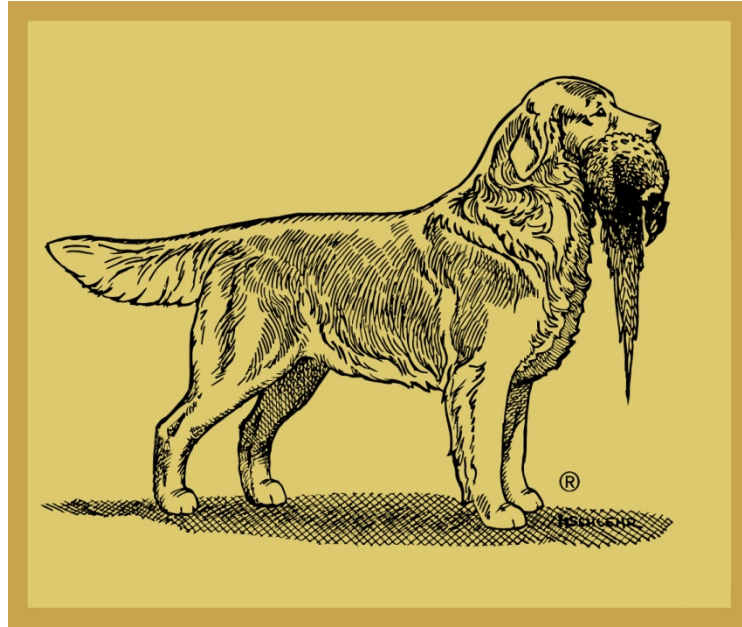


# GRCA



# NATIONAL SPECIALTY MANUAL

## **ACKNOWLEDGEMENTS**

Revising the National Specialty Manual has been a labor of love and, yes, sometimes drudgery. The National has become a huge event, AKC rules and regulations are constantly changing, technology becomes outdated in the blink of an eye; we find ourselves running hard just to keep in place.

We appreciate those who tread this path before us: Marion Andrews, John Shannon, Kathy Shannon, Don Burlett, and Peg Burlett. All contributed to previous incarnations of this work. To all those host clubs, General Chairs and committee chairs of previous Nationals—thanks for all your efforts to consistently offer not only one of the largest, but also one of the best Parent Club National Specialties in the country. Hats off!

For this 2017 Edition, we are particularly grateful to Glenda Brown who wrote the sections on the Field Events. And to the first Chairman of the current National Specialty Committee, Joyce Kinghorn, who participated in many of the opening sections and who organized us and got us started. Thanks for your vision, Joyce.

For those who use this Manual to host future nationals, hats off to you too! Hosting a National is a tremendous undertaking, but it is also extremely rewarding. If there are suggestions you'd like to make to improve either the Manual or the National itself, please let us know.

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*2017*



# GRCA NATIONAL SPECIALTY MANUAL

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## **2. INTRODUCTION**

### **PURPOSE OF THE NATIONAL SPECIALTY**

- To showcase all aspects of the Golden Retriever
- To provide educational opportunities
- To hold the Annual Meeting of the Golden Retriever Club of America
- To provide opportunities for social interactions

### **BASIC PRINCIPLES (Res. MY15-18)**

- The ultimate decision authority rests with the GRCA Board of Directors through the appointed National Specialty Committee.
- All National Specialty events are for Golden Retrievers only. No other breeds may be entered.
- Some events are required, some events are optional. See Pages 15-1 through 15-5 for a complete list.
- There will be only one of each event offered at the National Specialty. If the host club wishes to offer its own agility trial for Golden Retrievers only, in addition to the GRCA trial, that one event will be grandfathered in.
- Nearby all-breed shows, trials and tests are not to be included in the National Specialty schedule. They may be included in the premium list as "Other Events of Interest."
- Any National Specialty profit or loss will be split between GRCA and the host club on a 20%-80% basis. Any money advanced by GRCA for deposits or payments in full will be reimbursed by the host club before the books are closed for that National.

## **PHILOSOPHICAL APPROACH**

The increasing popularity of the Golden Retriever has resulted in a much larger GRCA and in increased interest in the National. As a result, the National has grown over the years into a large, complex undertaking that can intimidate some and stretch a host club's resources of people, time, and money to the limit. Any club thinking of hosting the National must consider their resources and scale the event to match them. It isn't necessary to keep increasing the size and complexity of the event every year. This has led to unrealistic expectations of the host clubs in their efforts to run a National. An intimate National is just as good an experience as one on the grandest scale. We hope to provide the tools and help to guide any club to conduct a National that everyone can enjoy.

### 3. BECOMING A NATIONAL HOST CLUB

#### THE BID

- Regional Vice President is in charge of soliciting clubs in their region to apply.
- Regional Directors and National Specialty Committee may assist in site visits and club meetings.
- Regional VP gives instructions to potential host clubs on obtaining the National Specialty Manual. Manual is available on GRCA website.
- Approval should be determined by Board at least three years in advance.

#### FACTORS TO CONSIDER

- It is **essential** for the host club to have a General Chairman who is highly qualified, organized and a good communicator. (See **Section 4** for more specific criteria.)
- Number of people. Core group of 30-40 for a three-year commitment. Another 50-100 to work during the event. Do not all have to be host club members; cast the net wide.
- Sites and facilities:

Conformation—Rings, vendors, grooming/crating, spectators, food concessions, judges' hospitality, sales and tickets, show superintendent, photographer, trophy display

Performance—May be on same site as conformation. If separate, consider distance, convenience for exhibitors, parking and above factors.

Field—a minimum of 600 acres with at least 3 separate pieces of water

Tracking—a minimum of 5 acres per TD track; 12 acres per TDX track

Additional—meeting rooms, meal events, parking—both RV and daily

#### THE APPLICATION

- Host club to complete the Application To Host GRCA National Specialty form (see *Appendix A*).

- Submit to Regional VP together with proposed schedule and a formal letter requesting consideration.
- Regional VP to forward these documents to the National Specialty Committee.
- NSC reviews, asks questions, performs site survey, and makes recommendation to Board.
- Board approves application; GRCA Secretary sends formal letter to host club General Chair with copy to NSC chair.

## IMPLEMENTATION

- Communication, communication, communication. Between members of the host club national specialty committee, between the host club and the GRCA NSC, between both of these and the GRCA Board.
- Contracts. Those for superintendents, sites, hotels, and other large items (not judges' contracts, catering or photographers) must be submitted to the GRCA NSC and the Legal Committee for approval. They are then sent to the GRCA Treasurer who will sign them and issue checks. Facilities payments will be paid up front by GRCA. The amounts will be reflected in the host club's Financial Report and will be paid back to GRCA before a profit is declared.
- AKC applications. All are to be completed, except for signature, by the host club. They are sent to the GRCA Secretary for signature and application fees. The GRCA Secretary will then submit **in one package** to AKC for processing. [These forms can be downloaded from the AKC website.](#)

## 4. GENERAL CHAIRMAN SELECTION AND RESPONSIBILITIES

**GENERAL CONSIDERATION:** Selection of a General Chairman is the most important decision a host club will make. The temperament and skills of the Chairman will set the entire tone for the National and will determine its success. Good communication skills and good organizational skills are VITAL. Chair should be selected **before** the Host Club submits their application.

**TIME COMMITMENT:** At least a 3-year assignment

### BUSY PERIODS

- Organizing and Planning
- Finalize sites, judges, merchandise, etc – two years out
- Premium list, catalogs, trophies
- 2-3 months post-National: final reports, thank you notes, final financial report
- 

### REQUIREMENTS

- Experience chairing a major dog event or experience chairing large non-dog events such as seminars or conferences
- Working knowledge and participation in dog events
- Organizational skills, communication skills. ability to delegate, decision maker, work well with people, able to resolve conflicts within committees, GOOD sense of humor
- Dedication and commitment to the National Specialty

### DUTIES

- Organize NS committee (both local members and workers from other parts of the US)
- Maintain balance between various events and activities ensuring proper allocation of time and resources
- Work with NS Treasurer to establish a budget for each event
- Establish an NS schedule, coordinating with GRCA, National Specialty Committee, GRF, rescue, etc)
- Maintain contact with GRCA Board of Directors, especially the Regional Vice President and the National Specialty Committee.
- Complete all necessary AKC and GRCA event applications and submit them to the GRCA Secretary. GRCA Secretary will sign and forward to appropriate AKC or GRCA contact.
- Prepare Premium list. The National Specialty Committee will proofread before sending to Superintendent.

- Prepare and proofread information to be published in GRNews.
- Coordinate with NS Treasurer so final financial report as submitted to GRCA is complete, accurate, and on time.
- Prepare a detailed report for the GRCA Board and the NSC chair
- Write letters of appreciation to committee members, hotels, judges, suppliers and anyone else deemed appropriate
- Serve on all show and trial committees.
- Coordinate with the National Specialty Results Committee to make sure all write-ups and appropriate photos of all events are submitted to the GRNews according to requirements.
- May not need to walk on water; should be able to wade.

## **PARTICIPATION IN SPECIALTY EVENTS**

- The General Chair should not show or run a dog in any of the competitive Specialty events, except a Parade.
- Should be familiar with AKC regulations on this subject.
- By custom, the Conformation Chair and Conformation Judges Hospitality Committee also should not exhibit.
- The decision on who may not exhibit should be made early in the organizational stages and a statement of the policy should be in the Premium List.

## 5. NATIONAL SPECIALTY FINANCIAL CONSIDERATIONS

- GRCA is responsible for down payments (deposits) for facilities, land, and superintendent, if necessary. The host club will reimburse GRCA for these deposits prior to the completion and submission of the profit/loss statement.
- The GRCA Treasurer is responsible for providing these checks.
- When all national bills have been paid, the club will declare a profit or a loss.
- **GRCA will receive 20% of the profit; the host club will retain 80%.** Should a loss be suffered, GRCA will pay the host club for 20% of this loss.

### MERCHANDISE

- Merchandise purchased by the host club to be sold via the internet will be processed through the GRCA store. The host club will not set up their own e-commerce account. The host club will work closely with the GRCA Sales Manager and Webmaster to make sure this is handled easily and efficiently. Separate accounts and reports will be maintained. (Res 15-32)

### RSVP ORDERS

- The host club will be responsible for appointing an RSVP Person to handle orders for event tickets. This person will report to the host club National Treasurer. Merchandise ordered in this fashion will be directed to the Sales Manager for the host club.

### FUNCTIONS

- GRCA functions such as health clinics or seminars must have payment made directly to GRCA.
- Functions put on by the Golden Retriever Foundation (GRF) must handle their own event tickets.

## 6. GENERAL SITE REQUIREMENTS

**ADEQUATE PARKING**—Past event records should indicate the approximate number of vehicles to be anticipated. Considering this information, parking would be needed for 75% of the entry.

**GRCA TROPHY DISPLAY AREA** – A large storage room/building that can be locked for security.

**GRCA, GRF, SPONSOR, HOST CLUB(S) BOOTH SPACE**-- Large spaces (minimum 10'x25') should be set aside in a prime location near conformation rings for the GRCA booth, GR Foundation booth, Purina (or similar sponsor), the current year's host club merchandise and catalog sales, as well as the next year's host club merchandise sales. Designated area should be in a high traffic area set apart from other vendors.

**GRASS** – Consideration should be made for adequate grass or designated areas for exercise pens in close proximity to the facility for airing of dogs.

**HEALTH CLINIC SPACES/ROOMS**— For Eye and Heart Clinics. Also for DNA Blood Draw Clinic, PU Research Clinic and others which usually occurs over 3 or 4 days at show site and also at field grounds.

**HOTELS** – Consideration should be made for adequate hotels reasonably close to the show site. One hotel should be designated for GRCA and GRF board members, certain committee members, and judges. Housing service (*like [Connections Housing](#)*) should be used to manage reservations.

**MEETING SPACE** – For Annual Meeting with seating for approximately 200 attendees.

**PHOTOGRAPHER** – A designated and isolated area for “win” pictures to be taken, perhaps even individual computers to be set up to view proofs. Area should be at least a double-size vendor area.

**RESULTS COMMITTEE**—Set up needs to be close to the inside ring stewards' table. Need easy access to ring stewards and to announcer. Need wi-fi access. Also need space (table) at performance events: obedience, rally, agility.

**RAFFLE SPACE** – Most National Specialties host a large raffle (great money-maker). Please be sure there is sufficient room to display the raffle items. Inside area is preferable, but under tents with sides is acceptable.

**RV PARKING SPACES** – 100 spaces should be the goal (preferred), with 75 spaces as a minimum, with electrical and water hookups if possible. If sewer hookups are not available, a honey wagon service should be available. RV space sizes should ideally be 25'x40', with 20'x40' sizes being adequate and 15'x40' spaces as a minimum (and not preferred).



**SEMINAR SPACE**-- Could be scheduled on separate days, thus one space/room required for the NS Health seminar as well as the Breeders' Education and Judges' Education seminars.

**SHOW SUPERINTENDENT**—Designated area near show rings with tables and chairs

**VENDOR SPACE** --Usually 10 x 10 spaces per vendor, although some like two spaces. Expect potentially 15 – 40 vendors. This should be in a central area, usually close to the conformation rings. Maximum vendor participation will be gained if allowed to set up inside a building. If venue is outside, vendors usually have their own pop-up tenting with sides.

**WELCOME DINNER** --An area for a catered Welcome Dinner, or perhaps a large restaurant or ballroom at a hotel. This same area could potentially be used for the GRF Gala.

**WI-FI ACCESS**--Wireless high-speed internet access is an absolute necessity at the show site. The superintendent, the photographers, the Results Committee, the vendors, including GRCA, all need wireless internet access to perform their jobs. If the site does not have wireless internet access, it must be brought in and paid for by the host club.

## **CONFORMATION VENUE SITE REQUIREMENTS**

**RINGS**--Two (2) side-by-side rings approximately 50' x 80' each, total area of 100' long x 80' wide. The two rings will be combined by removing the center ring gates for BOB. Remember to allow space ringside for private chairs. Check on availability of bleachers and rent if feasible and there is enough room.

**JUDGES' EDUCATION ATTENDEES**--Must have an area blocked off ringside with seating for Judges' Education attendees.

**TROPHIES AND ROSETTES DISPLAY**--An area to display the trophies/rosettes which is easily accessible to the rings. Would be ideal to have such an area for each event-- close to the conformation rings for the conformation trophies/rosettes, close to the obedience rings for the obedience trophies/rosettes, etc.

**HOLDING AREA**--An area adjacent to rings where dogs/handlers can wait for their class to be called to avoid dog congestion around the ring entrance/exit. Separate exit gate also helpful. It is suggested that a minimum area 20-25' deep be available immediately outside the ring entrance to allow room for dogs and handlers waiting to go in for the next class.

**GROOMING AREA**—The space selected for the grooming area should be able to accommodate 175-200 individual 10' x 10' spaces. Add to that area the space needed

for aisles; check with the fire marshal or the facility on safety requirements for the required width of aisles. A minimum of 25,000 square feet will be needed.

- The spaces need to be marked with chalk or tape and numbered prior to set up day. A map with names needs to be provided to all exhibitors with reserved spots and should also be posted in the Grooming Area and on the National website.
- Indoor grooming is preferred, but if outdoor grooming is necessary because of the facility, all grooming should be outside under tenting or cover. Do not split reserved grooming into inside and outside areas.
- AKC requires all clubs to set aside an area for grooming/crating. "Day-of-event" grooming must be provided that is reasonable in size for the entry of the show. A club holding a conformation event may, at its option, offer reserved grooming/crating space for a fee, provided that it makes available, at no charge in addition to the entry fee for the show, a reasonable amount of grooming/crating space of equal desirability to the exhibitors. Such free space need not include additional services such as the availability of electrical hookups.
- Any club desiring to offer such paid reserved grooming space shall submit, with its application to the American Kennel Club for the holding of the event, a plan detailing the paid and unpaid space, which shall be subject to American Kennel Club approval.
- Check the availability of adequate electrical outlets. If not readily available, check out the feasibility of renting generators. Be sure to inquire about the amount of power available keeping in mind that 200+ blow dryers could be active at any given time. Some dryers can use up to 20 amps. Average blow dryers use between 8-15 amps each.
- In the event that grooming reservations exceed expectations, it is highly recommended that an area for overflow grooming be provided.

**BATHING AREA**--An area for 5-7 booster baths adjacent to the grooming area with sufficient room between the booster baths. Area should have access to water (warm water is a plus, but not mandatory) with enough water pressure to service 5-7 hoses. Good drainage is a must.

**TENTING**--If the show is held outside, a large tent must be rented and set up over the entrance side of the conformation ring. This will generally house the ring stewards, some workers and possibly the Judges Education participants. Armbands may be given out under this tent, but not at the ring entrance. Smaller tents can be erected to shade

the dog holding area. Some public shade should also be provided for spectators. Private canopies may be erected in a designated area, close to, but not adjacent to the rings. The goal is both shade and viewing for all.

## **OBEDIENCE/RALLY TRIALS SITE REQUIREMENTS**

**RINGS** – Usually 3 – 5 rings are required (40' x 50' each), depending on the expected entry, away from heavy traffic areas, preferably in a quiet location. At least 2 rings should butt up against each other so they can be opened up into 1 ring for team competition and perhaps for Rally (if offered). Rings located in the same building as conformation are desirable, but may not always be feasible. A separate location on the same grounds is the next best choice. A building several miles away should be used only in extreme cases.

**CRATING** – A feasible estimate of entries must be compiled. Room for crating for each dog expected should be available at a reasonable distance from the rings. Each dog should be allotted a space the size of a large crate – 2' wide x 4' long at a minimum. Be sure to allow for aisles in crating area.

## **FIELD EVENTS SITE REQUIREMENTS**

**FIELD TRIAL**--Four (4) stakes will be conducted in three days. Therefore, adequate land no smaller than 600 acres is necessary in order to allow adequate space between stakes for safety and to minimize gunshot distractions from nearby stakes. At least one nice pond should be available for each stake. It is preferable to have all-weather roads available on the property, but, if not available, the land owner needs to be aware that potentially 100-150 cars and dog trucks may be driving on the property at any given time. A written contract with the land owner should be secured.

**WC/WCX**--It is preferable that locations different from the field trial/hunt test be used. However, if the WC/WCX takes place 4-5 days after the field trial/hunt test, the same grounds can be used.

**HUNT TEST (if offered)**--More land will be required if a hunt test is being offered. Attempting to use the same grounds for the field trial and a hunt test will result in overuse of the land and cover and can impact the scenting conditions and dog performance. If the same location is used, a minimum of 800 acres with at least 5-6 nice ponds should be available.

**BIRD STORAGE**--A pen or barn area may be required to house the birds for the duration of the field events.

**BANQUET FACILITIES**--Restaurant or banquet area should be convenient to host the Field Trial Welcome Dinner prior to, or on the evening of the first day, and the Field Trial

Awards Banquet at the conclusion of the field trial. These do not have to be held in the same place; the Welcome Dinner can be outside and informal, while the Awards Dinner needs to be inside because of the display and awarding of the trophies.

## **TRACKING TESTS SITE REQUIREMENTS**

Grounds suitable for 12 TD and 6 TDX maximum. TD tracks are 440-500 yards long with 75 yards between tracks or about 5 acres per track. TDX tracks are 800-1000 yards long with 100 yards between tracks or about 12 acres per track. Host club should decide how many tracking entries they will allow and provide adequate grounds for each.

## **AGILITY TRIAL VENUE SITE REQUIREMENTS**

**RINGS**--Two rings approximately 100' x 100' with an appropriate surface (grass, dirt, turf, etc.) with adequate area in close proximity for adequate crating is required. There should be room outside the rings to store equipment not being used, and a covered or indoor area with access to electricity for the trial secretary and the judges (2-3 8' tables will suffice).

**CRATING** – A feasible estimate of entries must be compiled. Room for crating for each dog expected should be available at a reasonable distance from the rings.

## **CCA VENUE SITE REQUIREMENTS**

An indoor or outdoor area large enough to permit three evaluators to examine each dog both standing and moving. A minimum area of approximately 50 feet square is recommended. The surface should be appropriate for dogs to be “moved” in a conformation pattern for evaluation. Also need a separate area for check-in, measuring, photographs and scoring.

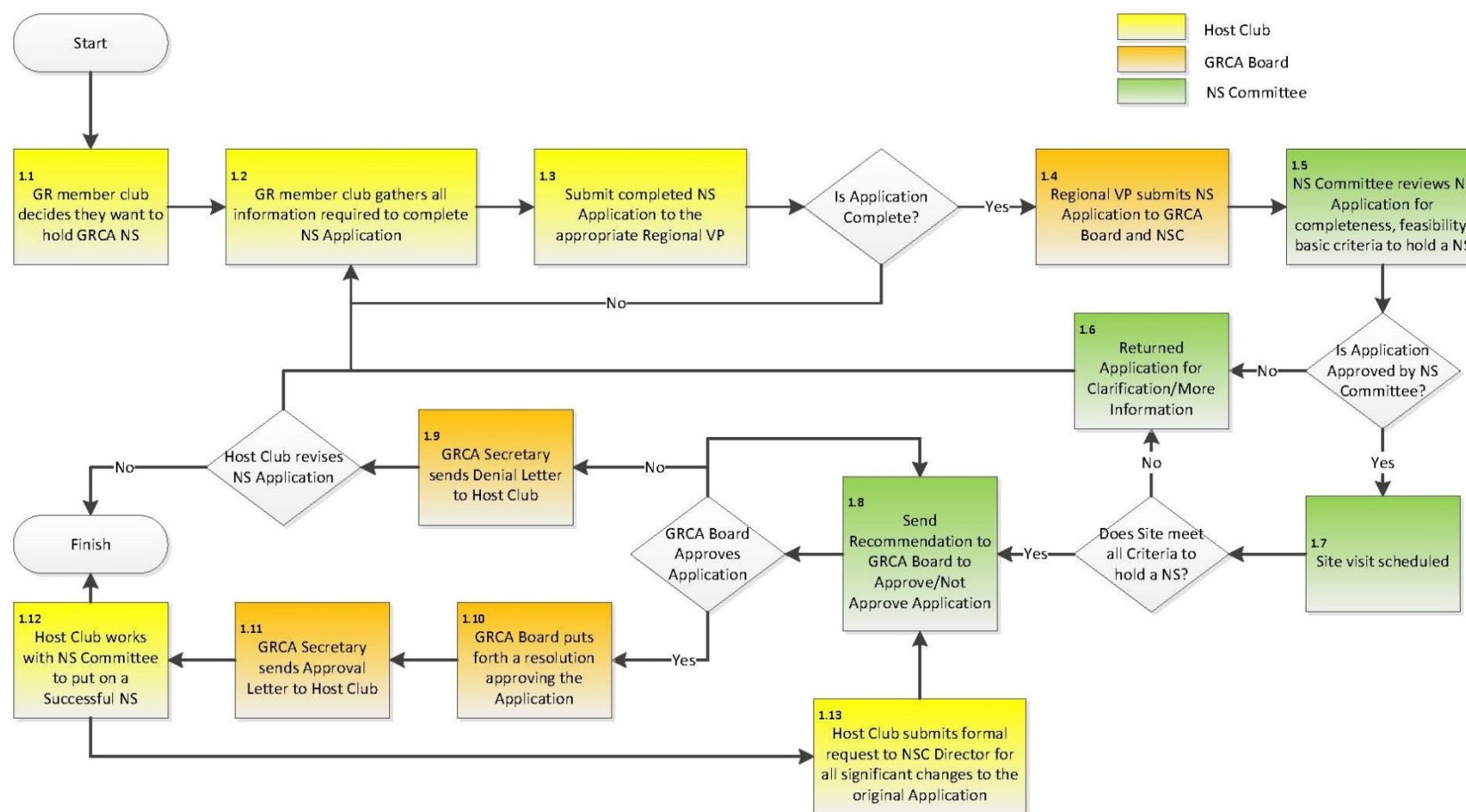
## 7. APPLICATION PROCESS

1. A local club contacts their Regional Vice President stating their interest in hosting a National Specialty. The Regional VP sends the club the ***Application to Host the GRCA National Specialty*** (see *Appendix*) along with the link to the ***National Specialty Manual*** on the GRCA website.
2. The local club gathers all the information required to complete the application. All requirements for hosting a National Specialty are found in the NS Manual. **The selection of a General Chair is the most important decision a host club will make.** This person must walk on water, be a good communicator, a team player, have the ability to meet deadlines, manage a large group of volunteers, and remain sane. If such a person is not available, do not fill out the application.
3. The potential host club completes and submits the application to the appropriate GRCA Regional Vice President.
4. The GRCA Regional Vice President reviews the application for completeness. If the application is complete it is forwarded to the National Specialty Committee (NSC). If the application is not complete it is returned to the potential host club with a summary of the missing information.
5. The application is reviewed by the NSC for completeness, feasibility and the basic criteria to hold a National Specialty. The NSC will follow-up with the potential host club as necessary.
6. If the application is incomplete or the NSC has questions or concerns regarding the feasibility of the host club's application, the application will be returned to the Host club with a summary of the questions or concerns.
7. Once the application is approved by the NSC, a site visit is scheduled to inspect the show, performance and field venues. A minimum of one (maximum of two) experienced inspectors, either on the NSC or selected by them, will perform the site inspection. Travel expenses to be reimbursed by GRCA.
8. The NSC submits the Application and Site Survey Form to the GRCA Board of Directors with their recommendations to either approve or not approve the host club's application.
9. After review and discussion, the GRCA Board can deny the application, return it to NSC with questions, or introduce a motion to approve the application. If the application is denied, the GRCA Secretary sends a Denial Letter to the host club

stating the reasons for the denial. It's then up to the host club to determine if they want to revise the application and re-submit it through the approval process.

10. The GRCA Board puts forth a resolution approving the host club's application. The Resolution number will be noted on the Application for future reference.
11. Once the resolution is passed, the GRCA Secretary will send an Approval Letter to the Host Club notifying them that their application has been approved.
12. The host club works with the NSC to put on a successful National Specialty.
13. If changes to this event occur any time after the Application is approved (i.e. venue, location, dates, etc.) the General Chairman must immediately submit a formal request to the NSC Director citing the specific reasons for the change and include a revised Application form. If there is a change in venue or location, NSC may require another site survey visit to verify its suitability. Once the NSC reviews and approves the change, they will submit it to the GRCA Board. After review and discussion, the GRCA Board can introduce a motion to amend the original resolution with the necessary change(s).

## 8. APPLICATION PROCESS (FLOWCHART)



## 9. NATIONAL SPECIALTY EVENTS AND CLASSES—REQUIRED AND OPTIONAL

### CONFORMATION EVENTS AND CLASSES

Conformation is a <b>REQUIRED</b> event. Classes are for both dogs and bitches		
<b>REQUIRED CLASSES</b>		
<b>Regular</b>		
Puppy 6-9 months		Amateur-Owner-Handler
Puppy 9-12 months		Bred-by-Exhibitor
Junior 12-15 months		American Bred
Junior 12-18 months		Open
Novice		Best of Breed
<b>REQUIRED CLASSES</b>		
<b>Non-Regular</b>		
Veteran 8-10 years		Field Trial
Veteran 10-12 years		Stud Dog
Veteran 12+ years		Brood Bitch
Hunting Retriever		
<b>OPTIONAL CLASS</b>		
	Brace	

### SWEEPSTAKES: Puppies, Veterans, Gundogs

All Sweepstakes Events are <b>OPTIONAL</b> , but it is strongly encouraged that these classes be offered.		
<b>Sweepstakes—for both dogs and bitches</b>		
Puppy 6-9 months		Best in Sweepstakes
Puppy 9-12 months		Best of Opposite Sex
Junior 12-15 months		
Junior 15-18 months		
<b>Veteran Sweepstakes—for both dogs and bitches</b>		
Veteran 8-10 years		Best Veteran in Sweepstakes
Veteran 10-12 years		Best of Opposite Sex
Veteran 12+ years		
<b>Gundog Sweepstakes—for both dogs and bitches</b>		
Junior Hunter Title		Best Gundog in Sweepstakes
Senior Hunter Title		Best of Opposite Sex
Master Hunter Title		
** (Two Star Dogs)		
*** (Qualified All-Age)		



## JUNIOR SHOWMANSHIP

Junior Showmanship is a **REQUIRED** event. The host club may decide on which classes are to be offered.

## CERTIFICATE OF CONFORMATION ASSESSMENT (CCA)

The CCA is an **OPTIONAL** event. However, it is *strongly* recommended that a host club offer at least two CCA flights.

## PERFORMANCE EVENTS AND CLASSES

<b>OBEDIENCE</b>		
Obedience is a <b>REQUIRED</b> event. Some classes are optional.		
<b>REQUIRED CLASSES</b>		
Novice A	Utility A	Veterans Open
Novice B	Utility B	Veterans Utility
Open A	Graduate Novice	Team
Open B	Veterans Novice*	

<b>OPTIONAL CLASSES</b>		
Novice Preferred	Veterans Novice 10+ Yrs	Open Wild Card
Open Preferred	Beginner Novice A	Utility Wild Card
Utility Preferred	Beginner Novice B	Brace
Versatility	Graduate Open	
Veterans Novice 8-10 Years	Novice Wild Card	

*\*Resolution 16-05 allows the host club the option of splitting the Veterans Novice class into two classes divided by age (8-10 Years and 10 Years & over).*

<b>RALLY</b>		
Rally is an <b>OPTIONAL</b> event. If offered, the classes are:		
<b>REQUIRED CLASSES</b>		
Novice A	Advanced A	Excellent A
Novice B	Advanced B	Excellent B
<b>OPTIONAL CLASSES</b>		
Pairs	Team	

<b>TRACKING</b>		
Tracking is a <b>REQUIRED</b> event.		
<b>REQUIRED TESTS</b>		
Tracking Dog		Tracking Dog Excellent
<b>OPTIONAL TESTS</b>		
Variable Surface Tracking		Urban Dog Tracking

<b>AGILITY</b>
Agility is an <b>OPTIONAL</b> event. It is the only event that may also offer one day of competition in the host club's name, giving competitors two days of competition.

If agility is offered, Standard and Jumpers with Weaves classes are **REQUIRED**.

<b>Standard Classes</b>			
Novice A 20"		Novice B 26"	Excellent 24"
Novice A 24"		Open 20"	Excellent 26"
Novice A 26"		Open 24"	Master 20"
Novice B 20"		Open 26"	Master 24"
Novice B 24"		Excellent 20"	Master 26"

<b>Standard Preferred Classes</b>			
Novice A Preferred 16"		Open Preferred 16"	Master Preferred 16"
Novice A Preferred 20"		Open Preferred 20"	Master Preferred 20"
Novice B Preferred 16"		Excellent Preferred 16"	Premier Preferred 16"
Novice B Preferred 20"		Excellent Preferred 20"	Premier Preferred 20"

<b>Jumpers with Weaves Classes</b>			
Novice A 20"		Novice B 26"	Excellent 24"
Novice A 24"		Open 20"	Excellent 26"
Novice A 26"		Open 24"	Master 20"
Novice B 20"		Open 26"	Master 24"
Novice B 24"		Excellent 20"	Master 26"

<b>Jumpers with Weaves Preferred Classes</b>			
Novice Preferred 16"		Excellent Preferred 16"	Premier Preferred 16"
Novice Preferred 20"		Excellent Preferred 20"	Premier Preferred 20"
Open Preferred 16"		Master Preferred 16"	
Open Preferred 20"		Master Preferred 20"	

If Agility is offered, the following classes are **OPTIONAL**:

**FAST Regular Classes**

Novice A 20"		Novice B 26"		Excellent 24"
Novice A 24"		Open 20"		Excellent 26"
Novice A 26"		Open 24"		Master 20"
Novice B 20"		Open 26"		Master 24"
Novice B 24"		Excellent 20"		Master 26"

**FAST Preferred Classes**

Novice Preferred 16"		Open Preferred 20"		Master Preferred 16"
Novice Preferred 20"		Excellent Preferred 16"		Master Preferred 20"
Open Preferred 16"		Excellent Preferred 20"		

**Time-2-Beat Classes**

Regular 20"		Regular 26"		Preferred 20"
Regular 24"		Preferred 16"		

**Premier STD Classes**

Regular 20"		Regular 26"		Preferred 20"
Regular 24"		Preferred 16"		

**Premier JWW Classes**

Regular 20"		Regular 20"		Preferred 20"
Regular 24"		Regular 24"		

**ISC Non-Regular (International Sweepstakes Competition)**

26"		Regular 24"		Preferred 16"
Regular 20"		Regular 26"		Preferred 20"

## **FIELD EVENTS AND CLASSES**

### **FIELD TRIAL**

The Field Trial is a **REQUIRED** event.

#### **Required Stakes**

Open	Qualifying
Amateur	Derby

**OPTIONAL Stakes:** Puppy Stakes for puppies 6 months to 12 months. (Non-steady singles.)

There is no need for a Limited, Special, Owner-Handler Amateur or Owner-Handler Qualifying stake.

### **WORKING CERTIFICATE/WORKING CERTIFICATE EXCELLENT**

The WC and WCX are **REQUIRED** events.

Working Certificate	Working Certificate Excellent
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### **HUNTING TEST**

The Hunting Test is an **OPTIONAL** event.

Although this is an optional event, it is extremely popular and should be offered if there are adequate grounds and resources. More than one flight in each stake will have to be prepared for.

Junior	Senior	Master
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*Approved per Resolution MY 16-28*

## **10. EVENTS NOT TO BE OFFERED AT A NATIONAL SPECIALTY**

There are an increasing number of events in which Golden Retrievers can participate. In order to keep the National Specialty at a manageable level and still offer GRCA member clubs the opportunity to host a National, the following events are currently not to be offered.

### **Classes Not To Be Offered:**

Puppies 4-6 months

*(Resolution MY15-13: Established that 4-6 Month Beginner Puppy Classes will not be allowed at any National Specialty.)*

### **Events Not To Be Offered**

Barn Hunt

Canine Good Citizenship

Dock Diving

Trick Dog

Upland Game (Spaniel) Hunt Test

Coursing Ability Test (CAT)

Fast CAT

Earthdog

Herding

Lure Coursing

*Approved per Resolution MY 16-28*

## 11. PROCEDURES FOR ESTABLISHING NEW EVENTS AND CLASSES

Should a host club wish to offer one of the above or a similar new event, it **must** contact the National Specialty Committee outlining what event or class it wishes to offer, how it would fit into the schedule, and what organization would be responsible for it. The GRCA Board of Directors would make its decision on a case-by-case basis based on the advice of the NS Committee.

## **12. ROLE OF GRCA**

### **OFFICERS AND COMMITTEE CHAIRS**

#### **National Specialty Committee (NSC)**

- First source of information for host club for all National questions
- Reviews application and contracts, provides recommended changes, sends final documents to GRCA Treasurer and/or GRCA Legal Committee
- Establishes liaison with host club and communicates frequently
- Proofs premium list
- Works with host club to set show schedule

#### **GRCA Secretary**

- Receives completed AKC application forms from host club, reviews, signs and submits to GRCA Treasurer for payment
- Receives official notification from AKC and communicates same with host club
- Gathers and submits to national hotel the names and arrival/departure date of Board members. Host club to reserve block of 25-30 rooms at time hotel contract is signed.

#### **GRCA Treasurer**

- Receives signed AKC application forms from Secretary and submits to AKC with payment
- Reviews all major contracts (sites, superintendent, etc.), signs for GRCA and submits payments as required
- Manages basic insurance policies and riders for GRCA and for the National. Host club to supply proof of insurance to facilities and/or landowners.
- Sends checks to host club for loans and contributions upon request from host club
- Sets up GRCA master account at national hotel

#### **GRCA Regional Vice President**

- Responsible for finding host club within designated region
- Oversees and mentors application process

#### **GRCA Sales Manager**

- Provides assistance and guidance with merchandise selection
- Provides assistance and guidance with logo selection and suitability for transfer to garments

- Manages GRCA store and sends reports of National sales to host club

#### **GRCA Webmaster**

- Provides links from GRCA website to National Specialty Website.

#### **Club Banner Chair**

- Arranges for shipment and display of the GRCA banner and the club banners
- Coordinates with host club on appropriate location

#### **Field Education Committee**

- Provides advice on potential field event sites
- Provides Tip Sheets for Marshalls, Workers, Gunners

#### **Trophy Curator**

- Responsible for all GRCA challenge and perpetual trophies.
- Coordinates with host club regarding appropriate place to display, present, and safeguard trophies
- Provides updated list of trophies to be included in the National catalog (not the premium list)

#### **National Specialty Results Committee**

- Responsible for gathering, posting and submitting all results of all National events
- Responsible for identifying and submitting all photographs to the GRNews.
- Host club to provide space at show site

#### **National Specialty Health Clinics and Seminar Coordinator**

- Responsible for planning, organizing and promoting appropriate Health Screening Clinics at the National Specialty
- Responsible for planning, organizing and promoting Educational Health Seminars at the National Specialty
- Works with host club to plan all of the details, scheduling and venues



## **FINANCIAL CONTRIBUTIONS**

### **GRCA Loans**

- \$6,000. Upon request from host club after application is approved.  
(Res 83-3, 93-33)
- \$2,000. Upon request from host club one year out from National Specialty.  
(Res MY 05-36)
- Loans must be paid back within 90 days of the close of the Specialty.

### **GRCA Contributions**

- \$ 800. Trophies. \$100 each for the “Big Eight” Trophies  
(BOB, BOS, HIT, HC, Agility, Agility Preferred,  
1st in Open Stake, 1st in Amateur Stake.)
- \$ 250. Annual Meeting. (Towards cost of room and refreshments)
- \$1,500. Mailing and printing.
- \$ 500. Grounds and maintenance.

(Res 83-3, 93-14, 13-35)

### **Contracts** (Also see Section 3, under Implementation)

- Contracts for show sites, facilities, land, hotels, superintendents, or other large ticket items must be submitted to the GRCA Treasurer who will then submit it to the GRCA Legal Committee for review and approval. Once approved by the Legal Committee, the GRCA Treasurer will sign the contract on behalf of GRCA and issue a deposit payment. The deposit amounts will be reflected in the host club’s Financial Report and will be paid back to GRCA before a profit is declared. (This process does not apply to judges’ contracts, catering, photographers or similar contract agreements.)

### **Golden Retriever News**

- Host club allowed 12 free pages of color advertising.
- Can be used in any issues starting with Nov/Dec of year preceding National
- Host club to pay for additional color advertising pages if desired.
- The photographs of the National winners are published in the *GRNews* at GRCA’s expense.

## **Insurance**

- GRCA carries coverage for auto comprehensive liability, comprehensive general liability, and a floater policy for GRCA trophies.
- GRCA obtains the riders and pays the fees to cover the venues for all national events. This must be done at least 4 months out from National.
- GRCA policies cover sites only; host club needs to obtain insurance for things like rental of equipment. (Res MY08-11)
- Third party events are not covered.

## **POLICIES**

### **Checking Account**

- Host club will establish checking account separate from their club account.
- The name or initials of GRCA should not appear on the account.

### **GRCA Sales Booth**

- GRCA Sales Booth, Host Club Sales booth and GRF booth to be in reasonable proximity to each other.
- At least four 6' tables and accompanying chairs to be provided.

### **Annual Meeting**

- GRCA Secretary and General Chair to coordinate room set-up and equipment needed. Set theatre style with raised, skirted tables for Board.
- GRCA to contract with and pay for Parliamentarian.
- Microphone, podium and other equipment must be provided.
- GRCA Annual trophies to be announced here; may be presented and photographed elsewhere.

### **Meetings Other Than Annual Meeting**

- Board of Directors Meetings.  
Usually two: outgoing Board and incoming Board.  
Coordination between GRCA Secretary and General Chair.
- Breeders' Education Seminar.  
Coordination between Breeders' Ed Chair and General Chair.
- Health clinics and seminars.  
Coordination between National Specialty Health Clinics and Seminar Coordinator and General Chair.

- Judges' Education.  
Coordination between Judges' Education Committee Chair and General Chair.

### **National Specialty Merchandise**

- National Specialty host clubs will have their National merchandise available through the GRCA Store. Host clubs will sell items other than merchandise through their own website. (Res. 15-32)

### **Premium lists**

- Must be submitted to the National Specialty Committee for proofreading before it is released by the superintendent. Ample lead time must be allowed.
- Premium lists are to be available electronically via the GRCA website.
- A limited number will be printed to be sent to AKC, all judges, and members who request a printed copy.

### **Participation in National Events**

- The General Chair, the Conformation Chair and those involved with Judges' Hospitality may not enter or have shown a dog in any specialty event except a Parade.
- Performance event chairs may enter a dog in the event they are chairing. They may also enter a dog in other events provided those do not conflict with their primary duties as Chair.
- Other National Specialty committee members may enter a dog in any event.

### **Golden Retriever Foundation**

- Needs a booth in the same location as the GRCA booth and the host club booth. Host club to apprise them of any special rules established by the facility (i.e. serving of alcohol)
- Gala, Art Auction, or other GRF functions are entirely the responsibility of the GRF. Dates of these activities need to be coordinated with the General Chair and listed on the National schedule.
- All monies taken in by or paid out by the GRF (including Gala reservations) are to be handled directly by the GRF.

## 13. BUDGETING AND FINANCES

### BUDGETING

- The single most important preparatory consideration for a host club. Proper financial planning can mean the difference between a reasonable profit and a large loss on a National Specialty
- A sample format template for the NS Budget Worksheet is available from the GRCA Treasurer or the NS Committee (*Angela did provide one*)
- Financial reports from several recent Nationals can be obtained from the GRCA Treasurer
- Take advantage of other clubs' expertise. Contact the General Chairs and/or Treasurers of past Nationals as well as the NSC and ask questions.
- When planning the budget, begin with the assumption that you wish to break even when all income and expenses have been accounted. Experience has shown that it is best to use low estimates for income based on anticipated entries and high estimates for expected expenses.
- Document all assumptions used to develop the Budget in the budget spreadsheet.
- Entry numbers are the basis for a lot of budget assumptions. Use entry numbers from GRCA National Specialties held in your Region in recent years as base estimates. Contact the NS Committee for the detailed spreadsheet on entry summary histories.
- When preparing the budget, keep in mind that the bulk of the income will come from conformation, obedience and agility (if offered) entries, merchandise sales and fundraising.
- Think of the National as a whole, not as separate events that do or do not pay for themselves. Make the "whole event" balance or provide a small profit.
- The Chairs of each category (Events, Grounds, Sales, etc.) should develop a preliminary budget for their events
- Once all the individual budgets have been pulled together by the Treasurer, have a Specialty meeting to go over all budgets to make sure nothing has been forgotten or missed.

## **FINANCIAL OVERVIEW**

Exhibitors have an uncanny way of knowing whether a club has done things in a certain way because of financial considerations. As host, the ultimate duty of your club is to put on the best possible National that you can. This should be done with no excessive consideration on how it will affect your profit margin. The GRCA National has never been intended to serve as a host club fundraiser.

The cost of the National should be considered as a whole; don't skimp on the really important items. Put the money where you need it, look at everything and then adjust later by increasing entry fees or other income sources or reduce expenses in other lesser areas.

## 14: THREE-YEAR TIMETABLE: PLANNING AND EXECUTING THE NATIONAL SPECIALTY

### THREE YEARS IN ADVANCE

1. Club decides to host GRCA National
2. Key personnel are selected: General Chair, Treasurer, Conformation and Obedience Chairs, Field Trial Chair, WC/WCX Chair, Tracking Chair, Grounds Chair, Trophy Chair, Parade Chair, and Hospitality Chair. All committees can be set up at this time if desired: hospitality, catalog and advertising, publicity, vendors, judges' transportation and hospitality, grounds, cleanup, trophies, etc.
3. Select show/performance sites, field trial and WC/WCX sites, tracking grounds, headquarters and ancillary hotels.
4. Select dates
  - a. GRCA gives host clubs a window from Sept 1 to Oct 31. Selection of a date will depend on weather in the area, availability of sites, companion events, and workers' schedules.
  - b. Begin working on a tentative schedule for the week of the National. Other local field trials and all-breed shows plus availability of field, tracking and WC/WCX grounds will determine this schedule.
  - c. Begin thinking about whether to offer any of the non-required events: Sweepstakes, Agility, Rally Obedience, Hunt Test, Certificate of Conformation Assessment, Variable Surface Tracking.
5. Submit the **National Specialty Application** to GRCA and obtain approval.
6. Start Budget process, hold budget meetings and develop preliminary working budget
7. Set up a Ways and Means Committee to decide on ways to finance the National. If seminars or other pre-event fundraisers are to be offered, plan for these.
8. Select judges and obtain contracts.
9. Hire superintendent. Obtain written contract with the superintendent which defines exact duties of each party.
10. Request all or portion of loan from GRCA Treasurer.

### TWO YEARS IN ADVANCE

1. Start the process of determining what kind of trophies will be offered.

2. Begin regular National Specialty meetings. These should take place every two months or so, with all committee members present to discuss progress, form plans and just make sure everything is progressing well.
3. Complete budget reviews for all events, complete the working budget and begin quarterly budget to actual reviews and budget reviews to finalize budget.
4. Ways and Means committee decides on what actual items will be sold at the show.
5. Make final trophy decisions, sign contract, send deposit if necessary.

### **ONE YEAR IN ADVANCE**

1. Request AKC approval of the event and judging panel. Coordinate with the GRCA Secretary.
2. The host club completes all the forms for all events, and then sends them to the GRCA Secretary for review. The GRCA secretary will mail the complete package and any accompanying fees to AKC via overnight delivery. The tracking number for this shipment will be given to the host club.
2. Finalize budget and continue quarterly budget to reviews. Renumber!!!!
3. Begin putting together premium list.
4. Define and secure the exact equipment needed for the grounds. Visit the show site and plan the exact layout of rings, concessions, vendor space, spectator space, parking, spaces for the photographer and veterinarian, etc. Determine the number of signs you will need and begin ordering or making them. Define the show limits. Draw a scale model of your show grounds, both for your committees and for AKC approval.
5. Secure the show veterinarian and photographer.
6. Continue committee meetings.
7. Begin filling positions for stewards, parking attendants, clean-up crew, and helpers that will only be needed for the days of the show.
8. Run first free ad in the *GR News*.
9. Contact and solicit vendors. Sign vendor contracts.
10. Arrange for hospitality at the show site. Most hospitality plans for the entire week should be in their final stages, as all this information must go in the premium list.
11. Keep in touch with superintendent.
12. Order rosettes for all events.

### **6-9 MONTHS IN ADVANCE**

1. Continue ads in *GR News*. Request trophy donations.
2. Continue grounds planning. Order tables, chairs, tents, porta-potties, P.A. systems, etc. if this has not been done already.
3. Request list of current GRCA trophies from Trophy Curator for inclusion in the catalog.
4. Submit draft of the premium list to the NS Chair and GRCA Secretary for proofreading. Upon receipt of GRCA approval, forward to the show superintendent for printing and distribution.
5. Contact all outside personnel-veterinarian, photographer, stewards and send contracts or reminders as needed.
6. Request insurance policy from GRCA Treasurer.
7. Continue Quarterly budget reviews.

### **3-6 MONTHS IN ADVANCE**

1. Request the current membership list from the Membership Coordinator to be sent to the /superintendent.
2. Email the premium list to all GRCA members. Be sure to check with the Superintendent for special handling of Canadian mailings.
3. Pay attention to little details. All the big things should be under control by now. Decide what little things can be done to enhance that "Special" feeling.
4. Coordinate receipt of the GRCA perpetual trophies with GRCA Trophy Curator.
5. Have all class/stake trophies and rosettes on hand.
6. Begin work on catalog. All non-entry information can be organized. Ad deadline should be early enough to give time for layouts, etc.
7. Contact all judges about their arrival times and schedules.
8. Continue Quarterly budget reviews.

### **THREE TO FOUR WEEKS IN ADVANCE**

1. Entries close. You can't stop it now--this thing is really going to happen! Plan Judging Schedule. The superintendent can do this, but exhibitors will be best served by having the General Chair and the NSC do it.



2. Entries close for the Parade, Field Trial, WC/WCX and Tracking at their respective secretaries. Entries must be forwarded to Superintendent for inclusion in the catalog.
3. Update Budget assumptions for actual entry numbers to confirm the finances are still on track.
4. Continue committee meetings. Make sure everyone knows what they should be doing and where they should be during the Specialty week.
5. Plan for emergencies. Have "disaster" meetings. Try to anticipate all possible emergencies such as replacement of judges, non-delivery of catalogs, unexpected absence of key personnel, accidents and/or injuries to dogs or people during events. Have backup plans. Know where emergency phones are at the show site. Prepare and distribute lists of cell phone numbers for committee members.

### **ONE-TWO DAYS OUT**

1. Set up all rings, tents, audiovisual equipment, exercise pens, tables, etc. Set up host club sales/information booth. Define show limits and designate where private shade tents may be erected. GRCA Board members will set up their booth space. Have all decorations, signs, etc. ready to go up the day before the show.
2. Mark off and number vendor booth spaces. Assist vendors with set-up.
3. Pick up judges.
4. Hang GRCA banners.
5. Mark off and number grooming spaces.

### **SPECIALTY WEEK**

1. Do everything you can to make all events run smoothly. Enjoy yourself and bask in the kudos for a job well done. Stay loose, be flexible, and get some sleep
2. Pay all bills as required during National, be prepared to also make several cash deposits for Merchandise sales.

### **ONE WEEK AFTER**

1. Submission of all relevant results to AKC. The superintendent will do this for the conformation and obedience events. The Field Trial and Tracking chairs should do this for their events. The WC/WCX Chair should send results to the WC/WCX Recorder and to the Triathlon Coordinator.

2. All equipment should be inventoried, repaired and returned.
3. Write thank you notes to judges and workers.
4. Collect all receipts and get final accounting information from all event Chairs

### **THREE MONTHS AFTER**

1. Results, photos and critiques should be sent to *GR News*.
2. Final budget report should be prepared by the National Specialty Treasurer and General Chair. All bills should be paid and 20% of the remaining profit sent to the GRCA Treasurer. Close the National Specialty account and deposit the balance in the host club's treasury. The final accounting must be complete within 90 days of the completion of the National Specialty.
3. Report on the Specialty should be prepared by the General Chair and sent to GRCA for distribution to the Board of Directors and upcoming National Specialty Chairs.
4. Congratulations! You did it. Attempt to resume a normal life. Reintroduce self to family and dogs. Return to work. Take much needed vacation. Consider bidding on hosting a future National.

## 15. MEETING THE STANDARD: CONFORMATION EVENTS



Conformation events comprise one side of the National Specialty competition "triangle" along with Field and Performance events.

In terms of number of entries, conformation and performance events have been sharing top billing since 2010 with combined entries in each venue averaging about 1,000 each.

Nevertheless, all events play an important

role at the National, constitute an integral part of the complete Golden Retriever and should be given equal time, resources and recognition.

### GENERAL CONSIDERATIONS

#### CONFORMATION

Planning the conformation events for the National Specialty is an endeavor that involves many months--even years--of preparation. The tasks are varied and demanding, including but not limited to:

- finding a suitable facility or grounds
- identifying space for all events in the show schedule
- forming an Event Committee
- hiring a Show Superintendent
- developing the budget
- selecting judges
- determining the plan for trophies and rosettes
- preparing the premium list and other show publications
- making hospitality arrangements, and
- soliciting volunteers.

#### SWEEPSTAKES

- Although considered an optional event, sweepstakes competition has been held at every National since 1993.
- No sweepstakes judge, or any person residing in the judge's household is permitted to exhibit or act as agent at the event. No dog owned by this judge or any member of the judge's household is eligible to be entered at the event.
- Complete and current sweepstakes guidelines can be found on the GRCA website at this link: [Sweepstakes Guidelines](#)

## **JUNIOR SHOWMANSHIP**

- Junior showmanship has made a positive and lasting impact on generations of fanciers, many of whom have gone on to become well-known breeders and professional handlers.
- Junior showmanship competition has been offered at our National Specialties for many years and is a required event. Current AKC rules and regulations pertaining to Junior Showmanship can be found [here](#) on the AKC website.
- The requirements for Junior Showmanship are detailed in the Conformation Junior Showmanship Regulations, Guidelines for Judging Juniors in Conformation, Juniors in Performance Events.

## **CERTIFICATE OF CONFORMATION ASSESSMENT (CCA)**

First held in 2004, this event is an opportunity to provide a non-competitive means of evaluating and scoring the conformation qualities of individual Golden Retrievers against the AKC breed standard. A dog is examined by three different knowledgeable evaluators, the handler is provided a written assessment and awarded a certificate if the dog obtains three qualifying scores.

- Although not a required event, GRCA strongly recommends holding at least two divisions (flights).
- It is not a spectator event and the critique is shared only between the evaluators and the handler of the dog.
- For a complete description of the CCA program, refer to the link entitled "[Certificate of Conformation \(CCA\) Program Outline](#)" on the GRCA website.
- The host club shall appoint a CCA event committee consisting of five (5) members, at least three of whom must be GRCA members
- All CCA committee members must be present for the entire event
- Host clubs are encouraged to hold at least two divisions (flights) and, if possible, one division should be held in the vicinity of a field event (WC/WCX, field trial, hunt test)
- It must be noted on the premium list that GRCA members will be given priority entry into this CCA event and the event secretary will be required to confirm GRCA membership in good standing with a membership roster current as of date of closing of entries.

## **KEY PERSONNEL AND WORKERS**

### **CONFORMATION OR SHOW CHAIR**

- Should be separate individual from the General Chair
- Must have experience in both exhibiting dogs in conformation and in chairing independent specialties
- Needs knowledge of AKC rules; a feel for the physical requirements of show grounds, ring layout and scheduling; understands the importance of hospitality, organization and the emotional atmosphere of a National
- Needs good verbal communication skills, the ability to think in a crisis, to be able to work with a team, to be able to delegate authority, and to retain a sense of humor

#### **Conformation Chair Duties**

- Coordinate/communicate with General Chair and all other National Committee Chairs, especially Obedience, Hospitality and Grounds
- Select a formal AKC show committee “bench committee”. Five members including General Chair, Conformation Chair, Obedience Chair. They only convene should there be an incident of misconduct. They need to be familiar with the AKC Rules for Dog Shows and to review the Misconduct Procedures.
- Arrange for the selection of conformation and sweepstakes judges
- Contribute information to the AKC Application and to the Premium List
- Work with Grounds Chair to oversee physical set up of the rings, including Armband Pickup, Results Table, Judges’ Education, Dog Holding Areas, and exhibitor seating
- Appoint Chief Ring Steward or arrange for conformation stewards, both inside and outside the rings. Prepare scheduler for stewards.
- Work with General Chair on the judging schedule

## **STEWARDS**

- Should have experience with stewarding in conformation and with AKC procedures
- Be pleasant and helpful to exhibitors
- Good place to solicit volunteers from outside host club; sometimes a spouse or a good friend of a judge will volunteer to help. Let them!

#### **Stewards’ Duties**

- Assist judge in any capacity requested. Remind judge of GRCA policies such as all classes are shown in catalog order and that judges must provide a written critique

- Check in entries and hand out armbands. Solve problems or refer to superintendent/judge.
- Line up dogs to enter the ring in catalog order
- Assist judge in distributing class ribbons and trophies
- Maintain a marked catalog
- BOB stewards will organize dogs in groups to be shown following check in.

### **Set up**

- Armband distribution should be close to ring entrance, but not on top of it. At the entrance to the big tent for an outdoor show works best. For an indoor show, put them adjacent and within communicating distance. Two stewards should staff this table, or there can be a table for each ring.
- Inside ring: one steward can work with each judge.
- BOB has its own committee, its own procedures and its own staff. Let them handle this; they know what they're doing!
- Can provide floaters if a steward needs a break or wants to watch a particular class.

### **Stewards' Tables**

- Working catalogs, rubber bands, pens, note paper, sticky notes, markers
- Sunscreen, paper towels, Kleenex, hand wipes, band-aids
- Coolers of drinks for stewards and judges

### **ANNOUNCER**

- Mans the public address system throughout the day.
- Should have a pleasant voice and be familiar with audio equipment
- Location should be separate from the superintendent, close to the conformation rings, the ring stewards and the Results Coordinator
- Announces start of classes, makes public service announcements, reports the numbers of the dogs which made the cut.
- Music can be played over the PA system before the show starts.

## 16. PRIMARILY A HUNTING DOG: FIELD EVENTS



### FIELD TRIAL

*By Glenda Brown and Andy Whiteley*

**A. General Considerations.** For many clubs, the prospect of putting on an AKC licensed field trial is perhaps the most foreign aspect of hosting the National Specialty. Many GRCA member clubs have few, if any, experienced field trialers who are familiar with the planning and execution of a licensed trial. If this sounds like your situation, take heart, for there is a solution. Establish a working relationship with a licensed all-breed retriever club in your area. These people are familiar with local grounds, bird suppliers, gunners, and perhaps qualified judges, although the Field Education Committee can help with judges, too. You need to get your judges lined up at least a year, preferably two or more years, in advance. What incentive do these persons have to help you? There are several possibilities. One is purely financial, that is, you can pay them whether individuals or the club, for their services. The second is reciprocity: many all-breed trials also suffer from a lack of workers, thus you may be able to trade working at their all-breed trial for their assistance in putting on the National Specialty Field Trial; if you help before your National Specialty, you and your club members will gain valuable insight and experience in holding a trial. Another aspect is, if possible, you can schedule your field trial to immediately precede or follow their field trial, thus adding potential entries/profit to both trials. This approach has been very successful. Some have done it simply for the honor, with no thought of payback. Another possibility is to enlist the assistance of a neighboring GRCA member club with field trial experience and ask them to host that portion of the National for you.

Current copies of the AKC publications, "Field Trial Rules and Standard Procedures for Retrievers," "Standing Recommendations of the Retriever Advisory Committee," and "Guide for Field Trial and Hunting Test Committees in Dealing with Misconduct at Field Trials and Hunting Tests" should be obtained.

Detailing for the novice the process of putting on a field trial would fill a small book all by itself. Since the National Specialty is definitely not the place for on-the-job training, it is assumed that the host club will have, or will have contracted with, someone familiar with staging a field trial to oversee the Specialty Field Trial. This section will be largely devoted to pointing out the differences between a local trial and the Specialty Field Trial.

Also, be aware that any special stakes to be offered as part of the Field Trial may be held subject to the approval of AKC and provided the premium list sets forth any special conditions regarding eligibility for entry and special conditions regarding the method of conducting or judging the stake. This could apply to a puppy stake, etc. Note that these stakes will not carry championship points or be considered as qualifying for any other stake. If you are considering offering a special stake at the trial, approach GRCA first for approval before proceeding.

**B. Scheduling.** The Field Trial is usually scheduled on weekdays at one end or the other of Specialty week. Many host clubs like to sandwich the Specialty Field Trial between two local weekend all-breed trials, which can really boost entries. Plan to hold the Field Trial over three days. In some years, the size of entries may not seem to warrant a three-day trial, but the extra time then gives a cushion should any unforeseen snags arise and has the added benefit of producing a more relaxed atmosphere.

**C. Grounds.** Grounds must have land and water extensive enough to accommodate at least three concurrent stakes. The grounds should also have sufficient "character" and size for the Open and Amateur All-age stakes; the responsibility of assessing the suitability of the grounds should be given to a person with field trial experience, preferably field trial judging experience. It is preferable if the Field Trial grounds are not an excessive distance from the general headquarters hotel so that non-



participating persons and judges interested in watching can do so without an inordinate amount of trouble. Given the decreasing availability of property for field events, however, this is not always possible. If there's a choice between good grounds at a distance or poorer grounds closer to the show site, always opt for the best grounds possible. If your Field Trial grounds end up being a substantial distance from the general headquarters hotel, you will need to establish a separate Field Trial headquarters.

**D. Equipment.** The following is a list of equipment commonly needed for the Field Trial chairmen, judges and workers: popper guns, popper shells, live ammunition, bird racks, bird sacks/buckets, chairs, E-Z Up canopies, holding blinds, line mats, hand sledge hammer, a boat, decoys, two-way radios, directional signs for each stake, surveyors tape, trash sacks/bins, coolers, bug spray, sun screen, clipboards for marshals' sheets, white shirts for gunners and throwers, ATV, or UTV, and porta-potties.



#### **E. Judges.**

The judges must have the requisite number of "points" as dictated by AKC. Beyond that, the decision of whom to ask is left up to the host club. There are two primary criteria for all judges: that they understand and have experience in the event they are judging and that they are pleasant and friendly while they are doing it.

Hire at least three sets of judges: Open, Amateur, and Derby/Qual. If a large entry is anticipated, use a separate set for Qualifying and for Derby.

Judges should be made aware that they more than likely will not be under time constraints, and thus can set fair tests that allow the dogs to demonstrate their abilities. The judges can be encouraged to be generous in their call backs and in the awarding of JAM's.

Be sure to include the judges in all hospitality events.

Judges gifts do not need to be identical as those given to other judges in other events, but they must be similar in value.

**F. Workers.** The Field Trial requires a substantial number of workers. Key positions such as Head Marshal and Gun Captain demand a person with experience. Some jobs can be filled by the same person, but bear in mind that any one person overburdened with responsibility becomes inefficient in all tasks. Since the Field Trial often occurs during the week, getting sufficient workers can be a problem. Some good possibilities for workers include work agencies, job banks, and church relief groups, which will hire out individuals on a daily basis. Another possibility that has been used is to approach a local vocational school with an opportunity for paid work experience. These sorts of workers are ideal for throwing and sacking birds, etc. All individuals who are to handle firearms including popper guns must be properly instructed by a competent individual prior to the event. Any worker assigned to a gunning station must have viewed the AKC video on Gun Safety.

**1. Field Trial Chair.** The Field Trial Chair has overall responsibility for the entire event. A major task is recruiting other key personnel and coordinating among them all aspects of the event. Another responsibility of the Field Trial Chair is securing trial grounds. The Chair, acting in coordination with the National Specialty Committee, will also set the entry fee for the event. The Field Trial chair will recruit members to serve on the Field Trial Committee. It is imperative that the Chair have some experience in putting on a field trial, as an event of this size is no place for on-the-job training. After the event, the Field Trial chair will submit a report on the trial to the National Specialty General Chair, which will then be included in the National Specialty report submitted to the GRCA Board of Directors and in the summary submitted to the *GR News*. It is always appreciated if the report includes diagrams of the tests.

**2. Field Trial Secretary.** You will need to appoint a Field Trial secretary. You can also contract with an online service such as Entry Express which will handle much of the secretarial duties. The trial secretary should be involved in the production of the

premium list and any information relevant to the Field Trial that will be included in the *GR News* prior to the Specialty. The trial secretary (either directly or through Entry Express) will receive entries, collect fees, and conduct the drawing for the order of starters in accordance with AKC policies. After the drawing, the entry list must be sent electronically to the person doing the catalog layout. It is the responsibility of the trial secretary to ensure that complete and correct entries are sent to the show superintendent/secretary for inclusion in the general catalog. The trial secretary will produce the catalog that will be handed out at the event, as well as marshals' sheets for each stake. Make sure that there are sufficient catalogs for both handlers and spectators. Since there will be many first-time spectators, it is helpful to have some additional information like definition of terms and rules of etiquette, etc. printed in the event catalog. Emergency phone numbers and directions to the nearest hospital and veterinarian's office should be included. This information is also needed for the application for these events. A list of the winners of the various stakes at previous Specialties is also a nice touch. After completion of the event, the trial secretary will send the results to the National Specialty Results Chair for inclusion in the report to the *GR News*. A copy of the results along with a marked catalog must be sent to both the AKC and to *Retriever News*. Coordinate these efforts with Entry Express.

The trial secretary is also responsible for providing all necessary information to the GRCA Secretary for filing required paperwork with the AKC.

**3. Head Marshal.** The head marshal is the person who makes the event run smoothly. Prior to the event, he recruits the stake marshals, ensuring they have the necessary experience to run their stake efficiently. On the day of the event, he makes sure that the needs of each test (equipment, workers, judges' care and needs) are met. The head marshal also recruits test and bye dogs for each stake or makes sure that the stake marshals will assume this responsibility. This is a position that absolutely requires prior experience.

**4. Stake Marshals.** The stake marshals' duties are straightforward. First, and most importantly, keep a steady flow of dogs going to the line to run. This should be

done in the order of the draw, if at all possible, particularly in the all-age stakes. However, conflicts are sometimes unavoidable (such as when a handler has multiple dogs entered in more than one stake), and the marshal needs to exhibit flexibility so as not to impede the progress of the trial as a whole. The marshal should be aware of the starting number (using the DOW for all-age stakes), and post the rotation for handlers. The marshal also needs to work dogs in for reruns when necessary. The marshal can also be of great assistance in coordinating relief of gunners, re-birding the working stations, and providing refreshments and lunches to workers and judges. The marshal should also be attentive to the judges' other needs. Stake marshals typically ensure that adequate signage to the location of each test is properly set out. Using two marshals per stake is helpful in sharing the burden of work, especially if one or both have a dog competing in that stake. Only one marshal, however, should be responsible for controlling the running order and "working the book." While the second marshal can be inexperienced, the primary marshal should have done this before. Both judges and exhibitors deserve the services of an experienced, competent marshal.

**5. Gun Captain.** The gun captain is responsible for recruiting a sufficient number of gunners and throwers (for both live birds and dead birds) to staff the trial from beginning to end. This must be done in advance of the event, so that the workers know when and for how long they are expected to man their stations. It is unwise to expect recruits to volunteer from the gallery on the day of the event. The gun captain should have some knowledge of the experience level of his workers, and provide additional instruction on technique and safety where necessary. Nothing can kill test mechanics surer and faster than a profusion of "no bird" flyers. The live gunners absolutely must have some prior experience in this kind of event. Inviting an inexperienced hunting buddy to live gun is courting disaster. The gun captain is also responsible for securing enough ammunition, both live shells and poppers, for the entire trial. This is simple arithmetic based on the number of entries in each stake; remember to include test dogs, bye dogs, and possible reruns in your calculations, as well as misses, then buy a bit extra. It is far better to have birds and shells left over than to run out of either. The gun captain should also check local regulations to determine if the use of steel shot is required.



**6. Bird Steward.** The bird steward is responsible for the procurement and humane care of game birds to be used during the event, and for the disposal of carcasses after the event. The number of birds purchased will depend on the number of dogs entered. A good rule of thumb is to order two live birds for each entrant in the major stakes and 1.5 live birds for those in the minor stakes. While GRCA does not specify the type of bird to be used, consideration should be given to using both upland game birds such as pheasants and waterfowl like ducks. These different types of birds test different retrieving abilities.

**7. Hospitality Chair.** The hospitality chair makes the days of the trial a more pleasant experience for the judges, marshals, and other workers. The hospitality chair provides snacks, drinks (hot or cold) and other necessities throughout the day, and arranges for the distribution of lunches to judges and workers. If the host club wishes to sell snacks and drinks (or to provide them gratis) to participants on the test grounds, it is the hospitality chair who estimates the amount needed, arranges to have them at the grounds, and recruits individuals to handle sales or distribution. Providing free coffee and donuts in the morning and cold drinks in the afternoon is a nice touch. Be sure to ask the judges if they have any specific requests for food and drink. And supply it!

**8. Traffic director.** If the layout of the grounds is such that either parking or routing of traffic might become a problem, a traffic director should be appointed. The traffic director is also responsible for providing ample directional signs to the trial and ensuring that the stake marshals set signs to each of the stakes sites.

**9. Grounds Committee.** A number of people should be recruited to assist in the clean up of the grounds at the end of the event. The condition in which you leave the grounds reflects on both the host club and GRCA and may have an influence on the availability of these grounds for future use. It is the Grounds Committee which is usually responsible for the ordering and placement of the port-a-potties.

**G. Field Trial Committee.** The trial committee should be comprised of at least five individuals. The Chair should be the Field Trial Chair. If more than five individuals are appointed to serve on the trial committee, the total membership should be an odd number. Members of the Field Trial Committee should be familiar with AKC regulations regarding field trials. Most importantly, members of the Committee must be willing to be on the trial grounds for the entire event.

**H. Trophies.** See Section 30 for the number of trophies needed. Remember that trophies and rosettes for the Field Trial should be equivalent to those given at all other competitive events. The trophies for the winners of the Open and Amateur stakes should be equivalent to that given for BOB and HIT. You should plan for at least six Judges' Award of Merit ribbons (JAMs) for each stake. These should be dated, and may, at the option of the host club, have the name of the stake on them. You can also order a few extras without the name of the stake in case numerous dogs receive JAMs.

**I. Field Trial Banquet.** It has become accepted practice for a separate Field Trial Banquet to be offered, usually on the evening of the last day of the trial. At this time, the awards can be presented. The big GRCA National Trophies, which pertain to performance in the field, are also presented at this time. You will need to coordinate this event with the GRCA Trophy Curator. Reservations for this dinner should be included on the RSVP page and should be sent to the Specialty Treasurer. You should make reservations (and pay) for the judges and, if present, their spouses. The dinner should be held at a good restaurant or other nice facility reasonably close to the trial grounds.

**J. Photographs.** Be sure to have a photographer available to take pictures of the placements in all stakes. Photographs can either be individual or group. It is sometimes difficult to round up people for a group shot, but try your best. It is often best to plan these photographs when the ribbons and trophies are being awarded by the judges at the end of the stake. These will be included in the report to the *GR News*, and will subsequently be forwarded to the GRCA archivist. You should also have someone on hand to take candid shots of dogs, handlers, and spectators at the Field Trial. A person

with good drawing skills whose sole responsibility is to diagram the tests will save you from trying to reconstruct them after the fact.

#### **K. Other considerations.**

1. If the Field Trial is held at the beginning of Specialty week, arrange to have the results posted at the show site and at the headquarters hotel in the hospitality room.

2. Make sure that the scratch policy is well-delineated and printed in the premium list.

3. In preparing Field Trial entries for the catalog, include the breeder of the dog, since there are GRCA breeder-owner-handler trophies that may be awarded.

4. The Field Trial participants should be included in plans for hospitality bags, sales of pins, clothing, and other items unique to the National Specialty. Also, consider having a couple of vendors (even specialist in field training equipment) near the headquarters of the event.

5. If the schedule permits it, the Judges' Education Subcommittee of the Breed Education Committee may attend the Field Trial to demonstrate Goldens working in the field to prospective conformation judges. This is not the responsibility of the host club or the Field Trial Committee, but it is a nice touch if the conformation judges can be introduced to the field trial judges.



## **WC/WCX**

***By Glenda Brown and Andy Whiteley***

**A. General Considerations.** Most host clubs have previously held a WC/WCX test. The major difference between an independent test and the WC/WCX at the National is the significant increase in the number of entries that have to be run in one day. WC entries of 90 + and WCX entries of 65 + are not uncommon. Adequate preparation and good mechanics become of prime importance. When should the WC/WCX fall in the National timetable? This is the option of the host club. Two schedules which have worked well are 1) between the field trial and the conformation/obedience portion, or 2) as the last event. This gives conformation/obedience exhibitors the chance to bathe their dogs if the WC/WCX is before the show, or the chance to let their dogs get good and dirty before they go home, if the WC/WCX is after conformation/obedience. Specific guidelines are detailed in the GRCA WC/WCX Rules and Regulations.

**B. Judges.** How many judges will you need? This will be dictated by the number of entries anticipated and the suitability of grounds available. Host clubs have employed four, six, or eight judges in recent Nationals. Four judges, one set for each test, are the absolute minimum; this can work well if your grounds are extensive enough to allow both the WC and WCX to be run simultaneously if the entry is small and your mechanics run smoothly. Recently some host clubs have employed more judges (six or eight) and a "voucher system" to expedite mechanics. In this system, the handler is given a 3 x 5 card with the dog's name and number on it before going to the line for the first test. This card is given to the judge; if the dog passes the test, the judges sign the card and return it to the handler, who then uses it as a "voucher" to gain entry to the second series. The attractive feature of this system is that it allows the water tests to begin either simultaneously or shortly after the land tests, thus significantly decreasing the time crunch that can occur with a large entry.

Specific qualifications for judges can be found in the WC/WCX regulations. **It is important to hire judges who understand the scope and purpose of the GRCA WC/WCX program; specifically, this means recognizing that the non-competitive**



**nature of the WC/WCX requires the setting of tests of no greater complexity and difficulty than those detailed in the regulations and guidelines.**

The selection of judges for any WC/WCX is important for the participants and the hosting club, but in light of the type and number of entries typically seen at National Specialties the selection is absolutely critical. The judges have a tremendous influence on the attitude of everyone involved, from the marshals, to the bird boys, and especially the participants. Specialties are often the first, maybe only, events at which participants can seek these titles for their dogs. Many of the participants have never been in any other field events, so this may be wholly new to them and nerves may be a bit frazzled and, of course, we want them to enjoy the experience. Some may even need a little coaching. Among the traits you should seek in each judge are friendliness, time management skills, experience judging WC/WCX events, experience running dogs in WC/WCX events, and general field dog knowledge. The judges should know the rules and parameters for WC/WCX events (the club should provide each judge with a copy of the most current rules and guidelines for the GRCA WC/WCX program at least a month before the event). It is a non-competitive event, being judged against a defined standard, so the tests should be no easier and no harder than detailed in the rules and guidelines.

**C. Grounds.** Begin your search for grounds as early as possible. The same grounds that are used for the field trial can always be considered first, depending upon their availability and distance from the headquarters hotel. It is advisable to get a commitment in writing or a contract from the landowner or state agency. In inspecting different sites, be sure that the cover and water will be adequate and appropriate **at the time of year that the test will be run**. Since you will be dealing with a large number of people and vehicles, consideration must be given for adequate parking and access. After the event, a letter of thanks or a small gift to the landowner should be sent, if appropriate. If restrooms are not available, an adequate number of port-a-potties should be rented.

**D. Personnel.** The following lists the key workers in putting on the WC/WCX. Please bear in mind that some workers can serve in more than one position. However, beware of placing too much responsibility on too few workers, lest they suffer terminal burn-out by the time of the event.

**1. WC/WCX Chair.** The WC/WCX Chair has overall responsibility for the entire event. The two major responsibilities are recruiting other key personnel and coordinating among them all aspects of the event and securing grounds on which to hold the tests. The WC/WCX Chair, in coordination with the National Specialty Committee, will also set the entry fee for the event and will recruit members of the test committee. It is imperative that the Chair have some experience in putting on a WC/WCX (or similar field event), as an event of this size is no place for on-the-job training. After the event, the Chair will submit a report on the event to the National Specialty General Chair, which will then be included in the National Specialty report submitted to the GRCA Board of Directors and in the summary submitted to the *GR News*. It is always appreciated if the report includes diagrams of the tests.

**2. Trial Secretary.** The trial secretary should be involved in the production of the premium list and any information relevant to the WC/WCX that will be included in the GR News prior to the National. The same online entry service which handles the Field Trial can also handle the WC/WCX entries which will save the secretary an enormous amount of work. The trial secretary will receive entries, collect fees, and conduct the drawing for the order of starters. It is the responsibility of the trial secretary to ensure that complete and correct entries are sent to the show superintendent/secretary for inclusion in the general catalog. The trial secretary will produce the catalog that will be handed out at the event, as well as marshals' sheets for each stake. Make sure that there are adequate catalogs for both handlers and spectators; usually one and one-half times the number of entries is sufficient. After completion of the event, the trial secretary will send the results to the GRCA WC/WCX Recorder, and the results plus photographs of qualifying dogs will be submitted with the report published in the *GR News*.

**3. Head Marshal.** The head marshal is the person who makes the event run smoothly. Prior to the event, he recruits the stake marshals, ensuring they have the necessary experience to run their stake efficiently. On the day of the event he makes sure that the needs of each test (equipment, workers, judges' care and requests) are met. The head marshal also recruits test and bye dogs for each stake or assigns that duty to the appropriate stake marshals. This is a position that absolutely requires prior experience.

**4. Stake Marshals.** The stake marshals' duties are straightforward. First, and most importantly, keep a steady flow of dogs going to the line to run. Ideally, this should be done in the order of the draw. However, conflicts are sometimes unavoidable (such as when an owner has multiple dogs entered in both stakes), and the marshal needs to exhibit flexibility so as not to impede the progress of the event as a whole. The marshal also needs to work dogs in for reruns if necessary. The marshal can also be of great assistance in coordinating relief of gunners, re-birding the working stations, and providing refreshments and lunches to workers. The marshal should also be attentive to the judges' needs.

**5. Gun Captain.** The gun captain is responsible for recruiting a sufficient number of gunners and throwers to staff the event from beginning to end. This must be done in advance of the event, so that the workers know when and for how long they are expected to man their stations. It is unwise to expect volunteers from the gallery on the day of the event. The gun captain should have some knowledge of the experience level of his workers, and provide additional instruction on technique and safety where necessary. The gun captain is also responsible for recruiting the live gunners. Nothing can kill test mechanics surer and faster than a profusion of "no bird" flyers. The live gunners absolutely must have some prior experience in this kind of event. Inviting an inexperienced hunting buddy to gun is courting disaster. The gun captain is also responsible for securing enough ammunition, both live shells and poppers, for the entire event. This is simple arithmetic based on the number of entries in each stake; remember to include test dogs, bye dogs, and possible reruns in your calculations, then

buy a bit extra. The gun captain should also check local regulations to determine if the use of steel shot is required.

**6. Bird Steward.** The bird steward is responsible for the procurement and humane care of game birds to be used during the event, and for the disposal of carcasses after the event. The number of birds purchased will depend on the number of dogs entered. Since an upland flyer is a requirement in the WCX and an option in the WC, one upland bird per entry is advised (along with extras for test dogs and reruns). The number of ducks required depends upon the organization of the event. If half of each stake is running water first, more ducks will be needed. If all land tests are run first, a fair estimate is that 50% of the entrants will pass the land series. The WC/WCX regulations stipulate that the ducks will be freshly killed. It is completely unfair to the dogs to reuse ducks until they are soggy, wet, and disgusting. Ducks should be retrieved no more than three times maximum before they are replaced.



**7. Hospitality Chair.** The hospitality chair makes the day of the WC/WCX a more pleasant experience for the judges, marshals, and other workers. This person provides snacks, drinks (hot or cold) and other necessities throughout the day, and arranges for the distribution of lunches to judges and workers. If the host club wishes to sell snacks and drinks (or to provide them gratis) to participants on the test grounds, it is the hospitality chair who estimates the amount needed, arranges to have them at the grounds, and recruits individuals to handle sales. If the host club decides to have any other social event in conjunction with the WC/WCX (a post-test barbecue, for instance), it is the hospitality chair that arranges and coordinates it.

**8. Traffic director.** If the layout of the grounds is such that either parking or routing of traffic might become a problem, a traffic director should be appointed. The traffic director is also responsible for putting up ample directional signs to the test site.

**9. Grounds Committee.** A number of people should be recruited to assist in the clean up of the grounds at the end of the event. The condition in which you leave the grounds reflects on both the host club and GRCA and may have an influence on the availability of these grounds for future use.

**E. Test Committee.** As stated in the WC/WCX Rules and Regulations, the Test Committee should comprise at least three individuals, one of whom should be the WC/WCX chair. If possible, the National Specialty General Chair should be present and a member of this committee. If more than three individuals are appointed to serve on the Test Committee, the total membership should be an odd number. Members of the

Test Committee should be familiar with the WC/WCX format and regulations and must be willing to be at the test grounds for the entire event.

**F. Equipment.** The following is a list of equipment commonly needed for the WC/WCX: Chairs for judges and workers, popper guns, popper shells, live ammunition, bird sacks/buckets, holding blinds, hand sledge hammer, a boat (possibly), decoys, two-way radios, surveyors tape, trash sacks/bins, coolers, bug spray, sun screen, clipboards for marshals' sheets, judges' books and pencils (bring extra), white coats for gunners and throwers, and porta-potties.

**G. Photographs.** A group photo of dogs and handlers who successfully complete the tests should be taken and included with the report to the *GR News*. (It is often best to plan these photographs when the ribbons and trophies are being awarded by the judges at the end of the stake.) These should be grouped with some kneeling and some standing behind, divided into 10 dogs/handlers (max) each or whatever divides evenly. No single shots. All the dogs need to be identified which means someone needs to go down the line as the pictures are taken and get the armband numbers in order and send them along with the photos. Be sure to include the judges in the photos. In consideration of time, photos can be taken in groups as exhibitors complete the test. No one wants to wait hours for a photograph—and they won't.

**H. Other considerations.** Some clubs have opted to give a prize/memento for successful completion or to every dog entered. These should be relatively inexpensive and somewhat generic such as bird bands or bumpers. The judges' gifts should be the same as those given to judges in all other events.

The scratch policy should be clearly delineated and printed in the premium list.

# HUNTING TEST

***By Glenda Brown and Andy Whiteley***

## **General Considerations**

- Although popular, a hunting test is NOT a required event. If offered, it must be understood that the event is part of the larger picture of the National, it is not a stand-alone event.
- If offered, be certain the necessary grounds, time, and resources are available.
- Detailing all the elements involved in putting on a Hunting Test would fill a small book. It is assumed that the host club will have familiarity and experience in hosting a hunt test prior to hosting the National.

## **Scheduling**

- The Hunting Test is usually scheduled on weekends at either the beginning or the end of the National Week. Plan to hold it over three days.
- Do not limit the Master entry numbers. If the host club cannot handle an unlimited entry, do not offer the event. Generally, Master entry numbers ran around 90.
- The Junior Tests will have to be split into two flights; it is probable that Senior will also.

## **Grounds**

- Grounds should have land and water enough to handle a minimum of two concurrent stakes. Split flights will require additional land and water.
- Do not plan on using the same grounds for the Field Trial as for the Hunting Test. Overuse will lead to poor scenting conditions and may impact performance.
- Closeness to the main show site is desirable, but may not be always possible. Good grounds at a distance are preferable to poor grounds which are close.

## **Equipment**

- The following should be supplied by the host club: wingers, popper guns, popper shells, live ammunition, bird sacks/buckets, holding blinds, hand sledge hammer, decoys, two-way radios, extra batteries, marking tape, trash bags, coolers, bug spray sun screen, clipboards, pop-up tents, umbrellas, chairs, line mats, gun stands, bird racks, blind stakes, ATV, first aid kits, water for people and dogs, kiddie pool with water for dogs, first aid kits
- Adequate sanitation facilities (port-a-potties) must be rented.

- Compressed air “guns” may be used; be sure gunners are experienced in their use so as to get the timing right.

## **Judges**

- AKC dictates the requirements for Hunting Test judges. Make sure the judges meet the AKC requirements and are on the AKC list of approved judges.
- Plan on one set of judges for each stake and each flight if stake is divided.
- Judges should be selected and contracted with at least two years in advance of the National.

## **Workers**

- A Hunting Test requires a large number of workers. Recruit them not only from host club members, but also from other GRCA club members and from the participants. Large groups of workers may be hired from local job authorities. Also check with the Field Education Committee for tips on additional sources of help.
- Live gunners must be recruited separately by the Gun Captain.
- All workers working at any gunning station must be properly instructed in the use of wingers and popper guns. All must also have viewed the AKC Video on Gun Safety.

## **Hunting Test Chair**

- This person must have prior experience in chairing a Hunting Test event. He has overall responsibility for the entire event including: recruiting key personnel, setting the Hunting Test Committee, securing grounds, contracting with judges, preparing and submitting a final report, including test diagrams, to the National Specialty General Chair.

## **Hunting Test Secretary**

- A Hunting Test Secretary needs to be appointed. Although the entries may be handled by an online service such as Entry Express, the secretary will handle the on-site secretarial duties. He and the Hunting Test Chair will set up the premium list which will be available online and included in the complete Premium List for the National Specialty. The Secretary will confirm the automated running order and approve its release.
- The Secretary in coordination for the Hunting Test Chair is responsible for submitting the event application form to the National Specialty General Chair who, in turn, will submit it to the GRCA Secretary for filing. No Hunting Test personnel will submit any forms directly to AKC, all will go through GRCA.

- During the event, the Secretary will be responsible for assuring the marshals have the running order sheets, keep track of scratches and possible refunds, record the passes and completions, and obtain the judges' signatures.
- The entries must be sent from the online service to the Catalog Chair for inclusion in the big National Catalog. A smaller catalog just for the Hunting Test may be provided at no charge.
- Catalogs from the online service will be shipped to the Secretary. Make sure these are distributed to each stake, keeping back four for record completion at the end of the event.

### **Head Marshal**

- This is the key person who makes the whole event run smoothly. Prior experience is required.
- Recruit two stake marshals per stake, at least one must be experienced.
- Make sure the stakes have all the equipment and workers needed.
- Either arrange for, or be sure the stake marshals have arranged for, test dogs and bye dogs for each stake.

### **Stake Marshals**

- These people are the liaisons between the handlers and the judges.
- Responsible for keeping a steady flow of dogs going to the line to run. Dogs should be run in the order of the draw when at all possible, but circumstances, such as no birds or handlers needed to get to another stake, may require the marshals to revise the running order.
- Coordinates the change of gunners, rebirding the stations, and sending out refreshments to the workers.
- Makes sure the handlers know where to park and where the gallery is located.
- A workable division of labor is to have one marshal at the line assisting the judges with birds and supplying the stations, while a second marshal holds the clipboard and establishes the running order. Do NOT maintain two clipboards, it just causes havoc.
- Writing the running order on a white board or calling the numbers to the line allows both the handler and the gallery to know which dog is running when.
- Receives list of call backs from judges and announces them. Receives list of finalists from judges and announces them. May be responsible for handing out rosettes. Turns over clipboard and list of results to Hunting Test Secretary.

### **Gun Captain**

- Responsible for recruiting a sufficient number of live gunners to staff the hunting test for all three days. Needs to be done in advance of the event.
- In coordination with the Hunting Test Chair and the Head Marshal, may be responsible for obtaining throwers and other workers.

- Live gunners must be experienced, must be over 21 years old, must have a hunting license and must have viewed the AKC Video on Gun Safety.
- Responsible for assuring an ample supply of both live ammunition and popper shells are purchased and available.
- Responsible for knowing state regulations regarding the use of steel shot.

### **Bird Steward**

- Responsible for the procurement and humane care of game birds to be used during the event and for the disposal of the carcasses after the event.
- This is a job generally hired out to a professional bird supplier.
- Number of birds required depends on the number of dogs entered. A minimum of two live birds per entry must be available at all test levels.
- At least one flyer is required in both Senior and Master tests. A live flyer in Junior is desirable. If the laws of the state or the rules of the land managing organization of the event prohibit the use of live ammunition or the use of live birds, this requirement may be waived.
- Consideration should be given to using both upland game birds (pheasants) and waterfowl (ducks) in all tests. The different types of birds test different retrieving abilities.
- Birds should be contracted for at least a year in advance of the event.

### **Hospitality Chair**

- Provides drinks and refreshments for judges and workers.
- Each gunning station and the judges should be provided with a cooler with ice and drinks. Bottled water is the most popular, but soft drinks can also be provided.
- Arranges for lunches for judges and workers to be purchased and delivered to site. Responsible for distribution.
- Morning coffee and doughnuts at check-in are a nice touch, as is a mid-morning snack for workers. Passing trays of fresh fruit like grapes is greatly appreciated in the afternoon.
- Check with judges to see if they have any special requirements or desires.
- Ask judges if they would like to attend any National meal functions; if so, host club provides tickets.
- Makes sure judges are taken to or provided with dinners during their assignment.
- Most Nationals are held in hot weather—you can't have too much ice!

### **Grounds**

- Sets out directional signs to the grounds. If necessary, designates parking and exercise areas with signs. Provides signs to the stakes within the grounds.



- Makes sure grounds are safe and in good condition before the event.
- Makes sure grounds are clean and picked up after the event, all trashed disposed of, all signage removed.
- Responsible for the hiring and location of port-a-potties.

### **Hunting Test Committee**

- Composed of at least five individuals, chaired by Hunting Test Chair. Generally the Head Marshal and Gun Captain are also members.
- Committee members should be familiar with AKC Hunting Test Regulations and with the Rules for Misconduct pamphlet.
- Members of the Hunting Test Committee must be willing to be on the grounds for the entire event.

### **Rosettes**

- Must be in keeping with AKC requirements.
- Should be dated with the name of the event and the stake on them.
- See Section XX for specific GRCA rosette requirements.

### **Photographer**

- A photographer should be available to take group pictures of the qualifiers to be published in the GRNews. This is best done when the rosettes are handed out at the conclusion of each stake. Someone should also be recording the names of the handlers and dogs in each picture.
- An individual may be contracted with to take candid or live action shots of the participants. The exhibitors should pay for any photographs, the photographer does not receive payment from GRCA or the host club. See Section XX for more information.

### **Additional thoughts**

- If the Hunting Test is held at the beginning of the National week, arrange to have the results posted at the show site.
- Make sure the scratch policy is well defined and included in the premium list.
- Hunting Test participants should be included in plans for hospitality bags, merchandise sales, and other items unique to the National Specialty.
- If the schedule permits it, the Judges' Education Committee may invite prospective judges to the Hunting Test to demonstrate Goldens working in the field. The host club is not responsible for arranging this, but if it occurs, offering introductions and hospitality would be appreciated.

## 17. POETRY IN MOTION: THE PERFORMANCE EVENTS



The Performance Events compose the third side of the National competition triangle: Conformation, Field, Performance. These are an integral part of the Golden Retriever and of the National and should be given equal time, resources and recognition.

### AGILITY

- Agility is the one area which permits two separate events: an agility trial in GRCA's name and one in the host club's name. Both are for Goldens only, no other breeds are permitted at any National connected event. If the host club is not licensed to hold an agility trial in its own name, only the GRCA trial can be held.
- The space of the facility will determine how many agility classes can be offered. Like other popular AKC sports, agility classes sprout like mushrooms. All possibilities do not have to be offered.
- Refer to the Trophy and Rosette section for information on how many of each should be ordered. *Do not order one for every placement in every class.*
- Try to have a crating area close to the rings where both crates and handlers' chairs can be located.
- Because agility is a relatively new AKC sport, it does not always see itself as part of a bigger picture. Be sure those who are in charge of agility understand that this event is just one of many during the National.

### OBEDIENCE

- Ideal location for obedience rings is far enough away from conformation so the sound of clapping and cheering does not disturb the working dogs; yet close enough that exhibitors can easily get back and forth between events.
- A separate building or location on the same grounds is preferred, try not to place obedience where driving between locations is necessary.

- Host club may offer “special” obedience trophies at their discretion. A common one is “High Scoring Champion of Record.” Offer special trophies that can be determined solely by the entry in the catalog. Do not offer trophies which need to be registered for ahead of time such as “High Scoring Dog Handled by a Senior.”
- When laying out the rings, consider where the handlers will go for Out of Sight Stays. Make sure there is a clear path to and from this location.
- If possible, double-ringing the rings is nice and prevents small children or food from falling into the ring while a dog is working.
- A separate crating area for obedience and rally is desirable.

## **RALLY**

- Like Agility, Rally is also a relatively new AKC event. It too has become very popular and AKC continues to add both classes and titles.
- Rally will probably take an entire day and should not be offered opposite Obedience. The same area can be used for both Rally and Obedience on different days. More than one judge can be hired.
- The superintendent should supply the rally signs. Having them on high posts for easy reading is preferable to signs placed directly on the floor.



## **TRACKING**

- TD and TDX are required Tracking events; VST and Urban Tracker are optional.

- If hazardous conditions, such as foxtails, prevent a TD and TDX from being offered, one or both of the optional tracking classes should be offered instead.

- Although not required, some sort of hospitality at tracking is desirable. A simple

breakfast before the start or a lunch at the conclusion are both very welcomed by participants and workers.

- Many clubs make the numbered items used in the draw as mementos for the exhibitors. Others have made track number flags with the National Specialty logo on them to be taken home.
- Tracking events may have small numbers of participants, but tracking is a sport Golden retrievers excel at, both the dogs and the handlers are very enthusiastic.

## **18. ANNUAL TROPHY PRESENTATION**

### **GENERAL CONSIDERATIONS**

- In accordance with AKC Rules, trophies which are offered only to members of a specific organization, such as GRCA's Challenge and Perpetual trophies, are not to be publicized in the premium list or presented in the show ring.
- The GRCA performance and conformation trophies for year-end accomplishments are presented at the Annual Meeting.
- The GRCA performance and conformation trophies that are awarded based on performance at the National Specialty are awarded throughout the National as they are won at the photographer's stand.
- The GRCA field trophies for year-end accomplishments as well as those awarded based on performance at the National Specialty are awarded at the Field Trial Banquet.

### **TROPHIES AND TROPHY PRESENTATION**

- GRCA owns many old, historic, and valuable trophies that are seen only at the National Specialty each year. The care and disposition of these trophies are under the supervision of the GRCA Trophy Curator.
- The host club must provide a space where the trophies can be displayed during the day and securely locked at night. Check with the Trophy Curator for details on the room requirements.
- There should be sturdy tables for trophy display. Check with the Trophy Curator to determine how many tables for each presentation. The tables should be skirted. Since each trophy has its own shipping crate, room must be available to store these (under the trophy tables works well).
- The host club needs to communicate with the Trophy Curator so that he/she may arrange to get the Field trophies to the field site for their unpacking, display and presentation.
- The GRCA President or Trophy Chair should conduct the trophy and awards presentation.
- A competent photographer should be secured to photograph trophy recipients for submission to the GR News. This should be coordinated with the editor of the News. (*See Section 25, "Photographers".*)

## 19. CATALOG

### GENERAL CONSIDERATIONS

- Historical record of the breed and the club
- Important to have a quality catalog worthy of the event
- **All entries for all events** must be included in the one “main” catalog. The entries from the events not managed by the Superintendent will need to be supplied electronically from the various event Secretaries.
- Use high quality paper, an attractive cover, and readable size type. Spiral binding or a ring binder is preferred over saddle-binding.
- Work with Superintendent during the contract phase to make sure both parties understand and are in agreement about the production of the catalog. Additional fees may be assessed by the superintendent.
- Catalog includes: GRCA/AKC standard information; advertising, the entries for all events separated by section; an index of exhibitors, Judges’ Biographies, List of Trophy Donors, List of GRCA Trophies
- A typical National Specialty catalog can run to 400-500 pages. This is a significant expense and a significant responsibility.

### CATALOG CHAIR

- Should be familiar with advertising criteria, printing policies, computer software and detail work
- Must adhere to deadlines
- Solicits catalog advertising and makes sure it is submitted to the superintendent correctly and on time
- May be responsible for arranging for distribution of pre-paid catalogs and for selling any additional catalogs

### GRCA/AKC INFORMATION

- Includes the parts of the premium list regarding schedule, judges, committee members, officers of both GRCA and the host club, certification page

- Letter of welcome from the General Chair. Additional letters from mayor or governor may be included.
- List of GRCA National Specialty trophies
- Specific information such as maps, directions, hospitality events, educational events

## **ADVERTISING**

- Three types: commercial companies and products, GRCA member clubs, individual. Approximately half of the catalog can be advertising
- Keep advertising choices simple: full page, half page, memoriams
- Decide if catalog will be entirely black and white, or offer partial color.
- Determine price of ads
- Solicit ads early and often
- All advertising must comply with GRCA advertising policy as published in the Golden Retriever News and stated on the GRCA Website

## **ENTRIES**

- All entries for all National events must be included in the catalog.
- Individual events such as Tracking or Field Trial may have their own small, separate catalog. Be sure to order enough for spectators and exhibitors.
- Individual events—even Parades--should have their own catalog section.

## **INDEX**

- An index of all exhibitors, names, addresses, will be included. This can be an integrated list from all events or each event can be listed separately.
- A Table of Contents with page numbers should be provided for the catalog as a whole.

## DISTRIBUTION AND SALES

- The majority of the catalogs should be sold on a pre-order basis via the RSVP/Merchandise order page.
- Ordering a lot of catalogs for sale at the event is not profitable. Catalogs available for sale should be priced higher than those pre-ordered. Catalogs ordered to be mailed should be higher still.
- Catalogs may be distributed/sold the first day of an AKC event at the National; this does not have to be Conformation.
- At the site, separate those catalogs to be picked up from pre-order sales. The location where meal tickets are given out is also a good place to distribute pre-ordered catalogs.
- The catalogs which are available for sale should be with the host club merchandise.
- All judges for all events receive a complimentary catalog at the conclusion of their assignment. The superintendent will give these to the conformation, obedience and rally judges when they turn in their judges' books. The host club will be responsible for distributing the rest. Be sure to add the number of catalogs to be given to the judges to the number of catalogs pre-ordered.
- One copy of a marked catalog needs to be sent to the GRCA Archivist.
- The Results Coordinator needs three (3) catalogs.
- The superintendent should supply catalogs for AKC and for use at the rings. The ring catalogs do not have to be "full" catalogs with all the advertising; they can be just the entries for that ring.
- Total number of catalogs to be ordered equals:
  - The number pre-ordered
  - The number for all judges
  - The number for AKC, Archives, rings, results
  - The number ordered for sale at the event
- When the catalogs arrive, make sure the superintendent has pulled those he needs for AKC, rings, conformation, obedience and rally judges.
- Pull those to go to the judges of the other events. Put in a safe place where they will not be inadvertently distributed.

- Separate those which have been pre-ordered and put at their distribution point, frequently with meal tickets and/or welcome bags. Do not have exhibitors pick up pre-ordered catalogs at the merchandise table. Provide a pre-order list and check off names.
- Only those catalogs which are available for sale go to the merchandise table.
- Make sure the price of catalogs to be shipped covers the cost of the postage and envelope. Take a sample of a previous catalog to the Post Office and get a price. Add a bit for the work and round up to whole numbers.
- “Marked” catalogs are not really necessary; no one actually marks the catalogs, the printed results are included. Purchasers can print off the results themselves, no need for the host club to provide these.
- The pre-ordered catalogs can be distributed on the first day of the National. Sometimes superintendents will argue about this. GRCA has a letter from AKC that this may be done. While they’re heavy and it is difficult to transport them to the field events, the exhibitors definitely appreciate it, especially if there is distance between the field events and the show site.



## **20. GROUNDS**

Grounds include all the rings, a grooming area, the GRCA, GRF and host club sales booths, all other vendor booths, the show superintendent, the announcer's space, the Results Coordinators space, an area for the "bench show committee" to meet if necessary, the show photographer/videographer, food concessions, judges' hospitality, catalog distribution, parking for cars, parking for RV's, a space for the veterinarian (if on site), dog exercise areas, sanitary facilities, and a display area for the trophies and rosettes to be displayed before awarding.

### **GROUNDS CHAIR QUALIFICATIONS**

- Ability to work well with others and to coordinate details
- Have a reasonable amount of physical strength
- Flexible and good natured; able to adjust to unforeseen issues
- Firm enough to make decisions and enforce them
- Be on site before, during, and final day of the event

### **GROUNDS CHAIR DUTIES**

- Coordinates details of planning and set up of show grounds with Conformation and Obedience Chairs. Includes rings, spectator areas, bleachers, vendors, grooming, etc.
- Arranges for Wi-Fi for superintendent, NS Results Committee, and vendors
- Coordinates with Grooming Chair to ensure electrical needs for grooming area can be met
- Arranges for a public address system, both for ring announcements and for the general show grounds
- Assures there are adequate sanitation facilities for both people and dogs.
- Arranges for trash collection and disposal. Provides ample amount of poop bags and equipment.
- Designates exercise areas; makes sure they are supplied with equipment and pick up.
- Coordinates with RV Chair to facilitate RV parking needs and requirements.
- Arranges for day parking, traffic control, and people shuttles, if necessary

- Coordinates with General Chair to make sure superintendent or others have provided all necessary ring equipment, including wicket.
- Arranges for the rental and set up of any large tents.
- Arranges for the rental and distribution of golf carts. Show committee should have at least four (General Chair, Grounds, Trophies, Other). Exhibitors may also wish to rent golf carts through the same service.

## **EXHIBITORS' AND SPECTATORS' NEEDS**

- As the size of the National Specialty and the age of the participants increase, particular attention needs to be paid to helping those less able. If the show site is spread out over several buildings or is on different levels, or if parking is quite a distance from the rings, additional golf carts should be provided to assist people in getting around. Handicapped parking needs to be provided as close to the site as possible. Additional parking slots may need to be designated as Handicapped; they will require the government issued handicapped sign. If at all possible, the grounds and rings should be accessible by wheelchair.
- If an inside show, there may already be bleachers in place. These may not be accessible for those who have difficulty walking; space should be allocated for these people on the main floor.
- If an outside show, people will probably want to bring their own pop-up tents. If space for this is not regulated, it will turn into "tent city", everyone huddled in their individual space. Designate a distance from the rings where personal tents may be erected. Or rent a second large tent opposite the main tent to provide shade for exhibitors and encourage people to share the space.
- The AKC's policy on providing tenting/shade is: "While the monetary cost of renting, transporting, erecting and disassembling tents can be very high, this cannot compare to the concerns of canine and human health and well being. The AKC is greatly concerned about the welfare of dogs, exhibitors and judges participating in events during inclement or hot weather, and we expect clubs to provide some type of adequate shade at sites which do not have a reasonable amount of protection from the heat." *(Excerpt from the AKC Show Manual)*
- A description of the show site which notes the facilities available for handicapped should be included in the premium list.

## **REQUIREMENTS--CONFORMATION**

- At least two conformation rings 50 x 100' each. Side by side is preferable so one ring can be created for BOB. Separate entrances and exits for dogs entering and leaving the ring.
- Large tent for outside shows covering entrance and exit to the rings, stewards' table, armband distribution, Judges' Education, etc.
- Holding area for dogs waiting to enter should hold 2/3's of the largest class.
- Grooming spaces approximately 10' x10' provided on a rental basis. Need plenty of electricity. Check wattage of facility! Provided electricity preferable to generators. Free grooming space must also be available per AKC.
- Dogs are not to be left in the grooming area overnight. This practice simply isn't safe for the dogs or for any security personnel. All dogs must be housed elsewhere with an individual who is responsible for their health and safety.
- Spectators need space for their own chairs, shade, and good visibility to the rings. Bleachers are an excellent idea, but space must also be available for those who can't manage the stairs and backless seating. Private tents must only be allowed in established areas; this area must be designated prior to the start of the show.
- Charging for ringside seating is generally a poorly received idea. A club can raffle off chairs, seating and "special" service as a fund-raiser, but limit these seats to no more than 10. And make it special—don't just hand the winner a chair in a box!
- Participants in Judges Education programs, their mentors, judges who have finished their assignment and other dignitaries should be provided with designated ringside seating.

## **REQUIREMENTS – OBEDIENCE AND RALLY**

- Two to four rings each at least 40' x 50' Two should be side by side so they can be opened up for Team competition
- Crating area with shade, reasonably close to rings
- Stewards' tables, trophy/rosette tables
- Concealed area for handlers for out of sight stays, clear access
- Shade for spectators if outside—See Conformation Requirements

## **ELECTRICITY**

- Needed not only for grooming, but also for vendors, charge card machines, RV's, lighting for under and around tents, PA systems. Vital that the site has enough power and outlets available for all uses
- Additional main generators may have to be rented and their cost figured into rental cost of grooming sites, vendor booths, etc. A separate insurance rider may be required by the rental company. GRCA will obtain the rider; the expense is a host club expense.
- Personal generators are not desirable. They are loud, produce a lot of exhaust, and quickly ruin the atmosphere of a National.

## **RV PARKING**

- One of the major considerations is site selection. Site should have a minimum of 75 RV sites available or the space to set them up. However, budgeting for profit/loss should be based upon having 100 RV sites available.
- RV sites should provide 30 amp service as well as potable water. If water is not available, a water vendor will be required to visit the RV sites on an as-needed basis. Sewage can be managed by the use of a "honey wagon" several times during the event.
- Minimum RV site size should be 20'x40' with 25'x50' being ideal.
- 15% of the available sites should be flagged to accommodate longer RVs (like handler truck/travel trailer combos or 45' motor homes/fifth wheel trailers).
- Sites less than 18'x40' should be communicated prior to the event as that size starts to create issues
- All RV sites need to be reserved and paid for in advance. Host club needs to appoint an RV Chair to handle reservations, assign spaces and provide site map and to be available for questions and assistance prior to and during the event. Each space needs to be clearly marked.
- Typically a site will charge the host club for the RV site rentals, the host club will charge and collect from the renters and will pay the site in one payment.
- All dogs must be in RV's at night, no dogs can be left outside in exercise pens.

- If dogs are in RV's at night, at least one person must be present; no dogs are to be left unattended at night. This must be clearly stated in the premium list and in the RV Reservation form and must be enforced.

## **REGULAR PARKING**

- There needs to be a lot of it! Every attendee not in an RV will drive to the show site. Plan for needing parking for about 50% of the conformation, obedience, and agility entry numbers.
- "Free" parking is desirable, but not all sites may allow it. If site charges for parking, that must be published in premium list. Host club should negotiate with site to see if a prepaid event pass can be obtained by each exhibitor instead of charging for parking (and collecting the fee) every day.
- If the site charges for parking, they should also provide the staff. Collecting parking fees is not the responsibility of the host club; this should be made clear in the site contract.
- Host club will need to make a decision if grooming is allowed in parking area. If so, people may need two spaces, one for a vehicle, one for grooming set up. This is a decision to be made carefully, does the host club really want to handle parking reservations or is "first come" a better plan?
- Establish loading and unloading zones so people can get their stuff to their grooming area or spectator area without lugging it from the parking lot.
- Designate a close-in parking area for judges, committee members and other honorees.
- Consider renting a few golf carts which can drive people back and forth from the parking lots to the main show area.

## **EXERCISE AREAS**

- AKC requires a minimum of two exercise pens suitable to the size of the breed at specialty shows, both indoor and outdoor. Standard size is 48 sq ft each, 4' high, of study construction. Exercise pens must be monitored and picked up frequently.
- Reality is: other areas will also be used. Grounds need to be patrolled.
- Scoops, trash bins and poop bags are a MUST! There can't be too many poop bags. Don't try and figure out how many you need, buy a ton! Make them

available at numerous locations.

- Regular pooper-scoopers tend to wander off; provide cut down plastic bottles instead.
- Consider hiring a cleanup crew to patrol the grounds during the show. Host club members must also be willing to pitch in.
- Contract with the facility to have the trash picked up at least daily.

### **ADDITIONAL SPACE CONSIDERATIONS**

- GRCA booth, GRF booth, host club booth, next host club booth, sponsor, MAF
- Superintendent, PA announcer, Results coordinator
- Photographer and videographer
- Trophy and rosette display
- Vendor area
- All must be of the appropriate size to fit the needs of those occupying the space and must be situated in convenient locations
- At outdoor shows, these must be tented areas.

### **EQUIPMENT**

- The show superintendent should provide all equipment for conformation, obedience and rally, including standard AKC wicket
- At an outdoor show tenting should be provided for:
  - Conformation – 60' x 100'
  - Obedience rings – 40' x 80'
  - Obedience crating – 40' x 60'
  - Sales – 40' x 80'
  - Grooming – 80' x 160'

### **SIGNAGE**

- Signs can be theme-coordinated with the National logo. Amount of signs and big print take precedence over “cuteness.”
- Imagine all sites from the point of view of a newcomer attending a first national. Make signs for EVERYTHING!

- Directional signs on roads to all events, especially field sites which may not show up on individual GPS.
- Signs at show site: parking/no parking, grooming, exercise areas, buildings and meeting rooms, anywhere people need to go. Make them plentiful, make them big.
- One big sign every day with day's events and their locations.
- GRCA Club Banners are the responsibility of the GRCA Banner Chair and the appropriate Regional VP. Grounds Committee to coordinate with facility and with Banner Chair regarding display location and shipping arrangements.
- GRCA has a large GRCA banner. It is tradition to hang this banner in a prominent place in the display with the banners of the current and the upcoming host clubs flanking it.

## **CODE OF SPORTSMANSHIP**

The AKC would like to remind all clubs that sportsmanship is one of the hallmarks of dog sports. All our events are family friendly! Please post the [AKC Code of Sportsmanship](#) in as many locations as possible. Potential locations include the premium list, the judging program, the catalog, on ring number posts, and at the secretary or superintendents table. Help remind everyone that good sportsmanship is critical to the sport.

## 21. HOSPITALITY

The various components of Hospitality reflect the overall tenor of the National. Memories and impressions are largely based on hospitality. This is the place to concentrate time, energy, budget and personnel. Don't skimp; give freely. Everything adds up to people having a great time—which is the ultimate goal.

### HOTELS

- **Use a housing service, such as Connections Housing, for all your hotel needs. By doing this, an exhibitor has a contract with the hotel they reserve. The host club is not responsible for guaranteeing rooms.**
- Host club may receive complimentary (“comped”) rooms based on the number of room nights booked through the housing service. Comped rooms may be used to offset the cost of rooms for judges, committee members, etc.
- Be very careful if a hotel asks that a certain number of room nights be guaranteed. Have the contract reviewed by GRCA's Legal Committee.
- Establish a “Headquarters Hotel” for the GRCA Board and selected Committee members, usually about 30 rooms. The GRCA Secretary will supply a list of names together with arrival and departure dates.
- Judges may be housed in this hotel or you may reserve accommodations for them elsewhere, preferably a facility which does not take dogs, and therefore not exhibitors.
- All hotels housing attendees at a National Specialty are considered to be part of the show grounds. Hotel abuse falls under the purview of the Show Committee. Abuse may result in a committee hearing, suspension of entries at the National and loss of AKC privileges.

### HOTEL ROOMS FOR BOARD MEMBERS AND OTHERS

Host club to reserve block of rooms with primary hotel, usually about 25-30 rooms. Block needs to be reserved early in the process; just numbers without names. As the event approaches, the hotel will want the exact names for each reservation, as well as their arrival and departure dates.

These rooms will be billed to the GRCA Master Account set up by the Treasurer.

These rooms are for: Current GRCA Board members, incoming Board members, Administrative Assistant, Judges Ed Chair, Historian, Breeders Ed Chair, Sales Manager, Booth Manager, Trophy Curators, Results Reporter, Health Clinic Coordinator, Chair of the National Specialty Committee.



Coordinate this with the GRCA Secretary as there may be additional requests for rooms for speakers, health clinic veterinarians, etc.

## **HOSPITALITY ROOM**

- This used to be a gathering place in the Headquarters Hotel where attendees could mingle and talk. The host club provided snacks and soft drinks. With the abandonment of a single hotel and the huge increase in both events and attendees, a designated Hospitality Room at a hotel has gone by the wayside.
- If the show site lends itself to this and if a host club wishes to do so, a Hospitality Room may be established on site. It is not required.

## **HOSPITALITY BAGS**

- If a sponsor provides free bags, generally with the national logo on them, the host club may take advantage of this generosity.
- Have the bags available for exhibitors to pick up when they pick up their meal tickets. Do not stuff them, that consumes many hours and the stuffed bags are hard to transport. If additional material is supplied, put that with the bags so exhibitors can pick up only the things they wish.

## **HOSPITALITY BOOKLETS**

- Preparing a Hospitality Booklet which contains all the helpful information about the national, the town, emergency contacts, maps and directions, suggested restaurants, things to do, etc. is a very useful item.
- This can be distributed electronically; exhibitors can print it off or just consult in via their phones.

## **MEAL FUNCTIONS**

- None of these are required, the following are what is currently traditional. Each host club should offer as many or as few as they feel capable of holding.
- Exhibitors also enjoy having free time to meet with their friends, don't schedule a function every evening of the National.
- *Breakfast at the show site.* Put on by other Golden clubs, at their expense, frequently from the same region as the National. Can be as simple as fruit and doughnuts to as elaborate as waffles or crepes. This is free to exhibitors.

- *Welcome dinner.* Usually held one of the first evenings of the national. This is a ticket item. Casual buffet is typical. If alcohol is served, a bar tender must be hired.
- *Tailgate party.* Held in the grooming area the night before Best of Breed. Exhibitors bring food (and drink) to share, everyone mingles. This is not a ticket item, but if the rules of the facility or the laws of the state require it, a bar tender needs to be hired.
- *Golden Retriever Foundation Gala.* Usually held two nights before Best of Breed. The GRF is entirely responsible for this event, including the tickets and seating arrangements. It needs to appear in the National Schedule, but the tickets are not sold on the RSVP page.
- *Field Trial Welcome Dinner.* If the field trial is held at a distance from the other National events, a welcome dinner is nice for those attending. Although a ticket item, this is a casual, informal event.
- *Field Trial Awards Dinner.* Because the GRCA Field Trophies are awarded separately from the other National trophies, a presentation dinner is necessary. The GRCA Trophy Curator will manage the trophies, the host club needs to coordinate their location at the dinner. This is a ticket item.
- *Other possibilities.* Some clubs have offered Tracking lunches or dinners, breakfast for WC/WCX participants, or free food ringside during Best of Breed. A club can offer the events it chooses, don't feel obligated to keep adding events simply because they were held at previous nationals.

## INFORMATION CENTRAL

- Designate a central location where people can go for assistance. This will be where the reserved meal tickets are given out, where people can pick up hospitality bags, where there are copies of the hospitality booklet, the judging schedule, emergency numbers, and anything else which might be helpful. Lost and found information can also be located here.
- Prepaid catalogs can also be picked up here; catalogs for sale should be with the merchandise.
- At the beginning of the event this should be staffed by 2-3 people; as the event winds down, only one person is necessary.

## HELPFUL HOSPITALITY HINTS

- Poop bags. Be sure to have AMPLE poop bags and scoopers available at the major hotels and at the show site. Resupply these constantly.
- Dog hospitality. Have cold water and plastic dishes available on the grounds for dogs. A bowl of dog treats at the Welcome Table is a nice touch.
- Provide as much shade, either natural or manmade, as you can.
- Provide name tags for Specialty Committee members. Include pertinent cell phone numbers and the judging schedule; these can be included on a card in a neck lanyard so everyone has the information readily available.

## JUDGES' HOSPITALITY

All judges are an integral part of the National and must be shown every possible consideration. This section covers Judges' Hospitality during the Specialty itself. For information dealing with judges prior to the event, please see Section 21.

- A Judges' Hospitality Coordinator should be appointed. Their sole responsibility is the welfare of all the judges. The performance judges may fall under that event's chair, but the ultimate responsibility lies with the Judges Hospitality Coordinator. This person should not exhibit a dog.
- Transportation. The Coordinator should know all the transportation plans of all judges. If they are flying in, arrangements must be made to meet them and to return them to the airport after their assignment. A shuttle service may be used.
- Hotel rooms need to be booked. Unless a couple has been hired, judges should not share rooms. They should not stay at members' homes.
- A hospitality basket in each judge's room is a welcome gesture. These can contain edible goodies, national merchandise, the hospitality booklet, anything that makes the judge feel welcome and part of something special.
- Transportation needs to be arranged from the hotel to the show site for each judge. This should be arranged so that they are there on time (generally one-half hour before the starting time) and so that they can go back to the hotel after they've completed their day.
- All meals are the responsibility of the host club. The judges may be taken to dinner, they may prefer room service, go with friends, or eat on their own. Receipts for these meals will be submitted. They should feel free to do what they want, but be sure you have asked them about meals.

- Event hospitality. Items at ringside, or at the line, should include a cooler with the judge's preference in drinks, paper towels, hand wipes, trash bags, pens, hard candies, sunscreen, bug spray, etc. Ask if they want something to snack on during their assignment, fresh cut-up fruit is always nice.
- Judges and stewards should be provided with a quality lunch, preferably in a quiet cool place away from the rings. Serve the stewards at the same time and place as the judges. It is very tacky to send the stewards to a food cart, plus both judges and stewards need to be back at the ring at the same time.
- All judges are given a National Specialty Catalog at the end of their assignment.
- All judges should be given gifts. These should either be all the same item, or of comparable value if different. If giving a large item, such as a chair, arrange to have the gifts shipped for judges who flew in.
- Performance judges should be encouraged to attend the conformation show, conformation judges should be encouraged to attend the performance events, especially the field events. The National schedule will determine the feasibility of this. Both the Judges' Education Committee and the Field Education Committee will facilitate these visits.
- Each judge should receive a hand-written thank you note. Either the General Chair or the chairs of each event may do this.

## 22. JUDGES

GRCA does not select or approve the judges for the National Specialty; that is the responsibility of the host club. GRCA does, however, oversee that all potential judges meet the following basic criteria:

- They should be knowledgeable about the area for which their opinion is requested, whether it is the breed standard, obedience procedures or the WC rules.
- They should have a reputation for being pleasant and personable to both dogs and exhibitors. They should treat the novice person with the same courtesy and respect as the experienced exhibitor or professional handler.
- They should be pleasant and easy to deal with. This includes being able to politely interact with the show committee, stewards, marshals and workers.
- Judges who have judged a GRCA National Specialty within the past four years are ineligible.

### GENERAL QUALIFICATIONS

National Specialty judges must meet the minimum requirements listed below. Judging experience can include assignments in the United States and internationally.

- Judges must have been licensed for at least five years with AKC or other internationally recognized licensing body.
- Conformation judges must be licensed for Golden Retrievers for at least five years. Judges who are provisional are ineligible.
- Conformation and Sweepstakes judges must have had experience with large entries and have the communication skills to complete written critiques on all class placements as well as general comments about the entry as a whole.

It is preferable--but not required--for National Specialty conformation judges to have the additional experience listed below:

- All-breed judges should have a background in sporting dogs and have experience in Sporting Group judging.
- Breeder judges should have judged at least two Golden Retriever specialties.
- Recent attendance at a GRCA Judges' Education Seminar, particularly one which included demonstration of field work.

The **GRCA NS Judges Selection Form** (*Appendix A*) will help document the minimum requirements for each judge. Before judges are offered any judging assignment this form must be completed and sent to the National Specialty Director for review to confirm that minimum requirements are met.

## **REPUTATION**

- Judges should be well- respected and have a reputation for fairness and impartiality.
- Judges should be unbiased as to any extremes in handlers, Golden type, or ring procedures.
- An effort should be made to select judges which are known for the ability to select what most would feel is a correct representative of the Golden Retriever.

## **METHODS OF SELECTION**

There are a number of ways judges can be selected that range from the General Chair selecting all judges to a vote of the entire host club members. For the sake of club unity it is probably the best policy to choose a method that gives Host Club members input on the judges selected. Any judge under consideration should have a Judges Information Form completed on them. Below is a recommended selection methodology that can be modified to fit individual host clubs.

- The Event Chairs solicit input of judges from all members, either by themselves or with the help of a committee.
- All submitted judges names are grouped by event; for example, conformation, sweepstakes, obedience, field, etc.
- All members then vote on the entire list for each event; for example, each member votes for their favorite three or five judges on the list for each event.
- The list is then shortened to the most popular dozen and the membership votes again.
- The top three or five judges (depending on the event and how many judges are needed) are then contacted in order of who received the most votes.

## OTHER ASSIGNMENTS

- AKC regulations state that judges cannot accept assignments for the same breed within 30 days and 200 miles of another assignment.
- Judges should refrain from judging Golden Retrievers for a period of at least six months prior to the National Specialty. Ten months is preferred.
- Request that your judges not accept another Golden Retriever specialty judging assignment six months to one year prior to the National.
- Request that your judges not accept any assignments on the days immediately preceding their assignment at the National.
- Complete the judge selection process as early as feasible to allow the judges to make sure they can comply with your requests.

## OTHER REQUIREMENTS

- **A written critique is required from all GRCA National conformation judges.** The written critiques should be on all class placements as well as general comments about the entry as a whole.
- A detailed critique is preferred over general comments, and the Conformation Chair should discuss this with judges prior to the show.
- A tape recorder should be provided for each judge for them to record their thoughts while the dogs are still in the ring. Make sure the supplied recorder works before letting them make their comments.
- The tape is to aid the judge in the preparation of his written critique. It is not to be transcribed by the host club and printed verbatim.
- Judges should be willing to judge entries in catalog order and work with their stewards in effectively managing classes that can exceed 100 entries.

The host club can request anything else they require of a judge, as long as those requests are made at the time the judge is initially contacted. Ask the judges anything that you feel is reasonable and will enhance the Specialty; it is always their prerogative to refuse. All requirements and requests should be listed in the contract sent to the judges which is then signed by both parties.

## NUMBER OF JUDGES REQUIRED

**Conformation judges** are limited by AKC to 200 dogs per day. The minimum requirement is three judges for conformation. Conformation classes are generally divided with one judge doing regular and non-regular dog classes, another the regular and non-regular bitch classes and the third doing Best of Breed. If the entry exceeds the number of dogs one judge can do in a day, the classes can be split with the non-regular and puppy classes going to a third conformation class judge.

**Obedience judges** are limited to 8 hours of judging per day. The minimum requirement is two judges for obedience. Whether obedience is held over two or three days will dictate whether two, three or four judges are needed. If obedience judging coincides with the first two days of conformation and the entry is large, then three judges will be needed. The three judges are assigned the six regular classes, and then divide the other classes among them depending on the size of the entry.

**Field Trial judges.** At least six, one set each for Open, Amateur and Qualifying/Derby. If large entries are anticipated both Qualifying and Derby should have a separate set of judges.

**WC/WCX.** Should plan on eight, WC Land, WC Water, WCX Land, WCX Water. With large entries the Land series of either or both the WC and WCX can be split.

**Agility judges** are limited to judging 300 runs per day.

All event chairs should have the names of reserve judges in mind. Should an entry be unusually large or should a judge be unable to come, this prior consideration will be very helpful.

## EXPENSES

Judges' fees can vary tremendously. Some charge a flat fee that can range from as little as \$200 to as much as \$1,000. Some will consider the invitation an honor and will charge expenses only. Some charge a flat fee plus expenses. Others charge expenses and a certain fee per dog judged, usually from \$1.00-3.00. Expenses usually include round trip airfare from their home to the show location, transportation to and from the airport, transportation to the hotel and show grounds, lodging for all nights of the show plus any additional nights to accommodate air travel, all meals, and incidentals. This can add up to a substantial amount, easily \$1,000 per judge.

Although expense is something to consider, do not lose sight of the fact that this is the GRCA National Specialty; if certain judges are desired, they should be secured and the club should make every effort to raise the funds required.



## INITIAL CONTACT

Exact dates for each event need to be established prior to contacting judges. Do not procrastinate in contacting your preferred judges since many judges accept assignments over two years in advance.

- The first step is to complete the **GRCA NS Judges Selection Form** for all judges under consideration (see *Appendix A*). These completed forms need to be sent to the National Specialty Committee for verification that the minimum criteria have been met. They will be promptly returned to you; this is not an approval process, simply a verification of criteria. (See *Appendix A* for **Sample Judge's Availability Inquiry Letter, Judge's Confirmation Letter and Judge's Contract**.)
- The first contact with a judge is often made by telephone or by email. Identify yourself by name, name of the host club, and your position with the upcoming GRCA National Specialty.
- Ask if they are available to judge at the GRCA National Specialty. Have available all the pertinent information such as exact classes they would judge, dates, location, nearest airport, etc. It is quite common for judges to have to consult their calendar or secretary then call you back. Alternatively, you can offer them a few days to consider after which you will call them back.
- Ask them their fees and what they require in the way of expenses. At this time, also mention any special requests your club may have.

## CONTRACTS

- All duties and responsibilities of both the judges and the host club must be clearly stated in this letter. This does not mean that you cannot make requests of your judges at a later date, but they are not bound to comply with requests not stated in the signed contract. A contract protects both parties.
- As soon as you have a verbal agreement from your judge, send them two copies of this contract which you have signed. The copies can be signed by the judge or any designated liaison. Request that the judge sign both copies and return one to you.
- You must also provide the GRCA Secretary with copies of all signed contracts with judges.
- Once a contract has been signed by both the judge and the host club, it cannot be changed or another judge substituted without permission from GRCA.

## **FOLLOW-UP**

Keep judges informed as to the periodic progress of your show. Every six months is more than enough. This is just a nice touch. It shows you are a personable club and at the same time conveys the fact that this is indeed a special event and they are a special part of it.

## **TRAVEL PLANS**

- Write your judges and request travel information about one year to nine months prior to the show.
- Will they be making their own flight or ground arrangements, or should you arrange transportation? Most judges will make their own flight arrangements.
- Once on the ground, they can be met at the airport or given information as to where to secure a ride to their hotel.
- Be sure their names and contact information are given to the Judges' Hospitality person.

## 23. JUDGING SCHEDULE

### GENERAL CONSIDERATIONS

- Will set the tone for entire National. Do not let Superintendent do this. After entries close, get numbers and work up a tentative schedule in conjunction with the National Specialty Committee. Giving time and thought to the judging schedule may take 48 hours, but will be well worth the effort.
- Conflicts among events and/or classes will always be present. Try to avoid as many as possible by the careful preparation of the Judging Schedule.
- Conflicts between events should be worked out at the time the applications are submitted to AKC and the National Calendar is set. This section primarily refers to classes and events at the show site. Field events are usually at least an hour away from the show site. Do not schedule events in both the field and the show site on the same day. It's very hard for exhibitors to enter both.
- **Host club representative and NSC representative should work together to arrive at the best possible schedule. Two or more pairs of eyes and minds are needed!**

### CONFORMATION

- Typically, Puppy and Veterans Sweepstakes takes one day; regular classes take two or three days depending on entries, Best of Breed takes one day.
- Gundog Sweepstakes may be scheduled at any time, but do not schedule it opposite a field event.
- The following are tips which will avoid as many conflicts as possible.
  1. Stagger the start of dogs and bitches. Start one sex one or two hours before the other. (This may be problematic if a very large entry occurs.)
  2. Start one ring with the puppy classes; the second ring with adult dogs.
  3. Stagger lunch hours and breaks. This automatically happens when starts are staggered.
  4. Absolutely do not schedule the two Bred-by-Exhibitor classes at the same time, different days are preferred.

5. Do not have the two Open conformation classes at the same time, different days are preferred.
  6. Try not to schedule any other activity during the Veterans classes.
  7. Do not schedule any other activities during Best of Breed competition.
  8. If the Winner's competition immediately follows the completion of the regular classes, a modest break of at least 30 minutes must be allowed. (Res 83-13)
  9. Schedule stud dog, brood bitch and other non-regular classes on the days prior to BOB.
  10. Non-regular classes. For each sex there are three veteran classes, a hunting retriever class, and a field trial class. Because many aspirants for the Triathlon Award hope to achieve the conformation portion of this award through a placement in the non-regular classes, schedule these classes so exhibitors find it convenient to compete by avoiding conflicts with obedience, rally, or agility.
- Best in Puppy Classes and Best in Veteran Classes. It is best to schedule these immediately following Best of Breed. The judging of Best Puppy and Best Veteran involves the winners of the appropriate four or six classes. Even if one puppy has beaten another by virtue of receiving Winners or Reserve from the classes, all four puppies return to the ring for the judging of Best Puppy. This is a separate, non-regular class, most frequently judged by the Best of Breed judge; what happened in the regular classes has no bearing on the Best Puppy award. All six veterans return to the ring for the Best Veteran judging. It is the responsibility of the Conformation Chair to make sure the stewards understand this procedure. Be sure the winners of the puppy and veterans classes know when they are to return to the ring. This can be easily scheduled in advance so there is no question when these classes will be judged.
  - There is no Best Bred by Exhibitor class or trophy. Both BBE Dog and BBE Bitch are awarded comparable perpetual GRCA trophies--the two do not compete against each other.

## **JUNIOR SHOWMANSHIP**

- Junior Showmanship must be offered in accordance with AKC regulations
- Any of the Conformation judges also licensed to judge Junior Showmanship can serve but GRCA prefers that a separate Junior Showmanship judge be engaged.

- This can be scheduled at any time that is convenient; a lunch hour is a popular time. If your show includes a weekend, schedule Junior Showmanship on one of those days so local children don't have to miss school.
- If there is space, assign a separate ring to Junior Showmanship.

## **OBEDIENCE AND RALLY**

- Obedience can usually be finished in two days if there are three judges. Two judges will suffice if the entry is not too large. However, do not force a moderately large entry into two days just to get it finished.
- Allow a schedule that is reasonably paced.
- Do not schedule Open B and Utility B opposite each other. It is also preferable if no one judge does both the A and B entry of any class.
- Rally will consume all of one day. Do not schedule opposite obedience classes.
- The High in Trial GRCA trophy may be awarded in either the obedience ring following competition or in the Best of Breed Ring during a break.

## **PUTTING THE SCHEDULE TOGETHER**

- AKC does not specify the order in which the classes must be judged. After entries have closed, get the numbers for each class and sex. Figure 25 dogs an hour. This will give you building blocks upon which to base the schedule.
- When considering time schedules use the following rules: Two and a half minutes per dog or 25 dogs per hour for conformation.
- Sweepstakes judges are allocated 20 dogs per hour.
- For multiple entry classes such as brace, stud dog, and brood bitch, count each 3 dog unit as one dog.
- For obedience, calculate roughly 6 dogs per hour for Utility, 7 dogs per hour for Open, and 8 dogs per hour for Novice.
- Absentees will reduce the time taken, but this number is hard to predict and cannot be considered when setting up the schedule. Only the exact entry numbers can be used. Use "Following" instead of exact ring times as much as possible.

- Time for breaks can be considered, but their actual times should not be listed in the judging schedule to afford additional flexibility. **You must adhere to any actual times listed in the judging schedule.**
- First list all the classes and number of entries. Use the rule of two minutes per dog or 25 dogs per hour to determine how long each class will take to judge.
- For obedience, use the 6-7-8 Rule
- There will now be blocks of class judging time that can be juggled around like pieces of a puzzle until the best arrangement is reached. No judge can be scheduled for more than 200 dogs per day in conformation and 8 hours per day in obedience.
- If entries exceed these limits, additional judges will need to be hired.
- If more than 200 dogs are entered in Best of Breed, additional judging will have to begin the day or evening before Best of Breed is scheduled.
- Best of Breed is judged in groups of about 10-12 dogs and cuts are made. The Best of Breed Committee has worked out a scheme whereby exhibitors can move their entries between groups. Let this group of people handle BOB, they have done it for over a decade and know what needs to be done.

## **24. MEETINGS, HEALTH SCREENING CLINICS AND SEMINARS**

### **ANNUAL MEETING**

The Annual Meeting is the responsibility of the GRCA Board of Directors.

- In consultation with the GRCA Secretary, an appropriate night and time must be determined and published in the schedule.
- This is an important event and is required by the GRCA By-Laws. It should not be scheduled opposite any other event. Without sufficient attendance, a quorum will not be present and business will not be able to be conducted.
- About two hours should be allocated for the meeting; some will be shorter, others may run over, depending upon the issues addressed by the membership.
- It is the responsibility of the GRCA Secretary to tell the host club what is needed for the Annual Meeting. This includes things like the arrangement of the room, microphones, tables, refreshments, audiovisual equipment, etc.
- This information should come in one mailing at least 6 months prior to the National. The host club will then convey this information to the appropriate site personnel.
- The room should be able to hold at least 350 people.
- Usually the room is part of the overall show site agreement and there is no additional cost to the host club.
- Audiovisual equipment and refreshments costs will be paid for by GRCA.

### **BOARD MEETINGS**

The GRCA Board of Directors holds two Board meetings during the week of the National Specialty.

- The meeting times and location will be arranged by the GRCA Secretary.
- Meetings may either be held at the show site (if appropriate space is available), or in a meeting room at the headquarters hotel.
- The meeting room should be able to hold 15 people and have tables and chairs.

## HEALTH SCREENING CLINICS

Health screening clinics are entirely under the auspices of the GRCA Board of Directors. They are planned and organized by the NS Health Clinics and Seminar Coordinator.

- The Health Clinics Coordinator works with the host club to determine scheduling, venue and on-site requirements (supplies, tables, chairs, volunteers)
- Typical clinics include health screening for eyes, hearts, DNA blood draws, PU research and other research-type clinics, when deemed necessary
- All expenses and revenue are the responsibility of GRCA and payment must be made directly to GRCA.

## EDUCATIONAL SEMINARS

Education efforts are entirely under the auspices of the GRCA Board of Directors, the NS Health Clinics and Seminar Coordinator, the Breed Education Committee (BEC), and the Judges' Education Committee (JEC).

- Educational activities often include lectures, panel discussions and presentations involving actual dogs and are offered over a half or full day period, or in the evening.
- Programs are generally held during the early part of the National Week but should be scheduled to provide the greatest opportunity for participation from all the different event participants.
- The Seminar Coordinator and Education Chairmen should work with the host club to coordinate room space and other logistics depending on the location of the seminars.
- The host club is not responsible for these events. Advance publicity in the *GR News* and on the website is helpful in alerting members to these opportunities.
- Complete information will be supplied to those formulating the premium list by the appropriate chairman.
- Expenses for educational events (including audiovisual equipment and meals) and income from educational events are the responsibility of GRCA--not the host club. If the host club incurs additional out-of-pocket costs for the room



these will be reimbursed by GRCA. If the room is available as part of the overall site rental, no additional reimbursement will be made to the Host Club. Any revenue from these seminars will be paid to GRCA.

## 25. PARADES

### PARADE OF TITLEHOLDERS

#### GENERAL CONSIDERATIONS

- The Parade of Titleholders is not a required event, but GRCA strongly encourages that it be held. The host club may determine the numerical entry limits. (*Res MY13-15 and 13-16*)
- The non-competitive Parade is a time for owners to show off their dogs with the highest titles, a chance to see the veterans who are no longer being campaigned, and an opportunity to pay tribute to the dogs who have brought great recognition to the breed.
- Care and thought needs to go into the planning for this event so that it is truly a showcase and not stuck somewhere into the National schedule as an afterthought. The Parade is one of the lasting memories that exhibitors will take home with them.

#### LIMITATIONS

- The host club may determine the numerical limit of entries (usually 100) and entries should be accepted on a first-come, first-served basis. Entries received in the same mail delivery should be accepted, even if they exceed the limit.
- The **minimum** title needed to qualify as an entrant for the Parade of Titleholders is one of the following: CH, UD, FC, AFC, MH, QAA\*\*\*, MX, MXJ, MXP, MJP, TDX, VST, RAE (*Res 14-26*)
- Dogs must be able to enter the ring under their own power.

#### SCHEDULING

- Scheduling is determined by the Host Club
- Scheduling considerations should offer the most opportunity for participation by exhibitors and spectators. The middle of the National schedule is preferred.
- An evening schedule, separate from the show, allows ample time and consideration for the event, especially if it is coupled with a hospitality event such as a dinner or wine-tasting.

#### ENTRIES AND ORDER

- The Chairperson for the event should handle entries and other details.
- The Parade is most effective if the dogs are not in random order, but are arranged in some selected sequence.

- Youngest to oldest is simple and effective, since it puts the veterans at the end.
- Grouping by oldest to youngest is not as effective, since the buildup to the veterans is lost.
- Other possibilities are grouping by number and kinds of title, still keeping the veterans separate and last. This can be effective, but may need more organization than is really necessary.
- It is the host club's decision as to whether entrants can submit a few words about their dog.
- Because the Parade is not an AKC event, non-AKC titles can be included

## **ORGANIZATION OF THE EVENT**

### **PERSONNEL**

- An announcer with a good voice who is used to this type of presentation is needed. Remember that the best voice in the world will not be heard unless it is broadcast on a good quality public address system. The announcer must take the time prior to the Parade to go over the names and titles of the entries for correct pronunciation.
- Several people will be needed outside the ring to organize the dogs into their groups and send them in at the proper time. Armbands are needed so the exhibitors can be easily organized into their designated order.
- One person will be needed in the ring to work with the announcer to make sure that the dog being announced is the dog that is on display. In spite of all preparation there will be absentees. The organizers outside the ring need to pay close attention to this and relay the information to the person inside the ring so the dogs are announced as absent.
- Arrange for several people to hand the rosette and/or memento to the owner. This is generally considered a great honor and thus the presenters should be chosen accordingly. Current or past GRCA presidents, GRCA life members, special members of the host club, or even notable non-members with a significant connection to Goldens are examples of people who might be asked to serve as presenters.

### **ORGANIZATION**

- In most cases dogs are presented one at a time. Each dog has his name, title(s), owner(s) name and (if host club chooses) the few words submitted announced. The dog can be moved around a ring, go on a stage or go in the center of the room depending on the room configuration.

- The rosette may be presented before or at the conclusion of the dog being introduced.
- Dogs should be organized in small groups of 10 or 15 and “staged” while the preceding group is being recognized. It is best to keep the mechanics as simple and straightforward as possible.

## **VISIBILITY**

- The most important consideration is that the dogs can be seen. Dogs presented at the same level as the spectators enable only one or two rows good visibility.
- If a ring with bleachers is not available, consider using a stage for the dogs to be presented on. Make sure it is high enough for the dogs to be visible and that the footing is sound and that the dogs can easily get on and off.

## **ROSETTES**

- Each dog should receive a 14-inch three-streamer rosette with his name and all titles imprinted on it.
- Some clubs opt to also give a memento of the event.
- After the entries close a list of the entrants should be supplied to the person responsible for ordering rosettes so that individual names and titles can be printed on the rosettes. This same list should be supplied to the Catalog Chair to be included in the main catalog.
- Rosettes need to be put in the order in which they will be presented. Fumbling through a box of ribbons for the correct one takes time and does not look impressive. Placing each group of 10 or 15 in its own separate, flat box works well, as does hanging the rosettes on a rack.
- It is important that the presenters can both see and hear the announcer so the correct rosette is presented. Make sure there is an extra person who can assist the presenters if necessary.
- All rosettes must be picked up at the Parade, none should be mailed to absentees.

## **DECORATIONS**

- Since this is a celebration, it should be decorated accordingly. Flowers have been commonly used and always work well; some clubs have used balloons to good effect.

- The table from which rosettes/mementos will be presented should be covered and decorated.

### **MUSIC**

- Some clubs have opted to play background music during the reading of the dogs' names. This is quite effective in providing continuity to the event. Make certain, however, that it does not overpower the announcer's voice.
- Music is not a requirement, but can add a touch of class to the Parade as a whole.

## **PARADE OF RESCUE DOGS**

- Although this is not a required event some clubs have chosen to present a Parade of Rescue Dogs. Consider asking a local Rescue Group to handle this event. *Resolution MY 94-15.*
- This honors both the dog and his new owners and the rescue group that helped to place him.
- The Rescue Parade can take place during the day, usually during a lunch break.
- The host club may determine the numerical limit of entries (usually 30-35) and entries should be accepted on a first-come, first-served basis.
- It is the host club's decision as to whether entrants can submit a few words about their dog.
- The host club can decide if there is no charge or a small participation fee.
- The dog receives a ribbon or other memento.

## **MORRIS ANIMAL FOUNDATION GOLDEN RETRIEVER LIFE-TIME STUDY HERO PARADE**

- Although this is not a required event some clubs have chosen to present a Parade of GRLS Heroes in partnership with Morris Animal Foundation. Morris Animal Foundation volunteer leadership team will handle the details of this event.

- The GRLS Parade can take place during the day, usually during a lunch break.
- The MAF may determine the numerical limit of entries (usually 75) and entries should be accepted on a first-come, first-served basis.
- There is normally a small participation fee
- The dog receives a ribbon or other memento sponsored by MAF

## **OTHER PARADES**

- There can be other Parades to honor specific groups of dogs such as Veterans or Field Champions.
- These are not usually registered events, dogs may just show up if offered.
- Be careful not to overdo this; there can't be a Parade every day!

## **26. PHOTOGRAPHERS**

### **OVERVIEW**

- Host club should appoint a National Specialty Photography Coordinator or assign these duties to an existing National Specialty Committee member.
- Host club hires official Show Photographer, establishes and signs contract.
- A usual contract covers lodging before and during the event and lunch at the site.
- May hire Official Photographers to also cover Field or other events if desirable.
- The Official Photographers are the only authorized distributors of National Specialty photographs.

### **NATIONAL SPECIALTY PHOTOGRAPHY COORDINATOR**

- Appointed by Host Club
- Coordinates with National Specialty Results Coordinator, Official Photographer(s) and GRNews Editor
- Duties:
  - Gives comprehensive list of required photos to the Official Photographer
  - Provides signage at each event to remind winners of the requirement to have their photograph taken
  - Provides signage at the Official Photography Area that only the photographer, assistants, dog, handler, owner and co-owners are to be present
  - Coordinates with Vendor Chair to make sure that anyone taking and selling candid photographs is considered a vendor and must pay a vendor fee
  - Checks in with Photographer regularly to make sure pictures are being taken and check list is being maintained
  - Works with Photographer and GRNews Editor on any identification issues

### **OFFICIAL PHOTOGRAPHER**

- The Official Photographer (and staff) must be on site from the beginning of the first event of the National until the last event is concluded.

- Superintendent must supply the Photographer with desired number (minimum of 4) catalogs of all the entries for use in proper identification.
- Photographer must have iron-clad system for identifying each photograph.
- Each photograph supplied to GRCA must indicate the Event, Class, Placement, Owner and Dog's Name.
- GRCA requires that the following digital photographs be provided to GRCA at no charge:
  - **Tracking Test** qualifiers
  - **Agility** – first place in each class, plus:
    - Excellence in Agility winner
    - Excellence in Preferred Agility winner
  - **Obedience** – first place in each class plus HIT & HC
  - **Rally** – first place in each class, plus HC
  - **Conformation** – first place in each class, plus:
    - Best of Breed and Best of Opposite Sex
    - Select Dog and Select Bitch
    - All JAMs
    - Winners Dog and Winners Bitch
    - Reserve Winners Dog and Reserve Winners Bitch
    - Best Puppy
    - Best Veteran
  - **Sweepstakes** – Puppy, Veteran, Gun Dog – first place in each class, plus:
    - Best in Sweeps and Best of Opposite Sex in Sweeps
  - **Junior Showmanship** – first place in each class, plus
    - Best Junior Handler
  - **Field Trial** – all placements and JAMs.  
     Placements should be individual photographs  
     JAMs may be a group picture
  - **Hunt Test** – group pictures of qualifiers by stake.  
     May be several pictures for each stake.
  - **WC/WCX** – group pictures of all qualifiers by stake.  
     May be several pictures.
- The above photographs must be fully identified and provided in digital format to the NS Photography Coordinator no later than 30 days after the completion of the National Specialty.
- The host club photography coordinator is responsible for providing a check list of all required photographs (per class, per entries) for the GRNews to the Official Photographer.



- The Photographer, the Photography Coordinator and the GRNews Editor will work together to coordinate identification of photographs.

## **OFFICIAL PHOTOGRAPHY AREA**

- The host club will provide space as needed for the Official Photographer at the primary show site. This space will include a separate area, completely curtained off, for the pictures to be taken.
- Host club will provide decorations and staging for the dogs to be photographed. Only the photographer and the assistants, the dog, handler, owner and co-owners will be permitted in the Official Photography area. **NO ONE BUT THE OFFICIAL PHOTOGRAPHER MAY TAKE PHOTOGRAPHS IN THIS AREA.**

## **VIDEOGRAPHER**

GRCA does not require nor does it encourage the hiring of an official Videographer. Experience has shown that this is more of a detriment than an asset to the National Specialty.

- To some degree, ring sizes, dimensions and gaing path of dogs are set by the videographer to the detriment of the spectators who are present
- A large corner of “real estate” is cordoned off at the corner of each show ring for cameraman and equipment
- GRCA receives no monetary benefit from videotapes, but has been expected to reimburse the videographer for lodging and travel expenses.
- Videographers demand exclusive rights to videoing the National and puts GRCA in the position of policing an unenforceable policy

Individuals who wish to video any portion of the National for their own personal use may certainly do so. The videos may be shared, but they may not be sold and the videographer may not profit from this endeavor. No special arrangement or consideration will be given to such videographers.

Should a host club wish to contract for the services of a videographer, it should carefully consider the ramifications. Any such contract would need to be sent to the GRCA National Specialty Committee for approval.

## **CANDID SHOTS**

Any individual is free to take candid shots of any dog or event at the National with the following exceptions:

- The Official Photography area is limited to the Photographer, assistants, dog, handler, owner and co-owner. No other photographers are permitted in the area, nor are other pictures to be taken.
- Any individual who is taking candid photographs for sale is considered to be a vendor. Said individual will be required to pay a Vendor Fee, even if they choose not to occupy a vendor space.

The GRNews should arrange with individuals to take candid shots of all events for publication in the News. This is not the responsibility of the host club.

## **COORDINATION WITH GR NEWS**

- The GRNews has specific needs and requirements for the type and quality of photographs needed for publication.
- The host club Photography Coordinator should check with the GRNews Editor in advance of the event to determine those needs and what is expected.
- The GRNews Editor should arrange for candid shots to be taken if desired. The News may also solicit candid shots following the event. The GRNews does not pay for such pictures.

## **27. PUBLIC RELATIONS, COMMUNICATION, SOCIAL MEDIA AND ALL THAT**

### **Information Officer (aka “The Answer Gal/Guy”)**

- Appoint someone to this position. Does not have to be host club member.
- Needs strong written and verbal communication skills, familiarity with press and social media.
- Must respond promptly to questions; must send out information in timely manner

### **Press**

- Notify the local paper and/or television station of the event and ask them for a story.
- Assign someone to be with them to answer questions
- AKC has information regarding the amount of money a dog show can bring in to the community. Request this information and give to press.
- If a story is run, thank them.

### **Social Media**

- Set up National Specialty account on Facebook and/or other social media.
- Post regularly, first to drive up recognition and attendance, then to provide current information. Merchandise sales, RV and Grooming reservations, catalog ads, entry closings, etc.
- Maintain during the event to provide local information such as road closures or schedule changes.

### **Communication with GRCA members and exhibitors**

- Use the 12 free pages of color advertising in the GR News.
- Use your Club Column.
- Information Officer is vital in both getting the word out and in answering questions before topics blow up.

**Too much communication is far preferable to too little!!**

## 28. SHOW SUPERINTENDENT

The GRCA National Specialty is too big for a Show Secretary to handle. They simply do not have enough resources, online technology or personnel to do the job needed. A Show Superintendent must be hired.

Expense is a consideration, but not the primary consideration. How well the superintendent does the job, how they treat exhibitors, and the efficiency of their on-line system also plays a role. Contracting with a Superintendent is not a place to cut corners.

Contracting with a licensed Superintendent should be the responsibility of the host club in cooperation with the GRCA National Specialty Committee. The Superintendent will be responsible for taking all entries for Conformation (including JS), Obedience and Rally, and all Sweepstakes classes. As a point of reference, the combined, average entry for these four venues alone (2010-2015) is just over 1,600 entries!

Equipment provided (ring gates, obedience jumps, etc.) by a Superintendent may vary from National to National depending on what equipment the host club owns or can obtain locally. Manpower available is also of consideration. What equipment the Superintendent provides will be negotiated each year by the host club.

## EVENT APPLICATIONS

The GRCA National Specialty Committee, in cooperation with the host club, shall complete and submit all applications for all events to AKC. GRCA will be responsible for submitting these on time and signed. GRCA will pay any AKC application fees. Neither the host club nor any event secretary will submit an application to AKC or GRCA directly; all applications must be submitted by the GRCA Secretary.

## PREMIUM LIST

- The Show Superintendent shall provide a template of the premium list which the host club, in coordination with the National Specialty Committee, shall complete. **THE ENTIRE PREMIUM LIST MUST BE PROOFREAD BY THE NSC PRIOR TO DISTRIBUTION EITHER ELECTRONICALLY OR IN PRINT.**
- With few exceptions, premium lists shall be distributed electronically, not printed and mailed.
- Host club will be responsible for contracting with secretaries for the other National events (i.e., field events, tracking, agility, parades, etc.) These Secretaries must have compatible software with the National superintendent and must be willing to

supply entries in acceptable format to the National superintendent in a timely manner after close of entries for inclusion in the National catalog. A separate event catalog may also be provided if the host club so chooses.

## **SCHEDULES**

- The host club, in cooperation with the GRCA National Specialty Committee, will be responsible for establishing the National Event Schedule. This schedule will include the dog events, social events, and education/meeting events.
- As soon as is possible after entries close, the Superintendent will submit the class entry numbers to the host club General Chair who will share them with the GRCA National Specialty Committee. Together the General Chair and the NSC will be responsible for establishing the judging schedule of classes for conformation, obedience and rally. If desired, the Superintendent may draft a preliminary schedule, but the final schedule must be approved by the NSC prior to its release to exhibitors.

## **CATALOG**

- The Superintendent will be responsible for including the entries from all the other National events into one catalog. Indexes to the handlers in the various events shall be included in one or more alpha sequence.
- Dogs will not be numbered as entries are received; numbers will be added after entries have closed and the entries/classes verified. There will be an odd-numbered sequence for all males starting with Puppy Dog #5 and an even numbered sequence for all females starting with Puppy Bitch #6.

## 29. SPONSORSHIPS

Sponsors are companies which give significant amounts of money to support the National Specialty. In exchange, they receive publicity and the right to be the only sponsor in their line of business.

- Host club is responsible for contacting and arranging for all sponsorships. Typically, the primary sponsor is a large dog food company, but other businesses are acceptable.
- All National published information will indicate the name of the sponsor, including the premium list, catalog, photography stands, social media posts, etc.
  - Example: “2050 GRCA National Specialty sponsored by XYZ Dog Food”.
  - This statement will be used in place of advertisements.
- The sponsor will have a prominent booth at the National Specialty free of charge.
- The sponsor may request and provide a large banner to be displayed at National events.
- If the sponsor donates trophies, these will be listed in the catalog.
- In addition to the primary sponsor, the host club may also solicit other companies to donate cash or gifts in kind. These will be recognized on a Sponsor Page in the catalog and on the National Specialty website. The amounts of money or value of gifts will not be shown.

Sponsors make an important contribution to the overall success of the National. They should be solicited well in advance and care should be taken to mention their help in all National communication.

## 30. TROPHIES AND ROSETTES



One of the most important aspects of a National Specialty is the selection of trophies and rosettes.

### GENERAL TROPHY GUIDELINES

- An accurate budget is required so care should be taken in getting estimates.
- Do not go “cheap”. Trophies should be of far greater value than an independent specialty. It is not unusual for the highest level of trophies to be \$175 or more each. Each subsequent tier should be proportionately less in cost.
- Custom made items are always appreciated. Start planning about 2 years ahead to be sure to have enough time to decide on the trophies and have enough time to have custom items made, if desired.
- Useful items are also appreciated such as pottery, decorative art items, etc. The work of local artists is appreciated.
- A placement prize (valued at approximately \$10) is a nice touch for all events. If a placement prize is given for one event, it must be given for all events. Examples would be: a small piece of pottery, glassware, trivet, a commemorative refrigerator magnet, etc. If placement prizes are awarded, they should be awarded to all 4 placements in each class in each event.

### GENERAL ROSETTE GUIDELINES

- Shop around for rosette companies to get the best price. It is acceptable to order some rosettes, i.e., the large ones, from one company and the smaller rosettes from another company. The difference in prices is amazing.
- Check with rosette companies to see if discounts are offered or if they have an

annual sale you can take advantage of.

- Order early enough so there is enough time to receive and review the order and have corrected rosettes made, if necessary. As a general rule, it can be expected that all classes in each venue will have sufficient entries to require rosettes for all 4 placements. The main exception to that is agility (if offered). Do not under any circumstances order 4 placements for every agility class. Rosettes for agility can be ordered using a formula based on the expected number of entries. It will require someone to guesstimate, as accurately as possible, how many entries are expected.
- Be sure to check the AKC rulebook to see if color requirements are listed.

## **TROPHY AND ROSETTE TIER SYSTEM**



Trophies and rosettes should be awarded according to a tier system so each venue is appropriately and similarly recognized and rewarded



Trophies and rosettes in each "Tier" should be the same size, quality, and style for each event award in that Tier. For example, you cannot give a 35" Rosette and \$200 trophy to Best of Breed and a 20" Rosette and a \$100 trophy to First Place in the Open Stake at the Field Trial. Each Tier has to be the same at least in style, size, and value.


Each venue should have a Tier One award, with a few exceptions, i.e., tracking, CCA (if offered), WC/WCX, and Hunt Test (if offered).



<b>TIER ONE</b>	
<p>9"-10" Rosette Head, with 6 petals, 6 double flat points, 6 flat points inner pleat.  Streamers: Five to seven 31-36"  Total Overall Length: 35-40"  Major trophies (\$175-\$200) and biggest rosettes – all the same style and size for each award.</p>	
	<p><b>EXCELLENCE IN AGILITY</b>  <b>EXCELLENCE IN AGILITY – PREFERRED</b>  <b>BEST OF BREED</b>  <b>BEST OPPOSITE SEX</b>  <b>HIGH IN TRIAL</b> (Obedience)  <b>HIGH COMBINED</b> (Obedience)  <b>HIGH COMBINED</b> (Rally)  <b>TOP OPEN (1<sup>ST</sup>)</b> (Field Trial)  <b>TOP AMATEUR (1<sup>st</sup>)</b> (Field Trial)</p>
<b>TIER TWO</b>	
<p>7-1/2" to 8" Rosette Head, with 12 large flat points, 6 points inner pleats  Streamers: Five to seven 28"-32"  Total overall length: 27-30"  A small step down in size and style of rosettes from Tier One.</p>	
	<p><b>BEST OF WINNERS</b>  <b>SELECT DOG</b>  <b>SELECT BITCH</b>  <b>1ST IN QUALIFYING</b> (Field Trial)  <b>1ST IN DERBY</b> (Field Trial)</p> <p>Also, although not required, if agility is offered, rosettes for MACH and/or PACH in Agility and an OTCH rosette in Obedience should be in the TIER ONE or TWO range. NOTE: MACH and PACH rosettes are expected in agility. OTCH rosettes are generally not expected, but are a very nice touch. If a MACH/PACH rosette is awarded, a MACH/PACH bar should also be awarded.</p>

<b>TIER THREE</b>	
6-7" Rosette Head, with 4 petals, 8 flat points. Streamers: Five 21" Total overall length: 25-27" A small step down from Tier Two in trophies and rosettes.	
	<b>WINNERS DOG</b>  <b>WINNERS BITCH</b>  <b>BEST JUNIOR HANDLER</b>
<b>TIER FOUR</b>	
6" Pleated Rosette Head with 4 petals, 8 flat points Streamers: Five 18" Total overall length: 22-24"	
	<b>RESERVE WINNERS DOG</b> <b>RESERVE WINNERS BITCH</b>  <b>BEST PUPPY</b> <b>BEST VETERAN</b> <b>JUDGES' AWARD OF MERIT</b> (Conformation)  <b>BEST IN SWEEPS/BOS IN SWEEPS</b>
	<p>The general rule for the number of JAMs given is: One JAM may be awarded for each 10 dogs showing in the Best of Breed ring, i.e., if there are 150 dogs in the BOB ring, then 15 JAMs can be awarded. An estimate of the number of BOB dogs will have to be made. If there are more entries than estimated after entries close, additional rosettes can be ordered individually.</p>

<b>TIER FIVE</b>	
<p>5-1/2" Rosette Head with 6 points surrounded by an inner &amp; outer ruffle of tight pleats (same size head and length as placement rosettes (Tier Six), but a little fancier with the points on the head  Streamers: Three 18-20"  Total overall length: 21"</p>	
	<p><b>NEW TITLE ROSETTES</b> (Optional) (No Trophy)  These can be "generic" (i.e., "Congratulations on Your New Title") so they can be used for each event. A tab could be used to designate the event, i.e., "Agility," "Obedience", "Rally" that can be inserted under the rosette head. An estimate number of rosettes to be ordered will need to be calculated. It is suggested that an order of 8% of the estimated total entry for each event be allowed. These should be nice rosettes (bigger than placement rosettes) to be awarded to all participants who earn a New Title at the National Specialty in Agility, Obedience, and Rally only. Suggest 5.5"-6" rosette head with three 18"-20" streamers.</p>
	<p><b>TIER SIX</b></p> <p>5-1/2" Rosette Head with two ruffles of tight pleats  Streamers: Three 18"  Total overall length: 21"</p>
	<p><b>CLASS PLACEMENTS</b> (Memento Prize \$10-15 each)  Placements in all events and Field Trial JAMS (including Reserve JAM) should receive a nice rosette and a "memento" prize for 1st – 4th in all conformation and performance classes (including the Field Trial since placements are given).</p> <p>Also, if offering a Hunt Test, the orange Qualifying Rosettes should be in this tier since there aren't placements in a hunt test. The prestige should be in the same realm as a JAM in the field trial.</p>

TIER SEVEN	
5" Rosette Top with two ruffles of tight pleats Streamers: Three 14-15" Total overall length: 18-20"	
	<p><b>QUALIFYING ROSETTES</b></p> <p>Qualifying rosettes in Obedience, Rally, Tracking, WC/WCX and Agility, if offered. Should be a nice rosette, but a bit of a step down from Tier Six.</p>
CCA QUALIFIERS	
<p>If the GRCA CCA is offered, the following applies:</p> <p>Qualifying Score—Every dog that qualifies in the CCA is given a qualifying score ribbon from each evaluator who gives them a passing score. The qualifying score ribbons can be a strip ribbon (at least 2" x 8") in size, must be GOLD in color and imprinted with <b>“CCA Qualifying Score.”</b> A double strip ribbon or a small, single-streamer rosette can also be given, if preferred by the host club.</p> <p>Completion of CCA Title—Dogs who achieve three qualifying scores or who finish their CCA title using qualifying scores from previous CCA evaluations, will be awarded a new CCA title rosette. These rosettes should be in the Tier Six size, must be GOLD in color and imprinted with <b>“CCA Title.”</b></p> <p>It is advisable to order three qualifying ribbons and one CCA Title rosette for each dog entered.</p>	

### AGILITY PLACEMENTS

If offering an agility trial, it is advisable that someone estimate (within reason) the number of entries expected. That can be done by someone who is familiar with agility entries in your area and the past number of entries in previous National Specialties in your area. Placement rosettes should be ordered using this formula based on the estimated number of classes being offered in each jump height. Qualifying rosettes should be ordered based on the estimated total number of entries.

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
PLACEMENT ROSETTES TO ORDER	60%*	40%*	35%*	25%*

\*of the total number of classes being offered in each jump height

*(Be aware that only first place in Time-2-Beat is awarded a rosette.)*

QUALIFYING ROSETTES should be ordered based on 60% of the total estimated entry.

### SWEEPSTAKES PRIZES

Sweepstakes class placements and “big” winners (BISS/BOSS) receive a monetary award and rosettes. Trophies or prizes (in addition to the cash award and rosette) should not be given to Sweepstakes participants. This applies to Puppy, Veteran, and Gun Dog Sweeps.

Placement awards as given in other events are appropriate for a placement in each Sweepstakes class.

## ROSETTE COLORS –

Colors mandated by AKC (or GRCA where applicable) are listed. Blanks are left when color is not mandated by AKC and is left to the discretion of the show-giving club.

### Regular Classes – All Events (TIER SIX)

First..... Blue Rosette  
Second ..... Red Rosette  
Third ..... Yellow Rosette  
Fourth ..... White Rosette

### Non-Regular Classes—All Events (TIER SIX)

First..... Rose Rosette  
Second ..... Brown Rosette  
Third ..... Light Green Rosette  
Fourth ..... Gray Rosette

### Conformation

Best of Breed (TIER ONE) ..... Purple and Gold Rosette  
Best of Opposite Sex to Best of Breed (TIER ONE) ..... Red and White Rosette  
Best of Winners (TIER TWO) ..... Blue and White Rosette  
Select Dog & Select Bitch (TIER TWO) ..... Light Blue and White Rosette  
Judge's Award of Merit (TIER FOUR) ..... Dark Green Rosette  
Winners Dog & Winners Bitch (TIER THREE) ..... Purple Rosette  
Reserve Winners Dog & Reserve Winners Bitch (TIER FOUR) ..... Purple & White Rosette  
Best Veteran from the Veterans Classes (TIER FOUR) ..... Dark Green Rosette  
Best Puppy from the Regular Puppy Classes (TIER FOUR) ..... Dark Green Rosette

### Sweepstakes

Best in Sweepstakes (Puppy, Veteran &  
Gun Dog) (TIER FOUR) ..... Rose & Green Rosette  
Best of Opposite Sex to Best in Sweeps (Puppy, Veteran &  
Gun Dog) (TIER FOUR) ..... Lavender Rosette

### Junior Showmanship

Best Junior Handler (TIER THREE) ..... Rose and Green Rosette

### Obedience Trial

Highest Scoring Dog in Regular Obedience  
Classes (TIER ONE) ..... Blue and Gold Rosette  
Highest Combined Score in Open B &  
Utility B (TIER ONE) ..... Blue and Green Rosette  
Qualifying Score in Obedience (TIER SEVEN) ..... Dark Green Rosette  
New OTCH Title (TIER ONE or TIER TWO at Host Club's Discretion)  
(If Offered—not mandatory) ..... Rosette

Special Awards (From Regular Obedience Classes—sign up only) – Optional Awards

**NOTE: TIER SIX ROSETTES ARE FINE FOR THESE:**

Highest Scoring Dog with an AKC Championship of Record .....	Rosette
Highest Scoring Dog with an AKC Agility Title .....	Rosette
Highest Scoring Dog with an AKC Tracking Title .....	Rosette
Highest Scoring Dog with an AKC ILP or PAL number .....	Rosette
Highest Scoring Dog with an AKC or GRCA Field Title .....	Rosette
Highest Scoring Dog Shown by a Junior Handler (16 Years or Younger) .....	Rosette
Highest Scoring Dog Shown by a Senior Handler (70 years +) .....	Rosette
Highest Scoring Veteran Dog (8 years +) .....	Rosette

Rally Trial

Qualifying Score in Rally (TIER SEVEN) .....	Dark Green Rosette
Highest Scoring Dog in Advanced B & Excellent B Combined (TIER ONE) .....	Blue and Green Rosette

Field Trial\*\*

First .....	Blue Rosette
Second .....	Red Rosette
Third .....	Yellow Rosette
Fourth .....	White Rosette
Judge's Award of Merit (JAM) (TIER SIX) .....	Dark Green Rosette
Reserve JAMs (TIER SIX) .....	Dark Green Rosette

\*\*FIRST PLACE IN OPEN and AMATEUR (TIER ONE)  
FIRST PLACE IN QUALIFYING and DERBY (TIER TWO)  
All other placements and JAMs (TIER SIX)

Agility Trial

Excellence in Agility—Regular Classes* (TIER ONE) .....	Rosette
<i>(Dog earning a Double Q in Master STD &amp; Master JWW classes with fastest combined time)</i>	

**PLACEMENT ROSETTES (TIER SIX)**

First .....	Blue Rosette
Second .....	Red Rosette
Third .....	Yellow Rosette
Fourth .....	White Rosette

**NOTE:** Do **NOT** order placement rosettes for every placement for every class in agility. There will be many classes with no qualifiers and many classes with only First, or perhaps First and Second, place qualifiers. See formula above ("AGILITY PLACEMENTS") that can be used to determine how many agility placement rosettes to order.

Qualifying Score (TIER SEVEN) .....	Green Rosette
MACH Title (TIER ONE OR TWO) .....	Rosette
PACH Title (TIER ONE OR TWO) .....	Rosette
Tracking Tests	
TD and TDX Qualifiers (TIER SEVEN) .....	Green Rosette
VST and TDU Qualifiers (TIER SEVEN)(if offered) .....	Green Rosette

Working Certificate Tests

WC and WCX Qualifiers (TIER SEVEN) .....Orange Rosette

Certificate of Conformation Assessment

Title Completion (CCA TITLE) (TIER SIX) ..... Gold Rosette

Evaluation Qualification (CCA QUALIFYING SCORE) (TIER SEVEN) ..... Gold Rosette

Optional

New Title Rosettes Awarded for Completion of Titles in

Obedience, Agility and Rally (TIER FIVE) (if offered)..... \_\_\_\_\_ Rosette



## 31. VENDORS

Shopping at the National is almost as popular as competing at the National. Exhibitors and guests love buying Golden-related items and vendors are an important component of the National experience.

*What is a Vendor?* Basically anyone selling anything for profit. What is sold doesn't have to be a "thing"; time is also sold (massage) as are services like genetic testing.

### GENERAL CONSIDERATIONS

- Location of the vendor area should be inside if at all possible. Many vendors have expensive, fragile inventory which needs to be protected from the elements.
- If outside is the only available location, make sure there is tenting and have plans in place for immediate evacuation if necessary.
- Locate vendors in a heavily trafficked area—between the rings and the food court, for example.
- Provide both electricity and Wi-Fi capability
- Provide tables and chairs; if facility doesn't supply, notify vendors to bring their own, or provide information on rental.
- Vendors are small businesses, so a rental fee for the entire event is appropriate.
- There should be a vendor contract signed, spelling out rental fee, equipment provided, liability and insurance, date of move-in, and other considerations.
- GRCA, GRF, GRCA member clubs, GRCA recognized rescue groups and other non-profit groups are not charged a rental fee. If there is a major sponsor, it is not charged a vendor fee. Generally, a major sponsor contributes over \$10,000 in cash or gifts in kind.
- With the exception of the Official National Photographer, photographers who take and sell candid photographs at the National are considered vendors and must pay a vendor fee. (See Photography section).

### VENDOR CHAIR

- Responsible for soliciting vendors, receiving payments, assigning and marking spaces, being physically present on move-in day.

- Many vendors are present at every, or most, Nationals. Local vendors selling unique items should also be sought.
- The types of vendors should be balanced, but no vendor is to be granted exclusivity.
- Vendors may offer an item to be raffled. Be sure this offer is separate from the rental fee and vendor contract. This can get very messy, in general, this is not a good idea.
- Vendors should be listed on the National Specialty website and in the Catalog.
- Vendors should receive notification of the premium list when it is available electronically.
- Prior to move-in day, vendors should receive a map of the vendor area including their specific place. They should know the times available (and not available), and any requirements of the facility.
- Have additional supplies like tape and tools available to assist with set-up.
- Some states, cities or counties will charge sales tax. Be sure the vendors are provided with the tax forms and know the procedure for filing at each event.

## 32. VETERINARIAN AND MEDICAL CONCERNS

### GENERAL

- First aid supplies for both humans and canines need to be available at all National events. Chairs, stewards and marshals should know where this equipment is. This information is also required to be in the disaster plan submitted with the application for each AKC event.
- Weather, especially hot weather or tornadoes, is of particular concern at National events. The host club should provide water and ice at all events in case of dogs overheating.
- Weather warnings of excessive heat, lightning, hail, or strong storms should be heeded, events shut down, and shelter taken by all. No competition is worth the life of a dog or a human.
- **Prior to the event, the host club national committee should review emergency procedures for both dogs and humans.** A dog goes down in the field. A person falls in the ring. A judge is stricken with sunstroke. Who does what? What resources are available and where are they located? Thinking about potential crises will help when real ones arrive.

### VETERINARIAN

- Select veterinarians to be either “on site” or “on call” during the entire National. If “on call”, the practice should be close to the site and directions must be readily available in the premium list, in the Hospitality Booklet, and at the Information Desk. Host club committee members should also have these available.
- An emergency 24-hour veterinary service should also be engaged with contact information and directions listed.
- All National events not at the main show site need to have designated veterinarians listed. The chairs and committee members of these events need to have the contact information and directions readily available.
- Veterinarians can also be exhibitors and can be asked for help in truly life-threatening situations, but they are not present in their professional capacity and may not have equipment or supplies available. The designated on-site or on-call vet is the person to call.

## **PEOPLE EMERGENCIES**

- Exhibitors and spectators can also have medical emergencies. First aid kits should be readily available at the various national events, but some situations require more than first aid.
- If the facility has a defibulator, know where it is and how to use it.
- Know which individuals have first aid training or are medical professionals who can be contacted in an emergency.
- Calling 911 will bring paramedics and an ambulance, but if the site is remote, help may not arrive quickly. Consider hiring paramedics to be available at the event.

# **APPENDICES**

## **APPENDIX A: Example Correspondence and Forms**

Application to Host the GRCA National Specialty  
GRCA National Specialty Site Survey Inspection Report  
GRCA NS Judges Selection Form  
Judge's Availability Inquiry Letter  
Judging Confirmation Letter  
Judging Contract & Terms  
Hospitality: Judges Information Sheet

## **APPENDIX B: Checklists**

Use of Motorized Vehicles at AKC Events and the ADA  
Americans with Disabilities Compliance Checklist  
Dealing with Misconduct

## **APPENDIX C: Reference & Historical**

GRCA Resolutions Pertaining to the National Specialty  
Entry Summary History for Past National Specialties  
Theme History for Past National Specialties  
Conformation Judges History for Past National Specialties



# APPLICATION TO HOST the GRCA NATIONAL SPECIALTY

*(Please complete in full and send to the GRCA Regional Vice-President)*

Host clubs, by their application, agree to abide by and follow the policy and guidelines established by GRCA and the National Specialty Committee. These guidelines are outlined in the GRCA NS Handbook which can be found at [<https://www.grca.org/events/golden-retriever-specialties/grca-specialty-advisory-committee-sac-2/>]. This policy also includes all GRCA resolutions in effect governing National Specialty events and processes.

**Date of Application:**

**POTENTIAL HOST CLUB** *(Must be a member club of GRCA)*

Club Previously Hosted a National Specialty	<input type="checkbox"/> No	<input type="checkbox"/> Yes	When:
---	-----------------------------	------------------------------	-------

Club Previously Hosted a Regional Specialty	<input type="checkbox"/> No	<input type="checkbox"/> Yes	When:
---	-----------------------------	------------------------------	-------

Club Held First AKC Specialty/Obed Trial	
--	--

Other Golden Clubs and/or Retriever Clubs Assisting with this National Specialty	
--	--

## GRCA REQUIRED EVENTS

*(Additional pages may be attached with show layout, diagrams & pictures)*

	<b>PROPOSED DATE(S)</b>	<b>PROPOSED LOCATION</b> <i>(Cite specific venue, facility, grounds)</i>
--	-------------------------	---

**CONFORMATION**  
(including **Junior Showmanship**)

*Indicate square footage available for rings, grooming, vendors, spectators, etc.*

*Inside:*

*Outside:*

*Combination:*

*What is the distance between Show Site and Field Site: \_\_\_\_\_ (Miles) & \_\_\_\_\_ (Driving Time/Hours)*

**OBEDIENCE TRIAL**

*Indicate square footage available for rings, grooming, vendors, spectators, etc..*

*Inside:*

*Outside:*

*Combination:*

**FIELD TRIAL**

*Total acreage available:*

*Total number of separate bodies of water available:*

**WORKING CERTIFICATE**

*Total acreage available:*

*Total number of separate bodies of water available:*

**WORKING CERTIFICATE EXCELLENT**

*Total acreage available:*

*Total number of separate bodies of water available:*

**TRACKING DOG**

*Total acreage available:*

**TRACKING DOG EXCELLENT**

*Total acreage available:*

## GRCA OPTIONAL EVENTS

*(Additional pages may be attached with show layout, diagrams & pictures)*

*If Event will **not** be offered, please indicate “WNBO” (WILL NOT BE OFFERED) under Proposed Date(s)*

	PROPOSED DATE(S)	PROPOSED LOCATION <i>(Cite specific venue, facility, grounds)</i>
<b>SWEEPSTAKES</b> (Puppy & Veteran)		
<i>Ring will be located (please check):</i> <input type="checkbox"/> Inside <input type="checkbox"/> Outside		
<b>SWEEPSTAKES</b> (Gun Dog)		
<i>Ring will be located (please check):</i> <input type="checkbox"/> Inside <input type="checkbox"/> Outside		
<b>RALLY TRIAL</b>		
<i>Square footage available:</i>		
<b>AGILITY TRIAL (GRCA)</b>		
<i>Square footage available:</i>		
<i>Number of rings proposed:</i>		<i>Rings will be located (please check):</i> <input type="checkbox"/> Inside <input type="checkbox"/> Outside
<b>AGILITY TRIAL (Host Club)</b> <i>*Per GRCA Resolution MY 15-18, host club may offer a <b>one (1) day, Goldens-only</b> agility trial in addition to the GRCA Agility Trial.</i>		
<i>Square footage available:</i>		
<i>Number of rings proposed:</i>		<i>Rings will be located (please check):</i> <input type="checkbox"/> Inside <input type="checkbox"/> Outside
<b>HUNTING TESTS</b> (Junior, Senior, Master)		
<i>Total acreage available:</i>		<i>Total number of separate bodies of water available:</i>
<i>Limits on entries proposed:</i> <input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>VARIABLE SURFACE TRACKING</b>		
<i>Total acreage available:</i>		
<b>URBAN DOG TRACKING</b>		
<i>Total acreage available:</i>		
<b>CERTIFICATE OF CONFORMATION ASSESSMENT (CCA)</b>		
<i>Square footage available:</i>		
<i>Number of flights proposed:</i>		<i>Event will be located (please check):</i> <input type="checkbox"/> Inside <input type="checkbox"/> Outside
<b>OTHER LOCAL DOG EVENTS</b> <i>(Attach a separate sheet if necessary)</i>		

## GRCA NATIONAL SPECIALTY CHAIRMEN

*(Please complete with all Chairmen known at time of application)*

	NAME	CONTACT INFO <i>(Phone &amp; Email)</i>
<b>NS GENERAL CHAIRMAN</b>		
<b>NS TREASURER</b>		
<b>CONFORMATION CHAIRMAN</b>		
<b>FIELD TRIAL CHAIRMAN</b>		
<b>OBEDIENCE CHAIRMAN</b>		
<b>TRACKING CHAIRMAN</b>		
<b>WC/WCX CHAIRMAN</b>		
<b>AGILITY CHAIRMAN</b>		
<b>CCA CHAIRMAN</b>		
<b>HUNT TEST CHAIRMAN</b>		
<b>RALLY CHAIRMAN</b>		
<b>SWEEPSTAKES CHAIRMAN</b>		
<b>HOST CLUB OFFICERS</b> <i>(at time of application)</i>		
<b>President</b>		
<b>Vice-President</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<i>For GRCA Board of Directors Use Only</i>		
<b>Application Received by Regional Vice President</b>		<i>(Date)</i>
<b>Application Submitted to Board and NSC</b>		<i>(Date)</i>
<b>Application Reviewed by NSC Pending Site Survey</b>		<i>(Date)</i>
<b>Site Survey Complete</b>		<i>(Date)</i>
<b>Recommendation from NSC to Approve/Not Approve</b>		<i>(Date)</i>
<b>Application Submitted to Board</b>		
<b>Application Approved/Not Approved by GRCA Board</b>		<i>(Date)</i>
<b>Resolution Number and Date Approved</b>		<i>(Date)</i>
<b>Approval Letter Sent to Host Club's General Chairman</b>		<i>(Date)</i>
<b>Notes</b>		





## GRCA NATIONAL SPECIALTY SITE SURVEY INSPECTION REPORT

<b>DATE OF SITE VISIT</b>	
<b>PERFORMED/SUBMITTED BY</b>	
<b>LOCAL HOST CLUB</b>	
<b>LOCAL MEMBERS/CHAIRMEN PRESENT</b> <i>Include contact info</i>	
<b>DATES OF EVENTS</b> <i>Specialty Show, Obedience Trial, Field Trial, WC/WCX, Agility Trial, etc.</i>	
<b>SHOW SITE LOCATION</b> <i>(Applies to all conformation and performance events)</i>	
<b>AMENITIES/OBSTACLES</b> Food concessions Indoor facilities/buildings Restroom facilities or porta potties Handicapped accessibility Wi-Fi Access/Cell phone reception	
<b>GROOMING</b> <i>(Conformation only)</i> Adequate Grooming Area/Spaces <i>(Average of 175-200 10'x10' spaces = 25,000 sf)</i> Bathing Area with 5-7 booster baths Adequate water access & drainage Electrical Hook-ups or Generators for Dryers/Fans  <i>Electrical service must be capable of handling multiple (50-200) 8-15 amp blow dryers running at the same time.</i>	
<b>LOCALE</b> Distance to/from nearest Airport Accessibility to major interstates	
<b>LODGING</b> Sleeping rooms to accommodate 800-1000 people within close proximity One hotel should be designated for GRCA Board, committees & judges	
<b>PARKING</b> Adequate Parking (Pavement or Grass) Day Parking on Grass for ex-pens/pop-ups	
<b>RINGS</b> <i>(Conformation only)</i> <i>Two (2) side-by-side rings approx 50' x 80' each. Total area of 100' long x 80' wide. (Two rings will be combined for BOB.) (Outdoors) Level ground, grass mowed. (Indoors) Appropriate, level surface with adequate, wide ring matting</i> Bleachers/Ringside Seating Tenting/Pop-up Tents for Judges/Spectators Designated Seating for Judges Ed attendees Holding Ring adjacent to show rings Premium (raffle) seating, if offered	

## Page 2 -- GRCA NATIONAL SPECIALTY SITE SURVEY INSPECTION REPORT

<b>RVs</b> Number and Size of RV Spaces Available <i>Minimum of 75 spaces with 100+ spaces optimal. Spaces should be 25'x40', with 20'x40' acceptable &amp; 15'x40' minimum &amp; not preferred</i> Electrical, water & sewer hookups for RVs	
<b>VENDORS</b> Location near show & performance rings will attract more to participate, as will an indoor setup versus outdoors <i>Minimum of 25 spaces with 35-40 spaces optimal. Spaces should be 10'x10' &amp; some vendors will want 2 or more spaces</i>	
<b>MISC SPACE NEEDS</b> Seminar Space (Breeder's Ed, Judges' Ed) Health Clinic (Eye, Heart, DNA Blood Draw) GRCA Sales Booth GRCA Trophy Display Area ( <i>must be secure</i> ) GRF Booth, Raffle Tables, Photographer Area Host club & future host club merchandise sales Trophy/Rosette display tables	
<b>WELCOME DINNER</b> Catered Welcome Dinner on show grounds <i>or</i> Dinner at local venue (restaurant, hotel, etc) May also be used for GRF Gala event	
<b>OBEDIENCE TRIAL/RALLY TRIAL SITE LOCATION</b>	
<b>RINGS</b> <i>Three to five (3-5) rings 40' x 50' each are required, depending on expected entry. (Two rings may be combined for Team competition &amp; Rally, if offered.) Preferably located in quiet area.</i> Tenting/Pop-up Tents for Judges/Spectators Bleachers/Ringside Seating	
<b>CRATING</b> Adequate crating space based on entry estimate and close to rings Exercise pens allowed/not allowed	
<b>TRACKING SITE(S) LOCATION</b>	
<b>GROUND</b> Suitable for 12 TD and 6 TDX maximum TD tracks are 440-500 yards long with 75 yards between tracks ( <i>about 5 acres per track</i> ) TDX tracks are 800-1000 yards long with 100 yards between tracks ( <i>about 12 acres per track</i> ) Available grounds will determine # of tracks	

## Page 3 -- GRCA NATIONAL SPECIALTY SITE SURVEY INSPECTION REPORT

### AGILITY TRIAL SITE LOCATION

#### RINGS

Two (2) rings approximately 100' x 100' each with appropriate surface (grass, dirt, turf, etc.)  
Tenting/Pop-up Tents for Judges  
Electrical access for judges & trial secretary  
Nearby storage area for unused equipment

#### CRATING

Adequate crating space based on entry estimate and close to rings  
Exercise pens allowed/not allowed

### FIELD EVENTS *(Applies to all events offered)*

#### AMENITIES

Adequate cover/water depending on time of year  
Food/refreshments available on grounds/nearby  
Restroom facilities or porta potties  
Nearness of field events to conformation & performance events

#### LOCALE

Distance to/from nearest Airport  
Accessibility to major interstates

#### LODGING

Adequate Hotel Rooms within 25 mile radius  
RV/Campsites within close proximity  
Designated hotel for workers & judges

#### PARKING

Adequate Parking & Access (Pavement or Grass) with shade, if possible  
All weather roads that can accommodate 100-150 vehicles per day

#### BIRD STORAGE

Adequate pen or barn to house, feed & water birds

#### FIELD TRIAL WELCOME DINNER & AWARDS BANQUET

Convenient restaurant or banquet area in close proximity of trial/tests  
Awards Banquet should be held at indoor location due to GRCA Trophy Display/Awards

### FIELD TRIAL SITE LOCATION

#### GROUND

Four (4) stakes will be conducted in 3 days so adequate land no smaller than 600 acres  
One (1) pond/lake for each stake  
Sufficient land and water extensive enough to accommodate concurrent stakes

## Page 4 -- GRCA NATIONAL SPECIALTY SITE SURVEY INSPECTION REPORT

### WC/WCX SITE LOCATION

#### GROUND

Separate from Field Trial/Hunt Test locations, or held 4-5 days apart

Moderate cover for all tests

Suitable for 50-100 WC and 50-75 WCX entries

**WC land** test consists of a double retrieve with each fall 40-50 yards long from line & approx 70 yards (90 degrees apart) between falls

**WCX land** test consists of a triple retrieve with each fall 60-100 yards long from line & approx 70 yards (60 degrees apart) between falls

**WC water** test consists of back-to-back water singles in swimming water with each fall 25-30 yards long from line & approx 30 yards between falls

**WCX water** test consists of a double retrieve preferably in swimming water 45-60 yards long & approx 50 yards between falls

### HUNT TEST SITE LOCATION *(if offered)*

#### GROUND

Separate from Field Trial and WC/WCX locations  
Minimum of 800 acres with 5-6 separate pieces of water to accommodate three (3) stakes and several flights

### CCA LOCATION *(if offered)*

#### GROUND

Indoor or outdoor area approx 50' x 50' for each CCA event offered

Suitable ground/floor surface to allow easy movement for dog & handler

Adequate space for check-in, measuring, photographs & scoring

### MISCELLANEOUS INFORMATION

## **GRCA NATIONAL SPECIALTY JUDGES SELECTION FORM**

***To be completed by the host club & sent to NS Chairman***

Name \_\_\_\_\_ Judge's Number: \_\_\_\_\_

NS Event and Date(s) \_\_\_\_\_

Proposed NS Judging Assignment (events/classes): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Date when granted full status for judging \_\_\_\_\_

Is this person the owner of record of a Golden Retriever(s)? (Yes/No) \_\_\_\_\_

If yes, in which areas of competition? \_\_\_\_\_

General judging experience \_\_\_\_\_

\_\_\_\_\_

Is this person known to be knowledgeable, pleasant, and easy to deal with? \_\_\_\_\_

### **Conformation Only:**

What was the initial breed judge was approved for? \_\_\_\_\_

Date when granted full status for judging Golden Retrievers \_\_\_\_\_

When and for what Club has he/she judged the following (*attach separate sheet if necessary*):

Golden Retriever Independent Specialty \_\_\_\_\_

Regional GRCA Specialty \_\_\_\_\_

National GRCA Specialty \_\_\_\_\_

Golden Retriever Specialties judged outside of the US \_\_\_\_\_

Other Parent Club National Specialties judged (dates and breed): \_\_\_\_\_

Has judge attended a GRCA-Approved Parent Club Judges' Education Seminar? \_\_\_\_\_

(If yes, date and location): \_\_\_\_\_

Has judge observed the Golden Retriever at a field event? (Yes/No) \_\_\_\_\_

If yes, please list approximate date and location:

Field Trial \_\_\_\_\_

Hunt Test \_\_\_\_\_

WC/WCX Test \_\_\_\_\_

Other assignments already accepted same year as this National: \_\_\_\_\_

### **Field Event Judges:**

How many AKC FT and/or HT points does he/she have? \_\_\_\_\_

If judging Hunt Test, is judge current on his/her seminars? (Yes/No) \_\_\_\_\_

## APPENDIX A

[Insert Specialty Logo Here]

### JUDGE'S AVAILABILITY INQUIRY LETTER

Date

Judge's Name

Address

City, State, Zip

Dear [Judge's Name]:

On behalf of the [local Golden Retriever host club's name], I am inquiring as to your availability to judge the following assignment at the Golden Retriever Club of America's National Specialty Show [or Obedience/Field/Rally/Agility Trial] to be held on [insert day(s), date(s)] at the [insert location including show site, city and state]. This is an [indoor or outdoor] facility.

[Insert proposed assignment – list all classes to be judged]

If you are not available for one or more of your published classes, please list those in the space provided below:

---

---

We have attached a copy of the judging contract, which clearly itemizes expense reimbursement. Please review it carefully before informing us of your availability. If the contract terms meet your approval, please return a fee or rate per dog plus any additional expenses you'll like considered by [insert date]. A timely reply from our Club will follow.

Fee or Rate per Dog: \_\_\_\_\_

Additional Considerations: \_\_\_\_\_

---

Sincerely,

[Contact Name]

[Contact Title]

[Phone & Email]

[Insert Specialty Logo Here]

## **JUDGING CONFIRMATION LETTER**

[Insert Date]

Judge's Name  
Address  
City, State, Zip

Dear [Mr./Mrs./Ms. insert name]:

The [local Golden Retriever Club host's name] is pleased to confirm your judging assignment for the Golden Retriever Club of America's National Specialty [Specialty Show/Obedience/Field/Agility Trial/Tracking Test] to be held in [insert City, State] in [insert month] of [insert year].

Please take a moment to review the enclosed contract. If it meets with your approval, please sign and return one copy in the enclosed self-addressed stamped envelope. The other copy is for your files. If you have any questions, please contact me at [insert phone number] or by email [insert email].

After execution of the contract, your contact will be [insert name of Judges' Hospitality Chair]. [He/she] will send you a Judges Information Sheet closer to the Show dates. In the interim, please feel free to contact [him/her] at [insert Judges Hospitality Chair's phone number] if you have any questions.

On behalf of the Golden Retriever Club of America, Inc. (GRCA) and the [local Golden Retriever Club host's name], I would like thank you for accepting this judging assignment for our National Specialty.

Sincerely,

Chairman's Name  
20\_\_ National Specialty [insert] Chair  
Address  
City State Zip  
Phone & Email

cc: NS General Chairman  
NS Judge's Hospitality Chairman  
NS [specify] Chairman

## SAMPLE JUDGE'S CONTRACT & TERMS

### LOCAL GOLDEN RETRIEVER CLUB HOST'S NAME

20\_\_ National Specialty Show

#### Judges Agreement

This agreement is made and entered into by and between the [local Golden Retriever Club host's name, Inc.,] (herein "[club abbreviation]") and [insert judges name] [insert #], (herein "Judge"). The [club abbreviation] hereby engages and retains [insert judges name] to judge at its [insert year] National Specialty Show to be held at the [insert show location & address] in [insert City & State] on [insert show date] (herein "Show") pursuant to the rules and regulations of the American Kennel Club, Inc. (AKC).

*This contract is contingent upon AKC approval of [club abbreviation]'s judging panel and the Judge remaining in good standing with the AKC and the GRCA (if a member) from the time of nomination through the completion of his/her assignment.*

Conditions of this contract are as follows:

1. Judging assignment will consist of the following classes: **[insert all classes to be judged]**
2. Rings will be located **[specify indoors or outdoors]**
3. The [club abbreviation] agrees to compensate the Judge for the agreed upon fee of \$\_\_\_\_\_ per dog OR \$\_\_\_\_\_ per day

The [club abbreviation] agrees to reimburse the Judge for the following expenses:

- a. Transportation costs to and from the Show by air, rail, bus or automobile at the lowest available reasonable rate including any related fees, and on the airline of the Judge's choice, provided such airline's pricing is competitive with other airlines flying into the airport designated by the club. The [club abbreviation] may not require nor request the Judge to travel on connecting flights when more direct flights are available, to travel on specific airlines, require that the Judge purchase tickets from a specific travel agent, or require that the Judge drive instead of fly to the Show if the Show is located more than 200 miles from the Judge's residence;
- b. Lodging expenses at a hotel or motel of the [club abbreviation]'s choice for the night prior to the start of Judge's assignment and for each day of judging.
- c. Meals at reasonable cost, including gratuity, incurred by the Judge for the evening before the Judge's assignment, for each day of judging, and the morning after judging, and during any period of time during which the Judge is required to be traveling to judge the Show.
- d. Incidental expenses (tips, parking, etc.) incurred by the Judge in connection with transportation to and from the Show and judging the Show.



**SAMPLE JUDGE'S CONTRACT & TERMS (cont'd)**

- e. Rental car or other ground transport fees in the event that the **[club abbreviation]** has arranged for transportation for the Judge from an airport, and such transportation does not meet the judge within one hour of the Judge's scheduled flight arrival time. Prior to obtaining such alternate ground transportation, the Judge shall attempt to contact the **[club abbreviation]** at the emergency contact number below to resolve the transportation issue.
  - f. If driving, mileage reimbursement shall be at the prevailing Internal Revenue Service rate per mile.
  - g. The **[club abbreviation]** will require a receipt for any expenses in excess of \$25.00.
  - h. If there are any expenses to be incurred by the Judge that are not covered in this contract, please contact the Show Chairman for an advance determination of **[club abbreviation]**'s willingness to reimburse.
- 4. The **[club abbreviation]** shall provide to the Judge an Information Sheet not less than six weeks prior to the Show.
  - 5. Judge will notify the **[club abbreviation]** at least 21 days prior to the Show of the amount to be remitted for transportation costs.
  - 6. Lodging provided by the **[club abbreviation]** shall be within reasonable walking distance of a restaurant that is open for all meals, if such food service is not available at the hotel itself, or if alternate arrangements have not been made in advance.
  - 7. All fees are payable at the end of the Show.
  - 8. The Judge agrees to abide by all precepts covering judging conduct, eligibility to judge and other regulations as set forth by AKC rules and regulations in effect on the day of the Show.
  - 9. The Judge agrees to abide by the following judging restrictions as set forth by the **[club abbreviation]**:
    - a. No judging of Golden Retrievers at the Breed level for **[six (6) months/one (1) year]** prior to the above Show dates (Group judging is permissible); and,
    - b. No campaigning of a Golden Retriever during the entire calendar year of the Show.
    - c. Conformation judges may not participate in club functions occurring before their assignments have been completed. Judges in performance events may attend club functions prior to their assignment bearing in mind they are prominently in the public eye and must possess and project an unwavering air of integrity and ethical behavior. With common sense, situations can easily be avoided that might raise ethical questions.
  - 10. The Judge agrees to provide the host club **[club abbreviation]** with tape recorded critiques of his/her class placements (1<sup>st</sup> thru 4<sup>th</sup>) at the conclusion of each class. Verbal critiques will also be provided for **[Winners/Reserve Winners Dog/Bitch]**. These tapes will be given to the Show Chairman for transcription and the Judge grants permission to the GRCA to publish these written comments in the Club's official magazine, *The Golden Retriever News*. (Host club will provide a tape recorder and tapes.)

**SAMPLE JUDGE'S CONTRACT & TERMS (cont'd)**

11. The Judge agrees to provide the host club **[club abbreviation]** with his/her photograph (5x7" or smaller, b/w or color) and a brief biography of his/her background and experience in dogs for publication in the National Specialty catalog. Pictures and biographies must be submitted no later than **[date]** to **[chairman's name and contact info]**.

It is the intent of the parties that this contract is binding, and is not subject to cancellation except in circumstances of extreme emergency (e.g. Act of God or war). If such cancellation is necessary, the canceling party shall provide written notice to the other party as soon as possible. In such an event of cancellation, the **[local Golden Retriever Club host's name, Inc.,]** will reimburse the Judge for any non-refundable airline tickets if the Judge is unable to perform for reasons outside of the Judge's control.

Emergency Contact Telephone: \_\_\_\_\_ [insert number\*]

*(\*Must be answered by a live person the day before the show and the days of the Show and preferably a cellular number for the Show Chairman)*

\_\_\_\_\_  
**[Show Chair Name]**  
**[Local Host Club's Name].**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**[Judge's Name]**

\_\_\_\_\_  
Date

## HOSPITALITY: JUDGES INFORMATION SHEET

Name of Show *(club provides this)* Date of Show *(club provides this)*

Judge's Name *(club provides this)*

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Accommodations Needed (please check)

- ☐ Single ☐ Double  
☐ Room needed evening prior to show ☐ Room needed evening following show  
☐ Smoking ☐ Non-Smoking

### Airport Pickup (Arrival)

- ☐ Yes ☐ No

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_ Arrival Time \_\_\_\_\_

### Transportation Needed to Airport (Departure)

- ☐ Yes ☐ No

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_ Departure Time \_\_\_\_\_

### Judges' Dinner

Date *(club provides this)* Time *(club provides this)*

Location *(club provides this)* Attire *(club provides this)*

- ☐ Will Attend ☐ Will Not Attend Number of Guests \_\_\_\_\_

Names of Guests \_\_\_\_\_

Special Dietary Needs, Judge \_\_\_\_\_

Special Dietary Needs, Guest \_\_\_\_\_

Judge's Signature \_\_\_\_\_

### Please mail or fax this sheet to the person listed below:

Club Contact: *(club provides this)*

Address: *(club provides this)*

Phone: *(club provides this)*

Fax *(club provides this)*

# Appendix B

## USE OF MOTORIZED VEHICLES AT AKC EVENTS AND THE ADA

Clubs, during an event, may restrict the use of motorized vehicles completely or within a set distance from the ring, grooming areas or other areas. However, the event-giving club must comply with the Americans with Disabilities Act ("ADA") state and local laws. The ADA requires public accommodations, which includes an AKC event, to modify policies, practices or procedures if it is necessary for a disabled individual to have access to the public accommodation if the modification does not fundamentally alter the event. In making a determination as to whether or not a modification of a club policy would fundamentally alter an event, the club must make an individualized assessment with respect to the disability and the accommodation requested. The decision should be reasoned, logical and explainable. The ADA states that public accommodations may not discriminate against an individual in the operation of a place of public accommodation. Individuals with disabilities may not be denied full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations offered by the public accommodation. Individuals with disabilities should have equal opportunity to participate and benefit in the most integrated setting. The ADA prohibits inquiries into the existence of a disability.

With respect to the use of a motorized vehicle, the club through its premium list, may specify that motorized vehicles are not permitted on the event site or within a certain distance of a specified area if the club chooses. The club should have a procedure in place for individuals with a disability to request a reasonable modification of the policy. The club may request that exhibitors supply the club with information regarding their disability and the necessity to use a motorized vehicle prior to the event. However, please note that unnecessary inquiries regarding the disability are prohibited. The event-giving club should be prepared to address requests on the day of the event and should not deny the use of motorized vehicles just because the request came on the day of the event. With respect to spectators and the use of motorized vehicles, these requests will most likely have to be addressed on the day of the event.

For additional information on a club's requirements under the ADA, an ADA compliance checklist is printed in the Show Manual and is designed to assist clubs in looking at the ADA issues involved with respect to their event. The US Department of Justice has established an ADA hotline 1-800- 514-0301 to answer questions regarding the ADA. If a club has a question regarding a specific issue, a club member should call the ADA hotline, being sure to record the particulars of the call, such as name of the individual you spoke with, the date and the advice received. Additionally, the US Department of Justice publishes several pamphlets to assist organizations in complying with the ADA, they include a pamphlet entitled "Accessible Stadiums" which provides good information regarding the issues a club may have in putting on an event. The printed material is available on their web site at [www.ADA.gov](http://www.ADA.gov).

**The following checklist will help clubs understand their obligations under the Americans with Disabilities Act as it relates to public accommodations.**

**General Requirements for Public Accommodations**

- 1) Do you provide individuals with disabilities an opportunity to receive goods and services that is equivalent to that provided to others and is not separate or different?

☐ Yes ☐ No ☐ N/A

- 2) Does your lease allocate responsibilities for ADA compliance in common areas and within the place of public accommodation?

☐ Yes ☐ No ☐ N/A

- 3) Do you have a system for ensuring that accessibility features such as elevators are maintained in working order?

☐ Yes ☐ No ☐ N/A

**Specific Requirements for Public Accommodations**

**Removal of Barriers or Provision of Readily Achievable Alternatives:**

(Note: Questions 4-12 below are the basic questions you need to ask yourself to determine whether individuals with disabilities have access to your facility and its goods and services. You will need to answer the questions for each of your facilities. The questions are listed below according to the priorities set out in the regulations. **Only a few of the most important features of each element are included in each question. You must refer to Americans with Disabilities Act Accessibility Guidelines (ADAAG) to understand all of the requirements for each element.**)

- 4) Do you have sufficient entrances (one in most buildings; more in larger buildings with more entrances) that are usable by a person using a wheelchair, i.e., among other things, wide, smooth and level or, if not level, equipped with a ramp, curb ramp, elevator or platform lift?

☐ Yes ☐ No ☐ N/A

*If not, what corrective actions are needed (e.g. add a ramp; install a platform lift)?*

- 5) Does the accessible entrance(s) have an accessible door that, among other things, is at least 32" wide, is not a revolving door or turnstile, and has door hardware usable by individuals with disabilities?

☐ Yes ☐ No ☐ N/A

*If not, what corrective actions are needed (e.g. widen the door; install an offset hinge to widen the doorway; eliminate a turnstile or provide an alternate accessible door; install accessible door hardware)?*

- 6) Do you have an adequate number of accessible parking spaces for cars that, among other things, are at least 96" wide with an 60" access aisle, and for vans are 96" wide with a 96" access aisle and 98" vertical clearance?

☐ Yes ☐ No ☐ N/A

*If not, what corrective actions are needed (e.g. add an accessible space, restripe the parking lot to create spaces)?*

- 7) If you provide a passenger loading zone, is it usable by an individual using a wheelchair (i.e. among other things, does it have a wide, firm and level pedestrian aisle and a parallel, level or ramped vehicle pull-up space)?

☐ Yes ☐ No ☐ N/A

*If not, what corrective actions are needed (e.g. re-grade the surface, install a curb cut)?*

- 8) Do you have an accessible route (i.e. a route that, among other things, is 36" wide, with sufficient clear head room, and curb ramp or ramps where necessary) from parking, passenger loading zones, public transportation stops and streets or sidewalks?

☐ Yes ☐ No ☐ N/A

*If not, what corrective actions are needed (e.g. install ramps or curb cuts; remove protruding objects; add detectable warnings; remount signs; add Braille and/or raised lettering to signs; eliminate manholes)?*

- 9) Are your halls, aisles and corridors, lobbies and any doors leading to the area(s) where you provide goods and services usable by individuals using wheelchairs?

☐ Yes ☐ No ☐ N/A

*If not, what corrective actions are needed (e.g. remove high pile, low density carpeting; fasten carpet edges to the floor; move equipment out of the hallway; install flashing alarm lights)?*

- 10) Can an individual using a wheelchair get to the area(s) where goods and services are provided?

☐ Yes ☐ No ☐ N/A

*If not, what corrective actions are needed (e.g. rearrange displays, provide accessible seating; widen aisles; reposition shelves)?*

- 11) Do you have an adequate number of restrooms usable by individuals using wheelchairs (which have, among other things, wide enough bathroom and toilet stall doors, sufficient maneuvering space, and grab bars)?

☐ Yes ☐ No ☐ N/A

*If not, what corrective actions are needed (i.e. install grab bars in toilet stalls; rearrange toilet partitions to increase maneuvering space; insulate lavatory pipes under sinks to prevent burns; install a raised toilet seat; install a full-length mirror; reposition the toilet paper and/or paper towel dispenser(s) in the bathroom)?*

- 12) Are there any other measures that you should take to provide access to your goods and services (e.g. to make telephones or water fountains accessible, for example)?

☐ Yes   ☐ No   ☐ N/A

*If yes, what corrective actions are needed (i.e. lower telephones; add Braille and/or raised markings on elevator control buttons; install an accessible paper cup dispenser at an existing inaccessible water fountain)?*

## DEALING WITH MISCONDUCT

The following is a guideline for handling matters of misconduct arising at or in connection with the AKC Events. The Procedural Checklist - Event Committee Hearings must be completed and sent to the AKC. A Procedural Checklist may be obtained from the AKC Executive Field Representative at the event. The [Checklist](#) is also available in the Downloadable Forms section of the AKC website ([www.akc.org](http://www.akc.org))

### Pre-Hearing

- ☐ 1. *Preliminary Investigation.* Investigate all complaints and make a preliminary determination whether, if the alleged conduct is proven true, it was prejudicial to the sport and it occurred at or in connection with the show or trial.
- ☐ 2. *Name, address, telephone number, and email address of the individual making the complaint as well as the accused and witnesses.*
- ☐ 3. *Get the complaint in writing.*
- ☐ 4. *It was determined that a hearing should be held.*
- ☐ 5. *Notice of Hearing.* If the preliminary investigation is affirmative, the accused must be advised of:
  - a) The charges including the specific conduct alleged to be prejudicial to the sport:
  - b) Where and when the hearing will be held. (The accused must be given reasonable time to secure witnesses and to prepare.)
  - c) Provide a copy of the "Dealing with Misconduct" booklet.
- ☐ 6. *The Chair established the committee as follows (include address, telephone number and email address):*
  - Chair
  - Secretary
  - Other Committee Members

### Hearing

- ☐ 7. *Introduction.* The Chairperson introduces himself and the members of the committee and designates one member of the committee to keep a record of the proceedings.
- ☐ 8. *Advise of Charges.* The Chairperson again advises the accused of the specific charges.
- ☐ 9. *Advise of Rights.* The Chairperson advises the accused of these rights:
  - a) To hear, confront and question all witnesses,
  - b) To present witnesses on his own behalf, and
  - c) To testify on his own behalf.
- ☐ 10. *Witness List.* The Chairperson shall determine and list witnesses to be called by the Committee and the accused.
- ☐ 11. *Unauthorized Persons Excused.* The Chairperson excuses all persons except the Committee, the accused and the witness that is testifying.



- ☐ 12. *Witnesses.* The Chairperson shall call and **swear** the witnesses, first those named by the Committee and then those named by the accused. The Chairperson shall ascertain the full name and address of each witness. The Chairperson shall question the witness and then allow the accused to question the witness. (An oath: "Do you swear or promise that you will tell the truth, the whole truth, and nothing but the truth?")
- ☐ 13. *Procedural issues raised during the hearing should be noted.*
- ☐ 14. *Accused Statement.* After all the witnesses have testified, the Chairperson will permit the accused to make a final statement in response to the charges.
- ☐ 15. *Close Hearing.* The Chairperson shall then excuse all persons except the Committee. He shall ask the accused to remain available to receive the Committee's decision.

### **Post-Hearing**

- ☐ 16. *Findings.* After deliberation and by majority vote, the Committee shall make findings:
  - a) As to whether the charged conduct has been proven.
  - b) Whether such conduct was prejudicial to the best interests of purebred dogs, dog shows, obedience trials, or the AKC, and
  - c) Whether the charged conduct occurred in connection with or during the progress of its show or trial.
- ☐ 17. *Decision*
  - a) If the Committee finds that any of the three elements in number 16 have not been proven, it shall dismiss the charges.
  - b) If the Committee finds that all three elements in number 16 have been proven, it shall suspend the accused from all AKC privileges.
- ☐ 18. *Notice.* After the Committee makes its decision, the Chairperson shall:
  - a) If possible, immediately notify the accused of the Committee's decision and of his immediate suspension, if that was ordered.
  - b) Notify the accused, in writing, by registered or certified mail, of the Committee's decision and his immediate suspension, if that was ordered.
  - c) Send to the Executive Secretary of the AKC, so as to be received within five days, a complete report of the proceedings and a duplicate copy of the notice of suspension sent to the accused.
- ☐ 19. *Submission of report to AKC.* Send to AKC, within five days, a complete report of the proceeding, which includes the following:
  - a) A copy of the signed written complaint.
  - b) A comprehensive summary of the hearing.
  - c) This Procedural Checklist
  - d) A duplicate copy of the notice of suspension sent to the accused.

## Appendix C

- GRCA Resolutions Pertaining to the National Specialty
- Entry Summary History for Past National Specialties
- Theme History for Past National Specialties
- Conformation Judges History for Past National Specialties

# GRCA RESOLUTIONS PERTAINING TO THE NATIONAL SPECIALTY

*This index will be updated annually. For more current resolutions pertaining to the National Specialty, please contact the GRCA Secretary. GRCA members can also access the Hot Topics Yahoo Group after logging in to the Members Only section at <http://www.grca.org>*

## **NS Resolution Index: 2017 >>> 2010**

*(As of September 2017)*

- |         |  |
|---------|--|
| 17-26   | Approved GRCGLA's request to omit the TD/TDX tests at the 2019 National Specialty and approved their request to hold a VST test.   |
| 17-24   | Appointed Dolores McCormick as GRCA Sales Booth Manager, replacing Kathy Sutliff.  |
| 17-20   | Approved the reimbursement of expenses for veterinarians providing Health Clinics & Seminars at the 2017 National Specialty with total expenses not to exceed \$3,500.   |
| 17-08   | Rescinded Res. 16-51 changing dates and location of 2019 National Specialty hosted by GRCGLA.  |
| 17-07   | Due to change in venue, requested Kemah Plusk travel to Los Angeles to survey the proposed sites for the 2019 National Specialty, expenses to be reimbursed not to exceed \$250.   |
| NS16-69 | GRCA to offset the financial hardship via the payment of daily parking costs in an amount not to exceed \$5200. If the profit/loss statement specifically associated with facility costs at the 2016 GRCA National Specialty should indicate a profit, NorCal GRC will repay GRCA an amount not to exceed \$1200.  |
| 16-51   | Approved Golden Retriever Club of Greater Los Angeles as host of the 2019 National Specialty to be held Oct. 25 through Nov 3, 2019. Conformation, obedience and agility trial will be at the Prado Regional Park in Chino, CA; the tracking tests and WC/WCX tests will be held at the Prado Dog Training Park in Chino CA, the field trial will be held at Goose Lake, Lost Hills, CA. |
| 16-49   | Appointed Kathy Sutliff as GRCA Sales Manager, replacing Deb McCormick.  |

- 16-47 Amended "Handler" section of the GRCA Sweepstakes Guidelines.
- Disabled or physically challenged handlers are encouraged to show their own dogs and every effort will be made to accommodate them.
- Suggestions for clubs:
1. Ensure the ring gate opening is wide enough for wheelchair access.
  2. Ensure the ring and surrounding surfaces are as level and smooth as possible.
  3. Place slower handler(s) at the end of the line or have provisions that will allow slower handlers to gait their dogs together.
  4. Allow someone else to assist an exhibitor (push wheelchair, hold crutches/cane), providing that person does not handle the dog.
  5. Ensure judges and stewards are aware of hearing impaired exhibitors before entering the ring, provide communication assistance if needed.
  6. Allow the use of crutches, canes or other mobility devices.
  7. Handlers with limited mobility who are unable to gait their dog may use a runner for that portion only.
    - a) If possible, the runner should meet the handler requirements and be the owner, co-owner, breeder or member of their immediate family.
    - b) If that is not possible, the runner may be an amateur friend or acquaintance.
    - c) Under no circumstances would any professional handler be allowed to be a designated runner.
  8. Be aware that other requests may be made to accommodate disabilities; every effort should be made to honor those requests.
- Suggestions for Exhibitors:
1. The primary function of exhibiting the dog is the responsibility of the handler. Please be prepared that coordination of special accommodations may take extra time to be put into place.
  2. AKC will issue a letter of disability for any handler who requests one. This should be carried with you and should prevent any concerns about the use of a runner or any other condition.
- 16-44 Requested Karen Arbuthnot travel to Los Angeles to survey the proposed sites for the 2019 National Specialty, expenses to be reimbursed not to exceed \$800.
- 16-38 Appointed Barbara Branstad as interim National Specialty Director, replacing Joyce Kinghorn.

- 16-35 National Specialty Director may, at the discretion of the GRCA Board of Directors, receive reimbursement for receipted expenses:
1. All National Specialty event meals attended, such as Welcome Dinners, will be fully reimbursed, except alcohol. Event meals do not include GRF fundraisers.
  2. Lodging and travel expenses to and from the National Specialty will be fully reimbursed.
- 16-34 Approved revised Job Description for the National Specialty Director and Committee.
- MY16-28 Adopted the list of required and optional events at the National Specialty, and a list of those that are not allowed.
- MY16-27 Approved updated job description for the GRCA Sales Manager.
- MY16-15 Established an ad hoc committee of 3-5 members to explore and develop a proposal to establish a GRCA Bookkeeper and GRCA National Specialty Bookkeeper and return proposals from three professional firms and present their recommendations for the Board's review no later than Oct 1, 2016. Angela McLean to serve as Chair, Glenn Simonson will serve as Board Liaison.
- Minutes NS 2016 NS:** Informally tabled for a few months so new Treasurer can have time to assess GRCA's financial status.
- 16-05 Allowed Veterans Novice Obedience class at the National Specialty to be split into two classes, 8-10 years of age and 10 and older. This is optional at the decision of the host club. To begin with the 2016 National.
- 16-02 Approved changing location of the 2016 National Specialty WC/WCX trial to Clear Creek Sports Club in Corning, CA
- 15-65 Veterans Novice Obedience class at the National Specialty to be split into two classes divided by 8-10 years of age and 10 and older. Effective with 2016 National Specialty.  
**Motion failed. Approved by Res. 16-05**
- 15-58 Appointed Karen de Cordova as Chair of the National Specialty Results Committee. Chair may choose two qualified GRCA members to serve as Assistants on this committee.
- 15-29 Established a National Specialty Results Committee as a standing committee of GRCA and approved the Job Description.
- 15-36 Approved Procedures for Establishing New Events and Classes to be offered at GRCA National Specialties.
- 15-32 Directed that host clubs of the National Specialty will have their National merchandise available through the GRCA store. Host clubs will sell items other than merchandise through their own website. Technology Committee to be consulted on the possibility of handling all exhibitor national transactions, except entries, through the GRCA store.

- 15-25 Approved Golden Retriever Club of Great St. Louis as host of the 2018 National Specialty to be held Sept. 30 – Oct. 10. Conformation, obedience, rally, CCA and possibly tracking to be held at the Purina Events Center. Field events to be held at the Busch Conservation Grounds.
- 15-24 GRCA to reimburse the three veterinarians conducting health clinics at the 2015 National Specialty for expenses with costs not to exceed \$800.
- MY15-18 Affirmed basic principles underlying the National Specialty.
1. The ultimate decision authority rests with the GRCA Board of Directors through the appointed National Specialty Committee.
  2. All National Specialty events are for Golden Retrievers only.
  3. There will be only one of each event offered at the National Specialty. If the host club wishes to offer its own agility trial for Golden Retrievers only, in addition to the GRCA trial, that one event will be grandfathered in.
  4. Nearby all-breed shows, trials and tests are not to be included in the National Specialty schedule. They may be included in the premium list as “Other Events of Interest.”
  5. Any National Specialty profit or loss will be split between GRCA and the host club on a 20%-80% basis. Any monies advanced by GRCA for deposits or payments in full will be reimbursed by the host club before the books are closed for that National.
- MY15-16 For the 2015 National Specialty, the Board will provide two social media reporters one [hotel] room for the duration of the National, plus one night for travel, lunches on site, and reimbursement for gas and tolls.
- MY15-14 Approved that a link from the National Specialty page to the GRF website be established to enable the GRF to receive reservations for the Top Twenty Gala [directly] to be effective with the 2016 National Specialty.
- MY15-13 4-6 month puppy classes will not be allowed at any National specialty effective immediately.
- NS14-56 Requested National Specialty Director and committee develop an outline for GRCA or a GRCA appointed group to work with the show superintendent, AKC paperwork, premium list, photographer, GR News reporting and ribbons for the 2017 National Specialty, with further development of goals for the 2018 National Specialty.
- NS14-48 Special Certificate of Appreciation to be given to Chad and Pat Baker for the use of their grounds for the 2014 National Specialty Hunt Test and WC/WCX.
- 14-40 Approved Potomac Valley GRC as host of the 2017 National Specialty pending approval of the schedule and sites. (Amended)
- 14-33 Appointed Donna Morgan as Club Banner Chairman.

- 14-17 Appointed Mary Beth Konesky as National Specialty Health Clinics and Seminar Coordinator.
- 14-16 Amended Res. 11-39 changing dates and location of 2016 National Specialty hosted by NorCal GRC to October 2 – 9, 2016 at the El Dorado County Fairgrounds in Placerville, CA.
- 14-15 Amended Res. NS12-65 changing dates of 2015 National Specialty hosted by Greater Cincinnati GRC to September 26 – October 4, 2015.
- 14-13 Josh Stern, DVM, PhD invited to present an educational health seminar [on the genetics of SAS in Golden Retrievers] at the 2014 National Specialty. He shall be reimbursed for his expenses to include airfare, lodging and transportation with costs not to exceed \$1200.
- MY14-09 Approved establishment of National Specialty Health Seminar Committee and job description of National Specialty Health Clinics and Seminar Coordinator.
- 14-04 Appointed Joyce Kinghorn as National Specialty Director.
- 14-03 GRCA will verify with AKC breeder and ownership records on the day of losing for dogs entered in any Sweepstakes competition, unless the published rules state anyone may show any entry, at all Regional and National specialties; and GRCA will enter into a contract with AKC to verify ownership records of Sweepstakes entries at a cost not to exceed \$500 a year; and class placements and/or prizes received by an owner/exhibitor/handler found to be in violation of the GRCA Sweepstakes Guidelines will be rescinded by GRCA.
- MY13-08 Approved reimbursement provisions for the National Specialty Director for attendance at the National Specialty.
- MY 13-07 Cindy Collins discussed the JOB DESCRIPTION FOR THE NATIONAL SPECIALTY DIRECTOR (*see detailed description below*). Cindy has been working with Sharon Bolton, the National Specialty Director, and they have proposed some revisions to the Job Description for this position. There was discussion regarding expectations for this position and how the position has evolved since originally created. (RESOLUTION MY 13-07) After discussion, Cindy Collins moved that whereas there is a need to update and refine the Job Description for the National Specialty Director, be it hereby resolved that the following Job Description for the GRCA National Specialty Director be adopted and approved:

## **GRCA National Specialty (NS) Director**

This three year (minimum) position will be a proactive advisor and partner to GRCA Member Clubs that host the GRCA National Specialty. The Director's goal is to mentor the host club's General Chairman and event chairs, and communicate "lessons learned" from past GRCA National Specialties, to ensure that their Specialty is efficient,

financially successful and rewarding for all participants. This position is expected to provide suggestions and advice to potential host clubs and continue frequent and proactive guidance through the completion of the National Specialty. The regional GRCA Vice-President should engage the NS Director when seeking host clubs. If

possible, prior to approval, the NS Director should meet and evaluate the potential host clubs ability to be a successful NS host. Typically, the NS Director will advise several host clubs simultaneously. The Director

will report to the GRCA Board of Directors to ensure the GRCA policies and timeline objectives are met and will work closely with the NS Financial Advisor, the NS Ways and Means Advisor and the Webmaster.

In addition, the NS Director will:

1. Seek subject matter experts, as necessary, to provide specific advice and possibly task assumption on such issues as hotel and conference reservations, superintendent selection, catalog and ribbon purchases, insurance, judges contracts, etc.
2. Act as GRCA's liaison with AKC departments for all questions, including but not limited to, application approvals, date conflict checks, rule interpretations, new classes offered, etc.
3. Work with the event chairmen and superintendent to develop the judging schedule and finalize the schedule upon close of entries for the judging program.
4. Ensure that events held under the GRCA are in compliance with GRCA policies and AKC's Rules Applying to Dog Shows and other regulations noted in AKC's Show/Trial Manual.
5. Maintain the content of the GRCA Specialty Handbook and update information as needed.
6. File an annual and mid-year status report on the progress of the National Specialty activities.
7. When in attendance at the National Specialty, assist the Event Committee with immediate issues and questions, keeping the GRCA Board of Directors apprised of current situations which he/she deems to be especially significant. Also, in order to establish rapport, take a proactive stance and to develop plans, meet with leadership personnel, if in attendance, that are helping to host future National Specialty events. The NS Director may be at least partially reimbursed for expenses incurred to attend the event, as the GRCA Board of Directors determines, upon submission of a written report of his/her activities at the event in the NS Director role.

*Approved: 16 March 2013*



- MY 13-08 Cindy Collins continued and moved that whereas there is value in having the National Specialty Director attend the National Specialty to assist current event committees, to stay knowledgeable in the ways of National Specialty events, as well as to make connections with future hosting committees, and whereas the GRCA Board of Directors would like to encourage the National Specialty Director to attend the National Specialty to fulfill specific duties of his/her role, be it hereby resolved that the National Specialty Director, may, at the discretion of the GRCA Board of Directors, receive reimbursement according to the following scale for receipted expenses for reasonable travel (air/car) to and from the National Specialty site and for lodging, which is the same or similar to accommodations for the GRCA Board of Directors, upon receipt by the GRCA Board of Directors of his/her written report.
1. All National Specialty event meals attended, such as Welcome Dinners, will be fully reimbursed, except alcohol. Event meals do not include Golden Retriever Foundation fundraisers.
  2. If three (3) to five (5) days of NS events are attended, 75% of travel and lodging expenses will be reimbursed.
  3. If six (6) days or more of NS events are attended, 100% of travel and lodging expenses will be reimbursed.
  4. No reimbursement for lodging expenses of any days on which he/she handles a dog or has entered a dog in an event.
- 12-79 GRCA to request AKC to approve the awarding of the 3-point majors to the Reserve Winners Dog and Reserve Winners Bitch at the 2013 National Specialty and at subsequent GRCA National Specialties.
- NS12-65 Approved Greater Cincinnati GRC as host of the 2015 National Specialty to be held at the Roberts Center in Wilmington, OH September 28 – October 7, 2015.
- 11-43 Amended Res. 10-07 to change the dates of the 2012 National Specialty from Sept. 1 – 8, 2012 to September 4 – 13, 2012.
- 11-42 Approved Sandlapper GRC as host of the 2014 GRCA National Specialty to be held Oct. 26 – Nov. 1 at the Western North Carolina Agricultural Center in Fletcher NC.
- 11-39 Approved NorCal GRC as host of the 2016 GRCA National Specialty to be held October 11-19 at the Alameda County Fairgrounds in Pleasanton, CA. NorCal also approved to hold a VST test in lieu of the TD and TDX tests due to the hazards of rattlesnakes and foxtails.
- MY11-16 GRCA will cover the cost for an upgrade from black and white to color for four pages of National Specialty advertising.

- 11-02            Approved Dallas/Ft. Worth Metro GRC as host of 2013 National Specialty to be held October 20-30, 2013 at the Wichita Falls Multi-Purpose Event Center in Wichita Falls, Texas.
- NS10-72        **Rescinded NS10-61.**
- NS10-71        Appointed Sharon Bolton as National Specialty Director.
- NS10-61        Joyce Kinghorn to attend meeting of Dallas/Ft. Worth GRC to discuss 2013 National Specialty. Approved her expenses not to exceed \$500.  
**Rescinded by NS10-72.**
- 10-44            Established job description for the GRCA National Specialty Director.
- MY 10-22        National Specialty host club will have up to two weeks after the end of their National for their merchandise to be sold in the GRCA store. After that period, the next host club's merchandise will go up.
- 10-07            Golden Retriever Club of Greater St. Louis approved to host the 2012 National Specialty to be held September 1-8, 2012 at Purina Farms in Gray Summit, MO.

## **NS Resolution Index: 2009 >>> 2000**

- MY09-22      The three Board members from the national host club region will be responsible for taking down, packing and shipping the Club Banners back to the Club Banner Chair at the end of each national specialty.
- 09-17      Recommended that the 2009 and 2010 host clubs for the national specialty offer both the Novice (Conformation) and the Amateur-Owner-Handler classes to the schedule of events.
- 09-01      National Specialty host club no longer responsible for paying for the upgrade to color for the National Specialty coverage in the *Golden Retriever News*, Jan/Feb issue. GRCA will assume any additional costs, with this change to take place for the coverage for the 2008 National Specialty.
- MY08-11      GRCA to pay costs of insurance riders to cover event sites at the National; Insurance riders covering anything other than event sites (equipment, etc.) will be the responsibility of the host club.
- 08-01      Authorized use of electronic premium lists for GRCA National and Regional Specialties. Adopted procedures.
- 07-42      Adopted Conformation Judges Information form to be used by National Specialty host clubs in selecting conformation judges.
- MY 06-20      Established National and Regional Financial Task Force to develop standardized template to be used for financial statements from future Regional and National host clubs.
- 06-02      Puppy Singles competition to be offered in conjunction with licensed field trial at 2006 National.
- 05-117      Events offered at National Specialty shall be limited to one each of the required events. If non-required events are offered, these shall also be limited to one each. Effective with 2007 National.
- 05-50      Provided \$2500 to GRCGLA to help defray the loss from the National
- MY 05-36      Increased loan to host clubs of a National Specialty to add an additional loan of \$2000 available one year prior to the event.

- MY 05-28 Authorized the Jan/Feb issue of the *GRNews* to be designated as the National Specialty Issue. Content will be limited to coverage of the National and will not include statistics, special features, member club columns or other articles not related to the National Specialty. Exceptions will be Memoriams, New Title Reports, and Specialty Reports
- 05-06 Set aside 03-107 for 2004 only; GRCGLA to pay \$800, GRCA to pick up remainder of expense of \$400 to pay for color coverage of the National Specialty in the *GRNews*.
- 04-56 All host clubs for GRCA Regional or National Specialties will submit the show premium to the GRCA Secretary and the Chairman of the Specialty Advisory Committee for proof reading prior to the submission of said premium list for printing.
- 04-49 Golden Retrievers who have achieved All-age Qualified (\*\*\*) status be permitted to enter Parade of Titleholders at National and Regional Specialties.
- 03-118 Rescinded Res. 03-02, Judges' contracts for National and Regional Specialties, and substituted new requirements. Host clubs required to mail written contract to each judge seven days after extending invitation. Judges are to sign and date copy of written contract to host club within 14 days of receipt. Copy of signed contract to be filed with GRCA Secretary. Judging Panel not to be submitted to AKC without signed contract on file with GRCA. Any change of judge by any party to be approved by GRCA Board. National and Regional Handbooks to be updated to reflect this change. Effective January, 2004.
- 03-107 Any GRCA member club hosting a GRCA Regional or National Specialty may upgrade all of their free pages of show results for such Specialty in the *GR News* from black and white to color by paying the actual costs involved for the *GR News* staff to upgrade such pages to color. If any venues are published in color, all must be. Host clubs will consult with the Editor of the *GR News* to determine the actual costs in advance of submitting materials.
- NS 03-78 Specialty Advisory Committee to look into revising guidelines in the National Specialty Handbook to suggest that host clubs consider the airline embargo when planning the National.
- 03-02 Host clubs for Regional and National Specialties are required to provide the GRCA Secretary with an acceptance letter/contract signed by both the authorized host club representative and the prospective judge for all events (including sweepstakes, field, obedience, agility, etc.). The Judges Panel application will not be submitted to AKC until copies of signed acceptance letters are provided to the Secretary. Judging assignments cannot be changed without

providing justification that is acceptable to a majority of the GRCA Board members. To become effective 1/1/04.

**Rescinded by Res. 03-118**

- 02-22      Approved that a host club for the National Specialty may have their 12 pages of black and white advertising printed in color, by paying the actual costs to produce those pages. Host clubs are to consult with the *GRNews* Editor to determine the actual costs in advance of submitting materials. The National Specialty Handbook will be updated to reflect this policy.
- MY 00-15      Approved payment of up to \$1500 total honorarium to be paid to the speakers at the National Education Seminar.

## **NS Resolution Index: 1999 >>> 1994**

- 99-68           Appointed a non-standing committee known as the Hotel Reservations Committee to investigate the problem of the difficulties that arise annually in booking rooms for the National Specialty. This committee shall be composed of Deborah Blair-Muzzin, Judy Super, Susan Harris, Marcy LePique, Caroline McCormick, Sharon Sherwood, Laurie Shrode and Shirley Dolan and is requested to present a report to the Board at the 2000 Mid-year meeting.
- NS99-65       Authorized the Golden Retriever Club of Greater St. Louis, host for the 2000 National Specialty, to offer four days of regular conformation classes and one day of Sweepstakes classes on an experimental basis.
- NS99-64       Approved changing designation of regular veterans classes to match those of Veterans Sweepstakes: 8-10, 10-12, 12+.
- 99-22           Approved sending a member of the Specialty Advisory Committee to speak to the Mid-Florida GRC about hosting the 2002 National Specialty at a cost not to exceed \$500.
- 98-18           Approved travel expenses for Joyce Kinghorn and Barbara Branstad to attend meeting of Rio Grande Valley GRC to discuss possibility of their hosting National Specialty in 2001.
- 98-03           Approved travel expenses for Joyce Kinghorn to attend meeting of Cuyahoga Valley GRC to discuss possibility of their hosting National Specialty in 2003.
- 94-44           Approved hiring additional security personal at Oklahoma City National. Resolution passed, but was not implemented.
- MY94-18       All clubs hosting GRCA Regional or National Specialties are required to offer Jr. Showmanship classes; member clubs are encouraged to offer JS classes of part of their independent specialties.
- MY94-13       National Specialty coverage to be included in the Jan/Feb. issue of the GR News, regardless of the date of the Specialty.
- MY94-12       National Specialty date. Board is in favor of maintaining current fall dates for all National Specialty events.

## **NS Resolution Index: 1993 >>> 1982**

- NS 93-33      Approved an increase in the amount of the loan available to those clubs hosting the National Specialty to \$6,000.
- NS 93-32      Approved the requirement that the host club for the National Specialty be required to mail a complete premium list for all events being held at the National Specialty to every GRCA member.
- NS 93-23      Approved reimbursement to expenses involved with the 1993 National Specialty tribute to Pagey Elliott to Anne Shannon in the amount of \$351.
- MY 93-22      Approved the dedication of the 1993 National Specialty to Rachel Page Elliott.
- NS 93-14      Approved that GRCA increase its trophy donation at the National Specialty to \$100 each for the following winners: Best of Breed, Best of Opposite Sex, High in Trial, High Combined, Open Stake, Amateur Stake. Appropriate pages of the National Specialty Handbook will be updated to reflect the new information.
- NS 93-13      Approved the duplication and distribution of the Introduction and Section I of the National Specialty Handbook to each of the GRCA member clubs. Additionally, any member club wishing to receive a copy of the complete Handbook shall be sent one at no charge, and any other breed club which wishes to receive a copy shall be sent one upon receipt of payment to cover costs to duplication and mailing.
- MY 93-3      Approved an offer to South Jersey Retriever Club compensation in the amount of \$2,000 for their lost entries of Goldens in order to allow the field trial at the [1993] National to be held on the same weekend as South Jersey Retriever Club's trial. [Not implemented; South Jersey refused to release date.]
- MY 91-17      Require host clubs of National Specialties to schedule three days of conformation.
- NS 89-9      Approved fining system for late financial reports for any event hosted in the name of GRCA.
- 89-8      Amend 88-23 that GRCA Board will manage and conduct Annual Awards Banquet at the National if requested to do so by the Host Club.
- NS 88-27      Approved a new GRCA financial report form.
- 88-23      Approve Board to manage and conduct the Annual Awards Banquet at National Specialties.
- NS 88-17      Approved making the changes in GRCA specialty conformation classes as optional for 1989 and required thereafter.

- NS 88-16 Remove the requirement of a conformation Team Class for GRCA National and Regional Specialties. (This class is now optional for any specialty.)
- NS 88-15 Approve the requirement of the Veteran Conformation Classes at GRCA National Specialty shows to be: Veterans, 8 years and under 10 years, a class for dogs and a class for bitches; and Veterans, 10 years and older, a class for dogs and a class for bitches. (This schedule is optional for GRCA regional specialties and local Golden club specialties.)
- NS 88-14 Approved the addition of a required conformation class for both GRCA National and Regional Specialties to be known as the Hunting Retriever Class, one for dogs and one for bitches. [Requirements to be a Senior or Master Hunter title.]
- 88-1 Approved a combined Financial Report for GRCA National and Regional Specialties.
- 87-30 Approve Barbara Zelechowski as Anniversary Specialty Coordinator.
- 87-18 Approved Helene Geary to investigate interest in a delegates meeting at the 1987 National Specialty and approve payment for a meeting room and up to \$75 for refreshments.
- MY 87-15 Approved that the amendment of 85-7 to read that the use of the mailing wrappers for National Specialties is recommended but not required.
- NS 87-15 Established the position of "50th Anniversary Coordinator."
- MY 87-2 Approve the limiting of entries in the Honors Parade at GRCA National Specialties to the following AKC titles: Ch., UD, TDX, FC, AFC, MH.
- 86-22 Approved \$625 for update of "Marian's Handbook."
- NS 86-15 Approved that the National and all Regionals be held as separate events and not in conjunction with an all-breed show.
- NS 86-11 Approved the "Guidelines for Menacing Dog Incidents as mandatory for all GRCA events.
- NS 85-13 Set requirements for host of National Specialty to supply 8 x 10 glossies of certain winners in obedience, conformation, and field for publication in the News.
- NS 85-12 Permission granted to NorCal to investigate medallions for awards in the 1986 National.
- NS 85-7 Approved a GRCA premium list wrapper to be used for all GRCA events. (See also MY 87-15)



- 84-21            Approved that GRCA will also supply GRCA pins for gifts for judges of National Specialty Field Trials.
- NS 84-12        **Rescinded Resolution 83-17.**
- NS 83-22        Each Regional VP will contact the show chairman to assure compliance with 83-3 regarding publishing Specialty information in the News. VP also to proof premium list.
- NS 83-17        Approved appointing a person to maintain a Preferred Judges list to be made available to clubs hosting GRCA events.
- NS 83-14        Approved awarding a JAM to a maximum of 10% of the number of dogs in the BOB class at the National.
- NS 83-13        Judges of GRCA events to be asked to allow a 1/2 hour break between Open classes and Winners classes.
- NS 83-12        Defeated mailing every dues paying GRCA member a premium list for the National.
- NS 83-9          Reiterated that Field Trial classes at Specialty entries must have placed or received at JAM at a licensed trial.
- 83-4            Established that a critique by the judge(s) of Nationals and Regionals be submitted within 30 days after the event. (Judges should be provided with a tape recorder.)
- 83-3            Updated GRCA's support to host clubs for National, Regionals, and the All-breed field trial.
- NS 82-17        All pertinent information pertaining to the National Specialty: times, places, judges, names, addresses, phone numbers of all key personnel, schedule of events, one official entry form, etc., will be published in the News at no cost to the host club.

## ENTRY SUMMARY HISTORY FOR PAST NATIONAL SPECIALTIES

### ***Past GRCA National Specialty Entry Summary Totals (1993 to 2016)***

*can be found on the GRCA website:*

<https://www.grca.org/events/golden-retriever-specialties/>

*It will be updated on an annual basis after January 1<sup>st</sup> each year.*

## THEME HISTORY FOR PAST & FUTURE NATIONAL SPECIALTIES

Year	Theme	Host Club
2019		Gtr Los Angeles
2018	Golden Legacy	St Louis
2017	Paws 'N Claws	Potomac Valley
2016	Strike Gold	Nor-Cal
2015	Goldens Rule	Cincinnati
2014	Shades of Gold	Sandlapper
2013	Denim Diamonds and Gold	Dallas-Ft Worth
2012	In Our Past Lies Our Future	St Louis
2011	G.R.I.T.S. Golden Retrievers In The South	Atlanta
2010	Rocky Mountain Gold	Mile-Hi
2009	Go Native	Central Oklahoma
2008	Golden Treasures	Yankee
2007	Goldens Make The World Go Round	Evergreen
2006	Going To Kansas City	Kansas City
2005	The Blue The Gray And The Gold	Potomac Valley
2004	Hollywood Gold	Gtr Los Angeles
2003	Harvest of Gold	Cuyahoga Valley
2002	Golden Reflections	Mid-Florida
2001	Fiesta de Oro	Rio Grande Valley
2000	Show Me The Gold	St Louis
1999	Time Passages	Yankee
1998	Goldens on Parade	Evergreen
1997	Gateway to the Best	St Louis
1996	On Golden Pond	Lenape
1995	Catch That Golden Gait	Nor-Cal
1994	The Big Picture	Central Oklahoma
1993	Goldens On Stage	Hudson Valley & Long Island
1992	Deep In The Heart of Texas	Dallas-Ft Worth
1991	The Greatest Show On Earth	Kansas City

## CONFORMATION JUDGES HISTORY FOR PAST NATIONAL SPECIALTIES

	Best of Breed	Regular Classes		Sweepstakes Classes		Gundog Sweeps
		Dogs	Bitches	Dogs	Bitches	
2017	Nancy Talbott	Elliot More	Betty Ann Stenmark	Kurt Macauley	Deb Hubbard	Kathy McIntyre
2016	Lorraine W. Bisso	Susan E. Foster	Dr. Ronald I. Spritzer	Jennifer Gabriel	Donna Edwards	Judy Super
2015	Rhonda Hovan	Bernadette F. Cox	Gretchen K. Schultz	Laurie Jordan-Fenner	Jane Alston Myers	Shereen Farber
2014	Carol Gilbert	Manuel Queijeiro	Lei Taft	Elizabeth "Betsy" Smith	Carol Morrison	Cindy Williamson
2013	Virginia Lyne	Michele Gaenka	Kitty Cathey	Alison Desmarais	Peter J. Stager	Barbara Branstad
2012	Dana P. Cline	Kimberly Meredith-Cavanna	Linda C. More	Bill Lauderdale	Linda Stebbins-Hurlebaus	Leslie Dickerson
2011	Barbara Pepper	Marion Lyons	Paula Nykiel	Sylvia Donahey Vets: Patty Pace	Cathy Story Vets: Patty Pace	Jon Chase
2010	Henric Fryckstrand	Garth Gourlay	Pluis Davern	Teri Poetker	Carol Hoare	
2009	Jeffrey G. Pepper	Cheryl L. Shaw	Nancy E. Talbott	Berna Hart Welch	Berna Hart Welch	
2008	Gloria Kerr	Betsy Horn Humer	Dr. Daniel W. Dowling	Laura Kling	Wayne Miller	
2007	Laurie Doumaux	Debbie Campbell	Klaus Anselm	Bruce McLean	Joyce Kinghorn	
2006	Jon R. Cole	Arley D. Hussin	Janice M. Provenzano	Marjorie Moore	Michael Butler	
2005	Dr. Richard Hilderman	Skip Stanbridge	Edd Bivin	Randy Schepper	Doug Holloway, Jr.	
2004	Dr. Elliot More	Ann F. Yuhasz	Ainslie L. Mills	Janine Fiorito	Sherri Samel Hurst	
2003	Michelle L. Billings	Jane Forsyth	Anne Rogers Clark	Joe Vergnetti	Thomas Oelschlager	
2002	Marcia Schlehr	Connie Gerstner-Miller	Sandra Dunn	Jerome Oxenberg	Marge Trowbridge	
2001	Virginia Lyne	Nancy E. Talbott	Jeffrey G. Pepper	Nancy Kelly	Teresa Kocher	
2000	Deborah S. Kahla	Richard K, Beauchamp	Cheryl L. Shaw	Erik Strickland	Debbie Berry	
1999	Beth Speich	Michael Faulkner	James Reynolds	Janet Bunce	Nancy Douglas	
1998	Dr. Alvin Krause	Dr. Richard Hilderman	Dr. Donald Sturz Jr.	Connie Gerstner Miller	Laura Ellis Kling	
1997	Marian Hodesson	Howard Falberg	Arlene Thompson Brown	Kathy Lorentzen	Shirley Stewart Fippin	