

Guidelines for Hosting the Keeshond Club of America National Specialty Events



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INTRODUCTION

You have taken the first and probably largest step for your club. You are considering hosting the Keeshond Club of America National Specialty along with all of its associated events. Questions are probably racing through your minds right now: Can we do it? Do we have enough members willing to help? Where will we hold it? How much does it cost and how will we pay for it? What rules do we have to follow? Will we get help from KCA? And many more! You are not alone in these concerns; many clubs before you have asked and answered the very same questions.

First and foremost, you are hosting the Keeshond Club of America National Specialty and should remember that you are accountable to KCA for all parts of it. The National Show Chair must be a KCA member and knowledgeable of current KCA policies and guidelines, as well as AKC show requirements. This can help eliminate a lot of innocent mistakes due to lack of knowledge. If your club is a KCA-affiliated club (most are), it will be allowed to hold a Regional Specialty in conjunction with the National Specialty. If your club is not a KCA-affiliated club, it will be holding a KCA Regional Specialty and a KCA National Specialty. In either case, you are agreeing to be the designated Show Committee for both the Regional Specialty and KCA's National Specialty. This National Specialty guide has been developed to aid local specialty clubs in hosting the Keeshond Club of America National Specialty and all its associated events.

The Board of Directors has appointed a National Specialty Committee to assist your club by answering questions that you might have in planning and conducting the show. This National Specialty guide is to be used in conjunction with AKC's publications and the counsel of the National Specialty Committee who will act as your liaison with the KCA Board.

We congratulate your club on taking this giant step in being an active part of the Keeshond Club of America and thank you for your very considerable efforts.

And Finally.....

This document will continue to be a work in progress. It will be reviewed and updated annually by the National Specialty Committee. Your helpful suggestions and recommendations in making it a more useful tool for all clubs interested in hosting a National Specialty are encouraged and appreciated. There are suggestion pages for this purpose in Appendix that you can use to collect your ideas throughout the process and submit to the National Specialty Committee as you wrap up your duties.

CHAPTER 1 – PLANNING

PHASE I – SO YOU THINK YOU WANT TO HOST THE KCA NATIONAL

Your club must request permission from the KCA Board to host the National Specialty at least three years in advance of the show. Listed below are issues that need to be considered when making the decision to request permission to host the National Specialty.

First Considerations

The prospective host club must have and be familiar with the following AKC publications: *Rules Applying to Dog Shows*, *Dealing with Misconduct at AKC Events* and the *Show/Trial Manual*. If your club does not have these publications, they can be obtained from AKC; all are free and downloadable. The prospective host club must also have and be familiar with this Guidelines document. It is expected that all clubs and individuals making this request for permission will keep the KCA Board (through the National Specialty Committee) informed of their plans and progress at all times, keeping in mind that this is the KCA National and the host club is accountable to the KCA membership (through its Board) for all parts of it. It is important to know that you do not have to have a large membership of your own local club, just willing workers. Other areas where you could obtain committee volunteers are: Keeshond fanciers who are not currently club members but live in your area, Keeshond rescue volunteers in your area, KCA members from outside your area and other people in your area familiar with dogs of any breed. Some of the work in planning a National Specialty and its associated events has no regional boundaries and could be accomplished by anyone across the country.

Funding the National and the Importance of a Budget

The National Specialty is a large event with a large amount of money flowing through it. Clubs must take a serious, businesslike approach in running it to ensure accountability, cost control and profitability. While profit is not the goal or purpose of the show, due consideration must be given to ensure that costs are covered and that the show does not incur a loss. KCA does not have unlimited funds to cover National Specialty deficits.

A preliminary budget should be developed and submitted to the KCA Board as soon as possible after you have received permission to host the National Specialty. To aid in your development of a budget, the standard format for the budget along with the actual results of the last several National Specialties can be found in Appendix D. An Excel spreadsheet can be obtained from the National Specialty Committee. A final report in the same format should be submitted to the KCA Board upon wrapping up the financial activities of the National (often several months, but no later than six months, after the event itself). Payment of amounts due to KCA should accompany the final report.

Show costs for the associated Host Club Regional Specialty belong to the host club. Show costs for the National Specialty belong to KCA. Show costs are those expenses pertaining to the show itself: show secretary/superintendent, judges, trophies, rosettes, etc. Joint expenses such as show ring area, grooming area, etc. are split between the host club and KCA. Seminars, banquets, etc. are not considered show costs and are KCA responsibilities. Decorations, entertainment, hospitality, etc. are not show costs but are a shared responsibility of the host club and KCA.

Because it is easy to overspend in these particular areas, remain within budget (see Appendix D for historical expenditures). Many things can be obtained for free or at reduced price just for the asking – use this knowledge liberally in all areas.

Fund Raising to Help with Expenses

Hosting a National Specialty and the associated events is not inexpensive. The more funds that can be raised in advance, the easier it will be in the long run. It is never too early for your club to start raising funds to cover the expenses. These fund-raising events do not have to cater just to dog people. Bake sales, garage sales, eBay auctions or any type of event that can raise even a small amount of cash will work. Raffle opportunities for free room-nights at the headquarters hotel have received good response in the past. Selling reserved ringside seating, raffling an airline ticket to anywhere or to the National, logo t-shirts and sweatshirts, logo mugs and logo tote bags are all workable ideas for fund raisers closer to the time of the show. Asking for monetary and/or in-kind contributions from area businesses, dog show vendors, other dog-related businesses, clients, family, friends and puppy owners can net good results. The less dog-specific the fund raisers are, the wider appeal they will have. Just think of all the fund raising activities which occur at our work places. [Rule: No fund raising on a national level publicizing any future National Specialty shall be conducted until after the current year's National Specialty is concluded in order not to draw attention away from or impede the fund raising efforts of the current year's host club.] The host club may request seed money (traditionally \$1,000) up front from KCA in order to get started with the planning of the National. This money is to be reimbursed to KCA at the close of the event with the final report.

Show Site for the National

One of, if not the, most important decision you will make is where to hold the National Specialty. A satisfactory show site and a headquarters hotel are important to the enjoyment of the visiting exhibitor as well as to the smooth operation of the show. A site close to a major airport will make it a more attractive one for those coming from a long distance. It is ideal to have all activities at one location such as a large hotel with exhibition, symposium space and banquet facilities. See Chapter 4 for more specific hotel/exhibition space and contractual requirements. Your show site should be one that has the potential to offer a feeling of the distinctive atmosphere of a National Specialty and not one of "just another dog show".

Requesting Permission to Host the National Specialty

If you have the information discussed above, your club should be prepared to submit a request to the KCA Board for permission to host a National Specialty. You will want to start planning your committees and committee chairs. The more planning done ahead of schedule, the less panic there will be as the National draws nearer. The time will go by quickly!

The country is divided into three zones – East, West and Central – and the National is rotated among them. Regional clubs hoping to host the National should submit a request at least three years in advance. The request should, ideally, include the following items:

1. The name of the Show Chair and Assistant Show Chair (Show Chair and Assistant Show Chair must sign and submit an Acknowledgement and Acceptance of Responsibility form – see Appendix C)
2. Potential show sites or show site cities
3. A membership list for the applicant host club, indicating which ones are also KCA members
4. Latest annual financial report of your club

The National Specialty Committee will assist you with answers to any questions you might have in preparing your request. The request should be submitted to the KCA Corresponding Secretary, with a copy to the National Specialty Committee. It should be submitted least two weeks before any Board meeting and at least three years in advance of the National Specialty you are seeking to host.

PHASE II – FIRST THINGS FIRST

Final Selection of Show Site

Once your club has received permission to host the KCA National Specialty, your first priority is to find an appropriate show site. Refer to Chapter 4 for detailed information on requirements and contract details. A draft of the contract with the hotel/show site should be submitted to the National Specialty Committee for review no less than 2.5 years before the proposed dates of the National Specialty.

Timing of the National

The National Specialty has traditionally been a week-long event, beginning with the Board meeting on Sunday and ending with the Best of Breed judging and the annual banquet on Saturday. Running longer than a week makes it difficult for those on a budget to attend and running shorter makes the schedule too hectic and tiring.

While it is preferred, according to past membership votes, that the National Specialty be held on Memorial Day weekend, it is getting increasingly more difficult to fly with dogs in warmer weather. The allowable dates for consideration of holding KCA National Specialty are between April 15th and June 15th. Also, special consideration needs to be given to any regional specialties that are held during that time frame (Heritage Trail, Capital, etc.). Scheduling the National Specialty on the same weekend as another Keeshond specialty is not allowed (unless it is the specialty club which is hosting the National). When choosing your dates, determine whether there are any all-breed shows within 200 miles or obedience, rally or agility trials within 100 miles of the show site on the same dates being proposed. If there are, written releases must be obtained from the host clubs of the shows/trials, which must be submitted with the specialty applications to AKC.

The show date **MUST** be pre-approved by the KCA Board. It is a good idea to have a couple of date alternatives worked out with the hotel you are considering. KCA will not approve any host club holding two regional specialties in conjunction with the National.

Follow Up Documentation Needed By National Specialty Committee

As soon as the proposed show site and date are determined, the following items should be submitted to the National Specialty Committee:

1. A copy of the proposed contract with the hotel
2. Proposed dates
3. Description of access to transportation, including freeways and airlines servicing your area
4. A preliminary budget in the standard format (see Appendix D)

Useful Publications

The host club should be aware of and knowledgeable about all general AKC rules and regulations pertaining to holding a specialty show, such as, but not limited to, scheduling rules, premium list rules, disaster plan, veterinarian, emergency care, show photographer, ring setup, hiring judges, etc. Each Regional Specialty club which is seeking to host the National Specialty should have a current edition of the following publications:

1. *AKC Show/Trial Manual*
2. *AKC Rules Applying to Dog Shows*
3. *AKC Dealing with Misconduct at AKC Events*
4. *AKC Dog Show Stewards*
5. *AKC Junior Showmanship Regulations*
6. *AKC Obedience Regulations* (includes *Obedience Judges' Guidelines*, and *The Steward in Obedience*)
7. *AKC Rally Regulations* (includes *Rally Judges' Guidelines*, *The Steward in Rally* and *Rally Signs and Descriptions*)
8. *AKC Rules, Policies and Guidelines for Conformation Dog Show Judges*
9. *AKC Regulations for Agility Trials*
10. *AKC 4-6 Month Beginner Puppy Competition*

If your club does not have these publications, they can be obtained from AKC. These are free and downloadable.

Each host club should be familiar with the rules and guidelines for KCA-related items such as: Judge's Awards of Merit, Futurity/Maturity rules, veteran class rules, Nan Greenwood medallion (for first place in each bred by exhibitor class), KCA medallion for Best of Breed and High In Trial for both the host club's Regional Specialty and the National Specialty, KCA Board meeting requirement/scheduling, KCA Annual Membership meeting requirement/scheduling, KCA Judges' Seminar and Breeders' Education requirements. This information will be found in Appendix A. You will need to work with a number of people outside your club; Appendix B has contact information for many of them.

PHASE III – THE REAL WORK BEGINS

Setting a Schedule

Setting the schedule for the week of the National should be done as early as possible. Judges cannot be hired until the schedule is set. There are a lot of events to plan into the week and sometimes it takes a lot of juggling. There are some things that you will be required to include in the week and others that are optional. See Appendix F for more detailed information.

Committees/Coordinator Positions That Need to be Filled

Although this is not necessarily a complete list of committees and coordinator positions, it is a listing of the primary roles. You may need to create more positions or combine some committees into a single position. See Chapter 3 for detailed job descriptions for each of these positions:

1. Show Chair and Assistant Show Chair
2. Treasurer
3. Obedience/Rally Show Chair and Assistant Obedience/Rally Show Chair
4. Agility Trial Chair
5. *Chief Conformation Ring Steward
6. *Chief Obedience/Rally Ring Steward
7. *Trophy/Rosette Donations and Selection
8. *Publicity/Website
9. *Catalog Advertising Sales
10. *Catalog Advertising Production
11. Hospitality
12. *Judges Hospitality
13. Registration/Welcome Packets/Bags and Table
14. Decorations
15. *Awards Banquet
16. *Catalog Sales Coordinator
17. RV Parking
18. Grounds – Exercise Areas
19. Grooming
20. Rings/Seating
21. *Vendors
22. *Raffle/Silent Auction
23. *Rescue/Companion Activities
24. *Top Keeshond Event
25. Clean Up

*These positions could be held by someone who is not necessarily local but who plans to attend the National Specialty

Regional club and/or KCA members should not be compensated (in cash or comped or upgraded hotel rooms) for filling these positions. Members of a club should be willing to provide services to the club for the good of the club, not for compensation. Many, many people will be needed to put in many, many hours and it is impossible to compensate all these people.

Show Secretary or Superintendent for the National

The host club must decide whether to use a superintendent or a show secretary, or some combination of the two to provide services for the National and Regional Specialty. See Chapter 5 for information regarding the selection of and contract negotiations with a show secretary/superintendent. Once the show secretary/superintendent is chosen, your club should forward the proposed contract to the National Specialty Committee for review. KCA, the host club and the show secretary/superintendent are accountable for all AKC requirements and subject to fine for failure to comply with any of them.

Choosing a Theme

Choose a theme to use throughout the National Specialty events which will be reflected in artwork for the premium list and the catalog, for decorations, possibly for trophies and many other areas. Be sure to include the Show Chair, the Decorations Chair, the Trophies/Rosettes Chair and any creative types you may have in the decision. Just to get your creative juices flowing, past themes have included: "Keeshond California Adventures", "Carolina Calling", "Topeka Or Bust", "The Versatile Keeshond", "Take A Ride On The Wild Side", "Diamonds In The Ruff", "Spring-Time In The Roc-Kees". If you use a professional artist for graphics and/or logos, be sure to obtain a written release from the artist for using the artwork. Any cost for a professional artist is a host club expense.

Hiring the Judges

Hiring of judges should be done as soon as possible (ideally 2 or more years in advance) because popular judges get booked up well in advance. The host club will hire its own sweepstakes, obedience, rally, agility and conformation judges. Its conformation judges should be hired from the membership-voted short list, if at all possible, since this should result in more entries from KCA members. The host club will also hire the KCA obedience, rally and agility judges to maintain continuity for obedience, rally and agility. KCA hires the conformation judges, including the Futurity/Maturity judge for the National Specialty based upon membership balloting. The host club will submit the judging panels for all shows to AKC for approval. The KCA Corresponding Secretary will be the contact person for getting the names of the KCA conformation judges and their assignments to the host club for submission to AKC. AKC rules require that judges not be announced until AKC has approved the judging panel. **Be sure to specify in your contracts with the conformation judges that they are required to refrain from judging Keeshonden for a six month period prior to judging the regional or National Specialty, with the exception of previous commitments.**

Publicizing the National Specialty You Are Hosting

As a courtesy to other clubs hosting the National, you should not start publicizing information pertaining to the National your club will be hosting until the National the year prior is underway. You can tell people you are going to host the National, but information pertaining to that event should not be publicized or promoted until one year prior. There should be no sales of National Specialty themed items until after the previous year's National is completed. Remember that AKC rules require that judges not be announced until AKC has approved the judging panel. Liberal use of a website (which should be cross-linked with the KCA website) and social media is highly encouraged.

Submitting Show Applications to AKC

All applications for both the National Specialty show and the associated Regional Specialty show are submitted to AKC by the host club Show Chair. Before submitting the applications to AKC, determine whether there are any all-breed shows within 200 miles or obedience, rally or agility

trials within 100 miles of the show site on the same dates being proposed. If there are, written releases must be obtained from the host clubs of the shows/trials, which must be submitted with the specialty applications to AKC. The KCA application for the conformation show and obedience trial does not need to be accompanied by a payment, since KCA is an AKC member club (unless KCA is having more than one event of the same type, as in the case of a non-affiliated host club). The host club applications for its Regional conformation show and obedience and rally trials, as well as KCA agility and rally trials, need to be accompanied by a payment. The KCA application can be submitted as much as two years in advance of the determined date. It is recommended that these two applications (KCA's and the host club's) be submitted together. Make copies of everything prior to sending (if anything is lost in the mail or at AKC, you will need them). Any joint communication accompanying the applications to AKC should be duplicated and attached to each application as there will be multiple people processing the paperwork at AKC. Photocopies of all applications and contracts must be sent to the KCA Corresponding Secretary for KCA's files also. The agility and rally applications are separate from the conformation/obedience application. Be sure your club is eligible to hold an obedience/rally trial and/or an agility trial. If your club is not eligible to hold an obedience/rally trial and/or agility trial, KCA can hold two obedience/rally/agility trials. In that case, a fee will need to accompany the applications for the second obedience/rally trial. All additional events must be noted on the show application sent to AKC. All correspondence, applications and payments should include the appropriate AKC club numbers (KCA's is 1898).

CHAPTER 2 – CHECKLIST/TIMETABLE

Monthly updates of progress/decision points should be made to the KCA Board of Directors through the National Specialty Committee.

These tasks must be accomplished by the deadlines stated.

3+ years prior to the show (May 2014 for 2017 National)

- Submit request for permission to host the National Specialty to the KCA Board.
- Survey available show sites; choose one and begin preliminary negotiations.

2.5 years prior to the show (November 2014 for 2017 National)

- As soon as possible after receiving approval to host the National Specialty from the KCA Board of Directors, send a preliminary Hotel Contract to the National Specialty Committee for approval or suggestions for additional negotiation.
- Set dates for National Specialty.
- Submit a preliminary budget to the National Specialty Committee in the format in Appendix D.
- Appoint committee chairs. Share list with the National Specialty Committee.

2+ years prior to the show (May 2015 for 2017 National)

- Finalize hotel contract.
- Send a contract proposal from superintendent or show secretary to the National Specialty Committee for approval or suggestions for negotiation.
- Submit a proposed schedule of events to the National Specialty Committee. Judges cannot be hired until the schedule is approved so the sooner this is done, the sooner the judges can be hired.
- As soon as schedule is approved, hire all obedience, rally and agility judges. Once the National Specialty conformation judges have been confirmed, hire conformation judges for the Regional Specialty.
- Choose a theme.
- Begin work on selection of trophies. Trophies for the National Specialty must be approved by the KCA Board of Directors.

18 months prior to the show (November 2015 for 2017 National)

- Contact and secure the services of a show photographer.
- Consider obtaining the services of a videographer and/or live streaming, if no cost to the host club or KCA is involved.
- Finalize selection of trophies and submit list to KCA Board for approval.
- Update the preliminary budget for the National Specialty and submit to the National Specialty Committee.
- Provide ad copy for your National Specialty to the host club for the current year National Specialty to be included in the current year catalog.
- Plan to have as many committee chairs as possible attend the National in order to shadow their counterparts for a better understand of their responsibilities.

1 year prior to the show (May 2016 for 2017 National)

- Be prepared to announce details of the National Specialty at the Annual Awards Banquet and the Annual Meeting (information provided should include date, place, Show Chair, hotel).
- Solicit trophy donations at National Specialty.
- Finalize menu and prices for the banquet.

10 months prior to the show (July 2016 for 2017 National)

- Order trophies.
- Have website up, adding more information as it becomes available.
- Make arrangements with a veterinarian to be on site or on call.
- File show application for conformation, obedience, rally and agility, event site layout and panel of judges with AKC (absolute deadline is 18 weeks prior to closing date).

8 month prior to the show (September 2016 for 2017 National)

- Finalize all committee planning work.
- Begin process of creating premium list. See Chapter 6 for the required and recommended information.

6 months prior to the show (November 2016 for 2017 National)

- Send draft of the premium list to the National Specialty Committee.

5 months prior to the show (December 2016 for 2017 National)

- Send premium list package to the superintendent/show secretary.
- Confirm that arrangements have been made for all equipment for the various events (includes ring equipment to be provided by the superintendent/show secretary and other equipment, such as media equipment, chairs, tables, etc., to be provided by the facility). Make arrangements for equipment needed that will not be provided by the show superintendent/show secretary or facility.
- Finalize space assignments for all activities (competitive events, Top Keeshond Event, KCA Board meeting, annual membership meeting, judges' education, breeders' education, trophy storage, hospitality suite, registration/welcome bags table, etc.)

3 months prior to the show (February 2017 for 2017 National)

- Order major rosettes for conformation, Top Keeshond Event, obedience, rally and agility
- Order class rosettes for conformation

1 week prior to closing

- Send all information for the catalog to the show secretary/superintendent. See Chapter 6 for the required and recommended information.
- Organize and tag all trophies.

As soon as possible after closing

- Order remaining rosettes for Top Keeshond Event, obedience, rally and agility, including qualifying rosettes.

1 week prior to show

- Determine list of people authorized to make charges to the hotel master bill and provide list to hotel contact.
- Make room assignments for judges and other key workers.

After show

- Clean up all space used (remove banners, plastic sheeting, decorations, leftovers in the hospitality room, leftover hospitality bags, etc.).
- Send any merchandise to those who ordered it and two marked catalogs to the KCA historian not more than 6 weeks after the show. This is also the time to send catalogs to those who ordered them if they were not sent earlier in the week. Return any unsold merchandise and unawarded trophies, if possible.
- Finalize financial report and submit to National Specialty Committee (deadline is 6 months after show).

CHAPTER 3 – QUALIFICATIONS AND RESPONSIBILITIES OF TEAM MEMBERS

Managing a diverse-activity, multi-day event, and doing it successfully, is the greatest challenge for any club. Putting the right people in the right positions goes a long way in helping the club to meet this challenge. Hosting a National Specialty is a team effort. AKC and KCA establish the rules and guidelines; the host club fulfills these requirements and provides overall management and production through these positions, the judges and the superintendent or show secretary. A good working relationship between members of the team will result in a better event. The team must be unified and dedicated to the production of the best National Specialty possible. Individuals should be appointed to positions based upon experience, the workloads they can handle, the time they can devote to each task and their ability to motivate others. Candidates for the positions must familiarize themselves with the specific duties and responsibilities involved. Shadowing their counterparts at the National the year prior is an excellent way to do this. In addition, the National Specialty Committee has a list of experienced people who can provide guidance for the various positions. Unless otherwise noted, all positions cover both the National Specialty and the associated Regional Specialty.

Show Chair and Assistant Show Chair. The Show Chair oversees all aspects of the show and is generally the contact and coordinator with the host hotel. The Show Chair is appointed by the host club and is ultimately accountable to the KCA Board and is responsible for all monies spent on the show; therefore, all committee chairs are to contact the Show Chair before any money is spent. Both the Show Chair and the Assistant Show Chair must acknowledge and agree to responsibilities in writing at least two years in advance of the Specialty (see Appendix C).

The job of Show Chair is very time-consuming both before the event and during the week. Therefore, it is not advisable for the Show Chair to also chair any individual aspect of the show. The Show Chair responsibilities supersede all else. Although the Show Chair can exhibit at these shows, his/her primary responsibility is the smooth operation of the show. He/she must not get so wrapped up in time spent showing dogs that he/she is not available for Show Chair responsibilities.

Qualifications:

- Member of host club and KCA
- Experience in planning events
- Ability to meet deadlines
- Understanding of AKC's Rules Applying to Dog Shows
- Experience exhibiting dogs at AKC events
- Attendance at several KCA National Specialties
- Ability to apply basic business management practices:
 - Set priorities
 - Make decisions
 - Delegate authority
 - Conduct meetings
 - Compile records
 - Communicate effectively with a wide variety of personalities
 - Resolve contentious issues
 - Work within the financial guidelines established by the host club and KCA
 - Negotiate and evaluate contracts and agreements, as necessary

Planning and Pre-Show Responsibilities:

- Overall responsibility for proper planning, conducting and reporting the results of the shows
 - Ensure all necessary documents are submitted to AKC by their deadlines
 - Ensure premium list, judging program and catalog material is submitted to the superintendent/show secretary by the deadline (including emergency veterinarian contact information)
- Appoint and oversee all other positions
- Conduct meetings/conference calls with committee chairs to assess progress on goals
- Contract and act as the liaison with the facility/site
- Contract with show secretary/superintendent
- Determine and comply with legal requirements, such as obtaining permits, that may be required
- Consider federal, state and local taxes to avoid any possible penalties imposed for failure to follow such requirements
- Follow timeline for completing necessary listed contracts
- Map facility, including rings (including entrance and exit), grooming, vendor spaces, show photographer set-up area, video set-up area, show secretary/superintendent desk, information center, handicap seating, judges' education seating, judge's table, steward's table, trophy table, raffle space (be sure you are working with a facility floorplan that is to scale)
- Prepare emergency plan in accordance with AKC requirements
- Arrange for all space and media equipment needs for all activities (projectors, screens, sound systems, flip-charts/easels)
- Establish schedule for all activities/events for the week
- Establish a list of members who would be available in the event of the need for a Bench Committee hearing

On Site Responsibilities:

- Inspect site daily to ensure all facilities are set up properly and equipment is in place and working; resolve any issues that are noted
- Establish an information center open during show hours near building entrance or ring-side, scheduling at least one person to answer questions, distribute remaining registration/welcome bags, sell catalogs, monitor sign-up sheets, lost and found, etc.
- Post a daily schedule of activities (including time and location), various deadlines (silent auction, banquet seating, etc.) and lunch menus
- Be available (or appoint someone to be available) at all times for trouble-shooting
- Be prepared for clean-up of dog accidents during the week (a small portable carpet cleaner is handy)
- Maintain a list of volunteer assignments, for example:
 - Daily grounds patrol
 - Daily hallway patrol (clean up)
 - Bathing station

Treasurer. The person filling this position is responsible for producing a budget (in partnership with the Show Chair), tracking all financial transactions and completing a final report for the KCA Board within six months of the National Specialty. The treasurer, along with the Show Chair, will

provide budget amounts to each Committee Chair. Any expenditure beyond the budget should be pre-approved by the Show Chair and the Treasurer. The person chosen should be detail-oriented and have both spreadsheet and accounting skills. A bank account separate from the host club's main bank account should be opened soon as fundraising begins. The possibility of a PayPal account (or some other way to accept electronic payments for preordered items like apparel, catalog, reserved grooming/seating, banquet, etc.) should be explored. This person collects all order information, combining those coming in the mail with those coming electronically and providing check-off lists to those who need them (for example, registration/welcome packets/bags, catalog orders, banquet, etc.). KCA has a standard format for the budget and final report which you will find in Appendix D. In addition, the Excel spreadsheet with this information, including the final reports from several recent National Specialties, is available from the National Specialty Committee. The Treasurer will submit the final report, along with a copy of the master hotel bill, the show secretary/superintendent's final statement and any payment due, within 6 months of the National Specialty to the KCA Board.

Obedience/Rally Chair and Assistant Obedience/Rally Chair. These chair positions answer to the Show Chair but oversee the planning and activities of the Obedience/Rally portions of the shows, including recruiting a chief ring steward.

Qualifications:

- Member of host club
- Experience exhibiting or stewarding in Obedience/Rally trials and familiarity with AKC's Obedience Regulations and Rally Regulations

Responsibilities:

- Overall responsibility for planning, presentation and reporting of the obedience/rally portion of the National Specialty
- Be available in the area of the obedience/rally rings throughout the trial hours
- Work with the Show Chair (and others as needed) in selecting and securing obedience/rally judges and stewards
- Work with Trophy Chair in selecting and securing, displaying and making available for presentation the obedience/rally trophies and rosettes (including qualifying and new title rosettes)
- Coordinate obedience/rally ring layouts (including flipcharts/easels with running order and results)
- Procure and properly place obedience equipment that complies with AKC regulations in the rings on the day(s) of the events (superintendent/show secretary may provide and place equipment)
- Ensure that judges have access to meals and light refreshments while judging
- Monitor scores for presentation of high in trial and high combined awards
- Establish a list of members who would be available in the event of the need for a Bench Committee hearing
- Consider holding a obedience/rally match or practice session or CGC test as a fund-raiser

Agility Trial Chair. This chair answers to the Show Chair but oversees the planning and activities of the Agility portion of the shows. He/she should have experience running in agility and familiarity with AKC's Agility Regulations. Responsibilities include:

- Participate in overall and agility site selection, ensuring adequate space for agility if on-site or that the venue is within a reasonable distance of the main site
- Contract with agility venue if not part of the main site (if management of the venue wants certificates of insurance and/or not-for-profit status, those certificates can be obtained from the KCA Treasurer)
- Select and contract with an agility trial secretary if the show superintendent/secretary is not providing services for the agility trial (trial secretary should be able to produce premium list but confirm in the contract)
- Hire agility judge(s) with approval of Show Chair
- Arrange for equipment rental (including flipcharts/easels for running order and results)
- Arrange for the availability of food during the day(s)
- Arrange for measuring device and two qualified measurers
- Arrange for agility action shot photographer if not using contracted conformation photographer
- Encourage winners of HIT to send win photos to the KCA Corresponding Secretary for inclusion in the Secretary's Report
- Coordinate with trophy/rosette chair for quantities of trophies and rosettes that will be required
- Recruit course builders and other needed positions such as scribes, timers, bar-setters
- Establish a list of members who would be available in the event of the need for a Bench Committee hearing

Per AKC rules, any stewards, timers and scribes may compete in the trial, if doing so does not conflict with the completion of their assignments. A person may not time or scribe in jump height class in which he/she is directly competing.

Chief Conformation Ring Steward*. This person should be the "go to" person in the ring with the judge, seeing to the judge's needs regarding ramp, beverages, breaks, ring organization, etc. Per *AKC Dog Show Stewards*, no person should steward for a judge under whom he/she or anyone in his/her household has an entry, or under whom, in the course of the day's judging, such entry may become eligible to compete. The main stewarding duties are:

- handing out armbands
- organizing dog/handler teams
- keeping an accurately marked catalog noting placements, absentees and disqualifications
- preparing ribbon/rosette and trophy awards for each class
- keeping the ring neat and clean
- posting results of judging on ring-side flip-charts
- making sure the judge's table is supplied with paper towels, wipes, hard candy, etc. (which will be provided by the hospitality committee)

The chief ring steward should select and train one or more assistant ring steward(s) to relieve him/her in the ring, as well as to assist in performing the duties listed above. If there is not a club member able to fill this position, consider asking local provisional judges who are interested in the breed or hiring a professional ring steward.

Chief Obedience/Rally Ring Steward*. This person will be responsible for recruiting and, if necessary, training obedience and rally ring stewards and should be an experienced obedience/rally ring steward. Stewarding duties are the same as those listed under the chief conformation ring steward. Per AKC rules, no person should steward for a judge under whom he/she or anyone in his/her household has an entry, or under whom, in the course of a day's judging, such entry might become eligible to compete.

Trophy/Rosette Donations and Selection*. This position could be filled by one or two people. The responsibilities could be split between the National Specialty trophies and the associated Regional Specialty trophies or between soliciting donations and choosing, obtaining and displaying the trophies/rosettes. Please remember that the National Specialty trophies/rosettes reflect on KCA and should be suitable for a National Specialty. You can start soliciting for trophy donations as soon as you get your trophy lists finalized, but no more than one year in advance. Passing around your trophy list at the preceding National Specialty will generate some of the best coverage. The KCA Trophy fund listed on your KCA dues notice does NOT pay for National Specialty trophies. KCA provides Best of Breed and High In Trial silver colored medallions for the KCA National Specialty and the associated Regional Specialty. KCA also provides Nan Greenwood medallions for the KCA National Specialty and the associated Regional Specialty. The trophy chair should collaborate with the National Specialty Committee regarding the National Specialty trophies. See Appendix E for a spreadsheet format for the number of trophies and rosettes needed for each show as well as for calculating the total cost for each show. It is a nice gesture to offer a token of remembrance to those dogs which made the cut at both the regional and the National specialties.

Responsibilities:

- Choose trophies and rosettes, working within the budget supplied by the Show Chair, and obtain approval of the KCA Board at least eighteen months in advance of the show your club will be hosting
- Secure trophy donations through multiple channels, such as:
 - During the previous National Specialty
 - At regional specialties
 - At other big shows
 - On the National Specialty website
 - On National Specialty social media outlets
 - From previous trophy donors and trophy winners
 - In premium list
- Supply list of trophy donors (conformation, obedience, rally, agility) to show secretary/superintendent for inclusion in the catalog
- Ensure that all trophies are listed correctly in the premium list (be sure to include all KCA-provided trophies)
- Meet all deadlines for the submission of material to the printer
- Order trophies (while color-appropriate or sized trophies for class placements are nice, they can be more costly than identical trophies for each placement and will add to your organizational duties)
- Order rosettes (may be obtained from show secretary/superintendent or independent company)
- Order KCA-provided medallions from the KCA Medallion Chair

- Coordinate with Top Keeshond Event Chair for TKE trophies and rosettes
- Sort and tag all trophies and rosettes
- Determine where trophies and rosettes will be stored before and during the show
- Display trophies and rosettes, ensuring they are clearly marked so they are easily awarded in the ring

Publicity/Website*. This position has the responsibility of publicizing the National Specialty to potential exhibitors. There are numerous ways to publicize the specialty week to potential exhibitors for free (KCA Secretary's Report, social media, club newsletters, word of mouth, email lists, Regional Specialty catalog ads, etc.). An ad for the next National Specialty should be in the current year's National Specialty catalog – this ad will be provided for free. KCA has a website on which the National can be publicized. If the host club creates a separate website for the National Specialty, it can be cross-linked to the KCA website. It is very important that the website (and social media site) includes all topics that will be covered in the premium list in detail as early as possible, such as:

- Hotel/show site information and group reservation code or specific instructions on making the reservations so the club will be credited for the room nights
- General information about the area
- Show committee contacts and email addresses
- Description of trophies (include pictures, if available) and instructions for making trophy donations
- Proposed schedule, which should be updated as more details become available
- RV information and reservation form
- Agility information
- Seminar information
- Banquet information
- Top Keeshond Event information
- Store information (for ordering logo items being sold for fund-raisers)
- Catalog ad information
- Catalog ordering information
- Show secretary/superintendent information
- Premium list (or link to premium list), when available
- Order form (nice to have an electronic payment option here)

The publicity should not start in earnest until the previous National Specialty has been completed.

Catalog Advertising Sales*. This position could be filled by someone anywhere in the country. If not local, it would be useful to have a local committee member to solicit local businesses for ads. Contacts and communication and sales skills would be the ultimate requirements. This person needs to work closely with the Catalog Advertising Production Chair, if he/she is not also filling that position.

Responsibilities:

- Coordinate club members in acquiring paid advertisements for the National Specialty catalog

- Determine advertising specs (dpi, dimensions of page, black & white or color, deadlines, format, payment arrangements, etc.)
- Obtain all advertising arrangements, such as price and size, in writing
- Canvass potential advertisers – these may include:
 - Breeders/exhibitors
 - Dog supply companies
 - Dog food companies
 - Local merchants and restaurants
 - Other specialty clubs that may wish to advertise their future events
 - Host club for following year's National (free ad)
 - Any other businesses that club members patronize during the year
 - Previous advertisers

Catalog Advertising Production*. This position could be filled by someone anywhere in the country. This person needs to work closely with the Show Chair and the Show Secretary/Superintendent on timelines and with the Treasurer on catalog ad payments. If you have no one to fill this position, all ads will need to be provided directly to the show secretary/superintendent in its specified format,.

Qualifications:

- Creative computer-aided graphic design skills
- Ability to meet deadlines

Responsibilities:

- Collect prepared ads
- Collect payments from advertisers (coordinate with treasurer)
- Create ads for those advertisers who desire
- Lay out the ad section of the catalog, if needed
- Forward ads to the show secretary/superintendent as requested

Hospitality. The chair of this committee is responsible for the planning, management and staffing of the hospitality suite and providing supplies for ring stewards within the budget supplied by the Show Chair. He/she may appoint a full committee which may, among others, utilize companion dog people and other show attendees who are not exhibiting dogs. Other regional clubs, particularly those who are not able to host the National Specialty, can be asked to help sponsor the hospitality room with both money and staff. Individuals may also be solicited for volunteering time and in-kind contributions. Make a basket/bowl available to solicit donations from guests during open hours. Be sure to schedule the hospitality suite such that exhibitors will have opportunities to use it, i.e., it should be open and stocked before and after show hours (early morning and mid- to late-afternoon). Remember, the food in the hospitality room is not intended to replace full meals. The hospitality room should be stocked with a variety of healthy (and not so healthy) snacks and drinks. The shopping list could include:

- yogurt, bagels, cream cheese spread
- cookies, chips, snack-size candy
- fruit/vegetable trays

- cold cuts, cheese, crackers
- coffee, tea, water (along with sugar, sweetener, creamer, stir sticks)
- juice, soda (canned drinks are not recommended)
- plates, cups, napkins, forks, spoons, knives
- paper towels, wipes
- clean up materials (for both hospitality room and dog accidents)

If not provided in-kind, much of this can be purchased in bulk at a warehouse store. Prepare a staffing schedule of hours for volunteers, along with cell phone numbers, prior to the beginning of the show week. Be sure there is information posted about location and hours of the hospitality suite at various places throughout the show site. Provide chief ring stewards with paper towels, wipes, cleaning materials for dog accidents, and with snack-sized candy, water in a cooler, coffee in a thermos or insulated pot, etc. as requested.

Judges' Hospitality*. The goal of this committee is to provide a good experience for our judges by arranging transportation and other amenities. It should:

- send letter to each judge (conformation, sweepstakes, Futurity/Maturity, obedience, rally, agility) confirming details of arrangements (see sample in Appendix C); copy response from judge to Show Chair
- arrange all appropriate transportation for the judges (this should be the responsibility of the committee chair)
- place a welcome basket in each judge's hotel room containing such things as fruit, candy, cookies, non-alcoholic bottled beverages (if the judge is flying, don't include anything that can't be easily packed or used while at the National)
- obtain gift for each judge and present to him/her along with a thank you card (if a gift needs to be shipped to the judge's home, take responsibility for doing it)
- confirm that all judges have access to meals and are invited to the banquet to sit at the table with the Show Chair and President

Any person utilized for judges' hospitality who is in direct contact with a judge should not exhibit to that judge.

Registration/Welcome Packets/Bags and Table. This can be a team position with a coordinator. For many people, the hospitality bag is the only item they will take home from the National. The team will, working with the budget provided by the Show Chair:

- determine approximate quantities required (based on previous Nationals, adding 10% for last minute requests)
- determine packet holder
- determine contents (below is a list of suggested items):
 - area map showing local amenities like grocery and drug stores, liquor stores, nearby restaurants, ATMs
 - brochures of local places of interest
 - small gifts
 - poop bags and plastic for under crates (if not provided by hotel)
 - roll of paper towels
 - "dog in room" door hanger

- obtain packet contents from (start up to a year in advance to take advantage of business budget cycles):
 - Breeders/exhibitors
 - Local tourist attractions
 - Dog food/supply companies
 - Boarding/grooming facilities
 - Local merchants and restaurants
 - Any other businesses that club members patronize during the year
- assemble packets
- arrange storage at the host hotel
- arrange with hotel for a distribution table at an appropriate location
- obtain list of attendees who requested a hospitality bag and mark off as bags are distributed
- staff table, starting the day before the show (day before the show and first day of the show are the heaviest traffic days)

This team does not have to be dog show savvy, just good at obtaining free stuff and welcoming/friendly to attendees. Other regional clubs, particularly those who are not able to host the National Specialty, can be asked to help with both money and staff. Individuals may also be solicited for staffing and in-kind contributions.

Decorations. This person will coordinate the decorations throughout the show area. Decorations should reflect the overall theme chosen by the host club early in the planning process. Creative decorations make a show feel like a special event, not just another dog show. Consider decorating the following areas (you may think of others): ring entrance, catalog/information table, judge's table, steward's table, trophy table, banquet tables. A floral arrangement and backdrop at the photographer's set-up may be needed. This committee will be responsible for any other show-related items which need to be displayed (Donors Circle banners, HOF quilts, etc.). Keep in mind that dogs and puppies can be frightened or distracted by elaborate decorations and class placement signs.

Awards Banquet*. This person will be the coordinator for the set-up of the banquet, including a cash bar, and will ensure that everything is handled in an orderly manner. The coordinator will determine the menu and whether the banquet will be a buffet or a sit-down dinner. If a sit-down dinner, fashion a method of signifying menu choices to the wait staff. Consider asking the hotel to create a meal with local flair, as well as to accommodate special dietary requests (child's portion, vegetarian, etc.). Coordinate the media requirements (sound system for speakers, projectors and screens for banquet slide show, etc.) with the Show Chair. Judges officiating at the associated Regional Specialty or the National Specialty choosing to attend the banquet (and a guest for each of them) will not be charged for their meals. It is important to keep the cost of the dinner reasonable. The dinner is not a fund raiser, but the ticket price to the attendee must be set to cover all costs, including gratuity, gratis meals, taxes, service fees, sound system, projection system, favors, etc. The price and the menu must be set in time to be included in the premium list – see the Show Chair for deadlines. The hotel will need a firm count by mid-week; there will be people who didn't sign up with their entries, so be prepared to take additional reservations. This person should circulate a table sign-up sheet during the week so that attendees can reserve tables with friends. This sign-up sheet should be available at the banquet to facilitate quick seating. A table

for the Show Chair, KCA president and judges should be set up near the podium. This is also the last opportunity for fund-raising; a limited verbal or silent auction can be held with the banquet. Centerpiece decorations can be sold or given away to lucky attendees.

Catalog Sales Coordinator*. This person will monitor the pre-sale of catalogs, both those available for pick up at the show site and those to be mailed. This person will coordinate with the Show Chair and the Show Secretary/Superintendent on the number of catalogs to have printed (consider those pre-ordered, those needed for judges' education, ring stewards, judges, KCA historian and available for sale). Once the catalogs are available at the show site, distribute to those who preordered a copy (check off on list provided by the Treasurer), set aside enough for preordered catalogs to be mailed (can be mailed as soon as available), catalogs for judges' education, ring stewards, judges (show secretary/superintendent may be holding these). In addition, the KCA historian must be provided with 2 marked catalogs immediately following the show. The remainder may be sold at ringside.

RV Parking. This person will coordinate with the Show Chair regarding the hotel's requirements for RV parking and be the coordinator of all the motor home parking and issues pertaining to them: form for premium list, reservations, collecting payments, laying out spaces, assigning spaces, and, if desired by the host club, arranging for generator and/or dump service. Consider making arrangements for potential overflow and/or other off-site options.

Grounds – Exercise Areas. This person would arrange for disposal bags, signage and garbage cans, placing them in the approved exercise areas. Inappropriate areas should be posted and roped off. Garbage cans should be monitored frequently and dumped, when necessary. Coordinate garbage can dumping with the hotel through the Show Chair. Although, this can be a team effort of the entire club, its helpers and exhibitors, there should be one or two key people who keep everything under control. In the past, DogPoopBags.com has provided thousands of free bags in exchange for an ad in the catalog.

Grooming. The chair of this committee should be someone who is able to layout the grooming area in an organized manner and who will be firm but fair with allocating space to exhibitors. It is helpful to have someone on the committee that is familiar with many of the exhibitors. When laying out space to exhibitors, a 6 foot by 7 foot space will comfortably accommodate four stacked, readily accessible crates and a grooming table. It is important to build aisles into the layout. All crates in the grooming area should be tagged with emergency contact information.

Determine the following:

- Where grooming will be located (ideally at least 4,000 square feet) – make sure there is adequate electricity and lighting
- Whether outdoor space will be needed, for example, for chalking (which will require tenting and possibly climate control)
- Whether plastic/duct tape (or other floor covering) will be required and, if so, how much will be needed, who will purchase it and who will be laying it (plastic should be heavy duty, at least 4-6 mil, and 3-4 people will be needed to lay plastic and mark spaces and aisles)

- Whether your club will offer reserved grooming
- Whether dogs can be left overnight in the grooming area
- Whether a bathing station will be offered and, if so, who will provide tub and hose, where it will be located and who will monitor it
- Where additional fans can be obtained if needed for dogs' comfort
- What closing and opening hours will be
- Who will be locking/unlocking the room
- When the area will first be available for exhibitors to begin setting up
- When the area must be vacated for final clean-up

If reserved grooming IS being offered:

- Decide size and price of spaces offered
- Map out and mark assigned spaces (post copy of map at all entrances to grooming area)
- Assist exhibitors in finding spaces and settling issues
- Save some space for unreserved free grooming

If reserved grooming is NOT being offered:

- Determine whether individual spaces or just the aisles will be marked on the plastic
- Assign two to three firm and fair-minded people to be available at the time the grooming area opens – (1) to organize line and control crowd, (2) to assign spaces based on exhibitors' needs, (3) to assist exhibitors in locating spaces and settle issues
- Be sure someone is available to help late arrivers

Information on grooming needed for the premium is:

- Whether your club will offer reserved grooming and the price and size of space
- Whether dogs can be left overnight in the grooming area
- Whether a bathing station will be offered
- What closing and opening hours will be
- When the area will first be available for exhibitors to begin setting up
- When the area must be vacated for final clean-up

If outdoor tenting is being used for grooming space, be sure it is large enough and located as close to the show rings as possible, in case of inclement weather. Get written permission from the hotel for the location of the tents and check into whether permits are required.

Rings/Seating. This person makes certain:

- the rings are set to standard and comply with any fire or other regulations
- skirted tables are set up for trophies, ring steward and judge
- chairs are in place for spectators
- if reserved seating is sold, reserved seats are assigned and labeled and adequate free seating is available
- space is set aside for judge mentoring (coordinate placement with judges' education chair)
- microphone is set up for announcing
- flip charts are available at conformation, obedience/rally rings for recording results
- space is available to suit the videographer/live streamers needs

- space is set aside for class assembly around the ring entrance

Coordinate the tables, seating and media requirements with the hotel through the Show Chair.

Vendors*. This person will solicit and organize all vendors for the event and will be the single contact person for the vendors. He/she will assign places, take fees for the vendor space and coordinate with the Show Chair for tables, chairs, electricity, internet connectivity, etc. Check with the Show Chair about any hotel restrictions. Variety in what is being offered for sale is vital, as the last thing anyone (especially the vendors) wants is duplication of offerings. Vendor solicitation possibilities are those who have been at prior Nationals, regional dog-related vendors, local "of interest" vendors. Your own club may wish to sell National Specialty themed items (apparel, mugs, etc.). Provide vendor information for inclusion in the premium list. Obtain a signed contract from each vendor, paid or free (see the sample contract in Appendix C). The contract should include the vendor's requirements for table space, electricity and internet connectivity. Fees (historically, approximately \$100 for an 8 foot table, 2 chairs and electricity; internet connectivity may be extra) must be paid in advance of the event, no exceptions.

Raffle/Silent Auction*. This person will be the key person in organizing any raffle and/or silent auction held during the week of the National Specialty. Talk with members of other breed clubs about what kinds of raffles have been profitable. Be creative about themes and presentation. Raffle and auction items can be solicited from some of the same sources listed for the registration/welcome packets/bags. Consider establishing a raffle/auction page on the website to solicit donated items. Coordinate with the Show Chair about space requirements. There should be only one raffle conducted - too many raffles make for lower success of each individual one, although both a silent auction and a verbal auction may be held during the show week. Dates and ending times for raffles and auctions should be announced frequently during the show and posted on the raffle/silent auction table(s). The proceeds should be split between the host club and KCA. KCA will designate where its share of the proceeds will be used.

Rescue/Companion Activities*. The Keeshond rescue community is responsible for planning, conducting and funding any organized effort to recognize rescue and/or companion dogs and volunteers. This must be coordinated with the Show Chair to determine availability of time and space.

Top Keeshond Event*. The Top Keeshond Event Committee may vary in size and composition from year to year and may include any KCA member in good standing. The Top Keeshond Event Committee must consist of at least three (3) members but must not exceed five (5) members in total. This committee must include at least one (1) member from the regional affiliate club that is hosting the National Specialty. The committee member(s) selected from the regional affiliate club should be experienced and knowledgeable in conformation competition within their club's territory. As a part of the 3-5 person committee listed above, one (1) member of the KCA Board will, ex officio, be a member of the Top Keeshond Event Committee. The responsibilities of the TKE committee are:

- Be familiar with KCA's TKE policy (see Appendix A)

- Set budget in which the entry fees cover the cost of the event
- Select three judges who fit into the guidelines and confirm their assignment (judges will receive one night's lodging and a small gift for judging; send judges the TKE score sheet (see Appendix G) and, if requested, Illustrated Standard about 10 days prior to the event)
- Designate a person to send out invitations, receive the entries and lay out the catalog (dogs should be listed in random order)
- Oversee the printing of the catalog
- Provide TKE catalog order information for inclusion in the premium list
- Select trophy for the TKE winner and gifts for all participants (trophy should cost no more than \$35 and gifts no more than \$10 each; trophy/rosette chair could be of help)
- Purchase rosette for the TKE winner and all participants (number to be determined after entries close (again, trophy/rosette chair could be of help; may make sense to combine the TKE order with the main order)
- Arrange for light refreshments and a cash bar at the event
- Recruit the following people for the night of the event:
 - Master of Ceremonies
 - One steward for each judge
 - One person to tally score sheets
 - One person to hand out catalogs (provide this person with a list of those who have pre-ordered a catalog)
 - One person to collect score sheets and give them to the tallier
 - One person to brief judges and stewards on the procedure for judging (should occur about 30 minutes before event away from the judging area to preserve surprise)
 - One person to hand out armbands to participants, explain procedure for judging (should occur about 20 minutes before event) and organize groups to enter the ring
- Conduct the event using the following procedures:
 - Doors open for observers approximately 15 minutes before event; refreshments and cash bar should be available
 - After judge/steward meeting and participant meeting, participants line up 5 minutes before event begins
 - All participants enter the ring together; judges are introduced and have the opportunity to view the entire group
 - All participants except the first three leave the ring; the remaining three each go to one of the three judging stations
 - Each judge examines the dog at his/her judging station; dogs rotate stations until they have been at each one
 - When all three dogs have been examined by each judge, the judges stand together to watch each dog gait individually; these three dogs then exit the ring; judges complete scoresheets which are collected and given to the tallier
 - Next three dogs enter the ring and follow the same procedure until all dogs have been judged (adjust the size of the last two groups if necessary to avoid a "group" with a single entry)
 - As the final score sheets are being tallied, each dog comes back into the ring in catalog order and individually introduced (registered name, call name, handler, owner, breeder) and presented with its participation rosette and gift
 - Trophy and winner's rosette is presented by the judges

Clean Up. There will be much to clean up at the conclusion the show. All members of the host club should plan to be available for this. The primary areas needing attention will be:

- grooming area
- hospitality suite
- ring areas
- exercise areas

In some cases, the clean-up may need to take place at a specific time due to subsequent use of space (as in using the ring area for the banquet) or hotel contract requirements, etc.

Once your club has assembled its team, begin meeting regularly to keep everyone up-to-date on the plans. Meetings can be in person or by teleconference; contact National Specialty Committee if you would like to use KCA's GoToMeeting subscription. Periodically review the timeline to make sure you are staying on track. Remember to communicate frequently with the National Specialty Committee.

CHAPTER 4 – HOTEL/VENUE CONSIDERATIONS

Locating the Show Site – Show Site Requirements

A satisfactory show site and headquarters are important to the enjoyment of the visiting exhibitor as well as to the smooth running of the show. It is ideal to have all activities at one location such as a large hotel with exhibition and symposium space as well as banquet facilities. You can start your search for a show site using the following resources:

- Send a request for proposal (RFP) to the convention and visitors bureaus (CVBs) in communities you are considering (see Appendix C for an example of an RFP)
- Search on www.meetings-conventions.com
- Ask local show superintendents and show secretaries for recommendations
- Check AKC's website for other breeds' National Specialties (of similar sized entry) held in your area over the last several years (contact show chair for show site evaluations)

Space needs and other requirements are outlined below:

- Minimum of 9,000 square feet for conformation and obedience/rally rings, spectator seating, grooming area, vendor spaces and raffle and information tables. Two rings could be set up in this space for obedience and rally, combining the two into one for conformation. This area could be used for the KCA banquet as well. The AKC requirements for rings are as follows:
 - Conformation ring – 48' x 64' minimum (or 74' if obstructed)
 - Obedience ring – 40' x 50'
 - Rally ring – 40' x 50' to 50' x 60' or any combination of the sizes in between
 - Agility ring – 100' x 120' is ideal but a minimum of 8,000 square feet (this space has specific requirements for flooring, etc. and often is held offsite)
- Minimum of 4,000 square feet grooming space (more is better) indoors or outdoors under tenting near the ring area. This space needs good lighting, air conditioning and a substantial number of electrical outlets.
- Meeting room space for the KCA Board meeting the day prior to the specialties starting, with space for nine people with binders and laptops (would be desirable for the room to be available throughout the week in case the meeting runs long and/or needs to be reconvened).
- Meeting room space for KCA Annual General meeting and educational seminars. Ideally, this will be a meeting room area set for at least 100-150 people. The primary ballroom space could be utilized for these events but should be separate from grooming so barking dogs are not a distraction.
- Meeting room space for Judges' Education which must be in a private space and should be large enough to move dogs' while side-gaiting
- Banquet space for at least 150 attendees (tables of 8 to 10), with room for a cash bar and equipped with a sound system, screen and podium
- At least 125 double queen rooms which can also accommodate four stacked crates
- Lobby or other area that can be used to welcome exhibitors, dispense registration/welcome packets/bag and information
- Adequate exercise areas for the dogs
- On-site restaurant (room service is a nice amenity)
- RV parking for approximately 15-20 RVs (including ex-pen space around them)

- Adequate day parking for those driving in or flying in and renting cars
- Near a major airport (regional airports are acceptable but may cut down on attendance) with some sort of shuttle service (either complimentary hotel shuttle or paid airport shuttle)

A few items that are not required but that are nice to have:

- Refrigerators and microwaves in the rooms
- Bathing area for dogs near grooming space
- Nearby convenience shopping (for example, Walmart, Costco)

The Show Site Contract

Be sure to get EVERYTHING in writing with the hotel so there are no surprises at the start of, in the middle of, or at the end of the event. Turnover of hotel personnel is common, and the hotel employee who agreed to “something” up front may no longer be around when it comes time to implement that “something”. The hotel contract must be reviewed and approved by the National Specialty Committee. The National Specialty Committee can also give tips and pointers on negotiating a hotel contract upfront (for example, sometimes it is easier to get something you’ve asked for from the beginning than it is to get it when you spring it on them at the last minute). The National Specialty Committee can also supply hotel contracts from past Nationals as samples. Following is a list of topics that must be covered in the contract:

- Cost of ballroom and meeting room spaces. These are often free (or at least at a greatly reduced price) with a guaranteed minimum number of room nights and/ or a guaranteed food/beverage expenditure (banquet and meeting food/refreshments and sometimes on-site restaurant food).
- Room night blocks. Setting aside blocks of rooms is best done on a per night basis rather than a total. This can be gauged by comparing National Specialties held in similar geographic locations in previous years. See Appendix D for day of the week breakdowns for past National Specialties.
- Compensatory room nights. Hotels often will comp one room night for every 35 paid room nights. It is usually granted as a credit on the hotel master bill.
- Master bill. Identify what charges are to be made to the master bill and specifically who is authorized to make those charges, generally, just the Show Chair and the Treasurer. Common charges on the master bill include: banquet, equipment rental, judges’ rooms, photographer’s room, show secretary/superintendent’s room, hospitality room. Show committee or club members rooms should NOT be charged to the master bill.
- Costs for equipment rental. Charges for media equipment and aids (microphone, projector, flipchart) are often quite high and can add up quickly. If you can provide some of these items yourself or from a less expensive source, do so. If you can do this, make sure the contract also includes the price to hook-up your equipment.
- Hospitality room. Designate the room and include in writing that outside food and drink can be brought in.
- Room rates. Negotiate room rates as reasonably as possible. Work on a 1-4 people per room rate. Include the following detail:
 - Double queen
 - King
 - Extended stay rates and dates (pre and post event)
 - Dog deposit, if any (make sure that anyone without dogs does not have to pay the deposit)

- Dog fee, if any (try to make it a one-time flat amount rather than a-per-dog-per-night charge)
- Limit on dogs per room and any hotel rules for dogs in rooms (including changing bed coverings, placing plastic under crates, etc.)
- Deadline for room reservations
- Check in and out times
- In-room wifi fee, if any (try to package with room rate)
- Parking fees, if any
- How to make reservations, including group code (link from National Specialty webpage to reservation page at hotel is ideal)
- Complimentary upgrades
- Daily room checks required.
- Availability of first floor rooms.
- Availability of drinking water and cups near rings.
- Where dogs are and are not permitted on the hotel property.
- Smoking policy.
- Cost and procedures for shipping items to the hotel for use at show.
- Cost for refreshments at meetings, seminars (may omit if cost is prohibitive).
- Location and assignment of rooms.
- Designated exercise area with number of trash receptacles and schedule of removal by hotel staff (may omit hotel staff removal if cost prohibitive).
- Alternative indoor site if outdoor site is unavailable due to weather.
- Where plastic or other covering will be needed and who will lay plastic (hotel staff or club members). No plastic should be used in rings due to safety considerations.
- Vacuuming of rings and hallways not covered in plastic on a nightly basis.
- Usage and attachment of signage in the hotel.
- Use of tented areas for grooming or showing.
- Cost of extra electrical needs for grooming.
- Whether dogs may be left overnight in grooming area.
- Availability and cost of security guard (if deemed necessary).
- Menu prices locked in for banquet and other food/drink needs one year in advance.
- List of service charges, hotel and other taxes (these can add up fast, too, as service charges are often 20% or more of the charge and then sales tax is on top of that).
- Cost of cash bar/cashier per hour and minimum usage.
- Banquet menu and timing of final number for hotel.
- Any additional charges for room set-up.
- Vendor information including size of skirted table, placement, electricity and internet connectivity (may omit if cost is prohibitive).
- Any special hotel rules for vendor sales (for example, no human food).
- Shuttle service to airport or town.
- Number of RVs and hotel regulations (some hotels collect fees from RV owners; some don't. which allows the host club to collect a modest fee that can be applied towards overall expenses).

- Dog bath.
- Deposit, if required, before show.
- Payment date for contracted bill.
- Carpet cleaning fee, if needed.
- Overall cancellation policy.
- Individual cancellation policy (consider a cancellation fee of one room night if not cancelled before the cut off date).
- Any amenity discounts offered by hotel (spa packages, tourist attractions, etc.).

Be certain the hotel is aware of and comfortable with the thought that there will be several hundred dogs occupying the hotel for the week and accidents may happen. While hotel management may wish everything to be plastic covered from top to bottom, for safety's sake, it is not practical.

If the hotel, the exhibition space (if separate) and/or the agility venue want certificates of insurance and/or not-for-profit status, those certificates can be obtained from the KCA Treasurer.

CHAPTER 5 – SHOW SECRETARY/SUPERINTENDENT CONTRACTS

Conformation/Obedience/Rally

The show secretary/superintendent has the responsibility of enforcing AKC rules on the day of the show and preparing records for the AKC for conformation, obedience and rally. The host club must decide whether to use an AKC-licensed superintendent or a show secretary, or some combination of the two to provide services for the National and Regional Specialties. In general, an AKC-licensed superintendent is more full-service than a show secretary and, accordingly, more expensive. A superintendent can provide ring and other equipment, as well as printing and mailing services; a show secretary may or may not be able to do so. Weigh your needs against the costs.

When the host club signs a contract for show secretary/superintendent services, the host club should be certain that the contract provides for all needs for the event. All obligations of both parties must be clearly stated and explained, and all expenses must be listed in detail. The host club must specify in writing all equipment, supplies and personnel which it expects the show secretary/superintendent to provide. The treasurer should be involved in negotiation of the contract terms so that the final settlement can be estimated in advance and the estimate can be compared to the actual final settlement submitted by the show secretary/superintendent.

Services which may be provided by the show secretary/superintendent:

- Expertise – the show secretary/superintendent has knowledge of AKC rules, regulations and procedures and the experience from putting on many shows and trials
- Printing hard and/or electronic copies of:
 - Required items – premium list, judging program, catalog, judges' books, armbands (ask for an editable electronic copy of the premium list for the National Specialty Committee to pass on as a rough draft to the next year's host club)
 - Additional items – badges for judges, stewards, etc.
- Rosettes/ribbons (shop around for these; may be able to get them less expensively elsewhere)
- Equipment (shop around for these; may be able to get or make them less expensively)
 - Mats, ramps (will need two ramps, one for the ring and one for the photographer's location)
 - Ring dividers, numbers, placement makers
 - Exercise pens, sawdust, clean up supplies
 - Obedience/rally equipment
 - Tenting

Services/information provided by the host club

- Premium list information
- Proofreading
- Catalog ad copy
- Additional catalog copy
- Directions to the show site for inclusion in the premium list and judging program

Early in the show week, the show secretary/superintendent will present the Show Chair and/or the Treasurer with a final settlement. This will detail all the proceeds collected from exhibitors (and advertisers, if the show secretary/superintendent collected for catalog ads) offset by the charges of

the show secretary/superintendent (per entry and/or other fees, expenses, rental of equipment, sweepstakes checks, etc.). The end result may be a check to add to your treasury or an invoice that will need to be paid (if charges exceed the collections). The National Specialty Committee can send samples of recent contracts and settlements upon request.

Agility

A separate agility trial secretary will need to be hired for the agility trial as most conformation/obedience/rally show secretaries/superintendents do not also provide services for agility trials.

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CHAPTER 6 – EVENT PUBLICATIONS

AKC requires a premium list, a judging program and a catalog for every competitive event. Previous event publications can be helpful references for preparing these publications. If the host club is using the same superintendent the prior year's host club used, the superintendent should be able to provide drafts from which to start working. If not, the National Specialty Committee can supply you with hard copy and/or electronic editable drafts.

Premium List

The premium list is the official announcement of a club's event and the document on which most exhibitors base their entries. The premium list must be sent to prospective exhibitors at least five weeks prior to the closing date for entries of the show. At the host club's option, the premium list may be sent to potential exhibitors electronically to save printing and postage costs. Four copies of the premium list must be sent to AKC's Event Operations Department by the show secretary/superintendent at the time it is sent to exhibitors.

AKC has rules and policies concerning what may and what may not appear in the premium list. The required information for the premium list (show secretary/superintendent should be well aware of these requirements) is as follows:

- AKC Secretary's certification that permission has been granted for the club to hold the event along with the AKC logo
- Statement that the event-giving club will collect recording and event service fees for AKC
- Whether the event is benched or unbenched
- AKC's veterinarian recommendations statement
- The date or dates of the event, its exact location and the time of the event's opening and closing
- Closing date and time for entries
- Entry fees
- Lists of officers of the event-giving club and the secretary's address (both those of KCA and the host club)
- Name and address of the show secretary/superintendent
- Name, address and assignment of each judge
- Name and telephone number of the veterinarian and whether the veterinarian will be in attendance or on-call
- Condensed list of prizes and trophies (including KCA-provided trophies)
- Notification if points for Reserve Winners at the National Specialty are NOT offered
- Eligibility and performance requirements for non-regular obedience classes not specifically defined in the Obedience Regulations, when they are offered
- Restriction on the presence of unentered dogs, if any
- Any additional rules, regulations or restrictions made by the club
- Hours and location where private exercise pens may be set up
- Notice that the club may cancel the event due to extreme weather conditions
- Notice of video/televising, if the event will be filmed
- If both indoors and outdoors, specify which classes will be judged outdoors

KCA required information for premium list:

- Names of the clubs (both those of KCA and the host club)
- Host hotel information and requirements
- Information on agility trial, including date, place and show secretary contact information
- Notification of possibility of bench hearing if hotel rules are not followed (see Appendix A for the required language)
- Details of special attractions approved by AKC
- Description of social activities for the exhibitors
- Grooming area information
- The specified time when exhibitors and handlers can enter the site
- Acceptable crates
- Overnight and reserved parking information for recreational vehicles (including cost and generator restrictions)
- Reservation/order form for banquet, meetings, logo items, etc.
- Statement on the policy of refunding entry fees
- Statement that judging procedure may be modified to accommodate disabled handlers
- Whether the event will be held indoors or outdoors

Ideally, you will have an editable draft of the prior year's premium list to begin your work on the current year's premium list. If so, make sure all appropriate changes are made (dates, names, locations, etc.). If not, a hard copy of the prior year's premium list is useful. The show secretary/superintendent may be able to provide a prototype draft. **Have multiple people proofread multiple times to catch errors.**

Judging Program

Every club holding an event must prepare a judging program after the entries have closed. The judging program lists the name of the club, date of the event and the starting time scheduled for various classes. The judging program should be prepared by the show secretary/superintendent but much of the information will need to be provided by the Show Chair on a timely basis. The show chair must work closely with the show secretary/superintendent in setting the schedule, giving consideration to the requirement that no event overlaps another event (see Appendix F for timing advice). A copy of the judging program and an identification slip for each dog entered must be mailed to the owner of that dog no later than one week before the date of the event. Clubs may utilize electronic correspondence for judging programs at the exhibitor's request. Two copies of the judging program must be mailed to the AKC's Event Operations Department by the show secretary/superintendent at the time it is mailed to exhibitors.

AKC required information for judging program (show secretary/superintendent should be well aware of these requirements):

- Number of dogs entered
- Total number of dogs assigned to each judge
- Time scheduled for each class (or group of classes)
- Any judge changes due to overloads, illness, etc.
- Entries assigned to each judge and division when an obedience 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

KCA required information for judging program:

- Event information:
 - Name of the club
 - Emergency telephone number available during the event hours
 - Whether the event will be held indoors or outdoors
 - Hours the site is accessible
 - Limits on exhibiting by club members or other parties
 - Details about special attractions approved by AKC
 - Host hotel information and requirements (including possibility of bench hearing if hotel rules are not followed)
 - Details about social activities for exhibitors
- Ring assignments, which should include:
 - Ring number
 - Time scheduled for judging
 - Number of regular class entries by sex
 - Number of best of breed entries by sex
 - Number of non-regular breed entries by sex
 - Total number of dogs for each judge's assignment
 - Lunch break, if appropriate
- Listing of groups for intersex judging
- Directions to/from:
 - Airport
 - An event immediately following the club's event
 - Host hotel
 - Emergency service locations
 - Veterinarian's office
- Overnight and reserved parking information for recreational vehicles (including cost and generator restrictions)

Catalog

Each event-giving club is responsible for the preparation of a catalog. The catalog will be prepared by the show secretary/superintendent but much of the information will need to be provided by the Show Chair and the Catalog Advertising Production Chair. The catalog may not be distributed until one hour prior to regular judging. Only those directly involved in its preparation may have prior access to the catalog information. Information on individual dogs entered may not be disclosed prior to the sale of catalogs.

AKC required information for catalog (show secretary/superintendent should be well aware of these requirements):

- On the cover or title page:
 - Date or dates of event
 - Name of the show-giving club(s)
 - Notice that the event is held under AKC rules
 - AKC logo
- Event's exact location and time of opening and closing
- List of officers of the event-giving club

- List of the members of the Event Committee and the Show Chair's address
- Name, complete address and assignment of each judge
- Name and address of the Show secretary/superintendent
- Name of the veterinarian or veterinary clinic and whether the veterinarian will be in attendance or on-call
- Names and addresses of all exhibitors
- Information on all entered dogs: catalog number; complete name; registration, PAL or AKC-issued identification number; foreign registration number and country if foreign-registered; date of birth; breeder(s); sire and dam; owner(s)/co-owner(s); owner's address; agent, if any, and agent's affiliation with the AKC Registered Handlers Program (in bold)
- Information on all entered Junior Handlers
- Copy of the judging program
- List of prizes and trophies, including KCA-provided trophies
- Schedule of points
- AKC approved breed standard

KCA required information for catalog

- The Keeshond Club of America Code of Ethics
- Recommended Practices for Breeders, Exhibitors and Owners of Keeshonden
- Brief biography of each judge
- Trophy donors/sponsors
- Schedule of events for the week with as much detail as possible (time, location, etc.)
- KCA Hall of Fame (available from National Specialty Committee)
- Keeshond ROM & ROMX Sires and Dams (available from National Specialty Committee)
- Keeshond Club of America National Futurity Winners (available from National Specialty Committee)
- Keeshond Club of America National Maturity Winners (available from National Specialty Committee)
- Keeshond Club of America Best of Breed and Best Opposite Sex Winners (available from National Specialty Committee)
- AKC Code of Sportsmanship

AKC recommended information for catalog

- The AKC Secretary's certification that permission has been granted for the club to hold the event
- Show Chair's telephone contact information
- Veterinary clinic's telephone number
- Space for recording award information

The National Specialty should not be dedicated to any individual due to the possibility of accidentally excluding someone, causing hurt feelings. The host club may choose to dedicate the Regional Specialty to an individual or individuals. Paid individual or group memorials are permitted in the ad section.

Additional Information Regarding Catalog Advertising

All ads should be collected by the Catalog Ad Production Chair and submitted to the show secretary/superintendent together. The show secretary/superintendent will have a deadline for the receipt of catalog ads. The Catalog Ad Production Chair should keep that deadline in mind when

setting deadlines for advertisers. No ads should be submitted to the show secretary/superintendent unless payment has been received. The Catalog Ad Production Chair and the Treasurer should establish a workable payment collection/verification process (payment should be received before design work is started) and make sure it is properly communicated in the premium list and other communications tools. The host club for the following year's National will be granted a free ad for the National placed on a prominent page.

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APPENDICES

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APPENDIX A - KCA POLICIES APPLYING TO THE NATIONAL SPECIALTY

The following are specific policy and guidelines taken from KCA Board Policy Manual that pertain to events of the National Specialty.

Miscellaneous Policies

Award of Merit Awards

Award of Merit awards are presented at the judge's discretion. He or she may award up to 10 Awards of Merit from the Best of Breed competition. The Award of Merit dogs and/or bitches can be made up from any combination, including WD, WB, Veteran Dog or Veteran Bitch. *Effective: 2/12/82 Revised: 3/13 AKC Select and KCA Award of Merit name changes*

Award of Merit awards will be designated in the show ring and announced again at the Annual Awards Banquet. *Effective: 3/24/90*

Best of Breed and Best of Opposite Sex will not be included in the Award of Merit awards. AKC Select Dog and AKC Select Bitch will not be included in the Award of Merit awards. *Effective: 2012 Specialty*

Specialty Photos

The show photographer will be asked to provide digital photos of the National Specialty BISS, BOSS, WD, WB, RWD, RWB, AKC Select Dog, AKC Select Bitch, Awards of Merit, BIF, BOSIF, BIM, BOSIM and HIT and HC for Obedience, Rally and Agility to the KCA Historian and the KCA Corresponding Secretary *Effective 9/16/88; revised 5/24/10; revised 10/10/15*

Specialty Catalogs

The National Specialty Show Chair will provide the KCA Historian with two marked catalogs and any individual determined by the Board to be appropriate with a marked catalog.

The host club for the next year's National Specialty will be given a one-page ad in the current year's National Catalog at no cost. *Effective: 9/14/01; revised 5/24/10; revised 5/2012; revised 10/10/15*

Veteran Classes

Dogs entered in the Veteran classes must be 8 years of age or older. *Effective: 1975*

The host club must follow the KCA veteran age policy for Veteran Classes at the Regional Specialty when in conjunction with the National. *Effective 10/02*

NOTE: According to AKC Rules Applying to Dog Shows, dogs competing in Veteran Classes at Specialty Shows, at which there is no competition beyond Best of Breed, may be spayed or neutered.

Fund Raising

Only one raffle and one silent and/or verbal auction may be held during the week of the National Specialty. The proceeds from the events will be divided equally between the host club and KCA. Any other fund raising events during the week of the National Specialty shall conform to the National Specialty guidelines. *Effective: 9/14/01; revised May 2011; revised May 2012; revised 10/10/15*

Chairperson for National Specialty

The show Chair for the KCA National Specialty will be appointed by the host club and will report to the Board. The Show Chair and the Assistant Show Chair must acknowledge and agree to responsibilities in writing at least two years in advance of the Specialty. *Effective: 4/17/02; revised 10/10/15*

Date for National Specialty

Any date within the window specified by the By-laws for the Annual Membership Meeting (Article II, Section 1 – *no earlier than April 15 or later than June 15*) is acceptable as long as it does not conflict with a Regional Specialty date. *Effective: 3/19/05*

KCA Hosted Sweepstakes

For KCA-hosted Sweepstakes (held with the associated Regional Specialty when the host club is not an affiliated club), the sweepstakes judge will be reimbursed for expenses of up to one-half (1/2) coach airfare and one (1) night's lodging, or two (2) night's lodging, neither to exceed \$500, plus one (1) ticket to the annual awards banquet.

The entire amount of fees collected will be divided as follows:

- 10% withheld for expenses
- 25% to the Best in Sweepstakes
- 15% to the Best of Opposite Sex to Best in Sweepstakes
- The remaining monies in each age class will be divided and paid to the handler as follows:
 - First: 40%, Second: 30%, Third: 20%, Fourth: 10%

Adopted: 10/2/09; revised 10/10/15

Owner Handler Series

The owner handler competition will not be held at the National Specialty. However, this does not preclude the host club from offering it at the in-conjunction Regional Specialty. *Effective: 2015 National Specialty*

Hosting the National Specialty

Educational Seminars

There will be no charge for attendance at Seminars held in conjunction with the KCA National Specialty. If the host of the seminar chooses to publicize the event and invite members of the local dog community, a fee may be charged to those attendees. *Effective: 11/7/87; revised 3/19/05; revised May 2012, revised 10/10/15*

Junior Showmanship

Host Clubs for National Specialties are instructed to provide appropriately significant trophies for winners of Junior Showmanship competition. *Effective: 3/19/05*

Final Accounting Deadline and Penalty

After the National has concluded, the host club must provide to KCA, within six months, a final line-item accounting for all income and expenses, a copy of the hotel master bill and the show secretary/superintendent's final statement. These documents should be accompanied by any payment due to KCA (including reimbursement of any seed money received). The KCA Treasurer will review the final accounting and seek additional information, if needed. If a host club does not submit the final accounting to KCA on or before the six-month deadline, KCA may deny approval for all future specialties by the host club until the full and complete accounting has been provided to KCA. *Effective: 4/01/06; revised 10/10/15*

Entry Fees

The following will be considered the entry fees for the National Specialty:

\$27 for Conformation, Obedience, Rally and Agility Entry fee
\$20 for Non-regular class, Puppy, and second entry in Obedience, Rally and Agility
\$10 for Junior Showmanship (no fee if additional class)
\$18 for Sweepstakes
\$ 6 for Futurity / Maturity
Effective: Beginning 2013 National

Effective: Beginning 2014 National; revised 10/10/15

Hotel Abuse Policy

It is the goal of the Keeshond Club of America to maintain a show environment that is clean, safe and in keeping with AKC rules and regulations as well as any hotel rules and expectations. To insure the future use of hotels for dog shows the following language will be included in the premium list for the National Specialty:

"ATTENTION EXHIBITORS: The Show Committee WILL EXERCISE ITS RIGHT to hold a bench hearing for conduct prejudicial to the best interests of purebred dogs, which includes abuse of a hotel facility.

These rules MUST be followed at the host hotel:

1. No uncrated unattended dogs in hotel rooms.
2. Complaints regarding barking dogs must addressed immediately.
3. No bathing of dogs in hotel rooms nor using hotel towels for dog-related purposes.
4. Dogs must be exercised in designated areas only.
5. Clean up after your dog."

Additional rules may be added to this list if the host hotel imposes them.

Effective: 10/10/15

National Specialty Judges Policies

Eligibility for Judging

The most current list of AKC judges is used to compile the list of eligible conformation judges. All regular status judges approved by AKC to judge Keeshonden are eligible. However, a judge who has judged at the KCA National Specialty within six (6) years prior to the date of the show will not be eligible. *Effective: 2/18/77; revised 9/17/05*

A judge cannot judge the National Specialty or the associated Regional Specialty more than once in a six year period. *Effective: 2001; revised 9/17/05; revised 10/10/15*

Obedience, rally and agility judges living in the state and bordering states of the National Specialty site will be eligible to judge obedience, rally and agility, respectively, at the National Specialty. *Revised 10/10/15*

Selection Process for Conformation Judges

KCA membership selects the conformation judges three years before the Specialty is to be held. *Effective: Spring 1996*

The Treasurer includes in the dues notice a list of all judges eligible based on the above criteria. Each member is asked to vote for five (5) judges; family memberships are entitled to two (2) votes. Ballots are then returned to the Treasurer. *Effective: 4/19/84*

For judges' balloting, anyone who takes part in the ballot tabulation process cannot be a candidate for any of the years being balloted upon. *Effective: 5/22/01*

The top 15 judges (tabulated from the list/ballot mailed with the dues notice) will be published in the next dues notice for final balloting. This final ballot will be sent to a Board member not on the ballot or residing with or related to any person on the ballot.

Ballots will be counted twice, once by a Board member, then by another Board designated individual for verification. The tally will be reported to the Board and published in the Secretary's Report. *Effective: 12/17/93; revised 9/14/01*

Final Selection – Judges are contacted by the Corresponding Secretary in the order of the membership's preference. The final decision is made on the basis of availability and fee.

For Clubs hosting a Regional Specialty in conjunction with the National Specialty, it is recommended that judges be selected from the membership voted "short list" if at all possible

Judging Assignment Restrictions

Judges are required to not judge any Keeshonden for a six (6) month period prior to judging the National Specialty, with the exception of previous commitments. The Corresponding Secretary should establish if any previous commitments exist that present problems prior to finalizing the judging assignment. *Effective: 5/23/88*

Selection Process for Obedience, Rally and Agility Judges

Obedience, rally and agility judges will be selected by the Host Club with final approval to be given by the Board or a committee designated by the Board. *Effective: 10/4/89; revised 9/14/01; revised 10/10/15*

KCA Futurity Policies

Litter Eligibility (if co-owned by an individual under 18 years of age)

Litter must be bred by a KCA member. However, if co-owned by an individual under 18 years of age who resides in the immediate household (son, daughter, natural or adopted) of a KCA member, the litter may be nominated for Futurity stakes. *Effective: 1982 Futurity*

Eligibility for Judging

All breeders of the following winners at the National Specialty are eligible to have their names placed on the Ballot for the following year's Futurity Judge: BOB, BOS, WD, WB, the four placements in each of the Bred By Exhibitor classes, the AKC Select Award winners and the KCA Awards of Merit.

The pool of eligible judges will also include recipients of the KCA Legacy Award (including those who are licensed by AKC to judge Keeshonden) who agree to be on the futurity ballot. These individuals will be contacted upon receipt of the award to determine interest in being on the ballot and contacted each year to confirm continuing interest in being on the ballot. A person who judges a regular conformation event in conjunction with a National Specialty in one year is still eligible to judge futurity the following year. No person may judge the futurity in the same year as any conformation event in conjunction with the National Specialty. No person who has judged the Futurity is eligible to appear on the futurity ballot for five years after such assignment. This policy is to be reviewed every five years. [Reviewed in 2013] *Revised effective: 10/2013 Removed the three year eligibility because of the logistics of record keeping and the delay of the ballot. Legacy Award recipients will be contacted yearly rather than on a three year basis. Revised effective: 10/15/2010 Rationale: expand pool of breeders to include those retired as breeders. Previous policies: (1) BOB, BOS, WD, WB, the four placements in each of the Bred By Exhibitor classes and the breeders of the select award winners; (2) Breeders of BOB, BOS, WD, WB and the four placements in each of the Bred By Exhibitor classes; (3) only breeders of Select Awards at the National Specialty; (4) selection by the Board; (5) Board members not eligible to judge. [move revision date to end]; revised 10/10/15*

Judges Selection Process

Immediately following the National Specialty, the Corresponding Secretary will write to each qualifying (based on the award won) potential judge, explaining eligibility to be a candidate to judge the event and asking if the candidate is willing to accept the futurity assignment if selected. The letter will explain the expense policy if selected to judge.

Candidates must respond within 2 weeks of the mailing date of the letter to be eligible for the next year's futurity ballot (Example: Breeder of 2010 national BOB winner is sent letter June 1, 2010 and must respond to letter by June 15 to be placed on the ballot for the 2011 national). *Effective: 5/22/01, revised 10/2010 Revised 10/2013 (eliminated the three year option)*

A list of names based on the above eligibility and willingness to accept if selected is sent to the membership via the next dues notice following the National Specialty. The membership is asked to vote for one of the nominees. *Effective: 1996 for 1997 Futurity ballot*

Ballots shall be sent to the Treasurer (unless the Treasurer is on the ballot) and tallied in the same manner as for the conformation judges. *Effective: 3/17/94*

In the case of a tie in the Futurity balloting, the KCA Board will vote to break the tie. *Effective: 3/19/00*

Judges Expenses

Futurity judges will be reimbursed for expenses of up to one-half (1/2) coach airfare and one (1) night's lodging, or two (2) night's lodging, not to exceed \$500, plus one (1) ticket to the annual awards banquet. *Revised 10/2/09*

Futurity Rules Stakes

These futurity stakes are subject to the following rules:

The Futurity Stakes will be open only to puppies from litters nominated and bred by members of the Keeshond Club of America and members of its member Clubs, co-owners included, except as otherwise stated in Paragraph 7. Entrants need not be owned by the breeder.

Nominations are open to litters whelped during the year October 15th to October 14th of the year prior to the Annual Specialty Show.

The nomination, accompanied by a fee of twenty-five dollars (\$25), must be made prior to the birth of the litter. Litters may be nominated up to six months following birth if accompanied by a fee of fifty dollars (\$50). Nominations shall be made on forms provided by the Futurity Coordinator. All other forms shall be rejected.

In order to maintain eligibility, a second enrollment fee of five dollars (\$5) per puppy is due not later than March 1 before the date of the stakes. The puppy's individual registration name and number and name of actual owner(s) must be given at that time.

All fees will be paid to the order of the KCA Futurity Stakes and mailed to the Futurity Coordinator before the due date. Postmarks will determine the deadline, except that all fees due March 1st must be received by the Futurity Coordinator by 6 pm on that date. The responsibility of meeting deadlines shall rest solely with the owner. No fees will be returned, except as stated in the following paragraph regarding the non-approval of membership. Nominations of litters will be accepted from non-members providing that application for membership is made at the same time. Said nominations will remain valid until the membership application has been acted upon. If membership is not approved, fees will be returned.

All Futurity entrants must be entered in a Regular Class in the Specialty Show. An entry fee of \$6.00, in addition to regular class entry fees will be required with the submitted entry form for the National Specialty. The space provided for Additional Classes must be marked "Also in Futurity".

Eight classes will be provided:

- Puppy Dogs and Bitches whelped between July 15th and October 14th
- Junior Dogs and Bitches whelped between April 15th and July 14th
- Intermediate Dogs and Bitches whelped between January 15th and April 14th
- Senior Dogs and Bitches whelped between October 15th and January 14th

In each of the eight classes, the judge will make placements 1st through 4th.

When judging of the eight classes has been completed, the eight class winners shall compete for BIF and BOS to BIF.

The entire amount of fees collected will be divided as follows:

- 10% withheld for expenses
- 25% to the breeder of Best of Futurity
- 15% to the breeder of Best of Opposite Sex to Best in Futurity
- The remaining monies in each age class will be divided and paid to the owner as follows:
 - First: 40%, Second: 30%, Third: 20%, Fourth: 10%

The Board reserves the right to amend and alter these rules from time to time as needed.

Entry blanks shall be supplied by the Futurity Coordinator. All correspondence should be addressed to the Futurity Coordinator.

Maturity Stakes Rules

Eligibility

A litter registered by its breeder for KCA Futurity, having paid the required fees by the appropriate date and having been entered in the futurity shall be considered registered for the KCA Maturity to be held at the National Specialty in the year subsequent to the Futurity.

Entry

An entry fee of \$6.00, in addition to regular class entry fees will be required with the submitted entry form for the National Specialty. The space provided for Additional Classes must be marked "Also in Maturity".

Further Requirements

It will be the responsibility of each new owner to notify the futurity coordinator of change of ownership of any eligible Keeshond.

The judge of the current year's Futurity may maintain eligibility in next year's Maturity for dogs otherwise eligible for the Futurity by making a written request to the Futurity Coordinator and paying all applicable fees in lieu of entering a dog in the show they are scheduled to judge. Example: The 1995 Futurity judge is XYZ. XYZ has a litter futurity nominated for that year, but will not show the puppies because she/he is judging. If XYZ writes the Futurity Coordinator and pays all applicable fees, the puppies she/he futurity nominated for 1995 will be eligible for the 1996 Maturity without being entered in the 1995 Futurity Stakes.

Judges

The person selected to judge the annual Futurity would also judge the Maturity of the same year.

Classes and Judging Method

Both dog and bitch classes will be divided into two (2) groups: those under 24 months of age and those over 24 months of age.

In each of the four (4) classes, the judge will make placements 1st through 4th.

When judging of the four (4) classes has been completed, the four class winners shall compete for BIM and BOS to BIM.

Division of Monies

- 25% to the breeder of Best of Maturity
- 15% to the breeder of Best of Opposite Sex to Best in Maturity
- The remaining monies in each age class will be divided and paid to the owner as follows:
 - First: 40%, Second: 30%, Third: 20%, Fourth: 10%

The current year's Maturity prize money will also be augmented by unclaimed prize money from the previous year's Futurity; the amount to be subdivided as described above. *Effective: 2006; approved 5/23/05*

Top Keeshond Event Policy

(Sources: Special Attraction Application to AKC for this event in 2010 and 2011 and policy adopted by Board on March 21, 2011)

Purpose

The purpose of the Top Keeshond Event is to provide a single competition for the top ranking Keeshonden during the past year. It is an opportunity to showcase and appreciate some of the best individuals the Keeshond fancy has to offer. [

Eligibility

A dog must be ranked in the top 25 Keeshond for the calendar year. In addition, if the top 5 ranking bitches do not appear on the above stated list, they will also be deemed eligible to compete. Tabulation for eligibility will be based on Keeshonden defeated as a result of Best of Breed and Best of Opposite Sex wins from January 1 through December 31 of the year preceding the competition.

All owners of the qualifying Keeshond will be sent invitations to participate in the Top Keeshond Event. Entry forms and fees must be returned by the deadline.

All participants agree to abide by AKC and Top Keeshond Event rules.

Eligible spayed and neutered Keeshonden may compete in this event.

Entry Fee and Distribution of Funds

The entry fee shall not exceed \$75 which will include a one-page ad in the catalog. Finalists not entered in the competition may also advertise in the catalog for a fee not to exceed \$50. *Revised May 2012*

Any profit or loss from the Top Keeshond Event will be solely the responsibility of KCA. *Effective: 2014 National*

Catalog

A catalog will be prepared exclusively for this event. The catalog will contain a one page spread for each eligible dog. It will also include the entire list of eligible dogs, a sample score sheet, judging procedure and profile of each judge. *Revised May 2012*

Format

There will be no pre-judging of the Top Keeshond Event. There will be only one Top Keeshond Event winner. *Effective: 2014 National*

Top Keeshond Event Committee

The Top Keeshond Event Committee may vary in size and composition from year to year and may include any KCA member in good standing. The Top Keeshond Event Committee must consist of at least three (3) members but must not exceed five (5) members in total. This committee must include at least one (1) member from the regional affiliate club that is hosting the National Specialty. The committee member(s) selected from the regional affiliate club should be experienced and knowledgeable in conformation competition within their club's territory. As a part of the 3-5 person committee listed above, one (1) member of the KCA Board will, ex officio, be a member of the Top Keeshond Event Committee. *Revised, May 2012*

Selection of Judges

The Top Keeshond Event shall be judged by a panel of three (3) unannounced judges. In selecting and instructing these judges, the Top Keeshond Event Committee must adhere to the following rules and standards. Judges for the Top Keeshond Event may be selected from any of the following groups, but no more than two judges may come from any one group.

Group 1 – Keeshond breeder

Breeders eligible to judge this event must have a record of producing exceptional keeshonden and have been in the breed a minimum of 15 years.

Breeders eligible may not be the owner, co-owner, breeder, co-breeder or stud dog owner of record of any dog(s) eligible to compete in the Top Keeshond Event. Breeders eligible may not have had any dog(s) eligible to compete in the Top Keeshond Event living in their household at any time during the year prior to the competition. Breeders eligible may not have used for stud nor leased for breeding within the last year, or, prior to the competition, entered into contract to use for breeding purposes, any dog(s) eligible to compete in the Top Keeshond Event.

Group 2 – Breeder of another Northern or Non-Sporting Breed (not Keeshonden)

Breeders eligible to judge this event must have a record of producing exceptional dogs within their breed and have been in the Northern or Non-Sporting breeds for a minimum of 15 years.

Group 3 – AKC Judge or Licensed Judge from a foreign country

Group 4 – Professional Handler

This group can include any professional handler from the US, or any other country, and may handle any breed. However, handlers eligible may not have handled dogs for, nor have had a professional handling relationship with, any owner of a Top Keeshond Event competitor at any time during the year preceding the Top Keeshond Event.

Judging Rules

The Top Keeshond Event is a non-standard competition. The tradition of respect for the Top Keeshond Event and its value within the Keeshond community has always been determined and engendered by the integrity and impartiality of the competition's judges. The *AKC Rules, Policies and Guidelines for Conformation Dog Show Judges*, the *AKC Rules Applying to Dog Shows* and the *AKC Code of Sportsmanship* shall serve as the guidelines for the conduct of judges for this event. Judges shall be notified that they should refrain from discussing the entries prior to and during the Top Keeshond Event judging. Judges shall be reminded that, if they engage in any discussion of entries following the Top Keeshond Event, their comments should be limited to those which are constructive and supportive of the Keeshond Club of America's efforts to improve our breed.

Judges for the Top Keeshond Event may neither enter any dog that they own, nor handle any dog in conformation competition at the National or Regional Specialty shows during the week of the Top Keeshond Event. *Revised 9/12 – removed affidavits for judges; revised 10/10/15*

APPENDIX B – KCA BOARD/NATIONAL SPECIALTY COMMITTEE DECISIONS AND CONTACTS

There are a number of decisions which are the responsibility of the KCA Board or the National Specialty Committee. Be sure the Board or the National Specialty Committee is consulted before any commitments are made in these areas.

- Show site and host hotel
- Show dates
- Show secretary/superintendent
- Show chair and assistant show chair
- Trophy selection for National Specialty
- All contracts, other than judges' contracts, over \$500

National Specialty Committee Chair

Name: Donna Smith Phone: 618-786-2912 or 314-704-0241

Email: dsmiff@aol.com

KCA Futurity Coordinator

Name: Tracee Buethner Phone: 701-364-2870

Email: tbuethner@cableone.net

KCA officers you may need/want to contact:

KCA Corresponding Secretary

Name: Terri Gum Phone: 214-564-0100

Email: terrigum@gmail.com

KCA Treasurer

Name: Anita Williams Phone: 503-698-2617 or 503-750-6234

Email: williams3036@comcast.net

KCA President

Name: Donna Smith Phone: 618-786-2912 or 314-704-0241

Email: dsmiff@aol.com

APPENDIX C – SAMPLE DOCUMENTS

The following pages are taken from previous years' National Specialties as examples of the written documents you may want use. They are not meant to be the only documents you will need but should serve as a basis for other situations you might encounter. Copies of all contracts should be forwarded to the National Specialty Committee. **You can obtain sample hotel and show secretary/superintendent contracts from the National Specialty Committee.**

DRAFT



**Keeshond Club of America
National Specialty
Show Dates: _____
Acknowledgement and Acceptance of
Responsibilities of Show Chair**

I acknowledge that I have read the entire Guidelines for Hosting the Keeshond Club of America National Specialty Events. I understand and accept the duties and responsibilities of Show Chair as set forth in the Guidelines and will submit updates to the National Specialty Committee on a monthly basis.

Show Chair:

Signature: _____

Date: _____

Phone: _____

Email: _____

Assistant Show Chair (if assigned):

Signature: _____

Date: _____

Phone: _____

Email: _____



**Request for Proposal (RFP) for Hotel/Venue Space
Keeshond Club of America National Specialty**

May 2012 Dates:

Monday May 28th – Saturday June 2nd

May 2019 Dates:

Sunday to Sunday preferred; holidays are fine; flat rates (sgl/dbl/triple/quad)
Policy allows for 4/15-6/15 but practice has been to hold the National in May and often the week preceding Memorial Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
38-ROH	78-ROH	86-ROH	89-ROH	87-ROH	85-ROH	72-ROH	c/o
1-Hosp Suite	1-Hosp Suite	1-Hosp Suite	1-Hosp Suite	1-Hosp Suite	1-Hosp Suite	1-Hosp Suite	c/o
39-ttl rooms	79-ttl rooms	87-ttl rooms	90-ttl rooms	88-ttl rooms	86-ttl rooms	73-ttl rooms	c/o

Meeting Space Requirements:

Pre Day 1 - 38 guestrooms

- Board Room, 10 pax
- Hospitality Room Set-up (host 20pax flow; guest room parlor)
- Grooming Space Set-up (4000sf) set-up
- Agility Ring (outdoor grassy area) 5,000sf (probably do this off-site)

Day 1 – 78 guestrooms

- Board Room, 10 pax
- Hospitality Room Set-up (host 20pax flow; guest room parlor)
- Grooming Space Set-up (4000sf) set-up
- Ballroom Set-up (6,000sf w/ perimeter seating)
- Agility Ring (outdoor grassy area) 5,000sf

Day 2 - 86 guestrooms

- Board Room, 10 pax
- Hospitality Room (host 20pax flow; guest room parlor)
- Grooming Space (4000sf)
- Ballroom (6,000sf w/ perimeter seating)
- Ad Hoc Meeting Room, 100 pax t/s
- Agility Ring (outdoor grassy area) 5,000sf

Day 3 – 89 guestrooms

- Board Room, 10 pax
- Hospitality Room (host 20pax flow; guest room parlor)
- Grooming Space (4000sf)
- Ballroom (6,000sf w/ perimeter seating)
- Ad Hoc Meeting Room, 100 pax t/s

Agility Ring (outdoor grassy area) 5,000sf

Day 4 – 87 guestrooms

Board Room, 10 pax
Hospitality Room (host 20pax flow; guest room parlor)
Grooming Space (4000sf)
Ballroom (6,000sf w/ perimeter seating)
Ad Hoc Meeting Room, 100 pax t/s
Agility Ring (outdoor grassy area) 5,000sf

Day 5 – 85 guestrooms

Board Room, 10 pax
Hospitality Room (host 20pax flow; guest room parlor)
Grooming Space (4000sf)
Ballroom Set-up (6,000sf w/ perimeter seating)
Ad Hoc Meeting Room, 100 pax t/s
Agility Ring (outdoor grassy area) 5,000sf

Day 6 - 72 guestrooms

Board Room, 10 pax
Hospitality Room (host 20pax flow; guest room parlor)
Grooming Space (4000sf)
Ballroom Set-up (6,000sf w/ perimeter seating)
KCA Banquet, 225 pax, rounds of 8 or 10 pax,
Agility Ring (outdoor grassy area) 5,000sf

Concessions:

1 per 35 comp policy cumulative
Hospitality Room complimentary, including Pre dates
Complimentary meeting space on sliding scale
Flat guestroom rates, max of 4ppl in a guest room
Group rates, based upon availability, 2-days Pre & Post

Meeting rooms would be used, generally, in the evenings (and probably only 2-3 evenings); would need one during the day on Day 5



**Keeshond Club of America
National Specialty**
Show Dates: _____
Vendor Form

Name: _____

Booth Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Type of Merchandise/Service: _____

Special Needs (extra table/chairs, power, internet connectivity, etc.) _____

Hold Harmless Agreement

The Undersigned vendor agrees to hold harmless the [host club], the Keeshond Club of America, or [hotel] for any liability, claims, legal action or disputes taken against any of them, which may result from the vendor doing business at the show. The vendor also agrees that this Hold Harmless Agreement shall include all person employed by or assisting the vendor for the duration of the show.

Printed name of vendor: _____

Signature: _____

Date: _____

Return this form along with payment of \$____ (make checks payable to [host club]) to [vendor coordinator name and address] by [due date].



**Keeshond Club of America
National Specialty
Show Dates: _____
Artist Agreement**

This agreement is between the Keeshond Club of America and the Artist:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____ **Phone:** _____

This agreement specifies guidelines for the release of Artist's work to the Keeshond Club of America, for the use of advertising in form of but not limited to signs, posters, letters, media promotions and the internet. The Artist's work may be used as a logo on such items but not limited to catalogs, apparel, mugs, bags, etc. for sale by the Keeshond Club of America, solely for the benefit of the Keeshond Club of America. It is understood that the work of the Artist may have to be altered for certain reproductions by changing or shading of colors, enlarging or cropping, as needed for reproduction. Whenever the Artist's work is modified, all attempts will be made to honor the integrity of the Artist's intentions.

Artist's Signature: _____

Signature of KCA Representative: _____

Date: _____

Retain a copy for your records and return signed copy to:



**Keeshond Club of America
National Specialty
Show Dates: _____
Photography Agreement**

This agreement is between the Keeshond Club of America and Photographer:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Photographer shall be engaged as the Official Photographer for the Keeshond Club of America National Specialty and the associated Regional Specialty from _____ to _____ at _____.

The Keeshond Club of America agrees to list the Photographer as the Official Photographer in the premium list and the catalog.

Photographs shall be taken on request, shall be of good technical quality and portray the exhibit to the best advantage that circumstances permit.

Photographs shall be a standard size (i.e., 8" x 10"). A copy will be made available to the Exhibitor for his/her decision to purchase. Color, black and white and a full range of other sizes and services will be available to the Exhibitor on special request.

Show management assures the Official Photographer of the exclusive privilege of taking win photographs for sale to the Exhibitors and shall permit no other Photographer to do so. This clause does not affect newspaper and television photographers on specific assignment and/or amateur photographers making pictures for their personal use.

Photographer shall supply the Keeshond Club of America with the following photographs free of charge in digital Best of Breed, Best of Opposite Sex to Best of Breed, High In Trial and High Combined in Obedience, Rally and Agility, Best of Winners, Winners Dog, Winners Bitch, Reserve Winners Dog, Reserve Winners Bitch, Best In Futurity, Best Opposite Sex to Best In Futurity, Best in Maturity, Best Opposite Sex to Best In Maturity, AKC Select Dog, AKC Select Bitch, KCA Awards Of Merit.

Photographer's Signature: _____ Date: _____

Signature of KCA Representative: _____ Date: _____

Retain a copy for your records and return signed copy to:

Name: _____

Address: _____



**Keeshond Club of America
National Specialty**
Show Dates: _____
Videography Agreement

This contract entered into between [videographer] and the Keeshond Club of America/[name of host club] is for video coverage of the [year] Keeshond Club of America National Specialty show and the associated Regional Specialty to be held [dates] in [city & state]. [Videographer] will cover judging of all conformation classes for both the KCA National and the [host club] Regional Specialties. Additional events (for example, agility, Top Keeshond Event) may be covered, if desired, and time frames for such events to be taped are compatible with [videographer's] availability. Exclusive rights would be given to [videographer] to cover all such events. Services to be provided include:

- Full coverage of all conformation classes, including standing shots in the ring, gaiting and class judging/final selections.
- Full voice over on the video of: dog's name, date of birth, sire, dam, breeder and owner.
- Ability to allow the show hotel's closed circuit system to provide in-room viewing for exhibitors.
- Digital video coverage of the shows and final video in DVD format in the consumer's choice of NTSC (American format) or PAL (European format).
- One copy of the video set (both specialties) to the [host club].
- One copy of the video set (both specialties) to Keeshond Club of America

KCA/[Host Club] will provide:

- Small space in the vendor's area (no table or chairs required) where an order table and box can be set up for advance orders of the videos (all supplies supplied by [videographer]).
- The right to post signs at various places in and around the hospitality and vendor areas to advertise products for sale/ordering at the show.
- Option to provide advertising (business cards, flyer, promotional item(s)) for inclusion in the hospitality bags.
- Listing of [videographer] as the exclusive videographer in the show catalogs
- Two chairs situated at the location where the judge is going to gait dogs "down and back"
- Exclusive rights for our company to video the shows
- Exclusive rights for our company to market and sell the resulting videos

KCA _____ Date: _____

[Videographer] _____ Date: _____



**Keeshond Club of America
National Specialty
Show Dates: _____
Judge Information Worksheet**

Thank you for agreeing to judge at the Keeshond Club of America National Specialty and/or the associated Regional Specialty. We want to make sure we meet your transportation needs. Please let us know your plans by filling in the following information and returning it to the address below by _____.

Name: _____

Arrival Date/Time: _____

Arrival Transportation: _____

Departure Date/Time: _____

Departure Transportation: _____

Classes to be judged: _____

**Date(s)
judging:** _____

We would also like to invite you and a guest to our annual banquet which will be held on _____.

**Banquet
attendance:** _____ **Guest:** _____

Judges' Hospitality Chair

Name: _____

Address: _____

Email: _____

Phone: _____

APPENDIX D – BUDGET FORMAT

The best budgeting tool you can use in planning is a complete set of past events' financial records. Below is a table with the results for the last several National Specialties in the format to be used for both budget and reporting final results to the KCA Board. Keep in mind that, in general, shows in the middle of the country draw more entries than those on either coast. An Excel spreadsheet containing the same data can be obtained from the National Specialty Committee.

KCA National Specialty Budget Worksheet

Year	2012	2013	2014	2015	2016	2017
Location	Vancouver, WA	Topeka, KS	Asheville, NC	Sacramento, CA	Colorado Springs, CO	MI
Data						
Hotel room nights – total	539	772	718	350	634	
Hotel room nights – day 0 and prior	5	14	40	17	64	
Hotel room nights – day 1 (board meeting day)	33	54	74	46	68	
Hotel room nights – day 2	78	93	91	52	80	
Hotel room nights – day 3	86	98	102	51	84	
Hotel room nights – day 4	89	102	106	65	86	
Hotel room nights – day 5	87	108	108	65	90	
Hotel room nights – day 6	85	110	103	54	89	
Hotel room nights – day 7	72	109	90	0	71	
Hotel room nights – day 8 and later	4	84	4	0	2	
Comped room nights	13	*	17	*	16	
Room rate (incl tax)	101	109	129	123	119	
Number of RVs						
RV fee						
RV fee to hotel or club?						
Number of banquet meals						
National						
# of conformation entries	176	275	248	178	218	
# of obedience entries	22	38	51	27	40	
# of rally entries	19	26	28	33	24	
# of Futurity/Maturity entries	69	56	89	56	71	
# of agility entries	120	*	122	*	110	

Regional

# of conformation entries	168	260	232	165	208
# of obedience entries	22	40	49	27	38
# of rally entries	18	28	25	33	29
# of sweepstakes entries	58	99	89	72	86
# of agility entries	0	0	0	0	0

Financial**National conformation/obedience/rally**

Entry fees	5,564	9,845	8,773	7,956	7,994
Trophy donations Superintendent (show specific)	3,490 (1,680)	6,806 (5,800)	4,130 (5,753)	2,945 (2,517)	3,160 (1,177)
Ring steward	0	0	(451)	0	0
Trophies	(3,425)	(2,388)	(3,003)	(3,134)	(3,199)
Rosettes	(825)	(970)	(1,150)	(1,169)	(1,125)
Venue	0	0	(4,075)	0	0
Judge fees and expenses	(1,814)	(4,805)	(1,150)	(3,594)	(3,321)

Regional conformation/obedience/rally

Entry fees	6,025	10,306	9,524	5,449	8,906
Trophy donations Superintendent (show specific)	2,895 (1,562)	6,806 (5,810)	3,655 (5,493)	2,390 (1,625)	3,458 (1,303)
Ring steward	0	0	(451)	(612)	(714)
Trophies	(2,338)	(1,749)	(1,481)	(1,656)	(2,640)
Rosettes	(847)	(744)	(1,000)	(719)	(1,336)
Venue	0	0	(4,075)	0	0
Judge fees and expenses	(1,857)	(2,171)	(2,813)	(1,783)	(4,272)
Sweepstakes purses	(786)	(1,354)	(1,204)	(857)	(995)

Combined conformation/obedience/rally

Catalog ads	1,715	855	2,553	1,653	1,100
Catalog sales	2,955	3,191	3,724	2,525	3,005
Reserved grooming	1,625	0	2,450	1,475	2,525
Reserved seating Superintendent (combined costs)	880 (8,031)	1,340 (2,715)	1,180 (3,192)	950 (7,999)	1,280 (4,769)
AV equipment rental	(483)	0	0	0	(1,308)

National agility

Entry fees	3,003	2,165	2,314	1,881	5,080
Trophy donations	655	**	1,040	775	710
Judge fees and expenses	(868)	(354)	(586)	(752)	(447)

Show secretary fees and expenses	(605)	(116)	(468)	0	(676)
Course builder fees and expenses	(654)	0	0	(374)	(50)
Trophies	(2,014)	(71)	(955)	(125)	(1,121)
Rosettes	(615)	(530)	(500)	(500)	(506)
Venue and equipment	(1,690)	(1,855)	(2,276)	(43)	(1m460)
AKC recording fee	(521)	(384)	(390)	(300)	(1,123)
<u>Regional agility</u>					
Entry fees	0	0	0	0	0
Trophy donations	0	0	0	0	0
Judge fees and expenses	0	0	0	0	0
Course builder fees and expenses	0	0	0	0	0
Trophies	0	0	0	0	0
Rosettes	0	0	0	0	0
Venue	0	0	0	0	0
AKC recording fee	0	0	0	0	0
<u>Other show income</u>					
Raffle	1,366	7,698	2,501	2,260	2,746
Trophy sales (unawarded trophies)	0	0	1,096	0	0
Obedience fun match	0	0	205	0	0
Other donations/fundraising	0	1,400	10,760	4,578	0
Auction	1,850	**	6,390	845	3,515
Rescue event		1,989	140	0	0
Hospitality donations	942	265	733	0	783
Vendor fees	875	1,000	630	450	1,400
Sale of goods	990	**	3,424	474	1,162
Room raffle	425	0	0	0	0
Grooming raffle	135	0	0	0	0
RV parking	0	0	1,250	1,350	0
PayPal shipping fees	0	0	0	0	798
Room night comps	1,307	**	2,189	714	1,905
<u>Other show expenses</u>					
Bank/Paypal/check fees	(46)	0	0	(475)	(97)
Hospitality expenses	(1,181)	(1,075)	(600)	(1,308)	(610)
Room guarantee shortfall/rate buy down	0	0	(18,500)	0	0
Goods for sale	(436)	**	(3,638)	0	(849)
Plastic for grooming areas	(483)	(154)	**	0	92,100)
Raffle expenses	(101)	(735)	(325)	(98)	9804)
Rescue event expenses	0	(178)	(140)	0	(309)
Reserved seating sign	(89)	**	**	(49)	0

Welcome event	(1,076)	(40)	(943)	(1,480)	0	
Decorations	(213)	(835)	**	(2,951)	(1,922)	
Show photographer expenses	(643)	0	(901)	(1,010)	(476)	
Grounds expenses	0	0	0	0	(649)	
Other administrative expenses	(1,290)	(4,001)	(4,276)	(387)	(468)	
<u>Top Keeshond Event</u>						
TKE entry fees	432	660	967	1,123	1,090	
TKE catalog sales	850	540	452	282	510	
Other income	0	0	0	0	407	
Invitations, certificates, etc.	(844)	(113)	(313)	0	(860)	
Refreshments/AV equipment rental	(1,703)	(185)	(199)	(125)	(1,776)	
Rosettes	(320)	(339)	(387)	(96)	0	
Judge rooms	(225)	(604)	(368)	(123)	(357)	
Participant gifts	(300)	**	(223)	0	(529)	
<u>KCA Business</u>						
Banquet fees	4,904	5,662	6,240	4,480	5,550	
Board meeting	(331)	0	(819)	0	(52)	
Judges' education	(1,311)	0	0	(655)	(551)	
Breeders' education	0	0	0	(655)	(396)	
Keeshond Donor's Circle	(338)	0	0	0	(13)	
KCA annual meeting	(542)	0	0	(655)	(396)	
Banquet meals	(5,402)	(5,172)	(6,768)	(4,527)	(5,658)	
Other banquet costs (AV, etc.)	-	(5,260)	(1,119)	0	(913)	
Net	(4,608)	10,025	(7,096)	2,202	5,748	-
KCA portion	(6,634)	737	(7,000)	856	1,715	-
Regional portion	2,026	9,289	(96)	1,345	4,033	-
	(4,608)	10,025	(7,096)	2,202	5,748	-

*Not available

**Included in another line (Topeka line items estimated)

APPENDIX E – TROPHIES AND ROSETTES WORKSHEETS

Below is a sample spreadsheet for ordering rosettes and trophies. An Excel spreadsheet template is available from the National Specialty Committee. Formulas in the spreadsheet require input in the highlighted cells and will calculate the quantity needed and summarize the quantities at the bottom. You will want to order trophies and rosettes well ahead of the closing date but may be able to estimate class placement quantities upon initial placement of the order and finalize those quantities after closing. New title and qualifying score rosettes can be ordered without dates so that unused ones can be passed on to the host club of the following year's National (approximately 60% of agility runs will result in a qualifying score). There could be up to two new titles at the regional conformation specialty, four at the National conformation specialty and in obedience, rally and agility, although not likely, as many as there are qualifying scores.

KCA National Specialty															
Rosette and Trophies Worksheet															
<u>Class entries</u>															
<u>Regular</u>		KCA National Specialty						Host Club Regional Specialty							
		Count	1st	2nd	3rd	4th	Qual	Count	1st	2nd	3rd	4th	Qual		
6-9	Dogs	9	1	1	1	1	n/a	10	1	1	1	1	1	n/a	
9-12		9	1	1	1	1	n/a	6	1	1	1	1	1	n/a	
12-18		6	1	1	1	1	n/a	5	1	1	1	1	1	n/a	
Am bred		3	1	1	1	0	n/a	3	1	1	1	0	n/a		
BBX		10	1	1	1	1	n/a	9	1	1	1	1	1	n/a	
Open		8	1	1	1	1	n/a	8	1	1	1	1	1	n/a	
6-9	Bitches	7	1	1	1	1	n/a	9	1	1	1	1	1	n/a	
9-12		6	1	1	1	1	n/a	4	1	1	1	1	1	n/a	
12-18		6	1	1	1	1	n/a	6	1	1	1	1	1	n/a	
Am bred		3	1	1	1	0	n/a	2	1	1	0	0	n/a		
BBX		15	1	1	1	1	n/a	12	1	1	1	1	1	n/a	
Open		8	1	1	1	1	n/a	8	1	1	1	1	1	n/a	
Subtotal - conformation			12	12	12	10			12	12	11	10			
Nov A	Obedience	1	1	0	0	0	1	1	1	0	0	0	1		
Nov B		4	1	1	1	1	4	4	1	1	1	1	4		
Open A		3	1	1	1	0	3	3	1	1	1	0	3		
Open B		2	1	1	0	0	2	2	1	1	0	0	2		
Utility A		0	0	0	0	0	0	0	0	0	0	0	0		
Utility B		2	1	1	0	0	2	2	1	1	0	0	2		

Beg Nov A		3	1	1	1	0	3	3	1	1	1	0	3
Beg Nov B		2	1	1	0	0	2	2	1	1	0	0	2
Grad Nov		3	1	1	1	0	3	4	1	1	1	1	4
Grad Open		1	1	0	0	0	1	0	0	0	0	0	0
Versatility		0	0	0	0	0	0	0	0	0	0	0	0
Subtotal - obedience			9	7	4	1	21		8	7	4	2	21
Nov A	Rally	3	1	1	1	0	3	3	1	1	1	0	3
Nov B		4	1	1	1	1	4	4	1	1	1	1	4
Adv A		3	1	1	1	0	3	2	1	1	0	0	2
Adv B		5	1	1	1	1	5	5	1	1	1	1	5
Exc A		0	0	0	0	0	0	0	0	0	0	0	0
Exc B		4	1	1	1	1	4	4	1	1	1	1	4
Subtotal - rally			5	5	5	3	19		5	5	4	3	18
Nov A 16"	Agility-std		0	0	0	0	0		0	0	0	0	0
Nov A 20"		1	1	0	0	0	1	1	1	0	0	0	1
Nov B 16"		2	1	1	0	0	2	2	1	1	0	0	2
Nov B 20"			0	0	0	0	0		0	0	0	0	0
Open 16"		5	1	1	1	1	5	5	1	1	1	1	5
Open 20"			0	0	0	0	0		0	0	0	0	0
Exc 16"		5	1	1	1	1	5	5	1	1	1	1	5
Exc 20"			0	0	0	0	0		0	0	0	0	0
Mast 16"		6	1	1	1	1	6	6	1	1	1	1	6
Mast 20"			0	0	0	0	0		0	0	0	0	0
Nov A 16"	Agility-jww		0	0	0	0	0		0	0	0	0	0
Nov A 20"		1	1	0	0	0	1	1	1	0	0	0	1
Nov B 16"		2	1	1	0	0	2	2	1	1	0	0	2
Nov B 20"			0	0	0	0	0		0	0	0	0	0
Open 16"		2	1	1	0	0	2	2	1	1	0	0	2
Open 20"			0	0	0	0	0		0	0	0	0	0
Exc 16"		4	1	1	1	1	4	4	1	1	1	1	4
Exc 20"			0	0	0	0	0		0	0	0	0	0
Mast 16"		6	1	1	1	1	6	6	1	1	1	1	6
Mast 20"			0	0	0	0	0		0	0	0	0	0
Nov 12"	Agility-std pref	1	1	0	0	0	1	1	1	0	0	0	1
Nov 16"		1	1	0	0	0	1	1	1	0	0	0	1
Open 12"		1	1	0	0	0	1	1	1	0	0	0	1
Open 16"			0	0	0	0	0		0	0	0	0	0

Exc 16"			0	0	0	0	0		0	0	0	0	0
Exc 20"			0	0	0	0	0		0	0	0	0	0
Mast 16"		1	1	0	0	0	1	2	1	1	0	0	2
Mast 20"			0	0	0	0	0		0	0	0	0	0
Nov 12"	Agility-jww pref	1	1	0	0	0	1	1	1	0	0	0	1
Nov 16"		1	1	0	0	0	1	1	1	0	0	0	1
Open 12"		1	1	0	0	0	1	1	1	0	0	0	1
Open 16"			0	0	0	0	0		0	0	0	0	0
Exc 16"			0	0	0	0	0		0	0	0	0	0
Exc 20"			0	0	0	0	0		0	0	0	0	0
Mast 16"		1	1	0	0	0	1	2	1	1	0	0	2
Mast 20"			0	0	0	0	0		0	0	0	0	0
Std 16"	Agility-t2b	14	1				14	14	1				14
Std 20"		1	1				1	1	1				1
Pref 12"		2	1				2	2	1				2
Pref 16"			0				0		0				0
Subtotal - agility			21	8	5	5	59		21	10	5	5	61
Total - regular			47	32	26	19	99		25	24	19	15	39
Non-regular			KCA National Specialty					Host Club Regional Specialty					
		Count	1st	2nd	3rd	4th	Qual	Count	1st	2nd	3rd	4th	Qual
Stud dog		3	1	1	1	0	n/a	3	1	1	1	0	n/a
Brood bitch		3	1	1	1	0	n/a	3	1	1	1	0	n/a
Brace		1	1	0	0	0	n/a	1	1	0	0	0	n/a
Puppy dogs	Futurity	6	1	1	1	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Junior dogs		8	1	1	1	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Intermediate dogs		3	1	1	1	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Senior dogs		3	1	1	1	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Puppy bitches		8	1	1	1	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Junior bitches		8	1	1	1	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Intermediate bitches		1	1	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Senior bitches		7	1	1	1	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Dogs 2 and under	Maturity	4	1	1	1	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Dogs over 2		3	1	1	1	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Bitches 2 and under		3	1	1	1	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Bitches over 2		2	1	1	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a
6-9 dogs	Sweeps	n/a	n/a	n/a	n/a	n/a	n/a	17	1	1	1	1	n/a
9-12 dogs		n/a	n/a	n/a	n/a	n/a	n/a	8	1	1	1	1	n/a
12-15 dogs		n/a	n/a	n/a	n/a	n/a	n/a	4	1	1	1	1	n/a

Subtotal - obedience			9	7	4	1	21			8	7	4	2	21
Subtotal - rally			5	5	5	3	19			5	5	4	3	18
Subtotal - agility			21	10	6	6	59			21	12	6	6	61
			47	34	27	20	99			46	36	25	21	100
Subtotal - non-regular conformation			19	14	12	6				20	16	13	11	
Subtotal - non-regular obedience			1	0	0	0				1	0	0	0	
			20	14	12	6				21	16	13	11	
*Veteran participation rosettes for classes with more than four entries														
<u>Others</u>														
Best of Breed		1								1				
Best of Winners		1								1				
Best Opposite Sex		1								1				
AKC Select Dog		1								1				
AKC Select Bitch		1								1				
Awards of Merit		10								10				
Winners Dog		1								1				
Winners Bitch		1								1				
Reserve Winners Dog		1								1				
Reserve Winners Bitch		1								1				
Best in Sweepstakes		n/a								1				
Best Opposite Sex in Sweepstakes		n/a								1				
Best in Futurity		1								n/a				
Best Opposite Sex in Futurity		1								n/a				
Best in Maturity		1								n/a				
Best Opposite Sex in Maturity		1								n/a				
Best Junior Handler		1								1				
Highest Scoring Dog in Trial		1								1				
High Combined Score in Open and Utility		1								1				
High Combined Score in Advanced and Excellent (if offered)		1								1				
Top Keeshond Event Winner		1								n/a				
Top Keeshond Event Participants		10								n/a				

Cost Summary	KCA National Specialty						Host Club Regional Specialty					
	D e s c	Qty	Trophy Cost	Rosette Cost	Trophy Total	Rosette Total	D e s c	Qty	Trophy Cost	Rosette Cost	Trophy Total	Rosette Total
Class Placements												
Conformation		46						33				
Obedience		21						13				
Rally		18						12				
Agility		39						20				
Qualifying (obedience and rally)		40						39				
Qualifying (agility)		59						61				
New title (conf)		4						2				
New title (ob/rally)												
New title (agility)												
Veteran participation		0						0				
Non-regular conformation		54						40				
Non-regular obedience		1						0				
Best of Breed		1						1				
Best of Winners		1						1				
Best Opposite Sex		1						1				
AKC Select Dog		1						1				
AKC Select Bitch		1						1				
Awards of Merit		10						10				
Winners Dog		1						1				
Winners Bitch		1						1				
Reserve Winners Dog		1						1				
Reserve Winners Bitch		1						1				
Best in Sweepstakes		n/a						1				
Best Opposite Sex in Sweepstakes		n/a						1				
Best in Futurity		1						n/a				
Best Opposite Sex in Futurity		1						n/a				
Best in Maturity		1						n/a				
Best Opposite Sex in Maturity		1						n/a				
Best Junior Handler		1						1				
Highest Scoring Dog		1						1				

in Trial													
High Combined Score in Open and Utility		1							1				
High Combined Score in Advanced and Excellent		1							1				
Top Keeshond Event Winner													
Top Keeshond Event Participants													
Subtotal – conformation													
Subtotal – obedience and rally													
Subtotal – agility													
Subtotal – Top Keeshond Event													
Total													

Note: Class placement trophies may be the same or different among the various events (conformation, obedience, rally, agility).

APPENDIX F – SCHEDULE CONSIDERATIONS

Setting the schedule for the week of the National should be done as early as possible. Judges cannot be hired until the schedule is set. There are a lot of events to plan into the week and sometimes it takes a lot of juggling. There are some things that you will be required to include in the week and others that are optional. Look at the website for the current year National for a sample of a schedule. See the lists below for details. **Neither required nor optional events may overlap each other (with the exception of Judges' Breed Education).**

Required events

National Specialty conformation judging to include all regular classes, veteran classes, Futurity/Maturity classes (plan on a minimum of 1 hour for every 25 dogs entered)

Regional Specialty conformation judging, could include all regular classes, veteran classes (plan on a minimum of 1 hour for every 25 dogs entered)

National Specialty obedience and rally judging - traditional titling classes (plan on a minimum of 1 hour for every 9 dogs entered in Novice, 1 hour for every 8 dogs entered in Open, 1 hour for every 7 entered in Utility and 1 hour for every 20 dogs entered in Rally and allow time for setting and resetting the course, walk-throughs and awards. Because you don't know the class distribution when setting the original schedule, consider scheduling obedience and rally in the afternoon or on its own day.)

National Specialty agility judging (plan on a minimum of 2 minutes for every dog entered in standard and 1 minute for every dog entered in jumpers with weaves plus 30 minutes to build each course and 13 minutes for walk-through for each course)

Board meeting (all day meeting which occurs the day before any judging begins)

Annual membership meeting (occurs Friday, generally in the evening, 1-2 hours)

Judges' breed education seminar (3 hours)

Breeders' education seminar (2-3 hours)

Keeshond Donor's Circle seminar (2-3 hours)

Top Keeshond Event (2-3 hours)

Annual banquet (last day after all breed judging is completed, 2-3 hours)

The Breeders' Education must be offered during the National Specialty portion of the week and the Judges' Breed Education seminar must be offered on one of the last two days of the National Specialty. The topic of the Breeders' Education program must be approved by the KCA Board. To encourage maximum attendance, KCA policy states that no fees will be charged for these special programs. If the host of the seminar chooses to publicize the event and invite members of the local

dog community, a fee may be charged to those attendees. It is the responsibility of the Show Chair to include these programs within the schedule, working with each program's contact person.

Optional events

National Specialty conformation judging for stud dog/brood bitch, brace, 4-6 month puppy competition and/or other special attractions (no Owner-Handler series)

Regional Specialty conformation judging for sweepstakes, veteran sweepstakes, stud dog/brood bitch, brace, 4-6 month puppy competition and/or other special attractions.

National Specialty obedience and rally judging – optional titling classes (Pre-Novice, Pre-Open, Pre-Utility, Beginner Novice, Graduate Novice, Graduate Open, Versatility) and/or non-regular classes (Wild Card Novice, Open and Utility, Brace, Veterans, Team, International, Advanced Teamwork, Rally Pairs, Rally Team)

Regional Specialty obedience and rally judging

National Specialty agility judging – optional classes (T2B, Novice FAST, Open FAST, Excellent FAST, Master FAST)

Regional Specialty agility judging

Rescue/companion event (at the expense of the rescue/companion organization)

Welcome event

APPENDIX G – TOP KEESHOND EVENT SCORE SHEET

First Impression and Ring Presence (To be used only as a Tie Breaker) 10 _____

GENERAL APPEARANCE

Outline and Silhouette Natural, well balanced, square-appearing 10 _____
Size Males = 18 inches Females = 17 inches (size not to outweigh type) 10 _____
Expression Alert carriage, fox-like expression 10 _____

HEAD

Spectacles Expressive eyebrows, dark line slanting
from the corner of the eye 5 _____
Eyes Dark brown, almond shaped 5 _____
Ears Small, dark, triangular in shape, carried erect 5 _____
Skull and Muzzle Wedge shaped, definite stop, muzzle
well-proportioned to skull 5 _____
Mouth and Teeth Scissor bite; lips black and closely meeting 5 _____

NECK, TOPLINE, BODY

Neck Moderately long, well-set on shoulders 5 _____
Body Compact, short, well-ribbed, barrel well-rounded,
deep and strong of chest 5 _____
Topline Straight back sloping slightly downward to hindquarters 5 _____
Tail Moderately long, set high, tightly curled over back 5 _____
Forequarters Slight to moderate angulation, pasterns strong – slight slope 5 _____
Hindquarters angulation balanced with forequarters, well-muscled 5 _____
Feet Compact, well-rounded, cat like 5 _____

COAT, COLOR, MARKINGS

Coat Texture Long straight harsh hair standing well
out from downy undercoat 5 _____
Coat Quality Abundant; neck covered with a mane (more profuse in males) 5 _____
Natural State Shown in a natural state 5 _____
Color and Markings Dramatically marked, well-defined shoulder line,
mixture of gray, cream, and black 5 _____

GAIT

Coming Straight and sharp, clean and brisk 10 _____
Going Straight and sharp, clean and brisk 10 _____
Side Gait Reach and drive between slight to moderate 10 _____

TEMPERAMENT

Temperament Outgoing, friendly, alert 10 _____

TOTAL _____

APPENDIX H – RECENT JUDGES

The table below lists judges judging at recent National and in-conjunction Regional specialties, as well as the Top Keeshond Event. By policy, a judge cannot judge the National Specialty or the associated Regional Specialty more than once in a six year period.

	2016	2015	2014	2013	2012
National:					
Class dogs	Loraine Boutwell	Fred Bassett	Marcy Zingler	Edd Bivin	James Ham
Class bitches	Mary Ellen Meyer	Joseph Gregory	Frank Sabella	Eugene Blake	James Ham
Non-regular	Loraine Boutwell	Joseph Gregory	Frank Sabella	Eugene Blake	James Ham
Intersex	Mary Ellen Meyer	Fred Bassett	Marcy Zingler	Edd Bivin	Robin Stark
Futurity/Maturity	Terri VanSchyndel	Jeanne Buente	Joanne Reed	Carole Henry	Donna Stekli
Regional:					
Class dogs	Kenneth Buxton	David Miller	Randy Garren	James Reynolds	Harold Brizee
Class bitches	Robert Smith	Johnny Shoemaker	Arley Hussin	Jay Richardson	Harold Brizee
Non-regular	Robert Smith	David Miller	Arley Hussin	James Reynolds	Harold Brizee
Intersex	Kenneth Buxton	Johnny Shoemaker	Randy Garren	Jay Richardson	James Ham
Top Keeshond Event:					
Breeder	Florine Bastuba	Debbie Hodges	Jean Sharp-Bale	Harold Brizee	Glady Gates
Handler		Laurie Jordan-Fenner	Lisa Miller	Jerry Kesting	n/a
Keeshond Judge	Robert Banghart	Inge Semenschin	Molly Martin	Karen McFarland	Gary Dunlap
Northern or Non-Sporting Breeder	Brenda Solomon	n/a	n/a	n/a	Karen Burgess

APPENDIX I – POTENTIAL SUPPLIERS

This appendix includes listings of vendors that have been used or researched for potential use for past Nationals.

Ribbons and Rosettes

Hodges Badge Company, Inc
Portsmouth, RI
800-556-2440
www.hodgesbadge.com

Sequim Ribbon Art
Sequim, WA
800-833-7881
www.sequimribbonart.com

Stineman Ribbon Company
South Fork, PA
800-346-9294 or 814-495-4686
www.stinemanribbon.com

Winning Colors Award Ribbons
Tacoma, WA
509-929-1898
www.winningcolorsawardribbons.com

H&R Trophies
MO
800-787-8777
www.hrtrophies.com

Carousel Ribbons & Rosettes
Fair Oaks, CA
916-966-6596
www.carouselribbonsandrosettes.com

Norogala Show Ribbons
Presque Isle, ME
866-499-1450 or 207-764-0597
www.norogalaribbons.com

Centaur Awards
Langley, BC
604-533-0171 or 800-665-2771
www.centaurribbonworld.com

Superintendents

BaRay Event Services, Inc.
Sheila Raymond
Burlington, WA
360-755-7086
dogshows@barayevents.com
www.barayevents.com

MB-F, Inc.
Greensboro, NC
336-379-9352
mbf@infodog.com
www.infodog.com

Foy Trent Dog Shows
Foy Trent
Sturgeon, MO
573-687-2101
mail@foytrentdogshows.com
www.foytrentdogshows.com

Rau Dog Shows, Ltd.
Kathleen Berkheimer
Reading, PA
610-376-1880
info@raudogshows.com
www.raudogshows.com

Jack Bradshaw Dog Shows

Jack Bradshaw
Los Angeles, CA
323-727-0136

mail@jbradshaw.com
<http://www.jbradshaw.com>

Roy Jones Dog Shows, Inc.

Kenneth A. Sleeper
Auburn, IN 46706-0828
260-925-0525

rjds@royjonesdogshows.com
www.royjonesdogshows.com

Jack Onofrio Dog Shows, L.L.C.

Oklahoma City, OK
405-427-8181

mail@onofrio.com
<http://www.onofrio.com>

Miscellaneous Products

Uline.com

Provides large quantities of items at low cost, from zip ties to spray bottles to toilet paper

Dogpoopbags.com

Will donate poop bags to show in exchange for free ad in catalog

Paperdirect.com

Provides colored and decorative paper

Discountbags.com

Source of hospitality bags

Vistaprint.com

Prints a variety of products – trophy donor cards, banners, lawn signs, spray bottle stickers

StoreSupplyWarehouse.com

Source of rosette stands

APPENDIX J – UPDATE CHECKLIST

The National Specialty Committee is responsible for keeping this document updated and sharing it with potential and approved host clubs. He/she is also responsible for updating and sharing the Excel spreadsheets for budget/reporting and trophies and rosettes. Below is a list of areas that in particular should be reviewed/updated every year. There most likely will be other areas that need attention, too.

- Gather input/suggestions from host club show chair (and others) of just completed National for improvements to this document
- Update Excel spreadsheet for budget/reporting and share with clubs that will be hosting the National in the upcoming years
- Compare various sections (particularly Hotel/Venue chapter for space requirements and Event Publications chapter for publication requirements) to a current version of AKC's *Show/Trial Manual* for consistency
- Compare various sections (especially Top Keeshond Event section and Appendix A) to a current version of KCA's Policy Manual for consistency
- Update list of recent themes in Chapter 1
- Update contacts in Appendix B
- Make sure tables in Appendices D and E match Excel spreadsheets
- Update judges in Appendix H
- If substantive revisions are made to this document, send new copies to clubs that have received previous copies and will be hosting the National in the upcoming years

APPENDIX K – YOUR SUGGESTIONS FOR IMPROVING THIS DOCUMENT

We know this document doesn't address everything you will need to know to host the National Specialty. Every year, something new comes up or changes and needs to be covered here. Help us make this document even more useful for future hosts with your suggestions for additions/revisions/improvements by jotting them here as you go along and then sharing with the National Specialty Committee at the conclusion of the National Specialty. Thanks!

Section (Chapter or Appendix): _____

Suggestion:

Section (Chapter or Appendix): _____

Suggestion:

Section (Chapter or Appendix): _____

Suggestion:

Section (Chapter or Appendix): _____

Suggestion:

Section (Chapter or Appendix): _____

Suggestion:

Section (Chapter or Appendix): _____

Suggestion: