



**SHOW
GUIDELINES**

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CLUMBER SPANIEL CLUB OF AMERICA SHOW GUIDELINES

INTRODUCTION

The challenge of putting on the best event possible is a great challenge for any National Specialty Club. The Show Committee must meet this challenge giving attention to all details and therefore must work together for one common goal, a successful event in every aspect.

These guidelines will help organize and lay out a time table to insure all AKC requirements are followed and met in a timely manner. It is hoped that all committee chairs know their responsibilities and the AKC Rules and Regulations for their event. Communications between the Show Chair and the Committee Chairs is essential.

Purpose of the National Specialty and related activities: To conduct the annual C.S.C.A. Specialty Show (Conformation, Obedience, Jr. Showmanship, Hunting Test, Tracking Test, Agility Trials and CGC testing) and to provide a plan of education and social events for all in attendance.

Expectations of the National Specialty week:

- 1 - To conduct a quality show at excellent, comfortable and convenient facilities.
- 2 - To schedule the show within the boundaries set by the by-laws (March, April, May, June)
- 3 - To conduct socially entertaining events for our fanciers and members.
- 4 - To sponsor events for breed education
- 5 - To maintain sound financial management.

Guidelines for the proposal:

1 - Organization

A - A group of CSCA members and fanciers make up the complete show committee and present a bid to the Board of Directors for the Specialty in their part of the country.

B - This must be done 2 years prior to their show. (i.e. year 2012 bid proposed in early 2010).

C - At the time the bid is presented there must be a Show Date, Show Chair, Show Secretary, Treasurer (the clubs Treasurer is the CSCA Treasurer), Other Committee heads (see #4 for list of committee's). The hotel with indoor and outdoor grounds should be ready to be finalized upon board approval. Hunting and Tracking grounds should be included. A budget is part of the proposal.

D - If there is more than one bid being presented then each group must have a complete and detailed proposal.

E - No one is expected to advance any money.

2 - Show Area

A - Outdoor grounds are preferred, but there should be an alternate indoor site in case of inclement weather. Both indoor and outdoor grounds are sent on an AKC application.

1 - Outdoor grounds should be in close proximity to host hotel, if not in or at host hotel. Host hotel should have parking areas large enough to contain motor home parking as should show site if not at

hotel. Anyone parking a motor home would stay in the hotel. Those who wish to stay in their motor home will have to stay at a campground nearby. A list of local camp grounds should be included.

2 - Proximity to major cities and airport. Show should be in reasonable proximity to a major airport.

3 - Availability of electrical power, water, restrooms for the breed competition and also Hunting, Tracking and motorhomes.

B - Location of Tracking, Hunting and Agility grounds should be taken into consideration when selecting a headquarters. It is ideal to have the grounds within one to two hours drive.

C - Consideration should be given to regular all-breed shows held the weekend after the Specialty. If there are shows the weekend before too, that is a plus. The CSCA supports the trailer show(s) with money for trophies (see CSCA Standing Rules located at <http://www.clumbers.org/sourcedocs/SR.pdf>)

D - Host hotel

1 - Are there any restrictions on dogs in rooms? (Crates, etc.)

2 - Room rates (extra charge for dogs?)

3 - It is expected that the host hotel will provide free hospitality rooms, board meeting room, seminar room and room for show. If there is a charge it should be predicated on the number of rooms our attendees rent during the show week.

A - The Board meeting room should be large enough for the 9 board members and at least 12 spectators.

B - Hospitality Room should be large enough for a buffet setup and 50-100 people. If room is not large enough - adjoining area should be available for mingling.

C - Show Room must be large enough to hold a 50x50 ring with room for dogs waiting to enter ring, spectators standing and sitting, plus enough room for a trophy table and possibly some concessions. Ideally, the room indoors should have no pillars/columns and be at least 75' by 90'. Outdoors there should be ample room for the ring on grass with an area for a small tent, if needed, trophy table, seating for spectators and crate area.

D - Banquet facilities, possibly as many as 150+ for dinner. It is recommended that you check with the show chairs for the two previous nationals for the number attending the banquet to give you a good idea of what is needed.

E - Host hotel should be chosen with dog walking facilities, (grass is a must).

F: Camping facilities if attendees do not wish to stay in host hotel

1 - location - proximity to show site

2 - hook ups?

3 - Proposed fee

3 - Planned Events:

A - Several days of events should be planned. These events should focus on the National Specialty and accompanying activities.

B - The following allowances should be considered; however, no two events should be scheduled for the same day or time unless previously approved by the board:

- 1 - Board meeting (to be scheduled by the board) cannot be held during any other activity.
- 2 - Conformation, Junior Handling, Sweepstakes, Obedience, Rally, CGC testing should be scheduled for 2 days. Ideally: Sweeps, Obedience, Rally and CGC on first day and Jr Handling and Conformation on second day. As added attractions can be a Parade of Titleholders, Pet contest/parade, CGC test, Rescue parade, etc. These should be held if time permits.
- 3 - Tracking Test: one day plus day for plotting. (TD, TDX, VST)
- 4 - Hunting Test: one day (JH, SH, MH). If more than one day of hunting, it cannot interfere with any other activity, with the exception of All-breed shows before and after National week
- 5 - Seminars, special daytime events, veterinarian presentations, evaluation clinics, etc. should be scheduled so they do not interfere with the two days of shows, nor with hunting, tracking and agility. Note: Judges' education covers 2 days, one day in class and one day ringside tutoring.
- 6 - Trailer shows (all-breed) within reasonable traveling time
- 7 - Hospitality night is usually the evening of Obedience, Rally and Sweeps.
- 8 - It is the Board's decision to determine the day and time of the Annual General Meeting
- 9 - The Banquet and Awards night are held in the evening following the Conformation Judging.
- 10 - The Board of Directors holds the Meet & Greet on Tuesday evening. The Board of Directors is also responsible for setting the budget for this.

****An ideal week would be: Board meeting on Monday, Tracking on Tuesday (this allows for Monday to lay the tracks), Hunting on Friday, Obedience, Rally, Sweeps, CGC testing, Pet parade/contest, Annual General Meeting, and Hospitality night Wednesday, Jr. Handling and Conformation, Parade of Titleholders, Banquet Awards night Thursday. Seminars on Tuesday afternoon or when time allows. Possibly Agility the weekend before the show week. ****

4 - Show Committee:

The committee should consist of the following: Show/Judges Hospitality Chairperson, Show Secretary and Catalogues, CSCA Treasurer, Hospitality Chair, Obedience/Rally Chair, Hunt Test Chair and Secretary, Tracking Test Chair and Secretary, Agility Chair, Grounds Chair, Advertising Chair for catalogues, Banquet Chair, Fund-Raising/Raffle Chair, (this can be 2 people, 1 for fund raising and manning the table at the show

the year before and the actual show, and one for raffle and auction). Trophy/Rosette Chair, Concession/Vendor Chair, CGC Chair/Evaluator, Seminar Chair, Judges' Education Chair and Photo Contest/Pet/Title holder Parade Chair. Each Committee Chair should try to get other members to help on their committees.

CALENDAR OF EVENTS FOR A SHOW COMMITTEE

Two years in advance of a show one or more groups from the years designate section of the Country (see CSCA Standing Rules located at <http://www.clumbers.org/sourcedocs/SR.pdf>) must have a proposal ready for the Board of Directors before the Board Meeting.

Once a bid has been approved the following must be done:

Finalize hotel/motel contract; finalize hunting and tracking grounds.

As soon as the voting for Judges is completed and a committee is in place the Club Secretary will forward the names of the 5 top Judges to the Show Chair. It is the Show Chair's responsibility to contact the judge. The judges are invited in order of the number of votes that they receive. A letter spelling out how we reimburse is to be included so that there are no misunderstandings.

The Obedience Chair, and Hunting and Tracking Chairs must secure their Judges for the show. Hunting and Tracking must also secure their grounds for trials.

The Show committee must decide how they wish to secure a Sweeps Judge and do this as soon as possible.

The Fund Raising, Vendor, or Advertising Chair can try to get a dog food company to feed the show (have a vendor at the show and donate samples of their food for hospitality bags. (Food companies that donate get a free page or recognition in the catalogue based upon their donation. Depending on the company some may be willing to donate money while others have donated hospitality bags, treats or toys. It depends on how well you were with the different marketing personnel at each of the dog food companies.)

Specialty Show held year prior to your show:

The Fund Raising Chair should have completed their design for pins and found a company to make them to have them available for sale. Check with the CSCA treasurer to find out who is available to make the pins. At this show the Fund Raising Chair should have a booth to sell the pins and at least one other item to help raise money. There is also the Raffle for the Catalogue cover.

Trophy pledges should be solicited by the Trophy Chair at the show one year prior to their show. Recommend having a binder prepared with space for each trophy and space for pledge information, i.e., name, address, phone number, and email address.

A raffle can also be held to help raise money for trophies (see suggestions under Fund Raising).

At least eighteen months before the show the Trophy Chair should begin the trophy selection process. The entire committee can give ideas for Trophies, where and how to make and get them.

At least one year before the show the rest of the committees begin doing their jobs.

The Concession Chair must secure Concessions/Vendors.

The Banquet Chair must consider menus and check with the hotel on deadlines and plan on what the table centerpieces will be. Also what the table gifts for attendees will be, and order them.

The Hospitality Chair should begin requesting donations for hospitality bags

The Fund Raising Chair should have additional ideas for sale items.

Approximately 4 months before the show a General Mailing should be sent out to the General Membership. This should contain any pertinent information concerning the show and order forms

Approximately 6 weeks before the show the premium list is to be mailed to the general membership. Be sure to consult AKC guidelines concerning this date. If Show Superintendent is used, they do all mailings [Note: Tracking, Hunting and Agility Premium lists will have to be provided to the Show Superintendent if you want them to handle mailings. Otherwise, they have to be sent separately.]

Committee reports should be requested by the Show Chair about every 3 months. In addition, the Show Chair should continue to monitor each committee via email or phone.

In the following pages each Committee Chair's responsibilities will be outlined as a guide. The Standing Rules of CSCA located at <http://www.clumbers.org/sourcedocs/SR.pdf> are to be followed as well as the AKC "Rules Applying to Dog Shows" and the AKC "Obedience and Rally Regulations."

COMMITTEES

1 - **SHOW CHAIRMAN**- (cannot exhibit) should be a member of CSCA but there is some flexibility in that rule under certain circumstances.

A - The club secretary will give the show chair a copy of the top 5 judges voted on by the membership after the board has approved the bid.

B - In charge of writing letters to breed judge. If the judge's requirements aren't reasonable, the next one on the list is to be contacted.

C - Coordinating all of the committees and making sure that each job is being done. Provide each committee chair with a copy of the show guidelines.

D - In charge of the judges hospitality at the show, (meeting them at the airport, having meals with them, making sure that they have rooms away from the dogs entered. **The Show Chair can appoint someone to take care of the Judges, but this person cannot exhibit and will be considered the Judges Hospitality Chair.**

E - It is the responsibility of the show committee to decide how to choose a Sweeps Judge. The Sweeps judge does not get paid, but receives all food and one nights lodging. It is a good idea to send out a notice to the members for ideas on a Sweeps Judge

F - Make sure there are stewards for Sweepstakes, Jr. Handling, and Conformation.

G- Fill out all forms for AKC and have an Officer sign them and secure a check from the CSCA Treasurer for the AKC fees. Make sure that Hunting, Tracking and Agility have their AKC forms and that they have been sent to AKC **on time.**

H - Make sure all committee heads have contracts/agreements from all judges, concessions, photographer, videographer, hotel, and meals, any land that is needed for tracking and hunting, etc. Copies should be held by the show chair and committee head as required by AKC. An agreement should be made with a local campground also, so they know there may be some motor homes staying there

I - All AKC close-out forms should be received from the CSCA Secretary within a couple of months after the close of the previous years show (i.e., May '10 show - June '12 forms received and sent to Show Chair for distributing to various committees for '13 show. Applications must be into AKC by their deadlines or AKC charges a late fee. AKC requires all forms be submitted for approval 6 months prior to the event.

J - Badges for all judges, board/officers, delegate, and committee heads. Obtain from the company providing ribbons for the show.

K - Sample contracts are included in this package. Copies of these should be sent to committee heads that are working with outside people. The hotel usually provides their own contract. Two (2) copies per committee

L - Check with committee on what classes should be offered (see classes under Secretary.)

M - Be sure that the Archives is provided a copy of the video, 2 marked catalogs and one set of pictures as agreed to in the photographer's contract.

N - Make sure that the Bulletin Production Editor gets a full set of pictures for the National Issue of the Bulletin. [The pictures to be provided to Archives are to be used for the bulletin prior to being sent to Archives.]

O - It is the responsibility of the Show Chair to get a Photographer and Videographer for the show. Work with other committee members for ideas on who to get. The Photographer must be instructed to take the photos our club wants included. Not only first place but a group photo of 1st through 4th. All photos should be taken after each class so that there is a full set for both Sweepstakes and Conformation. Obedience and Rally photos should be taken after the conclusion of each event.

P - Notify the Best of Breed winner about supplying an INFORMAL PICTURE for the cover of the National issue of the Bulletin. The Bulletin Production Editor must be contacted on deadline for this.

Q - See CSCA Standing Rules for National Specialty at <http://www.clumbers.org/sourcedocs/SR.pdf> .

R - Approximately 4 months before the show a general mailing is sent by the Show Chair. A full membership list and/or mailing labels can be obtained from either the Secretary or Membership Chair. This mailing should consist of:

- 1- All information for the host hotel, I.E.: rates, deadline for reserving rooms, etc.
- 2 - Any information on places to go and things to see in the area. The State, Country or City tourist bureau will provide free literature.
- 3 - Entries for CGC testing and any pertinent information concerning it.
- 4 - Advertising flier
- 5 - Pins and raffle flier
- 6 - Banquet information and form
- 7 - Any other meals that must be paid for, I.E.: lunch, hospitality
- 8 - Trophy donation flier
- 9 - If seminars are being offered, forms for them.
- 10 - Solicit items for the raffle and auction.
- 11 - Any other pertinent information. Make sure there is a deadline date for each flier or item.

Note:

The show committee is given one (1) page in each Bulletin (or insert) and 2 pages (or insert) in the issue before the show. The show committee should put the show on the club web site. Any pertinent information on hotels, weeks schedule, or items such as pins for sale or fund raising can be included in the insertion.

1 – **SHOW CHAIRPERSON** (cannot exhibit) The number one responsibility is to know the AKC Rules & Regulations; these rules are clearly stated in AKC's "Rules Applying to Dog Show" which can be ordered from AKC. This booklet should be read and referred to constantly while organizing all aspects of the National. It is recommended you have the AKC's "Obedience Regulations" to refer to as well, knowledge of AKC's policy concerning Emergency Procedures at Events (Disaster and Emergency plans) as a plan must be filed with AKC.

Second is your responsibility to meet all deadlines set by AKC, and the Superintendent.

Third is your responsibility to keep communications open with all the Committee Chairs, the CSCA President and Board of Directors and Superintendent.

You will have in this packet The CSCA Show Guidelines, The CSCA Standing Rules, all AKC necessary papers for show approval application, the conformation, obedience, rally, and Junior Showmanship judge's approval.

Also are two copies of the CSCA National Premium List and two copies of the CSCA National catalog. These you will find are indeed good tools in organizing the Premium List and the catalog. It will be your responsibility to provide the same items from your National for the next National Show Chair and Committees.

As the site and judges have been selected and approved by CSCA, Superintendent Contract signed and assuming all committee chairs have been selected then it is easy to follow these suggestions:

As soon as the current year's National is over FAX to AKC the "Application for Show/Trial". The information required is Club Name, date of show, closing date, location, Superintendent, entry fee and classes offered, including Obedience. Rally application is separate and should be sent at the same time as well as the Disaster and Emergency plane. Full instructions are in the packet.

One very important item, if the Superintendent will not be in attendance, you must list a Show Secretary that will be on sight during conformation, obedience, Rally and Junior Showmanship. CSCA is a member club of AKC so there is not a fee for this application.

AKC will assign each event an event number which you will need for submitting all the other judges names as only the Sweepstakes judge is listed on the application. I found the event numbers on the AKC web site before receiving the official AKC approval letter.

The Agility, Hunt Test and Tracking Test Chairman send in their applications and I would encourage you have them do so as soon as the sites are located and judges contracts are in hand, have copies of all contracts in your file. I would recommend you set a reasonable date but if all contracts are in order the sooner done the better.

You will be relying on information from the secretary as they will receive all AKC approval letters and notifications of any applications that have not been received.

The Hunt Test Premium List is normally printed by the Superintendent and mailed out with the Show Premium List. They must meet deadlines set up by the Superintendent and I would encourage the sooner the better so there is no last minute panic.

Each function must have a "Show Committee" of five members; the list of names is listed on the AKC papers. This committee is to be informed of their responsibility in knowing what is involved if charges are filed at any of the events. Each committee chair should send for the pamphlet "Dealing with Misconduct" and the necessary AKC papers.

Many applications can be completed on line at the AKC site, if you find this is the way you would like to do as complete instructions are given.

Choose your committees well as you will need dedicated people working with you in completing the required AKC paper work.

Your Superintendent will have all the necessary Premium List paper work on line. You may delete everything that does not pertain to the National and filled in all that is needed and send it by email to them. There is a listing of classes that are to be offered in these guidelines, these may not be deleted. The trophy list and donors are to be sent at the same time by the Show Chair.

It is necessary to know the Junior Showmanship regulations and classes.

The trophy chairman position takes a great deal of work, the chairman must be aware of AKC's Rules & Regulations as to what trophies may be offered and all wording must comply with those rules. This is extremely important.

2 - **SHOW SECRETARY** - (cannot exhibit) has the responsibility for anything to do with entries and does not have to be a member of CSCA. The AKC book "AKC Rules and Regulations pertaining to Dog shows and Obedience Trials" should be sent for and followed very carefully. Access to office equipment and good secretarial skills is essential. There is the option of hiring a show superintendent to receive entries and prepare the other printed material.

A - Receives all conformation, obedience, and Jr. handling entries.

B - Printing and sending out of premiums - **MAKE SURE THAT THERE ARE CORRECT DIRECTIONS TO THE HOST HOTEL FROM THE AIRPORT AND OTHER AREAS.**

C - Getting all advertising from Advertising Chair (preferably camera ready) and getting catalogue printed. When printing the names of dogs, all AKC titles and all working titles will be included. At the beginning of the dogs name there should be listed any Championships that have been earned in any country and at the end of the dogs name any titles earned such as CD, CDX, UD, UDX, TD, TDX, VST, JH, SH, MH, WD, WDX, CGC. **Names are to be printed exactly as they appear on the entries.**

D - Preparation of judges' books.

E - Printing of judging schedule/entry conformations - **THE CLUB SECRETARY and THE PRESIDENT MUST BE SENT A COPY OF THE JUDGING SCHEDULE FOR EVERYTHING.**

F - Mailing judges schedules/entry conformations.

G - See Standing Rules for additional requirements.

H - Working with the Advertising chair on the sale of catalogues (can have other club members help also), mailing or giving of catalogues to those who advertised. The advertising chair should take care of the extra catalogues. There is no charge for mailing catalogues to advertisers. **Make sure that marked catalogues are sent to the following: AKC, AKC Library CSCA Archives, and Bulletin Production Editor.**

Postage for the mailing of all catalogues is reimbursed from the CSCA Treasurer.

I - It is absolutely essential that the Secretary be present on the show grounds at all times while any events are occurring there. However, arrangements can be made for a licensed superintendent to be available for an additional fee or as part of their package.

J - A copy of a previous premium list for Breed/Jr./Obed., Hunting and Tracking are in these guidelines. The Show Secretary and Advertising Chair are each given a copy of the previous years catalogue so that they will know what is to go into it.

K - The Show Secretary gets a set of labels from the Club Secretary or Membership Chairperson.

L - Work with the CSCA Treasurer to set up the sweepstakes money.

M - Sending for armbands and judges books for Conformation and Obedience and Jr. Handling.

N - Get an up to the minute membership list from the Membership Chair or Club Secretary.

O - Work with the Show Chair on what classes other than those required by AKC are offered at the show. Traditionally the classes offered are as follows. Extra classes may be offered but those below may not be deleted.

Conformation Classes for both Dogs and Bitches

6-9 months

9-12 months

12-18 months

Novice

Bred By Exhibitor

American Bred

Open

*Hunting Class

***Veteran Class: It is Club policy that a Veteran is 7 years or older; veterans should be broken into 7-10 years of age and 10+ and older**

Winners Dog and Bitch

Reserve Winners Dog and Bitch

Best of Opposite to Best of Breed

Best of Breed

**6 Awards of Merit (3 dogs and 3 bitches)

**Best Puppy

**Stud Dog

**Brood Bitch

**Brace Class

*Non Regular Classes for both Dogs and Bitches that we have offered (these winners are qualified for Winners Class or Best of Breed)

**Non Regular Classes (not qualified for Winners or BB)

It is up to the show giving committee to decide if they wish to split Veterans class as follows: 7 – 9 years, 9 – 11 years and over 11 years

Junior Handling:

Novice Junior and Novice Senior

Open Junior and Open Senior

Best Junior Handler

Sweepstakes Classes for both Dogs and Bitches:

6 -9 months puppy

9 - 12 months puppy

12 - 15 months puppy

15 - 18 puppy

Best in Sweepstakes and Best of Opposite to Best in Sweeps

It is up to the show giving committee if they wish to split the 12 –18 month class as follows: 12-15 months and 15–18 months for dogs and bitches

It is also up to the show giving committee if they wish to offer Sweepstakes for Veterans. If they do offer these classes they should be the same as the regular classes for both dogs and bitches.

3 - CSCA TREASURER

A - One to two years before the show the Show Committee Chairperson is entitled to get the sum of \$500 from the Club Treasurer for show expenses. The show committee is entitled to an additional \$500 if needed, with board approval. Receipts should be provided to the CSCA Treasurer.

B - Must be in attendance during entire show week to pay bills.

C - A financial report should be ready within 90 days following the close of the show. All money and records must be turned over to the CSCA Treasurer.

D - Receipts are required for all expenses.

E - All deposits should be made in a timely manner. The CSCA Treasurer must notify the Show Chair of any entry with a bad check. Armbands will be withheld until the check is made good. Cash only will be accepted. Any expenses incurred are added to the entry fee. This should be kept as discreet as possible.

F - Keep in touch with all committees who deal in collecting money. Make sure that they turn over the checks in a timely manner and that they are keeping detailed records of who has or has not paid.

G - See standing rules following these guidelines for more requirements.

H - It is the CSCA Treasurers job to work with the Show Secretary in putting together the Sweepstake envelope prize money in advance, getting the cash and coin needed, marking the envelopes correctly and getting them to the ring steward on time to be awarded.

FOLLOWING IS A SAMPLE IDEA FOR SWEEPSTAKES MONEY. THERE IS NO CLUB POLICY AT THIS TIME ON HOW TO DIVIDE THE SWEEPSTAKE MONEY

Club retains 25% of total
10% of total goes to Best in Sweeps
5% of total goes to Best of Opposite in Sweeps

Remaining money is divided equally between the classes as follows:

1st to 4th in a class (if 4 or more in the class): 40% 1st, 30% 2nd, 20% 3rd, 10% 4th
1st to 3rd in a class (for only 3 in a class: 50% 1st, 30% 2nd, 20% 3rd
1st and 2nd in a class (when only 2 in a class): 60% 1st, 40% 2nd
1 in a class: 100%

4 - TROPHY/ROSETTES CHAIRPERSON

Remember when choosing the trophies, to try to capture the Clumber look and personality. This is our only Specialty - we want it to be Special! It is Club Policy that all Placements receive a trophy.

A - A budget must be set for trophies etc. - Approximately \$2000-\$2500 (check with the show chairs for the two previous shows to gage how much trophies are currently running)

B - The Trophy Chair is responsible for selecting and purchasing trophies (committee members may have ideas on trophies. Where to get them etc.). All trophies must either have CSCA and the date on them or the likeness of a Clumber Spaniel or both.

C - The Trophy Chair is in charge of soliciting money and advertising for trophy donations.

D - Is responsible for getting all of the trophies to the show site, unless other arrangements are made, and setting up of the trophy table

E - Is responsible for getting all rosettes needed for ALL of the activities. (Some rosette/ribbon company fliers are in the back.) There are Rosettes for Sweeps, Jr. Handling, Breed Competition, CGC testing, Qualifying Rosettes for Obedience, Rosette for HIT in Obedience, Rosettes for Hunting and Tracking Qualifiers, Badges or Ribbons are needed for all committee members, for all Board members, and all Judges. It is wise to check with the previous years trophy chair for assistance if needed.

F - The trophies should have the same theme for all placements.

G - Responsible for all judges' gifts.

H - It is a good idea to do have a raffle item at the previous years show to help the trophy fund.

I - It is imperative that there is someone in attendance at the previous years show (I.E.: 2002 show - have someone at the 2001 show) soliciting pledges for trophies. A notebook with sign-up sheets - different color paper for each group of trophies (confirmation, sweeps, obedience, tracking and hunting), plus a page for donations. Use this list to record payment, check number, and payment requests sent. In Sept. send a post card to those who made a pledge at the National put did not pay.

J - Trophies MUST be given to all placements in ALL class offered.

K - All expenses, with receipts, are reimbursed by the CSCA Treasurer. At times the CSCA Treasurer will be asked to forward a large sum of money for something (i.e., fund raising item). A written request is necessary. A receipt must be sent to the CSCA Treasurer when one is obtained.

L - Send all monies (checks) to CSCA Treasurer in a timely manner. Make sure that a copy of all records accompanies the checks. Send in receipts for reimbursement of expenses.

M - Get in touch with the Club Awards/Trophy Chair and make sure that all perpetual trophies will be present at the show and that they are able to take care of them.

N - Get in touch with the Web site master and have a trophy pledge sheet put on so that it can be downloaded.

O - Send a trophy donation/pledge sheet to the Bulletin production editor as a filler sheet in each bulletin. (I.E.: May 15th for M/J issue - July 15th for J/A issue - Sept 15th for S/O issue - Nov 15th for N/D issue - Jan 15th for J/F issue - Mar 15th for M/A issue.) Start the trophy flier in the issue after the National Issue.

5 - FUND-RAISING/RAFFLE CHAIRPERSONS

A - It is Club policy to have a show logo created and pins made from this logo, to sell at the National one year before (i.e., 2010 show - have them for sale at the 2009 show). One other fundraiser at this show is helpful (see # C below). A cover raffle at the previous years show is also done for our catalogue cover.

B - It has been the practice of some show committees to do a raffle to raise money for trophies. This can be worked on by the trophy people in conjunction with fund raising.

C - It is Club policy to have tee shirts and sweatshirts (if possible also night-shirts) with the pin logo plus the year of the show made up for sale at the fund raising table at the show.

D - The only fund-raising events that should be done at the previous years show are sale of pins, trophy pledges and raffle, cover raffle for catalog, and possibly one other item.

E - Get raffle/auction items for the show. A flier should go out with the general mailing requesting members' donations for the raffle and auction. Other suggestions for items to raffle: Barbara Stebbins' quilt, Kathy Detrano painting, and clumber jewelry. Auction idea—state and country baskets provided by membership. **NOTE: Some states require a license to hold a raffle. Be sure you understand your state's laws with respect to raffles.**

F - Any other committees that want to do fundraising must contact the Fund Raising Chair so that he/she can coordinate all raffles/auctions held at the Banquet or on Hospitality night

G - Coming up with ideas for other items for sale. This should be done in close coordination with the *Ways & Means* (Clumber Closet)

H - Soliciting help from others in the club who have artistic ability and connections.

I - Send all monies (checks) to CSCA Treasurer in a timely manner. Make sure that a copy of all records accompanies the checks. Send in any receipts for expenses for reimbursement.

J - It should not be necessary to lay out any monies when ordering things.

There are actually 3 segments to fund raising:

1 - Fund raising table at the 2 days of your show: This can consist of pins, sweatshirts, t-shirts, nightshirts, prints, potholders, aprons, bibs, candles and any ideas the fund raising the Committee can come up with. There should not be an overabundance of any one item. Sweatshirts and t-shirts and nightshirts should be in sizes from Large to XXX large, with no more than ½ dozen per size. Also recommend there be at least one size small and a few mediums. All should have a Clumber on them or the year's logo. You must request from the Concession/Vender Chair a table. Let them know how much space you will need. (A 10ft table should be adequate) Get someone to help man the table.

2 - Chinese raffle: usually the night of the banquet, but can be held hospitality night. This includes contributions from the members, samples etc. any thing that is dog related. Request donations from dog companies. Check with previous years fund raising chair for information on their successful solicitations.

3 - Auction: night of the banquet. This consists of more expensive items such as pillows, paintings, pottery, and any other item donated from the concessions and members. You also need an auctioneer and people to circulate in the room displaying the item and then collecting the money. There should be someone recording each item and the price it gets and who bought it.

Any items that cannot be used for auction or raffles give to Hospitality Chair for Hospitality bags
In fact when soliciting items for auction and raffle from companies ask if they have free samples to be put in the bags. At least 150-200 samples would be needed.

6 - ADVERTISING CHAIRPERSON (also see Show Secretary on catalogues)

A - Solicits ads from members, kennels, non-members, clubs, dog product companies and other corporations. Get in touch with the advertising person from the previous years shows for ideas on whom to contact.

B - Publicize need for advertising and rates. Work closely with the Show Secretary on dates for printing the catalog.

C - Emphasize need for all advertisers to have their ads camera ready. This makes the job much easier.

D - All advertisers are entitled to a free catalog, whether or not they attend the show. No postage is charged for mailing these. Work closely with Show Secretary on the number of catalogs needed. Better to have leftovers than run out. Check with printer on price breaks. A minimum of 200 should be printed. The CSCA Treasurer reimburses all expenses incurred. Make sure there are receipts.

E - Along with the Show Secretary, is in charge of selling catalogues. Make sure that they have helpers to sit and sell during the course of the two (2) days of show. There should be enough people so that no one has to stay for more then an hour or two

F - Put enough catalogs aside for the following and mail them after the show. One catalogue per advertiser for those who did not pick them up at the show. Those who have preordered marked ones. Two catalogues to AKC - one for the library and one sent with the judges books by the Show Secretary- both must be marked. One for the CSCA archives and one to the Bulletin Production editor.

G - Send all monies (checks) to CSCA Treasurer in a timely manner, make sure a copy of all records accompanies the checks. Send in any receipts for reimbursement of expenses.

H - Notify the Cover Raffle winner from the previous year to submit their cover picture.

7 - BANQUET CHAIRPERSON

A - Decide on what will be chosen for dinner at the banquet, and if it will be a buffet or sit down dinner.

B - Table centerpieces for each table are needed. These can be plants, flowers, or something hand made to do with a Clumber. Determine how to select the person who will take each table's center piece home. (ie: paper dot under one of the chairs.)

C - Have a table gift for each place setting. Extra should be ordered. This can be something like a mug. It is necessary that the cost be kept to a minimum. (\$1.00-\$2.00 per person).

D- Collect money for the banquet, keeping records of who paid and who has ordered what entree and make and distribute meal tickets for all meals. The order form sent out in the general mailing should not only have the banquet meals but also hospitality (if being prepared by hotel), lunches if needed for 2 days and the seminar if there is a meal so that an accurate count can be given to the hotel. Consider a vegetarian meal as one of the choices.

E - Collecting money, keeping records and handing out meal tickets for all other meals (I.E.: lunch on 1 or 2 days of show, seminar and seminar meals, cash hospitality donations (food donations go to hospitality person,

F - This person is **NOT** responsible for any meals concerning Hunting and Tracking. That is the responsibility of the hunting and tracking committees.

G - Make sure that any judges and the AKC Rep attending the show are provided with lunch (free of charge). Sweeps and Breed Judges also receive a free banquet dinner

Note: Judges in the area should be notified that the show will take place and be invited to attend. A reply should be requested so that adequate lunches will be available (free of charge). There should be a cut off date on the flier sent out for any and all meals/food. Work with the seminar person if meals are needed for any seminars being given.

H - Send all monies (checks) to CSCA Treasurer in a timely manner. Make sure that a copy of all records accompanies the checks. Send in any receipts for reimbursement of expenses.

I - It is imperative that all agreements with the hotel facility, down to do the smallest detail, be confirmed in writing

J - Find out what percentage the catering people will allow you for last minute meals.(any and all that are being catered) Also what is the date deadline for the different catered meals. (I.E.: 2 weeks before the date of actual meal?).

K - the table centerpiece is given to one person at the table at the end of the evening. Have a marker placed on the bottom of one of the dinner dishes. **Do not put on the bottom of chairs, as this can cause an accident.**

L - Make sure there is a LECTERN and MIC with enough light for the awards to be given out, enough tables set up along one wall to hold the auction and raffle items and a table for the awards.

8 - HOSPITALITY CHAIRPERSON

A - Arranging the hospitality night. Work with the Banquet Chair when planning the food. Decide if it will be a covered dish supper (everyone asked to do bring something or send in a donation) or a catered buffet.

B - Plan hospitality bags and distribute them. The fund-raising person may be able to assist on this.

C - Send for fliers from hotel, local entertainment places, etc so that they can be put into the bags. Ask for as least 200 of each item.

D - Send all monies (checks) to CSCA Treasurer in a timely manner. Make sure that a copy of all records accompanies the checks. Send in any receipts for reimbursement.

E - It is a welcoming touch to have some kind of MARKER to put on each door of CSCA members or attendees with a space for their names. This can be included in the hospitality bags.

F - There should be no change in Hospitality night from that advertised to the general membership. Enough food should be considered for at least 25-50 extra people. If a charge is being paid by the membership, then tickets should be given out and someone should be at the door collecting them. No ticket, and the person must pay the going price to eat.

9 - CONCESSIONS:

A - Contact people who have booths at shows, specializing in Clumber items.

B - Have the table and chairs needed for each concession and enough room for each one. Work with the grounds chair on this.

C - Get in touch with Ways and Means and make sure that they have a table and chairs and enough space. Be sure that their space is available whenever the first get together is to take place. (I.E.: Hospitality)

D- Get in touch with the fund raising committee and make sure that they have a table and chairs and enough space.

E - Make sure that all concessions, at close of day have any help needed to close down, especially the Ways and Means and Fund Raising booths. Especially try to get someone to help with Ways and Means.

F - Collect the fee or donated item from each concession. If a donated item, they should get it to the Fund Raising Chair for the raffle/auction. A record should be kept on each concession, and any money should be turned over to the CSCA Treasurer with a record of what they gave or paid.

G - Send all monies (checks) to CSCA treasurer.

10 - **GROUND CHAIRPERSON**

A - Keeping the grounds clean, place cans (with plastic bags in them) and pooper-scoopers in areas where dogs will be walked, pick up full plastic bags and replace with clean ones. This is to be done at both the show site and host hotel if at different locations.

B - Work with Show and Obedience Chair to get jumps and mats if needed.

C - Clean up of rings when needed.

D - Having a supply of paper towels and liquid cleaner at ringside.

E - Break down and remove all show equipment after show.

F - Enlist members to help. Show Chair may provide additional workers.

G - Work with the Concession/Vendor Chair about tables and chairs for concessions

H - Makes sure the ring is the correct size (minimum of 50x50 for both conformation and obedience), that chairs are set up around it and entrance to the ring is not blocked by anything.

I - Contact the person in charge of visiting judges to determine how many will be attending and set up a special reserved section for them.

J - Makes sure there is room for Videographer at ringside.

THE CLUB HAS ITS OWN POOPER SCOOPERS AND IT IS THE RESPONSIBILITY OF EACH SHOW COMMITTEE TO GET THEM FROM THE PREVIOUS YEARS COMMITTEE. ALSO, THERE ARE RING MARKERS, TABLECLOTHS AND A BANNER, WHICH MUST BE PASSED FROM ONE COMMITTEE TO ANOTHER.

11 - **SEMINAR CHAIRPERSON**

A - With committee approval set up a seminar. Should be health related.

B - Make all arrangements for the seminar. Work with the show chair for a room to hold the seminar in

C - If breakfast and lunch are being served, work with banquet person on food.

D - Responsible for coordinating with other CSCA committees and organizations (such as Judges Education and Clumber Spaniel Health Foundation) to assist in arranging venues, times and equipment for any presentations that may be planned.

12 - VISITING JUDGES

The Show Chair should appoint someone to contact any provisional and licensed Judges in the area about the show and invite them to attend. They should be asked to fill out a flier (with a cut off date) in reply so that you know how many extra lunches to order.

The member asked to contact and take care of these Judges can either be the Seminar Chair or the AKC Delegate. They can also get help from other members who are willing to sit and talk to the Judges. Discretion is required.

13 – Canine Good Citizen (CGC) CHAIRPERSON

This is a non-regular event and is usually held after Obed and Sweeps. It is the responsibility of the person in charge to get in touch with the AKC and order the packets needed to hold a CGC test. An entry fee (usually about \$10.00) to cover the cost of rosettes is charged. The person must be licensed by AKC to do CGC testing. A number of helpers are needed.

14 - PHOTO CONTEST

There is no charge. A small prize is given for 1st in each category and best photo. A flier should go out about this with the general mailing. List at least 4 different categories (i.e.: dirtiest dog, funniest dog, most active dog, sleeping dog for example)

How the voting for the pictures is going to be done should be printed on the flier. The Photo Contest person should make the announcement at the Banquet as to who won what and hand out the awards.

15 - RESCUE PARADE, PET PARADE AND/OR PARADE OF TITLEHOLDERS:

This can be done by the same person who does the photo contest. This is optional and up to each national committee as to whether or not they wish to hold this. It can be a parade of pet/companion dog, a contest for costumes (dogs and owners or just dogs) a contest for something like: the thickest ears, biggest feet, shortest tail, etc. or anything that the committee person wishes.

This is optional and up to each National Committee.

16 – OBEDIENCE/RALLY CHAIRMAN

A - Make sure that there is a large enough ring for obedience/rally, check with show chairman - Ring should be at least 50x50.

B - Get Judges, again expenses should be kept to do a minimum. Look for a judge that is licensed through Utility and as local to the show site as possible. Only one (1) judge is needed if licensed to do Utility.

C - Make sure that you have at least 2 stewards.

D - Obedience must be held first in the ring to prevent the distraction of scent contamination.

E - Insure that there is equipment, i.e., jumps and mats. Work with grounds chair and show chair for this.

F - Let banquet chair know the number of lunches you will need for stewards and judges, and if Obedience/Rally Judge will attend the Banquet the following day.

G - Work with grounds chair to set up ring and jumps and removing jumps from ring following obedience.

H - Work with the Show Secretary on what classes should be offered at the show.

Regular classes that must be offered:

Novice A and B

Open A and B

Utility A and B

Non-regular classes that can be offered (Can not qualify for a leg)

Graduate Novice

Brace Class

Veterans Class

Rally novice, Rally Excellent, Rally Advanced classes

I - Get in touch with the Awards/Trophy Chair and make sure that all Perpetual Trophies for Obedience and Rally will be present at the show.

17 – TRACKING CHAIRMAN

Responsible for the overall planning, execution - including providing personnel, equipment, and fields suitable for tracks that meet the requirements of AKC Tracking Regulations. Oversees the various Tracking Event Committee members and ensures that all the details of the test are attended to in accordance with AKC Tracking Regulations. Fills in for unassigned positions as required. The Tracking Test Chair may not enter the test. **Note: the Tracking Test Chair and the Tracking Test Secretary are frequently one and the same person.

Qualifications

- Must be a CSCA member in good standing
- An organized, effective leader with good communication skills
- Experience in planning, or exhibiting at an AKC tracking test (Previous experience as Test Chair or Test Secretary is highly recommended, but not required).
- Familiarity with the AKC's Tracking Regulations
- 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, ability to apply the following basic management skills: 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 two year assignment, with busy periods occurring at the beginning to select suitable grounds, event dates and judges; at about a year along for finalizing hospitality, trophies and draw favors, equipment, 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 CSCA Specialty Manual noting details of all position descriptions, relevant deadlines and CSCA Policies.
- Work with Show Chairs to determine event date.
- Assemble members of the Tracking Event Committee. Assign committee members to be responsible for coordinating with and maintaining communication with the following Committee Chairs: Grounds, Hospitality, Trophies, etc.
- Contact local tracking or obedience clubs to identify suitable location(s) and possibly rent equipment.

At Least Two Years Prior to the Specialty

- Secure site and tracking equipment. Forward any contracts to Show Chair for signature.

- Work with the Tracking Event Committee to select judges. Inform the Show Chair so contracts can be prepared to secure them.
- Coordinate with the Trophy Chair to determine plan for trophies, rosettes and judges' gifts.
- Begin recruiting a sufficient number of tracklayers prior to the tracking test (preferably ONE per track), stressing the fact that it is a two-day assignment.
- Identify other facility needs (e.g. tenting, portable restrooms, etc.) and develop budget.
- Work with Show Chair to develop budget and entry fees.

At Least One Year Prior to the Specialty

- Confirm all judge's contracts have been signed and returned.
- Work with the Assistant Show Chair to develop Emergency Procedures and Safety Plan, including location and directions to Emergency Veterinarian services. Provide copy of completed plan to Assistant Show Chair and copy to Test Secretary on the day of the test.
- Obtain copies of last year's Premium list and Planning Booklet from Show Chair. Begin preparing documents, consulting AKC rules and making any necessary updates.
- Update budget and advise Show Chair of any changes to forecasted income and expenses

No Less Than Six Months Prior to Close of Entries

- Ensure National Conformation Chair has filled out and submitted event application to AKC.
- Coordinate hospitality and lunch arrangements for judges, workers and exhibitors with the respective Hospitality Chairs. (May assign to separate Tracking Event Committee member.)
- Work with the Grounds Chair to secure rentals of all budgeted equipment (wherever feasible to obtain volume discount): tenting, portable restroom facilities, tables, chairs, trash barrels, pooper scoopers and poop bags; communicate any additional equipment or signage needs.
- Obtain last year's premium list and planning book from Show Chair and 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

- Follow-up with volunteers to reconfirm assignment.
- Provide judges with ground maps, roughly to scale, of the tracking area showing the major features of terrain and boundaries.
- Update budget and advise Show Chair of any changes to forecasted income and expenses.

One Month Prior to the Specialty

- Confirm all equipment is secured (e.g. flags, scent articles, tents, portable restrooms, etc.)
- Confirm last minute items with site manager (i.e. arrival day/time for track plotting, etc.)
- Discuss any set-up requirements and housekeeping responsibilities with Grounds crew.

- Purchase authorized budgeted equipment and supplies.
- Create and communicate work schedule and lunch options to tracklayers and workers.
- Follow-up with Judges' Hospitality to ensure Judges' Information Sheets are sent.

Week Prior to the Specialty

- Remind all Tracking Event Committee members to review AKC procedures detailed in Dealing with
- Misconduct in advance of the event.
- Arrange to have someone take pictures of Tracking Test qualifiers with judges.
- Oversee plotting of tracks day before test.

Day of Test

- Provide a copy of the Emergency Plan to the Test Secretary.
- Provide Transportation for the judges to and from the tracking area.
- Oversee Test operations, assisting judges in any capacity that is requested. Remain available in the
- test area throughout the event hours. Report any problems to the Show Chair.
- Remind test qualifiers they are welcome to take photos with the Official Show Photographer.
- Clean-up and secure area and conduct verification walk-thru with site manager.

Immediately After the Test(s)

Provide results to the Show Chair.

(It is also nice to post results somewhere publicly for other National Specialty attendees to see and mark in their catalogs. The Hospitality room is usually a good place if centrally located.)

Within Two Weeks of the Specialty

- Send thank you notes to volunteers, Tracking Event Committee members and judges (reminding
- judges to prepare write-up for Bulletin Specialty issue).
- Ensure photos are e-mailed/sent to qualifiers.
- Submit a completed report to the Show Chair.

Key Statistics for Historical Data:

1. Test Entries (by test class)
2. Test Entry Fees
3. Qualifying Rates (by test class)

TRACKING TEST SECRETARY

Handle all of the entries, fees and paperwork associated with the tracking test in accordance with AKC Tracking Regulations. The Tracking Test Secretary may not enter the test. ****Note:** the Tracking Test Chair and the Tracking Test Secretary are frequently one and the same person.

Qualifications

- Must be a CSCA member in good standing
- Conscientious individual who is sufficiently organized to meet all deadlines
- Experience in planning or exhibiting at a Tracking Test or Match (Previous experience as
- Test Chair or Test Secretary is highly recommended but not required).

- Familiarity with the AKC's Tracking Regulations
- Ability to apply the following basic management skills: setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, dealing effectively with people, meeting deadlines, and compiling records.

Time Commitment

This position should be assigned at least one year in advance, with a busy period occurring from about six months before entries close until the last tracking exhibitor is gone. There is also period after the Specialty when test records must be compiled and sent to AKC.

Time Line

Upon Accepting the Assignment

- Familiarize self with the CSCA Specialty Manual.
- Review AKC Tracking Regulations, noting all relevant deadlines and rules regarding acceptance of entries, rules of draw, preparing catalog, filing of test paperwork and reports.
- Perform any Committee duties as assigned.

Two Months Prior to the Specialty

Accept entries and fees in accordance with the Tracking Regulations.

Upon Close of Entries (ten days to 2-1/2 weeks before Specialty test)

- Conduct draws. Prepare Judging Program and mail to entrants and judges.
- Arrange for any necessary refunds. Reasons for refunding entries should be clearly defined in the premium list.
- Compile entry information and prepare catalog pages.
- Prepare a sufficient number of separate catalogs (2-3 times the number of entries) to be passed out to participants and spectators on the day of the event.
- Obtain Judges Books and test paperwork and bring to event.

Day of Event

- Check in exhibitors and notify the judges of absentees. Conduct draw for running order per AKC Tracking Regulations.
- Manage all paperwork the day of the test.
- Maintain copy of the Emergency Plan at the event.

Immediately following the Test

- Complete AKC's Report of Dog Show, other event records as required by AKC rules, and submit to AKC Events Department, with all event and recording fees, to be received no later than seven days following the test.
- Entry fees should be forwarded to the Specialty Treasurer.

18– HUNTING TEST CHAIRMAN

The Chairman is selected by the CSCA show committee, and supervises the test and the people helping with the mechanics and works closely with the CSCA Hunting Chairperson. The Chairman must be very familiar with the *Regulations for AKC Hunting Tests for Spaniels* and the *Guide for Event Committees in Dealing with Misconduct*.

Time Line

One – two years prior to test

- Select Judges

One year prior to test

- Contract for grounds
- Select key personnel (gunners and other workers)
- Order birds

Six months prior to test

- All applications and premium lists must be filed with AKC (this ensures exposure in AKC's Events Calendar and in AKC AFIELD)
- Order ribbons

Four to six weeks before closing date

- Mail premium lists AKC must receive 4 copies

Anytime, but no later than ten days before

- Entry closing, preparation of catalog

General Duties and Responsibilities

- a. Writes letters to Judges confirming assignment and dates.
- b. Supervises amenities for Judges such as: letters confirming travel arrangements, motel reservations, meeting Judges at the airport, and arranging for meals and transportation at and during the trial.
- c. Establishes source of birds early on and sets tentative number required.
- d. Reconfirms with bird source as test date nears and revises numbers if necessary.
- e. Arranges for ribbons and Judges gifts.
- f. Delegates duties to key personnel (Gunners, Bird Stewards, Host or Hostess)
- g. Coordinates club flyer to accompany premium list.
- h. Escorts Judges around the hunting test grounds.
- i. Orders sanitary facilities, if needed, to be delivered to test grounds.
- l. Ensures that all necessary equipment is on hand on the grounds prior to the start of the event (work closely with CSCA Hunting Chairperson to be sure everything is covered)
- m. Following the event, the Chairman might handle personally (or delegate) the following tasks: presentation of ribbons to dogs receiving qualifying scores, presentation of gifts to Judges, Judges transportation to the

airport, prompt payment of Judges expenses, supervise cleanup of grounds, approves bills for payment, takes a monetary payment or gift to the landowner, and write thank-you letters to the Judges

19– AGILITY CHAIRMAN

The Trial Chairman must be a club member. The Trial Chairman can not be the Trial Secretary. The Trial Chairman responsibilities include:

- Overall responsibility for proper planning, conducting and reporting of the results of the trial.
- Ensure that the event application, judges panel, and disaster and emergency plan are submitted to the AKC by their deadlines.
- Ensure that the premium list material is submitted to the trial secretary/superintendent by the deadline.
- Assign all committee chairs, who are responsible for their own areas.
- Assign a Committee Secretary.
- Act as the facility/site liaison for the club. Establish and maintain communications with the person responsible for lease of the site.
 - o Site must be available before and after the actual event hours. Knowledge of facility use before and after the event is an important consideration.
 - o Requirements for insurance, contract, advance deposits, limitations to site usage, additional rental space, etc must be determined.
 - o Extent of owner/management involvement in the event should be established prior to leasing, particularly with regard to required usage of the site's personnel or concessions.
 - o Any potential problems that might result from the event should be discussed beforehand, allowing the owner/manager to take adequate steps to alleviate them. Periodic reconfirmation should be made, even after clubs have reached agreement with facility owner/management. Constant communication can help avoid any oversights by the site owner/management.
- Determine legal requirements, such as obtaining permits that may be required. Check with local authorities. Agencies that issue permits include, but are not limited to, the local township, health, fire and police departments.
- Consider federal, state and local taxes to avoid any possible penalties imposed for failure to follow such requirements.
- Contract trial secretary or superintendent.
- Contact the judge(s) regarding availability.
- Work with the judge of record regarding contracts, site maps, and equipment available and in general communication with judge.
- Contract official photographer (optional).
- Act as liaison to companion/cluster clubs and specialty clubs.
- Review the AKC procedures detailed in Dealing With Misconduct with all members of the Trial Committee, in advance of event. A guideline for Dealing with Misconduct, is included in the Forms section of the Manual.

BUDGET FOR CLUMBER SPANIEL CLUB OF AMERICA NATIONAL

The cost of the location for each event as well as the raising costs for everything considered for each event will be the key to the budget.

Ask the CSCA Treasurer for a breakout of expenses for the shows two years prior to use as a guide.

Following are the items for each event that should be considered when figuring the costs.

AMERICAN KENNEL CLUB:

- 1) Application fees for all events.
- 2) Per entry fee for all events.

JUDGES EXPENSES:

- 1) Fee
- 2) Travel/Airport parking/Mileage
- 3) Lodging
- 4) Meals
- 5) Gift

BASIC COSTS:

- 1) Premium List/Acknowledgments/Judging Schedules
- 2) Show Superintendent /Show Secretary
- 3) Equipment Rental/Tent
- 4) Pins
- 5) Trophies
- 6) Ribbons
- 7) Facility/Land
- 8) Catalogs
- 9) Judges Education
- 10) Meet & Greet/Hospitality

SAMPLE CONTRACTS

CLUMBER SPANIEL CLUB OF AMERICA, INC.

CONTRACT FOR <WHICH SHOW, 2010, 2011, ETC.> NATIONAL SPECIALTY SHOW

Please fill in the blanks and return one signed and corrected copy to:

XXXXXX

VIDEOGRAPHER'S NAME: _____

_____ has agreed to video obedience, sweepstakes, junior showmanship and breed competition at the Clumber Spaniel Club of America's National Specialty on <DATES> in <LOCATION>.

In exchange for the exclusive right to be the official VIDEOGRAPHER for the CSCA National Specialty, the videographer agrees to provide, free of charge, a full set of videos to the CSCA for their archive and club publication.

Activities to be videoed: All of Obedience, Sweepstakes, Jr. Handling, and Breed Conformation. The Videographer will be supplied with a full set of mailing labels for the membership so that he/she can send out order forms for the video or he/she may request a filer sheet/order form in the National Edition of the Club's Bulletin.

SIGNATURE: _____

DATE: _____

ADDRESS: _____

PHONE: _____ FAX: _____

FORM OF TRANSPORTATION: _____

WILL HOTEL RESERVATIONS BE NEEDED? _____

CHARGES TO CLUB _____

Hotel information will be provided before the show. Please make your own reservations in the CSCA's name as we have a block of rooms reserved with discounted prices.

Contacted by: _____ Date: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Canines In Action
Dog Show Videography
815 Oakhaven Dr. Roswell, Ga. 30075 Ph: 770 587-2430
caninesinaction@bellsouth.net <http://www.caninesinactionvideo.com>
Video Services Agreement

Canines In Action Will Provide The Following Services:

1. Video tape ALL conformation events, to include if applicable:
Sweepstakes, Veteran Sweepstakes, Futurity, Maturity, Generations, Regular classes through Best Of Breed, Stud Dog, Brood Bitch, Brace, Best Puppy, Best In Bred By Exhibitor, Top 20, Parade Of Title Holders and Rescue Dogs. * Obedience, Agility, and Seminars to be negotiated separately.
Requirement for more than one camera coverage (concurrent rings) must be negotiated 3 months in advance.
2. Provide the National Breed Club with one complimentary, complete set of video for their archives (DVD or VHS), plus one complimentary, complete set of video for the silent auction.
3. Promote the video product via show "flyers", post card mailing, and show catalog advertising.
4. Ship against orders within six weeks of end of show.

National Breed Club Will Agree To The Following Terms:

1. Grant to Canines In Action exclusive right of resale for any video taped portion of the referenced National Specialty.
2. Provide an unobstructed area for maximizing the video camera perspective.
3. Provide complimentary, prepaid lodging at the host hotel for the nights of the show, i.e. starting the night before video taping through the night before Best of Breed.
4. Provide one complimentary page of advertising in the show catalog, plus one complimentary MARKED catalog.
5. Include Canines In Action as "Official Videographer" in the show catalog with the following:
Canines In Action 815 Oakhaven Dr. Roswell, Ga. 30075 Ph: 770 587-2430
caninesinaction@bellsouth.net
6. Actively promote the availability of the video product during the show via public address.

BREED CLUB NAME _____ Signature _____ Date _____

Show Chair _____ Contact # _____

Show Dates _____ Location _____

CSCA Letterhead or Specialty Logo Letterhead

To: Judge Name
Address

Date

THIS CONFIRM YOUR AGREEMENT TO JUDGE THE FOLLOWING EVENT:

Dog Tracking Dog Test, Date. We will plot Saturday XXXXXX. The test will be held at Chatfield State Park Your co-judge will be XXXXXXXX.

FEES/EXPENSES TO DFTA: _____

JUDGE AGREES TO ABIDE BY REGULATIONS OF THE AMERICAN KENNEL CLUB AND XXXX [location].

Judge Chairperson

Judge

Date_____

Please sign both copies, keep one and return the other to:

Tracking Chair Name
Address
Phone Number
Email Address

Thank you for accepting this assignment. We look forward to having you; someone will be in contact with you before the test to make final arrangements.

To be completed by the show committee following each event:

Statistical Collection to help with Future Events (Please add anything you feel would benefit the next event)	
Dates of National	
Location of national	
Number of people attending	
Number of dogs entered in each event	
Number of rooms reserved	
Number of meals purchased (in each category)	
Location of national	

Clumber Spaniel Club of America

Guidelines for National Specialty Proposals

Introduction

The purpose of these guidelines is to aid committees in preparing and submitting proposals to hold the CSCA National Specialty. Conduct of the National Specialty is one of the four objects of the club, and the Officers and Board of Directors take seriously their responsibility to the membership in this regard. Following the guidelines set forth in this document will ensure that the board has the requisite information to sufficiently evaluate the proposal and to accurately compare and rank all submitted proposals in a fair manner.

The guidelines are presented as suggestions to the proposing committee. However, it should be remembered that evaluation is more readily accomplished if complete information is provided. Committees are encouraged to include additional information, including pamphlets, websites, photos, *etc*, if available. All committees should consult the CSCA Show Guidelines before submitting a proposal to hold the National Specialty.

Proposal Contents

The first page of the proposal, normally in the form of a **Title Page**, should include the following information:

- The name and contact information for the Show Chair. Note that AKC policies require that the Show Chair be a member of the show-giving club.
- The name and contact information for the individual responsible for the proposal. Preferably, this will be the Show Chair.
- The name and contact information of the Show Secretary or Show Superintendent.
- The dates of the proposed National Specialty, inclusive of all activities.
- The location of the Specialty Show, including site, address, city and state.
- The location of the Show Hotel if different from the show site.

The **second page** of the proposal should have a proposed schedule of events. All major events should appear in the schedule. These include:

1. Specialty Show
2. Sweepstakes
3. Obedience Trial
4. Hunting Test(s)
5. Tracking Test
6. Annual Membership Meeting¹
7. Board Meeting¹
8. Banquet
9. Hospitality Night Reception
10. Seminars
11. Any other major activities.

Following the schedule of events, the narrative of the proposal should address the following items.

¹ Note that the CSCA board officially schedules the Annual Membership meeting and the Board Meeting. However, the National Specialty committee should propose suitable dates and times.

Hotel. The proposal should describe:

1. space and facilities for the show (indoor and/or outdoor),
2. facilities for meetings and banquets,
3. guest room accommodations, including number of first-floor rooms, patios, balconies, *etc.*,
4. hotel restrictions and rules for keeping dogs in guest rooms,
5. all costs for facility rental and room rates,
6. any special negotiated rates or other special considerations.

A signed contract with the hotel is not required at the time of the proposal. However, a sample contract, a written proposal from the hotel or a letter outlining the details of the negotiated agreement is highly desirable.

If the show site is different from the show hotel, a full description of the site, including all rental costs, should be included.

Banquet, Hospitality and other Catering. In most cases, hotels require that the hotel itself or its exclusive caterer provide all meals at events held on its property. Arrangements, including costs, for the hospitality night reception, the annual awards banquet and any lunches or other refreshments should be outlined in the proposal.

Performance Events. Because there are few areas of the country with sufficient numbers of CSCA members to stage performance events without help, the Hunting and Tracking Tests normally require aid from local clubs. The names of clubs offering help with these events should be in the proposal. In addition, locations of hunting and tracking tests, and their distances from the main show site, should be included. Documentation indicating that the events will be allowed at the proposed locations on the proposed dates is highly desirable. Availability of equipment for each event (includes birds for hunting) should be discussed.

Show Committee. The Show Guidelines provide a suggested list of show committee members. All committee positions need not be filled at the time of proposal submission, however it is highly desirable that at least 70% of the committee be in place. It is particularly recommended that members with major responsibilities, such as fundraising chair, trophy chair, hunt test chair, tracking test chair, and banquet/hospitality chair, be in place when the proposal is sent to the board.