

Newfoundland Club of America

SPECIALTY SHOW GUIDE



Approved by NCA Board of Directors

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INTRODUCTION

The National Specialty is the premier event in the Newfoundland world. It is an event where all who love the breed, whether enjoying Newfoundlands as pets, competing with them in the show ring, or partnering with them in working activities, come together. Typically, regional clubs host National Specialties. The NCA Board, Specialty Show Coordinating Committee, and members appreciate the service and dedication these clubs provide to our club and our breed.

Planning and hosting a National Specialty is truly a group effort. If a regional club decides to host a National Specialty, the information in this *Guide* should give club members a solid groundwork from which to begin. It details information on site selection, completing an application to the NCA, responsibilities of the Show Committee, time lines, activities, and pitfalls to avoid along the way. Members of the Specialty Show Coordinating Committee are willing and able to assist clubs in the process. Most committee members have chaired or been involved when their own clubs hosted a National Specialty.

The revisions to the *Guide* represent the work of a number of NCA members; without them, this *Guide* would not exist. Many thanks to all who donated their time.

Frequently references will be made to AKC publications. Many of these booklets can be downloaded from akc.org/rules/index.cfm on the AKC website.

OVERVIEW

The Newfoundland Club of America held its first Independent Specialty in Lenox, Massachusetts, in 1967. The second Independent Specialty was in 1971, and since 1973, all National Specialties have been independent and hosted by regional clubs. National Specialties have grown greatly since that time—initially small, one-day shows, to now nearly a week of activities. National Specialties now include not only AKC events, but a Top Twenty, Honors Parade, decorative carting, draft tests, water tests, and the like.

From a simple four-page *Guide* containing minimal help, the NCA has developed this comprehensive *Guide* to assist regional clubs in putting on a smoothly run show. This newest edition is not intended to replace the *AKC Show/Trial Manual*, which answers practically all questions, but it is hoped that this *Guide* will pinpoint certain areas specific to our own club and its needs. The NCA shall continue to update this *Guide* as circumstances and policies change.

In 1992, the NCA Board appointed an NCA Specialty Show Committee. The purpose of this committee is to provide advice and assistance to regional clubs hosting the NCA National Specialty. In 2004, the name of the committee was changed to the Specialty Show Coordinating Committee (SSCC).

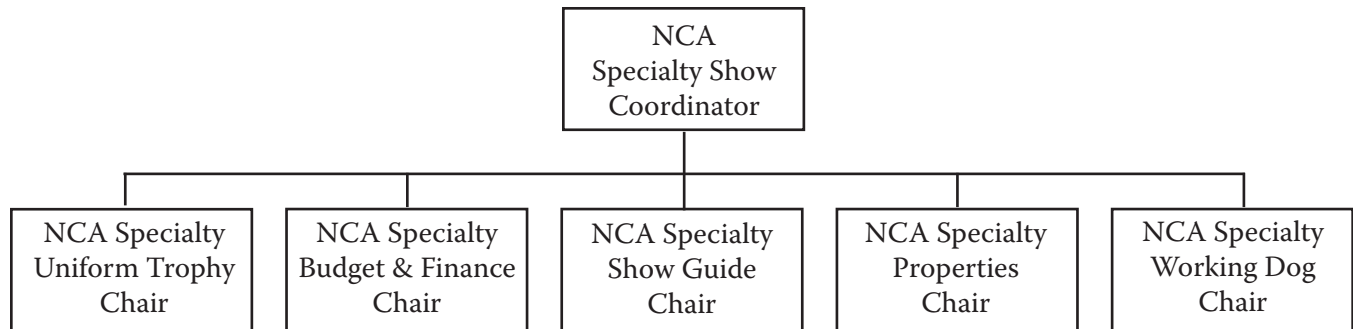
This *Guide* is sent to all regional clubs and should be kept by the club secretary until the club makes a commitment to host a specialty. Then it should be forwarded to the Show Chair who will be responsible for the entire show. The *Guide* should be returned to the secretary after the show. Copies of pertinent material may be made for each individual committee chair. At times, some committees can be combined and headed by one individual.

New ideas are always welcome. Please send them to the Specialty Show Coordinating Committee.

SPECIALTY SHOW COORDINATING COMMITTEE

The Board of Directors of the Newfoundland Club of America appoints the Specialty Show Coordinating Committee (SSCC). This committee advises and assists regional clubs hosting National Specialties. The chair is the Specialty Show Coordinator.

SSCC ORGANIZATIONAL CHART



SHOW COMMITTEE

The host club selects a Show Chair, who in turn appoints a Show Committee. Both the Show Chair and Obedience Chair must be NCA members. This committee works hand-in-hand with the Show Chair to make important decisions regarding the show, such as what activities and events to include in addition to those that are required. These activities and events should be determined at least 18 to 24 months before the show.

Most Show Committees take great pride in the time and effort they put into developing a show theme and a show logo. The logo is often used on brochures, sweatshirts, pins, and other memorabilia. Some themes lend themselves to various activities; others simply reflect the sentiment of the committee in terms of their Newfoundlands. The original artwork for logos has brought large profits at some specialties when sold at the Fine Arts Auction.

SHOW CHAIR

The person chosen for this very important position should have enthusiasm for the job, the ability to work with people, attentiveness to detail, patience, and the fortitude to withstand criticism and complaints. A regional club should select as Show Chair a member who has a thorough knowledge of dog shows and AKC rules and regulations. The Show Chair must be an NCA member. Many host clubs have co-chairs for their National Specialty. This concept is probably a good idea due to the level of detail and activities required. Whether there is a co-chair or not, more than one person must have the material and information in the event there is a change in leadership or if the chair is unavailable for some time before or during the show.

The Show Chair has the responsibility for hiring judges and contacting them about their assignments. However, AKC rules prohibit contact between individuals who will be showing and the judges. Therefore, if the Show Chair plans to exhibit at the Specialty, the responsibility for hiring and contacting the judges about their assignments must be assumed by another member of the host club who will not be showing. If the Show Chair chooses not to exhibit, the Show Chair may contact the judges. Once the judges have been hired, the Judges Hospitality Committee will assume responsibility for the judges and all aspects of their attendance at the show. (Note: Members of the Judges Hospitality Committee also may not exhibit.)

As soon as a date and a place is selected and approved, it is important that the Show Chair determine from the NCA Specialty Show Coordinator whether there are any conflicts with any all-breed shows. Only the AKC has this information, since the AKC calculates distances by air miles, not driving miles. The NCA Specialty Show Coordinator will get this information from the proper source at the AKC and will report back to the Show Chair immediately if there is a conflict. If there is a conflict, the chair will work with the NCA Specialty Show Coordinator to obtain a letter from the all-breed club, which states whether that club will relinquish classes for the National Specialty or if they choose to co-exist and also offer Newfoundland classes. Although AKC will approve a National Specialty even though an all breed club does not relinquish the breed, it is a courtesy to offer to support the Newfoundland entry for the following year if the classes have been relinquished.

It is the duty of the Show Chair to select and organize committees necessary for the show to run smoothly. The following areas must be assigned, although certain assignments may be combined under the leadership of one individual. The specific requirements of each committee are listed in this *Guide* under separate headings.

- Show Secretary (necessary if the Superintendent does not provide this service)
- Site
- Grounds
- RVs
- Hospitality
- Registration
- Judges and Judges' Hospitality
- Obedience Chair (must be NCA member)
- Companion Dog Events (Obedience, Rally, & Agility)
- Working Dog Events (Specialty carting, Draft Test, Water Test, Seminars, Reception, etc)
- Juniors Program
- Trophies
- Catalog Advertising, Catalog Sales, and Post Show Catalog Orders
- Chief Steward
- Educational Seminar
- Fine Arts Auction and Brown Bag Raffle
- Honors Parade
- Publicity
- Daily Newsletter
- Treasurer
- Ways and Means
- Consignment Shop, if applicable
- Website Coordinator

- Top Twenty Competition or Showcase
- Hearing Committee
- Emergency Response Coordinator
- Meals & Banquet
- Health Clinics
- Vendors
- Meeting Rooms

The Show Chair is an *ex-officio* member of each committee and must, at all times, supervise committee chairs and be available with advice and help for their individual needs. As soon as committees are appointed, the Show Chair must meet with each individual committee chair and establish a budget. This budget must be forwarded to the NCA Specialty Budget and Finance Chair at least 12 months prior to the show. It is the chair's responsibility to coordinate all committee activities and receive regular reports of progress to ensure the smooth running of the show.

The Show Chair must keep lines of communication open with the NCA Specialty Show Coordinator and make progress reports frequently.

It must be remembered that the Specialty Show Coordinator completes and sends all required forms to the AKC. The Show Chair supplies the information to the Coordinator via the Specialty Show Application Form, which can be found in the Appendix. The Coordinator must be notified immediately if any changes are made from the original applications. If problems arise, contact the NCA Specialty Show Coordinator who can answer questions or knows where to find the answers.

APPLICATION TO HOLD A SPECIALTY

Before a club submits a proposal to host a National Specialty, it should be entirely committed to the endeavor. There will be many planning meetings, often beginning three years prior to the show date. It's a wonderful opportunity for club members to work together in hosting a successful event.

The *AKC Show/Trial Manual* answers all questions pertaining to the show itself and is an excellent guide. Because it is used frequently during the months preceding the show, the club hosting the National Specialty must purchase their own copy from the AKC.

Typically, the *Application to Host a National Specialty* is submitted to the NCA Board of Directors via the NCA Specialty Show Coordinator at least three years prior to the proposed event. The application form can be found in the Appendix. Clubs have made applications as late as two years and as early as five years before the event. The NCA Specialty Show Coordinator should be advised as early as possible if a club is considering hosting a National Specialty. The NCA Specialty Show Coordinator can advise a club if other clubs are also interested in the same year.

Applications are presented to the NCA Board of Directors at one of its face-to-face meetings. One or more representatives from the applying regional club is strongly encouraged to attend this meeting to answer any questions or concerns that the Board might have.

A proposed site plan must be submitted with an application to host a specialty. Examples from previous shows can be found in the Appendix. The site is the most important aspect of the application, and all aspects of the site requirements should be addressed. If the site does not meet all requirements, recommended ways of handling variances should be made. For example, in 2001, RVs could not park overnight on the show site, and the club addressed this issue by recommending the use of a RV park within minutes of the show site.

In addition, a detailed map of the show site must be submitted to AKC with the show application. Samples are available in the *AKC Show/Trial Manual*.

The National Specialty must be held between March 1 and May 31. When considering dates, holidays should be taken into consideration. It does not mean these dates should be eliminated, but the Board of Directors will probably ask if the show dates include a holiday, such as Easter.

Please remember that a regional specialty cannot be held within 28 days of a National Specialty if the two specialties are less than 200 miles apart. A regional specialty cannot be held 14 days before or after the National Specialty. Multiple regional specialties (more than two) cannot be held 35 days prior to the Intersex judging or 21 days after the Intersex judging at a National Specialty. There is a provision in this policy that allows exceptions by the NCA Board if there is a written agreement between the clubs.

A regional club should consider the weather (especially the average temperature) at the show site at the time of the year of the proposed National Specialty. Clubs in the southern part of the country can plan an early March specialty, whereas locations in the North might be having snow at this time. A club needs to submit three years of documented mean temperatures for the location where appropriate.

A commitment letter from the proposed host hotel is required. The letter should show the number of rooms set aside for the event, room rates, banquet seating capacity, and willingness to have dogs in rooms. Hotel brochures showing room locations, ring locations, dining facilities, distance to airports, and RV parking should accompany the proposal, as should the availability of off-site hotels, their number of rooms, and distance from hotel.

The club should outline any known additional planned activities, such as Top Twenty, Working Dog Reception, health screening clinics, etc.

Once the NCA has approved a National Specialty, there must be a formal written contract for services with the hotel. This contract should be reviewed by the Specialty Show Coordinator and the SSCC Finance Chair. Since this is a Newfoundland Club of America show, an officer of the NCA should sign the contract along with an officer of the host regional club.

SITE REQUIREMENTS

The following should be considered when selecting a site for the National Specialty. Please note that if a show site has not been used previously by the NCA, the site must be viewed and approved by the NCA Specialty Show Coordinator, or a NCA member designated by the NCA Specialty Show Coordinator.

1. HOTEL

- a. A site must have a minimum of 200 sleeping rooms. The site and the off-site hotel locations together should provide 400 rooms. Additional hotels should be no further than a half-hour drive to the show site. Consider anticipated attendance, which varies in different parts of the country.
- b. The NCA recommends that sites be no more than three stories high. However, if a site meets all other requirements, a location with more stories will be considered. In this case, the NCA mandates that exhibitors with dogs in their rooms be assigned to the lower floors.
- c. The site must have an adequate number of meeting rooms.
- d. There must be adequate parking for exhibitors and spectators. Remember some people attending will not be staying at the host hotel and will need parking space.

2. SHOW GROUNDS

- a. It is preferred that the site have adequate facilities for an outdoor show. However, proposals for shows to be held indoors will be considered. If the show is inside, accommodations must be made for grooming space. If none is available within the hotel, a nearby tent could be used.
- b. It is preferred that events take place on the hotel grounds; grounds should be adequate to handle two obedience rings and a breed ring, including spectator areas.
- c. The site must have adequate shade, ample parking, electric hookups, food stations, space for vendors, etc.
- d. The site must have tenting for grooming, conformation, and obedience. The grooming area must have adequate electricity for blow dryers.
- e. The site must have adequate and accessible exercising areas for dogs.
- f. The site must have a dog bathing area with bathing stations, faucets, and preferably warm water.

3. BANQUET & MEALS

- a. The banquet facility must accommodate a minimum of 400 people.
- b. The site must have food services available for breakfast, lunch, and dinner; services must have flexible hours and accommodate early ring times.

4. OTHER

- a. The site should be a maximum of 100 miles from a major airport.
- b. Camping and RV parking must be either on site or nearby.
- c. Emergency medical care for people and dogs must be available within a reasonable distance.

SHOW SITE SELECTION

The selection of a show site is of utmost importance. The NCA realizes the difficulty of obtaining a location that is suitable for all the activities that would be presented at a National Specialty. The club must consider geographic area as well as accessibility to airports and major highways.

Since the National must be held between March 1 and May 31, clubs need to consider possible weather conditions at the site. Whenever possible, the show should be held outdoors, but an indoor show site may be considered if an outdoor show site is not available or if the weather would prohibit the show being held outdoors. A great hotel with only an indoor show site could be better than a less than adequate hotel with an outdoor show site. In addition, proposals for shows where the show grounds are in a separate location off site will be considered, on an individual basis, provided the show grounds are within safe walking distance of the host hotel.

When host club members interview managers of prospective hotels, it is recommended that they take a full-grown Newfoundland to the meeting so there is no misunderstanding as to what the hotel will be dealing with if there are 500 or more of these dogs present. The hotel should be made completely aware of the club's needs at the time of this interview. Provide the prospective hotel with a list of previous host hotels and dates so that the hotel may check references. Check with the show chair of these National Specialties prior to giving out any names to make certain there will be a favorable reference.

Resort type hotels are recommended. However, a prime consideration should be accommodations that have adequate grounds.

Ways to research possible show sites include the following:

- Communicate with individuals from other dog clubs about where their specialties have been held;
- Refer to the *AKC Gazette* for listings of specialty show sites;
- Contact the show chairs of specialties in other breeds for an assessment of their sites;
- Check the AKC's show site list.

Investigate rooms at nearby hotels for the overflow as soon as possible. Visit the overflow hotels to ensure that dogs will be welcome and the facilities are adequate for exercising dogs.

Once a potential site has been found, several members of the host club should visit to assess its suitability for an NCA National Specialty. It is essential that hotel rooms, meeting rooms, banquet facilities, grounds, exercise areas for dogs, and food services be investigated and inspected to assure that they are adequate for planned activities. Food services should be sampled and discussed with the manager in detail. Special prices should be negotiated, if possible. The Newfoundland Club of America is a non-profit entity; many resorts have a less expensive menu for non-profit corporations. Plan simple breakfasts and lunches at ringside for exhibitors and spectators and also have meals available with inside seating. Also check the availability of other restaurants in the area.

During the discussion with the hotel, ask about complimentary room nights. Typically, hotels provide one complimentary room night for every 50 room nights sold. These complimentary nights can be used for judges.

A club can give complimentary room nights prior to the judges' arrival to host club board members, show committee chairs, etc.

Check to see if the hotel will allow self-contained motor homes and trailers to be parked overnight. Will they charge a fee? If parking overnight is not permissible, ascertain what camping grounds in the vicinity will be available for people with dogs. A near-by parking lot might be available.

Check with the hotel regarding handicapped accessible facilities. Are certain rooms designated for handicapped people? How many? If the hotel contains more than one floor, is there an elevator?

Check ground terrain in the area where the rings will be located and in the area where dogs will be exercised.

Inquire if a license or other permits are required by local ordinance to hold a dog show or erect tenting, etc. Obtain these before signing the contract with a hotel, or if impossible, specify the contract is contingent upon receiving the necessary licenses/permits. A commitment letter from the proposed host hotel must be submitted with the application to hold the Specialty.

TIME LINES

Early in the planning stages, it is a good idea to establish a time line. While the show may seem a distance away, many activities need to be accomplished from 18 to 24 months prior to the actual show date. It is a good idea to outline a time line for the various activities that need to be accomplished before the Information Packet and premium list are printed.

INFORMATION PACKET & ADVERTISING THE NATIONAL IN NEWF TIDE

Generally the first information regarding the National Specialty is advertisements and/or announcements in *Newf Tide*. This is followed by an Information Packet, which contains extensive, detailed information. Effective with the 2010 National Specialty, the Information Packet will be posted on the NCA website and not sent with *Newf Tide*. Any NCA member, however, may request a hard copy to be sent via mail. A page insert in the 4th Quarter issue of *Newf Tide* will announce where the information packet can be found on the website and how to obtain a hard copy.

The Information Packet must cover, at a minimum, the following topics:

- Description of area and things of note to see and do
- Description of hotel; include distances, such as hotel to rings, hotel to bathing area, and pertinent information for attendees with disabilities etc.
- Room reservation information in detail, including host hotel and off-site hotel(s). See required wording on page 13.
- RV reservations information in detail; depending on the procedure used, policy may need to follow the same procedure used for room reservations. A confirmation should be mailed within two weeks of receipt of a reservation.
- Transportation information, including the closest airport and driving directions

- Day-by-day schedule (tentative)
- Dates to remember
- Superintendent
- Judges
- Information on registration
- Banquet and meals
- Welcome reception
- Companion dog events (obedience, rally, agility)
- Draft or water tests
- Educational seminar(s) and health clinics
- Working dog activities
- NCA Annual Meeting
- Top Twenty
- Recognition for top obedience dogs
- Consignment shop
- Fine Arts Auction
- Other special events
- Hospitality
- Children's activities
- Juniors
- Volunteers
- Grooming facilities
- Methods of payment
- Committee chairs and contacts
- Logo merchandise available
- Website
- Forms for:
 - Registration
 - Junior registration
 - Hotel reservations
 - RV reservations
 - Meals
 - Banquet

Seminar registration
Health clinic registration
Catalog advertising
Post show catalogs
Trophy donations (depending on the date of the National, this may need to be included in the 3rd quarter issue of *Newf Tide*)
Special award donations
Honors Parade
Fine Arts Auction pledges
Meeting room reservations
Merchandise orders
Working dog events
Top Twenty reservations

The Information Packet needs to be completed no later than September 1 and sent to the NCA Specialty Show Coordinator. The NCA Specialty Show Coordinator must approve this brochure prior to posting it on the website and printing.

For the website, the Information Packet may be in color; contact the Webmaster for specific instructions.

For printing, the packet must be black and white (grayscale) only. The maximum number of pages is 32. These pages should be in even multiples of eight; although even multiples of four can be used, it may be more costly. Contact the chair of the *Newf Tide* Policy Committee to determine the format necessary for printing. Also check with the NTPC Chair for restrictions on raffles or the sale of chances due to postal regulations.

ROOM RESERVATIONS/RV RESERVATIONS

Before reservations are open to the general public, block off a set number of rooms to accommodate judges (conformation, companion dog events, and working events), host club directors, Show Committee members, host club workers, committee chairs, and outgoing and incoming NCA Directors. Allow one room each. The host club directors, Show Committee members, committee chairs, and the NCA Directors should receive advance room reservation forms (and, where appropriate, RV reservation forms), with a return deadline prior to the opening of regular reservations.

The handling and prioritizing of requests for rooms becomes an important aspect of the show, especially when there are more reservations needed than there are rooms available at the host hotel. Fairness is of utmost concern. According to NCA policy, the host club has three options for handling room reservations: 1) assign reservations by arrival date of reservations; 2) use a lottery with random drawings for reservations; or 3) allow the hotel to handle all reservations. Regardless of the procedure, it is important to have a date after which room reservations cannot be cancelled without penalty. This date should be early enough to allow those with reservations in overflow hotels time to be notified and to relocate to the host hotel.

RV reservations must conform to room reservation options one or two. This policy needs to be described in detail in the Information Packet.

ROOM RESERVATIONS OPTION 1

ASSIGN RESERVATIONS BY ARRIVAL DATE.

Block off priority reservations as stated above. All other room reservations will be handled on a first come, first served basis. On the reservation form and in the Information Packet, set a date when reservations can be accepted. A committee from the host club needs to be at the hotel early in the morning on the first day reservations may be accepted; this committee should handle all reservations. The committee will log in reservations by the time they arrive and by the requested accommodations until the maximum number of hotel rooms is reached. Then, the committee will create an overflow list, also kept by the same criteria.

It is important to establish a “closing date” after which rooms cannot be cancelled without penalty

Please note that historically clubs have used option 1 in assigning rooms. If a club decides on option 2 or 3, it is extremely important that this information and change in procedure be conveyed to the membership well in advance of accepting reservations. Early notification should be displayed prominently in *Newf Tide* and NCA E-notes. In addition, detailed information must appear in the Information Packet.

ROOM RESERVATIONS OPTION 2

USE A LOTTERY WITH RANDOM DRAWINGS FOR RESERVATIONS.

Set the first postmark date for which reservations will be accepted. Set a second date, at least 14 days later, which is the date when the reservation envelopes will be opened and the rooms assigned. Remember that people with dogs in their rooms should be assigned rooms on the lower floors. (Since a legible postmark will serve as the basis for room assignments, it should be recommended that the sender take the envelope containing the reservation form to a post office and request that it be hand-cancelled, and the postmark checked for legibility. Some “express mail” services do not provide a postmark on the envelope.)

After the 14-day waiting period, a committee from the host club will meet at the hotel to sort the envelopes by their postmarks, putting all envelopes bearing the same postmark into a separate bag or box. Room reservations should be assigned beginning with those with the first allowable postmark date, then those with the next postmark date, etc. If there are more reservations for any given postmark date than there are rooms available, conduct a lottery to determine which reservations will have priority for the rooms.

An example of an efficient and fair lottery system is to number each reservation form in the “postmark group” and put corresponding numbers on small, uniform pieces of paper in a bag. Randomly draw the slips of paper from the bag to determine the order in which the reservations within the “postmark group” will be assigned. There must be at least two people present when a lottery is conducted.

Once the hotel rooms are filled, the remaining reservations are placed on an overflow list. Continue to do a lottery for each postmark date to determine the order of reservations on the overflow list.

ADDITIONAL INFORMATION FOR OPTIONS 1 AND 2

The following information applies to reservation options 1 and 2 where a reservation form, which should be included in the Information Packet, is needed. A hotel may have a required form. If not, work with the hotel to develop one. It is useful to include questions concerning the number of dogs, handicap needs, non-smoking preferences, etc. It is advisable to have an earlier than normal cancellation-without-penalty date. This allows those on the waiting list for the host hotel to be notified earlier if a room becomes available.

The following must appear on the room reservation form:

All room reservations must be made using this form. No phone or fax reservations will be accepted. No hand delivery is permitted. Reservations will be accepted beginning with (insert first postmark date) postmarks; expedited delivery services, such as, but not limited to Express Mail, FedEx, UPS, etc., are acceptable. Reservations received prior to the (insert one day after the first postmark date) will not be accepted. A separate name must be provided for each room reserved. Please be considerate! Do not reserve more rooms than needed with the idea of canceling those not needed at a later date. A separate sheet is required for each room reserved.

It is best if all room reservations are returned to the host hotel. The mailing address would be to the hotel and the deposit check would be payable to the hotel. This relieves the club of responsibility for checks returned for insufficient funds.

Someone on the committee can work with the hotel to assign the exhibitors with the largest number of dogs to ground floor rooms. If the hotel has more than three stories, the NCA mandates that people with dogs staying in their rooms be assigned to the lowest floors.

ROOM RESERVATIONS OPTION 3

ALLOW THE HOTEL TO HANDLE ALL RESERVATIONS

Note: If this option is used, reservations must be accepted at the hotel, not a central, corporate location or other online reservation services.

Block off priority reservations as stated above. Depending on the size of the hotel, tentatively reserve or "block off" most or all of the remaining rooms. Set an "opening date" and a "closing date." The "opening" is the date when the hotel will begin receiving reservations; the "closing" is the date when rooms are no longer considered reserved for NCA guests. -

The opening date can occur shortly after the end of the previous National Specialty or at any prearranged date. On the opening date, prospective guests can begin to reserve rooms directly with the hotel by phoning in reservations. Warn the hotel about how busy their phone line will be on the opening date. Make arrangements in advance with the hotel to indicate the time each call is received. Only two rooms may be reserved per contact.

Arrange with the hotel to keep a list or have a committee member work with the hotel to keep a chronological list of those in overflow hotels who can be contacted if openings occur in the host hotel.

The hotel's cancellation policy applies to all reservations, including the date after which rooms cannot be cancelled without penalty. The reservation form from the Information Packet would not be used if the hotel handles the reservations, although the Information Packet should clearly outline the hotel's cancellation, deposit, and damage policies, etc.

In advance, ask the hotel to assign guests with dogs in their rooms on the lower floors.

OVERFLOW HOTELS

If overflow hotels are needed to accommodate those wishing to attend, the reservations can be handled by three different means as follows:

Option 1. The host club works with the host hotel in assigning those on the overflow list to alternate hotels. Courtesy shuttle service between hotels might be provided by the hotels if prearranged.

Option 2. The host club blocks rooms at all overflow hotels, to be filled from the overflow list by the host club.

Option 3. The host club provides a list of overflow hotels to be booked individually by the attendees.

WORKING WITH THE HOTEL

Beginning with a club's initial contact with a hotel, the relationship between the host club and the hotel is extremely important to the success of any National Specialty. Many facets of this relationship are covered under other topics. These suggestions, however, should further enhance the relationship.

The host club should discuss the handling of room reservations with the hotel.

Since hotels will not want grooming in rooms, the host club should make arrangements in advance for adequate electrical outlets to supply power for blow dryers. Without this convenience, exhibitors might use electrical outlets from their rooms and bathe dogs in their rooms. Discuss the feasibility and the cost of providing outside outlets and generators with the hotel before signing a contract. Refer to past Host Club Questionnaires, which are available from the Specialty Show Coordinator.

Make arrangements with the hotel to collect damage deposits on rooms in which dogs will be housed and establish a policy for room inspections. Suggest that the hotel remove the bedspread and replace it with a sheet in rooms where dogs will be staying. Each room should be inspected before check out. If the room does not pass inspection, the deposit should be forfeited and further damages collected if warranted. Ask the housekeeping staff to report the status of rooms to their manager on a daily basis. The manager should discuss all room problems with the Show Chair. If a problem is reported, the Show Chair should offer to accompany the hotel staff in an inspection of the room. Use a camera to record any damage. Disregard for hotel property and refusal to cooperate may be cause for action by the Hearing Committee (formerly the Bench Show Committee) and disciplinary action from the AKC.

Assure the hotel that areas where dogs will be exercised will be picked up several times a day and then thoroughly at the end of the show. Be certain the Grounds Committee fulfills this promise.

Discuss arrangements for food services with the hotel to accommodate early ring times and modify restaurant hours. Also discuss the need for additional staff during peak hours.

The hotel may require reimbursement for any damage to carpeting in its indoor facility. Consult the guidelines in the *AKC Show/Trial Manual* with regards to exhibitors who damage hotels at show sites.

MEALS

Meal plans do not need to be offered unless the hotel is isolated. A buffet breakfast, available one hour prior to judging, works well for those not exhibiting early in the day. Coffee and donuts should be available in the Hospitality Room in the morning; however, if the hospitality area is not near ringside, this service should be offered there also.

Food should be available close to ringside for the convenience of exhibitors. Plan simple breakfasts and lunches for exhibitors and spectators. Lunch could be hamburgers, hot dogs, or hot soup on a cold day. A dining room should be open for breakfast and lunch for attendees who prefer to dine inside.

If the club chooses to offer dinners, round off meal prices to the next highest dollar to eliminate the inconvenience of dealing with odd amounts. Be certain prices include tips and taxes where applicable. Information on the cancellation deadline for meals should be published in the Information Packet.

The Newfoundland Club of America is a not-for-profit entity, so when arranging for meals, check with the hotel to see if less expensive menu options are available for non-profit clubs. Schedule dinners with the hotel, working with the Show Chair. Preferred times for meals will depend on the judging schedule and the time of the NCA Annual Meeting, educational seminars, etc. A cash bar preceding each dinner is customary.

Prepaid meal tickets are given out with the Welcome Packets. If the hotel allows, provide for some last minute requests.

Since some people will choose to eat independently, include a list of nearby restaurants and places to purchase fast food in the Welcome Packet. If possible, identify restaurants which provide delivery service.

BANQUET

It is customary to have a banquet the evening of Intersex competition. Allot time following or during dessert for judges' speeches, the Show Chair's comments, and recognition of the Show Committee. The Show Chair or president from the regional club should act as the master of ceremonies. At this time, international guests should be recognized and asked to stand. NCA officers should be introduced. The Show Chair for the next National Specialty usually speaks and invites members to attend the following year.

Honor all the top winners and their owners by name. Include Best of Breed, Best of Opposite Sex, High in Trial, Selects, and top winners in obedience and Junior Showmanship. If the hotel allows, it has become a tradition to have the BOB, BOS, and HIT dogs and their handlers circle the dining room as awards are announced.

Do this early enough to allow the handlers time to return and enjoy their dinners or present the dogs following dinner. Be sure to notify owners in advance if the dogs are needed. Special awards may be given out.

The head table (if there is one), should include the NCA President, local club president, Show Chair, the judges and their respective spouses (if present). Be sure to ascertain which judges will attend the banquet (give each a special invitation) and ask for their choice of menu. Arrange the head table seating well in advance. Place cards are appropriate. If there is no head table, reserve as many tables up front as needed.

Table decorations may include flowers and/or theme-related items, which can be raffled at the end of the evening by some method, e.g., putting numbers under chairs and then selecting a number, etc. It is customary to have a small table favor for each guest, such as a mug or specialty glass. Include the cost of these favors, as well as the cost of any audio-visual equipment used at the banquet, in the price of the banquet meals. There should be a cash bar before and during the event.

WELCOME RECEPTION

It is customary to have a Welcome Reception on the night preceding the first day of competition. This has been well received and has set the stage for many successful specialties. Generally, this is open to people who have sent in a registration fee; therefore, a name badge should be required for attendance.

Traditionally, this event offers hors d'oeuvres and a cash bar. This event can be very expensive, and it is possible the total cost will exceed the total of registration fees. It may be possible to find a sponsor to underwrite this event.

REGISTRATION & WELCOME PACKETS

It has been standard procedure to charge a registration fee for participants at a National Specialty. The fee entitles them to participate in specialty functions, use the hospitality room, and receive a Welcome Packet with name tag, specialty pin, and/or mementos. Typically, early registration, for a reduced fee, is offered in the Information Packet to generate an early cash flow.

The Welcome Packet should include the following information:

- A schedule of specialty events
- diagram of the hotel showing the dining rooms and meeting rooms.
- A diagram of the show site showing location of rings, grooming, bathing stations, exercise areas, and parking, etc.
- Location of designated grooming and exercise areas.
- Names, phone numbers, and driving directions to emergency health services for dogs and for humans.
- List of local restaurants.
- Specialty survey

A sample survey can be found in the Appendix. This survey should be updated to fit the current National Specialty and distributed in the Welcome Packet. Include an address where the survey should be sent.

Hotel guests appreciate “DO NOT DISTURB DOG” signs and plastic bags for clean up chores. Not all people register, so it is a good idea to have plastic bags and maps designating dog areas available at the hotel desk.

Emergency information should be available at the desk and provided to guests as they check into the host hotel or overflow hotels. Emergency information should also be posted in several places around the hotel, at off-site hotels, and at ringside.

Prepaid meal tickets are given out with the Welcome Packets. Tickets should be color-coded for menu choice to expedite service and should be printed with the date and name of the meal. The people handling registration should check the tickets against the order form with the purchaser present; if correct, the purchaser signs that the tickets have been received. This will avoid many problems and provide the club with a double check on meals actually sold by the hotel.

HOSPITALITY ROOM

The Hospitality Room should be conveniently located and open during judging hours, plus additional hours. If the hotel is a long distance from the show site, the show giving club should consider locating hospitality near the ring in a tent or in a near-by building. The Hospitality Room should be staffed by knowledgeable club members at all times. Coffee, tea, juice, and some kind of “pick-up” food should be offered in the mornings, and light snacks and beverages may be available during the afternoon and after judging. Many hotels require that food items be purchased from them. If the hotel will permit the host club to bring in its own coffee and food, it will be considerably less expensive.

Welcome Packets and meal tickets are often distributed in the Hospitality Room. On the day before the show, and on the first day of the show, clubs sometimes distribute the packets and meal tickets in a different, larger area because more space is usually needed to handle the volume of people. Following the initial days, Welcome Packets can be available in the Hospitality Room during regular show hours. By Wednesday, there are usually only a few Welcome Packets that have not been picked up. Talk with the hotel to see if they will take over this responsibility. If they agree, the individual in charge should give the hotel his/her contact information in case a question arises.

The host club may wish to hire “dog people” from other breeds to staff the room from 8 a.m. to 5 p.m. at the current rate for temporary office help. Employing responsible individuals can help manage the Hospitality Room, as well as other areas of the Specialty. Club volunteers sometimes run into problems (e.g., the judging is running late, a dog needs grooming, a dog is sick, etc.) and may be unable to fulfill their responsibilities. During the first two days, consider having the Hospitality Room double-staffed by both paid help and club volunteers to alleviate long waiting lines.

The Hospitality Room can serve as a visible location for fund-raisers and the sale of specialty mementos and logo items. Provisions should be made for locking the Hospitality Room to secure the merchandise when the room is unattended.

The Hospitality Room can also be an effective place to disseminate information. Since 1991, a popular inno-

vation has been a daily news bulletin publicizing the events for the day, the previous day's winners, reminders, and other general announcements. Copies have been provided free and made available in the Hospitality Room, at ringside, or other convenient locations. It is possible the hotel will print the bulletin for a fee. If not, it could be printed at a local "printing service". It may even be possible to send the document "online", have it printed, and delivered to the hotel within a few hours.

Items of interest, such as photos of past Specialty winners and old *Newf Tides*, may be displayed in the Hospitality Room. Contact the NCA Historian for help with these items.

A bulletin board for announcements and messages, as well as a "lost and found box", can also be helpful. Some clubs offer a sign-up sheet in the Hospitality Room for banquet-goers to reserve tables for the banquet in advance.

MEETING ROOM RESERVATIONS

The Show Chair should assign an individual to coordinate meeting room reservations for the NCA Board, NCA committees, and other groups needing to reserve meeting space. Once the meetings have been set, it is this chair's responsibility to contact each group and ask if they would like refreshments during their meetings or if they need audio-visual or other electronic equipment. The cost of the refreshments and equipment is the responsibility of each committee and will be deducted from the committee's budget.

The Board requires all NCA Committee Chairs be provided with the schedule for the National Specialty nine months prior to the Specialty for review for possible conflicts. Any conflicts will be resolved by the NCA President, the Specialty Show Coordinator and the Specialty Show Chair.

INTERNATIONAL GUESTS

All international guests should be provided a special identification badge with their name(s) and country. These visitors should be acknowledged at the banquet. When feasible, international visitors should receive help and advice with their transportation needs. Since international guests may have a language problem, find individuals, if possible, to serve as interpreters. The NCA International Liaison can provide valuable help.

ATTENDEES WHO REQUIRE SPECIAL ASSISTANCE

It is possible that people will be attending the Specialty who are handicapped in some way. It is helpful if the Hospitality Chair can identify these individuals and understand their special situations.

Based on the total number of rooms, hotels must designate a number of "handicapped rooms" per ADA Guidelines. Once these rooms are filled, a person requiring a handicapped room must go to an alternate facility. People requiring handicapped rooms must comply with the general registration procedures.

The Information Packet will include information about the hotel and site facilities and limitations for people with disabilities. It will state the distance from the hotel to the rings and to other locations at the site that will be used for various events, including grooming facilities and meeting rooms. It will explain fully what problems, if any, those who are wheelchair-bound or have difficulty walking more than a short distance may

encounter. It will describe what accommodations, if any, the host club has made to assist them in being able to participate fully in the National Specialty and its events.

This can easily be addressed in the Information Packet with an aerial Internet map.

JUDGES

JUDGES SELECTION

The NCA maintains an official list of approved judges for conformation. This list reflects the top 15 percent of all AKC approved judges who were voted on by the NCA membership. NCA breeder judges are automatically on the approved list. A notice in *Newf Tide* reminds international judges that they must contact the NCA Specialty Show Coordinator if they wish to be included on the ballot, and international judges also must be in the top 15 percent of votes to be included on the list.

Except for sweepstakes judges, conformation judges, including international judges, must be chosen from this list of approved judges. A current list is included in the Appendix of this *Guide*.

Judges selection, especially breed judge selection, should be done at least 18 to 24 months prior to the show date. Many judges have calendars scheduled two years out and sometimes longer. This gives the club time to iron out any problems that may develop or to seek alternates if the first choice judge cannot accept the assignment. For example, the judge who judges Intersex must be willing to choose Select dogs and bitches as part of his/her assignment.

It is recommended that judges be selected by one of three methods: (1) By the regional club; (2) By the Show Committee, (3) By a Judges Selection Committee composed of regional club members, who are actively involved in showing and breeding of Newfoundlands.

According to AKC regulations, a judge will not be approved to judge the same breed at two shows held within one month and 200 air miles of each other. The time between assignments is calculated from the day of the month to the day of the month.

All conformation judges—this includes Best of Breed, Dogs, Bitches and Sweepstakes—should be requested not to accept Newfoundland assignments for six months prior to the Specialty assignment as a courtesy to the parent club. This should insure a greater entry at the Specialty.

Division of the breed assignment is governed by AKC for a Specialty using more than one judge. The following format must be followed:

If two judges are to officiate, one judge should judge all dog classes (regular and non-regular); the second judge should judge all bitch classes (regular and non-regular). Intersex (BOB), Best of Opposite Sex (BOS), Best of Winners (BOW) and any competition not divided by sex may be assigned to either of the two judges.

If three judges are to officiate, one judge should judge all dog classes (regular and non-regular); the second judge should judge all bitch classes (regular and non-regular). The third judge

should judge Intersex (BOB), Best of Opposite Sex (BOS), Best of Winners (BOW) and any competition not divided by sex.

Assignments are limited by AKC policy to the following:

200 dogs per day in conformation (25-30 dogs per hour)

8 hours per day in obedience, calculated on 8 dogs per hour in Novice,

7 dogs per hour in Open, and

6 dogs per hour in Utility,

22 dogs per hour in Rally.

Because of the size of entries, National Specialties are four days or longer. They have traditionally been held Wednesday through Saturday. For clubs hosting regional obedience trials or other events, the show can begin on Tuesday, or earlier. Regular dog judging will be held on Thursday with bitches judged Friday. If the entry is over 200 in either dogs or bitches, a class or two must be held the previous or following day. Junior Showmanship and Intersex competition are held on Saturday.

When making arrangements with judges, be certain to spell out expenses. What “all expenses” means to one can be totally different to another. Breed, obedience, agility, and rally judges sometimes charge a fee plus expenses. This fee can be a set amount or a charge per dog entered under them. When the judges have accepted the assignment verbally, it is necessary to send a contract to each judge, specifying date, classes being judged, expenses covered, etc. Also specify if the judges will be required to write a critique for *Newf Tide*. Check with the *AKC Show/Trial Manual* for sample judging contracts. The Judges Hospitality Committee should see to the welfare of the judges. This includes room assignments, providing transportation from the show site to and from the airport, meals, hospitality baskets, etc. It is not necessary to isolate the judges in a motel apart from the show.

Select Judging: The judge who judges Intersex must be willing to choose Select dogs and bitches immediately after the Best of Breed, Best of Winners, and Best of Opposite Sex are chosen. If the judge will not cooperate with the Select procedure, it is necessary to hire another who will.

The Intersex judge may award a maximum of five Selects in each sex. However, a judge has the option to choose a lesser number based on the perceived quality of the entry. The same number need not be awarded in each sex. Best of Breed and Best of Opposite Sex are not to be considered for Select awards; however, Winners Dog and Winners Bitch may be considered. Under no circumstances can the Selects be ranked.

It is important for the Intersex judge to fully understand the Select procedure the NCA requires, and any exceptions should be worked out well in advance of the show date. This procedure and policy can be found in the Appendix. The Show Chair should mail a copy of this procedure to the judge along with the contract, in order to give the judge plenty of time to review it and ask questions. In addition, the Show Chair should discuss the Select procedure with the judge and stewards prior to Intersex judging.

International Judges: To engage an international judge for any assignment, the application must be submitted to the AKC at least six months prior to the show date. International judges must appear on the NCA official approved list to be chosen to judge conformation classes at a National Specialty. It is unlikely that AKC

would approve a judge who did not have a command of the English language, for AKC does not believe it is appropriate for a judge to require an interpreter. Canadian judges are considered international by the AKC. International judges should be mailed copies of the AKC booklets: *Guidelines for Conformation Judges* and *Rules Applying to Dog Shows* and the approved Newfoundland Standard. If the international judge is judging Intersex, he/she should receive a copy of the NCA's Select policy.

Sweepstakes Judges: Sweepstakes judges must be approved by the AKC; approval of the NCA Board is not necessary. Sweepstakes judges may be Newfoundland fanciers and/or breeders who are well versed in the breed. The host club may request input from their membership. Professional handlers who are experienced with our breed, experienced breeders from other breeds, or breeders from other breeds who want to judge Newfoundlands in the future can also be considered. The Judges Education Committee has a list of "breed experts" that may be utilized in selecting a judge.

The NCA requires any potential Sweepstakes judge to read and sign a statement concerning their (and any member of his/her household) exhibiting dogs at this specialty. This statement should be included in the contracts for Sweepstakes judges. The statement is as follows:

I understand that in accepting this judging assignment that neither I nor any person residing in the same household with me shall exhibit or act as agent or handler in the regular competition of the show, and dogs owned wholly or in part by me or any member of my household shall be ineligible to be entered in the regular competition at such show.

The section on Sweepstakes spells out the requirements for these classes. If the Sweepstakes judges are not AKC licensed judges, they should be sent copies of the following: *AKC Guidelines for Conformation Judges*, *AKC Rules Applying to Dog Shows*, and the approved Newfoundland Standard.

Junior Showmanship Judges: Usually the Intersex judge selected will judge this event. Junior Showmanship judges must be licensed by the AKC to judge Junior Showmanship. International judges cannot judge this class. Classes should be judged on Saturday before Best of Breed.

Companion Dog (obedience, rally, & agility) Judges: Unless it is a very small specialty, two or more obedience judges will be needed. Both judges should be approved to judge all classes through Utility. If there are two obedience trials, one National and one regional, both judges should be approved to judge all classes through Utility so the assignments can mesh.

Rally is an event that has recently become very popular. If rally is offered, adding another judge must be considered.

JUDGES' EXPENSES

Judges' travel expenses, food, and lodging are expected expenses. Each judge's contract will specify what the club is expected to pay each judge, and this information should be given to the club member in charge of finances. Make certain that the judges are not paid for expenses other than those detailed in their contracts. Most judges provide their own expense sheets. Judges should be paid before they leave the show.

TROPHIES

TROPHY CHAIR

The host club Trophy Chair must be attentive to deadlines and detail oriented. One of the earliest tasks of the committee is to finalize trophy selections (See Uniform Trophy List in the Appendix). A donation form must be drafted, which includes Uniform Trophies, additional trophies, and special awards. Members may sponsor any of the Uniform Trophy prizes with the exception of Best of Breed, Best of Opposite Sex and High in Trial, on a first-come, first-serve basis. The form should state that the Trophy Chair must be contacted to determine prize availability and cost. It should also specify that payment must be included with the form.

All monies collected for Uniform Trophy donations must be made payable to the NCA and forwarded to the treasurer of the NCA. Depending on the premium list deadline, host clubs may wish to include the Trophy Donation Form in the 3rd Quarter issue of *Newf Tide* to maximize donations.

Concurrent with the submission of the trophy donations form, the Trophy Chair should contact the SSCC Uniform Trophy Chair to obtain the current price list for trophies and must submit a list of all regular and non-regular classes being offered in conformation, obedience, agility, and rally.

The trophy chair is also responsible for accepting trophies that are **not** part of the required Uniform Trophies, but are given in addition to the standard Uniform Trophies. Members or regional clubs usually offer these trophies for specific classes and/or dogs or handlers meeting specific criteria, and description of these trophies must be detailed in the premium. The trophy chair must also make arrangements to receive these trophies at some time prior to the show.

The trophy committee must also handle special awards. Under the provisions of the Uniform Trophy policy, Uniform Trophies may also be offered as special awards. The special awards program is usually held at the banquet. The awards presented are not acknowledged in the catalog or premium list.

The Trophy Chair should prepare the special awards list. This list is often included in the Welcome Packet, or it may be handed out at the Awards Banquet. The Trophy Committee is responsible for setting up the prize table for the awards program.

The Trophy Chair is responsible for submitting the prize list copy for the premium list to the Show Chair and ensuring that all trophies are listed correctly. Prior to completing the list, the SSCC Properties Chair must be contacted to verify the availability of replicas awarded by NCA. Otherwise, only those donations submitted in writing should be included on the list.

The Trophy Chair should work with the Show Chair to prepare the rosette order. Be sure to include Selects in the order, as the superintendent may overlook these. Contact the SSCC Property Chair to obtain the NCA die used to stamp rosettes. Make certain to request the die back from the superintendent and return it to the Properties Chair. Rosettes should also be ordered for the new VNs and ROMs; the host club bills the NCA for the VN and ROM rosettes.

The SSCC Uniform Trophy Chair will make arrangements for the transportation of the NCA trophies. The Trophy Committee will make provisions to receive the NCA Uniform Trophy order. The order will be shipped well ahead of the National and must be opened and verified upon receipt. The SSCC Uniform Trophy Chair

should be contacted immediately if there are any shortages or if any items are damaged.

The Trophy Committee is responsible for transporting all trophies and special awards to the National site and securing them on site. During the National, the Trophy Committee should set up the trophy table each day, ensuring that all trophies are correctly labeled. The committee should also appoint someone to hand out the ring favors. The Trophy Chair should verify that rosettes are on hand for each class and that photo instructions are on hand for first place winners. The Trophy Chair must arrange that trophies are included in winners' photos.

At the conclusion of the National, the Specialty Trophy Chair should inventory all trophies not awarded. The host club is responsible for returning these to the SSCC Uniform Trophy Chair within 30 days of the National.

In an effort toward fiscal responsibility, Uniform Trophies for agility are to be listed in the Premium with this heading: "Unless otherwise noted, all Lenox China Trophies are in the _____ Pattern and offered by the Newfoundland Club of America and will be delivered to the Qualifying winners within six weeks of this show." A complete set (1st through 4th) will be available for photographs.

UNIFORM TROPHIES

In 1990, the NCA established a Uniform Trophy program and instituted the policy of awarding Uniform Trophies for all regular and non-regular conformation and companion dog classes at its National Specialties. The SSCC Uniform Trophy Chair is responsible for these trophies and the maintenance of the NCA Uniform Trophy Fund, which finances the annual purchase of these trophies. Host clubs for Nationals are thus relieved of the considerable financial burden of trophies.

Income for the Uniform Trophy Fund is generated through several mechanisms. The primary fund-raiser is the sale of limited edition plates, commissioned annually by the Uniform Trophy Committee and sold at each National. The sale of these plates needs to be coordinated with the SSCC Uniformed Trophy Chair prior to the printing of the Information Packet.

The original artwork for each year's limited edition plate and the number one plate are offered at the Fine Arts Auction held during the National. Proceeds from the sale go to the Uniform Trophy Fund.

The host club for each National solicits trophy pledges. Individuals may sponsor trophies awarded as prizes published in the premium list and catalog (see Uniform Trophy Prize List in the Appendix), or they may purchase Uniform Trophies for special awards presented during the Banquet. The host club may also solicit donations to the Uniform Trophy Fund and recognize donors in the catalog.

Through 2005, the trophies authorized for use were Lenox China with a single gold Newfoundland head at the top rim of the plate or serving piece. As of 2006, the selections are in the Hayworth pattern. The back of each china trophy is imprinted with the following: "Newfoundland Club of America, the year, and the location of the National (city and state initials)." The only exceptions are cups; their corresponding saucers have the imprint.

The breeder or co-owner of a winning dog may purchase an identical award of the Uniform Trophy. They may be ordered by contacting the SSCC Uniform Trophy Chair. Funds, including shipping, must be paid at the time the order is placed.

China trophies that are broken may be replaced if the owner returns the broken item—with the name of the win—to the SSCC Uniform Trophy Chair, along with payment to cover the current value of the item and shipping costs.

SALE OF LIMITED EDITION PLATES

Sale of limited edition plates occurs before the NCA Annual Meeting and is the responsibility of the NCA Uniform Trophy Chair. There is a limit of two plates per customer. However, there is no rule that states a person cannot get back in line again and get two more plates. There must be a secured room at the hotel for storing the plates, and an area near the room where the NCA Annual Meeting is held must be set aside for sale of the plates.

OTHER TROPHIES

In addition to the Uniform Trophies awarded for regular and non-regular classes at the National, the Newfoundland Club of America offers these trophies:

Best of Breed: The Newfoundland Dog Memorial Trophy was donated by Elinor C. Ayers, June Harrah, and Katherine F. Drury in memory of Maynard K. Drury, Beatrice H. Godsol and Elinor A. Jameson. It features a bronze medallion mounted on wood. The Newfoundland head is a likeness of Ch. Clarenhill Absent Andy and was executed by June Harrah. Small metal plaques bearing each year's winner's name are affixed to the trophy. This trophy was first awarded in 1979 in Ann Arbor, Michigan. A replica of the bronze medallion is awarded to the BOB winner each year.

Best of Opposite Sex: The Robert Curry Memorial Trophy features a cast bronze figure mounted on a wooden base. It was created by Mr. Trus Coumans and offered by Adrian Van Zijl. A bas-relief replica is awarded to the winner.

Best of Winners: The Kitty Drury Memorial Trophy, a figure with a Newf cast in bronze with oak base, was created by Mrs. Coumans and offered by Adrian Van Zijl. A replica of the trophy is given to commemorate the win.

The host club's Trophy Chair must confirm with the SSCC Property Chair that replicas for the above are on hand before these awards are listed in the premium list.

ANNUAL TROPHIES

In addition to the Uniform Trophies awarded, the following trophies have been offered for a number of years; however, they should not be listed in the premium without annual confirmation of the donation. These trophies include:

Traditionally, a sterling silver disc for Best of Breed offered by the Newfoundland Club of New England in memory of Margaret Booth Chern.

The John W. Carpenter Memorial Trophy, a sterling silver medallion for Best of Opposite Sex to Best of Breed, offered by the Northland Newfoundland Club.

A one-inch bronze medallion for first place in the Bred by Exhibitor Dog Class and Bred by Exhibitor Bitch Class offered by Carol Drury and the Jay Dewey Family in memory of Mr. and Mrs. Maynard Drury and Mary Dewey.

The Kitty Drury Memorial Trophy, a framed 8" X 10" signed numbered limited edition print of Ch. Clarenhill's Absent Andy offered to first place in the Bred by Exhibitor Dog Class and Bred by Exhibitor Bitch Class by the High Country Newfoundland Club.

The Norman Burlingame Memorial Trophy, an Engraved Commemorative Photo Plaque, offered to first place in the Working Dog Class and first place in Working Bitch Class by the South Central Newfoundland Club.

The SSCC Properties Chair has the NCA table cover, the original trophies and replicas for Best of Breed, Best of Opposite Sex and Best of Winners trophies. Also, the Properties Chair has the large disc with the NCA logo used for National photos. The Properties Chair will make arrangements to get them to the show site and return them. The trophies for each day must be displayed. There can be a trophy table at ringside, as most people attending the specialty appreciate the opportunity to view the trophies. They can also be displayed in the hotel lobby or in the Hospitality Room. In these cases, security arrangements must be made, since someone should be watching these trophies at all times.

Assign an extra steward to see that the trophies required for a class are taken into the ring as the class is assembling.

When the NCA President and the president of the host regional club or the Show Chair are photographed with the winners of all major awards, NCA trophies should be included in the photographs.

TROPHIES FOR JUNIOR SHOWMANSHIP

Since juniors probably would not appreciate winning NCA Uniform Trophies, the committee can select more appropriate trophies. AKC does not permit cash awards for juniors. Prizes should be awarded for Best Junior Handler and 1st through 4th place in each class. A good idea for a trophy in Junior Showmanship might be an autographed book regarding the sport. The NCA donates a medallion to the Best Junior Handler.

RING FAVORS

It is customary to provide ring favors for all exhibitors showing in competition events, whether they be conformation, companion dog events, or Junior Showmanship. In conformation, assign a member of the trophy committee to give a favor to each exhibitor as he/she leaves the ring. Arrange with the chairs of working events to provide favors as needed.

Regional clubs hosting a National Specialty are entitled to use available back issues of *Newf Tide*, as determined by the NCA Historian, for ring favors, table favors and/or auction items if enough copies are available. Regional clubs shall bear any applicable shipping expenses.

ROSETTES FOR VNs AND ROMs

Rosettes are presented to the new VNs and ROMs at the Annual Meeting or other function as designated by the host club. The host club orders the rosettes and bills the NCA for their cost.

LICENSED SHOW SUPERINTENDENT OR SHOW SECRETARY

It is mandatory to use a licensed superintendent or licensed show secretary for a National Specialty; the NCA Board must approve any exceptions. Licensed superintendents have the knowledge to put on a show and will work closely with the Show Chair. While the cost may appear high, it may cost less in the end. Superintendents supply a multitude of services. For example, per a contract, they may offer the following:

- Premium lists
- Printing, mailing premium lists, using the combined mailing lists of NCA and superintendent
- Printing catalogs
- Printing judging programs
- Armbands
- Judges' books
- Rosettes, ribbons, etc.
- Badges for committees, judges, officers and stewards
- Services of keeping show records and sending final report to AKC
- Tenting, ring fences or dividers, chairs, tables, obedience jumps, etc.

Even with the use of a licensed superintendent, a Show Secretary may need to be designated if the superintendent does not send someone to the show to act in that capacity, or if this option is too expensive. The Show Secretary must be at the show at all times and, according to AKC rules, may not exhibit dogs.

Before the AKC application form may be sent to the AKC, a superintendent must be engaged. Be sure you have a formal contract clearly stating the services and costs to the club before signing a contract. It is wise to contact several and choose the one who will best serve the needs and financial considerations of the host club.

The superintendent will be a good advisor to consult. It is his job to put on dog shows every weekend. Because the National is an NCA event, an officer of the NCA, usually the President must sign the contract. Be careful not to make changes in a signed contract, as these changes may cost additional money.

Remind superintendents that an earlier-than-usual closing date is necessary, because judging programs should be mailed three weeks before the event.

Unless the following are available through the superintendent/show secretary, the host club must have the following on hand during the show:

- *AKC Rules Applying to Registration and Dog Shows*
- *AKC Show/Trial Manual*, latest edition
- *AKC Guide for Dealing with Misconduct at Dog Shows and Obedience Trials*
- The Newfoundland Standard

- *NCA Specialty Show Guide*
- *AKC Obedience Regulations/ Obedience Judges Guidelines/The Steward in Obedience; Rally Regulations/ Rally Judges Guidelines/The Steward in Rally*
- *AKC Rules, Policies and Guidelines for Conformation Dog Show Judges*
- *AKC Guidelines for Judging Juniors in Conformation*

Many of these booklets can be downloaded from the AKC website.

The Show Chair is responsible for obtaining a copy of the superintendent's official marked catalog, which includes all corrections. Following the show, the chair will send this catalog to the Specialty Show Coordinator. .

DISASTER AND EMERGENCY PLAN

AKC policy requires clubs to have a disaster and emergency plan for their event. The current form for this plan can be downloaded from the AKC website. Check with the host hotel; they have their own Disaster and Emergency Plan, and this will help the host club formulate their plan. The Disaster and Emergency Plan is an action plan that indicates how the club would deal with any emergency/disaster that might occur. This plan requires that an Emergency Response Coordinator be appointed; this Emergency Response Coordinator must be a member of the NCA. If the Show Chair does not want to assume this responsibility, another committee member must be appointed. This plan must be filed with the AKC at the same time the application to hold the specialty is filed.

AKC strongly encourages all clubs to have a qualified medical technician (C.P.R. certified) in attendance at their event. Clubs must advise local authorities (police, fire department, medical services, etc.,) of the event location, beginning and ending times, and duration, within 30 days prior to the show, and the Coordinator must list the names and phone numbers of these services in the application. This plan also requires that a Red Cross-approved emergency first aid kit be available at the show. Emergency care must also comply with local community standards, and at least one working cellular telephone is required to be on the show grounds during show hours. If the show is indoors, the Evacuation Plan, (diagram) should be displayed in all prominent, high traffic areas.

AKC DEADLINES

The NCA Specialty Show Coordinator **must** have material a minimum of **two** weeks before the AKC deadlines. The Show Chair is responsible for meeting prescribed deadlines to avoid rejection of applications and/or fees and fines for late submissions to the superintendent and/or the AKC. The information below shows when the Specialty Show Coordinator must receive the material:

- Submission of a show date application*4 weeks prior to AKC due date
- Submission of Emergency and Disaster Form*4 weeks prior to AKC due date
- Submission of judge's panel form*4 weeks prior to AKC due date

Submission of a sweepstakes form*	4 weeks prior to AKC due date
Submission of premium lists material	3 weeks prior to date in superintendent's
if first-class mail is requested	contract
Submission of premium lists material	5 weeks prior to date in superintendent's
if other than first-class mail is requested	contract

*These forms are submitted to the AKC by the NCA Specialty Show Coordinator. See Specialty Show Application Form in the Appendix.

Show records, Superintendent's Report, and recording fees are to be mailed within 7 days after show to AKC.

MAILING LISTS

Obtain a mailing list from the NCA Membership Chair, and ask regional clubs for a mailing list of their members. Cross check the list prior to sending the list to the superintendent for mailing.

PREMIUM LIST

The Show Chair must create all material for the premium list and work closely with the Superintendent /Show Secretary and the NCA Specialty Show Coordinator. AKC deadlines must be followed as specified in the *AKC Show/Trial Manual* for materials that are sent to AKC. The deadlines in the superintendent's contract must be met to avoid extra fees. (See AKC Deadlines in this *Guide*). National Specialty premium lists must be sent to the NCA Specialty Show Coordinator for proofing five weeks prior to the due date specified in the contract with the superintendent.

The American Kennel Club no longer proofreads premium lists. However, four copies of the premium list should be submitted to the Show Plans Department of the AKC when the premium list is mailed to exhibitors; the show superintendent or secretary can handle this.

The host club determines the entry fees, which are listed in the premium list. There should be a reduced fee for the second entry of the same dog unless otherwise specified. According to NCA policy, entry fees at National Specialties for veteran breed and veteran obedience classes should be limited to the processing (superintendent) fee and the AKC recording fee.

It should be noted that premium lists will be mailed third class—this can take anywhere from one to five weeks depending upon the individual post office—unless first-class mail is negotiated with the superintendent. Remind superintendents about an earlier than usual closing date.

It is important for the Show Chair to inform the secretary or superintendent that beginning times for conformation classes at our National Specialties will be published in groups of 50-60 entries. Any excess times between published times may be used for taking photos of class placements at the judge's discretion.

For the files, the Specialty Show Coordinator should receive an extra copy of the premium list, in addition to the Information Packet and a copy of the Superintendent's official marked catalog.

*CLASSES TO BE LISTED IN THE PREMIUM**CONFORMATION*

Sweepstakes and Veteran Sweepstakes classes must be offered at all National Specialties. In addition, all usual AKC regular classes must be offered in conformation, including Open Other Than Black. The following non-regular classes must be offered also: Veterans, Working, Versatile Newfoundland, Stud Dog, Brood Bitch, Team, and Brace. Non-regular classes that will be offered must be described in the Premium List. The Maturity and Breeders' Classes are non-regular classes that are optional and may be offered at the discretion of the Show Committee.

Note: In addition to champions of record, the Winners Dog and Winners Bitch, together with any undefeated dogs in any single-entry non-regular classes, shall compete for Best of Breed. Dogs or bitches cannot win points from non-regular classes, since only regular class winners compete in the Winners Class, but they may compete for Best of Breed. Champions of record may enter non-regular classes; however, if defeated in any single-entry class, a champion may not compete in Best of Breed.

Working Classes: (required) These classes shall be divided by sex. They are open to Newfoundlands that have earned an NCA working title(s)—WD, WRD, WRDX, DD or TDD. Dogs or bitches entered in these classes may NOT be spayed or neutered. Working dog classes for both dogs and bitches are typically judged at the end of the regular breed judging for their respective sexes.

Versatile Newfoundland Classes: (required) These classes shall be divided by sex. Versatile Newfoundland classes are open to Newfoundlands who have earned a Versatile Newfoundland title. Dogs or bitches entered in this class may NOT be spayed or neutered. VN classes for both dogs and bitches are typically judged at the end of the regular breed judging for their respective sexes.

Maturity Class (optional): The entry includes three (3) generations, e.g., a grandmother/grandfather, a son/daughter and a grandson/granddaughter. The group can be the same sex or different sexes. The names of all three dogs must be on the entry form, and there can be no substitutions. Champions of record can be shown in this class and dogs may be altered. Individual dogs may compete in one Maturity Class unit only. Each dog will have its own handler. A breeder judge, if one is on the panel, generally judges this class.

COMPANION DOG

All usual AKC regular classes must be offered in obedience. The following non-regular classes also must be offered at the National Specialty Obedience Trial: Graduate Novice, Veteran, Brace, and Team. These non-regular classes are optional at regional trials held in conjunction with the National.

Rally and agility classes may be offered at the discretion of the Show Committee.

JUNIOR SHOWMANSHIP

All usual AKC Junior Showmanship classes must be offered.

SWEEPSTAKES

Sweepstakes at our specialties have proven to be popular. They allow another exposure for puppies and veterans. According to AKC rules, the classes for puppies and/or juniors are to be divided as follows:

Puppy, 6 months and under 9 monthsboth sexes

Puppy, 9 months and under 12 monthsboth sexes

Junior, 12 months and under 18 monthsboth sexes

OR

Junior, 12 months and under 15 monthsboth sexes

Junior, 15 months and under 18 monthsboth sexes

The judge chooses Best in Sweepstakes and Best of Opposite Sex from the winners of the six classes or eight classes.

Veteran Sweepstakes can be divided as follows:

Veteran, 7 years and under 8 yearsboth sexes

Veteran, 8 years and under 9 yearsboth sexes

Veteran, 9 years and overboth sexes

OR

Veteran, 7 years and under 9 yearsboth sexes

Veteran, 9 years and overboth sexes

Depending on the method chosen by the Show Committee, the judge chooses either Best Veteran Dog and Best Veteran Bitch or Best in Veteran Sweepstakes and Best of Opposite Sex in Veteran Sweepstakes.

Approval to hold Sweepstakes must be received from the NCA and AKC. If the 12 to 18 month or 12 to 15 month and 15 to 18 month classes are offered, it must be called "Sweepstakes," not "Puppy Sweepstakes," because the AKC considers only dogs under 12 months as puppies; 12-18 month old dogs are considered "juniors."

The AKC stipulates that all dogs entered in the puppy/junior Sweepstakes must be entered in a regular breed or obedience class. Entrants in Veterans' Sweepstakes need not be entered in a regular class and may be neutered. Puppies or juniors, who are champions of record, may compete in Sweepstakes at the option of the host club. No restrictions may be imposed on who may handle entries in Sweepstakes competitions.

DIVISION OF SWEEPSTAKES MONEY

The division of money can be set by the club. However, the AKC stipulates that no more than 35 percent of the entry money may be retained for expenses. The NCA recommends the following division: 35 percent re-

tained for expenses; the remaining 65 percent to be divided as follows: 40 percent for 1st place, 30 percent for 2nd place, 20 percent for 3rd place, and 10 percent for 4th place

If only 1st place is awarded in Veteran Sweepstakes with no further placements, the division of prize monies would need to be revised. An alternative breakdown would be as follows: 35 percent retained by the host club for expenses; 5 percent to each class winner; and the remaining monies divided equally between Best Veteran in Sweeps and Best of Opposite Sex to Best Veteran.

COMPANION DOG EVENTS

OBEDIENCE

Newfoundland fanciers are justly proud of our Newfoundlands in obedience, and it is important that the dogs in obedience competition receive the same attention as those in the conformation ring. The obedience rings should be located so that spectators can view these rings as easily as the conformation ring. Some people will be exhibiting in both breed and obedience, and they will want to hear the announcements calling classes so they can participate in both events.

The Obedience Chair must be an NCA member and should be familiar with the information in the AKC publication, *AKC Obedience Regulations/ Obedience Judges Guidelines/The Steward in Obedience; Rally Regulations/ Rally Judges Guidelines/The Steward in Rally*. Before the judges are selected, the Obedience Chair, working with the Show Chair and Show Committee, should determine the classes to be offered. These should include all regular classes and may also include non-regular classes, such as Graduate Novice, Veteran, Brace, and Team.

AKC obedience policy now permits back-to-back obedience trials held in conjunction with multi-day National Specialties. If more than one obedience trial is offered, only one trial may carry the title of National Specialty Obedience Trial. NCA Uniform Trophies can be awarded at this trial only. An additional trial or trials may be hosted by the host club or other regional clubs. Any additional trial(s) will be considered a Regional Specialty Obedience Trial for which NCA offers a medallion for High in Trial.

The Obedience Chair must arrange in advance for all necessary ring equipment. The equipment may be borrowed or rented from a local obedience club or may be supplied by the show superintendent. The rings must have the proper dimensions, as specified in the AKC obedience and rally regulations, and the ground conditions should be clean and level; grass, if any, should be cut short. The material used for enclosing the rings should be equal to that used for enclosing the breed rings. There must be a sign placed at each ring forbidding dogs to be in the ring except when being judged. These signs should go up as soon as the rings are set up. There should be tenting for exhibitors, shade for the judge (i.e., umbrella if not under a tent), and an area where dogs may have shelter when not in the ring being judged. In Open classes, there must be a "hide area" near the ring for handlers to wait during the Out-of-Sight exercise.

If the obedience rings are located at a distance from the main show tent, a walkie-talkie would be helpful to communicate with the person at the loud speaker.

Stewards who are experienced in obedience are required. The Obedience Chair may arrange for them or work together with the Chief Steward to provide them.

The Obedience Chair should work with the Trophy Chair concerning awards that will be needed. In addition to qualifying ribbons, make arrangements for the following awards:

- Highest Scoring in Regular Classes
- Highest Combined Score (Open and Utility)
- Rosettes for placements of 1st through 4th in each class
- Ring favors

Uniform Trophies for placements in the National Obedience Trial are the same as those used in the conformation ring. All entrants should receive the same ring favors as those given to conformation exhibitors.

Additional trophies are customarily donated, such as Highest Scoring Champion, Highest Scoring Dog with a working title or a TD or a VN. A trophy for Highest Scoring Junior or Highest Scoring Senior Citizen may also be donated. Since these titles/categories will not be listed in the catalog, it is necessary to have a sheet for exhibitors to register if they may be eligible for any special trophies. After all regular classes are completed, the Obedience Chair will determine the winners of the special awards, and these should be awarded following High in Trial.

Trophies for obedience should be displayed at the obedience tent. They should be carefully guarded and taken to the ring, as needed, for presentation. The top awards and special trophies should be labeled carefully so stewards can easily identify the correct awards.

Photos should be taken of all class winners and top winners for *Newf Tide*. Cards should be handed out to 1st place winners advising them to have their pictures taken for *Newf Tide*. It is customary to have the Obedience Chair and the NCA President in the HIT photo.

It has been customary to schedule the NCA National Obedience Trial the same day as Sweepstakes judging takes place, which is usually the first day of the Specialty. It is appropriate to present the HIT trophy in the breed ring, either on the day of judging or on the final day of the Specialty. However, if done on Saturday (the final day), it is likely that the obedience judge will no longer be on the show grounds for the presentation. As part of the presentation, an option is to have the HIT dog do a heeling exhibition in the breed ring.

RALLY

Rally is an event that has recently become very popular and may be offered at the discretion of the Show Committee. Much of the above information concerning obedience, can be easily translated into information for rally classes by substituting the word “rally” for “obedience.” The AKC information about obedience and rally are found in the same booklet. Obvious differences are titles earned.

AGILITY

Agility also may be offered at the discretion of the Show Committee, and as with rally, much of the information concerning obedience is applicable to agility. There is a difference in Uniform Trophies awarded for agility. Instead of being presented at the National, these trophies will be mailed after the show to the appropriate winners. A sample set of trophies will be available for photos. (See Trophies)

WORKING DOG ACTIVITIES

Clubs are encouraged to host events other than breed and companion dog events at National Specialties. The NCA strongly urges all Nationals to include working dog activities, such as draft, water, and carting. Specialty cart and wagon exercises are common at Specialties, and most Specialties now include one or two draft tests. There have been Tracking Tests in conjunction with a National Specialty. Other suggestions include decorative carting, a working dog reception, informational seminars, and demonstrations, such as back packing.

The Show Committee may want to enlist the help of other regional clubs to host the Specialty's working events.

The host club Working Dog Chair should contact the NCA Working Dog Committee Chair if needed. The WDC Chair will supply the host club with current contact information for applications for specific NCA working events. The various rules and regulations include information regarding necessary equipment and judging requirements. A neighboring regional club(s) may take on the responsibility of chairing the test(s). A list of qualified judges is on the NCA website.

If a Tracking Test is offered, an application should be included with the AKC application filed by the NCA Specialty Show Coordinator. Since a Tracking Test is an AKC licensed event, contact the Performance Events Department at AKC for information.

Local TV coverage of working events is popular. Be sure to work with the Publicity Chair in notifying the local press of the times of the working events.

The host club should take entries and print a mini-catalog, which should be sold separately. All AKC and NCA titles can be listed in these catalogs.

SPECIAL ATTRACTIONS

BREEDERS' CLASS (optional)

Entries are submitted by the breeder. Entries will be by unit. Each unit will consist—at the club's discretion—of three to five Newfoundlands that share at least one breeder/co-breeder. All dogs in the unit must be listed on the entry form. Individual dogs may compete in only one Breeders' Class unit. The group can be the same sex or different sexes. Each individual dog must also be entered in at least one regular or non-regular conformation or companion dog class. The unit will represent at least two different combinations of parents. Champions of record can be shown in this class and dogs may be altered. Each dog will have its own handler. Awards are given for 1st through 4th place. The breeder must be present for the award but is not required to handle any entrant.

HONORS PARADE

This is a separate event for which exhibitors pay an extra fee. The cost of the medallions, rosettes, printing, ribbons, and catalog pages should come from these fees. Rosettes should be obtained through the superintendent; the club may need to order the medallions from another source. Early on, work with a supplier to design the medallion; make arrangements to contact him on the closing day to order the number needed. It is a good idea to order a few extra. The medallions are generally hung on a ribbon, which must be ordered separately.

A separate entry form for the Honors Parade should be included in the premium list or included in the Information Packet. Entries for the Honors Parade should NOT be returned to the superintendent but sent to a club member designated to receive them.

If possible, have the Honors Parade entrants listed in the show catalog, to be submitted as advertising pages. The chair should work with the Advertising Chair in submitting this information. If it is not possible to include the Honors Parade entries in the show catalog, a separate catalog can be printed and distributed. All AKC, NCA, and Canadian titles may be listed for the Honors Parade. Experience has shown that there is not time to read off each dog's show record; however, past National Specialty BOB, BOS and HIT dogs could be so noted if the announcer were supplied with this information.

Stewards should line up the dogs in catalog order in the waiting ring. Have a separate entrance and exit to the ring to keep things moving, but allow each dog their "moment" in the spotlight to circle the ring.

Dogs may be announced by age from oldest to youngest, or in reverse order, and should appear in that order in the catalog. Make an effort to pronounce kennel and dogs' names clearly and correctly. If in doubt, ask the handler for correct pronunciation.

The NCA President confers the award by placing the ribbon with the medallion around the dog's neck. If the NCA President is not available, any NCA officer or the host club president may do so.

Since this event has "token entries," there will be absentees. Every entrant must receive his medallion. If someone picks up the medallion for an absent entrant, the steward should note in the catalog who picked it up. Send absentee entrants their medallions as soon as possible if they were not picked up. Be certain to have mailing fees stated on the entry form so that those wishing their medallions mailed can include the fees with their entries.

The Honors Parade can be held at any convenient time during the week prior to Intersex judging.

RECOGNITION OF VERSATILE NEWFOUNDLANDS

Although Versatile Newfoundlands are recognized at the Annual Meeting, some clubs also honor them in conjunction with the Honors Parade. In either case, the host club orders rosettes for the VNs and bills the NCA for their cost.

RESCUE TRIBUTE

A Rescue Parade is often held, as a separate event, to recognize those special Newfoundlands who have been adopted and given a second chance. It is an opportunity for their owners to share the stories of their wonderful dogs and how they came into their lives. The story of each dog is read as the owner and Newf walk around the ring. The length of the stories are often limited (e.g., 75 words or less) and are included in a program, along with a picture of the dog. Pre-registration is required, but there is generally no entry fee. During the ceremony, each dog should be presented with a memento of the event. The Rescue Parade may be held at any convenient time during the week prior to Intersex judging. At some Specialties, rescue dogs are recognized in conjunction with the Honors Parade.

DECORATIVE CARTING

Decorative carting is a popular offering at most specialties. It is often done around a theme announced by the Show Committee. It has been conducted as a competitive event, judged on the creativity of costumes, decorated carts and wagons. Coordinate prizes and ring favors with the Trophy Committee. Plan to have decorative carting at a time that will allow the broadest exposure for all in attendance.

TOP TWENTY: CONFORMATION

A Top Twenty event is optional. If the host club decides to have such an event, it must be a competition where judges pick a winner. If non-competitive, the event must be called a “showcase,” not a “Top Twenty.” Either type of event may occur in the afternoon in a conformation ring after regular judging is over or in the evening inside.

If an evening Top Twenty is chosen, the actual judging could occur in the evening or sometime during the day in one of the rings used for conformation. If the latter is used, the Top Twenty Newfoundlands can be shown in the evening under lights, with music, etc., but the decision of the judges will already have been made.

The Awards Chair will provide the list of the Top Twenty. The Top Twenty Chair should send an invitation to each of the owners requesting their participation. The judges will select the winner of the Top Twenty; a People’s Choice Award is optional. Consult the Specialty Show Coordinator for a suggested score sheet and methods of determining winners.

One judge must be chosen from each of the following categories:

- Approved AKC Newfoundland breeder judge or an international breeder judge licensed to judge Newfoundlands in their country.
- A professional handler, registered by the AKC, the Handlers Guild or the PHA.
- An AKC judge approved to judge the Working Group

These judges should be selected early and should be hired from the local area to minimize cost, except possibly for the breeder judge who could be in attendance without dogs. Their names are to be kept a secret from everyone, with the possible exception of the Show Chair.

The Top Twenty Chair needs to be certain rooms are reserved for these judges, if necessary. Whether they are to be paid a fee is up to the discretion of the host club; however, their expenses should be paid.

It is customary to serve some kind of food and drink before and after the event. This could be a cash bar with hors d’oeuvres, or something as elegant as champagne with fine pastries. Plan this menu well in advance with the hotel and be prepared to include these expenses in the budget.

It is traditional to print tickets and charge a fee. The fee should help defray Top Twenty expenses. Begin early to seek one or more sponsors for this event. The owners of the Top Twenty should receive two free tickets.

It has been customary to print a catalog. The catalog could be included in the price of the ticket. It would be the responsibility of the Top Twenty Chair to contact the owners of the dogs and ask for pictures, pedigrees, and articles for the catalog. The Newfoundland(s) chosen the winner(s) should receive a prize/ribbon.

Plan an activity to keep spectators involved while the ballots are being counted, such as obedience demonstrations by top obedience dogs or a senior handling competition.

OBEDIENCE RECOGNITION

Clubs may consider offering a Top Twenty or Top Ten in obedience. If any special recognition is planned for the top obedience dogs—even if not officially a Top Twenty or Top Ten—owners should be notified in advance when and where the recognition will be presented.

HEARING COMMITTEE (formerly BENCH SHOW COMMITTEE)

Prior to the show, the Show Chair must appoint a Hearing Committee of at least five people, all of whom must be members of the Show Committee and members of the NCA. A chair of this committee must also be appointed. It shall be this committee's duty to enforce AKC rules if complaints are made.

The committee should review and be familiar with the AKC pamphlet: *Guide for Dealing with Misconduct at Dog Shows and Obedience Trials* so that members can deal with orderliness and fairness with incidents of prejudicial conduct if they arise. AKC will provide these pamphlets free of charge; the chair of this committee must order these pamphlets prior to the National. As part of the Hearing Committee's responsibility, each member needs to have a copy of this pamphlet and the *AKC Rules and Regulations for Dog Shows* with them during show hours. Should a hearing be conducted, the chair must complete the AKC Procedural Checklist, which must be signed by the accused. If an AKC Executive Field Representative is present at the show, he/she should be present for the hearing.

PHOTOGRAPHER AND VIDEOGRAPHER

It is the responsibility of the Show Chair to hire a show photographer. If the photographer has not done a Newfoundland Specialty before, ask to see samples of his/her work. Arrange to have the photographer supply the host club with a set of the photos at a reduced price or free of charge. The host club is responsible for sending pictures to *Newf Tide* for coverage of the National Specialty in the 3rd quarter issue. The club should be sure to have the photos of all winners taken in a setting that will enhance and not distract from the dog. Advise all winners that, consistent with existing policy, another show photo may be substituted for the National photo. These photos are to be submitted to *Newf Tide* by the chair of the National Specialty. See the section on national coverage in *Newf Tide* for detailed instructions.

It has become customary to hire an official videographer for the National Specialty. It is suggested that the host club negotiate with the videographer to provide a complimentary copy of the entire video for the NCA Historian. The chair needs to provide the videographer with a marked catalog within 30 days of the close of the show. It is a common courtesy to provide him/her with the daily paper, which highlights the winners from the day before.

VETERINARIAN

It is the responsibility of the Show Chair to contact a veterinarian in the area and have him/her either present or "on call" during the days of the Specialty. It is best to have a veterinarian on the grounds; if this is not

possible, the veterinarian must understand that any call would be urgent and require immediate response. The show veterinarian's name and phone number must be listed in the premium list and on the Disaster and Emergency Plan. Directions to a 24-hour emergency veterinarian hospital should be available at the show site, at the host hotel, and at each overflow hotel.

CATALOGS

The Catalog Sales Committee can be combined satisfactorily with the Catalog Advertising Committee if the Specialty will be fairly small. For a large Specialty, the two committees should be separate. The Show Chair will determine the actual makeup of the catalog, or the chair may defer this responsibility to a member of the Catalog Committee.

Be sure to order enough catalogs to cover sales during the show, pre-ordered catalogs, and complimentary catalogs. Contact the Finance Chair of the Specialty Show Coordinating Committee to determine the number of catalogs sold at past specialties.

The club may offer prepaid catalogs to be picked up at the show and/or post-show catalogs to be mailed after the show. This may also help to determine the number needed. For post-show catalogs, decide whether to offer the catalog marked or unmarked. People not attending National Specialties often wish to have a marked catalog and will order post-show catalogs if that option is available. Some clubs fulfill the marked catalog option by sending the daily news bulletins, which contain the daily results, with the catalogs.

Include an order form in the Information Packet if prepaid or post-show catalogs are offered; state clearly where catalogs may be picked up at the show or where they are to be sent. Include postage charges for mailed catalogs.

Charge an even dollar amount for catalogs to avoid requiring coins for change. Ascertain if any local and/or state tax laws apply to catalog sales.

CATALOG ADVERTISING

A successful campaign for advertising can greatly reduce the cost of printing the catalog. Every NCA member will receive a form soliciting catalog advertising in the Information Packet. In addition, send forms soliciting catalog advertising to every regional club (to put on their website and in their newsletter). The following statement should appear on the catalog advertising forms:

There is no latitude on the "received by" date." This date is determined by the superintendent's contract. Late submissions may be refused by the superintendent and are subject to per day per page penalty fee if accepted.

To broaden solicitations, contact the following:

- Dog supply companies
- Dog food companies
- Boarding facilities
- Grooming facilities

- Local business
- Humane Societies

All categories for advertising should be defined. Major areas usually include the following:

- Kennels (it is best to print in alphabetical order—or order of receipt)
- Memorials (note spelling of “In Memoriam”)
- Newf fanciers and exhibitors
- Great dogs of the past
- Working dogs
- Commercial
- Regional clubs (restricted to NCA approved Regional clubs)
- Booster list

Spell out prices for full page, double page, inside covers, ½ page, ¼ page, and booster listings. Include the charge for picture(s) and for making the ad camera ready. Insist on payment with the copy. Advertising should be tasteful, honest, and in accordance with the *NCA Ethics Guide*. The catalog advertising form should state: “We reserve the right to reject ads which are deemed inappropriate or offensive or which contain obviously plagiarized material.”

The Advertising Chair acts as coordinator between the advertisers and the printer, making sure that all copy is submitted to the printer prior to the deadline. Once the catalog has been printed, the chair is responsible for obtaining the photos from the printer and returning them to the advertisers. If a self addressed stamped envelope has been provided, the chair can return materials such as photos, cuts, etc, by mail prior to the National. Remaining materials should be available for pick up at the National. It is advisable to return as many as possible at the show. If someone other than the advertiser takes the material, the recipient should sign for it. Anything left over should be mailed to the advertiser as soon as possible if a SASE has been provided.

After catalogs are printed, the chair should see that all business advertisers receive copies of their printed ads. This is their “proof of publication.” The Advertising Chair can arrange for billing and collection of money due for advertising.

Retain at least three copies of the catalog, two for cut-ups and one to go with the report of the committee.

CATALOG PRINTING

It will be the job of the show superintendent or show secretary to print the catalog. Remind them that only official AKC titles can be included in the part of the catalog concerned with judging. The following titles/designations are NOT AKC recognized and may not be listed: foreign titles, including Canadian titles; NCA and Canadian working titles; WAA (Working Achievement Award); and VN.

The above non-AKC titles/designations, however, may be listed for the Honors Parade entries since the Honors Parade pages are submitted as advertising. Honors Parade entries are given separate armband numbers and are usually listed in the catalog by year of birth, from oldest to youngest. The list of Honors Parade entries,

including addresses, should be sent to the superintendent for inclusion in the catalog as advertising pages, for which the host club will be charged.

NCA will reimburse the host club, at their printing cost, for the following required and optional pages. The catalog must contain a list of all past conformation winners (BOB, BOS, and Selects) at National Specialties. This list also includes the Highest Scoring Dog in Trial and score and the Top Junior Handler with the name of the dog they handled. This list has been published in all National Specialty catalogs since 1980. Obtain a copy of the correct list from the NCA Specialty Show Coordinator. Do not rely on the list from past years, as there may be errors.

In addition to past winners, the following pages are also required: logo or title page, list of current NCA officers, and official breed Standard. The Standard should state “The Newfoundland Standard” and date of approval, not “revised standard.”

The club may choose to include any of the following optional pages: ROM dogs and bitches, VNs, past Good Sportsmanship Award recipients, past Isabel Kurth award recipients, and honorary members.

CATALOG SALES AT SHOW

Before sales, set aside catalogs for the following: NCA Historian, NCA Specialty Show Coordinator, host club historian, judges, stewards, photographer, videographer, and *Newf Tide* editor. Also set aside prepaid catalogs that will be picked up at the show and post-show catalogs that will be marked and mailed. The catalogs for the Specialty Show Coordinator, NCA and host club historians, videographer, and *Newf Tide* editor should also be marked.

In addition, the Judges Education Committee Chair will need as many catalogs as participants in the judges study group. (The chair of the Judges Education Committee should sign a voucher for catalogs used and the committee will reimburse the host club at their cost.) The chair of the Judges Education Committee should also be supplied with extra copies of the judging program.

Catalogs may go on sale **one hour** before judging begins, not before. This is an AKC rule and must be followed. Although more workers will be needed early in the day, the catalog table should be manned throughout judging. Supply a cash box and adequate change in small bills. Arrange in advance with the Specialty treasurer how to handle each day's deposits and receipts. If pens are included with catalogs, include the cost in the catalog price.

HOSPITALITY CHAIR

The Hospitality Chair should be an outgoing person who is able to greet people and make them feel welcome at the show. The chair should be available at all times during the Specialty, must have a large support committee, and must be able to delegate responsibility. All Hospitality Committee members should be easily identified by badges, ribbons, hats, or aprons, etc. The chair must work with the hotel manager and staff to ensure a smooth operation and must coordinate all activities and social functions with the Show Chair. Some responsibilities of the Hospitality Committee may include planning for the Hospitality Room, meals, the Welcome Reception, and the closing banquet.

Responsibilities may also include tending to the needs of international guests and attendees who require special assistance. When planning for hospitality, information from questionnaires from past specialties may be obtained from the Specialty Show Coordinator and can be valuable.

JUDGES HOSPITALITY

The Judges Hospitality Committee is a separate committee, organized to help make the judges' stay as pleasant and stress free as possible. Members of this committee may not exhibit at the Specialty. Fanciers from other breeds are often asked to serve on the Judges Hospitality Committee.

It is necessary to make room reservations for the days the judges are staying, which may not be just the days they are judging. Confirm room arrangements with the hotel prior to the arrival of the judges. Allow for early check-in for judges. Judges may be housed in a separate hotel or the host hotel. Make arrangements for the judges' meals beginning after they arrive and before they begin their assignments. There may be a special judges' table reserved in the dining room, or meals may be planned at area restaurants. If a judge stays on for the banquet after completing the assignment, be sure to include the judge at the table reserved for judges.

One member of the committee should be assigned to each judge and should be aware of the judge's needs at all times. The chair of Judges Hospitality should contact the judges in writing to determine each judge's transportation plans. For judges who are traveling by air, find out their arrival and departure times. Determine if they have special requests, such as smoking or non-smoking rooms, and dietary and beverage requests. This is best done by sending all judges a form to complete approximately two months prior to the National.

Be sure that judges are offered transportation to the show with someone not exhibiting under them. Someone should be responsible for getting the judges to ringside, to lunch, and back to the room when judging is completed. If a judge is leaving at the end of the day following the conclusion of judging, provide a room for changing before leaving.

A table in the dining room should be reserved for judges, stewards, etc., for lunch. Advise the dining room staff that these people will need to be fed as quickly as possible. Arrange with the staff for the bill to be included on the Show Committee's bill. It would be helpful for the Judges Hospitality Chair to have a way to communicate with the dining room staff, to advise them a half hour prior to the group's arrival, unless there is a designated lunch break in the schedule. In that case, the dining room can be told in advance when to expect the judges and stewards.

Provide a hospitality "basket" in the judges' rooms. This could contain any or all of the following: beverage, cheese, crackers, fruit, sweets, or flowers. Be sure to include a small knife, bottle opener, plate, and napkin, if needed. Consult the hotel to see if they can provide welcome baskets. A welcome note should accompany the basket with the name and room number of the Judges Hospitality Chair or person responsible for their needs. Include a schedule of events, hours for meals, and any meal tickets needed. Let the judges know who will be responsible for paying their expenses and fees. An appropriate gift should be purchased for every judge, including judges of obedience and working events.

Ringside hospitality should include wash and dry towelettes, the judge's choice of beverage, and other incidentals such as hard candy, additional pens, tissues, paper towels, etc. These should be available on the judge's

table in the ring with periodic checks made to see if anything else is desired. Beverages are also provided for the ring stewards.

It has been the preference of the NCA to invite judges to stay through the night of the banquet. If a judge is invited to stay for the banquet, it is the obligation of the host club to pay the additional expenses incurred. Some judges may be unable to stay, but breeder judges usually choose to stay through the banquet.

STEWARDS

CHIEF STEWARD

The club should appoint a Chief Steward whose duty it will be to invite a sufficient number of experienced persons to act as stewards in the rings on the days of the show. The Chief Steward should contact individuals who have accepted an invitation to steward as soon as practical, notifying them of the date, location of the show, and the time at which they are to report for duty. When selecting stewards for companion dog events and sweepstakes, be certain to confer with the appropriate chairs. Consider using experienced stewards from other breeds or potential Newfoundland judges for conformation. The AKC, in cooperation with the Steward Club of America, has produced a complete guide to stewarding entitled *Dog Show Stewards*. All stewards should be familiar with its contents.

The Chief Steward must remember that no person may serve as a steward for a judge under whom he/she has an entry, or under whom, in the course of judging, such an entry may become eligible to compete.

A good steward makes the work of the judge easier by relieving him of details, by assembling classes promptly, orderly, and numerically. Remember, a good steward is in the ring to help the judge, not to advise. Ready rings are required at National Specialties due to the large entry.

The club should offer hospitality to all stewards. The minimum would be complimentary meals. Some clubs offer transportation costs or even free rooms. Club policy concerning reimbursement should be determined and discussed with stewards who agree to serve.

Hand out cards to 1st place winners advising them to have their pictures taken for *Newf Tide*. The Trophy Chair should arrange to deliver these cards to the ring stewards so they can be handed out to the 1st place winners as they leave the ring.

CONFORMATION STEWARDS

Three stewards should be on duty in the ring at all times with an alternate available in case of an emergency. This is a strenuous job requiring constant vigilance and legwork. One steward may assemble the classes; another may take care of armbands at the ring entrance; and the third may assist at the judge's table with trophies and ribbons for each class. Someone appointed by the Trophy Committee should hand out ring favors. A relief steward should be available to assist ring stewards throughout the day.

Armbands may be given out as early as catalogs are sold, usually one hour before the start of judging, so stewards should be available at ringside early. The steward notifies the judge of known absentees and places their armbands together beside the judge's book. Verify move-ups with the judges.

The judge will instruct the steward how he/she would like to run the ring. A ring steward notifies the judge when all the dogs for each class are in the ring. The steward must not make any notation in the judge's book. A strict "hands off" policy is required. A steward should not touch the judge's book unless instructed to do so. Also, the steward must refrain from discussing, or seeming to discuss, the dogs or the exhibitors with the judge and must not, under any circumstances, show or give the appearance of showing the catalog to a judge.

When not actively engaged in their duties, stewards should place themselves in a part of the ring where they will not interfere with the view of those watching the judging. Stewards should not permit persons to crowd around the ring entrance and interfere with access to the ring. The steward must watch the dogs in the ring carefully and notify the cleanup people in case of an accident.

Stewards should mark all placements in their book, particularly noting first and second placements. Stewards should be ready to assemble the Winners Class and have dogs ready to go in the ring for reserve. Class results should be posted on a board in the ready tent.

The Intersex judge may wish to meet with the stewards before judging about how to handle this large breed class. A copy of the Select Policy and Procedure should be available to the Intersex Judge for reference during judging. The Show Chair should also discuss the Select procedure with the judge and the stewards. The Select Policy and Procedure can be found in the Appendix.

COMPANION DOG EVENTS & NCA WORKING DOG EVENTS STEWARDS

All companion dog events (obedience, rally, agility) and working dog events (draft tests and water tests) require experienced stewards. Work with the chairs of these events to recruit the number of stewards needed.

Obedience and rally judges have very specific ways they want stewards to help and will generally explain what they want the stewards to do beyond handing out arm bands. Instructions for obedience stewards is contained in the AKC Obedience Regulations/ Obedience Judges Guidelines/The Steward in Obedience; Rally Regulations/ Rally Judges Guidelines/The Steward in Rally. Obedience stewards should be familiar with this information.

There should be a board at ringside showing the numbers of all exhibitors. When an exhibitor checks in, the steward should put a diagonal line through the number and mark the steward's book. When an exhibitor goes into the ring, the steward crosses the line on the board making an "X". Other exhibitors will then know how many exhibitors are before them, and they will be able to plan when to get their dogs ready for the ring.

In the advanced obedience classes, stewards should ask the exhibitors their dogs' jump heights. They set the jumps, ready for the next dog when the judge finishes marking his book. Stewards must refer any questions for changes in the judging order to the judge. These are sometimes made when an exhibitor has a ring conflict with the breed ring or with another obedience or rally class. Stewards must be attentive to ring activity and be present when requested to act as posts for the Figure Eight exercise. They escort all exhibitors to the designated area for the out- of-sight stays in the Open Classes. In the Utility Classes, stewards place the scent articles and the gloves. The judge will instruct them regarding the positioning of these items.

The judges for rally and agility will instruct the stewards in their ring procedures.

The judges for draft and water tests will instruct the stewards for these events. It is best to select stewards that

have experience with working tests. Unlike the stewards in the breed ring or in companion dog events, stewards for working tests can be participants, as well as committee workers. At a National Specialty, there will be many members present who are willing to steward, but they must be recruited early and assigned specific duties. It is customary to serve complimentary lunch to stewards and judges at the site of the test.

For all events, results should be posted for spectator viewing.

GROUND

After the club has selected and confirmed the show site in writing, the Grounds Committee has much work ahead of it. Working with the Show Chair and Show Committee, the committee must prepare a scale drawing of the show site and send it the NCA Specialty Show Coordinator for submission with the AKC application. Superintendents have valuable experience in laying out show sites and can be helpful with this requirement. In addition, refer to the *AKC Show/Trial Manual*, which specifies obedience ring sizes, and to past site plans, located in the Appendix.

When determining ring size dimensions for conformation judging, it is critical that they be large enough for the size of anticipated classes and, thereby, provide sufficient room for the dogs to be shown properly. Ring size can be too large. Attention must also be given to provide enough ringside seating for spectators. Obedience rings must be the dimensions specified by the AKC.

This detailed show plan must include the following:

- Show site boundaries indicated by a dotted lines
- Locations and Dimensions of all rings (breed and performance events), including dimensions for tenting
- Dimensions for all aisles (should be at least 10 feet wide)
- Grooming area (must be provided within show site boundary)
- Public exercise areas
- Unloading area and all entrances
- Rest rooms (If portable, how many? Handicapped available?)
- Parking facilities (capacity, distance to show boundary, surface, handicapped accessibility)
- Superintendent or Show/Trial Secretary Headquarters
- Veterinarian Headquarters, if on site
- Water Supply
- Food concessions and vendors
- Bathing areas
- Club headquarters
- Garbage Cans

In addition, the following items should be indicated on diagrams for outdoor shows:

- All access roads (indicate number of lanes, traffic pattern, and surface)
- Total acreage
- Terrain (hills, fences, trees, poles)
- Protective covering (tents, including sizes)
- Ring surface (grass, dirt, gravel, asphalt)
- Central generator locations

Note: If any facilities are not, or cannot be, included within the show boundaries, indicate the distance to these facilities.

While the show superintendent provides some services, such as setting up the show rings, the Grounds Committee is responsible for the overall set up and maintenance of the show grounds. There should be enough people working on the committee so that responsibilities are shared, and they don't fall on only one or two people to do the job. A schedule of committee members, with daily assignments, should be made in advance. Designating a number of two-member teams, working on alternate days, shares the workload and promotes camaraderie.

Typically, the committee must arrange for the following equipment:

- Materials for in-ring clean up.
- Dog show directional signs posted at strategic points along routes leading to the show.
- Public address system at ringside.
- Numerous barrels with plastic liners for waste disposal, pooper-scoopers, garbage pails, and large trash dumpsters.
- Chairs for spectators. These may be available from the host hotel or rented elsewhere.
- Judges' tables and two chairs for each ring. (The superintendent generally provides tables.)
- Special markers (Newfoundlands) for BOB, BOW, BOS, and class placements one through four.
- Board on which to record class winners and absentees. Update the board after each class is judged.
- Lights for the grooming tent.
- Golf carts for the Show Committee. The golf carts should be under the control of the Show Committee and assigned at its discretion.
- Tables for vendors, food area, trophies, etc.
- American flag(s) and a recording of the National Anthem.
- Straw (for inclement weather) and flowers/shrubs for rings and outside of strategic tent locations.

Typically, the committee must arrange for the following services:

1. Tenting: Rent tents from a local tent supplier or a tenting company specializing in larger events. It is important to obtain and compare prices since this is a major show expense.

- a. Ensure that sufficient tenting is provided for the grooming area(s) (unless the grooming is indoors) and for the rings, including a ready ring area for shade and protection from inclement weather. In areas of the country where cold and /or rainy conditions are expected to exist, it is necessary to provide sides for the tenting. Tenting for spectators around the rings should also be provided if these conditions exist. For the grooming tent, a high top tent, if available, affords better air circulation. The size of tenting used in past National Specialties is available from the SSCC Coordinator.
- b. Coordinate tenting and ring requirements for obedience, rally, draft and/or water tests, and other events that may be offered, e.g., Judges Study Group. Clearly mark rings to be used for obedience, rally, and agility off limits until the show to prevent dogs from using them as exercise areas.
- c. Vendors and concession areas. Vendors might want the option of renting tenting through the Grounds Committee. It may be feasible to have all vendors located in one large tent.

2. Power

- a. Provide a centralized power supply for the grooming tent(s) or indoor grooming area. It is very important to select the appropriate size generator for the anticipated load needed to power the blow dryers that will be used. Provide ample circuits, through distribution panels, to prevent exhibitors from tripping out the supply sources. Specifics and the amount of power used in the past are included in past National Specialty Host Club Questionnaires, available from the Specialty Show Coordinator.
- b. Provide lights for the grooming area.
- c. If one large vendor tent is used, consider providing power to the vendors from a centralized power source (generator) as well. Cost for this service should be factored into the fee charged to the vendors for the large tent.
- d. Refuel generators, as needed, during the week. This should be done early in the morning.

3. Portable toilets, including some that are handicapped accessible. Arrange for emptying and cleaning on a regular basis.
4. Frequent and scheduled pumping service for the RV area.
5. Police or security coverage for traffic control, if needed.
6. Security for dogs housed in vehicles overnight.
7. Empty the plastic-lined barrels, garbage pails, and large trash dumpsters frequently.

Typically, the committee must set up and supervise the following areas:

1. Exercise Areas for Dogs:

- a. Designate exercise areas throughout the hotel grounds and set them up by the Saturday before

the show begins. Refer to the *AKC Show/Trial Manual* to determine the requirements for the site.

- b. Clearly mark obedience, rally, and agility rings off limits—before and during the show—to prevent dogs from using them as exercise areas.
- c. Thoroughly pick up exercise areas several times daily throughout the show. To ease the work, arrange a schedule of two-member teams, in advance, for clean up assignments.
- d. Provide equipment for people to pick up after their dogs and to dispose of waste properly in designated containers.
- e. Place periodic reminders in daily bulletins and over the public address system for everyone's help in keeping the show site clean.
- f. After the show is over, make sure that the exercise areas and all areas of the show grounds are picked up and left in pre-show condition.

2. RV Area:

- a. Arrange pre-designated motor home parking areas with the host hotel.
- b. Designate and oversee the initial parking assignments to insure they are in accordance with the hotel's requirements. (This can be done by the grounds personnel or a separate RV Committee.)
- c. Arrange for adequate trash pick-up and wastewater disposal. The cost may be allocated to the motor home owners. Prearrange a service to pump RV holding tanks throughout the week. The expense for pump-outs is the responsibility of each RV owner.

3. Vendors and Concessions:

- a. Correspond with all vendors and set up spaces. (This can be done by the Grounds Committee or a separate Vendor Committee, which works with the Grounds Committee) Options, other than charging a fee, might include a donation of goods (of equal value) for the host club auction or a percentage from all sales.
- b. Vendors might want the option of renting tables, chairs, and tenting through the Grounds Committee. It may be feasible to have all vendors located in one large tent.
- c. Space for concessions. It is important to have someone selling supplies, such as leads, grooming tools, etc.
- d. Vendor spaces, including those for rescue, are allotted at the discretion of the host club.

4. Bathing Facilities: Facilities for bathing dogs may be located inside or outside, depending on the show site. It is very important to have an adequate number of bathing stations (five or more depending on size of the show) and a sufficient supply of warm water.

5. Photo Location: Provide a location for the show photographer to take pictures. Set up may include a ramp and should include plants and flowers. Creativity should be used.

HEALTH CLINIC

At least one health clinic must be held at each National Specialty. The Show Chair should work hand-in-hand with the chair of the Health and Longevity Committee, who is responsible for this event(s), to ascertain what arrangements and/or facilities will be needed.

EDUCATIONAL ACTIVITY

The NCA requires each regional club hosting a National Specialty to include one or more educational programs in the planned activities. The Show Chair and Hospitality Chair will help to schedule a time and a room for the program(s). Consider meal times when scheduling the event(s). The NCA General Education Committee Chair and/or the NCA Health and Longevity Committee Chair may assist in planning the program(s). If the breed Standard is to be the subject of the educational program, contact the Judges Education Chair for assistance in planning this event.

JUDGES STUDY GROUP

The Judges Education Committee holds a Judges Study Group in conjunction with the National Specialty. It is necessary to reserve a meeting room as required. Also, an area at ringside should be roped off and reserved for the participants and the breed mentors. Class winners will be asked to participate in a hands-on clinic after the conformation classes, and a private area must be reserved for this activity.

Participants may want to be involved in other show activities, including meals. Welcome Packet printed materials should be available to participants. An Information Packet should be mailed to the chair of the Judges Education Committee to be used for answering inquiries from participants.

The Chair of the Judges Education Committee will probably want to offer refreshments at the seminar. The committee may also need audio-visual equipment for the presentation. The committee will contact the Show Chair regarding these items. There will be a charge for the refreshments, and there could be a charge for the equipment. The Judges Education Committee has a budget to cover these expenses.

PUBLICITY

The Publicity Chair should arrange for distribution of information about the show to the local public and media, as well as to Newfoundland fanciers.

The Publicity Chair should work with the *Newf Tide* editor and *e-notes* editors to publicize the show. This advertising can be done only after the previous year's National Specialty has been held. Typically, this means the first *Newf Tide* ad would appear in the 3rd Quarter, but it could be earlier depending upon the exact dates of the Specialties and the time between them. The deadline for the 3rd Quarter issue is July 1. If the AKC has not approved the show or judging panel, the words "pending approval" must be included in the ad.

The chair should supply the host hotel with a publicity packet prior to the Specialty for any inquiries they may receive about the show.

Radio stations should be contacted about broadcasting information throughout the days of the show, telling

where the show is located and who to contact for details. Typically, radio stations want two weeks notice for announcements.

Local television stations will usually cooperate and almost always send a camera crew if told of the best times to be present; they will often provide coverage on the evening news.

Make sure any press representatives attending the show have immediate access to an articulate, knowledgeable informant. This person should give his/her undivided attention to the business at hand. Often the press representative is unfamiliar with dog show procedures and needs an explanation of what is taking place and why. Send photos of Newfs to the local press to raise interest. Refer media representatives to local Newf fanciers for interviews.

Be certain to contact the NCA Publicity Chair regularly. He/she will see to it that the information is put in the Newfoundland column of the *AKC Gazette*. Copy is due at the *Gazette* three months before publication, and the Newfoundland column appears only every third month.

Information should also be sent to the secretary of each regional club or their newsletter editors asking that it be communicated to all club members.

Regional clubs will be responsible for any fines incurred with the AKC if they incorrectly advertise a specialty.

WEBSITE

The NCA has a website. Additionally, most regional clubs now have their own websites. Websites are excellent sources of publicity for your event. Information to be listed should be outlined and, at a minimum, should include show site, location, dates, room rates, classes, events, and judges.

REPORTING THE NATIONAL SPECIALTY FOR NEWF TIDE

As stated in the introduction, the National Specialty is the premier event in the Newfoundland world. Capturing it for history and presenting it in *Newf Tide* is a big task, which takes a lot of advance planning. It requires much thought and hard work. Because *Newf Tide* requests that information, (photos, articles, etc.,) be sent in a certain way, it is important that *Newf Tide* coverage be discussed well in advance with everyone who will be responsible. Once the National is over, people will be recovering and moving on to other things.

The Show Chair can make certain the coverage of the National for *Newf Tide* will be complete by assigning various aspects of the National to specific persons during the planning stages of the show. This will provide time for the coverage to be well thought out and to reflect the hard work of the club.

Check the various assignments and provide the contact names to the *Newf Tide* editor a month before the show. It is very important that all assignments be covered and that a specific person be assigned the responsibility for each aspect. It would be helpful to provide a phone number and an e-mail address for each person.

It is imperative assigned individuals follow the deadlines, which the *Newf Tide* editor has established. The 3rd Quarter issue of *Newf Tide* is large, and the editor's time is at a premium. Please contact the editor if there are any questions on any aspect of the information that follows. It would be helpful for everyone involved to read the guidelines, as this will assure a greater understanding of the over-all picture.

The editor should receive the following by June 15:

1. A marked catalog. The daily newspaper cannot be substituted for the marked catalog. Verify that the results for all events are correctly marked.
2. Copies of any brochures, programs, etc. This includes but is not limited to a Top Twenty catalog, draft test catalog, auction brochure, and copies of the daily newspaper.
3. A list of 1st through 4th places in events where competition took place, i.e., Sweepstakes, conformation, Junior Showmanship, companion dog events. The Show Chair should discuss with the editor the best way to report this information. List placement, dog's name, and owner's name in the following format: 3rd Open Dog. Rover (Mary Jones). Also include major winners, such as Best of Breed, Selects, Winners Dog, etc.
4. A list of 1st place winners to be used as picture captions. The Show Chair should discuss with the editor the best way to report this information. If typing the captions, list placement, dog's name, sire, dam, breeder, and owner in the following format: 1st Open Bitch, Winners Bitch: Mermaid (Daddy dog x Mommy dog). Breeder: Mary Jones. Owner: Bob Smith. Include major winners, such as Best in Sweeps, High in Trial, etc.
5. Photos. Designate one person from the host club to collect the photos of all major winners and the first place winners in all classes—regular and non-regular, conformation, Sweepstakes, Junior Showmanship, obedience, rally, agility, etc. This will include but not be limited to Best in Sweeps, Best of Opposite in Sweeps, Sweepstakes class winners, Best of Breed, Selects, Best of Winners, Winners Dog, Winners Bitch, Best Junior, High in Trial, High Combined, and first in any corresponding classes.
 - a. For multiple dog entries (Stud Dog, Brood Bitch, Maturity, Breeder's Class, etc.) identify all dogs in the photo. The catalog may list only one name.
 - b. Where one dog has multiple photos, identify which photo the owner would like published in *Newf Tide*. (For example, Best of Winners would have three photos: the class win photo, the Winners photo, and the Best of Winners photo. Another example is the dog that wins both his Sweepstakes and regular class.)

Depending on the photographer, these photos may be submitted either as hard copies or on disk. If they were taken as digitals originally, request a disk from the photographer. Each hard copy photo must be clearly labeled on the back with the dog's name, placement or win, and owner. Do not write directly on the photo; use a label. Photos on disk must also be clearly identified. Contact the editor directly to determine the best way to do this based on how the photos are named.

The owner of each dog needs to know that they may substitute a photograph for the one taken at the National for publication in *Newf Tide*. Reminders of this policy—and reminders about having pictures taken—should be handed out on a prepared note at ringside and listed in the daily newspaper. Include who should receive the substitute photos. These photos should be sent as a group to the *Newf Tide* editor by June 15. The editor and the *Newf Tide* Policy Chair will communicate with the host club by letter with any change in the due date

of the pictures. A self-addressed, stamped return mailer should be included with the photos. Once the photos have been processed, the editor will return all photos, including the substitute photos, to the person who is responsible for returning the photos to their owners.

6. Articles: The Show Chair should assign specific people to oversee or write articles about specific events and activities that took place at the National. Listed below are some specific items that need to be included in *Newf Tide*; the editor and Show Chair will work together to arrange complete coverage of show events. Articles should be emailed to the editor by June 15 and copied to the Show Chair.

- a. Judges' Critiques: Request the judges for Sweepstakes, conformation, and companion dog events to write a critique of the classes they judged and their overall impression of the entry. It is best to ask the judges to do this either in a letter before the show or when the judge first arrives at the Specialty. It can also be included in their contracts. Follow-up may be necessary to make certain the critiques are sent. They can be sent to the Show Chair, the Show Chair's designee, or directly to the editor, preferably by email.
- b. The National: The Show Chair or Publicity Chair usually writes this general article about the show.
- c. Companion Dog Events: There should be a different article for each area, i.e., obedience, rally, agility, etc. Regional and National trials may be written up separately or as one.
- d. Top Twenty: Article limited to one page or 700 words.
- e. Draft Test: The sponsoring club should be advised of this responsibility well before the National. Include a list of qualifiers (registered name; call name; handler).
- f. Best of Breed, Best of Opposite Sex, & High in Trial: Ask the owners to send a one page article, 700 word limit, and a photo to be used with the article directly to the editor.

7. Candid Photos: The Show Chair should arrange for several people to take candid photos. These photos can help to tell the National story. Also tell the editor of people known to have been taking photos.

Note: Any articles written for other dog publications, such as *Dog News*, are the responsibility of the NCA Specialty Show Coordinator. Do not send an article to any dog publication, other than *Newf Tide*, without it first being approved by the NCA Specialty Show Coordinator.

TREASURER AND FINANCES

The heart of a Specialty may be made or broken by the bottom line of your financial report. Any regional club undertaking a National Specialty should have financial resources to "get the ball rolling." Neither the NCA nor the host club should view the Specialty as a big fund raising operation, but it shouldn't expect gross deficits either. A modest profit can be expected from a Specialty if prudent guidelines are laid down by the treasurer and Show Chair, if they are strictly followed throughout the whole operation, and if no unexpected "crisis" occurs. It is wise to begin fund raising even before you make a decision to take on a specialty. A club may choose

either to use its own club's treasurer or appoint one for the Specialty. Regardless of the choice, there must be a separate account for the National Specialty.

The NCA is not responsible for any losses the host club incurs. Watch expenses carefully. Rooms, meals, and entries are necessities and not to be used as fund raisers. Be sure all parties understand that deposits will be refunded in full until the AKC and the NCA approves the application. If the host club allows credit card charges, care should be taken to negotiate a reasonable user's fee with the credit card company. An individual knowledgeable about credit card procedures should be identified to set up an account with an area bank for credit card charges.

While it is sincerely hoped that clubs will not have a losing venture for a National Specialty, host clubs are discouraged from generating excessive profits. The Show Committee should consider donating some portion of the profits from its Specialty to the Health Challenge, Rescue Fund or some other appropriate Newfoundland related fund.

HEALTH CHALLENGE AND RESCUE

NCA policy allows the Health Challenge Committee and the NCA National Rescue Committee to have a set-up near ringside on three days of the National to auction items. These functions are the responsibility of the Health Challenge Chair and Rescue Chair. Typically these fund-raisers are silent auctions, supported and manned by outside regional clubs.

In addition, policy allows the Health Challenge and NCA Rescue to place three pieces in the Fine Arts Auction.

WAYS AND MEANS

Successful fund raising is a necessary element of hosting a specialty show. Many clubs have been quite creative in their endeavors. The show logo or NCA logo can be used on products commissioned for sale to support a specialty show. Consider limiting the amount of articles for sale, especially clothing, where a variety of sizes are involved. It may be beneficial to find a supplier who can ship quantities of sweatshirts, etc., overnight and order less initially. It is NCA policy that a host club may not advertise or sell their specialty logo items, or utilize the NCA logo for fund raising, until completion of the previous year's National Specialty Intersex competition.

Some host clubs have used raffles. Many clubs have held a Fine Arts Auction as part of an evening's entertainment. The profits from the auction have been considerable. Brown Bag Raffles have also been successful. When the Fine Arts Auction is held in conjunction with a Brown Bag Raffle, it is advisable to post the winners of the brown bag items by attaching the winning ticket to each bag. This allows the Fine Arts Auction to build momentum uninterrupted.

NCA policy allows the NCA Health Challenge Committee and the NCA Rescue Committee to place three pieces in the Fine Arts Auction with proceeds being directed to the respective committees. The original artwork for the limited edition place and the number one plate are auctioned to finance the Uniform Trophies. A consignment shop is an enormous undertaking, but it has been a popular fund-raiser. Detailed reports of past

fund raising efforts can be requested from the NCA Specialty Show Budget and Finance Chair.

It is recommended that the host club not accept vendors who sell items in conflict with the fund raising efforts of the host club. If the host club decides not to allow competing vendors, a notice needs to be put in the Information Packet.

CONSIGNMENT SHOP

Having a Consignment Shop at a National Specialty is optional. This can be a good money-maker for a club, and a benefit and convenience to both craftsmen and those wanting to purchase unique Newfoundland items. However, its relation with the auction, vendors, and sale of specialty commemorative items should be considered. It takes a lot of work and many dedicated volunteers.

The consignment shop has been combined with Ways and Means in the past. Specialty items are sold on Monday and Tuesday. Consignment merchandise is brought in Tuesday night and sold from Wednesday through Saturday noon. Generally, no merchandise is accepted in the consignment shop that competes with Specialty items.

It is up to the host club to decide what percentage to charge consignees; however, 15 percent for all merchandise has been recommended, except jewelry for which the recommendation is 20 percent.

Usually, MasterCard and Visa are accepted, along with checks and cash. In order to use MasterCard and Visa, the club pays a fee. It is suggested that no “shipped” merchandise be accepted.

The host club provides the tables for set-up. However, consignees are responsible for their own display materials and any special packaging. They are also required to spend some time working in the shop. Shop hours are set by the Show Chair and the Consignment Shop Chair. Location of the Consignment Shop is of prime consideration. If the store is close to the “action,” it will do better than if located a distance away.

Set a deadline on Saturday by which time all merchandise must be removed. The consignees are paid after the final figures have been tallied.

NCA FUNDING

The NCA will handle the costs involved with mailing any Information Packets. The cost and shipping of the NCA Uniform Trophies is borne by the Newfoundland Club of America. The Finance Chair of the Specialty Coordinating Committee will gladly counsel the host club on their budget and provide direction and suggestions for fund-raisers. The host club is accountable to the NCA Board, and a full financial report is to be filed with the Finance Chair and the NCA Treasurer within 180 days of the close of your show. Sample copies of financial reports may be obtained from the Specialty Show Coordinator.

INSURANCE

Liability insurance coverage is required for all events. The Newfoundland Club of America binds liability insurance coverage for its events. Current insurance information is available from the NCA President and treasurer. Depending upon the features offered at a National Specialty, the host club might need to secure additional insurance.

APPENDIX

Note: Forms in this Appendix should be copied. Do not use originals.

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APPLICATION TO HOST A NATIONAL SPECIALTY

Name of club submitting proposal _____

Proposed dates of specialty _____ Indoor or outdoor show? _____

Name of Chair _____

Name and address of site selected _____

Description/type of site _____

Number of acres on site _____ Handicap accessibility? _____

Level areas for large conformation & obedience rings? _____

Total number of rooms _____ Total available for NCA use _____

Breakdown number of doubles, triples, condos, handicapped _____

Number of floors _____ Room rate _____

Elevator Availability? _____ Banquet facility seating capacity _____

Restaurant & food services _____

Overflow rooms available: number and distance from host hotel _____

Distance from Regional and/or International airports _____

Proximity to Interstates & local highways _____

Recreational facilities: golf, spa, swimming pools, etc. _____

Distance for emergency medical care for people & dogs _____

Special features of the site or area _____

Events, other than AKC breed events, i.e., NCA Draft Test, NCA Water Test, Specialty Carting, Salute to Rescue, Freestyle, etc. _____

Financial considerations _____

Attach a letter of commitment from the host hotel (required), hotel brochures,
and/or pertinent information from the hotel

Newfoundland Club of America

NATIONAL/REGIONAL SPECIALTY SHOW APPLICATION FORM

Regional Club _____

Show Chair (name, address, phone, email) _____

Show Request: Independent _____

With All Breed Club _____

Name of All Breed Kennel Club _____

Independent with Other Specialty Clubs _____

Location: Exact Location and Address _____

Site: Indoors _____ Outdoor _____

Dates of Show: _____ Days of Week: _____

Closing Date and Day of Week: _____

Superintendent or Show Secretary: (name, address, phone, email) _____

Activities which Will Be Included in Addition to Conformation Judging:

Obedience _____ Jr. Showmanship _____ Sweepstakes _____

Rally _____ Draft Test _____ Water Test _____

Tracking Test _____ Educational Program _____ Carting _____

Planned Classes for Sweepstakes:

Puppy/Junior (6-9; 9-12; 12-18 Mos.) _____ (6-9; 9-12; 12-15; 15-18 Mos.) _____

Veteran (7-9; 9 & Over Yrs.) _____ (7-8; 8-9; 9 & Over Yrs.) _____

Division of Money Prizes for Sweepstakes: _____

Conditions and Requirements for Sweepstakes Entry (e.g., Must be entered in regular classes) _____

Entry fees: First entry _____

Second entry of same dog _____

Other special entry fee _____

Reduced fee for veterans _____

Puppy Sweepstakes _____

Veteran Sweepstakes _____

Bred by Exhibitor _____

Non-Regular Classes: (classes and fees): _____

Breed Judge(s) (name, address, & assignment): _____

Sweepstakes Judge(s) (name, address & assignment): _____

Junior Showmanship Judge (name & address): _____

National Obedience Judges (name, address, assignment): _____

Regional Obedience Judges (name, address, assignment): _____

Contracts for judges must be sent out and signed copies returned. Be certain the judges and club have a written understanding on any fees or expenses to be covered. Also request judges to sign a letter that they understand the AKC rules regarding exhibiting at the show and that they will honor the six month rule of not judging the breed.

Newfoundland Club of America

POLICY & PROCEDURE FOR JUDGING SELECTS AT NATIONAL SPECIALTIES

The Intersex judge may award a maximum of five Selects in each sex. However, a judge has the option to choose a lesser number based on the perceived quality of the entry.

The same number need not be awarded in each sex.

Best of Breed and Best of Opposite Sex are not to be considered for Select awards; however, Winners Dog and Winners Bitch may be considered.

Under no circumstances can the Selects be ranked.

The Specials class should be reduced to dogs and bitches under consideration for BOB, BOW, BOS and Selects. Once the judge has selected his/her BOB, BOW and BOS, these dogs should be brought into the center of the ring and awarded their rosettes and trophies.

At this time, the ring steward should instruct the remaining handlers to stay in the ring with their dogs while these awards are being presented. BOB, BOW and BOS should then remain in the ring while the judge determines the Selects.

The judge should now designate the Select dogs and bitches and present them with rosettes. If the Best of Winners is awarded a Select, the dog and handler are asked by the judge to leave the Best of Breed lineup to receive their award.

This information should be mailed in advance of the Specialty to the Intersex judge

At the show, the Show Chair should discuss this information with the judge and stewards.

NCA UNIFORM TROPHY PRIZES

The host club determines the Lenox China (Hayworth Pattern) uniform trophy prizes to be published in the premium list and awarded at the National by choosing one of the following options.

	Trophy Option A	Trophy Option B
Sweepstakes		
Best in Sweeps	16" Oval Platter	5 Piece Place Setting
Best of Opposite in Sweeps.....	13" Oval Platter.....	Open Vegetable Bowl
Best Dog in Veteran Sweeps	5 Piece Place Setting	Serving Bowl
Best Bitch in Veteran Sweeps	5 Piece Place Setting	Serving Bowl
Conformation		
Best of Breed	20 Piece Place Setting	Same as Option A
BOS.....	Coffee Service.....	Same as Option A
Selects.....	5 Piece Place Setting	Same as Option A
Best of Winners	Sauce Boat and Stand	Same as Option A
Winners Dog.....	Open Vegetable Bowl	16" Oval Platter
Winners Bitch.....	Open Vegetable Bowl	16" Oval Platter
Reserve Winners Dog.....	Serving Bowl.....	13" Oval Platter
Reserve Winners Bitch.....	Serving Bowl.....	13" Oval Platter
1st Regular/Non-Regular class.....	Dinner Plate.....	Dinner Plate
2nd	Salad Plate	Salad Plate
3rd	Butter Plate	Butter Plate
4th	All Purpose Bowl.....	Mug
Obedience		
Highest Scoring Dog in Reg Classes	20 Piece Place Setting	Coffee Service*
Highest Scoring Dog in Open B& Utility.....	5 Piece Place Setting	5 Piece Place Setting
1st through 4th same as Conformation		

**Coffee Service consists of coffee pot and four cups with saucers.*

2009-2011 APPROVED JUDGES LIST

Peter Baynes	Roger Frey	Patricia Mowbray-Morgan
Maxine Beam	Judith Goodwin	Terry Newhouse
Norman Belanger	Joseph Gregory	William Newman
May Bernhard	Sylvia Hammarstrom	Paula Nykiel
Edd Bivin	Larry Hansen	Charles Olvis
Fred Bock	Paula Hartinger	Diane Price
Donald Booxbaum	Roger Hartinger	Mareidith Reggie
Jeffrey Brazell	Pat Hastings	James Reynolds
Jim Bricknell	George Heitzman	Allan Robbins
Donna Buxton	David Helming	Brenda Santiago
Lee Canalizo	Peggy Helming	Robert Slay
Dani Canino	Theresa Hundt	Harry Smith
Donald Carmody	Dorothy Hutchinson	Polly Smith
Houston Clark	Norman Kenney	Robert Smith
Jon Cole	John Landis	Lawrence Stanbridge
Dorothy Collier	Patricia Laurans	Kathleen Steen
Lowell K. Davis	Edeltraud Laurin	Terry Temple
Sheila DiNardo	Betty Regina Lenninger	Debra Thornton
Beverly Eichel	Manlio Massa	Charles Trotter
Barbara Finch	Betty McDonnell	Sorren Wesseltoft
Jane Forsyth	Charlotte McGowan	Wendy Willhauck
Jean Fournier		Burton Yamada

NCA NATIONAL SPECIALTY HOST CLUB QUESTIONNAIRE**(Copy As Needed)**

To help future show committees plan through knowledge of your experiences, please complete the following questionnaire after the specialty show. Feel free to expand upon the report with comments on additional pages.

HOST CLUB

What is the total membership of your regional club? _____

How many host club members were active volunteer participants? _____

Were you able to work within your projected budget? _____

Did you make money? _____ Lose money? _____

Did you run a consignment shop for vendors? _____

Comments _____

What fundraisers did your club depend on to support your budget? _____

Which were most successful? _____

Which the least? _____

SITE

Were you pleased with the management/staff cooperation? _____

Was the facility adequate for the show? If no, please explain. _____

Was the facility adequate for meetings? If no, please explain. _____

Was the facility adequate for banquets? If no, please explain. _____

How many rooms were booked at the host hotel? _____ At overflow hotels? _____

Was the hotel pleased with the dog show? _____

Would they take another specialty show? _____

Were the participants respectful of the hotel property? If no, what problems were encountered? _____

Did the hotel honor the contract with the host club? If no, please explain. _____

Did you have to make any changes to the site to prepare for the show? If yes, what? _____

Did you prepare grass areas? _____

How long in advance of the show? _____

Did you have to purchase sod? _____

Other ground materials? _____

Any recommendations? _____

Did you have to put up safety fences for the show perimeter? _____

How many feet? _____ At what cost? _____

SUPERINTENDENT/ENTRIES

Who served as show superintendent? _____

Show Secretary? _____

Were you satisfied with their services? Please explain. _____

Give a brief summary of your contract. _____

Did the superintendent supply:

Ring barriers? _____ Obedience equipment? _____ Rally equipment? _____

Tents? _____ Mats for indoor Top Twenty? _____

What size tents did you have?

Obedience _____ Draft _____

Grooming _____ Conf. Ready Ring _____

Extra Side Tents Conf Ring _____ Day Trippers _____

Ringside Hospitality _____ NCA Silent Auctions _____

Vendors _____ Ringside food concession _____

Were they adequate? _____ Too large or too small? _____

How many chairs and tables did you order?

	Rings:	Spectators:	Concessions/Hospitality:
Chairs	_____	_____	_____
Tables	_____	_____	_____

What was the total number of dogs entered? _____

Total entry? _____ Number of absentees? _____

How many premium lists were printed? _____

How many were mailed by the show superintendent? _____

How many were sent from direct request? _____

What were the sources of the mailing list? _____

CATALOGS

How many catalog ads were received? _____

How many catalogs were ordered? _____ How many were sold at the show? _____

How many were mailed after the show? _____ Were these catalogs marked? _____

HOSPITALITY/REGISTRATION

How many registration packets were printed? _____ How many were mailed? _____

How many people paid for registration: Adult _____ Junior _____

What was the registration fee: Adult _____ Junior _____

Did you offer early bird registration? _____

What was included in the hospitality/welcome packet? _____

Meal plans: If offered how many were sold?

Full 3 meal package? _____

Separate: Dinners? _____ Lunches? _____ Breakfasts? _____

Saturday Banquet? _____

If meal packages were not offered, what was available for breakfast? _____

Did you provide ringside meals? If yes, what and where? _____

Did you have members available to assist arriving and departing exhibitors with

Unloading/loading? _____

Airport pickup? _____ How many? _____

Airport delivery? _____ How many? _____

EMERGENCIES

Did you have a veterinarian at the show? _____ On call? _____

Was the vet needed? _____

Was there emergency medical care on site? _____ On call? _____

Was it utilized? _____

PHOTOS AND VIDEO

Who served as show photographer? (Name /address) _____

Were you pleased with the picture taking procedures? _____

Were you pleased with the photos? Why or why not? _____

Did your contract include a set of win photos for the club? _____

Did you have an official videographer? (Name/address) _____

Were you pleased with the quality of his work? Why or why not? _____

Was he paid by the host club, or did he work for the privilege of selling his video to the fancy? _____

WORKING DOG

Was there a working dog event(s)? If yes, what were they? _____

Was the site suitable for the events? If no, please explain. _____

How many entries were there? _____

Was there spectator interest? _____

Did you print a separate catalog for the working events? _____

GROUND

How was power supplied to the grooming tent? Hotel _____ Generator _____

Was power supplied to

ringside hospitality? _____ videographer? _____ concessions? _____

How many outlets were provided?

Grooming Tent _____ Ringside Hospitality Tent _____

Breed Ring (Video/ announcer) _____ Concession Tent _____

Please attach generator specifications: KVA/Feeders/Panels

What was the cost for the power? _____

Did you arrange for outdoor bathing of dogs? _____

How many faucets? _____ Warm water? _____ Was it enough? _____

Did you provide grooming/bathing tables or tubs? _____

How many? _____ Were there enough? _____

Number of trash cans supplied? _____ Were they adequate? _____

How many scooping tools were supplied? _____

Were they enough? _____ Were you able to sell them later? _____

Did you rent golf carts or other equipment for use at the show? _____ If yes, what and in what quantity?

Did you rent port-a-johns? _____ How many? _____

How many RVs requested space? _____

Could they all be accommodated on the show grounds? _____

What price was paid per space? _____

What was included? _____

How many vendors came to the show? _____

What price was paid per space? _____

STEWARDS

Did you have professional stewards? _____

Did you use Newfoundland Club members or people from other breeds? _____

Were they compensated? If yes, how? _____

Meals? _____ Transportation? _____ Rooms? _____

How many stewards were assigned to rings at one time? _____

Breed: _____ Obedience/Rally: _____

Did you have shifts? _____ Were assignments made in advance? _____

Were they adhered to or were there absentees, substitutions? _____

JUNIORS

Did you have any activities planned for juniors? If yes, what? _____

How many participants were involved? _____

Did you make any arrangements for child care (sitting services)? _____

What advice might help clubs plan for juniors? _____

EDUCATION

What seminars or educational programs were included in you specialty activities? On which day or evening?
Were they well attended? _____

JUDGES HOSPITALITY

Were judges in alternate or main hotel? _____

What special arrangements were made to entertain this year's panel? _____

Compensation? _____

TOP TWENTY

Did you have a Top Twenty? _____ Or did you have a showcase? _____

When was it held? _____

Describe how it was held. _____

Were refreshments served? If yes, what? _____

How were the judges chosen? _____

Did you have a catalog? _____ How many were printed? _____

Did you have a Peoples Choice? _____

Were the ballots available at Top Twenty or elsewhere? If elsewhere, describe elsewhere: _____

Did that work well? _____

Did you honor obedience dogs? _____

JUDGES EDUCATION SEMINAR

Did NCA have a JEC Seminar? _____

Did your club provide catalogs? _____ How many? _____

Did you need to arrange for any audio-visual equipment for the committee? If yes, please explain. _____

Where in relationship to the rings was seating blocked off? _____

INFORMATION FOR COMMITTEES

What special advice/information would you like to pass on to future committees? _____

Note: This survey can be modified as necessary.

NATIONAL SPECIALTY EVENT SURVEY

Dear Participant:

As participant at the National Specialty, please take a few minutes to tell us your thought about this National. A summary of the results will be forwarded to the host chairs and shared with future host clubs. Your feedback is important in planning future Nationals.

	Very Satisfied	Somewhat Satisfied	Neutral	Somewhat Dissatisfied	Very Dissatisfied
Overall, how would you rate the planning and organizing of this year's National Specialty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the registration process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate this year's location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the hotel accommodations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you stay at the host hotel? If not, where did you stay?

Was the host hotel your first choice or did you elect to stay offsite?

How would you rate the Fine Arts auction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the Consignment Shop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the following:					
a) Specialty Judges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conformation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Obedience/Rally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Agility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Top 20 Ceremony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What did you like best about the National?

What did you like least about the National?

Were the National committee response to your inquired or concerns?	<input type="checkbox"/> yes	<input type="checkbox"/> no
a) Was your call returned in a timely fashion?	<input type="checkbox"/> yes	<input type="checkbox"/> no
b) Was the problem resolved to your satisfaction	<input type="checkbox"/> yes	<input type="checkbox"/> no

If no, please explain:

Did you attend the education seminar?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Did you attend the NCA Annual Meeting?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Did you attend the banquet?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Are you an NCA member?	<input type="checkbox"/> yes	<input type="checkbox"/> no

How many National Specialties have you attended? _____

How many National Specialties have you attended in the past (5) five years? _____

	Much Better	Somewhat Better	Neutral	Somewhat Worse	Much Worse
Compared to other Nationals, how would you rate this National?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

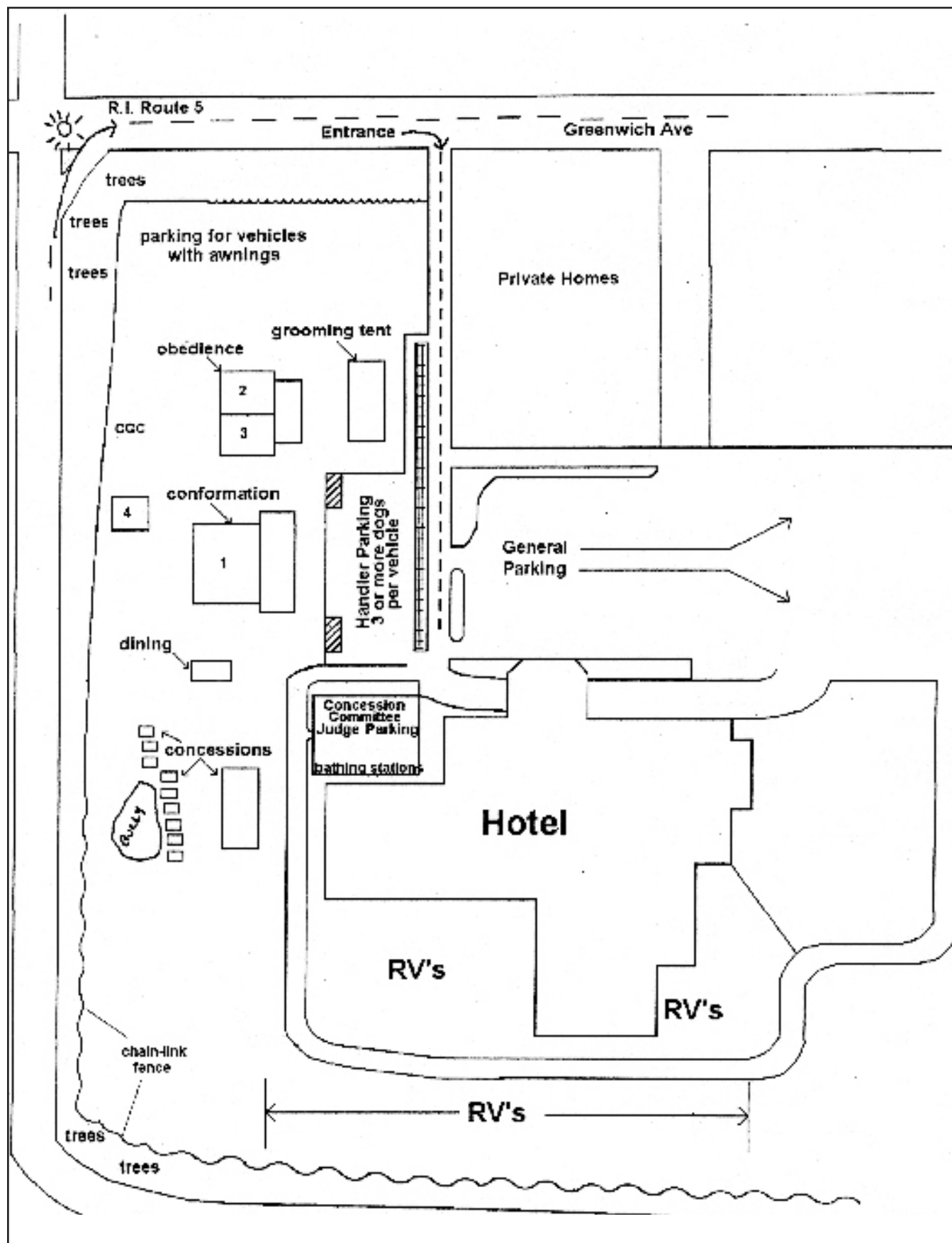
Additional Comments:

Thank you for taking the time to complete this event survey. Your feedback will enable future host clubs to continually improve the National Specialty. Thank you!

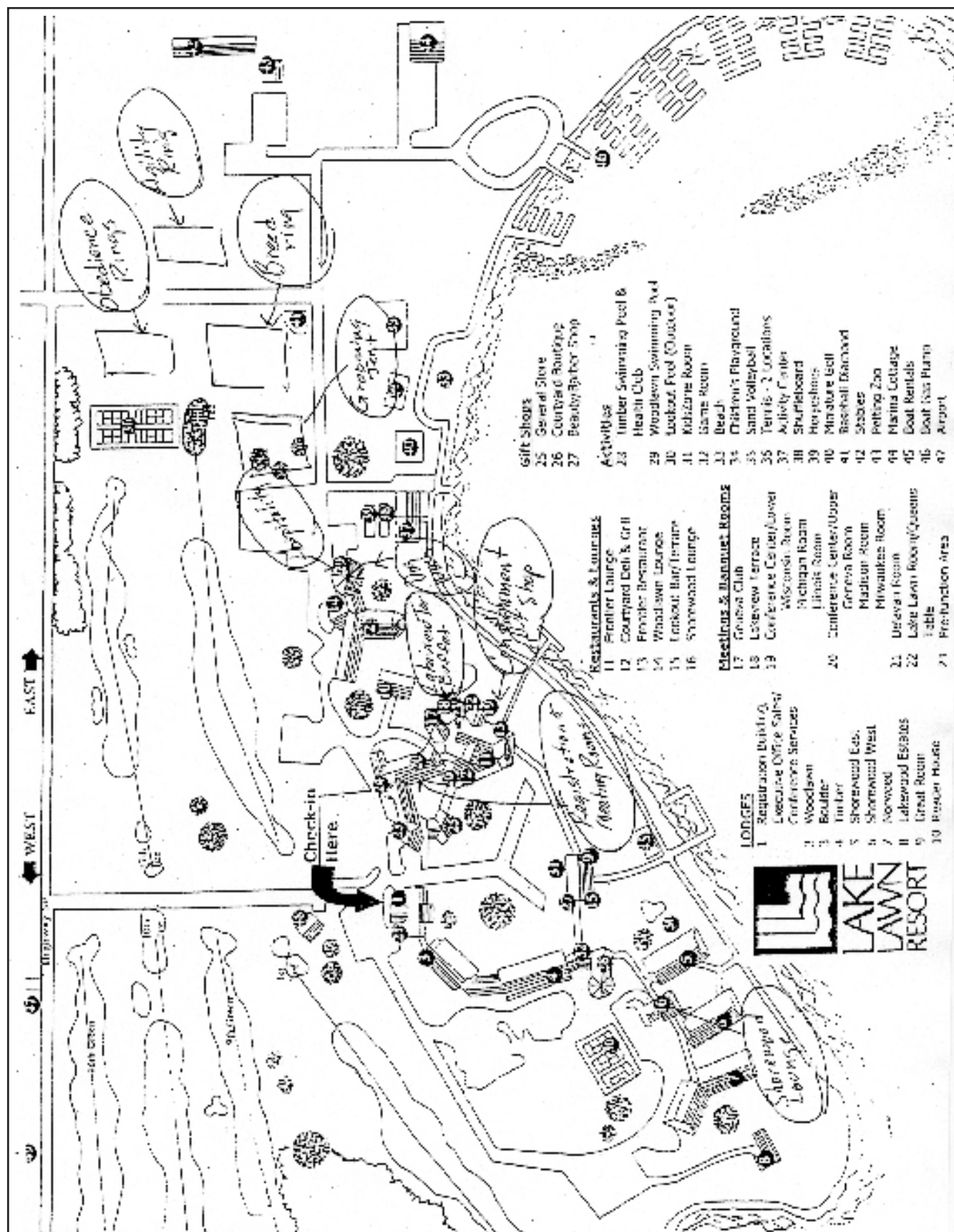
Print Name: (Optional) _____ Date: _____

Surveys may be dropped at the Hospitality Room or mailed directly to:

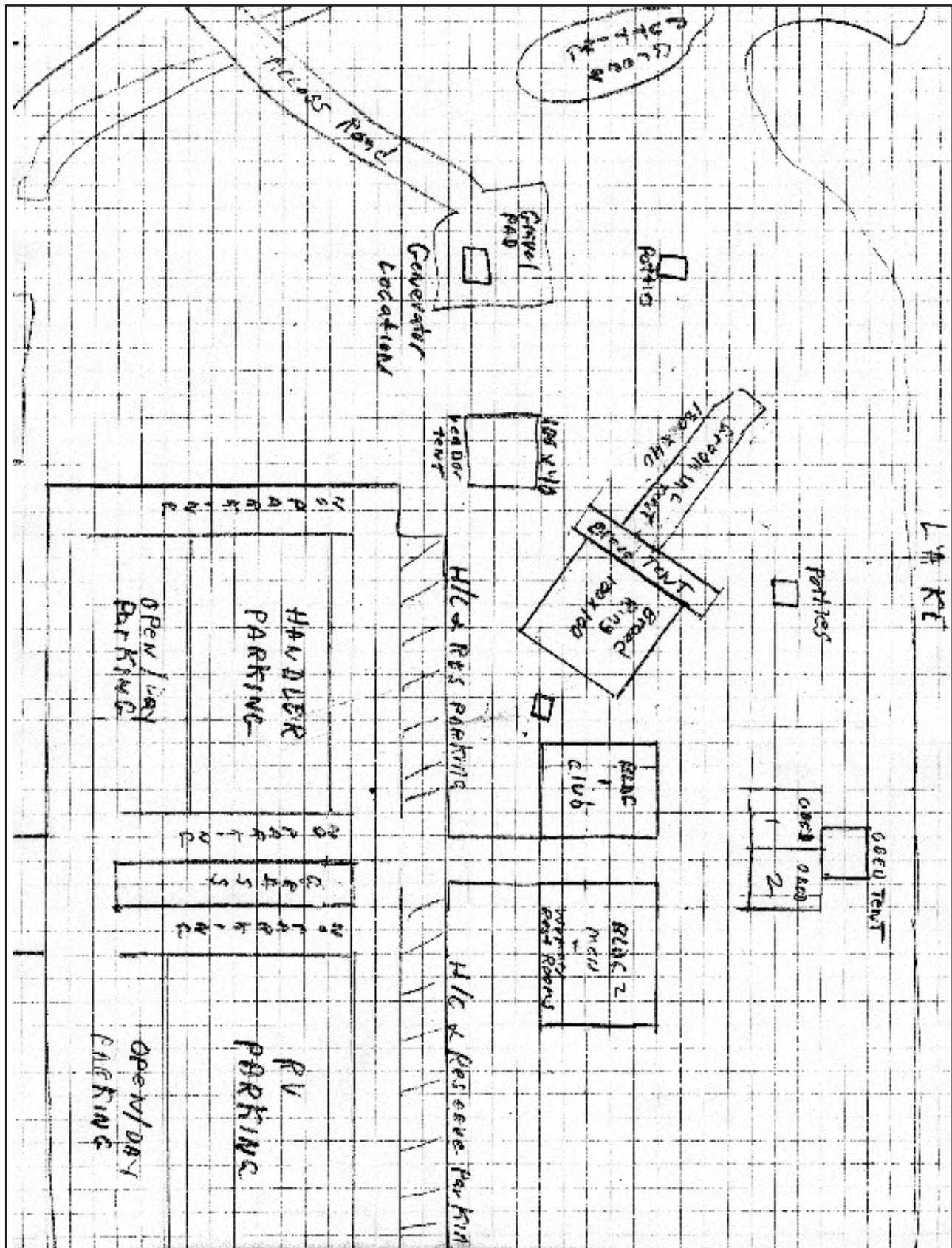
SITE PLAN 1



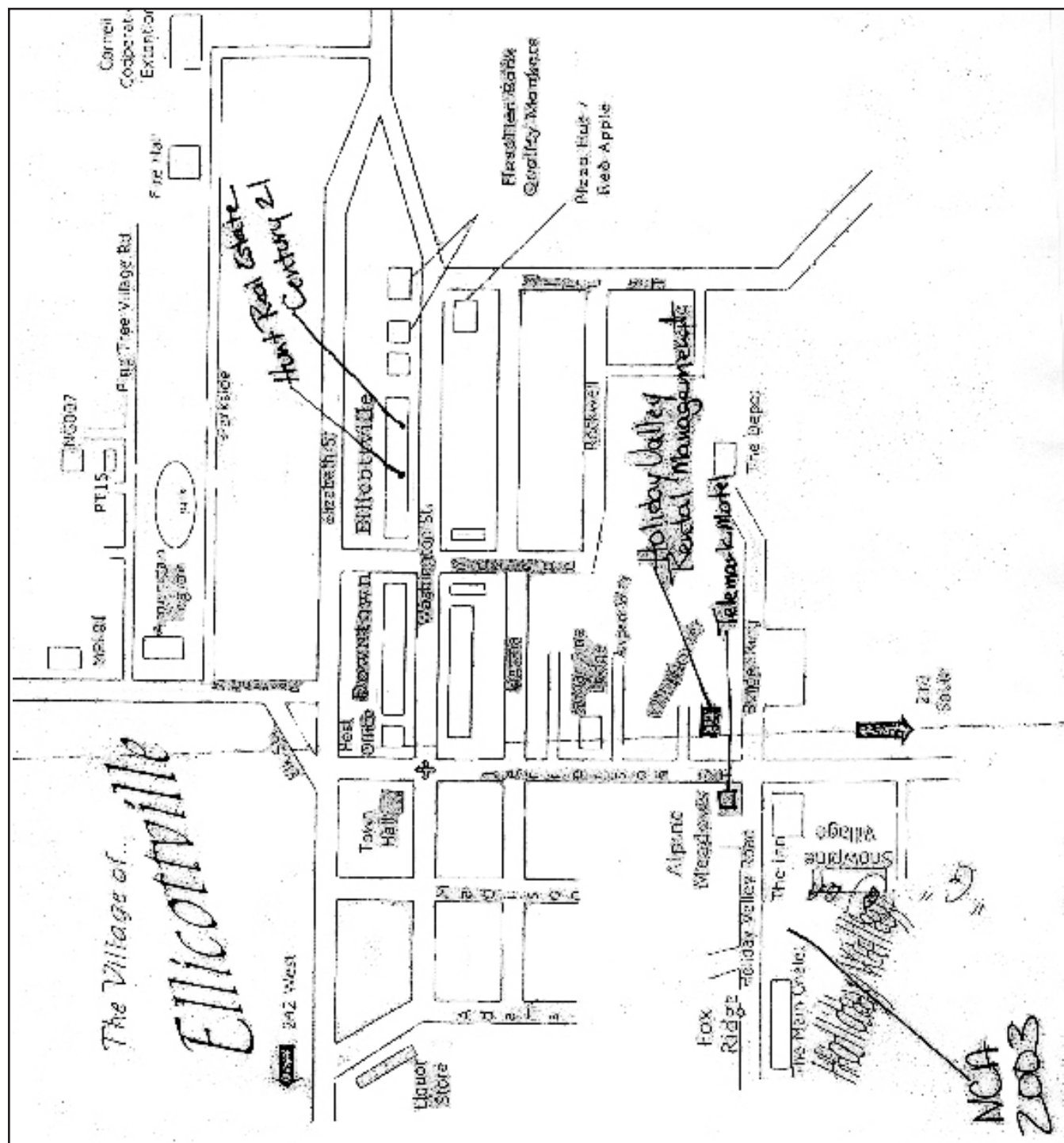
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