

# **TRAINING QUALIFICATION FOR TRAINEE GCCF SHOW MANAGERS**

## **Rationale around the proposals for change:**

- A new fully accountable programme of training
- Development of a training booklet with guidance/advice within each area
- Specific stages of training, aspects of which/should be carried out under the supervision of a variety of trainers (SM/Senior table worker's/Table Leader)
- No requirement for a candidate to be noted as an ASM to complete the designated early stages in training (i.e. general tablework/certificate writing)
- Formal recognition for each stage must be completed and signed off
- Qualification has changed from 3 shows to 4 events (Shows on same day/hall = 1 Show event) – All Breed Show Qualification would require 4 All breeds at 4 different events. Breed Show Qualification would require 4 Breed/Multi-breed shows at 4 different events.
- Newly qualified SM's will be unable to officially train ASM until the SM has completed 2 events as overall SM.
- All completed forms for a Candidate must be signed and submitted to the GCCF Office with Show Returns.
- It is hoped that this data will be logged on Phoenix.

## **Transition**

- Assistant Show Managers who have already completed 1 show will move onto the New SM Qualification forms and have to complete a further 2 Events – making a total of 3
- Assistant Show Managers who have already completed 2 shows will move onto the New SM Qualification forms and have to complete 1 further Event – making a total of 3

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## **Show Manager Taster**

There is no requirement for a candidate to be noted as an ASM to complete the designated early stages in training (i.e. general tablework/certificate writing)

- Any forms submitted at this stage must be signed off by the SM or Table Leader of that 'Event'.
- The Candidate must make sure that completed elements are signed off on the day of Event.
- The 'Shadow Duty Vet' element at this stage must be signed off by the Duty Vet of that 'Event'.
- Once SM Taster Form is completed it must be signed and forwarded to the GCCF Office by the candidate.

## **Show Manager Training - Stages 1 to 7**

For a candidate to qualify as a GCCF Show Manager they must complete all the Stages and be named on the Show Licence as Assistant Show Manager.

- Formal recognition for each stage must be completed, signed off and sent to the GCCF Office with the Show Returns by the Show Manager from that 'Event'
- The candidate must complete 4 Breed 'Events' (multiple shows on same day/venue count as 1 'Event') before applying for recognition as a GCCF Qualified Breed Show Manager.
- Recognition as a GCCF All Breed Show Manager, the candidate must complete any 4 All Breed 'Events' (multiple shows on same day/venue count as 1 'Event') before applying for recognition as a GCCF Qualified All Breed Show Manager.
- Any combination of Breed/All Breed Events would equate to being a Breed Show Manager Level only.
- Newly qualified SM's cannot sign off any forms until they themselves have completed 2 'Events' as Show Manager.
- To run a multi-show Event a newly qualified GCCF Show Manager (2 events or less after qualification) must be partnered with an experienced Joint SM.
- The Candidate must work with at least 2 different SM's to gain knowledge/experience.
- The Training SM must complete and sign paperwork within 1 week of the event.
- Training SM must be completely honest with their assessments of the Candidates.

**Candidate Name** .....

<b>SHOW MANAGEMENT TASTER</b>		<b>Assisted</b>	<b>Fully Responsible</b>	<b>Notes</b>	<b>Show Name/Date</b>	<b>Signed Off SM or Table Leader</b>
	Certificate Writing					
	Prize Cards					
	Rosettes					
	BOB/BOV					
	Master Book					
	Awards Boards					
	Slip Checking					
	Table Lead					
	Shadow Duty Vet/Vet To be signed off by Duty Vet					

**Candidate Signature** .....

Candidate Name ..... Candidate Signature .....

Name of Show ..... Date of Show .....

Show Manager Name .....

STAGE 1	Assisted	Fully Responsible	Further Training Required	Notes	Signed Off Show Manager
Check Club Finances					
Book a Date					
Booking a Venue					
Ensure Show Licence Granted					
Book Penning					
Book Hotel					
Book Duty Vet/Vets/Vet Nurses					
Liaise with Paperwork Provider					

STAGE 2	Assisted	Fully Responsible	Further Training Required	Notes	Signed Off Show Manager
Preparation of classes (see booklet)					
Booking of Judges. <i>(No more than 1 year in advance of show date).</i>					
Preparation & Allocation of classes to judges,					
Collate judge responses and reallocate any classes as necessary.					
Preparation of schedule (see booklet)					
Preparation of Entry Form (paper & electronic) - (see booklet)					
Publishing schedule (see booklet)					

STAGE 3	Assisted	Fully Responsible	Further Training Required	Notes	Signed Off Show Manager
Manage Entries and payments (see booklet)					
Check correct class selection (make sure correct GEMS codes are in correct classes)					
Exhibitor/Judge Enquiries					
Judges Loadings – adjust loadings as necessary					
Order Certificates, Vet pack & Biting Certificates from office					
Rosettes order					
Catalogue Page Preparation (see booklet)					
Ordering of catalogues					
Double Pen Numbers for hall planning					
Planning of layout and preparation of penning and hall plans.					

	Preparation of Judges Paperwork					
	Preparation of Show Day Paperwork					
	Booking emergency arrangements with local Vet practice including telephone number.					
	Show Day Catering					
	Arrange transport for Judges to hall and to station post show					

STAGE 4	Assisted	Fully Responsible	Further Training Required	Notes	Signed Off Show Manager
Ensure First Aid available					
Get show day cash for (door, judges/vets expenses etc)					
Supervision of hall preparation and dismantling, award boards, vetting-in area, etc.					
Checking of paperwork, and provision of all necessary forms, etc.					
Checking of GCCF rejection list and clearances.					
Check disqualifications/biting listing					
Organisation of public address					



STAGE 5	Assisted	Fully Responsible	Further Training Required	Notes	Signed Off Show Manager
Provision of isolation pens.					
Arranging vetting in area.					
Issue of vetting-in envelopes to exhibitors					
Hospitality for vets					
Dealing with rejections, etc. on show day					
Safety of exhibits, exhibitors and public.					
Manning of Show Manager's office/table and trouble shooting.					
Organise table workers					
Preparation of certificates					
Organisation of rosette and card distribution					

	Allocation of cups and specials					
	Best in Show.					

<b>STAGE 6</b>	<b>Assisted</b>	<b>Fully Responsible</b>	<b>Further Training Required</b>	<b>Notes</b>	<b>Signed Off Show Manager</b>
Deal with any written complaints					
Within 3 working days of the show send any Vet Rejections to GCCF office.					
Within 3 working days of the show send any Biting/Scratching Certs to GCCF office.					
Within 5 working days send Show Return form and fees for GCCF					
Within 5 working days send a fully marked up catalogue to GCCF office.					
Within 5 working days send a list of exhibitor addresses.					
Dealing with GCCF show check requests and disqualifications.					
Confirm with office show paperwork has been received					

STAGE 7	Assisted	Fully Responsible	Further Training Required	Notes	Signed Off Show Manager	
	Preparation of accounts.					
	Payments of invoices and expenses.					
	Checking of accounts against bank statements.					
	Preparation of final accounts for audit/examination					

Show Managers Additional Comments