

G R C A

Regional Specialty Handbook

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Golden Retriever Club of America

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INTRODUCTION

The Golden Retriever Club of America offers three Regional Specialties each year – one each in the Eastern, Central and Western regions. The purpose of holding Regional Specialties is to draw Golden fanciers from the Region together and to allow people who might not be able to attend a National Specialty to attend a premier Golden event. As such, a Regional Specialty is bigger than a local, independent specialty, but considerably smaller and less labor-intensive than the GRCA National Specialty.

Who can host a Regional Specialty? Ideally a member GRCA club which has hosted a couple of independent specialties, which has worked well together, and which might be thinking of doing the National in future years. In reality, any GRCA club can host this event. If a club has not held its own independent specialty and is therefore not “licensed” by AKC, the Regional can be a first step in a club holding a specialty because it is held in the name of the GRCA using the GRCA “license” and there is GRCA assistance available. If a club has done the National and isn’t ready to undertake that responsibility again, holding a Regional can be a less awesome means of making a contribution. It’s open to all!

I. WHAT IS REQUIRED AT A REGIONAL?

The chart on following pages shows which events are required by GRCA and which events are optional. It also shows any special requirements that exist for the various classes. In summary, a Regional consists of a conformation (including Junior Showmanship) and obedience show, together with a WC and WCX. Some sort of special hospitality, such as a dinner, is also required. Sweepstakes for Puppies and Veterans are not required, but most Regional Specialties offer them. A club could also choose to offer additional events (Tracking Test, Rally, Agility and/or a Hunting Test) depending on the interest and availability of workers.

II. WHAT IS NEEDED TO HOST A REGIONAL?

A. Manpower

1. **General Chair.** One member needs to be the General Chair to pull together the various aspects of the event. This person should be experienced with running events, preferably dog events, have good interpersonal skills and be experienced with making sure all details are handled. (This is discussed in more detail later.)
2. **Number of People.** A core group of 8-12 people are needed to chair the various committees and to make a commitment to this event. More assistance will be needed the day(s) of the Regional for all the various jobs which must be performed.
3. **People and Events.** Events like Agility, Hunt Tests, and Tracking at a regional specialty are growing in popularity. A separate core group of people is needed should your club decide to include these events at a regional specialty. Although these events are not required, it can add to the overall draw to the specialty.

B. Facilities.

1. **Show Site.** Regional specialties vary in size from about 150 dogs to nearly 400 entries. Generally, Eastern regional specialties are the largest. In most cases a facility, either indoors or outdoors, which has space for two large 50' X 75' conformation rings, a 40' X 50' obedience ring, spectators, show secretary's table, etc. will be sufficient. In the Eastern Region or where large entries are anticipated, additional rings should be planned for. When deciding on the site or facility that can be used for a Regional, another possibility is to consider the potential of holding the Regional the day before or the day after of an all-breed show or independent specialty. Many clubs also hold their independent specialty on a day preceding or following a Regional Specialty. Please note that a Regional Specialty cannot be held in conjunction (on the same day) with an all breed show. (Although the phrase "in conjunction" is used throughout this handbook, it should be emphasized that the Regional is a separate, independent show even if it is run in connection with a series of all-breed shows.) This is an attractive possibility because the facilities to be used are often already set aside and ready for use for a dog show.

2. **WC/WCX Grounds.** Grounds adequate for setting up WC and WCX tests in accordance with the GRCA Guidelines are necessary. These should be within a reasonable distance of the show site and the headquarters hotel.
3. **Hotel.** Although the Regional generally takes place in one day, with the WC/WCX on either a preceding or following day, a headquarters hotel must be secured. Arrange for at least 40 sleeping rooms and a hospitality room. If a dinner or similar event is held on site, arrange for that also.
4. **Contracts/Agreements for Sites and Hotels.** Although these seem to be reasonably easy aspects to deal with, securing grounds and hotel can be a tricky task, especially if the site is separate from an all-breed showsite. Usually contracts are involved and there is the risk of considerable financial liability. It is strongly recommended that any and all contracts involving grounds and hotels be provided to GRCA for a review prior to being signed. This will help to assure that you do not suddenly find your organization responsible for costs that were not anticipated. This has happened in the past and a little care can reduce/eliminate this possibility for your group.
5. **Equipment.** If your club is not hiring a superintendent, you will be responsible for the ring equipment. Baby gates, or some means of defining the rings, tables, chairs, tents, obedience equipment will all be needed.

C. Regional Dates.

The Regional specialties may be held anytime during the year (except in conflict with the National). Most are held in spring or early summer. They may be held on the same date as each other, as long as permission is received from the GRCA Board of Directors. It is the responsibility of the appropriate Regional Vice President to avoid any conflicts in dates. The Regional Vice Presidents should check with each other when considering dates for a regional specialty

It is also not necessary to have the WC/WCX on the day immediately before or after the conformation/obedience portion of the Regional. For example, if the Regional is scheduled with an all-breed show, it is often necessary to hold the conformation/obedience on Thursday. This might necessitate the scheduling of the WC/WCX on Saturday.

D. Finances.

How much money will be needed? GRCA will loan each Regional host club up to \$3,000 interest free. This must be repaid within 90 days of the event. Requests for the loan should be made in writing to the GRCA Treasurer. About \$1,000 of additional working capital should be available from the host club. This money, plus any requested from GRCA, will be needed to cover expenses incurred prior to the receipt of the entry fees. For a list of all financial support provided by GRCA, refer to Section III C.

A bank account, separate from the host club's account, must be opened to handle the Regional activities. The Regional Specialty Treasurer must prepare a balance sheet to submit to the GRCA Treasurer after the specialty. This will also include the repayment of any loans plus 20% of any profit generated. Should the Regional result in a financial loss, GRCA will absorb 20% of such loss.

E. Asking for Approval.

Only GRCA member clubs may apply to host a Regional. Once a club has decided to host a Regional, a letter needs to be submitted to the appropriate GRCA Regional Vice President. The letter should also include the proposed date and site.

The Regional Vice President then submits this request to the GRCA Board of Directors in the form of a resolution. The club will be notified by the GRCA Secretary as to the Board's decision. If no club volunteers to host the Regional, it is the responsibility of the Regional Vice President to seek out a host club. If no club has volunteered to host a Regional by August of the preceding year, that Regional will not be held.

It is desirable to apply to host a Regional at least two years in advance of the event. A list of previous Regional and National host clubs is included in this handbook. The specialty advisory committee is available to answer any questions a host club may have.

F. Determine Events – required and optional

The required events outlined in the attached table include: conformation, junior showmanship, standard obedience classes and WC/X. The optional events include, Hunting Tests, Tracking, Agility, Rally, CCA, as well as special conformation classes. The size and complexity of the list of events to be offered should be based on the interest of the club members and the available resources of sites and workers. Don't try to do more than your club can reasonably handle. Be sure the required events are covered before adding optional events. Fewer, well-run, events are more important than non-required events which don't have the proper resources.

G. Additional Documents.

In addition to this Handbook, a copy of the [AKC Show Manual](#) should be obtained. This spells out exactly how to run a dog show and will answer numerous questions. This manual can be downloaded from the internet for a nominal fee at www.akc.org.

Copies of the GRCA Sweepstakes Guidelines and the GRCA WC/WCX Guidelines are available on the GRCA website.

Requirements and Options for a Regional Specialty.

	REQUIREMENTS	OPTIONS
Regular Conformation Classes	Use standard AKC designations. Split puppy classes: 6-9, 9-12.	
Non-regular Conformation Classes	Hunting Retriever Classes for Dogs and Bitches - Requirements are a Senior or Master Title. (Junior title only is not acceptable.) Veterans Classes for Dogs and Bitches	May be split 8-10, 10 & older or 10-12, 12+. Field Trial Dog Classes for Dogs and Bitches. Requirements are a JAM or placement in a licensed trial.
Sweepstakes. Puppy and/or Veterans	Use GRCA Sweepstakes Guidelines.	GRCA's age for veterans is 8.
Regular Obedience Classes	Use standard AKC designations.	.
Non-regular Obedience Classes.		Can offer Graduate Novice; Veterans Novice, Open, Utility; Brace; Team; Versatility. GRCA's age for veterans is 8. Jump heights are $\frac{3}{4}$'s dog's height at withers Requirements must be spelled out in premium list.
Junior Showmanship	Required	May be split into just Open and Novice.
WC/WCX	Both are required.	
Hunting Tests, Rally, Tracking Tests, and Agility Trials		May be offered if club has inclination and manpower.
Hospitality	Required, but does not have to be a formal banquet. Could be a picnic, barbeque, cocktail buffet, etc. Something that sets this event apart from an ordinary dog show.	
CCA		Use GRCA CCA Guidelines
Educational Program		Optional. If presented, GRCA will contribute \$150 towards cost.
Parade of Titleholders		Optional but encouraged GRCA criteria must be followed
Parade of Rescue Dogs		Optional but encouraged.

III. GRCA POLICIES AND REQUIREMENTS

A. Approval. See above.

B. GRCA Communication.

1. GRCA Regional Vice President. This person is the link with the GRCA Board of Directors. Keep this individual apprised as to progress and feel free to ask for advice or assistance.

2. GRCA Secretary. Once GRCA approves the Regional dates for your club and the AKC has closed all paperwork for the previous year's Regional Specialty the GRCA secretary will forward the AKC applications to the host club to be completed and returned to the GRCA secretary. The Secretary signs them and forwards them to AKC, along with a GRCA check for the application fee. AKC approval will be forwarded to the show secretary or superintendent and the GRCA Secretary. Although it is the show secretary or superintendent's responsibility to keep the host club apprised of AKC reports and instructions, the GRCA Secretary will send copies to the Regional Chairman. In addition, the GRCA Secretary will forward to the host club all actions of the Board pertinent to hosting a Regional.

Should the host club also be offering an independent specialty in conjunction with the regional specialty it is suggested that you send your independent application along with regional application to the GRCA secretary so they are both submitted to the AKC at the same time.

3. GRCA Treasurer. Contact the GRCA Treasurer for financial aid and proof of insurance. If you're hosting an independent in conjunction with the regional, the host club is responsible for proof of insurance for the independent specialty event. A financial statement must also be submitted to the Treasurer at the conclusion of the Regional.

4. GRCA Membership Administrator. Premium list mailing labels (or disc) are obtained from the GRCA Membership Administrator.

5. GRCA Regional Trophy Curator. All regions have regional trophies for accomplishments at each regional specialty. (See Section V) Contact the GRCA Regional Trophy Curator for needed assistance. The regional trophy curator is listed in the GR News.

6. Specialty Advisory Committee. This Committee was established to be a resource and to provide answers and assistance with Regional and the National Specialties. The Committee chair, whose name is listed in the GR News, can be contacted with any questions.

7. A supply of GRCA stationary may be requested from the GRCA Administrative Assistant. This is to be used for correspondence with judges, hotels, etc. You can also use stationary with the Regional logo on it.

8. Board Attendance. At least one member of the GRCA Board of Directors should attend each Regional. Ideally, this should be the appropriate Regional Vice President; if this individual cannot attend, it is his responsibility to see that another Board member attends in his place.

C. Finances

1. Financial Aid. GRCA will provide financial aid in a variety of ways. These funds should be requested in writing from the GRCA Treasurer. GRCA requires a complete financial statement within 90 days after each Regional, so it is important to keep thorough, accurate records. Samples of previous Regional Specialty statements can be found at the end of this handbook.

a. GRCA will loan host clubs up to \$3,000 interest free to be used at the host club's discretion. The loan must be paid back within 90 days after the close of the Specialty.

b. Trophy donation. GRCA will donate \$300 for trophies for each Regional.

c. Printing. GRCA will donate \$500 toward the cost of printing the premium list.

d. Clean up. GRCA will donate \$150 toward hiring people to clean up the exercise area at the motel.

e. Educational program. An educational program is not required at Regional Specialties. However, if a host club wishes to offer one, GRCA will donate up to \$150 for such a program.

f. GRCA provides an additional \$1,200 through its member clubs to be used at the discretion of the host club of a regional specialty.

2. A separate checking account must be established by the host club for each Regional. This should not bear the name or initials of the Golden Retriever Club of America. Preferred example: "Western Regional Specialty 2006."

3. Insurance. Many show sites and hotels may require proof of insurance. GRCA carries insurance for auto comprehensive liability, comprehensive general liability, and a floater policy for GRCA trophies. Contact the GRCA Treasurer with the name to whom the proof of insurance should be sent. GRCA insurance covers GRCA only! Host clubs need to carry their own insurance as well.

D. Advertising.

1. Two free advertising pages will be provided in the GR News including a notice that premium lists will be sent to members within the Region. A club may elect to run two one page ads in the GR News.

2. GRCA will put a full-page ad in each Regional Specialty catalog. This is the responsibility of the GRCA Secretary. Be sure to contact the GRCA secretary for this support.

E. Mailing. The premium list **MUST** be mailed to all GRCA members within the region. Mailing labels can be obtained from the GRCA Membership Administrator. Host clubs which are located close to adjacent regions might also wish to consider mailing premium lists to members in the neighboring states. As a courtesy, premium lists for Regional Specialties should be sent to all GRCA Board members. It's also a good idea to post to the various golden email lists that premiums are available for the regional specialty.

G. Regional Specialty Expectations

1. Hospitality. A formal, sit-down banquet is not required, but some sort of arranged hospitality should be offered. This could be in the form of a picnic supper after the show, a pancake breakfast before the show, a break for lunch beyond the typical show hot dog, etc. A Regional should be presented as an event beyond the ordinary dog show – use imagination and come up with something that allows participants a chance to mingle and meet in a relaxed, informal manner. This type of event can be totally self-supporting by ticket sales, the host club can absorb all the cost, or a nominal fee can be charged with the host club picking up the balance. If the Regional begins a weekend of all-breed shows, an event the evening before the Regional begins – like a dessert bar at the headquarters hotel – can be used effectively with minimal cost.

2. Participation of key committee personnel. GRCA has no hard and fast rule on the participation of committee people but the AKC requires key positions must be held by members of the GRCA, not just members of the local club. The GRCA STRONGLY suggests that the Chairman does not exhibit or have exhibited his/her own dog/s. AKC also encourages this policy. There simply isn't time to do justice to the dog and to the event; the chair must be free to solve any little problems at any time. Although we know that wins depend on the merit of the dog and not on the owner's job title, there will always be those who complain if the Chairman's dog should do well. It's just a lot easier to avoid all the hassle and not enter.

The host club must decide who can or cannot show a dog early on in the planning process. A good rule of thumb to follow is to exempt those individuals who have a great deal of contact with the judges such as the Show Chairman or the Hospitality Chairman. If you're the person who contacted the judge, arranged for his transportation, picked him up at the airport, took him to dinner, picked him up at the hotel and transported him to the show, it isn't going to look very good if it's also your dog who is awarded Best of Breed! Whatever is decided on this issue should also be printed as a statement in the premium list.

IV. GENERAL CHAIRMAN AND SPECIALTY COMMITTEE

A. General Chair

1. General Considerations.

The entire Regional Specialty is the responsibility of the General Chair although numerous jobs will be delegated. This is the person who holds the entire event together, who answers or finds the answers to all questions, who deals with GRCA and who enables the Specialty team to function. Experience has shown that the clubs who have trouble hosting this type of event do so in large part because the General Chair makes one-man decisions and does not involve the rest of the membership. A General Chair is a facilitator, not a dictator – although understandable, avoid the temptation to “do it your way.” A General Chair should be selected before a club bids to host the Regional. Bidding first and then trying to find someone to fulfill this responsibility simply doesn’t work.

2. Requirements.

- a. Experience in organizing a major dog event is of primary importance. If not a dog event, experience in organizing a seminar, conference, etc. is also very helpful. Knowledge of dog events is strongly encouraged.
- b. Ability to work productively with people, to make decisions, and to follow through on projects to completion.
- c. Good communication and organizational skills, including the ability to delegate responsibility.

3. Duties.

- a. Organize club members into functioning unit. Appoint key committee people and communicate with them and with membership as a whole.
- b. In coordination with Specialty team and/or membership, select and hire judges, select hotels and show sites and sign contracts.
- c. Be available as resource person for committee chairs both during planning and during event.
- d. Maintain contact with GRCA via Regional Vice President and/or Secretary
- e. Prepare and proofread the premium list. The premium list must be sent to GRCA for review and approval, so you should plan accordingly to assure that sufficient time is available for review prior to the deadline for submission to the superintendent.
- f. In coordination with Specialty Treasurer, prepare and submit financial report.
- g. Prepare and submit reports, results, and pictures to GR News within 90 days of the conclusion of the event.
- h. Write thank you notes to judges, committee members, hotels, etc.

B. Specialty Committee

1. Committee Composition – If the club’s resources allow, it is best to have separate individuals handle each of the different jobs (treasurer, conformation chair, obedience chair, WC/X chair, other event chairs, grounds, hospitality, trophies, publicity, catalog, merchandise, fund-raising, etc.) However, often these jobs are bundled to fit the available resources/workers.
2. Another way to lighten the load on your club is to enlist the help of other clubs. Other Golden clubs, obedience, agility or field clubs have experience at organizing and running the necessary activities and can help run these events for the Regional. If a club member is also a member of these other clubs it may be possible to get additional help. However, be sure to delineate responsibility, profits and any other important aspects of this assistance early in the process. Also, it is preferable that a club member be the chair of the activity so that accountability to the host club is maintained.
3. Make sure any committee chair is completely aware of the requirements and tasks associated with that committee and how all the committees fit and work together.

V. TROPHIES

A. Selection.

Although Regional Specialties are not as big an event as is the National, they are nonetheless important and victories should be represented by something significant. Trophies will consume a large portion of the budget and donations must be actively solicited to offset their costs. The trophies selected reflect both on the host club and on GRCA. Although many participants will have driven to the specialty, some will have flown in, so the trophies shouldn’t be too large or too fragile to transport easily. If the host club has talent, time, and manpower, handmade trophies are very well received. If not, there are many purchasable trophies which are also quite appropriate. Try and offer “usable” trophies – the “winged victory” trophy is long out of favor.

If the budget permits it, trophies should be offered for first through fourth places in all regular and non-regular conformation (excluding sweepstake classes) and obedience classes. If this is not possible at least offer a trophy for First Place in all Regular and Non-Regular conformation (excluding sweepstake classes) and obedience classes. Please remember when deciding on trophies that you need to include the cost of ribbons **and** trophies in your budget for this expense. The winners for Junior Showmanship should also receive trophies. Sweepstakes wins receive a portion of the entry fee (see GRCA Sweepstakes Guidelines) and should not be awarded additional trophies.

In addition to the class placements, the following trophies should also be offered: Best of Breed, Best of Opposite Sex, Best of Winners, Winners Dog, Reserve Winners Dog, Winners Bitch, Reserve Winners Bitch, High in Trial and High Combined. Additional special conformation and obedience trophies may be offered in the host club’s discretion, but they are not mandatory.

B. Rosettes.

Rosettes need to be ordered for all class placements (even if trophies are only awarded for first) as well as for the major award winners. A 14-inch, 3-streamer rosette is appropriate for class placements; use 16-inch streamers for the major award winners. The AKC Show Manual specifies the appropriate color for all regular and non-regular classes.

C. Judge's Award of Merit (JAM).

The Best of Breed judge may award a JAM up to 10% of the Specials entry to dogs which are especially meritorious. When figuring the number of possible JAM's, count only those dogs entered in BOB. Do not count those dogs which are competing in BOB by virtue of having won Winners or a non-regular class. Round up if necessary. For example, if there are six specials entered in BOB, the judge may award one JAM. If there are four specials entered, no JAM's may be awarded.

A 14-inch, 3-streamer rosette is appropriate. The specified color is bright green. These are not to be awarded to the Best of Breed, Best of Opposite Sex or Best of Winners recipients. Make sure the statement of awarding Judge's Award of Merit is in the premium list. Review the JAM requirements and eligibility with the judge prior to judging. In addition, make sure to let the judge know the number of JAM's that are available (if any).

D. WC/WCX Trophies.

Since this is a non-competitive event, trophies are not appropriate. Some sort of memento for completion and/or participation is always appreciated. Bird Bands have been used in past and are an inexpensive item.

E. GRCA Regional Trophies.

Both the Central and the Western Regions have trophies to be awarded for Best of Breed at the regional. The Eastern Region has three trophies: Best of Opposite Sex, Breeder of the Best of Winners, and the winner of the Stud Dog Class. The GRCA Regional Trophy Curator, whose name and contact information are listed on the masthead of the GR News, is responsible for these trophies and the paperwork required. Beginning in 2007, the trophies are not awarded at the Regional itself, but at that year's National Specialty with the other GRCA trophies. The host club is responsible for listing the trophy in the catalog (not in the premium list) and for notifying the Regional Trophy Curator of the name of the winner of the Best of Breed, or other pertinent classes. The Curator will take care of verifying GRCA membership and will handle the required paperwork and deposits.

VI. CATALOG

A. General Considerations.

The catalog for a Regional Specialty is not on the scale of that for the National, but it is nevertheless an important record of the event and care should be taken to make it accurate, readable and attractive. Its size is determined by the AKC standards: 5.5" X 8.5" to 6" X 9", maximum. Generally a stapled cover or saddle binding is acceptable since the number of entries can be handled by these two methods.

B. The Catalog Advertising Chair.

The Catalog Chair should be a person who is familiar with printers and printing policies and who is good with computers and detailed work. This person must set and adhere to established deadlines, both for the club and for others. Letting advertising deadlines slide, for instance, will result in the catalog being late – a situation to avoid at all costs. If the show secretary or superintendent does not print the catalog, the Catalog Chair will have to take bids from local printers and arrange for delivery. The bulk of the Catalog Chair's work is obviously done prior to the show, so this is a good job for a qualified individual who would also like to exhibit. The Catalog Chair is also responsible for the sale of the catalogs, although this duty may be delegated

C. AKC/GRCA Information.

This section repeats the pertinent parts of the premium list, the times of the classes, the judges, the committee members, the officers of both GRCA and the host club, and the certification page.

D. Entries.

Include the entries for all events in the catalog. The numbers for conformation should be consecutive in the catalog from Puppy Dogs through Best of Breed. This makes locating an entry in the catalog easy and also assists in handing out armbands at ringside. As example, dogs can be odd numbers and bitches even numbers.

If the entries for the WC/WCX or other events are received by someone other than the show secretary/superintendent, these entries must be processed and a list forwarded to the secretary for inclusion in the catalog. If the WC/WCX is held prior to the conformation/obedience portion of the specialty, a separate, informal catalog must also be provided at that event since the Regional catalog cannot be available until the day of the show. Be sure to provide enough of these free, informal catalogs for both entrants and spectators.

E. Advertising.

There is less advertising in a Regional catalog than there is in the National catalog, but advertising is still an important source of revenue and should be encouraged. The host club will determine the cost for the advertisements. Keep the choices simple: generally a full-page ad with photo and a half-page ad without photo are sufficient. The advertisements need to follow the GRCA advertising guidelines that are printed in the GR News. A statement specifying where to obtain these guidelines should be included in the premium list. Advertisers should send their copy and their check to the Catalog Chair. The Chair should check the ad for completeness, accuracy and conformance to advertising policy, then forward the ads to the person doing the layout and typesetting. The advertising deadline may be set ahead of the closing date for entries, which will assure ample time for the ads to be processed.

F. Index.

A complete, integrated list of all exhibitors in all events should be included in the catalog. This should include the exhibitor's name and address and the entry number(s) of the dog(s) being shown by each person.

G. Other Considerations.

AKC forbids catalogs being sold or distributed before the opening hours of the conformation/obedience portion of a show. Be sure to set the show hours early, even if activities in the rings are not planned to start until later, so that catalogs can be sold from that hour on.

How many to print? In addition to one per entry, it is the responsibility of the Show Chair to provide two for the GRCA archives (listed in the GR News), one for AKC, one for the show secretary/superintendent's records, and two for each conformation and obedience ring for the stewards' use. You should plan on printing about twenty percent over the number of entries. Each judge should also be given a catalog at the completion of the assignment. A marked catalog must be sent to the GR News together with the Specialty report.

Using a pre-order on the RSVP page helps managing the overall printing costs. Many clubs offer a price break for advanced catalog orders. Do not print more catalogs than you think you will sell.

If the unthinkable happens and the catalogs are not available when the specialty begins, be prepared with a contingency plan. At the very least, have a copy of the typed entry pages saved before they go to the printer. Photocopy these pages and distribute them freely. Be sure and let people know what happened – a printers' strike, a fire at the plant, a blizzard which held up the shipment – whatever it is people will understand and complain less if they know the problem.

VII. FUNDRAISING AND MERCHANDISE

A. Fund Raising

Fund raising for a regional specialty is the main reason why a regional specialty is profitable for a host club. Some very successful ideas for fund raising include a silent auction, a raffle (although a raffle license is required in some states), a corporate sponsorship, etc.

B. Merchandise

Merchandise at regional specialty is the main reason why a regional specialty loses money for a host club. In reviewing several regional specialty financial reports, the clubs that lost money on a regional specialty over-ordered merchandise for the regional and wound up eating the cost for unsold merchandise. A solution to this situation is to include a pre-order form for merchandise in the premium list. This way the host club can order exactly the right amount of merchandise and there won't be any extra. As a general rule a collared golf shirt with the logo for the particular regional is the best selling items. You can include a photo of merchandise on your club's website and include this information on the RSVP page. You can also take orders at the specialty if you have a lot of requests.

VIII. CONFORMATION AND OBEDIENCE

A. General Considerations.

These two events are, of course, the reason for holding a Regional Specialty. These are what the people come to compete in and what the spectators come to watch.

Since conformation and obedience are always held together on the same site, many of the requirements for each overlap. They will be discussed together in this Section, pointing out differences where appropriate. The AKC Show/Trial Manual is invaluable in describing how to put on a dog show. Obtain a copy from AKC and refer to it often.

B. Key Personnel and Workers.

1. Chairs. Both conformation and obedience should have a chair. At a Regional, the General Chair frequently acts as the conformation chair also. This is fine as long as you remember that obedience is also an important part of the event.

Qualifications: The Chairs must have adequate experience acquired through chairing matches, all-breed shows or independent specialties. Chairs should have a working knowledge of AKC rules, a good feel for the physical requirements of successful show grounds, and an eye for detail. Chairman should have good rapport with other people since communication with the rest of the committee is vital.

Duties: Co-ordinate/communicate with Regional Specialty Chair and other key personnel, especially Grounds and Hospitality. Select a formal AKC show committee. Both Chairs should be members of this committee. Be sure all committee members are familiar with the contents of the AKC booklet "Dealing with Misconduct at Dog Shows."

Arrange for selection of judges and for judges' hospitality.

Secure a show superintendent or show secretary. Assist in content and layout of the premium list.

Appoint ring stewards or appoint Chief Ring Steward to accept this responsibility.

Assist in set-up of show schedule.

2. Grounds Chair.

This individual must have the ability to work well with others and to co-ordinate details. In addition he should have a reasonable amount of physical strength.

Duties: Arranges for set-up of rings, spectator areas, grooming area. Sets up and oversees exercise areas. If necessary, designates parking space, arranges for sanitary facilities, and arranges for all ring equipment including tents.

3. Stewards.

Stewards are responsible for making sure the activities in the ring run smoothly. They assist the judge in any capacity required. They can also remind the judge of GRCA policies such as dogs are shown in catalog order and that a written critique must be provided. Stewards check in exhibitors, pass out armbands, set up obedience equipment. Stewards are responsible for getting classes in and out of the ring in an organized fashion, for maintaining an accurately marked catalog for reference, and are the intermediary between the judge and exhibitors.

Stewards should have previous stewarding experience. Frequently, non-club members are happy to steward this event, especially if your club members offer to help with their shows.

If possible, two stewards should be allotted for each conformation ring. Two stewards can handle each obedience ring, although it is helpful to have three for Utility if there is a significant entry.

IX. HONORS PARADE AND PARADE OF RESCUE DOGS

A. General Considerations.

The Parade, a non-competitive event, is not mandatory at Regional Specialties, but is appreciated and encouraged. Entries are generally fairly small and the Parade can be easily scheduled in the day's events.

B. Requirements.

GRCA has set the qualifications for the Parade at a Regional. These are: Ch, OTCH, UD, UDX, FC, AFC, MH, ***, AX, AXJ, MXP, MJP, MACH, TDX, VST, CT, RAE. A host club is not free to select their own requirements. GRCA imposes no limits on the number of entries, but does mandate the Parade be limited to dogs that are able to enter the ring under their own power. Exhibiting a very old and decrepit dog on a dolly does not impress spectators.

C. Scheduling.

The host club is free to schedule this at their own discretion. Many clubs have found the lunch break to be a popular time. If it is scheduled as the last event after BOB, many people will simply leave and the Parade becomes anti-climatic. Another suggestion is to have the parade in conjunction with the hospitality event.

D. Order.

The entries can be in random order or they can be organized in some fashion. Youngest to oldest is an easy way and honors those dogs of advanced years and many titles.

E. Organization.

Unless there is a large entry – over 30, perhaps – the Parade does not need a great deal of organization. Armbands should be provided so the spectators know who's who. One person needs to be a steward and send the participants into the ring; another person needs to present the rosette or other memento and read the dog's name and titles. Many people like to write a few words about their dog; if these are not too long, they may also be read. The premium list should spell out the specifics of the write-up to be read.

F. Parade of Rescue Dogs.

Many clubs have successfully organized a Parade of Rescue Dogs – the dogs and their new families the club has helped to bring together. This is an increasingly popular event as it gives the new owners a “time in the sun” even though they may not compete with their dog; it honors those individuals who work so tirelessly to rescue, place and follow-up on these dogs; and it offers an opportunity to solicit funds to support rescue work. After hearing some of the rescue stories, there won't be a dry eye in the house!

X. HOSPITALITY

Hospitality for a Regional doesn't have to be as extensive as that provided for a National, but it's important to set this event apart and make it something other than "just another dog show". Little touches of hospitality can be done inexpensively and will be well received by those attending the Regional.

A. Choosing a hotel.

Selection of a Headquarters Hotel should be among the first tasks after receiving the bid to host the Regional Specialty. Some things to consider in selection are:

1. Location and proximity to the show site and the WC/WCX site.
2. Ability to provide sleeping rooms for approximately 40 people with a banquet facility for 150, if a banquet is held.
3. Experience in dealing with dog groups. If they are leery about this, have them contact hotels used for previous GRCA events. GRCA has an excellent reputation as hotel guests and first-hand knowledge should answer any questions or allay any concerns the hotel may have. Contact a past Regional or National Chair or the GRCA Specialty Advisory Committee for referrals from hotels successfully used previously.
4. Availability of parking. Is there a place for RV's? RV parking (whether at the hotel, the show site, or elsewhere), should be specified in the premium list.
5. Provision of exercise area.

B. Your responsibility to the hotel.

Plainly stated, hotels are in the business of renting rooms and selling food. To ensure that the hotel also has a pleasant experience with a dog group, be very certain that they understand that any abuse of their rooms, grounds or property will not be tolerated. Here are some suggestions which indicate commitment to the hotel:

1. Provide plastic sheeting free of charge to each exhibitor for each crate in the room.
2. Limit the number of dogs per room to four.
3. Dogs left unattended in rooms must be crated.
4. Dogs must be on lead in all hallways, elevators and hotel grounds.
5. Designate exercise and non-exercise areas. Make sure they are big enough – not a narrow strip along a fence. Provide scoopers and trash containers. Check this area several times a day to be sure it is kept clean.

6. Accidents will happen; make sure the guests feel comfortable enough to report them and get clean-up help, rather than trying to hide the evidence until it is impossible or very expensive to clean up. Having cleaning supplies available is also a good way to encourage responsible behavior.
7. Make sure the exhibitors understand that the hotel is part of the show grounds and that hotel abuse falls under the purview of the Show Committee. Both AKC and GRCA will support this position. Print a notice to this effect in the Premium List so that all exhibitors are aware of this policy.

C. Hospitality Room.

A hospitality room should be provided at the Headquarters Hotel for exhibitors to meet, greet and socialize. The room can be open limited hours, especially in the late afternoon/early evening of the day before the Regional. If the Regional is part of a cluster of shows, consider having the hospitality room open on other days as well.

Food and drink should be available free of charge, but there is nothing wrong with providing a donations jar for those who wish to contribute. Liquor is not expected, but beer and wine may be served. However, check the state liquor laws first; they may require that alcohol be served only by a licensed bartender which will add to the cost. Be aware of any liability laws pertaining to serving alcohol. Soft drinks, coffee, iced tea and juices are all perfectly acceptable.

Hotels frequently require that any food consumed on their premises be provided by them, which precludes a potluck party. Hotel prices can be high, but things like popcorn, pretzels and fresh vegetables are relatively inexpensive. Try to stay away from the fresh shrimp or the carved roast beef!

D. Judges' Hospitality. The judges are an integral part of the Specialty and must be shown every consideration, not only because it is their due, but also because it makes the specialty run more smoothly.

1. Appoint someone to be in charge of Judges' Hospitality, which includes transportation, meals and general welfare. This person should also be in charge of obtaining hand held tape recorders for the judges as this equipment is necessary for the mandatory critique.
2. A nice extra is to have a steward video tape the placements for the judge's critique. The judge is given the tape for reference during the write-up.
3. The judges' hospitality person should contact all judges about their travel arrangements – when they are arriving, whether they need to be met at the airport, if they are renting a car, what their departure plans are, etc. From the time they arrive, to the time they leave, they are your responsibility. See judges contact information sheet listed within this document.

Many Regional specialties “share” judges with clustered all-breed shows. This saves both clubs on expenses; be sure you have contacted the “sharing” club and know exactly when the responsibility for the judge will be transferred.

4. Book rooms for judges depending on their travel arrangements. Judges should not stay in a host club member's home. Judges should not be expected to share a room unless they are a husband/wife team.
5. If judges arrive the night before the Regional, be sure they are taken care of for dinner. Some prefer to eat out, others like room service. Know their preference and accommodate it. Judges may participate in hospitality events before they judge if they wish, but make sure they have a host club escort – do not abandon them.
6. Ring hospitality. Items on the ring table should include: ice water with glasses, paper towels, mints, wash 'n dry pads, extra pens, etc. If the judge would like to eat breakfast, ample time should be allotted before the assignment begins. Offering coffee, tea and a snack midmorning is also appreciated.
7. Judges and their stewards should be provided with a quality lunch served in a pleasant spot away from the ring. Stewards should eat with their judges so they may show the judge where to go and so they both finish at the same time. Do not try and economize by not feeding the stewards. It looks (and is) very tacky and little money will be saved. Unless there is a club member who has proven to be very good at catering and whose sole job this will be, it is best to have the judges' and stewards' lunches catered professionally.
8. WC/WCX judges also need to have their needs met. Unless they are local judges (frequently the case at a Regional), they should be met at the airport and have their breakfasts and dinners provided. A bag containing all of the items provided at the rings, with the addition of sunscreen and bug spray, should be furnished. A cooler full of the judges' preference of beverages is a welcome addition.
9. When the judges have finished their assignments, they should be given a catalog to take home. Judges' gifts should also be given. These should all be the same item, or of comparable value if different. Since many judges fly in, try to give them something easy to carry on the plane.
10. Conformation and obedience judges should be encouraged to attend the WC/WCX tests so they can see Goldens doing the work for which they were originally developed. This invitation should include transportation to and from the test and a knowledgeable person to explain things to the uninitiated. Provide lunches, drinks and chairs for these judges. Bring along extra rain gear, sun hats, etc., in case the weather suddenly changes.
11. All judges should receive a thank you note for giving of their time and expertise. This may be done by the General Chair or the individual chairs of each event.
12. Keep in mind at all times that judging at a Regional Specialty is an honor and that the judges should be treated accordingly.

XI. JUDGES

A. General Considerations.

Look for certain qualifications in selecting conformation judges. Judges who have been licensed for at least five years and have had experience with large entries are a good choice. Although a new judge may be adept at picking quality dogs, the Regional Specialty with its large entries can overwhelm a novice. Judges who have had some Specialty experience are a good choice, although this is not a mandatory requirement.

The selection of judges is entirely up to the host club; GRCA does not maintain a list of preferred judges nor does the Board of Directors have to approve a proposed slate.

Host clubs are required to mail a written contract to each judge seven days after extending the invitation. Judges are to sign, date, and mail a copy of the contract to the host club within 14 days of receipt. A copy of this signed contract is to be filed with the GRCA Secretary. The Judging Panel will not be submitted to AKC without this signed contract on file. Any change of judge by either party is to be approved by the GRCA Board.

B. Reputation.

Select a judge who is well-respected, impartial, and unbiased as to any extremes in handlers, Golden type, or ring procedures and who is pleasant and personable to both dogs and exhibitors. An effort should be made to select a judge that the membership of the host club feels is known for the ability to select what most would feel is a correct representative of the Golden Retriever.

C. Expenses.

Judges' fees can vary tremendously. Some charge a flat fee that can range from as little as \$200 to as much as \$1000. Some charge a flat fee plus expenses, others charge expenses and a fee per dog judged, usually from \$1 - \$3. Expenses usually include round trip airfare from home to the nearest airport, transportation to and from the airport, transportation to the hotel and show grounds (unless provided by the host club), lodging for the night before and after their assignment, and all meals. Although expense is a factor to consider, do not base a selection only on finances. A high quality, respected judge will draw a bigger entry, thus offsetting some of the burden. Judges can also be shared with all-breed shows, thus cutting their expenses considerably.

D. Other assignments.

Request that the judge not accept another Golden Retriever Specialty judging assignment six months to one year prior to the Regional. Obviously, this means that judge selection should be handled very early in the planning of the event.

E. Other requirements.

A written critique is **required** from all GRCA Regional conformation judges (including sweepstakes). This requirement needs to be written into the contract with each judge. Many breeder judges are aware of this but most all breed judges may not aware of this requirement. A detailed critique of the placements in each class is preferred over a general summary. The Conformation Chair should discuss this with the judge prior to the show. Make sure to assist the judge in performing the critique by assuring that any necessary supplies (tape recorder, etc.) are available at the show site. Perhaps showing the judge previous critiques printed in the GR News of past Specialties would assist him in seeing the desired type of critique.

All classes will be judged in catalog order. This greatly facilitates the stewards' job and helps the spectators identify the dogs in the ring.

The host club can request anything of a judge, but the requests must be in writing and must be made at the time the judge is initially contacted. **All requirements and requests must be enumerated in the judges' contract.**

F. Number of judges.

A Regional frequently needs only one conformation judge, but many regional specialties have gone to hiring two conformation judges due to the entry size of the regional specialties. AKC limits a judge's assignment to 200 dogs per day. Obedience judges are limited to 8 hours of judging per day. Junior showmanship can be done by a local judge or by the regular judge.

Keep the names of alternative judges in mind in case the entry is larger than anticipated or in case the selected judge is unable to fulfill the assignment.

G. Methods of selection.

The best method is the one that is appropriate to the host club; generally the more members who are involved in this decision, the more unity the selection will have.

It is not recommended that this decision be left entirely to the Conformation Chair; the Regional Specialty Committee, if not the entire club membership, should also participate.

H. Procedures.

Once the exact dates for the Regional have been established, it is time to contact judges. Do not procrastinate as many popular judges are booked several years in advance.

Each year, the AKC publishes a book of licensed judges which gives the breeds and obedience classes they are approved for and their current addresses. A copy can be obtained from the AKC Judging Information Department.

The first contact with a judge is often made by telephone. Identify yourself by name, the name of the host club, and your position with the upcoming GRCA Regional Specialty. Ask if the judge would be available to judge at the Regional. Ask them their fees and expense requirements. Ask if they would be (or already are) available to do other breeds at a cluster all-breed show. The judge may want to consult his calendar; offer to call back at a designated time.

If the judge agrees to accept the Regional assignment, write a contract letter in duplicate. Spell out the terms of the assignment, dates, expected arrival and departure, fees, etc. Spell out the requirements of a written critique and catalog order. Sign both copies and send them to the judge. He will sign one and return it and will retain one for his files. The host club must also file a copy with the GRCA Secretary before the Judging Panel can be submitted.

As the Regional approaches, the judges should be contacted about travel arrangements – whether they are flying or driving, when they should be met, what their dinner preferences are, etc. It is also courteous to inquire about food allergies and preferences of beverages during the day. Ask them if they have their own tape recorders or if they need one provided for them. This will also be a gentle reminder of the critique of the entry which is required.

I. Schedule

If there is only one ring for conformation, the schedule is that of any dog show. If there are two rings, a staggered start is preferred so that the Bred-By classes and the Open classes do not show simultaneously. If Sweepstakes is being offered, that schedule also needs to be considered. A good rule of thumb is to allow two and a half minutes per dog, or 25 dogs per hour. Obedience roughly takes 6 dogs per hour for Utility, 7 dogs per hour for Open, and 8 per hour for Novice. Absentees will reduce the time needed, but this is hard to predict. Don't box the schedule in by specifying a time for each class because that time must be adhered to. It is preferable to state, "immediately following..." instead of an hour and minute time.

Sweepstakes frequently begins the day of judging but this is not mandatory. It could be held the evening previously or even after the rest of the Regional is concluded.

Junior Showmanship must be offered in accordance with the AKC regulations. Since the entry is usually small, the Novice and Open classes can be combined.

The best way to set up a judging schedule is to first list all the classes and the number of entries. Use 25 dogs per hour for the conformation classes and the 6-7-8 guideline for obedience. Remember to take the judging limitations into account. Blocks of time are then compiled that can be juggled around like pieces of a puzzle until the best arrangement is reached. The Show Secretary, or superintendent, if familiar with specialty judging, can assist with setting the schedule.

If possible, obedience judging should end prior to Best of Breed judging.

It is also desirable to have small breaks before the Winners classes and before Best of Breed.

XII. WORKING CERTIFICATE/WORKING CERTIFICATE EXCELLENT TESTS

A WC/WCX test must be held in conjunction with each Regional. The guidelines for holding these tests are spelled out in the GRCA WC/WCX Requirements which are found on the GRCA website. A test held at a Regional is conducted in the same manner.

Additional hospitality at these tests, such as a potluck lunch or a hamburger barbeque is also appreciated as is some sort of small memento for completion of the test.

Refer to the Catalog, Trophies and Hospitality Sections of this Manual for additional WC/WCX information.

XIII. REQUIREMENTS FOR SUBMITTING ADVERTISING, REPORTS AND PHOTOS TO THE GOLDEN RETRIEVER NEWS.

A. Pre-Regional Advertising.

The GRCA provides free of charge two pages in the GR News to advertise the event. All material must be submitted in typed format, double-spaced, and packaged in one envelope. It may not arrive from several different sources. Logo, artwork, maps, text, etc. must all arrive together – no exceptions.

It is desirable to aim for the issue a few months before the Regional. For example, if the Regional is held in May, the advertising should be in the Jan/Feb issue. This allows readers time to react to the ad and to make travel plans. Check the schedule in the News for the advertising deadlines.

For suggestions on how to effectively use the free advertising, look at past issues of the GR News. Call the editor for help or suggestions. Don't forget to use your member column as an additional place to talk about the Regional. The dates and other information about the Regional should also be submitted to the GR News calendar; information on where to send this can be located in the GR News.

B. Regional Report.

The GR News prints a complete account of the Regional with black and white photos at no charge to the host club. The report **MUST** be submitted together and should consist of the following:

1. Individual photos of Best of Breed, Best of Opposite Sex, Winners Dog, Winners Bitch, Reserve Winners Dog and Bitch, High Scoring Dog, High Combined, Best Junior Handler If Sweepstakes is offered, Best in Sweeps and Best of Opposite in Sweeps for both puppies and veterans may also be included. Photographs of any first place class winners (breed, agility, obedience, rally) may be included, but a photograph is not required to be taken.
2. Group photos of the Conformation Judge's Award of Merit designees, Working Certificate and Working Certificate Excellent qualifiers. Group photos of the Tracking qualifiers (if offered).
3. Conformation judges' critique for dogs, bitches and inter-sex.
4. Brief report on the Regional, usually from the General Chairperson.
5. Marked catalog (including absentees) and a separate typed listing of all placements and results.
6. A Regional host club may choose to upgrade the coverage of the Regional to color at their expense. Check with the GRN Editor for costs.

C. Photo Preparation.

All photos must be marked on the back with the event, placement, and a return address. The return address should be the same for all photos. For example:

1997 Western Regional Specialty
Winners Dog, Best of Winners (Open Dog)
Whoozits Golden Bear CD
Return: S. Sample, 123 Main St., Anytown CA 99909

D. Show Photographer.

The club needs to contract with a Show Photographer as soon as possible after receiving approval from the GRCA. Having a photographer available can be difficult if not in conjunction with an all breed show.

When contracting with a show photographer, be sure it is specified which photographs will be supplied free of charge to the host club and which will have to be purchased.

It should be noted that the host club needs to be in communication with the contracted show photographer in regards to equipment. For example, stanchion, backdrop, lighting are all items which need to be considered.

APPENDIX

JUDGE CORRESPONDANCE

June 4th, 2004

Rex Wolf
2206 N. Meade Ave
Colorado, Springs, CO 80907-6530

Dear Mr. Wolf:

It is with great pleasure on behalf of our club, the Mile High Golden Retriever Club that you have chosen to accept the obedience judging assignment for our Independent Specialty. The event will be held on Friday, June 4th, 1999, in Greeley, Colorado. Greeley is approximately one hour north of the Denver metropolitan area.

This letter shall serve as confirmation for both you and the Mile High Golden Retriever Club on the judging assignment. The Mile High Golden Retriever Club will pay the following expenses associated with your judging assignment:

- 1) Round air trip transportation
- 2) All meals while on the judging assignment.
- 3) Hotel accommodations for yourself the night before you're judging assignment.
- 4) A judges fee of \$75.00

In return, the judging assignment will include:

- 1) Judging all obedience classes (regular and non-regular).

Other related items:

- 1) Lunch will be provided on the day of the event at the show grounds.
- 2) Continental breakfast will be provided the morning of the event.

All expenses will be reimbursed at the conclusion of your judging assignment, please provide receipts for all out of pocket expenses.

Please feel free to call at anytime in the future if you have any questions or concerns related to this judging assignment. Our club looks forward to working with you at our Independent Specialty.

Sincerely,

Ronald & Kemah Plusk
2004 Western Regional Show Chairman & Treasurer

Day Phone: 303-964-8100, ext 125
Evening Phone: 303-770-7525
Email Address: vindage@ix.netcom.com
Mailing Address: 6011 S. Jamaica Circle, Englewood, CO 80211

Judges Information Sheet

Show: Golden Retriever Club of America Western Regional Specialty, 05/27/04

Judge: **Judy Super**

Phone: _____ Fax: _____ Email: _____

Accommodations needed (please check)

- _____ Single
- _____ Double
- _____ Room needed evening prior to the show
- _____ Room needed evening following the show
- _____ Smoking, non smoking room provided unless checked

Airport Pickup (Arrival)

Yes _____ No _____

Name of Airline

Arrival Time

Flight Number

Transport to Airport (Departure)

Yes _____ No _____

Name of Airline

Departure Time

Flight Number

Post Show Dinner

Date 05/27/04 Time 6pm Attire Casual
Will Attend _____ Will not be Attending _____

* Please see attached selections if attending

Additional Information:

Judge's Signature: _____

Please mail this sheet to:

Kemah Plusk, Show Chair
45790 Cottonwood Hills Drive
Parker, CO 80138
720-851-9603, vindage@ix.netcom.com

JUDGE CONFIRMATION OF TRAVEL

Kitty Cathey
3456 Bethany Road
Alpharetta, GA 30004-3277

Dear Ms. Cathey:

This letter is to confirm travel and hotel accommodations for your upcoming conformation and junior showmanship judging assignment at the Mile-Hi Independent Specialty on Friday, June 4th, 2004.

Arrival: Thursday, June 3rd, Denver International Airport, Delta Flight # 969
Arriving at 4:51pm.

Greeley Super Shuttle: 6pm departure from DIA to Ramada Inn Greeley.
(East Side of Terminal, Level 5, Door 505, Island 3)
(West Side of Terminal, Level 5, Door 510, Island 3)
this transportation has been prepaid, Photo ID is all that is required.

Ramada Inn – Greeley: Reservation # 400679, two nights reserved,
Thursday 6/3 and Friday 6/4. Hotel accommodations will be paid directly by the club.

Departure: Friday, June 4th, Denver International Airport, Delta Flight #374
Departing at 12:40 am (Saturday).

Transportation from the grounds to DIA will be provided by Ron and
Kemah Plusk, they are also booked on Delta flight #374.

Friday: Kemah Plusk will pick you up at the hotel lobby at approximately 9am. Conformation
judging starts at the conclusion of sweepstakes. Sweepstakes judging begins at 7am.

At the show grounds, coffee, juice, and donuts will be available in the morning, and a hot lunch
will be provided during our scheduled lunch break. We currently have only two (2) junior
showmanship entries.

We are planning to take the judges to dinner on Friday night. The tentative schedule is to return
you to your hotel after the show to relax and freshen up while the show site is being taken down.
Once the show site has been taken down (approximately 2 hrs) we will return to pick you up and
take you to dinner. The chairperson cellular telephone number for emergency contact is 303-808-
7521.

We look forward to having you as one of our judges at the Mile-Hi Independent Specialty, if you
have any questions or concerns in regards to the hotel and travel accommodations please call us at
303-770-7525.

SAMPLE RIBBON ORDER

Class Winners	Best of Breed	n/a	1037	1	10" Diameter, 7 - 26" Streamers	Purple & Gold
	Best of Opposite	n/a	1035	1	10" Diameter, 7 - 26" Streamers	Red & White
	High in Trial	n/a	1035	1	8" Diameter, 5 - 20" Streamers	Blue & Gold
	High Combined	n/a	835	1	8" Diameter, 5 - 20" Streamers	Blue & Green
	Best of Winners	n/a	835	1	8" Diameter, 5 - 20" Streamers	Blue & White
	Judges Award of Merit	n/a	835	2	8" Diameter, 5 - 20" Streamers	Green
	Winners Dog	n/a	725	1	7" Diameter, 5 - 18" Streamers	Purple
	Winners Bitch	n/a	725	1	7" Diameter, 5 - 18" Streamers	Purple
	Best Junior Handler	n/a	725	1	6" Diameter, 5 - 12" Streamers	Pink & Green
	Reserve Winners Dog	n/a	625	1	6" Diameter, 5 - 12" Streamers	Purple & White
	Reserve Winners Bitch	n/a	625	1	6" Diameter, 5 - 12" Streamers	Purple & White
	Regular Classes	6-9 Puppy Dogs	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers
6-9 Puppy Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
9-12 Puppy Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
9-12 Puppy Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
12-18 Junior Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
12-18 Junior Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
Bred by Exhibitor Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
Bred by Exhibitor Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
American Bred Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
American Bred Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
Open Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
Open Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
Non Regular		Field Dogs	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers
	Field Bitches	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Hunting Dogs	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Hunting Bitches	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	8+ Veteran Dogs	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	8+ Veteran Bitches	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Stud Dog	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Brood Bitch	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Rally I	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Rally II	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Team I	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Team II	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Sweepstakes	Best in Sweepstakes	Regular	835	1	8" Diameter, 5 - 20" Streamers
Opposite in Sweepstakes		Regular	835	1	8" Diameter, 5 - 20" Streamers	Lavender
Best in Veteran Sweepstakes		Veteran	835	1	8" Diameter, 5 - 20" Streamers	Pink & Green
Opposite in Veteran Sweepstakes		Veteran	835	1	8" Diameter, 5 - 20" Streamers	Lavender
6-9 Puppy Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
6-9 Puppy Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
9-12 Puppy Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
9-12 Puppy Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
12-15 Puppy Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
12-15 Puppy Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
15-18 Puppy Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
15-18 Puppy Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
8-10 Veteran Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
8-10 Veteran Bitches		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
10+ Veteran Dogs		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
10+ Veteran Bitches	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray	
Obedience	Novice A	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
	Novice B	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
	Open A	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
	Open B	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
	Utility A	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
	Utility B	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Blue, Red, Yellow, White
	Graduate Novice	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Veterans	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Brace	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
	Qualifying Placements	n/a	411	20	4" Diameter, 1 - 10" Streamer	Dark Green
	Jr. Showmanship	Novice Junior	1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers
Novice Senior		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
Open Junior		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray
Open Senior		1st, 2nd, 3rd, 4th	413	4	4" Diameter, 3 - 10" Streamers	Rose, Brown, Light Green, Gray

SAMPLE GRCA REPORT

		Western	Independent			Western	Independent
	<u>Total</u>	<u>Regional</u>	<u>Specialty</u>		<u>Total</u>	<u>Regional</u>	<u>Specialty</u>
INCOME				EXPENSES			
Banquet	1,900.00	1,900.00	-	Advertising - GR News	800.00	600.00	200.00
Breed/Agility/Obedience Entries	16,096.00	8,048.00	8,048.00	AKC Fees	1,476.00	738.00	738.00
Catalog Advertisements	395.00	197.50	197.50	Bank Fees	46.40	23.20	23.20
Catalog Sales	1,041.00	520.50	520.50	Banquet	1,999.69	1,999.69	-
Cerf Clinic	440.00	440.00	-	Catalogs	764.40	382.20	382.20
Education Seminar	440.00	440.00	-	Cerf Clinic	440.00	440.00	-
GRCA Loan	3,000.00	3,000.00	-	Chairman Expenses	645.25	322.68	322.57
GRCA Trophy Donation	300.00	300.00	-	Clean Up	300.00	150.00	150.00
GRCA Premium/Postage Donation	500.00	500.00	-	Decorations	842.57	421.60	420.97
GRCA Grounds Donation	150.00	150.00	-	Education Seminar - Airfare	220.90	220.90	-
GRCA Member Club Support	1,200.00	1,200.00	-	Education Seminar - Lodging	109.00	109.00	-
Lunches	1,445.00	722.50	722.50	Equipment	659.52	329.76	329.76
Parade Entries	430.50	430.50	-	GRCA Loan	3,000.00	3,000.00	-
Pendent Raffle	685.00	342.50	342.50	Grounds	1,979.00	989.50	989.50
Quilt Raffle	1,345.00	1,345.00	-	Hospitality	413.55	206.78	206.77
Shirts	1,987.00	1,987.00	-	Judges Exp - Meals	727.18	358.59	368.59
Silent Auction	5,746.00	2,873.00	2,873.00	Judges Exp - Airfare	2,127.69	1,063.85	1,063.84
Sweeps Entries	2,700.00	1,350.00	1,350.00	Judges Exp - Lodging	1,174.99	587.50	587.49
Trophy Donations	1,695.00	847.50	847.50	Judges Exp - Fees	1,165.00	582.50	582.50
Vendor Booths	205.00	102.50	102.50	Judges Exp - Transportation	428.05	214.03	214.02
WC / WCX Entries	1,470.00	1,470.00	-	Judges Exp - Other	245.86	122.93	122.93
				Judges Exp - Gifts	344.82	172.41	172.41
TOTAL INCOME	43,170.50	28,166.50	15,004.00	Lunches	2,364.04	1,092.04	1,272.00
				Merchandise (Shirts)	1,659.44	1,659.44	-
				Parade Expenses	454.26	454.26	-
				Photographer	100.00	50.00	50.00
				Postage - General	92.61	84.91	7.70
				Premium List - Postage	1,020.00	510.00	510.00
				Premium List - Production	624.28	312.14	312.14
				Quilt	1,345.00	1,345.00	-
				Ribbons	1,539.24	769.62	769.62
				Secretary Fees	2,440.36	1,220.18	1,220.18
				Security	240.00	120.00	120.00
				Silent Auction - Postage	148.00	74.00	74.00
				Silent Auction - Supplies	173.18	86.60	86.58
				Supplies - General	132.75	66.35	66.40
				Sweeps - Awards	1,726.26	863.13	863.13
				Sweeps - Supplies	75.19	37.60	37.59
				Transportation	93.75	46.88	46.87
				Trophies	3,278.83	1,640.91	1,637.92
				WC / WCX - Birds	255.25	255.25	-
				WC / WCX - Grounds	450.00	450.00	-
				WC / WCX - Hospitality	46.51	46.51	-
				WC / WCX - Judges Gifts	50.00	50.00	-
				WC / WCX - Worker Gifts	60.00	60.00	-
				WC / WCX - Lunches	165.46	165.46	-
				WC / WCX - Port-a-Let	75.00	75.00	-
				WC / WCX - Secretary Expense	151.89	151.89	-
				WC / WCX - Trophies (Pins)	130.00	130.00	-
				WC / WCX - Chairman Expenses	94.35	94.35	-
				TOTAL EXPENSES	38,895.50	24,946.62	13,948.88
				NET INCOME	4,275.00	3,219.88	1,055.12
				GRCA 20%		643.98	

I certify this report is true and accurate to the best of my knowledge and understanding

Date

LIST OF REGIONAL AND NATIONAL HOST CLUBS

<u>YEAR</u>	<u>NATIONAL</u>	<u>WESTERN</u>	<u>CENTRAL</u>	<u>EASTERN</u>
2004	Greater LA Nancy Talbott	Mile-Hi Kemah & Ron Plusk	White River Garnet King	Pittsburgh Tammy Tomlinson
2005	Potomac Valley Bob Crowley & Sue Armstrong	NorCal Jennifer Masterson	N. Flyway Mary Strange	Sandlapper Joanna Bedford
2006	Kansas City Joyce Kinghorn	Inland Empire Mary Jane Shervais	Ft. Detroit Cindy Collins	Western N.Y. Debbie Keller
2007	Evergreen Hach Hachtel	Dallas/Ft. Worth Rita Robins	Central Oklahoma Sharon Bolton	OPEN
2008	Yankee GRC Karen Frink	Valle del Sol Bobbi Eller	OPEN	OPEN

GRCA SWEEPSTAKES GUIDELINES

Please visit the GRCA website at www.grca.org under “standards and programs” for the current guidelines for sweepstakes.

Working Certificate and Working Certificate Excellent

Please visit the GRCA website at www.grca.org under “standards and programs” for the current guidelines for working certificate and working certificate excellent.