



# National Specialty Show Guidelines

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# CLUMBER SPANIEL CLUB OF AMERICA NATIONAL SPECIALTY SHOW GUIDELINES

## 1. Introduction

The purpose of the National Specialty is to conduct the annual CSCA Specialty Show (Conformation, Obedience, Rally, Junior Showmanship, Hunting Test, Tracking Test, Agility Trials and Canine Good Citizen testing) and to provide a plan of education and social events for all in attendance.

These Guidelines are intended to help volunteers organize and lay out a timetable to ensure all events will be presented in a timely manner in accordance with AKC Rules and Regulations and the CSCA Standing Rules. It is required that the Show Chair and all committee chairs understand their responsibilities and obligations.

National Specialty week objectives:

- To conduct a quality show at excellent, comfortable and convenient facilities.
- To schedule the show within the timeline set by the CSCA Standing Rules (March through June).
- To conduct socially entertaining events for our fanciers and members.
- To sponsor events for breed education for judges and breeder education.
- To maintain sound financial management to ensure that the National Specialty contributes financially to the mission of CSCA.

No National Specialty should be a standalone event. Per the Standing Rules, a Regional or Independent Specialty is to be held in conjunction with the National Specialty, beginning in 2015.

Consideration should be given to regular all-breed shows (trailer shows) held the weekend after the Specialty and secondarily to all-breed shows held the weekend before the Specialty. The CSCA supports the trailer show(s) with money for trophies (see CSCA Standing Rules located at <http://www.clumbers.org/sourcedocs/SR.pdf>). When scheduling the National Specialty week, consideration should be given to avoid conflict with an AKC Delegates Meeting.

## 2. Show Committee

### *Committee Structure*

The committee should consist of the following:

- Show Chair

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- Judges Hospitality Chair
- Show Secretary
- Catalog Chair (for production and sales)
- CSCA Treasurer
- Hospitality Chair
- Obedience/Rally Chair
- Hunt Test Chair and Secretary
- Tracking Test Chair and Secretary
- Agility Chair
- Grounds Chair
- Advertising Chair for catalog
- Banquet Chair
- Fundraising & Raffle/Auction Chair, (this can be two people, one for fund raising and manning the table at the show the year before and at the actual show, and one for the raffle and auction.)
- Trophy/Rosette Chair
- Concession/Vendor Chair
- CGC Chair/Evaluator
- Seminar Chair
- Judges' Education Chair
- Photo Contest Chair
- Pet/Title holder Parade Chair

Each Committee Chair should try to get other members to help with the work of their committee.

### 3. General Policies

#### A. *Proposal to Hold a National Specialty*

- Process: At the time the bid is presented to the CSCA Board there must be a Show Date, Show Chair, Show Secretary, Treasurer (the National Specialty Treasurer is the CSCA Treasurer), and other Committee heads. A hotel with indoor and outdoor grounds suitable for conformation, obedience/rally and agility and their room rates should be identified and ready to be finalized upon Board approval. Hunting and Tracking grounds should be identified. A budget outlining proposed revenues and expenses must be submitted with the proposal.
- Timeline: Refer to Standing Rules/National Specialty.
- Examples of submission requirements are found in the Appendix.

#### B. *Method to Amend guidelines*

- Submit proposed amendments to the Chairperson of the National Guidelines Committee for review, in writing, with reference to page, paragraph, and

rationale for change. The Chairperson will present proposed amendments to the National Guidelines committee.

- The committee's recommendation will be presented to the CSCA Board of Directors for approval.
- If the proposal is approved, the amendment will be incorporated into the official Show Guidelines, and the National Show Guidelines Committee will be notified. Changes approved by the Board of Directors, will apply to the next host bid.

C. *Judge Nomination*: Refer to Standing Rules/National Specialty.

D. *Responsibility to the Judges*: Refer to Standing Rules/National Specialty.

- The Show/Judges Hospitality Chairperson shall assist all Judges with travel arrangements and reach agreement on expenses, the details of which shall be clearly spelled out in the judge's contract.
- Judging expenses are considered a part of the show cost and shall be paid from the incoming receipts of the National Specialty.
- The Show/Judges Hospitality chairperson will ensure a signed contract is completed prior to making any pre-show arrangements.

## 4. Host Hotel Selection

A. *Show Site*

- Site selection should give consideration to reasonable proximity to a major airport.
- If show rings are not indoors, outdoor grounds for show rings should be in close proximity to host hotel.
- Host hotel should have parking areas large enough to park motor homes, as should the show site if not at the hotel.
- Access to electrical power, water, and rest rooms during all events must be arranged in advance. Electrical power and water hookups for motor homes are desirable.
- Location of Tracking, Hunting and Agility grounds should be taken into consideration when selecting a show site. It is ideal to have these grounds within one to two hours drive of the host hotel.

B. *Host Hotel Considerations*

- Restrictions on dogs in rooms? (Crates, number of dogs, etc.).
- Availability of dog walking areas on grass.
- Room rates and hotel policy for extra charges for dogs in the rooms.
- Show chairs should attempt to negotiate favorable rates for hospitality rooms, Board meeting rooms, seminar room, and room for the show.

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- The Board meeting room should be large enough for the 9 Board members and at least 12 spectators.
- Hospitality Room should be large enough for a buffet setup and 50-100 people. If the room is not large enough an adjoining area should be available.
- Show Room must be large enough to hold a 50 foot by 50 foot ring with additional room for dogs waiting to enter the ring, spectators standing and sitting, plus enough room for a trophy table and possibly some concessions. Ideally an indoor room should have no pillars/columns or other obstructions and be at least 75 foot by 90 foot. If outdoors there should be ample room for the ring on grass with an area for a small tent, trophy table, seating for spectators, and crate area.
- Banquet facilities should accommodate at least 150 people for dinner. It is recommended that the show chairs for the two previous nationals be consulted for the number attending past banquets to gauge the room size requirement. A podium and a microphone would be available.
- Provide a list of camping facilities for attendees not wishing to stay in the host hotel. Information should include:
  - Names and locations of campgrounds and proximity to show site.
  - Proposed camping fee and additional charges for water and electrical hookups.

## 5.Planned Events

When planning events, the following considerations should be given:

- A. No two events should be scheduled for the same day or time unless previously approved by the Board.
- B. Board meeting (to be scheduled by the Board) cannot be held during any other activity. It may require two (2) meeting dates.
- C. Conformation, Junior Handling, Sweepstakes, Obedience, Rally, CGC testing should be scheduled for two (2) days. Ideally Sweepstakes, Obedience, Rally and CGC on first day and Junior Handling and Conformation on second day. Optional events may include a Parade of Titleholders, Pet Contest/Parade, Rescue Parade, etc. These should be held if time permits.
- D. Tracking Test should allow for two (2) days: one day for plotting and one day for the tests. (TD, TDX, VST)
- E. Hunting Test should take one day (Junior Hunter, Senior Hunter, Master Hunter). If more than one day of hunting is planned, the additional day cannot interfere with any other CSCA activity and shall be considered an independent event and not part of the National.

- F. Seminars, special daytime events, veterinarian presentations, evaluation clinics, etc. should be scheduled so they do not interfere with the two days of conformation shows, nor with hunting, tracking, obedience, and agility. Judge's education presentation should occur in the morning followed by a conformation event in order to make this a one-day event for the participants. The AKC requires a ninety-minute presentation and a hands-on opportunity.
- G. Trailer shows (all-breed) should be selected that are within a reasonable traveling time.
- H. Hospitality night is usually the evening of Obedience, Rally and Sweepstakes.
- I. It is the Board's responsibility to determine the day and time of the Annual General Meeting.
- J. The Banquet and Awards night are held in the evening following the Conformation Judging.
- K. The Board of Directors holds a Meet & Greet on Tuesday evening. The Board of Directors is also responsible for funding the cost.

## 6. Budget

- A. The cost of Host Hotel and other site fees are the biggest expenses for the National. Ample consideration and planning should be given for each, recognizing rising costs, site location, and other cost factors when establishing the budget.
- B. CSCA Treasurer can provide assistance when developing a budget, including a report of expenses for the shows two years prior to use as a guide.
- C. Following are the items for each event that should be considered when figuring the costs:
  - **AMERICAN KENNEL CLUB:**
    - Application fees for all events.
    - Per entry fee for all events.
  - **JUDGES EXPENSES:** Refer to Standing Rules/National Specialty
    - Fee
    - Travel/Airport parking/Mileage
    - Lodging
    - Meals
    - Gift

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- **SWEEPSTAKES JUDGE**
  - Meals
  - One (1) night lodging
  
- **BASIC COSTS:**
  - Premium List/Acknowledgments/Judging Schedules
  - Show Superintendent /Show Secretary
  - Equipment Rental/Tent
  - Pins
  - Trophies
  - Ribbons/Rosettes
  - Facility/Land
  - Catalogs
  - Judges Education
  - Meet & Greet/Hospitality

## 7. **Calendar of Events for The Show Committee**

Once a bid has been approved by the Board the following must be done as soon as possible:

- A. Finalize Host Hotel contract
  
- B. Finalize sites for hunting and tracking tests.
  
- C. 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 Chairs responsibility to contact the judge. The judges are invited in order of the number of votes that they receive. A letter defining the process for expense reimbursement should be included with the invitation so that there are no misunderstandings.
  
- D. The Obedience and Rally Chair, Agility Chair, Hunting Chair and Tracking Chair must secure their Judges and the Hunting and Tracking Chairs must also secure their test sites.
  
- E. The Show Committee must secure a Sweepstakes Judge.
  
- F. The Fund Raising, Vendor, or Advertising Chair may choose various options to engage a dog food vendor at the National. This may include providing bags of food for class winners, food samples for hospitality bags, toys, treats, etc. Food companies that make donations receive a free ad page or recognition in the catalog based upon their donation.
  
- G. **National Specialty Show held year prior to your show:**



- 1) The Fund Raising Chair should have completed their design for pins and found a company to make them to have them available for sale. Consult with the prior year's Chair to find out who is available to make the pins.
  - 2) At this show, the Fundraising Chair should have a booth to sell the pins and at least one other item. The Fundraising Chair is responsible for making sure that the Catalog and Directory covers are part of the Auction.
  - 3) Trophy pledges should be solicited by the Trophy Chair at the show one year prior to their show.
- H. At least eighteen months before the show, the Trophy Chair should begin the trophy selection process. The entire Committee can give ideas for Trophies, such as where and how to make and get them.
- I. The Concession Chair must secure Concessions/Vendors.
- J. The Banquet Chair must select banquet location, menu, confirm deadlines plan decorations and table centerpieces, and select table gifts for attendees. Items must be ordered with sufficient time for proper delivery.
- K. The Hospitality Chair should begin requesting donations for hospitality bags.
- L. The Fundraising Chair should consult and coordinate with Clumber Closet for any merchandise sales contemplated for the National. See **Section 16** *Clumber Closet and National Specialty Merchandise*.
- M. Approximately 4 months before the show a mailing should be sent out to the General Membership containing any pertinent information concerning the show including order forms for meals, merchandise etc.
- N. Approximately 6 weeks before the show the premium list should be mailed to the General Membership. Be sure to consult AKC guidelines concerning this date.
- O. If a Show Superintendent is used, they will mail premium lists. [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 by their respective show secretaries.
- P. Committee reports should be submitted periodically to the Show Chair.

## **8. Conformation Classes**

- A. Conformation Classes for both Dogs and Bitches:

- 4-6 months (Optional. Refer to the AKC 4-6 Month Beginner Puppy Regulations).
- 6-9 months
- 9-12 months
- 12-18 months
- Novice
- Amateur Owner Handler
- Bred By Exhibitor
- American Bred
- Open
- Hunting Classes\*: JH, SH, MH, MHA. It is up to the show committee to decide if the dogs need to have the title or just a leg.
- Veteran Classes\*: It is Club policy that a Veteran is 7 years or older and should be divided into 7-10 years of age and 10 and older. 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
- Winners Dog and Bitch
- Reserve Winners Dog and Bitch\*\*
- Select Dog
- Select Bitch
- Award of Merit- 2 for dogs\*\*\*
- Award of Merit- 2 for bitches\*\*\*
- Best of Opposite to Best of Breed
- Best of Breed
- Best Puppy\*\*\*\*
- Stud Dog\*\*\*\*
- Best Bred By Class\*\*\*\*
- Brood Bitch\*\*\*\*
- Brace Class\*\*\*\*

\*Non-Regular Classes for both Dogs and Bitches. These winners are qualified for Best of Breed).

\*\*A three point major reserve for the dog designated Reserve Winners Dog and the bitch designated as reserve Winners Bitch shall be awarded at the National Specialty each year, provided there are twice the number required for a five point major in the winners sex.

\*\*\*In connection with the Best of Breed competition, the Judge may select up to two dogs and up to two bitches to receive an Award(s) of Merit. These awards shall be given to those not receiving Best of Breed, Best of Opposite Sex, Select Dog or Select Bitch.

\*\*\*\*Non-Regular Classes (not qualified for Winners or Best of Breed).

B. Junior Showmanship:

- Novice

- Open
  - Master
  - Junior, Intermediate and Senior Classes
  - Best Junior Handler
- C. Sweepstakes Classes for both Dogs and Bitches:
- 6 - 9 months puppy
  - 9 - 12 months puppy
  - 12 - 15 months
  - 15 - 18 months
  - Best in Sweepstakes and Best of Opposite to Best in Sweepstakes
- It is up to the Show 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 Committee if they wish to offer Sweepstakes classes for Veterans and Hunting dogs. To be eligible to compete in the Hunting Dogs Sweepstakes, the dog must have earned at least one leg toward its hunting title. These classes should be the same as the regular classes for both dogs and bitches.

## **9. Junior Showmanship**

- A. Junior Showmanship classes shall be offered at each National Specialty and shall include the regular classes as set forth by the AKC.
- B. AKC rules and regulations relating to Junior Showmanship shall at all times take precedence.
- C. A standardized trophy and a rosette will be offered for first through fourth places in each class and for the Best Junior Handler.

## **10. Photo Contest/Rescue Parade**

- A. Photo Contest: There is no charge. A small prize is given for 1st in each category and best photo. A flyer should go out about this with the general mailing. List at least 4 different categories (dirtiest dog, funniest dog, most active dog, sleeping dog, for example). The procedure for voting on the photos should be printed on the flyer along with the schedule for the announcement of winners.
- B. Rescue Parade, Pet Parade and/or Parade of Titleholders: These are optional events and it is up to each National Committee as to whether or not they wish to hold this event. It can be a parade of pet/companion dogs, a contest for costumes (dogs and owners or just dogs) or a contest for something like: the thickest ears,

biggest feet, shortest tail, etc. or anything that the committee wishes.

## **11. Trophies**

Refer to Standing Rules for list of dog and people awards to be presented at the Annual Banquet.

## **12. Photography Requirements**

Photography requirements are listed on Photographer's Agreement. (see Appendix D).

- A. The show chair shall solicit bids from photographers by sending two copies of the Photographer Requirements and Agreement to qualified prospective photographers.
- B. The accepted bid must include a signed copy of the Photographer Requirements and Agreement (see Appendix).
- C. The photos shall be forwarded to the Clumber Chronicles editor within 30 days of the National Specialty for inclusion in the Clumber Chronicles-National Specialty edition. An additional copy is forwarded to the CSCA Archivist as a Master copy.

## **13. Video Requirements**

Video requirements are listed on Video Agreement. (see Appendix E).

- A. Show Chair shall solicit bids for videotaping by sending two (2) copies of the Video Requirements and Agreement to prospective qualified videographers.
- B. Accepted bid must include a signed copy of Video Requirement and Agreement.
- C. The CSCA should receive a copy of all videos produced as a result of this agreement. Copies shall be forwarded to the CSCA Archivist within 30 days of the conclusion of the event.
- D. Two (2) complimentary copies of videos shall be provided to the CSCA. One (1) set is retained in the archives as a Master set. One (1) set is offered at the silent auction.

## 14. Visiting Judges

Provisional and licensed judges in the area of the show should be invited to attend the show. Complimentary lunches should be provided to these judges.

## 15. Committees

On the following pages each Committee Chair's responsibilities will be outlined as a guide.

The Standing Rules of CSCA located at [www.clumbers.org](http://www.clumbers.org) are to be followed. In addition, the AKC "Rules Applying to Dog Shows", "Obedience and Rally Regulations", "Agility Regulations", and "Junior Showmanship Regulations" shall be followed and may be found at [www.AKC.org](http://www.AKC.org).

**A. SHOW CHAIR** - (may not exhibit) should be a member of CSCA. The Show Chair's responsibilities include:

- 1) The CSCA Club Secretary will give the Show Chair the names of the 5 judges having received the most votes by the membership **after** the Board has approved the bid.
- 2) Provide each committee chair with a copy of the National Show Guidelines.
- 3) The judge receiving the most number of votes is to be contacted. If the judge's requirements are unreasonable or the judge is not available, the judges receiving the 2<sup>nd</sup> most number of votes is to be contacted in writing. The process is similar if the 3<sup>rd</sup> through 5<sup>th</sup> judges must be contacted.
- 4) Coordinate the work of the committees
- 5) Responsible for arranging 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.
- 6) It is the responsibility of the Show Committee to decide how to choose a Sweepstakes Judge. Preference shall be given to current and former breeders and breed handlers. The Sweepstakes Judge does not get paid,

but receives two meals and one night's lodging.

- 7) Make sure there are stewards for Sweepstakes, Conformation, Obedience, Rally, Agility, and Junior Handling.
- 8) Complete all AKC event application forms and Judge's Panel forms. An Officer must sign these forms and secure a check from the CSCA Treasurer for the AKC fees. Make sure that Obedience/Rally, Hunting, Tracking and Agility have completed their AKC event application and Judge's Panel forms and that they have been sent to AKC at least 18 weeks prior to the entry closing date with the appropriate fees..
- 9) Contracts/agreements must be secured for all judges, concessionaires, photographer, videographer, hotel, 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.**
- 10) All AKC close-out forms should be received from the CSCA Secretary within two (2) months after the close of the previous year's show (i.e., May 2010 show – June 2012 forms received and sent to Show Chair for distributing to various committees for 2013 show). Applications must be received by the AKC by their deadlines or AKC charges a late fee. AKC requires all forms be submitted for approval six (6) months prior to the event date.  
THIS STILL SOUNDS VERY CONFUSING.
- 11) Badges for all judges, Board/officers, delegate, and committee heads may be obtained from the company providing ribbons for the show.
- 12) Sample contracts (see Appendix) should be sent to committee heads as appropriate. The hotel usually provides its own contract. Committees must get two (2) original contracts signed. One (1) copy is to be held by the Show Chair and one (1) copy is sent to the vendor. A photo copy of the contracts is to be sent to the CSCA Treasurer.
- 13) The Archivist is to be provided one (1) copy of the video, two (2) marked catalogs and one (1) set of pictures as agreed to in the photographer's contract.
- 14) The Clumber Chronicles Production Editor gets a full set of photographs for the National Issue of the Clumber Chronicles.

- 15) It is the responsibility of the Show Chair to get a Photographer and Videographer for the show. Photographs are to be taken at the conclusion of each class of the 1<sup>st</sup> through 4<sup>th</sup> placements for Sweepstakes and Conformation. Photographs of Best in Sweepstakes and Best of Opposite Sex to Best in Sweepstakes are to be taken. Conformation photographs are to include Winners Dog and Bitch and Reserve Winners Dog and Bitch, Best of Breed, Best of Opposite Sex to Best of Breed, Best of Winners, Select Dog and Bitch, and Awards of Merit. In addition, photographs of the winners of all non-regular classes are to be taken. Obedience, Rally, and Agility photographs are to be taken at the conclusion of these events.
  
- 16) Notify the Best of Breed winner to supply an INFORMAL PICTURE for the cover of the National issue of the Clumber Chronicles. The Clumber Chronicles Production Editor must be contacted on deadline for this. A photograph of the Obedience High in Trial winner is to be placed on the back cover of the National issue.
  
- 17) 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 the Membership Secretary. This mailing should consist of:
  - a) All information for the host hotel, including rates, deadline for reserving rooms, etc.
  - b) Any information on places to go and things to see in the area. The State, County or City tourist bureau will provide free literature.
  - c) Entries for CGC testing and any pertinent information concerning it.
  - d) Advertising flyer.
  - e) Pins and Raffle flyer.
  - f) Banquet information and meal reservation form.
  - g) Any other meals that must be paid for, such as lunch, hospitality.
  - h) Trophy donation flyer.
  - i) Sign-up forms for seminars.
  - j) Solicit items for the raffle and auction.
  - k) Any other pertinent information. Make sure there is a clearly indicated deadline date for each flyer or item.
  
- 18) **Note:**  
The Show Committee is given one (1) page in each Clumber Chronicles (or insert) and 2 pages (or insert) in the issue before the show. Any pertinent information on hotels, week's schedule, or items such as pins

for sale or fundraising can be included in these inserts. The Show Committee should put the show information on the club web site. Consult with web master for web site submissions.

- 19) At the conclusion of the event, the Show Chair, with the assistance of the Show Committee members, is responsible for submitting the following data on the close-out form to the Board of Directors to help with future event planning.
  - a) Date and location of National Specialty
  - b) Number of people attending
  - c) Number of dogs entered in each event
  - d) Number of rooms reserved
  - e) Number of meals purchased (in each category),
  - f) Any additional information that is pertinent.

Notwithstanding paragraphs #1 through #19 above, additional responsibilities of the Show Chair include:

- 20) Knowledge of the AKC's policy on Emergency Procedures at Events (Disaster and Emergency Plans) is necessary, as a plan must be filed with the AKC (See Appendix for policy and form or download from AKC.ORG).
- 21) Meeting all deadlines set by AKC, and the Superintendent.
- 22) Keeping communications open with all the Committee Chairs, the CSCA President and Board of Directors and Superintendent.
- 23) The prior year's Show Committee should provide the Planning Packet, which should include a copy of the National Show Guidelines, CSCA Standing Rules, and other pertinent information related to AKC forms for show approval and judges approval.
  - a) The Planning Packet also contains two copies of the CSCA National Premium List and two copies of the CSCA National catalog from the prior year's National. These are good tools used to organize the Premium List and the catalog. It will be the Show Chair's responsibility to provide the same items from your National for the next National Show Chair and Committees.



- 24) Once the site and judges have been selected and approved by CSCA, Superintendent Contract signed and all committee chairs selected, the following tasks should be undertaken:
- a) 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
    - Classes offered, including Obedience.
    - Rally application is separate and should be sent at the same time as well as the Disaster and Emergency plan.
  - b) If the Superintendent will not be in attendance, you must indicate on the Application for Show/Trial the name of a Show Secretary who will be on site during Conformation, Obedience, Rally, Agility, and Junior Showmanship judging.
  - c) CSCA is a member club of AKC so there is no fee for the Applications for Show/Trial.
  - d) In addition, the following information should be referenced:
    - Many applications can be completed on line at AKC.ORG. AKC has complete instructions on its web site for managing events or submitting applications on-line.
    - AKC will assign each event an event number that is required when submitting judges' names. Only the Sweepstakes judge is listed on the application.
    - Each function must have a "Show Committee" of five (5) members. The list of names is shown on the AKC application.
    - The Hunt Test and Tracking Test Chairs must submit their applications as soon as the sites are confirmed and judges' contracts are in hand. Retain copies of all contracts. Set a reasonable date for securing all contracts.

- 25) The Show Chair will rely on information from the CSCA Secretary, as he/she will receive all AKC approval letters and notifications of any applications that have not been received.
- 26) The Hunt Test and Tracking Test Premium Lists are normally printed by the Superintendent and mailed out with the Show Premium List. These committees **must** meet deadlines set by the Superintendent to avoid last minute problems and late fees.
- 27) The Show Committee is to be informed of its responsibility for knowing the procedures to follow if charges are filed at any of the events. Each committee chair should acquire from the AKC the pamphlet “Dealing with Misconduct” and the necessary AKC papers that must be filed if necessary.
- 28) Your Superintendent will have all the necessary Premium List paper work on line. You may delete everything on this form that does not pertain to the National and complete all other required fields and send it by email to the Superintendent. Every Superintendent has a different method, so follow the instructions for completing the form. There is a listing of classes that are to be offered in these guidelines and these may not be deleted. The trophy list and donors are to be sent at the same time.

**B. SHOW SECRETARY** - (cannot exhibit). Does not have to be a CSCA member and has responsibility for all matters pertaining to entries. All AKC regulations governing these events must be reviewed and followed carefully. The regulations may be found at AKC.ORG. Access to office equipment and good organizational skills is important. A Show Superintendent may be hired and whose responsibility it will be to receive conformation, obedience and rally, and agility entries and to prepare printed materials, including premium lists, catalogs, etc.

The Show Secretary’s responsibilities include:

- 1) Receiving all conformation, obedience, rally, agility, and Junior Showmanship entries and entry fees.
- 2) Printing and sending out of premiums - MAKE SURE THAT THERE ARE CORRECT DIRECTIONS TO THE HOST HOTEL FROM THE AIRPORT AND OTHER AREAS.
- 3) Getting all advertising from Advertising Chair (preferably camera ready) and getting catalog 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 dog's 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.**

- 4) Preparing judges' books.
- 5) Printing of judging schedule/entry conformations - **THE CLUB SECRETARY and THE PRESIDENT MUST BE SENT A COPY OF THE JUDGING SCHEDULE FOR EVERYTHING.**
- 6) Mailing judges schedules/entry conformations to all entrants.
- 7) Working with the Advertising Chair on the sale of catalogs (can have other club members help also) and mailing or giving catalogs to those who bought ads. The Advertising Chair should take care of the extra catalogs. There is no charge for mailing catalogs to advertisers. **Make sure that marked catalogs are sent to the following: AKC, AKC Library, CSCA Archives, and Clumber Chronicles Production Editor.** Postage for the mailing of all catalogs is reimbursed from the CSCA Treasurer upon remittance of proper receipts.
- 8) It is absolutely essential that the Show Secretary be present on the show grounds at all times while any events are occurring. However, arrangements can be made for a licensed superintendent to be available for an additional fee or as part of their agreement.
- 9) A copy of a previous year's premium list for Conformation, Obedience, Rally, Agility Junior Showmanship, Hunting and Tracking are in the Planning Packet. The Show Secretary and Advertising Chair are each given a copy of the previous year's catalog.
- 10) Requesting address labels for each event from the CSCA Membership Secretary The Show Secretary for use in mailing event premium lists.
- 11) Working with the CSCA Treasurer to arrange for the preparation of Sweepstakes cash prizes. If a Show Superintendent is hired, Sweepstakes cash prizes may be assembled under this agreement.
- 12) Ordering armbands and judges books for Conformation, Obedience, Rally, Agility and Junior Showmanship.

- 13) Deciding with the Show Chair what classes other than those required by AKC are offered at the show.
- 14) See Standing Rules for additional requirements.

### C. CSCA TREASURER

The Show Chair should review with the Treasurer the procedures to follow for making payments and for receiving cash and checks before, during, and after the National.

In addition, the Show Chair (or designee) should review with the Treasurer the procedures to follow for paying for purchases of merchandise and for the receipt of payments for the sales of merchandise. Plans for merchandise purchases are to be reviewed with the Treasurer. Any costs for merchandise requiring an advance of funds will require Board approval if the outlay exceeds the initial amount specified in the Standing Rules (see #1 below).

Reimbursements for expenses incurred will be made after submission of receipts or sufficient documentation as determined by the Treasurer. Cash receipts during the National should be turned over to the Treasurer in an orderly fashion indicating the source/purpose of the cash or checks. These receipts may include:

- Advertising
- Grooming space fees
- Raffle ticket receipts
- Auction sales
- Trophy donations

The CSCA Treasurer's responsibilities include:

- 1) One to two years before the show, the Show Committee Chair is entitled to get the sum of \$500 from the Club Treasurer for show expenses as per the Standing Rules. The show committee is entitled to an additional \$500 if needed, with Board approval. Receipts should be provided to the CSCA Treasurer.
- 2) Must be in attendance during the entire show week to pay bills and receive cash/checks. The Treasurer may delegate this responsibility to another Board member in his/her absence.
- 3) A financial report should be ready within 90 days following the close of the show. All money and expense records must be turned over to the CSCA Treasurer.

- 4) Receipts or other documentation substantiating the nature of the expense are required for all payments and reimbursement.
- 5) All bank deposits should be made in a timely manner. Committee chair persons should be encouraged to submit to the Treasure all checks without delay to ensure that proper follow-up can be conducted prior to the National for any checks that are returned. The CSCA Treasurer must notify the Show Chair of any entry or other payment made in which the check is returned by the bank. Armbands will be withheld until the entry is paid. Cash or credit card payments only will be accepted. Any expenses incurred as a result of a check being returned must be reimbursed by the maker of the check. These situations should be kept as discreet as possible.
- 6) Keep in touch with all committees who collect money. Make sure that they turn over the checks in a timely manner and that they keep detailed records of who has or has not paid.
- 7) See Standing Rules for additional requirements.
- 8) Unless performed by a hired Show Superintendent, it is the CSCA Treasurer's responsibility to work with the Show Secretary to prepare the Sweepstakes prize envelopes. Either cash/coin or checks are acceptable forms of prize awards. Each envelope must be marked correctly and delivered to the ring steward prior to commencement of judging.

FOLLOWING IS A SAMPLE FOR DISTRIBUTION OF SWEEPSTAKES PRIZE MONEY. NO CLUB POLICY EXISTS AT THIS TIME DEFINING HOW PRIZE MONEY IS TO BE DIVIDIED.

- 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%

#### **D. TROPHY/ROSETTES CHAIR**

The Trophy/Rosettes Chair's responsibilities include:

- 1) Refer to the AKC Rules Applying to Dog Shows to make sure that awards comply with the AKC rules.
- 2) A budget must be set for trophies and rosettes for Sweepstakes, Conformation, Junior Showmanship, CGC testing, qualifying rosettes for Obedience, Rally (including Rally High Combined Score) and Agility, High in Trial rosette, and Hunting and Tracking qualifiers. In addition, badges or ribbons are needed for all ring stewards and Judges. Past year's expenses may serve as a guide for the current year's National. The Chairperson should coordinate with the Treasurer the process to budget these expenses and for making payment for trophies and rosettes. Adequate time should be allowed when placing orders to assure timely payment and receipt of goods.
- 3) Identify prospective vendors for trophies and rosettes. Select and purchase the required items. All trophies must either have CSCA and the date on them or the likeness of a Clumber Spaniel or both.
- 4) Solicit money and advertising for trophy donations.
- 5) Assure timely delivery of trophies to the show site and set up trophy table for their display.
- 6) Get all rosettes, badges and ribbons needed for ALL activities and individuals and ensure that they are delivered prior to the commencement of the events.
- 7) Responsible for acquiring all judges' gifts.
- 8) May wish to have a raffle item at the previous year's show to help the trophy fund.
- 9) Someone must be in attendance at the previous year's show (e.g. for 2002 have someone at the 2001 show) soliciting pledges for trophies. Prepare a notebook with sign-up sheets for each event group (Sweepstakes, Conformation, Junior Handling, Obedience, Rally, Agility, Tracking, and Hunt Test). Use this list to record payment, check # or payment type, and payment requests sent. In September notify anyone making a pledge, but did not pay.
- 10) Trophies MUST be given to all placements in ALL classes offered.

- 11) All expenses, with receipts, are reimbursed by the CSCA Treasurer.
- 12) At times the CSCA Treasurer will be asked to advance a large sum of money for a show expense. A written request must be sent to the Treasurer and the Board must approve all advances. A receipt(s) documenting the use of the advanced funds must be sent to the CSCA Treasurer as soon as practicable.
- 13) Send all monies (checks) to CSCA Treasurer in a timely manner. Make sure that a copy of all records accompanies the checks.
- 14) Contact the Club Awards/Trophy Chair and make sure that all perpetual trophies will be present at the show and that someone is responsible for them.
- 15) Contact the Web site master and have a trophy pledge sheet added to the National page on the Clumbers.org website.
- 16) Send a trophy donation/pledge sheet to the Clumber Chronicles production editor as a filler sheet in each Clumber Chronicles. (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 flyer in the issue after the National Issue.

#### **E. FUNDRAISING & RAFFLE/AUCTION CHAIRS**

The Fundraising & Raffle/Auction Chair's responsibilities include:

- 1) It is the Club's tradition to design a show logo and to have pins made depicting the logo. The pins should be available for sale at the National held one year beforehand (e.g. for 2010 have them available at the 2009 National).
- 2) A raffle of the front, front inside, back and back inside catalog covers is also held during the banquet of the prior year's National.
- 3) A raffle may be held to raise money for trophies. This activity can be worked on by the Trophy/Rosettes Committee in conjunction with Fundraising.
- 4) It is Club's tradition to have t-shirts and sweatshirts made (if possible also night-shirts) depicting the pin logo plus the year of the show available for sale at the fund raising table at the show.

- 5) The only fundraising events that should be held at the previous year's National are sale of pins, trophy pledges and trophy raffle, and the cover pages raffles for the catalog. Additional items require approval by the Board.
- 6) Get raffle/auction items for the show. Identify a person to serve as **Auctioneer** and a person to serve as **Recorder** to record the name of the winning bidder and the bid amount. A flyer should go out with the general mailing requesting members' donations for the raffle and auction. Additional auction ideas include 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.**
- 7) 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.
- 8) Develop ideas for other items for sale. This should be done in close coordination with the Treasurer and *Ways & Means* (Clumber Closet), to ensure items are listed for sale on the CSCA web site. **Refer to Section #16 Clumber Closet and National Specialty Merchandise.**
- 9) Solicit help from others in the club who have artistic ability and connections.
- 10) Send all monies (checks) to CSCA Treasurer in a timely manner. Make sure that a copy of all records accompanies the checks.
- 11) Coordinate with the CSCA Treasurer for payments to be made for items ordered or other expenses incurred. Receipts and/or documentation must be provided for all payments.

#### **Fundraising Segments:**

- I. National Specialty Merchandise and Clumber Closet: this can consist of pins, sweatshirts, t-shirts, nightshirts, prints, potholders, aprons, bibs, candles and any ideas the Fundraising 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. There should be at least one size Small and a few size Medium. You must request a table from the Concessionaire/Vendor. Assign a volunteer to help man the table. See **Section 16** *Clumber Closet and National Specialty Merchandise*.

- II. Chinese raffle: usually the night of the banquet, but can be held hospitality night. This includes contributions from members that are dog related. Request donations from companies offering dog-themed items. Check with previous year's fundraising chair for information on their successful solicitations.
  
- III. Auction: held night of the banquet. This consists of more expensive items such as pillows, paintings, pottery, and any other item donated from the concessionaires 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 donated items that cannot be used for auction or raffles are given to the Hospitality Chair for Hospitality Bags. When soliciting items from companies for the auction and raffles, ask for free samples for the Hospitality Bags. As a guide 150 – 200 items are needed. For the live auction for the catalog cover pages and the Directory cover pages, assign someone to act as the recorder for those with winning bids and confirm these wins with the bidder. Give all winning bid information to the Treasurer for collection.

**F. ADVERTISING CHAIR** (see also Show Secretary regarding catalogs)  
The Advertising Chair's responsibilities include:

- 1) Soliciting ads from members, kennels, non-members, clubs, dog product companies and other corporations. Contact the Advertising Chairperson from the prior year's National for a list of contacts.
  
- 2) Publicizing the need for advertising and the ad rates. Work closely with the Show Secretary on deadlines for all ads to be printed in the catalog.
  
- 3) Advertisers should have their ads camera ready, i.e. in PDF format or other computer readable formats
  
- 4) 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. 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. If a Show Superintendent is going to print the catalogs, this cost will be reflected on the Superintendent's bill.

- 5) Along with the Show Secretary, Fundraising Chair is responsible for the sale of catalogs. Helpers may be assigned to sell during the days of the show(s).
- 6) Putting enough catalogs aside for the following and mail them after the show:
  - 1 catalog per advertiser if they were not picked up during the show;
  - Marked catalogs that were preordered;
  - 2 marked catalogs to AKC: one for the library and one with the judge's book by the Show Secretary;
  - 1 marked catalog for the CSCA archives; and
  - 1 marked catalog to the Clumber Chronicles production editor.
- 7) Sending all monies (checks) to CSCA Treasurer in a timely manner, making sure a copy of all records accompanies the checks. Submitting to Treasurer any receipts for reimbursement of expenses.
- 8) Notifying the winners of the catalog covers raffle to submit their pictures.

#### **G. BANQUET CHAIR**

The Banquet Chair's responsibilities include:

- 1) Selecting a menu for the banquet and deciding if the banquet will be a buffet or sit down dinner.
- 2) Setting the price for the dinner selections.
- 3) Determining table centerpieces for each table.
- 4) Having an inexpensive table gift for each place setting. Extra should be ordered.
- 5) Coordinating all facets of the banquet event, including:
  - Receive all banquet orders and payments.
  - Keeping accurate records of payments and meal selections.
  - Making and distributing meal tickets for all meals.

- Order form for the meals must include the following: Banquet meals, hospitality (if being prepared by the motel), pre-ordered lunches for 2 days and seminar (if necessary).
- Submitting an accurate meal count to the Hotel.
- Vegetarian options must be one of the meal selections.
- **Send all receipts for advance meal purchases to the CSCA Treasurer as soon as possible with a copy of all records of meal orders.**
- Distributing meal tickets for all other meals (i.e. lunch on one or two days of the show, seminar, seminar meals, cash hospitality donations.) Food donations go to the Hospitality Chair.
- The Banquet Chair is not responsible for any meals during the Hunting and Tracking tests. The Hunt and Tracking committees are responsible for meals at those events.
- Provide judges and the AKC rep attending the show with lunch (free of charge). Sweepstakes and Conformation judges receive a free banquet meal.
- **Send any receipts for reimbursement of expenses to the CSCA Treasurer.**
- Confirming IN WRITING all agreements with the hotel facility.
- Finding out what adjustment percentage the catering people will allow for last minute meals.( any and all that are being catered.) Confirm the deadline date for the different catered meals.
- Table centerpieces are given to one person at each table at the end of the evening. Determine a process for awarding the centerpieces. A marker placed on the bottom of a dish is one example.
- **Arrange for a podium and microphone with sufficient light for the awards presentation.**
- Set up tables along one wall to hold the auction and raffle items and a table for the awards.

## H. HOSPITALITY CHAIR

The Hospitality Chair's responsibilities include:

- 1) 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 or bring something or send in a donation) or a catered buffet.
- 2) Plan hospitality bags and distribute them. The Fundraising Chairperson may be able to assist with this.
- 3) Send for flyers from hotel, local entertainment places, etc so that they can be put into the hospitality bags. Ask for at least 200 of each item.

- 4) 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.
- 5) 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.
- 6) 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.

#### **I. CONCESSIONS CHAIR**

The Concessions Chair's responsibilities include:

- 1) Contacting people who have booths at shows, specializing in Clumber items. Any vendor wishing concession space must be sent a Vendor Concession Agreement. The Agreement must be completed, signed, and returned with the appropriate fee. All fees collected and the Agreements must be submitted to the Treasurer upon receipt.
- 2) Having the table and chairs needed for each concession and enough room for each one. Work with the Grounds Chair on this.
- 3) Contacting Clumber Closet to determine the need for space, a table, and chairs. Be sure that their space is available whenever the first social event is to take place.
- 4) Contacting the Fundraising Committee to determine the need for space, a table, and chairs.
- 5) Making sure that all concessions, at close of day have any help needed to close down, especially the Ways and Means and Fundraising booths, and to secure their space. Secure additional help with this as necessary.
- 6) Collecting the fee or donated item from each concession. If a donated item, submit it to the Fundraising 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.

- 7) Sending all monies (checks) to CSCA Treasurer.

#### **J. GROUNDS CHAIR**

The Grounds Chair's responsibilities include:

- 1) 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.
- 2) Working with Show and Obedience Chair to get jumps and mats if needed.
- 3) Cleaning up the rings when needed.
- 4) Having a supply of paper towels, mop, and liquid cleaner at ringside.
- 5) Breaking down and removing all show equipment after show.
- 6) Enlisting members to help. Show Chair may provide additional workers.
- 7) Working with the Concession/Vendor Chair to arrange for tables and chairs for concessions.
- 8) Making sure the ring is the correct size (minimum of 50' by 50' for both conformation and obedience) and that the chairs are set up around ring. The entrance to the ring must not be blocked.
- 9) Contacting the person in charge of visiting judges to determine how many will be attending and set up a special reserved section for them.
- 10) Making sure there is unobstructed space assigned to the Videographer at ringside.

#### **K. SEMINAR CHAIR**

The Seminar Chair's responsibilities include:

- 1) Setting up a health-related seminar with committee approval.
- 2) Making all arrangements for the seminar, which includes finding a room to hold the seminar.

- 3) Working with the Banquet to chair to coordinate breakfast or lunch if that will be offered.
- 4) 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.

#### **L. CANINE GOOD CITIZEN (CGC) CHAIR**

CGC testing is usually held after Obedience/Rally 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. Helpers are needed for this event.

#### **M. PHOTO CONTEST CHAIR**

There is no charge. A small prize is given for 1st in each category and best photo. A flyer 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, etc.) How the voting for the pictures is going to be done should be printed on the flyer. The Photo Contest person should announce the winners at the Banquet and hand out the awards.

#### **N. RESCUE PARADE, PET PARADE AND/OR PARADE OF TITLEHOLDERS CHAIR**

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.

#### **O. OBEDIENCE/RALLY CHAIR**

The Obedience/Rally Chair is responsible for making sure that the obedience and rally trials at the National Specialty are in compliance with the AKC Obedience and Rally Regulations. Additional responsibilities include:

- 1) Making sure that there is a large enough ring for obedience/rally, check with show chairman - Ring should be at least 50' by 50'.
- 2) Getting 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.

- 3) Making sure that you have at least 2 ring stewards in addition to the table steward.
- 4) Obedience must be held first in the ring to prevent the distraction of scent contamination
- 5) Ensuring that there is equipment, i.e., jumps and mats. Work with grounds chair and show chair for this.
- 6) Letting 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.
- 7) Working with grounds chair to set up ring and jumps and removing jumps from ring following obedience.
- 8) Working with the Show Secretary to select the obedience and rally classes that should be offered at the show.
- 9) Getting in touch with the Awards/Trophy Chair and make sure that all Perpetual Trophies for Obedience and Rally will be present at the show.
- 10) The following Regular Obedience classes must be offered:
  - Novice A and B
  - Open A and B
  - Utility A and B
- 11) The following Optional Titling Classes may be offered:
  - Beginner Novice A and B
  - Graduate Novice
  - Graduate Open
  - Versatility
  - Pre Novice
  - Pre Open
  - Pre Utility
- 12) Non-regular classes may be offered (These are NOT titling classes):
  - Wild Card Novice,
  - Wild Card Open
  - Wild Card Utility

- Brace Class
- Veterans Class
- Team

13) The following Rally classes must be offered;

- Rally Novice
- Rally Advanced
- Rally Excellent

14) The following non-regular classes may be offered;

- Rally Pairs
- Rally Team

15) High in Trial (highest score awarded from the regular obedience classes) and High Combined (highest combined score from the Open B and Utility B classes) must be offered for Obedience. A Rally High Combined award may be offered to the highest combined rally scores from the Rally Advanced B and Rally Excellent B classes.

#### **P. TRACKING CHAIR**

The Tracking Chair's responsibilities include the overall planning and execution of the tracking tests. This further includes:

- 1) Providing personnel, equipment, and fields suitable for tracks that meet the requirements of AKC Tracking Regulations.
- 2) Overseeing the various Tracking Event Committee members and ensures that all the details of the test are attended to in accordance with AKC Tracking Regulations.
- 3) Filling 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.
- 4) **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 and 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.

#### **5) Time Commitment**

- This is at least a two-year assignment, with busy periods occurring at the beginning to select suitable grounds, set event dates and secure judges.
- At about a year prior to the event finalizing hospitality, trophies and draw favors, equipment rentals, content for planning booklet and premium list.
- From about one month before entries close until the last exhibitor is gone effort is required to ensure all necessary details are covered.
- There is also a two-week period after the Specialty when letters of appreciation should be sent to all volunteers and judges and the Committee Chair report filed with the Show Chairman.

#### **6) Upon Accepting the Assignment**

- Become familiar with the CSCA National Show Guidelines noting details of all positions, 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.

#### **7) 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.

**8) 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.

**9) 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. Make arrangements for 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.

**10) 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.

#### **11) 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 volunteers.
- Follow-up with Judges' Hospitality to ensure Judges' Information Sheets are sent.

#### **12) 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.

#### **13) 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.

#### **14) 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.)

#### **15) Within Two Weeks After the Specialty**

- Send thank you notes to volunteers, Tracking Event Committee members and judges.
- Remind judges to prepare write-up for Clumber Chronicles Specialty issue.
- Ensure photos are e-mailed/sent to qualifiers.
- Submit a completed report to the Show Chairman.

#### **16) Key Statistics for Historical Data:**

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

#### **Q TRACKING TEST SECRETARY**

The Tracking Test Secretary is responsible handling 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.

#### **1) 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.

#### **2) 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.

#### **3) 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.

**4) Two Months Prior to the Specialty**

- Accept entries and fees in accordance with the Tracking Regulations.

**5) 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.

**6) 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.

**7) 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.
- Upon receipt entry fees should be forwarded to the CSCA Treasurer.

**R. HUNTING TEST CHAIR**

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

**1) One to two years prior to test**

- Select Judges.

**2) One year prior to test**

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

**3) 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.

**4) Four to six weeks before closing date**

- Mail premium lists AKC must receive 4 copies.

**5) Anytime, but no later than ten days before**

- Entry closing, preparation of catalog.
- Submit entry fee receipts to CSCA Treasurer.

**6) General Duties and Responsibilities**

- Writes letters to Judges confirming assignment and dates.
- 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.
- Establishes source of birds early on and sets tentative number required.
- Reconfirms with bird source as test date nears and revises numbers if necessary.
- Arranges for ribbons and Judges gifts.
- Delegates duties to key personnel (Gunners, Bird Stewards, Host or Hostess).
- Coordinates club flyer to accompany premium list.
- Escorts Judges around the hunting test grounds.
- Orders sanitary facilities, if needed, to be delivered to test grounds.
- 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).
- Following the event, the Chair might handle personally (or delegate) the following tasks:
  - ✓ presentation of ribbons to dogs receiving qualifying scores
  - ✓ presentation of gifts to Judges
  - ✓ arrange transportation to get Judges to the airport
  - ✓ ensure prompt payment of Judges expenses
  - ✓ supervise cleanup of grounds
  - ✓ approve bills for payment
  - ✓ provide a monetary payment or gift to the landowner
  - ✓ write thank-you letters to the Judges

## S. AGILITY CHAIR

The Agility Trial Chair must be a club member. The Agility Trial Chair may not be the Trial Secretary. The Agility Trial Chair's responsibilities include:

- 1) Overall responsibility for proper planning, conducting and reporting of the results of the trial.
- 2) Ensure that the event application, judge's panel, and disaster and emergency plan are submitted to the AKC by their deadlines.
- 3) Ensure that the premium list material is submitted to the trial secretary/superintendent by the deadline.
- 4) Assign all committee chairs for their own areas and make sure they understand their responsibilities.
- 5) Assign a Committee Secretary.
- 6) Act as the facility/site liaison for the club. Establish and maintain communications with the person responsible for lease of the site.
- 7) Site must be available before and after the actual event hours. Knowledge of facility use before and after the event is an important consideration.
- 8) Requirements for insurance, contract, advance deposits, limitations to site usage, additional rental space, etc. must be determined.
- 9) 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.
- 10) Any potential problems that might result from the event should be discussed beforehand, allowing the owner/manager to take adequate steps to alleviate them.
- 11) Periodic reconfirmation should be made, even after clubs have reached agreement with facility owner/management.
- 12) Regular communication can help avoid any oversights by the site owner/management.
- 13) 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.
- 14) Consider federal, state and local taxes to avoid any possible penalties imposed for failure to follow such requirements.
- 15) Contract trial secretary or superintendent.
- 16) Contact the judge(s) regarding availability.
- 17) Work with the judge of record regarding contracts, site maps, and equipment available and in general communication with judge.
- 18) Contract official photographer (optional).
- 19) Act as liaison to companion/cluster clubs and specialty clubs.

- 20) In advance of the event, acquire and review with all committee members the AKC procedures detailed in the pamphlet “Dealing with Misconduct” and the necessary AKC papers that must be filed if necessary. The document may be found on [AKC.ORG](http://AKC.ORG).

## **16. Clumber Closet and National Specialty Merchandise**

This section outlines the working relationship between the Clumber Closet and those responsible for selecting and selling National Specialty Merchandise.

- A. The Clumber Closet web store has been designed with the following guiding principles:
  - 1) As the facilitator and main point of sale for merchandise sold on behalf of CSCA.
  - 2) To ensure secure, consistent and efficient credit card transactions from point of sale, to invoicing and delivery to the customer.
  - 3) As an efficient means for the CSCA Treasurer to maintain and manage various revenue streams.
  - 4) To provide a link beyond the CSCA community to generate and increase sales for CSCA and the National Specialty.
- B. National Specialty Merchandise Coordinators/Fund Raising volunteers will coordinate with the Clumber Closet regarding merchandise to be offered for the National Specialty:
  - 1) Effective price points (retail prices that will attract the most consumers) will be identified and implemented.
  - 2) Realistic profit margins will be identified and agreed upon.
  - 3) Sales volume will be analyzed from past Nationals to identify the appropriate numbers of items to stock in inventory.
  - 4) Careful coordination will ensure that planned National Specialty items do not overlap with Clumber Closet items.
- C. National merchandise inventory will remain with those in charge of that National's products and will be shipped out from their location. Alternative inventory storage/shipping plans are to be communicated to the Clumber Closet and the Treasurer.
- D. The National Merchandise will have its own tab on the Clumber Closet web store.
- E. For each sale, the web store program generates an automatic invoice - one to the Treasurer and one to the Clumber Closet address.



- 1) Clumber Closet will forward invoices generated by the web store with National Merchandise on them to the National Merchandise Coordinator/ Fundraising so items may be shipped.
- F. The income that is credited to the National Specialty will be identified and tracked by the Treasurer. The Treasurer will generate reports on sales of merchandise for the Board and the National Specialty Committee Chair.
- G. Credit and thanks for all National Merchandise sales will be directed to the National Committee.

## **APPENDIX**

## APPENDIX A

# Conformation Judge's Agreement



### Conformation Judge's Agreement

Clumber Spaniel Club of America National Specialty Show

Scheduled: \_\_\_\_\_

Event(s): \_\_\_\_\_

- 1) Conformation Judges for the CSCA Specialty shall be approved judges in good standing with the AKC. If a member of the CSCA they shall be paid up members of the CSCA for the calendar year in which they are being considered, as well as for the year they will be judging.
- 2) Conformation Judges will have completed their Provisional Judging assignments and their names have been added to the AKC list of regularly approved judges for a minimum period of (---) years at the time of their nomination.
- 3) No CSCA member who is a conformation judge shall be eligible to judge the regular classes (dogs, bitches, or intersex) of the CSCA Specialty Show until the sixth (6<sup>th</sup>) Specialty following their previous National Specialty assignment. I.e. The Judges of the 2000 Specialty show, for example, will NOT be eligible again for judging the National Specialty until the 2006 show.
- 4) Judges selected to judge the conformation classes shall not judge Clumber Spaniels, except for Group or BIS, for six (6) months preceding the show.
- 5) The Host shall assist all conformation Judges with travel arrangements, and reach agreement on expenses, which shall include and be limited to the following:
  - a. Round trip coach airfare, for Judge only, to the airport nearest the Host hotel.
  - b. Airport parking and mileage.
  - c. Room expenses only, for the Judge and spouse/guest for duration of show plus one (1) night.
  - d. Meals, while a guest of the CSCA, for judge.

- e. Judge's fee.
- f. All expenses should be kept to a minimum.
- 6) Judges should read and be familiar with the Top Awards document supplied with this contract. Attachment
- 7) Judges will submit an appropriate written critique within 30 days of their assignments to the Show Chair to be published in the CSCA Clumber Chronicles. (See below for additional information.)
- 8) Twenty-five percent (25%) of your judge's fee will be withheld until a written critique is submitted.
- 9) All expenses will be paid in full within 30 days from receipt of bill. All bills should be submitted directly to the CSCA treasurer listed below.

I agree to the above statements and have read all attached documents.

Name: \_\_\_\_\_ (print) Date \_\_\_\_\_

Signature: \_\_\_\_\_

CSCA Show Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Submit bills to:

Submit critique to:

## Top Awards

You have been asked to judge the Clumber Spaniel Club of Americas National Specialty show. If you do not judge in the U.S. very often the following description of Best of Breed and Best of Opposite Sex, along with the Selects and the Awards of Merit will hopefully be informative to you. If you are a domestic judge you probably have a good understanding of the Select awards, but we also want to lay out what our club allows for Awards of Merit.

You will pick your Best of Breed and Best of Opposite Sex. Best of Breed will either be a dog or a bitch. Best of Opposite Sex will be whichever sex your Best of Breed is not.

At AKC dog shows there is a Grand Champion program that is another level beyond the champion points that are awarded to the Winners Dog and Winners Bitch. Grand Championship points can at the judge's discretion be awarded to the dog and bitch who are champions of record and that go Best of Breed and Best of Opposite Sex. There is a line in your judge's book that asks if you want to award Grand Championship points to your Best of Breed and Best of Opposite Sex winners. By signing this line you are confirming that these two winners are deserving of Grand Championship points. At the National Specialty with the quality of animals that you will be seeing, it would be expected that you would find these animals deserving of grand championship points, but it is always your choice to award those points or not.

You can also award Select Dog and Select Bitch to the dog and bitch that were the next best in each sex after your Best of Breed and Best of Opposite Sex. By awarding the Select Dog and Select Bitch you have said that you feel that these two animals also are deserving of Grand Championship points and they are also animals that are deserving of top honors. Again, it would be expected that you would find a dog and a bitch that are deserving of grand championship points, but it is always your choice to award those points or not.

The next level down of top awards is the Awards of Merit. Our club allows for you to give up to 2 Awards of Merit for dogs and up to 2 Awards of Merit for bitches. You can give all of your Awards of Merit if you feel that there are dogs of the quality that deserve top honors. Our exhibitors see these awards of merit as significant and are considered prized accomplishments. You do not have to give out any of them if you do not feel that the remaining dogs are of the quality that deserve these awards. What you cannot do is award more than 2 Awards of Merit in each sex. In the past we have had

judges give 3 Awards of Merit to dogs and 1 Award of Merit to a bitch. Our Standing Rules do not allow this and if this was protested, the award would be taken back.

If you have questions about any of the top awards, please talk to the Show Secretary or Superintendent. You can also communicate your concerns to your ring steward who can help you get the answers you need. It is best that you have any questions cleared up before you get to the point where you are making these final placements.

## **Written Critique**

Part of your judging responsibilities will be to provide a written critique that will be printed in the National Specialty edition of our club's newsletter. You are being asked to provide written commentary on every clumber that receives a placement from Best of Breed to the fourth place class winner.

We will need you to provide us with your critique within 30 days of your judging assignment so that it can be published in our newsletter, Clumber Chronicles, that comes out within 90 days of our national.

When you submit your judge's bill, we will pay your expenses portion in full. We will pay 75% of the fee expense after your judging and we will pay the remaining 25% of your fee when you have submitted your critique.

We hope that you value the writing of this critique as a positive experience. Our club members have chosen you for your opinion of our dogs and along with providing that in the ring with your placements, we would welcome some commentary that also tells us why you may have made the decisions that you did.

## APPENDIX B

### Judge's Agreement



#### Judge's Agreement for (check event)

Obedience  Rally  Jr.Showmanship  Tracking  
 Hunting  Agility

- 1) The Judge for the CSCA Specialty event shall be approved judges in good standing with the AKC and shall be approved by the AKC for all event classes that will be offered for competition at the Specialty. They need not be members of the CSCA.
  - 2) The Host shall assist the event Judges with travel arrangements, and reach agreement on expenses, which shall include and be limited to the following:
    - a) Round trip coach airfare, for Judge only, to the airport nearest the Host hotel.
    - b) Airport parking and mileage.
    - c) Room expenses only, for the Judge and spouse/guest for duration of show plus one (1) night.
    - d) Meals, while a guest of the CSCA, for judge.
    - e) Judges fee.
    - f) All expenses should be kept to a minimum.
  - 3) Judges will submit an appropriate written judges critique within 30 days of their assignments to the \_\_\_\_\_ to be published in the CSCA Clumber Chronicles.
  - 4) Twenty-five percent (25%) of your judge's fee will be withheld until a written critique is submitted.
  - 5) All expenses will be paid in full within \_\_\_ days from receipt of bill. All bills should be submitted directly to the CSCA treasurer listed below.
  - 6) Other: (do not leave blank)
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I agree to the above statements and have read all attached documents.

Name: \_\_\_\_\_ (print) Date \_\_\_\_\_

Signature \_\_\_\_\_

CSCA Representative: \_\_\_\_\_ (print) Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Submit bills to:



## APPENDIX C

### Video Requirements & Agreement



#### Video Requirements and Agreement

\_\_\_\_\_ has agreed to video the below activities at the Clumber Spaniel Club of America National Specialty Show on \_\_\_\_\_ (date) at \_\_\_\_\_ (location).

In exchange for the exclusive right to be the official videographer for the CSCA National Specialty, the videographer and Host agree to the below statements.

- 1) Videotape 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, Rescue Dogs. \*Obedience, Agility, and Seminars to be negotiated separately. (Requirements for more than one camera coverage (concurrent rings) must be negotiated 3 months in advance)
- 2) There shall be a recording of each individual conformation and junior showmanship exhibit's performance, edited appropriately with the dog identified by armband, name, sire, and dam. Class placements will be recorded and identified.
- 3) The CSCA shall receive one (1) full set of videos produced as a result of this agreement which shall be forwarded to the CSCA archives within 30 days of the conclusion of the event and one (1) full set to be offered at the silent auction.
- 4) Host will provide an unobstructive area for maximizing the videotaping.

50 NATIONAL SPECIALTY SHOW GUIDELINES

- 5) Host will provide one (1) complimentary page of advertising in the show catalog and one (1) complimentary marked catalog.
- 6) Host will actively promote the availability of the video product during the show via public address.
- 7) Host will include videographer as “Official Videographer” in the show catalog.
- 8) The Host will supply the Videographer a full set of mailing labels of the CSCA membership for the purpose of sending out video order forms of he/she may request a flyer sheet/order form in the National Specialty edition of the Clumber Chronicles.
- 9) The Host will provide complimentary prepaid lodging for the nights of the show. One (1) night prior through the night prior to best of Breed.
- 10) Payment shall be made as follows- 75% on completion of event, 25% on receipt of full video set.

I hereby accept the above specified conditions and agree to provide video services to the CSCA at the noted National Specialty for the amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

CSCA Representative: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

CSCA Contact person:



## APPENDIX D

# Photography Requirements & Agreement



### Photography Requirements and Agreement

\_\_\_\_\_ has agreed to photograph the below activities at the Clumber Spaniel Club of America National Specialty Show on \_\_\_\_\_ (date) at \_\_\_\_\_ (location).

In exchange for the exclusive right to be the official photographer for the CSCA National Specialty, the photographer and Host agree to the below statements.

- 1) Individual picture sales to exhibitors are NOT to be included in any way in the photography agreement.
- 2) Photos must show both the handler and the dog and judge, if present.
- 3) Photographer to be at site of event one (1) hour after start of judging and one-half (1/2) hour after completion of judging, each day.
- 4) As a class completes the photographer will be available for winners to have their pictures taken, at winner's expense, without the judge.
- 5) The photographer shall forward all CSCA photographs (as outlined in attached document), with identification, to the CSCA Clumber Chronicles editor and the CSCA archivist within two (2) weeks following completion of the National Specialty.

I hereby accept the above specified conditions and agree to provide video services to the CSCA at the noted National Specialty for the amount of \_\_\_\_\_ dollars (\$\_\_\_\_\_).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

CSCA Representative: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_  
CSCA Contact person:

# APPENDIX E

## Guidelines for Proposal

### 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 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. In addition to the recommended Proposal format found in Appendix F, Committees are encouraged to include any additional information that may be helpful in the evaluation of the proposal, including pamphlets, websites, photos, *etc.* All committees should consult the CSCA National Show Guidelines before submitting a proposal to hold the National Specialty.

#### **Proposal Contents**

The **first section** 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 section** 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 Meeting
7. Board Meeting
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. 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.



# APPENDIX F

## Proposal Format



### PROPOSAL

(20\_\_\_\_) CSCA NATIONAL SPECIALTY

DATES: \_\_\_\_\_

HOST HOTEL name: \_\_\_\_\_

Location address: \_\_\_\_\_

(street, city, state, zip)

Host Hotel Contact name: \_\_\_\_\_

Host Hotel Telephone: \_\_\_\_\_

Host Hotel Web Address: \_\_\_\_\_

Show Chair name: \_\_\_\_\_

    Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

    Email: \_\_\_\_\_

Co-Chair name: \_\_\_\_\_

    Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

    Email: \_\_\_\_\_

Assistant Co-Chairs: *(as needed)*

    Name: \_\_\_\_\_

    Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

    Email: \_\_\_\_\_

    Name: \_\_\_\_\_

    Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

    Email: \_\_\_\_\_

---

 SAMPLE SCHEDULE OF EVENTS<sup>1</sup>


---

<b>Date:</b>	<b>Event/Activity:</b>	<b>Possible Alternate Scheduling:</b>
Saturday, [date] Sunday, [date]	Track laying and Tracking Agility	Hunt Tests “Birdiness” Testing
Monday, [date]	Board Meeting Fun Events	
Tuesday, [date]	Obedience Rally CGC Seminars Hospitality Party	
Wednesday, [date]	Sweepstakes Regional Specialty Membership Meeting Dinner	
Thursday, [date]	Specialty Show Awards Banquet	
Friday, [date]	Hunt Tests “Birdiness” Testing	All-breed Trailer Show
Saturday, [date] and Sunday, [date]	All-breed Trailer Shows	Track laying and tracking

---

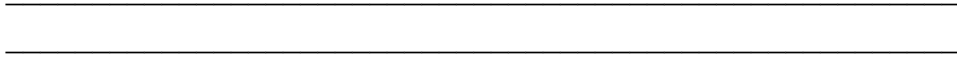
 NOTES RELATING TO SCHEDULE
 

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<sup>1</sup> *Since this proposal is for approximately three years from the date of this proposal, there is some flexibility in the scheduling. The hotel needs to be booked immediately upon Board approval. The actual scheduling of events can be refined as needed to fit the members’ needs and the board’s wishes.*



**Trailer show #1 name:** \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Distance from host hotel: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**Trailer show #2 name:** \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Distance from host hotel: \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

**Hunt Test grounds name:** \_\_\_\_\_

Location: \_\_\_\_\_

Distance from host hotel: \_\_\_\_\_

Access fees (if applicable): \_\_\_\_\_

Meal options: \_\_\_\_\_

Special considerations: \_\_\_\_\_

\_\_\_\_\_

**Tracking site name:** \_\_\_\_\_

Location: \_\_\_\_\_

Distance from the host hotel: \_\_\_\_\_

Access fees (if applicable): \_\_\_\_\_

Meal options: \_\_\_\_\_

Special considerations: \_\_\_\_\_

\_\_\_\_\_

**Additional events#1 name:** \_\_\_\_\_

Location: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Fees: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

*(Additional events are those not always offered on the regular calendar, e.g. Judges Education Seminar, OFA Eye Clinic, DNA collection, and other educational activities or events proposed by the Specialty Committee and approved by the Board.)*

\_\_\_\_\_

SHOW COMMITTEE

---

**Show Secretary Name:** \_\_\_\_\_

Telephone: \_\_\_\_\_ (*home*) \_\_\_\_\_ (*cell*)

Email: \_\_\_\_\_

**Chief Ring Steward:** \_\_\_\_\_

Additional Ring Steward(s): \_\_\_\_\_

**Banquet Chair:** \_\_\_\_\_

Additional Committee: \_\_\_\_\_

\_\_\_\_\_

**Trophy & Rosettes Chair:** \_\_\_\_\_

Additional committee: \_\_\_\_\_

**Obedience and Rally Chair:** \_\_\_\_\_

Additional committee: \_\_\_\_\_

\_\_\_\_\_

**Agility Chair:** \_\_\_\_\_

Additional committee: \_\_\_\_\_

\_\_\_\_\_

**Tracking Chair:** \_\_\_\_\_

Additional committee: \_\_\_\_\_

\_\_\_\_\_

**Hunting Chair:** \_\_\_\_\_

Additional committee: \_\_\_\_\_

\_\_\_\_\_

**CGC Chair:** \_\_\_\_\_  
\_\_\_\_\_

(Provide contact information if not a CSCA member)

**Hospitality Chair:** \_\_\_\_\_

**Advertising Chair:** \_\_\_\_\_

Advertising Sales: \_\_\_\_\_

Additional committee: \_\_\_\_\_

Catalog Sales Person: \_\_\_\_\_

Catalog Printer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Grounds Chair:** \_\_\_\_\_

Additional Committee: \_\_\_\_\_

\_\_\_\_\_

**Fundraising & Raffle Chair(s):** \_\_\_\_\_

\_\_\_\_\_

**Raffle Chair:** \_\_\_\_\_

Auction Chair: \_\_\_\_\_

Basket Auction Chair: \_\_\_\_\_

Auctioneer: \_\_\_\_\_

**Concessions Chair:** \_\_\_\_\_

**Photography Chair:** \_\_\_\_\_

Photographer: \_\_\_\_\_

*(contact information & web address)*

**Seminar Chair:** \_\_\_\_\_

Judges Education Chair: \_\_\_\_\_

Health Seminar Chair: \_\_\_\_\_

Clinics Chair *(if offered)*: \_\_\_\_\_

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HOTEL OVERVIEW

---

Hotel: \_\_\_\_\_

Approved AKC show site: \_\_\_(Yes) \_\_\_(No)

Hotel address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Proximity to major highways: \_\_\_\_\_

Mileage from airport: \_\_\_\_\_

Transportation from airport to show: \_\_\_\_\_

Hotel website: \_\_\_\_\_

Hotel square feet meeting space: \_\_\_\_\_

Hotel restaurants: \_\_\_(yes) \_\_\_\_\_ (#; type)

Local restaurants: \_\_\_(yes) \_\_\_\_\_ (#; type)

Hotel capacity: #rooms: \_\_\_\_\_

Room types available: \_\_\_\_\_

Room rates: \$ \_\_\_\_\_ single rate; \$ \_\_\_\_\_ double rate

Discount room rate & terms: \$ \_\_\_\_\_

Guaranteed number of "room nights" required: \_\_\_\_\_ nights

Prior 'room night' cost at past (2) nationals

(date) \_\_\_\_\_ \$ \_\_\_\_\_

(date) \_\_\_\_\_ \$ \_\_\_\_\_

Dog fee deposit: \$ \_\_\_\_\_

Dog fee refundable: \$ \_\_\_\_\_

Maximum # dogs in room: # \_\_\_\_\_

Hotel Pet Policy: \_\_\_\_\_

Food guarantee: \$ \_\_\_\_\_ #meals: \_\_\_\_\_

Prior food guarantee at past (2) nationals

(date: \_\_\_\_\_) \$ \_\_\_\_\_ #meals: \_\_\_\_\_

(date: \_\_\_\_\_) \$ \_\_\_\_\_ #meals: \_\_\_\_\_

Outdoor show:

Conformation            \_\_\_ (Yes) \_\_\_ (No)  
 OB/Rally                \_\_\_ (Yes) \_\_\_ (No)  
 Agility                    \_\_\_ (Yes) \_\_\_ (No)  
 Tenting necessary:       \_\_\_ (Yes) \_\_\_ (No)  
     If Yes, cost of tenting:     \$ \_\_\_\_\_  
 Ring space required conformation:        ( \_\_\_ ft x \_\_\_ ft)  
 Ring space required OB/Rally:                ( \_\_\_ ft x \_\_\_ ft)  
 Ring space required Agility:                 ( \_\_\_ ft x \_\_\_ ft)  
 Grooming space location:            \_\_\_ (indoor) \_\_\_ (outdoor)  
 Vendor setup:                    \_\_\_ (indoor) \_\_\_ (outdoor)

### INCIDENTALS

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Provide information about typical weather conditions, temperatures, and other information about the proposed area.

Specify CSCA membership in the area as a indication of the availability of volunteers to staff the National committees.

Provide short biographical summaries of the Show Committee members.

Provide contact information for the Show Chair and Co-Chair.

### SUMMARY

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In addition to the forms provided in Appendix F, the Committee is encouraged to provide a summary of its plans and rationale for holding a National at the proposed site(s). This may be done in a separate document.

Be sure to specify any special room needs, their planned use, and their costs. These might include hospitality rooms [indicate if any food restrictions apply], meeting room for the Board, meeting room for the Membership Meeting, seminar room for judges education and any other seminars planned, etc. Include any special needs for any of the room [WiFi access, microphone, podium, etc.].

Indicate on the proposal why the Show Committee feels that this site is appropriate for the National Show. Examples might include other specialty shows held at this site, remarks from other breed clubs indicating their experience at the hotel, access to grassy areas to exercise dogs, whether or not the hotel has equipment to set up rings for planned events at the site, availability of grooming areas, space for vendors, etc.

Indicate any special amenities available to guests of the hotel and whether there is a charge. This might include fitness center, WiFi access, spa services, concierge services, golf course, tennis courts, etc. Provide a copy of the hotel brochure if available.

Specify the meal plans being considered, including any Meet and Greet receptions, box lunches, dinners, annual awards banquet.

Specify any overflow hotel sites that are nearby, camping access (either on or off site), and access to other services.

Indicate how the Show Secretary position will be filled.

Indicate if a Show Superintendent will be used and specify the name.

Remember, more information provided to the Board for consideration of your proposal is better than less.