

External Show Management Companies

The following document lays out the tasks involved in the running of an agility show, in order to determine what areas external Show Management Companies should be involved in and which the Club holding the show should continue to do. The task is listed with the suggestion of whose job it should be in brackets and italics at the end.

A list of key issues follows in order to flag potential problems with employing external companies to run a show.

Parameters of Running a Show

- Nominate a Show Secretary, Show Manager and a Show Committee (***CLUB in liaison with Show Management Company***)
 - Show Secretary should be from the Society
 - Show manager could be from Show Management Company
 - Show Committee is optional
- Select guarantors (***CLUB***)
- Determine lines of communication and areas of responsibility (based on below) (***CLUB & SMC***)
- Decide on date, venue and type of show/classes (***CLUB in liaison with SMC***)
 - Club should check conditions of use and cancellation terms of the venue
- Apply for licence (***CLUB***)
- Create a budget for the show (***CLUB in liaison with SMC***)
- Identify suitably qualified and experienced judges for all classes. (***SMC***)
 - Liaise with Show Society re: judges and 3 part contract
 - Guidelines to be issued on the correct procedure for finding judges (i.e. Champ)
- Draw up provisional ring plan (***SMC***)
 - Allocating classes to rings based on estimated number of entries
- Provisionally book agility equipment (***SMC***)
 - Equipment supplier contract
- Book trophy and rosette suppliers (***SMC***)
 - Provisional numbers based on estimated entries
- Book caterers and veterinary cover (***SMC***)
- Book hired facilities if required (***SMC***)
 - Skips, toilets, PA system, radios, tables and chairs, marquees, score tents, fire extinguishers etc.
 - Liaise with Club re: what is required/what Club has
- Appoint competition manager and health and safety officer (***SMC with CLUB***)
- Prepare and distribute show schedule (***SMC***)
- Prepare risk assessment (***SMC with CLUB***)
 - SMC to liaise with club, especially if show is being run in conjunction with another i.e breed/obedience etc.
- Arrange adequate public liability insurance (***CLUB***)

- Appoint ring managers and allocate tasks **(SMC)**
 - Parking, PA announcers, results processing, prize presentations, ring refreshments, judges and helpers lunches, dogs in hot vehicles checks, signage and equipment management
 - With Club to incorporate any members available to help
- Finalise the ring plan **(SMC)**
- Advise judges of their classes and numbers **(SMC)**
- Prepare a helpers list **(SMC)**
- Confirm trophy and rosette order **(SMC)**
- Confirm catering and refreshment requirements **(SMC)**
- Prepare Champ running order **(SMC)**
- Draw running orders and notify competitors **(SMC)**
- Organise for the correct paperwork to be available at the show **(SMC with CLUB)**
 - Licence
 - Insurance
 - Rules and Regulations
 - Schedule
 - Entry forms
 - Incident book

Key Issues

- Ensure cheques are made payable to the Club that the show is licensed to.
- Ensure adequate numbers of incident books are available for the number of different disciplines being run on one day i.e. breed & agility. These should be sent in by the Club/Show Secretary (if a Club member) subsequent to the show.
 - Details to be kept by the Club for any follow up queries
- Schedule should indicate that the licensed Club is holding the show and not the Show Management Company.
- Payments for services should be through the Club accounts.
- There should be a contract between Club and Show Management Company.
- There should be a specific liaison between the Club and the Show Management Company and Club should be involved in the process throughout.