

National Specialty Documentation

July 2013

The purpose of this project is to capture, in one location, the IWSCA's Policies and Procedures (P&P) for conducting a National Specialty. It brings together previous IWSCA instructions, AKC Rules, Superintendent Contract items and Lessons Learned from past IWSCA Specialties. It is intended to evolve as we learn.

This PDF is designed around a Work Breakdown Structure for IWSCA's P&P for conducting a National Specialty. It attempts to capture all the "work" or "activities" that can go into producing a National Specialty. The key or "required" activities are identified with a flag . We will use this as our "Map." Eventually, each "activity" or "event" will be discussed in a "Summary Sheet." The Summary Sheets will define each activity, identify Guidance or Recommendations, show Other Interrelationships and compile References available for additional information.

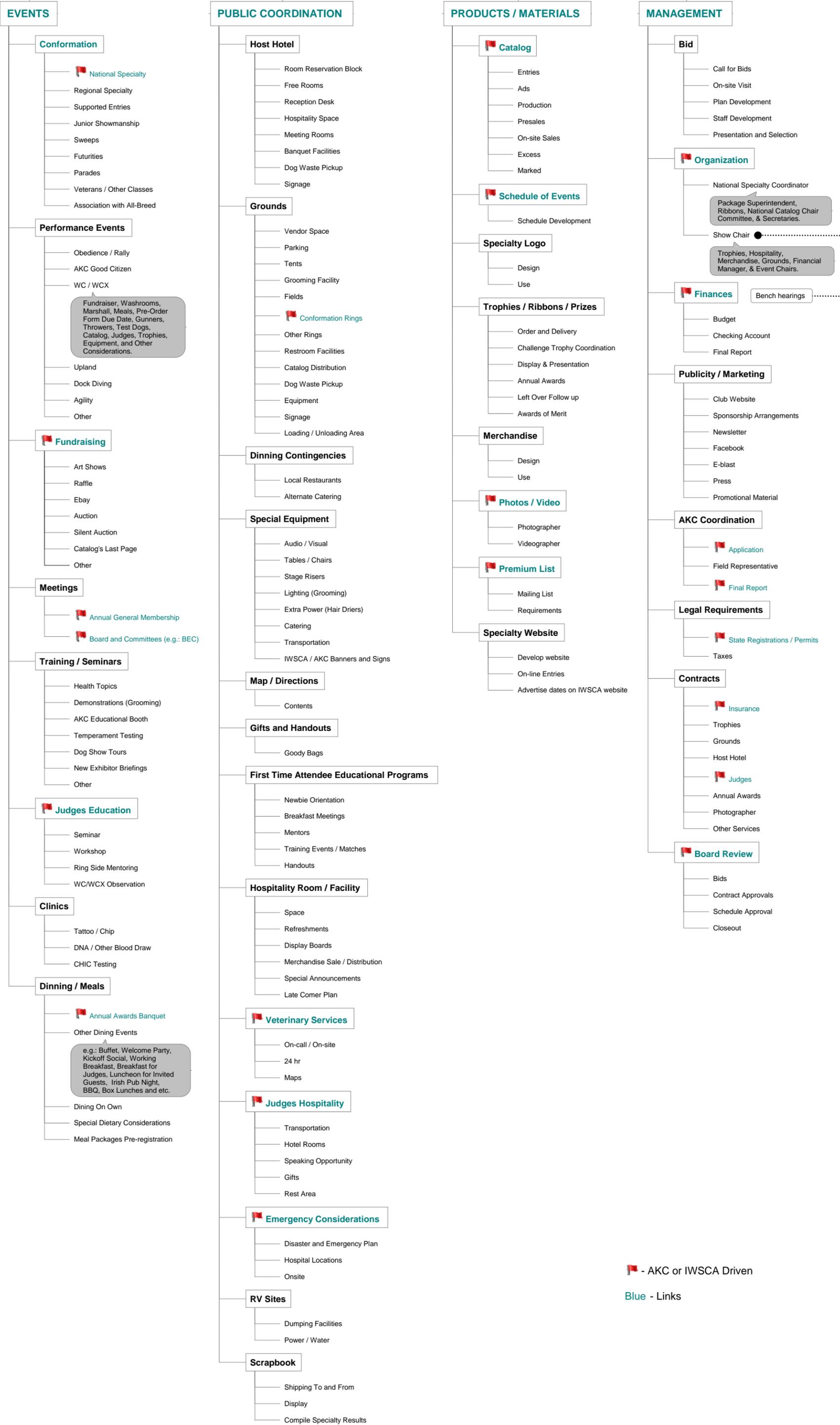
The Map is hierarchical and starts with Policy for the big four categories of work: Events, Public Coordination, Products / Materials and Management. These breakdown to Procedures and then Guidance. Generally, Recommendations are not displayed on the Map. They are primarily found on the Summary Sheets, which, depending on the level of the titled activity, either Guidance or Recommendations are displayed there.

Map Activities on Summary Sheets are in *Italic*. Links are in [Blue](#). Activity titles are in **BOLD**. In a lower level activity the higher level's title is **GREYED** out.

To return to the Map, click [Back to Map](#) in the upper right corner on any Summary Sheet.

Scroll down to next page or click: [Map](#).

NATIONAL SPECIALTY



- AKC or IWSCA Driven
Blue - Links

EVENTS



DESCRIPTION:

- This section of the Work Breakdown Structure captures the work that goes into producing the Events associated with the National Specialty. This list is not intended to be limiting. There can be as many events associated with a National Specialty as the committee has energy, funding and imagination to develop. Generally, events define the Specialty. Many committees choose to tie the events they select together with an overarching theme. All the other work defined in this Work Breakdown Structure, exists to support the Events. The Events that the National Specialty Committee selects to produce will impact *Public Coordination*, *Products / Materials* and *Management*.
- Events are broken into 8 broad areas: *Conformation*; *Performance*; *Fundraising*; *Meetings*; *Training/Seminars*; *Judges' Education*; *Clinics*, and; *Meals*. Required events are marked with a red flag (🚩). *Conformation* is required because the AKC expects its Parent Clubs to host a national conformation event each year. *Judges Education* is elevated from "Seminars" because, by itself, it qualifies the IWSCA to be eligible to host next year's *National Specialty*. *Fundraising* is singled out because the *National Specialty* is the biggest fundraiser for the IWSCA, each year. The *National Specialty* is expected to pay for itself and add money to the General Fund of the IWSCA. As early as the *Bid*, National Specialty teams should be considering cost and fundraising in all they do.
- There must be an *Annual Meeting* of the Membership. It must constitutionally take place within 24 hours of the *National Specialty* (*day before, day of, or day after*) and the Board's only annually required meeting also usually occurs during the *National Specialty*. Traditionally as well, we honor the annual accomplishments of our Club Members during this important time.
- Each National Specialty Committee is expected to select and develop events that will make their Specialty unique, take full advantage of the uniqueness of their locality and provide attendees with a memorable experience. While effort should be made to feature the many characteristics of the IWS, there is never enough time to do everything. But it is the goal of the IWSCA to produce a *National Specialty* each year. It is hoped the mosaic of those National Specialties will, over time, feature the versatility of our breed, beauty and cuisines of our regions and warmth of our members.
- Specialty Committees are encouraged to create new spins on required events, local versions of previously presented events and unique events not tried before. Some events produce revenue. Some, especially new dog venues, may require additional funding. But each combination of events, representing the entire annual *National Specialty*, is expected to be self-financed. The more unique or risky the planned event, the more management and oversight may be needed to ensure safety for dogs and club members, financial coverage and enjoyment for those attending.

CONFORMATION



DESCRIPTION:

- Consists of the Following Choices: [National Specialty](#), [Regional Specialty](#), [Supported Entries](#), [Junior Showmanship](#), [Sweeps](#), [Futurities](#), [Parades](#), [Veterans / Other Classes](#), & [Association with All-Breed](#).
- [Regular Classes](#) are offered for both sexes.
- [Non-Regular Classes](#) may be offered for both sexes.
- There are three basic types of shows: Independent or Non-independent (part of All-breed) or Stand Alone (using the facilities of an All-Breed, but not part of All-Breed BIS)

GUIDANCE:

- AKC expects the IWSCA to hold one *National Specialty* each year. The IWSCA can hold as many *Regional Specialties* as it wants in a year. The IWSCA limits each Region to two *Supported Entries* per year. A Supported Entry associated with a National Specialty does not count towards a Region's annual allotment.
- File an *Application* with AKC to conduct AKC events.
 - Judges, Judges Program and Judges Books are required and must have AKC approval.
- The *Premium List* is approved by the AKC and is the contract between the IWSCA and exhibitors. It takes precedence over all other rules.
- Collect Judges' Books after the show. Final report to AKC is due within seven days of the end of the show.
 - Judges' books are sent to AKC in the Final Report.
- Multiple dog class winners are not allowed to compete in Best of Breed by virtue of winning the multiple dog class alone. To be eligible, if qualified, they may enter BoB competition directly, or win a qualified class, like Veterans or Gun Dog.
- *Contracts* with judges should be in writing.
 - Most get allowable expenses paid before the end of the show. Some negotiate for judging fees as well. Changes to a judge's assignments must be done with his/her agreement.
- For AKC sponsored Events, use AKC approved equipment and trophies/ribbons.
- Dispense all money won (Sweeps etc.) before the end of the show.
- Borrowed equipment should be returned as soon as possible.
- No three-time win trophies (Challenge trophies) may be offered at *Sweeps* or *Futurities*.
- For most events, dog/bitch entry age is at least six months old.
- Every effort should be made to separate judges and exhibitors before and during the show, including while transporting them.

OTHER RELATED ACTIVITIES:

- [National Specialty](#), [Dinning/Meals](#), [Grounds](#), [Judges Hospitality](#), [Emergency Considerations](#), [Catalog](#), [Schedule of Events](#), [Trophies/Ribbons/Prizes](#), [Photos/Videos](#), [Premium List](#), [Bid](#), [Organization](#), [Finances](#), [Application](#), [Final Report](#), [Contracts](#), [Judges Contracts](#), & [Board Review](#).

REFERENCES:

- AKC:
 - [Show/Trial Manual](#) p. 2-6, 2-8, 2-14, 2-15, 2-17, 2-18, 2-24, 6-2, 6-3, 6-4, 7-2 to 7-7, 8-2 to 8-8, 8-10, 8-11, 9-5, 9-6 ; [How to Form an AKC-Accredited Dog Club](#) pg 2, 18; [Eligibility Requirements to Hold Future Dog Shows](#), RE99A1 3/12; [Rules Applying to Dog Shows](#) ch3 sec 3 13 14 18 19 20 21 23, ch6 sec2, ch7 sec4 7 8 9 12 13 19, ch11 sec8 13, ch13 sec2; [Obedience Regulations](#) ch1 sec2 26 28 29; [AKC Policy Memos](#), Jan 17 1994, Jan 10 2000; [Field Representatives Policy Manual](#), House/More/Hayes, Sep. 1999, p 12; [American Kennel Club Policy Manual](#) sec 4 par II.1 II.2 IV.A IV.C.2; [AKC Board Policy](#), Dec. 2005; [Conformation Junior Showmanship Regulations](#), [Guidelines for Judging Juniors in Conformation](#), [Juniors in Performance Events](#).
- IWSCA:
 - [Putting on the National Specialty Policy](#) (~1990s???) p. 43 – 47, 49, 50; [Sandy's National Specialty Guidelines Notes](#); [Superintendent's Task Sheet Items](#) p. 5, 7, 8, 9, 10, 14 –22, 23, 24, 28, 32, 33, 35;

CONFORMATION: NATIONAL SPECIALTY



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DESCRIPTION:

- IWSCA is AKC licensed to hold a *National Specialty* conformation show where championship points and/or titles may be won.
- IWSCA has a choice of Regular Classes (both sexes): Puppy 6-9, Puppy 9-12, Junior 12-18, Novice, American Bred, Bred by Exhibitor, Open, Winners, Amateur Owner Handler, & Best of Breed.
- And, Non-Regular Classes (both sexes): Field Trial Dogs, Field Trial Bitches, Veteran Dogs, Veteran Bitches, Brace, Team, Stud Dog, & Brood Bitch.

RECOMMENDATIONS:

- Independent Specialty: Maintains IWSCA's identity; Permits more time (and usually space) for socializing; Allows direct choice and negotiations with judges; Facilitates special events.
- Non-Independent Specialty: Generally cheaper; Often permits scheduling an extra day for other activities; Relieves the Specialty Committee of its responsibility and expense for Grounds and Stewards; Takes part of the insurance burden.
 - Contact host Kennel Club early and coordinate judges, revenue sharing, per IWS entered fund "kick back" (e.g., rescue or health fund contributions) and trophies/ribbons.
- Use AKC's Online Management Tool at <https://www.akc.org/eventplans> to schedule and approve judges.
- Don't use judges for Conformation classes who judged an IWSCA National Specialty within the last 5-10 years.
- When scheduling judges make sure to:
 - announce an official starting time;
 - plan to conclude judging by the posted closing time;
 - Each judge judges about 25 dogs per hour (2.4 minutes per dog); divide each judge's assignments into periods of about one hour, except where the entry exceeds 30; if using multiple judges, don't split classes; allow forty-five minutes to one hour for rest or meals for any judge whose assignment exceeds five hours; if using multiple judges, get someone else to judge Best of Breed who has not already judged a set of classes; generally, judges are limited to 200 dogs per day.
- Trophies/ribbons are given in every class (1st thru 4th places) for BOB, BOS, BOW, WD, RWD, WB, RWB, Select Dog, Select Bitch, 3 Award of Merits, HIT, or High Combined.
- IWSCA Centrally manages ribbons (coordinator: Debbie Bilardi).
- Set entry closing date at least three weeks before event
 - Allows for catalog completion and adjusting final ribbon order to entries
- Conduct *Judges Education* at the National Specialty.
 - This is the only requirement needed to qualify to hold the following year's specialty.
- Set up AKC Approved rings and equipment: tents & porta potty (if outdoors), rest area for judges, gates, grooming areas (extra power), judge's table, chairs, properly sized rings (no smaller than 40'x48'; larger is better; 48'x64' is recommended. Remember, a Judge can always decide to only use only a portion of the ring), awards table, (PA system desirable), adequate width non-slip matting (if indoors), clean-level rings with short grass (if outdoors), coolers for cold drinks, thermos for hot drinks (if desired), exercise pens or designated areas, make sure to keep all vehicles and generators at least 50 feet away from rings.



RECOMMENDATIONS (Continued):

- IWSCA is required to file an *Application* with AKC to approve Events and Judges. *Premium List* is important, as is collecting Judges Books and filing *Final Report* with AKC within seven days of completion.
- Two copies of the Judges Program must be mailed to the AKC' Event Operations Department at the time it is mailed to exhibitors (one week prior show date). Include:
 - Number of dogs entered; total number of dogs assigned to each judge; time scheduled for conformation judging and obedience/other performance classes; time BoB is scheduled, any judge changes; entries assigned to each judge and division when a class is split; name, telephone number, and address for the veterinarian on call or on site, and for the 24-hour animal emergency clinic if available, or the most convenient veterinarian's office; state if any parking fees and if they are being donated; if and when doing New exhibitor briefings. Also, as a courtesy, think of including local information: event information (name, telephone numbers, indoors or outdoors, suggested motels and etc.), ring assignments for each judge and directions (to airport, to event, to hotels and etc.).
- Contract a reputable photographer, make sure to set up a separate photo area and arrange mutually acceptable times for people to take a picture with the judge(s).

OTHER RELATED ACTIVITIES:

- *Conformation, Judges Education, Grounds, Conformation Rings, Other Rings, Veterinary Services, Catalog, Schedule of Events, Trophies/Ribbons/Prizes, Photos/Videos, Premium List, Bid, Organization, Finances, Application, State Registrations/Permits, Judges Contracts, & Board Review.*

REFERENCES:

- AKC:
 - Show/Trial Manual, 2-6, 2-14, 2-15, 2-24; 4-6, 6-2, 6-4, 7-2, 7-4 to 7-7, 8-7, 9-5, 9-6; Rules Applying to Dog Shows, ch3 sec3 14, ch6 sec 2, ch 7 sec 4 7 8 9 12 13; How to Form an AKC-Accredited Dog Club, pg 2, 18; Eligibility Requirements to Hold Future Dog Shows, RE99A1 3/12; Field Representatives Policy Manual, House/More/Hayes, Sep. 1999, pg12; Obedience Regulations; ch 1 sec 26, 28, 29; AKC Policy Memos, Jan 17 1994, Jan 10 2000;
- IWSCA:
 - Putting on the National Specialty Policy (circa 1990s) p. 43, 45, 46, 49; Sandy's National Specialty Guidelines Notes p. 5, 14 to 19, 22 to 24, 28, 33; Superintendent's Task Sheet Items.



DESCRIPTION:

- Anything done to raise money for the IWSCA in association with a National Specialty such as: *Art Shows, Ebay, Auction, Merchandise sales, Attendance fees, Registration fees, Silent Auction, Catalog's Last Page, Small Items (National Logo Pins), Wall of Fame, Reserve Ring-Side Seating, Specialty Quilts-Throws-Pillows, Next Year's Logo Contest, Photo Contest, Baskets, Dog Food or other vendor provided items / Sponsorships, Bingo, & Other.*
- Items sold may consist of breed or non breed-related items or activities. They may have been purchased, created and/or otherwise donated to the Club or National Specialty Committee.
- Fundraising efforts take place at the Specialty or prior to the Specialty.

GUIDANCE:

- Fundraising efforts should be designed to be breakeven.
- Generally, fundraising at or associated with the National Specialty should eventually go to the IWSCA's General Fund. Without Board approval, money raised cannot be used for any club or non-club related efforts, not associated with the National Specialty.
- Fundraising for non-IWSCA activities or organizations is not appropriate. If the IWSCA is to contribute to another organization or Club, the Board will decide the issue independently from the National Specialty. National Specialty fundraising will do nothing to make independent decisions by the IWSCA Board difficult, unpopular or reactive.
- In many states or jurisdictions, a "Raffle" is considered a game of chance. So, tickets can only be provided as an acknowledgement of donations. Tickets are not sold or purchased. Anybody who requests a ticket must be given them freely. All tickets submitted must be considered for any drawing. Traditionally, to ensure all Club Members, regardless of wealth, have equal access, at least one "large" breed-related item held for "raffle."
- Pre-sell as much as possible.
- Purchasing items for resale as a fundraiser can be of questionable success and needs to be considered carefully by the National Specialty Committee.
- The National Specialty Committee can mark-up anything they are responsible for: Meals; RV spots; Memorabilia etc.
- All money collected will be accounted for by the Specialty Committee. If fundraising was solicited or earmarked for a particular event, the committee will represent the revenue against such costs.
- Fundraising activities can be designed to support a particular event or venue at the National Specialty. Or they can be focused broadly to support the National Specialty or IWSCA.
- If fundraising for a particular event or venue should exceed the costs of that target, the money may be used as the Specialty Committee deems appropriate, for other National Specialty related activities.
- Items for sale or auction should be well displayed and publicized. Foot traffic should be considered.
- Recruit enough people to handle Fundraising activities: someone to walking items through crowd, recording sales price and successful bidder, collect money, cleanup / pack up.
- Items should be claimed on site (no mailing).
- Each year's Specialty is allowed to fundraise and publicize its event without competition from future years.

OTHER RELATED ACTIVITIES:

- *Dinning/Meals, Grounds, Hospitality Room/Facility, [Catalog](#), [Schedule of Events](#), Merchandise, Specialty Website.*

REFERENCES:

- AKC:
 - [Show/Trial Manual 2-8; Fund-raising Ideas for National Specialties.](#)
- IWSCA:
 - [Putting on the National Specialty Policy \(~1990s???\)](#) p. 45, 56, 57; [Sandy's National Specialty Guidelines Notes](#) p. 1, 3, 23, 37, 45, 46.

MEETINGS: ANNUAL GENERAL MEMBERSHIP 🚩



DESCRIPTION:

- The annual General Membership Meeting is required under the IWSCA Constitution and By-Laws. Usually it should take place in conjunction with the National Specialty. It is an important serious meeting representing one of, if not the only opportunity each year for Club Members to gather and conduct business.

RECOMMENDATIONS:

- To have a better chance for a quorum and large attendance, schedule in the middle of weekly events or toward the end, close to National Specialty Conformation.
- Leave enough time before and after the annual meeting between other events
- Schedule Independent of other significant events: Conformation, Banquet, Auction/Fundraising and etc.
- Schedule before evening cocktails or any form of alcohol.
- Do not forget refreshments, though they are not required.
- Necessary Equipment: Sound System, Podium, Screen, Projector, Chairs, Tables, Risers. Audience microphones are helpful.
- Schedule after Board meeting and other committee meetings that my report during the Annual Meeting.

OTHER RELATED ACTIVITIES:

- *Meetings, [Board and Committee Meeting](#), [Grounds](#), [Schedule of Events](#), & [Board Review](#).*

REFERENCES:

- AKC:
 - NONE
- IWSCA:
 - [Putting on the National Specialty Policy \(~1990s???\)](#) p. 44; [Sandy's National Specialty Guidelines Notes](#) p. 46.

MEETINGS: BOARD AND COMMITTEE 🚩



DESCRIPTION:

- Schedule times for Board and Committee meetings. Just as with [Annual General Membership Meeting](#), it is possibly the only time in a year members can meet face-to-face.

RECOMMENDATIONS:

- Facility for 12 + people
- Private and Quiet
- Chairs required, table desired
- Should be before Annual Meeting
- At least 2 hours
- Can overlap with other activities but not desired. Avoid performance and conformation overlaps
- Board meeting should not conflict with committee meetings.

OTHER RELATED ACTIVITIES:

- *Meetings, [Annual General Membership Meeting](#), [Grounds](#), [Schedule of Events](#), & [Board Review](#).*

REFERENCES:

- AKC:
 - NONE
- IWSCA:
 - [Sandy's National Specialty Guidelines Notes](#) p. 46.

JUDGES EDUCATION 🚩



DESCRIPTION:

- It is strongly recommended *Judges Education* be conducted at the [National Specialty](#). This is the only thing that needs to be done to complete education requirements to enable the IWSCA to hold next year's specialty.
- Consists of three Elements: *Lecture/Seminar* (AKC), *Hands-on Workshop* (AKC), *Ring Side Mentoring*. Additionally, *WC/WCX* or *upland observations* are a unique opportunity for conformation judges to see IWS in the field.

GUIDANCE:

- Meeting Room: 10-20 Chairs, Projector capability.
- Seminar and Hands-on Workshop must be accessible to AKC Staff.
 - 2 IWS needed for Seminar
- Presenters, content and ringside mentors should be Parent Club approved
- Judges' hands-on workshop requires at least 4 IWS.
- Attendance must be certified and reported to Judging Operations.

OTHER RELATED ACTIVITIES:

- [National Specialty](#), [Grounds](#), [Schedule of Events](#), [Organization](#), [Finances](#), [Application](#), & [Final Report](#).

REFERENCES:

- AKC:
 - [Eligibility Requirements to Hold Future Dog Shows, RE99A1 3/12, p. 1](#); [Criteria: Seminars and Workshops, 3/16/12](#).
- IWSCA:
 - NONE.

DINNING/MEALS: ANNUAL AWARDS BANQUET 🏆



DESCRIPTION:

- The Annual Awards Program recognizes Club Members who have spent virtually every weekend showing IWS to the dog world in a wide variety of venues. This is usually the only time of the year most of the membership in one place, sharing a sit-down meal. Because of the strong attendance, it often precedes the auction, or largest fundraising opportunity of the year/ National Specialty.

RECOMMENDATIONS:

- Reservations
 - Its nice if there is enough room capacity to accommodate some limited late reservations
 - Invite judges to Banquet (see if willing to say few words)
 - Without prior arrangement, do not ask the Judge to account for their placements or selections.
 - Other "special guests" like seminar presenters, or particularly helpful hotel or facility staff are encouraged.
 - Recognizing these attendees is up to the Committee
- Souvenirs
 - Specialty attendees can be given souvenir gifts . These can be distributed at the Banquet.
- Equipment
 - Make sure there is podium and speaker (rent portable if necessary)
 - Table center pieces are a nice, but expensive addition.
- Speakers
 - Usually Master of Ceremonies is the National Specialty Chair.
 - Awards presenters may vary. But the Awards are coordinated by the Awards Committee and often presented by that Chair.
 - An Awards program is desirable. But sometimes difficult to assemble before the last minute.
 - The Club President presents Personal Awards, they are usually the last presentation.
 - If changing Presidents, the outgoing President presents Personal Awards
 - Master of Ceremonies closes the Banquet; Perhaps asking the Auctioneer or other fundraising leader to take over.

OTHER RELATED ACTIVITIES:

- *Dinning/Meals, Host Hotel, Annual Awards, Dining Contingencies, Judges Hospitality, Emergency Considerations, Schedule of Events, Merchandise, & Contracts.*

REFERENCES:

- AKC:
 - NONE
- IWSCA:
 - Putting on the National Specialty Policy (~1990s???) p. 46, 49; Sandy's National Specialty Guidelines Notes p. 15, 41, 42.

PUBLIC COORDINATION



DESCRIPTION:

- This section is devoted to all the work done to host the IWSCA for a particular *National Specialty* and support the selected Events. The form hospitality takes is left to each National Specialty Committee. How the sites come together, where members' stay, transportation and options are driven by the locality, overall themes and tone the Specialty Committee is trying to convey.
- Four things must be addressed: The *Conformation Rings*; *Veterinary Services*; Plans to *host the Judge(s)*, and; *Emergency Considerations*. Everything else is left to the discretion of the National Specialty Committee. To get hospitality "right," Chairs and Committee Members should think as though they are inviting the rest of the Club to their homes. What might your guests need? How hard do you expect them to work? When they return home, what feeling and impression do you want them to share?
- Hospitality can be both a source and use for funding. How the tools of hospitality are priced is one of the National Specialty Committee's greatest challenges. Generally, the perceived success or failure of a National Specialty will turn on the elements of *Hospitality*. While events are usually driven by rules, hospitality is driven by convention, packaging of costs, common sense and attention to detail.
- Hospitality is manpower intensive. It's also where IWSCA members not on the Specialty Committee, can help. But allowing members to self-guide themselves to and through events, deal with emergencies and contingencies, or physically help with the execution of an event, requires the committee to communicate and plan. They must develop the tools needed to mobilize those less familiar with the locations, schedule or activities. Organizers must put themselves in the role of their willing guests. What would they need to be able to help with the job?

GROUNDS: CONFORMATION RINGS

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DESCRIPTION:

- Success of *National Specialty* partly depends on setup of *Conformation Rings*, so, it is important for AKC sponsored Events to use AKC approved equipment, judges, and trophies/ribbons.

RECOMMENDATIONS:

- AKC Suggested Ring Size guidelines for Sporting Breeds: no smaller than 40'x48'; larger is better; 48'x64' is recommended.
- Only vendor caring AKC approved ring gates is J&J Dog Supplies. If not provided by the Superintendent, they can sometimes be rented; or bought for about \$1,500 at:
 - http://www.jjdog.com/mm5/merchant.mvc?Screen=CTGY&Store_Code=jj&Category_Code=2CATPractigateswithWoodenUprightsPRAWU
- Pay special attention to the width of aisles surrounding the rings. AKC policy requires a minimum of 10 feet.
- Safe and adequate conditions for exhibiting must be provided.
 - At Indoor show, a non-slip surface providing maximum safety for exhibitors and dogs should be provided; matting should provide adequate width and area for presenting and gaiting the dogs; strongly suggested to put extra matting at the corners and secure all matting to prevent tripping.
 - At outdoor shows, clean, level rings with short grass.
 - Vehicle and generators must be at least 50 feet from all rings.
- Consider attendees with Disabilities, make accommodations
- Designate sufficient number of stewards for the rings (if independent)
- Each ring should have one gate steward, minimum.
- Coolers for cold drinks and bottled water, and a thermos for hot drinks, may be placed in the rings.
- Hospitality packets may be placed in each ring, e.g., towelettes, paper towels, hard candy, etc.
- See that the ring schedule is maintained
- Print stewards books
- Plan for judge's table, chairs
- Conduct proper clean-up.
 - Ask people to at least stack chair and pick up their own garbage after showing (mass exodus)
- Arrange for flowers or plants for rings.
- If club will be sharing a site with other clubs, try to not change the ring numbers from show to show (can confuse exhibitors, parking problems).
- Confirm that each ring has a show Catalog (only for Stewards, keep Catalogs from Judges until events are completed)
- If trophy cards are given, ensure that the cards have been distributed to the appropriate stewards / rings.
 - Exhibitors claiming a trophy should be asked to sign the trophy card upon receipt of trophy.

OTHER RELATED ACTIVITIES:

- *National Specialty, Grounds, Special Equipment, Emergency Considerations, Schedule of Events, Trophies/Ribbons/Prizes, Photos/Video, Organization, AKC Coordination, & Contracts.*

REFERENCES:

- AKC:
 - [Show/Trial Manual](#), p. 2-9, 2-12, 2-13, 2-14, 2-19, 2-22, 4-4, 4-5, 4-6.
- IWSCA:
 - [Putting on the National Specialty Policy](#) (~1990s???) p. 46; [Sandy's National Specialty Guidelines Notes](#) p. 23, 26; [Superintendent's Task Sheet Items](#).

VETERINARY SERVICES 🚩



DESCRIPTION:

- It is an AKC requirement to secure services of a licensed veterinarian. Veterinarian can either be *On-call* or *On-site* and an additional arrangement with a *24 hr* clinic with clear *Maps* needs to be made available to all attendees.

GUIDANCE:

- Depending on possibilities and needs, either contract an On-Site or On-Call veterinarian. If using an On-Call option, make sure that veterinarian is readily available during agreed hours.
- Require a written acknowledgment from the Veterinarian who has agreed to serve the show in either capacity.
- Official veterinarian can not exhibit or act as agent or handler during the entire program.
- Should be located within easy driving distance.
- Insurance riders are virtually no cost. Consider a rider for the off-site veterinarian. This is especially valuable if there is a clinic or some other program that will put several attendees on a veterinarian's premises.
- Must have handouts or some other way to inform attendees of vet services, giving name, phone number, and directions.

OTHER RELATED ACTIVITIES:

- *National Specialty, Grounds, Map/Directions, Emergency Considerations, Catalog, Premium List, AKC Coordination, & Contracts.*

REFERENCES:

- AKC:
 - Show/Trial Manual p. 2-21; Rules Applying to Dog Shows ch10 sec2, ch11 sec12.
- IWSCA:
 - Sandy's National Specialty Guidelines Notes p. 24.

JUDGES HOSPITALITY 🚩



DESCRIPTION:

- Consists of the Following for Judges: *Transportation, Hotel Rooms, Speaking Opportunity, Gifts and Rest Area.* They are especially important for AKC approved Judges.

GUIDANCE:

- Send letters to the judges confirming transportation and lodging and any other details of their travel.
- Find a person to transport judges (every effort should be made to ensure that he/she is not exhibiting)
- Any conformation judge whose assignment exceeds five hours must be allowed forty-five minutes to one hour for rest or meals.
- Obedience / Rally judges must be allowed forty-five minutes to one hour for meals or rest at their discretion.
- Do not put judges in same hotel as exhibitors
- Plan for arrival a comfortable period before judging is scheduled to start.
- Set up quiet area where judges may rest with snacks or suitable refreshments.
 - Staff by non-exhibitors, might be set up some distance form the rings, such as in a motor home, extra room or under an awning.
- Invite judges to Banquet (ask if they wish to speak) but do not put them on the spot to account for their placements.
- Consistent with their contract, provide paper for the judges to submit an expense claim. If checks or cash is expected before the Specialty concludes, make sure committee finance people and judges know the times needed for returning a quick reimbursement.
- Sometimes, for an extra fee, a judge will offer a written or verbal detail critique of the show/dogs. It should be negotiated, in advance and documented in the Judge's contract.

OTHER RELATED ACTIVITIES:

- *Conformation, Performance Events, Dinning/Meals, Annual Awards Banquet, Grounds, Dining Contingencies, Gifts and Handouts, Catalog, Trophies/Ribbons/Prizes, Photos/Video, Premium List, Organization, Finances, AKC Coordination, Contracts, Judges Contracts, & Board Review.*

REFERENCES:

- AKC:
 - Show/Trial Manual p. 2-6, 2-9, 2-20, 2-22, 6-7, 7-3, 7-4, 13-60; Rules Applying to Dog Shows ch7 sec12; Obedience Regulations ch1 sec26; Rally Regulations ch2 sec2.
- IWSCA:
 - Putting on the National Specialty Policy (~1990s???) p. 45, 46, 56; Sandy's National Specialty Guidelines Notes p. 14, 15, 38; Superintendent's Task Sheet Items.

EMERGENCY CONSIDERATIONS



DESCRIPTION:

- As part of the AKC *Application*, the IWSCA is required to have properly filled out Disaster and Emergency Plan. As a Parent Club, the AKC no longer requires it to be submitted for review and approval.

GUIDANCE:

- Have a properly completed and signed copy of the Disaster and Emergency Plan available at the event. Supply copies to all Committee Chairs.
- Discuss it with those knowledgeable of the local area.
- Ensure events comply with local ordinances.
- Develop written procedures covering different emergency situations.
- Set up a location for emergency vehicles to park if required.
- Have multiple copies of emergency telephone numbers, directions to the emergency facilities, the hours of operation, and information on alternate facilities.
- If at all possible, have an onsite First Aid Kit, Defibrillator, medical technician, ice and working cell phone.
- Maintain emergency lanes on *Parking* lot and *Fields*.

OTHER RELATED ACTIVITIES:

- *Conformation, Performance Events, Meetings, Dinning/Meals, Annual Awards Banquet, Grounds, Conformation Rings, Other Rings, Veterinary Services, Catalog, Application, & Legal Requirements.*

REFERENCES:

- AKC:
 - Show/Trial Manual p. 2-7, 2-9, 2-12, 2-13, 2-14, 2-20, 2-21, 13-67; AKC Board Policy, March 1998.
- IWSCA:
 - NONE.

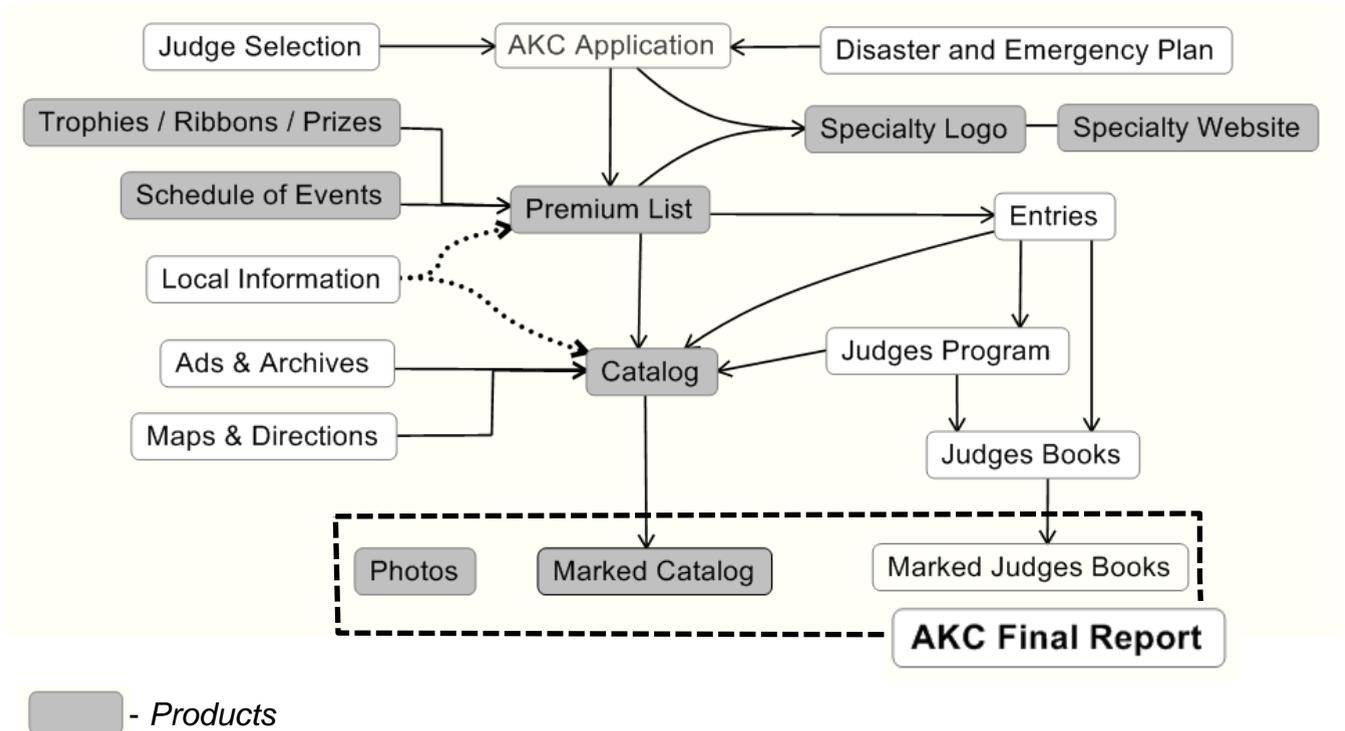
PRODUCTS / MATERIALS



DESCRIPTION:

- These are the things produced or required to support a *National Specialty*. After all the work to plan or attend a *National Specialty*, these are the things that remain when gear is returned and people go home. They are important for two reasons: They represent the work of the committee, entrants and attendees, and; They are the quality control between Specialties. A *Catalog*, *Schedule of Events*, *Photographs* and *Premium List* are required.
- The *Catalog* is the continuity for the IWSCA. The *Premium List* is the quality control for the AKC and ultimately, the contract between the IWSCA and those who enter the events of the Specialty. The statutory requirements for a Parent Club's National Specialty are covered by both documents and they each have their roots in the initial Application. With the exception of entry forms and possibly some advertising, the *Premium List* will be re-published in the *Catalog*.
- To control costs and maintain quality, the IWSCA has chosen to centrally manage the development and production of the *Catalog* and Ribbons for a *National Specialty*. To facilitate this and to make all planning a bit less hectic, entries for IWSCA National Specialties will close at least three weeks before the event. Lisa Schaitberger is the Catalog Editor and is responsible for the Catalog. Debbie Bilardi centrally manages ribbon acquisition.

Document Flow





DESCRIPTION:

- Consists of the Following Activities: *Entries, Ads, Production, Presales, On-site Sales, Excess, and Marked.*
- Traditionally, the Specialty catalog has assumed the role of a club yearbook. Also, after Specialty is over, it is one of the few things people get as a keep sake for years to come.

GUIDANCE:

- The IWSCA is responsible for the preparation of a catalog, so, it is important to determine catalog due dates early. Use pre-order forms for Ads and Catalog Sales in advance of production. This may give a better sense of order quantities and provide initial “seed money” for production.
- The IWSCA is the only “official” sponsor. Commercial suppliers or Vendors can be included as “Financial” sponsors.
- Include all AKC required information: dates, locations, officers, judges, veterinarian &/or clinic, exhibitors & handlers, entered dogs, official AKC titles, judging program, list of trophies and prizes, points, & official standard.
- Follow the AKC hunt test format for WC/WCX.
- Pay attention to “non-revenue” pages. The sheer volume of them may make it expensive or demand a steep price.
- An on-site area for catalog sales needs to be set up.
- Identify people to mark catalogs or develop an alternate plan. Like doing a separate print run for marked catalogs. Or providing an insert.
- *Sweeps* breakdown money, Judges Information, *Veterinary Services, Trophies /Ribbons/Prizes* are usually included.
- The Catalog’s last page is an *Auction* Item and is a Fundraiser for the Club. A technique should be developed so no single kennel dominates the back cover, year after year.
- Print more required by pre-sales. There’s a market for on-site sales. Leftovers can be sold at *Auction* or as *Merchandise* during future specialties. A higher price should be charged for catalogs sold after pre-sales.
- Each Ring should have a catalog. But Judges should not see the catalog until after events.

OTHER RELATED ACTIVITIES:

- *Conformation, National Specialty, Fundraising, Training / Seminars, Clinics, Host Hotel, Grounds, Map / Directions, Hospitality Room / Facilities, Veterinary Services, Judges Hospitality, Emergency Considerations, RV Sites, Schedule of Events, Sponsorship Arrangements, Application, Final Report, & Contracts.*

REFERENCES:

- AKC:
 - *Show/Trial Manual* p. 2-12, 2-17, 9-8, 9-9, 10-3, 10-9,13-36, 13-37; *Rules Applying to Dog Shows* ch7 sec12, ch12 sec1-7, ch17 sec2; *American Kennel Club Policy Manual* sec4 par.VII.C; *Obedience Regulations* ch1 sec26; *AKC Board Policy*, Aug. 2001;
 - Be Familiar with: *AKC Derby / Qualifying Rules and Standard Procedures.*
- IWSCA:
 - *Putting on the National Specialty Policy* (~1990s???) p. 43, 46; *Sandy’s National Specialty Guidelines Notes* p. 1, 10, 21, 23, 24,27, 28, 29; *Superintendent’s Task Sheet Items*; *Catalog Check sheet*; *National Specialty Preregistration Packet*; *Working Certificate and Working Certificate Excellent Rules and Regulations* p. 2,3;

SCHEDULE OF EVENTS



DESCRIPTION:

- Consists of the *Schedule of Activities*.

GUIDANCE:

- Do not to pack too many activities into too short a time!
- Having *National Specialty Conformation*, *Annual Awards Banquet* and *Annual General Membership Meeting* all in one day is too exhausting.
- Specialty Committees are allowed considerable flexibility in scheduling events.
- Keep evening events from running late (attendees may start leaving)
- Schedule day events in a limited set of locations (no timing issues, few get lost)
- Coordinate *Ring Layouts*
- If possible place *Sweepstakes* and/or *Futurities* prior to the [Regular Conformation Classes](#)
- Leave time before and after the *Annual General Membership Meeting*
- *Board and Committee Meetings* can overlap with other activities but not desired.
 - Board Meeting should not conflict with Committee meetings
- Avoid *Performance* and *Conformation* overlaps.
- WC and WCX / upland tests may be held in conjunction with IWSCA sponsored events or independently
 - Allow post event grooming time

OTHER RELATED ACTIVITIES:

- [Conformation](#), [National Specialty](#), [Performance Events](#), [Fundraising](#), [Annual General Membership Meeting](#), [Board and Committee Meeting](#), [Training / Seminars](#), [Judges Education](#), [Clinics](#), [Annual Awards Banquet](#), [Conformation Rings](#), [Other Rings](#), [Catalog](#), [Photo/Video](#), [Application](#), & [Board Review](#).

REFERENCES:

- AKC:
 - [Show/Trial Manual](#) p. 2-11, 8-11.
- IWSCA:
 - [Putting on the National Specialty Policy](#) (~1990s???) p. 44, 47; [Sandy's National Specialty Guidelines Notes](#) p.7, 8, 9, 12, 15, 21, 22, 35, 48; [Working Certificate and Working Certificate Excellent Rules and Regulations](#) p. 1.

PHOTOS / VIDEO 🚩



DESCRIPTION:

- Photos considered one of the most important items because once the show is done, this is one of few things that people get as a keep sake for years to come. It is also required by the AKC.

GUIDANCE:

- Video Taping of the Specialty is NOT REQUIRED
- If possible, a separate area can be set up for photos (this will help judges stay on schedule).
 - Backdrop and decorations should be considered and may be part of the “theme.”
- If photo is taken with the judge presenting a ribbon, make sure it does not delay judging.
- If an commercial filming is invited, Club’s Secretary must send a letter notifying AKC Event Operations department the club intends to participate in a media event.
- In *Judge’s Contract*, notification of filming if the event will be videotape should be posted.
- Any restrictions places on the photographer from exhibiting must be listed in the *Premium List*.

OTHER RELATED ACTIVITIES:

- *Conformation, National Specialty, Conformation Rings, Other Rings, Judges Hospitality, Schedule of Events, Premium List, Application, Final Report, & Judges Contract.*

REFERENCES:

- AKC:
 - Show/Trial Manual p. 2-25, 6-7, 10-3, 13-59; AKC Board Policy, July 1998.
- IWSCA:
 - Putting on the National Specialty Policy (~1990s???) p. 47, 56; Sandy’s National Specialty Guidelines Notes p. 10, 25, 28.

PREMIUM LIST



DESCRIPTION:

- This is an AKC approved Contract between the IWSCA and Exhibitors.

GUIDANCE:

- Obtain mailing list of members and labels to mail Premium List
- Make sure in writing that Show Superintendent sends out premium lists to entire membership
- Submit Premium List to Show Secretary / Superintendent by deadline
- Four copies of the premium list must be mailed to the AKC's Event Operations Department at the time it is mailed to exhibitors.
- Designate person responsible for Premium List; Publish Show Veterinarian in Premium List
- Make sure information in Premium List is true and accurate – if substantial changes, an additional mailing may be required
- Makes sure to get a deadline for Premium List from Show Superintendent;
- WC/WCX shall make the WC/WCX Rules and Regulations and the AKC Derby/Qualifying Rules available to all participants. May have a separate Premium List.
- Required information: The AKC Secretary's certification that permission has been granted for the club to hold the event, along with the AKC logo; dates, location, times, benched or unbenched, officers, superintendent / show secretary, vet / clinic, cancelation notice, judge / assignments, entry restrictions & details, AKC imposed statements, Classes offered, un-entered dog restrictions, prizes / trophies, sweeps money breakdown, exhibitor limitations, proof of dog health requirements, video/televising, photographer limitations, or any other unique rule or consideration
- Recommended Information: Club name, refunding policy, indoors or outdoors, seating availability, campground information, restrictions on Committee Members exhibiting, specified site entrance times, suggested local information, parking fees (if any), site map, generator restrictions.
- With the exception of the show secretary, anyone in good standing with the AKC is eligible to exhibit (own or handle) a dog at the IWSCA National Specialty. Thus, the Specialty Chairman and other committee members, MAY show his/her dog(s).

OTHER RELATED ACTIVITIES:

- *[Conformation](#), [National Specialty](#), [Performance Events](#), [Special Equipment](#), [Veterinary Services](#), [Judges Hospitality](#), [Trophies /Ribbons/Prizes](#), [Photo / Video](#), [Bench Hearings](#), [Application](#), & [Permits](#).*

REFERENCES:

- AKC:
 - [Show/Trial Manual](#) p. 2-7, 2-8, 2-13, 2-14, 2-15, 2-17, 2-25, 4-3, 8-5, 8-6, 8-7, 8-8, 8-9 to 8-11, 9-2, 9-3, 9-4; [Rules Applying to Dog Shows](#), ch1 sec3 4 5, ch3 sec13 23 24, ch4 sec2, ch5 sec4 6, ch6 sec1-3 5-9, ch11 sec2, ch13 sec1; [Obedience Regulations](#), ch1 sec2 4 5 14 16 27 29, ch10 sec5; [American Kennel Club Policy Manual](#), sec4 par.II.2 IV-V IX.9; [AKC Policy Memos](#), Apr 27 1979, June 20 1981, July 28 1995; [AKC Board Policy](#), Mar. 1998, Jan 2004
- IWSCA:
 - [Putting on the National Specialty Policy](#) (~1990s???) p. 43, 46; [Sandy's National Specialty Guidelines Notes](#) p. 8, 10, 18, 22, 24, 25, 32, 33; [Superintendent's Task Sheet Items](#); [Working Certificate and Working Certificate Excellent Rules and Regulations](#) p. 2.

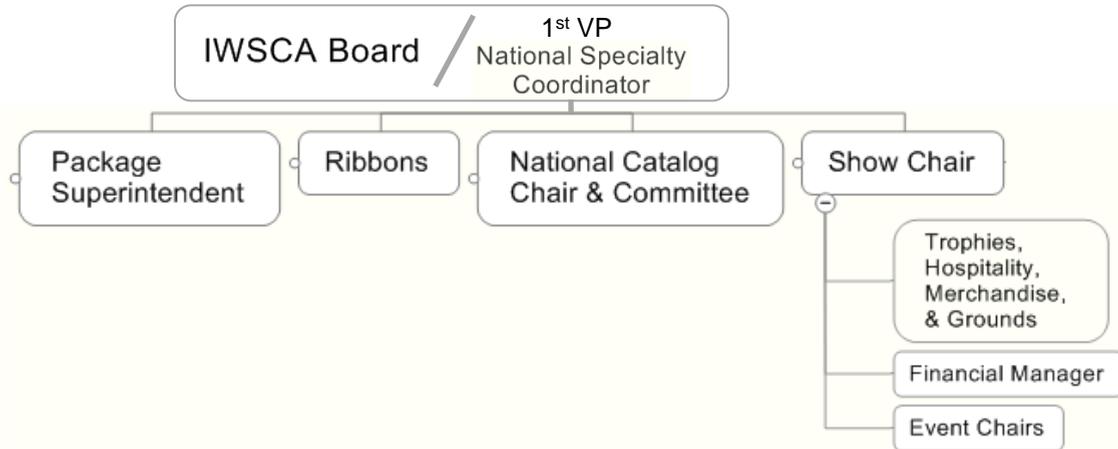
MANAGEMENT



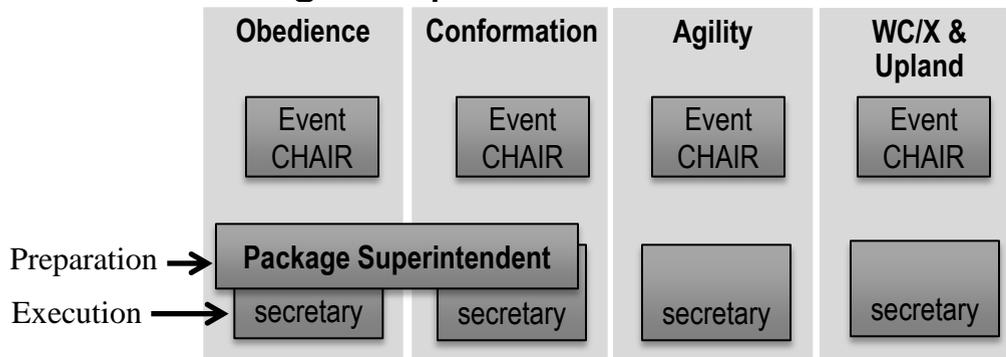
DESCRIPTION:

- This is all the work needed to manage *Events*, *Public Coordination* and *Products / Materials*. A National Specialty Committee should begin with a *Bid* to the Membership at Annual Meeting, after a pre-brief to the Board. Its work continues through the event, Final AKC Report and Closeout to the IWSCA Board. The National Specialty (Show) Chair(s) must have Board Approval. All other members of the Committee are left to the discretion of the Chair. The Board reserves the right to direct Committee Membership.
- Each year, the National Specialty is the single most important event for the IWSCA. The Chairs report to the IWSCA Board generally through the 1st Vice President or National Specialty Coordinator. At the prerogative of the Board, other officers may be designated. Catalogs, Ribbons and anything else the Board should find more effectively managed across Specialties, will be the responsibility of the National Specialty Coordinator. From the Time the Annual Meeting approves a National Specialty bid, until close out, the Board, via the National Specialty Coordinator, will manage the Chairs and Committees.
- The AKC *Application & Final Report*, *Permits*, *Insurance* and *Judges Contract* are all required elements and are largely statutory. Generally, the Board will approve all contracts. Other specific Board reviews will be promulgated.
- Ideally, each National Specialty Committee will be given seed money by the Club. They will be allowed to open anonymous checking accounts. They will maintain and report finances in a format and at times designated by the Board. All National Specialties will closeout within six months of the event. After closeout, all assets will be turned over to the Treasurer and checking accounts closed. Any outstanding actions will become the responsibility of the National Specialty coordinator. No later than one month after Closeout, all proceeds from a National Specialty will be made available to the IWSCA's General Fund.

Notional Organization



Package Superintendent & Secretaries



ORGANIZATION 🚩



DESCRIPTION:

- How the IWSCA organizes for a National Specialty plays a big part in its success. Well structured and coordinated effort improves all activities. Arranging for proper staffing and expertise is one of the most important tasks of any chair/committee.

GUIDANCE:

- The Club is held responsible to the AKC if a show secretary fails to comply with AKC rules and regulations. However, a Superintendent is independently licensed by the AKC and insulates the IWSCA for those items they are responsible for.
- The IWSCA has a Package-Superintendent
 - Across National Specialties, provides: Entry processing; armbands; Judges books; premium List; Judging Program
- Superintendent usually has a selected list of latest printed AKC Rules and Regulations Ready to Ship.
- National Catalog Chair & Committee
 - Act as coordinator between advertisers, printer , superintendent / show secretary and etc.
- Show Chair based on need and availability designate the following: Assistant Show Chair, Hospitality Chair (and Hospitality Chair understudy), Show Secretary, Financial Chair to handle funds and produce reports to Treasurer, Trophy Chair / Trophy Committee, Chief Steward, Specialty Committees, Events Chairs (Conformation, Obedience / Rally, Field & Tracking ...), Grounds Chair, Merchandise Lead, and Education Coordinator.
 - responsibilities that range from familiarizing with rules and regulations, arranging contracts, schedules, handling layouts, to setting up the equipment and checking its working condition, to coordinating judges' materials, awarding some prizes, reviewing score, to scheduling / checking in & assigning tasks for workers, managing funds, to being available during events.
 - Coordinate with WC/WCX Committee, Upland Committee
 - Hold Bench Hearings on misconduct by exhibitors, disqualified dogs or dog owners/handlers. Refer to Dealing with Misconduct , keep all the records for these hearings and for disqualified dogs remember to submit a report with AKC.

OTHER RELATED ACTIVITIES:

- *Conformation, National Specialty, Judges Education, Conformation Rings, Judges Hospitality, Finances, Application, Contracts, & Board Review.*

REFERENCES:

- AKC:
 - Show/Trial Manual p. 2-4 to 2-14, 2-15, 2-16, 2-22, 2-23, 11-2, 11-6; Rules Applying to Dog Shows ch9 sec10, ch11 sec8-A, ch18; American Kennel Club Policy Manual sec4 par.IX.9; Obedience Regulations ch1 sec21, 22;
 - Be Familiar With / Printed Material: Dealing with Misconduct; Dog Show Stewards, The Steward in Obedience, The Steward Rally, American with Disabilities Compliance Checklist; Applying to Registration and Discipline; Rules, Policies and Guidelines for Conformation Dog Show Judges; Conformation Junior Regulations; Guidelines for Judging Juniors in Conformation; Juniors in Performance Event; Procedural Checklist; The Complete Dog Book or Breed Standard; Obedience Judges Guidelines; Rally Judges Guidelines.
- IWSCA:
 - Putting on the National Specialty Policy (~1990s???) p. 43, 44, 46; Sandy's National Specialty Guidelines Notes p.1, 7, 22, 23, 31, 36; Superintendent's Task Sheet Items;

FINANCES



DESCRIPTION:

- Financing for the Specialty can either make it or break it. The National Specialty Committee should ideally begin with seed money from the Club. National Specialty will be allowed to open antonymous checking accounts. They will maintain and report finances in a format and at times designated by the Board.

GUIDANCE:

- The Show Chair or designated financial manager may request a cash advance for expenses; must be in. Itemized expenses with receipts will be required upon completion of the Specialty.
 - The IWSCA may pay for the following: Grounds rental fees; all trophies and 2 associated supported entries / Regional Specialties;
- Advertise on the website and/or for Specialty Fund donations in the membership renewal form.
 - Acknowledge trophy donations in catalog and/or Newsletter
- Set vendor rates.
- The club may not retain more than 35% of the sweepstakes/futurities entry fees.
- Arrange for cash pickup and deposit
- Confirm all hired personnel have been paid
- Distribute designated donations to the beneficiary(s).
- The IWSCA will pay all allowable Judges (fees, expenses - limited, gifts) and professional stewards
- All National Specialties will closeout within six months of the event. After closeout, all assets will be turned over to the Treasurer and checking accounts closed. Any outstanding actions will become the responsibility of the National Specialty coordinator.
- No later than one month after Closeout, all proceeds from a National Specialty will be made available to the IWSCA's General Fund.
- The Specialty Finance Summary shall include: Income from trophy donations (itemized with donor name), Income from advance, Income form entry fees, income from any vendor space sales, income from any merchandise sales, income form any food sales, income form the auction, income from catalog sales, itemized expenses, including, Package Superintendent and Show Secretary expenses.

OTHER RELATED ACTIVITIES:

- *Conformation, National Specialty, Performance Events, Judges Education, Grounds, Judges Hospitality, Trophies/Ribbons/Prizes, Merchandise, Organization, Publicity/Marketing, Contracts, Judges Contracts, & Board Review.*

REFERENCES:

- AKC:
 - Show/Trial Manual p. 2-9, 2-12, 2-15, 2-17, 2-18, 2-22, 2-23, 8-5.
- IWSCA:
 - Putting on the National Specialty Policy (~1990s???) p. 44 to 48, 57, 58; Sandy's National Specialty Guidelines Notes p. 1, 28, 32, 34;



DESCRIPTION:

- This is the central approval document for the AKC. It is the basis for many follow-on documents and products. It reflects the IWSCA's plans and when approved, the AKC's agreement.

RECOMMENDATIONS:

- Use Online Event Management Tool to submit application for quicker processing (includes options: Manage Event, Submitting a Judging Panel and Submission of non regular classes and sweepstakes judges). Link: <https://www.akc.org/eventplans>.
 - Event Application (include Sweepstakes, Futurity and/or Special Attractions – paper copy only), Judges Panel, Disaster and Emergency Plan, Current Statement of Compliance (paper copy only), Officers / Membership List,
 - Special Attractions may include: Special Awards, Awards of Merit for Superior Quality, classes for Exhibition Only, ATTS, Temperament Testing, Best Puppy in Show, Best Veteran in Show, Best Bred by Exhibitor and etc.
 - Event number can be found on the computer-generated approval notices from the AKC. It should be referenced on all correspondence concerning the event.
- Judges accepting assignments must be available for the entire advertised hours of an event.
 - Judges should not accept assignments for events on the same weekend if they are a great distance apart (succeeding days where more than a few hours travel by ground transportation is involved).
 - Judges can be submitted as "pending" but this option should not be used when a judge has not returned a contract, but only when a judge has not yet been selected.
 - Write promptly to the judges you have selected. Enclose two copies of contract with one copy that he/she would sign and must return to the club.
 - Conformation specialty judge may be assigned a maximum of 200. When the specialty is part of an all-breed event, the maximum of 200 applies only if the judge has no other judging assignment that day. (includes sweeps / futurity).
 - Judge will not be approved to judge the same breed, Group or Best in Show at two shows within 30 days (based on first day of the show being counted as day one - judge may judge on the 31st day) and 200 straight-line miles of each other.
 - Obedience Judge will not be approved to judge for more than eight hours, using the following calculations: Novice - Nine entries per hour, Open - Eight entries per hour and Utility - Seven entries per hour.
 - Obedience Judge will not be approved to judge the same class at two specialty obedience trials for the same breed, held within 30 days and 200 straight-line miles of each other. There is no conflict between judging assignments for different breeds.
 - The maximum for Rally judging is 22 entries per hour.
 - The club must submit the request to the AKC's Judging Operations Department for approval of a Visiting (foreign) Judge who has not previously judged in the United States.
 - The judging of a special attraction (sweeps/futurity) must not interfere with the orderly conduct of regular or group judging at the event. BISS judging may not be delayed more than 15 minutes for a Special Attraction judging. Whenever possible it should be held during a break in the regular judging, or in an area far enough removed from the judging ring(s) so it does not disturb the participants in the event. Judges for Special Attractions need not be AKC-approved judges, and does not need to follow Regular B Judging protocols.



RECOMMENDATIONS (continued):

- Parent Clubs have no limit to the number of events they may hold in a year:
 - Once a club holds an event, the club owns an established corresponding date, which is protected for subsequent years unless the club fails to hold an event in a given year or changes its event date.
 - Within the club's specified territory, no other club would be approved for an event offering the same competition types on that corresponding date, without that club's express permission. If a club fails to hold an event within its territory (nationally) for two consecutive years, it loses its exclusive rights to that territory.
 - A club seeking the AKC's permission to hold an event within the territory of another club that holds the same type of event must obtain written permission from that local club and include it with the event application.
 - Before a club makes any commitment for a site not previously used, the AKC's Event Operations Department must be contacted to verify that the site can be approved.
- Required Equipment:
 - Make sure that any ring equipment AKC regulation compliant (or show can come to stop)
- Prizes:
 - If the prize being donated is not properly described in the premium list, it can only be awarded at the show with the permission of the Event Committee and the reason for the exception included in the show report.
 - If the donor of a trophy published in the premium list fails to furnish the trophy, the club is responsible and must provide a trophy of equal or greater value.

OTHER RELATED ACTIVITIES :

- *Conformation, National Specialty, Performance Events, Judges Education, Clinics, Grounds, Emergency Considerations, Catalog, Schedule of Events, Trophies/Ribbons/Prizes, Photo / Video, Premium List, Organization, Contracts, Judges Contracts, & Board Review.*

REFERENCES:

- AKC:
 - Show/Trial Manual p. 2-5, 2-8, 2-11, 2-17, 2-18, 5-2, 6-2 to 6-7, 7-6, 8-4, 8-5, 8-9 to 8-11, 9-2, 9-5, 9-9, 10-2, 10-3, 10-4, 10-5, 10-10, 13-59; Rules Applying to Dog Shows ch2 sec1 2 4 5 9 14, ch5 sec6, ch6 sec5 8, ch7 sec12 13 19, ch9 sec10, ch11 sec10, ch14 sec5; Rules, Policies, and Guidelines for Conformation Dog Show Judges, p.5; Obedience Judges Guidelines, ch1 p.5; Rally Regulations, ch2 sec2; American Kennel Club Policy Manual sec4 par.I.B I.C I.D VI; Obedience Regulations ch1 sec2; AKC Board Policy, July 1998, Apr 1999, Nov. 1999, May 2000, Nov 2002.
- IWSCA:
 - Putting on the National Specialty Policy (~1990s???) p. 44, 46; Sandy's National Specialty Guidelines Notes p. 7, 8, 22, 24, 29, 32, 33, 34; Superintendent's Task Sheet Items;

AKC COORDINATION: FINAL REPORT 🚩



DESCRIPTION:

- This is a final step in the AKC Process of validating National Specialty as an AKC Event. All of the paperwork needs to be submitted to AKC within seven days of the completion of the Specialty.

RECOMMENDATIONS:

- Make electronic results and send to AKC
- If the prize being donated is not properly described in the premium list, it can only be awarded at the show with the permission of the Event Committee and the reason for the exception included in the show report.
- New Exhibitor Briefings must be documented in the show report submitted for the event.
- The Show Records, the Report of Dog Show or Obedience Trial form, the Recording Fee, Marked Catalog, Judges Books and a Secretary/Superintendent's Report should be turned to AKC.
- It is suggested that Photographer send additional complimentary photos of BISS and HIT to AKC Gazette.

OTHER RELATED ACTIVITIES:

- *Conformation, Performance Events, Training / Seminars, Judges Education, Catalog, Trophies/Ribbons/Prizes, Photos/Video, & Board Review.*

REFERENCES:

- AKC:
 - Show/Trial Manual 2-18, 2-24, 10-3, 10-9; Rules Applying to Dog Shows ch5 sec6, ch17 sec2.
- IWSCA:
 - Sandy's National Specialty Guidelines Notes p. 7, 25; Superintendent's Task Sheet Items.

LEGAL REQUIREMENTS: STATE REGISTRATIONS / PERMITS



DESCRIPTION:

- Local permits and permissions can be surprising and are all unique.
- As a 501(c)3 Public Charity, we must let the State know we are Fundraising in their Jurisdiction.
 - We are an Illinois Corporation and have filed as a charity with that State.
 - But in most states, Charities are tracked by the Attorney General, as part of their Consumer Fraud Division. They are trying to prevent unregistered charities from taking money under false pretenses. As a “foreign corporation,” any corporate entity not incorporated in the state, we must ask if: a “business license,” and/or registration is needed as a charity, and/or; special notification is needed for charitable fundraising (auction), or gaming (raffle, casino night) is required.
 - Generally, we will register in States where we hold a *National Specialty*. Sometimes, those States will waive any need for us to register. *Regional Specialties* too, should be considered for registration. In both cases, the Specialty Committees are responsible for getting the registration completed and having any fees paid.

RECOMMENDATIONS:

- Review the State’s website and Contact the States Attorney General (usually Office of Consumer Fraud) and ask what formal registrations are needed.
- On the IWSCA website, under “The Club,” you can find a complete copy of IRS Form 1023 and any other documentation you may need to furnish the state authorities proving our status as a Public Charity. Club Officers, Treasurer and Secretaries will help with any additional or more current information needed.
- Use Event Chairs names and addresses for all local registrations and permits. Chairs are authorized to sign applications.
- The following is a list of common items asked for with Registration: Current names, addresses and phone numbers of Board Members; Certification none of the Board Members are felons or have otherwise gotten into trouble; The club is not under indictment or investigation; Latest Financials; Copy of our 1023 or determination letter, when we get it; Certificate of Good Standing from IL, and; how we will solicit funds.
- Find out regulations in host state / locality
- Determine if need to obtain any required permits (local township, health, fire and police)
- Contact local town authorities to obtain permission for displaying banners advertising the event.
- Consult local authorities to determine whether there are ordinances governing tenting, e.g. fireproofing, and whether permits are required.
- Regulations for on-street parking can be determined through the local police department.
- If permission is obtained from the local authorities, streets may be closed down or rerouted on the day of the event.
- Additionally, clubs should include any specific local or state health requirements into premium list; for example, proof of rabies vaccination.

OTHER RELATED ACTIVITIES:

- *National Specialty, Regional Specialty, WC / WCX, Grounds, Parking, & Premium List.*

REFERENCES:

- AKC:
 - Show/Trial Manual 2-8, 2-20, 4-6, 4-8.
- IWSCA:
 - Sandy’s National Specialty Guidelines Notes p. 47.

CONTRACTS: INSURANCE



DESCRIPTION:

- Extra Insurance riders are needed for all of the Events, locations and Activities at the National Specialty. They are usually no-cost to the IWSCA

RECOMMENDATIONS:

- Determine Requirements for Insurance.
- Coordinate insurance requirements with Club Treasurer.
- For WC / WCX if land owner needs club to add him as additional insured, insurance needs to be obtained (make sure owners limits meet clubs).
- Do not provide alcohol as part of Club function - hire licensed vendor (Club on its own does not have insurance).
- If Shipping scrapbooks to someone locally who can bring them to event insure them during shipment.

OTHER RELATED ACTIVITIES:

- *WC/WCX, Dinning/Meals, & Scrapbook.*

REFERENCES:

- AKC:
 - [Show/Trial Manual](#) p. 2-8.
- IWSCA:
 - [Putting on the National Specialty Policy](#) (~1990s???) p. 44, 48; [Sandy's National Specialty Guidelines Notes](#) p. 7, 40, 42, 51.

CONTRACTS: JUDGES



DESCRIPTION:

- It is an AKC requirement to submit the judges panel when the club is in possession of a signed contract from each judge.

RECOMMENDATIONS:

- Get a definite commitment from each judge for the total charges. Contracts should clearly define all expenses and fees. These arrangements must be in writing in the form of a signed contract.
- The IWSCA will pay all allowable judge's expenses, which are limited to: airfare (or other transport); judging fee (to be reasonable); up to two nights' stay in a modest hotel; meal expenses in connection with the Specialty; car rental (try to avoid); and a modest judge's gift. The judging contract should state these expense limits explicitly to avoid misunderstandings.
- International judges are covered for the equivalent of what a domestic judge would cost. Board must approve.
- All assignments must be promptly confirmed in writing.
- No change in a judge's assignment may be made unless the judge agrees to the change. All changes must be in writing.
- Write promptly to the judges you have selected enclose two copies of contract with one copy that he/she would sign and must return to the club.
- Notification of Filming, if the event will be videotaped, must be in the Judge's contract.
- Two copies of local hotel/hospitality arrangements should be sent to the judge and become part of the contract. One copy for the judge and the other one signed and returned to the club.

OTHER RELATED ACTIVITIES:

- *[Conformation](#), [National Specialty](#), [Performance Events](#), [Judges Hospitality](#), [Photos/Video](#), [Finances](#), [Application](#), & [Board Review](#).*

REFERENCES:

- AKC:
 - [Show/Trial Manual](#) p. 6-6 to 6-8, 13-58, 13-59, 13-60; [Rules, Policies, and Guidelines for Conformation Dog Show Judges](#), p.5, 6; [Rules Applying to Dog Shows](#) ch7 sec7; [AKC Board Policy](#) July 1998.
- IWSCA:
 - [Putting on the National Specialty Policy \(~1990s???\)](#); [Sandy's National Specialty Guidelines Notes](#); [Superintendent's Task Sheet Items](#); [Catalog Rundown Check sheet](#); [National Specialty Preregistration Packet](#);

BOARD REVIEW



DESCRIPTION:

- An overarching Board Review process is what connects and involves the Club in one of the most important Events of the year: National Specialty.

GUIDANCE:

- The Board will approve plans for: Conformation, Performance Events, Junior Showmanship, WC/WCX/upland tests, Annual IWSCA meeting and Banquet / Awards dinner.
- Any new trophies are to be offered.
- The IWSCA logo is the property of the IWSCA it may be reproduced for National Specialty
- All new Challenge Trophies must be approved by the IWSCA Board
- Send contracts with hotel, banquet and event sites to Board for approval
- International judges must be approved
- Establish Closing and National Specialty Dates.
- At Closeout, record Lessons Learned and Transfer Funds to Club.

OTHER RELATED ACTIVITIES:

- *Conformation, National Specialty, Performance Events, Annual General Membership Meeting, Board and Committee Meeting, Judges Hospitality, Schedule of Events, Specialty Logo, Trophies /Ribbons/Prizes, Merchandise, Bid, Organization, Finances, Application, Final Report, Contracts, & Judges Contracts.*

REFERENCES:

- AKC:
 - Show/Trial Manual p. 10-4, 4-4; Rules Applying to Dog Shows ch6 sec9.
- IWSCA:
 - Putting on the National Specialty Policy (~1990s???)p. 43, 44, 45, 48-50; Sandy's National Specialty Guidelines Notes p. 7, 8, 14; Superintendent's Task Sheet Items; Working Certificate and Working Certificate Excellent Rules and Regulations p. 1.