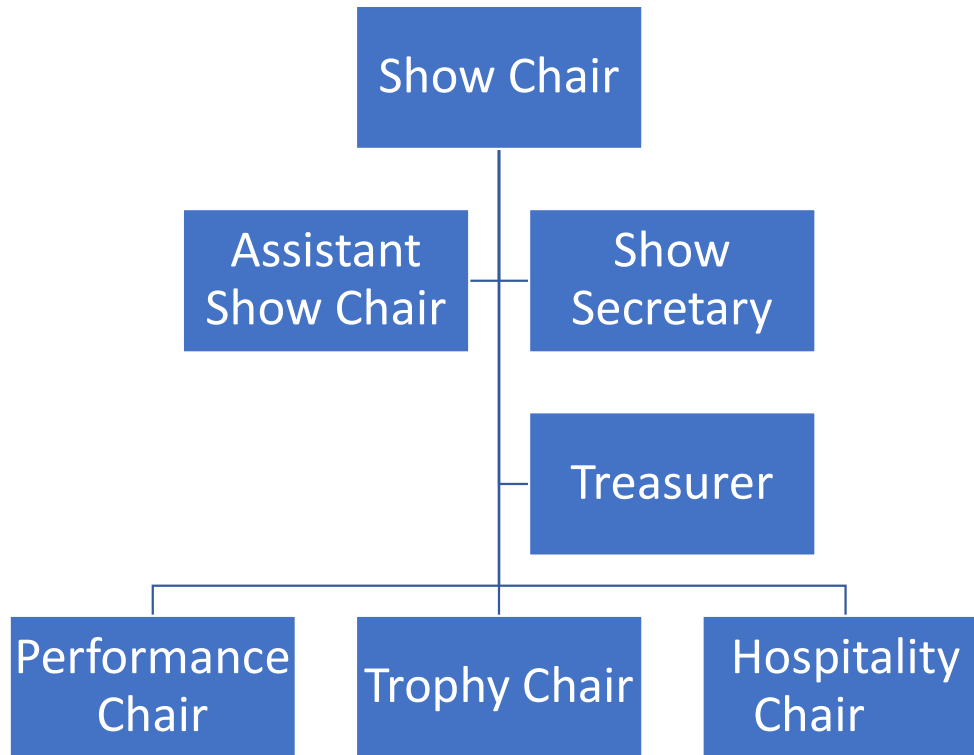




WTCNI
GUIDE TO AKC SHOW COMMITTEE
Kathy Rost

SHOW COMMITTEE



QUALIFICATIONS OF THE SHOW CHAIRMAN

- Knowledge of the AKC's *Rules Applying to Dog Shows*
- Knowledge of the AKC's [Emergency Procedures at Dog Events Memo/Disaster and Emergency Plan](#)
- Experience in planning events, gained by serving on various committees.
- Must be a member of the show giving club
- Ability to meet deadlines
- Ability to deal with people
- Ability to work within a budget & evaluate contracts and agreements

QUALIFICATION OF SHOW CHAIRMAN (Continued)

- Ability to apply basic business management practices:
 - Set Priorities
 - Make Decisions
 - Delegate Authority
 - Conduct Committee Meeting
 - Compile Records

SHOW CHAIR RESPONSIBILITIES

- Overall responsibility for proper planning, conducting and reporting the results of the show.
- Ensure that the event applications, judges panel and other necessary documents are submitted to the AKC by their deadlines
- Assign all committee chairs
- Assign a Committee Secretary
- Contact Superintendent (or sponsoring club)
- Act as liaison to cluster/sponsoring club
- Approve the show budget

RESPONSIBILITIES OF SHOW CHAIR (Continued)

- Review AKC procedures detailed in *Dealing with Misconduct* with members of the Event Committee in advance of the event.
- May be chair of another/other committee(s)
- Arrive at least 2 hours before event. Check ring, grounds and details to make sure everything is in order.
- Meet the AKC Representative.
- Check in with all Committee chairs
- Check in workers and assign tasks
- Greet the judges

RESPONSIBILITIES OF SHOW CHAIR (Continued)

- See that ring schedule is maintained
- Address any disputes that may arise

ASSISTANT SHOW CHAIR RESPONSIBILITIES

- Report directly to the Show Chair
- Add/update the event checklist each year so that the club will have a customized list for its event
- Prepare a list of specific duties and responsibilities for the day of the event

TROPHY CHAIR QUALIFICATIONS

- Willing to solicit trophy donations
- Able to meet deadlines

TROPHY CHAIR RESPONSIBILITIES

- Secure and display trophies
- Ensure all trophies are listed correctly in the premium list. Be aware of all deadlines for submission to printer
- Work within the budget supplied by the club
- Acquire trophies. Secure any trophies held by club; ensure all are clean. Decide on type of trophies to be donated.
- All donations should be confirmed in writing
- Bill and collect for trophy donations (may be coordinated with the club treasurer)

TROPHY CHAIR RESPONSIBILITIES

(Continued)

- If you are depending on people to bring their trophies, keep a few extra on hand in case They don't show up. They must be of equal or greater value than the one listed in the premium list.
- Prepare a final report of income and expenditures for trophies
- Submit an inventory report to the Show Chair after the event.

HOSPITALITY CHAIR QUALIFICATIONS

- Organized, personable, and accessible.
- Previous experience on hospitality committees
- Experience in planning and organizing meals or other social functions
- Experience making hotel/block arrangement

HOSPITALITY CHAIR RESPONSIBILITIES

- Visit (if possible) prospective host hotel
- Send letters to judges confirming transportation and lodging
- Prepare fact sheet of restaurants and attractions in the immediate vicinity of show
- Arrange transportation of judges from hotel to event, planning for them to arrive at least ½ hour before they judge

TREASURER RESPONSIBILITIES

- Work on the show budget
- Make funds available when needed to the other committees
- Complete a financial report of the event
- Begin budget cycle for the next event by reviewing budgets established for completed event, adjusting figures with needed.

AKC SHOW SCHEDULE

- ❖ The AKC allows each club to hold 4 shows a year.
- ❖ The AKC allows a club to support as many shows as they desire
The supported shows require Best of Breed, Best Opposite Sex, Dog and Winners Bitch trophies
- ❖ Make an effort to support the entry.

SHOW SITE

- ❖ Decide on which All Breed dog show you want to join. Examples –
 - ❖ Kentuckiana Cluster
 - ❖ Terrier Club of Michigan/Monroe Kennel Club

- ❖ Contact the Show Chair at your earliest convenience. If you plan on the specialty being held at the same show the following year, you can inform the Show Chair your intent

SHOW COMMITTEE

Assign your committees. Ask for volunteers or assign committee chair that have experience or expertise in that field. Assign an interested novice member to sit on your committee and offer mentorship

The committees appropriate for a specialty within a cluster are:

- ❖ Show Chairman
- ❖ Assistant Chairman
- ❖ Show Treasurer (usually the same as the Club Treasurer)
- ❖ Show Secretary (usually the same as the Club Secretary)
- ❖ Hospitality Committee
- ❖ Trophy Committee
- ❖ Performance Committee

BENCH COMMITTEE

The Bench Committee consists of the Show Committee. At least three members must be present.

If a complaint is lodged the bench committee must gather as much evidence and testimony as possible. They must hold a bench hearing on the show site on the day of the complaint. The AKC representative will also be present.

If this is a complaint regarding the cluster, the specialty may defer to the Cluster show committee.

FIRST SHOW COMMITTEE MEETING

The show chairman should hold a committee meeting as soon as the committee is formed. The agenda is defining the responsibility of each committee and to form a budget. Each Committee chair should keep a checklist of their responsibilities so that the next chair will have a roadmap.

AKC APPLICATION

- The AKC Events application needs to be submitted as early as possible. It should be at least 18 weeks out at the latest. It is better if it can be submitted at least 6 months before the show.
- The Application can be found on the AKC website under Online Event Management. The web address is:
<https://www.apps.akc.org/apps/eventplans>
- If you have questions regarding filling out the application you can email your questions at: eventplans@akc.org

AKC APPLICATION (Continued)

- The application fee is \$15.00 You may fax your payment information or send it by postal mail. They ask that you don't email the financial information.
- If this is a specialty, permission from the parent club must be obtained in writing.

JUDGING PANEL

- The club must submit their judging panel at least 4 months before the closing date of the show.
- If the Club is being held in conjunction with an all-breed sponsoring show, the club will usually allow you to pick someone of their judging panel. The sponsoring show will pay for the regular class judge.
- You have the option of bringing in a judge of your choosing but then the club will be responsible for the judges fee.
- The sweepstakes judge is chosen by each individual club. There is usually no fee with a sweepstakes judge but they must be submitted to the superintendent (MBF, Onofrio, etc.) 4 months before the show.

JUDGING PANEL (Continued)

- If you have picked a judge from the sponsor club's panel, that club will be responsible for the judge's contract
- To avoid a poor perception, the club member that comes into direct service with the judge should not show to him/her that day.

Examples:

- Driving the judge to the show/Picking them up at the airport
- Dining before the show with the judge
- Showing your dog to the judge before the show.

LIABILITY INSURANCE

- Each specialty must purchase their own policy. This is usually a duration of just the show day.
- The sponsoring club will inform the Show Chair exactly what they require.
- The treasurer will obtain this insurance.

DISASTER AND EMERGENCY PLAN

- A written disaster and emergency plan needs to be submitted to the AKC.
- If the club is part of the Cluster, then the sponsoring club is responsible for this.
- The disaster and emergency plan will be shared with the Specialty Show Chair upon request.

CLASSES

- Each club may designate what classes will be held at their specialty.
- The club may offer Owner Handled Best of Breed. That team may participate in the sponsoring club's group.
- The club may offer Best Bred By Exhibitor Class dog. This dog is eligible to show in the sponsoring club's group
- The club may offer Best Bred By Exhibitor in the Best of Breed competition. This dog is eligible to show in the sponsoring club's group.
- The club may offer Best Puppy. This dog is eligible to show in the sponsoring club's group.
- The club may offer Best Veteran. This dog is eligible to show in the sponsoring club's group.

CLASSES

Regular

- 6-9 Puppy
- 9-12 Puppy
- 12-18 Months
- Novice
- Bred-By Exhibitor 6-12 Months
- Bred-By Exhibitor Over 12 months
- American Bred
- Open

Non Regular

- Veterans 7 Years to 11 Years
- Veterans Over 11 Years
- Stud Dog
- Brood Bitch
- Brace
- Team

PREMIUM LIST

- The information for the premium list is due 16 weeks before the closing date of the show.
- Information included is:
 - Name of Club
 - The officers
 - The name of the regular class judge
 - The name, address and phone number of the sweepstakes judge
 - Classes offered at this show (including non-regular)
 - The fee for sweepstakes (regular classes will be determined by the sponsoring club).

JUDGING PROGRAM

- The sponsoring club will be responsible for the final premium list and the judging program.

RING STEWARDS

- There should be two ring stewards assigned to the ring. Check with the sponsoring club to see if they will provide a ring steward.
- A second ring steward from the club should be assigned to help the sponsoring club's steward.
- The ring steward cannot show a dog in the ring if they stewarded for the judge on the day.
- The club's ring steward should help with the trophy distribution.

DEADLINES

- All paperwork should be submitted at the earliest possible date so that the event will receive maximum advertising exposure on the AKC's website, and so that problems can be resolved well before the event.
- Mail, email or fax the items to the AKC's Event Operations Department.

DEADLINES

18 Weeks prior to the event's closing date	Submit the Application for Show/Trial. Fines may be levied for late submittal.
	Complete the Disaster and Emergency Plan, (does not have to be submitted to AKC)
	Statement of Compliance (does not have to be submitted to AKC but activities must be completed annually for all breed, group and specialty club)
	Submit a current Officers/Membership List (annually for all breed, group and specialty clubs)
	Submit the Specialty Judges Panel. Fines may be levied for late submittal.
	Event Operations has created a check list of items that should be submitted with an event application to assist clubs.
5 weeks prior to the closing date	Send the Premium List to exhibitors, with copies to the AKC
1 week prior to the show date	Send the Judging Program to exhibitors and copies to the AKC

DEADLINES

- The [Special Events Application](#), if any must accompany the Application for the show (Examples of Special events: FastCat, scentwork, CGC)
- If the event will be filmed, the Club Secretary must send a letter notifying the Event Operations department the club intends to participate in a media event. Exception to this policy is if a club is filming for their personal records.

DOCUMENTATION AFTER THE EVENT

- The superintendent is responsible for sending the following documentation to the AKC within 7 calendar days of the show
 - A Marked Catalog
 - The judges Books
 - A Secretary/Superintendent's Report
 - The Recording and event fee

ENJOY THE SHOW

