICA, INC.

### DUTIES OF THE SHOW CHAIRMAN

The duties of the Show Chairman and the Show Secretary may be combined and performed by one person.

The Show Chairman is not allowed to show a dog nor take on other responsibilities other than those defined in the **GSDCA Breed Show Rules**.

#### Responsibilities of the Show Chairman

1. Arrange for suitable show grounds.
2. Arrange for judge's transportation, hotel room, and meals.
3. Arrange for food service at the show grounds.
4. Appoint a ring steward.
5. Arrange for someone to prepare the catalog.
6. Obtain the judge's bio for the catalog and website.
7. Arrange for printing of the catalog.
8. Arrange for merchandise for sale; i.e. tee shirts, hats, etc.
9. Appoint someone to manage merchandise sales, catalogs and raffle ticket sales.
10. Arrange for experienced volunteers to help with ring set-up, take-down, clean-up of the grounds, etc.
11. Appoint someone to be responsible for all equipment for the event.
  - a) Starter pistol and blanks
  - b) At least one Körmass
  - c) Competitor number bibs
  - d) Pop-up tents
  - e) Tables and Chairs
  - f) Ring stakes and ring rope
12. Appoint someone to select and order the trophies, medallions, etc.
13. Maintain order and safety of all show grounds for all participants and observers.
14. Be available to the judge during the entire event.
15. Ensure that the trial is managed and run in an orderly fashion.
16. Assist with budget preparation.
17. Appoint a Show Secretary.
18. Provide cash and cash box for sales.
19. Bring Euros for payment of foreign judge expenses and judges fee.
20. Keep detailed receipts for all out-of-pocket expenses and payments to be reimbursed by GSDCA.