

Schipperke Club of America, Inc.

**National
Specialty Planning
Guidelines**





THE NATIONAL SPECIALTY PLANNER

This manual is written to assist the Regional Clubs/Groups in hosting the Schipperke Club of America National Specialty. This manual is to be used in conjunction with the American Kennel Club Dog Show/Obedience Trial manual distributed by the American Kennel Club for conducting a dog show. Your club secretary should have received a complimentary copy from the AKC. Additionally, SCA has an Agility Trial manual available for the Agility Chair to use.

A periodic update of this manual will be accomplished with the generation of appropriate addendum/amendment pages. This manual should be kept in the custody of the SCA secretary as well as the National Specialty Coordinator. It is recommended that a copy be provided to the secretary of each Regional Club as well as to any SCA member that requests it.

Correspondence concerning errors, omissions, recommendations for improvement, etc... should be addressed to the SCA Secretary, who in turn will coordinate action with the Board of Directors.

This manual, along with the AKC Dog Show/Obedience/Agility Trial manuals, contains the secrets to a successful Specialty. The first secret is PLANNING. The second is the EXECUTION of that PLANNING.

The BEST OF LUCK to all who undertake the job of putting on the National Specialties.

WE DO TRULY APPRECIATE YOU!!!

RECOMMENDATIONS, POLICIES, AND RULES FOR THE HOSTING CLUB

The Schipperke Club of America (SCA) National Specialty Show is the premier event of the SCA. It is the annual gathering of Schipperke fanciers nationwide for the purpose of educational, social, and competitive dog activities. The centerpiece is the Conformation Show and Obedience/Rally trials, which, because it is held in conjunction with the Annual Meeting, must be scheduled in March, April or May of every year.

The SCA National Specialty Show is an activity of the SCA and is conducted under American Kennel Club (AKC) rules by the SCA as a member club of the AKC. This means that formal correspondence requesting the show will be submitted over the signature of an officer of the SCA--usually the Secretary--and the SCA is ultimately responsible to the AKC for the proper conduct of the event.

Notwithstanding this responsibility, the SCA usually will delegate the responsibility for the planning and conduct of the National Specialty to a designated host. For purposes of this document, the "host" may be an AKC sanctioned Regional Specialty Club, or it may be a group of Schipperke fanciers. If a group of fanciers, there should be a nucleus group of at least ten persons identified as participating in the offer to host the specialty. Of these ten persons, at least half should be members of the SCA, and all should be located in the same general geographic area.

The SCA will select Specialty Hosts from among those submitting a "bid" to plan and conduct National Specialty shows at least two years before the event. That is, in 1997, the SCA should choose the host for the 1999 National Specialty.

Beginning in 2010, the National Specialty will rotate through the regions as follows: West, Central, East, West, Central, East and so on. Each region currently has 4 active regional clubs.

The West will consist of these states: AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY
The Central will consist of these states: AR, IA, IL, IN, KS, LA, MI, MN, MO, ND, NE, OK, SD, TX, WI,

The East will consist of these states: AL, CT, DC, DE, FL, GA, KY, MA, MD, ME, MS, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WV

MAKING A BID

In order to conduct the Specialty in different parts of the country, a rotation schedule, as listed above, was implemented. The corresponding Regional Clubs of each region are given first consideration regarding bids to host the National Specialty. Every effort should be made by the National Specialty Chair to ascertain, in advance of the two year submission date, whether or not a Regional Club intends to submit a bid to host. If the Regional Club declines to host, a group of fanciers within the designated region will have the opportunity to submit a bid. All bids to host a National Specialty should be submitted for approval at least two years in advance.

In preparing a bid, the most important factors are the site, available manpower, and the date. The following items should be included in the bid:

Proposed date - within the March/April/May time frame. The hotel is generally booked from Sunday to Sunday. Generally, show set-up and the first Board meeting are scheduled for Monday with the Regional Specialty on Tuesday followed by the National itself on Wednesday through Saturday. Check the dates of any Regional Club Specialties being held in these months and schedule so as not to conflict with a Specialty. Regional Clubs are encouraged to hold their Specialties in conjunction with the National. Consideration must be given to the AKC rule that a Regional Specialty show must be held within a 300 mile radius of the Region.

Show site - include if possible, a diagramed drawing and written description outlining the hotel and event space available. Include local accommodations, specific distance to show grounds if separate from host hotel, and rules regarding dogs in rooms.

1. Indications of key personnel willing to work on the show. The name of the Show Chairman. This person must be an

SCA member.

2. Special attractions or points of interest which your area has to offer.
3. Access to transportation including freeways and airlines which serve your area.
4. Recreational vehicle facilities at show site or near-by.

Generally, bids will be considered at the Board meeting held in conjunction with the Annual National Specialty.

SHOW SITE(S)

Start your search for a show site early so as to allow for plenty of negotiation time. It is best to line up two to three sites for comparison and to ensure the best “deal” for the club. The American Kennel Club website offers a link to the Parent Club Specialty Site Locator. It can be found under the Clubs section titled Club services. You can search by state for Specialty sites used by other parent clubs in the recent past.

A satisfactory show site and headquarters are important to the enjoyment of the visiting exhibitor as well as the smooth conduct of the show. The ideal situation would be to have all activities conducted at one location known as a composite site. The proposed site should be either (1) a composite site, in which a single hotel or inn is able to provide accommodations for the show events, meetings, banquet, and rooms for all or most out of town guests, or (2) separate sites, in which the show facility is separate from the headquarters hotel and the meeting and banquet facilities. If separate sites are selected, distance and transportation factors must be addressed.

If possible, the headquarters hotel should be low-rise, with a commitment to provide mostly ground floor rooms to SCA members.

The proposed site should be located no more than one hour by road from a major airport (one served by at least two major airlines).

A guaranteed room rate which is at least as low as the best commercial rate offered, with no restrictions on sharing the room with other adults, and no restrictions (except for refundable damage

deposits) on accommodating well-behaved and crated dogs.

A description of the facilities offered for show ring, grooming, sales, meetings, and banquet should be included. Show room size should be large enough to contain the ring and adequate seating for spectators.

Your initial contact with the management of a site you are considering should be made only after careful examination of what you want and what you have to offer. Usually free space or various reduced package deals are available. Not only can the rooms for various functions be negotiated for, but the price for sleeping room rates for attendees should be considered as well. The hotel management will want to know how many room nights the SCA is willing to commit to. The ideal is to have the room nights be counted on a cumulative basis throughout the week. In general, 300 minimum cumulative room nights is acceptable. The commitment may be slightly more or less depending on the region and the estimated number of attendees for the National. Many hotels will waive additional fees for the ballroom, meeting rooms, etc... if the minimum cumulative room nights is met by the club. This is an ideal situation as it saves the club money and helps ensure a profitable National.

SHOW SITE EVENT SPACE

Conformation: The ring size is dictated by the size of the largest class. This is generally the Best of Breed competition. It is recommended that the show room be a minimum of 5000 square feet with a minimum ring size of 50 x 70. This allows room for the show ring as well as adequate spectator space to accommodate seating. Bear in mind that this is a minimum and that this is a case where more would be better. If it is desired to have space for merchandise sales, etc.. in the show room, additional square feet of space is a must. Avoid ballrooms that contain columns or pillars in their center if possible. If the show room is carpeted, the club will lay Poly-Tak plastic to protect carpeting. It is recommended that the show ring be matted.

Obedience: As per the AKC regulations, if this takes place indoors the ring should be rectangular and should be 40 feet wide

by 50 feet long. In no case shall the ring for utility be less than 35 x 50 feet. The floor shall have surface or covering that provides firm footing, using non-slip material at least 4 feet wide for take-offs and landings of all jumps, unless the judge feels the surface does not require it. At an outdoor show, rings shall be 40 x 50. At an indoor show where space does not permit the exclusive use of any ring for obedience, the obedience judging and the ring has previously been used for breed judging, it must be thoroughly cleaned before the obedience judging starts. Obedience classes are to be judged with Utility classes first, followed by Open and Novice, with all other non-regular classes following.

Note: The SCA membership passed a standing rule which states, "When SCA Specialties are held indoors on patterned carpeting or floor, all measures should be taken to have full matting for Obedience."

Rally: As per AKC regulations, the ring must be 40 x 50 feet to 50 x 60 feet or any combination of sizes in between. The floor covering or ground surface must be the same as would be suitable for traditional AKC Obedience trials.

Agility (Optional): As per the AKC regulations, the minimum useable course area must be 5000 square feet for Novice, 6500 square feet for Open, and 8000 square feet for Excellent. While the previous square footage areas are the minimum sizes, a 100 foot x 120 foot ring is ideal for agility. Winged jumps and 12-foot plank Dog Walks will necessitate larger areas than the minimum recommendations. The course area should be moderately level and clear and a minimum of 60 feet wide. Judges have the option to request a change of venue or to cancel the event if conditions pose a hazard or danger and cannot be modified or corrected. The course must be set up on non-slip surfaces, whether indoors or outdoors (packed dirt, grass, carpeting and padded matting are acceptable surfaces. If a course is run on concrete, the area must be fully matted or padded.

Hospitality Room: This room is made available for people to meet and gather as well as releasing any information necessary. A double hotel room or meeting room will fit the bill. Hotels usually

give you one free room for every 50 rooms rented, so this may be free. When negotiating with the hotel management regarding the hospitality room, request that the room be located in a part of the hotel that would allow for food to be brought in from off site.

Board Room: The Board of the Schipperke Club of America generally holds its first big meeting on the day preceding the start of judging. Often times, this is on a Monday. The Board will meet many times during the week and often at random so a room should be available for this purpose.

Meeting Room/Seminar Room: This room will be needed for the annual meeting as well as any seminars that are scheduled. It should be able to seat a minimum of 125 people. It would be preferable that it seat 150 so as to ensure sufficient space.

Grooming Area: The grooming area should always be located as close to the show room as possible. If the room is carpeted, the club will lay Poly-Tak plastic to protect carpeting. It is recommended that the grooming area be a minimum of 1800 square feet. Depending on the region, bathing the dogs outside may not be a suitable option. Request an indoor bathing area when negotiating with the hotel management.

Banquet: The banquet is also known as the Awards Dinner and is held on the last evening of the National Specialty week. This generally falls on Saturday evening. The banquet is often held in the same ballroom as the show, but can be booked in a separate ballroom if available without additional cost to the club. The banquet room should be large enough to accommodate a minimum of 125 people when set up in banquet style using tables of 10 (seating 10 each). It would be preferable that the banquet room accommodate 150 people. It is common practice to have a set of long tables set up at the front of the room for the SCA officers and judges. A podium and microphone will be required for this event.

Auction: The SCA Auction is held at the banquet immediately following the Awards presentation. Silent Auctions may also be held during the week.

Exercise Areas: It should be discussed with the hotel management what areas will be designated for setting up x-pens for the

dogs. The ideal would be to set up in grassy areas.

RV Parking: Consideration must be made for parking of recreational vehicles either at the show site or a local campsite. Check if the hotel will allow non-paying guests to stay in campers; they generally will for a fee. No RV parking fees may be charged unless it is done by the hotel. If outside doors to hotel are automatically locked, obtain “keys” for people in RVs so they have access.

Storage: Have a place to store trophies and other precious items. This room must possess a door that locks to insure the safety of the items stored.

Once again, determine your needs and then negotiate for a package. If guarantees are required, this is one place to be CONSERVATIVE. You are generally required to pay for what you guarantee. Once you ascertain that the hotel possesses enough event space of sufficient size to hold the anticipated entry, then guarantee the smallest number of sleeping rooms necessary to reserve that space.

SELECTION OF JUDGES

Judges will be selected for the national specialty conformation event as described by the policy and operational rule voted on by the Membership in the year of 2008. The host club or group will select the dates and location. In making its selection, the SCA judge’s selection committee will be guided by current SCA policy.

Judges for obedience, rally, sweepstakes, futurity, agility, and any other special judging events will be selected by the host club or group. The SCA will pay for one room night for the Sweepstakes, Futurity, Obedience, Rally and Agility judges. The SCA pays for the hotel room utilized by the conformation judge for the duration of the judging assignment. The SCA pays for the banquet meal of each judge who chooses to stay and attend the banquet. The conformation judge is encouraged to stay for the banquet and offer an overview of the judging.

Be sure to get signed contracts for EVERY judge along with the fee agreement for each. The SCA Recording Secretary, Treasurer,

and National Specialty Chair will need a copy of each contract in order to verify payment.

Note: A paid hotel room for one night along with a paid banquet dinner is the clubs standard “fee” for the Sweeps and Futurity judges.

REQUIRED EVENTS

In submitting a bid, the host will provide a tentative schedule which will allow for:

- A judge’s education seminar
- A parade of Rescue dogs
- An annual meeting with space for a minimum of 125 persons; space for 150 preferred
- An educational seminar (free to all attendees)
- Annual awards dinner for a minimum of 125 persons; space for 150 preferred
- At least two meetings of the board of directors
- Conformation judging
- Futurity judging for puppies
- Junior Showmanship competition
- Obedience judging
- Sweepstakes judging for puppies and veterans

OPTIONAL EVENTS

In addition to providing time and space for the foregoing activities, a host may wish to propose additional social and educational events. These might include, for example:

- Paid-admittance seminars
- Agility events
- Dog demonstration events
- Parade of Titleholders
- Top Twenty
- Other social events

MANPOWER AND DUTIES

As with any dog show, willing and interested workers are the most essential ingredient. At the outset, the host club/group must

determine whether they have an SCA member who knows the ins and outs of producing a successful show, and who would be willing to accept the job of Show Chairman. A checklist is provided in the back of this document which will remind you of most of the many large and small items which must be properly cared for or delegated. Such a check list is a great help as it is very easy to overlook things which cause the show to be less than it might have been.

Secondly, the club/group must be able to muster a sufficient number of willing workers to chair the various committees or fill the individual positions described. Where possible, SCA members should be placed in key positions.

Agility Chairperson: Is in charge of securing Agility judges, site setup, obtaining equipment as well as Agility Stewards, etc. This person should be knowledgeable in this area of dog shows and must be a member of the club.

Auctions: Responsible for soliciting auction items from the membership and other sources, cataloging the auction items, and overseeing the auction itself.

Banquet: Responsible for planning and hosting the Awards Dinner at the National Specialty. This event must be planned well in advance as all prices and information should be included in the pre-show publicity as well as the Premium List.

Catalog Ads/Advertising: Responsible for soliciting ads for the show catalog.

Chief Ring Steward: Is responsible for maintaining order in the conformation ring, keeping ribbons/trophy placements in order, refreshments at judging table, clean-up crews, escorting judges to and from show ring, photographers, etc...

Futurity: This is the responsibility of the SCA Futurity Chair.

Grounds and Equipment: Responsible for laying protective plastic on carpeted areas of the show and grooming space. Insures proper set-up and tear down of show rings. Responsible for maintaining the outside grounds, trash and waste pick-up, etc...

Hospitality Chairperson: Hospitality begins with the first arrival. This position can take many different directions, as this is where the personality and imagination of your club can show off. The person in charge should have all the details of the show, facilities, highways, all committee heads, etc... The hospitality Chair is responsible for putting together hospitality bags which are handed out to every attendee. The bags should include show schedule, hotel layout, list of area attractions, and donated doggie items, etc... Hospitality is one area that all club members can, and should, be involved. They should be constantly on the look out for ways they can help out-of-town exhibitors whenever needed. The hospitality room should open early enough in the morning to serve coffee, bagels, muffins, etc... to exhibitors. Time is short in the mornings and the hospitality room can help exhibitors get a jump start on the day's activities. The hospitality room should be available for people to congregate and visit. This room can also be used for planned activities if your club is so inclined.

Hotel Liaison: This should be an especially diplomatic person to take on the task of liaison with the hotel management and staff. They should maintain daily contact with housekeeping to head off any potential problems. It is suggested that the hotel people contact this person if there are any problems rather than contacting the problem individual.

Marked Catalogs: Responsible for compiling a list of all placements to create a marked catalog and is responsible for the sale of the marked catalog.

Obedience Chairperson: Is in charge of securing Obedience judges, ring setup, obtaining equipment as well as Obedience Stewards, etc... This person should be knowledgeable in this area of dog shows.

Parades: Responsible for coordinating the Parade of Castaways and the Parade of Titleholders and supplying a list of participants to the person responsible for the ribbons.

Raffles: Responsible for advertising and sale of raffle tickets for designated items at the National Specialty.

Rally Chairperson: Is in charge of securing Rally judges, ring

setup, obtaining equipment as well as Rally Stewards, etc. This person should be knowledgeable in this area of dog shows.

Ribbons: This person is responsible for obtaining all ribbons for the National Specialty.

RV Chairperson: In charge of laying out designated area for campers, collecting rent for RV spaces (if required by the hotel), and making sure the area is kept clean.

Seminars: If educational seminars are offered at the National Specialty at least one is required to be a free seminar. The chairperson is responsible for coordinating these seminars as well as any optional seminars the host club/group undertakes.

Show Chairperson: Must be an SCA member, familiar with the conduct of dog shows. This individual is to be selected by the host club/group, but is subject to the approval of the SCA Board. He or she must be familiar with the conduct of dog shows and have the time, and willingness to give that time, to the Specialty. This person coordinates the activities of all committees and acts as liaison between the host club and the SCA via the National Specialty Chair. This person is responsible for the overall planning, physical preparation, the actual production of the show, and any other functions of the Specialty. The Show Chairman is responsible for completing the show application for submission and approval to AKC. The application must have the signature of an SCA officer. A copy of a marked catalog and the show report should also be sent to the National Specialty Coordinator.

Specialty Merchandise/Sales: Responsible for obtaining, advertising, and selling all National Specialty merchandise. This person should be highly organized and detail oriented.

Top Twenty: See board approved guidelines at end of this document. (*Note: as of 2011 the Top 20 becomes part of the show committee.*)

Trophy Chairperson: Reviews all classes to be offered and establishes a trophy budget; monitors progress of the ribbons, selects and purchases all trophies, secures cards for SCA medallions from Medals & Awards Chairman, submits list of all trophies of-

ferred to the Show Chairman for submission to the Show Secretary/Superintendent as part of the Premium List. Delivers, sorts, tags, and displays trophies on trophy table. Must be familiar with challenge trophies and provides the “take home” prizes in place of the challenge trophies.

Trophy Pledges: Secures donors for trophies and trophy fund. Submits donor’s list for the catalog.

Vendors: Responsible for sale of vendor space as well as set up of vendor space.

Videos: Responsible for live video coverage of all events held at the National Specialty. Also responsible for video sales.

Ways and Means: This is generally the SCA Ways and Means Chair. This person is responsible for any and all fund raising events.

Website: Responsible for creating and maintaining the official SCA National Specialty website.

SHOW OPERATIONS

Generally, the club selected to act as host has extensive experience in running their own specialty shows so that this section will only cover general topics. It is suggested, however, that the check list included on the last pages of this manual be utilized.

It is the responsibility of the host club/group to choose a Show Superintendent. A good Show Superintendent is worth their weight in gold so choose wisely. Review the contract carefully as to what the Superintendent is responsible for regarding the event.

The Host Club/Group sets the **entry fees** for the National Specialty. It must be stated that Non-Regular classes are reduced to the additional entry fee cost; this includes Bred-By, Puppy, Veterans, Sweepstakes, Stud Dog, Brood Bitch, Brace and Team. The exception would be the Futurity classes and the Parades. Prices for these are generally lower and are basically meant to cover the cost of the ribbons.

For trophy donations, pre-publicity show information, and Premi-

um Lists, mailing lists/labels may be obtained from the SCA Secretary.

The Premium List should go out as early as possible. It should include all information regarding headquarters, the show site, rules applying to dogs in rooms, campgrounds, rules regarding RV's and RV information, banquet information, significant show times, seminar information, raffle information, etc... Include names and contact information for key personnel prepared to respond to questions.

Special seating should be arranged at ringside for judges and prospective judges. Space should also be provided for the photographer and for the videographer.

It is very important to coordinate with the Awards Chairperson to make certain the awards have been listed in the Premium List. Special Awards which are not listed in the Premium List cannot be awarded in the ring pursuant to AKC regulations. Generally the Special awards are handed out at the Awards Ceremony.

Have someone take absentee numbers around for spectators to see or have them announced. Announce the armband numbers of the placements after each class. Provide a poster board at the obedience/rally ring so exhibitors can check in and watch for their turn. Provide a board for placings (obedience, rally and conformation) to be displayed for each class.

Provide plastic to all attendees that will have dogs crated in their room. Placing plastic beneath the crates will help prevent damage to the hotel's carpet.

Good show sites are becoming more difficult to find each year. Remember that your show site is being used as an example for future years and for other clubs. Have announcements to the exhibitors requesting their help. Be certain to have many available trash barrels and a good supply of trash bags. Have pooper-scoopers in as many locations as possible; baggies and paper towels for small clean-ups. Make sure the exhibitors know where extra supplies are kept. Arrange for a place to dump trash and trash pick-ups after the show.

NOTE: Remind exhibitors that there are consequences for poor treatment of hotel property! In 1992, the SCA Board passed a standing rule which states “At a National Specialty where a specific hotel is involved, those members who violate hotel or SCA recommendations of proper treatment of rooms will, after inspection of two SCA Board members and hotel’s staff, be responsible for financial reimbursement to the hotel and may incur up to a six (6) month suspension from the SCA.

TROPHIES

Trophies will be selected by the host giving group or club. Solicitation for sponsorship is the responsibility of the selected Trophy Chairman. The amount of the solicitation should reflect as closely as possible to the combined price of trophy and ribbon for each placement. **NOTE** - all trophies not awarded are the property of the Schipperke Club of America and should be passed on to the next host Club or group to utilize, if appropriate, as trophies for the next National.

CHALLENGE TROPHIES

For permanent possession, the following trophies must be won three times by the same owner, not necessarily with the same dog or at consecutive shows. Trophy to be held by the SCA; i.e. Secretary or other Board designee until retired. A plaque will be added each year listing the name of the winning dog, the year and the owner’s name. A suitably engraved plaque commemorating the win will be awarded to the winner.

Best in Sweepstakes - The Dorris Hearing Memorial Challenge Trophy, offered by the Schipperke Club of America, in honor of the lifetime contributions to the Schipperke fancy by Dorris Hearing, offer a Sterling Silver Bowl on a Cherry wood Base.

Best of Breed - The Kleingaul Challenge Trophy - Kathy Gaul-Montgomery & Richard Montgomery offer through the SCA, a Silver Vase mounted on a Walnut Wooden Base.

Best of Opposite Sex To Best Of Breed - The Kleingaul-

Freewood Challenge Trophy, Kleingaul-Freewood Schipperkes offer through the Schipperke Club of America. In memory of CH Kleingaul's BJ's Schip in Hand, a seven inch Sterling Silver Bowl on a Wooden Base.

Best of Winners - The DeLamer Challenge Trophy. Krista Nuovo offers through the Schipperke Club of America, open to all exhibitors, the DeLamer Challenge Trophy in memory of Ann K. Smith, Knotty Knoll Kennels, for Best of Winners at the SCA National Specialty beginning in 2010. This trophy is a Silver-Plated Bowl on a wooden base with a plaque to be engraved with the name of the winning dog, the name of the owner and the year won.

Best Bred By Exhibitor – The T. Hall Keyes III Challenge Trophy. Barbara & Bill Murray offer through the Schipperke Club of America, open to all exhibitors, the T. Hall Keyes III Challenge Trophy for Best Bred By Exhibitor at the SCA National Specialty beginning in 2010. This trophy is a Silver-Plated Bowl on a wooden base with a plaque to be engraved with the name of the winning dog, the name of the owner and the year won.

Best In Veteran Classes - The Sheradin SPIRIT Award offered by Sherwood and Diane Harris to the Best Veteran at the SCA National Specialty Show beginning in 2007. This trophy is a champagne bucket mounted upon a wooden base, with plaque to be engraved with the name of the winning dog, the name of the owner and the year.

Highest Scoring Dog In The Regular Obedience Classes - The Rebel Player Challenge Trophy, in honor of CH Wil-Cle's Rebel Player CDX, NA, offered by Mary & Howard Cox & Wilma Dame through the SCA, a Revere Silverplate Loving Cup set on a Walnut Wood Base.

CONFORMATION TROPHIES

Open to Schipperke Club of America Members Only:

Best of Breed - CH Maroufke of Kelso Memorial Sterling Silver Medallion offered by the Schipperke Club of America.

Best of Opposite Sex to Best of Breed - CH Maroufke of Kelso Memorial Gold Plated Medallion offered by the Schipperke Club

of America.

Winners Dog - CH Maroufke of Kelso Memorial Bronze Medallion offered by The Schipperke Club of America.

Winners Bitch - CH Maroufke of Kelso Memorial Bronze Medallion offered by The Schipperke Club of America.

Highest Scoring Dog in the Obedience Regular Classes - CH Maroufke of Kelso Memorial Sterling Silver Medallion offered by The Schipperke Club of America.

RIBBON PRIZES

REGULAR CLASSES

First Place.....	Blue Rosette
Second Place	Red Rosette
Third Place	Yellow Rosette
Fourth Place	White Rosette
Winners	Purple Rosette
Reserve Winners.	Purple/White Rosette
Best of Winners.....	Blue/White Rosette
Best of Breed.....	Purple/Gold Rosette
Best of Opposite Sex.....	Red/ White Rosette
Awards of Merit (Five offered).....	Red/Black/Yellow
Judge's Select Award.....	Light Blue/ White
Highest Scoring Dog in Regular Obedience Classes	Blue/Gold Rosette
Highest Combined Score in Open and Utility Classes.	Blue/ Green Rosette
Completion of Obedience/Rally/Agility Title	Special Rosette
Qualifying Score in Regular Obedience/Rally/Agility Classes	Dark Green Rosette
Best Junior Handler.....	Rose/ Green Rosette
Breeder of Best of Breed.....	Dark Green Rosette
Best Veteran.....	Dark Green Rosette
Best Puppy In Regular Classes	Dark Green Rosette
Best Bred By Exhibitor In Regular Classes.....	Dark Green Rosette

NON-REGULAR CLASSES

First Place.....	Rose Rosette
Second Place	Brown Rosette
Third Place	Lt. Green Rosette
Fourth Place	Gray Rosette
Best in Sweepstakes	Pink/Green Rosette
Best of Opposite Sex in Sweepstakes	Lavender Rosette
Best Veteran in Sweeps	Pink/Green Rosette
Best of Opposite Sex In Veteran Sweepstakes	Lavender Rosette
Best in Futurity	Pink/Green Rosette
Best of Opposite Sex in Futurity.....	Lavender Rosette
Parade of Titleholders	Red/White/Blue Rosette
Parade of Veterans	Red/White/Blue Rosette
Parade of Rescue Dogs	Red/White/Blue Rosette

SWEEPSTAKES MONEY PRIZES

35% of total Sweepstakes fees will be retained by SCA for expenses

Best in Sweepstakes	10%
Best of Opposite Sex To Best In Sweeps...	5%
First Prize in Each Class	40% of entry fee left for that class
Second Prize in Each Class.....	30% of entry fee left for that class
Third Prize in Each Class.....	20% of entry fee left for that class
Fourth Prize in Each Class	10% of entry fee left for that class

Undistributed funds revert to the Club. All Cash prizes rounded to the nearest dollar amount. The six class winners will compete for Best in Sweepstakes & Best of Opposite Sex in Sweepstakes.

FUTURITY MONEY PRIZES

All monies from nominations and entry fees (less 35% withheld for SCA for expenses) will be divided as follows:

Best in Futurity	15%
Best of Opposite Sex in Futurity.....	5%

Breeder of Best in Futurity 15%
 Owner of Sire of Best in Futurity 5%
 Allocated to Classes 60%

Class monies will be divided as follows: First 40%, Second 30%,
 Third 20%, Fourth 10%

CLASSES

REGULAR CLASSES

Puppy dog/bitch 6 months & under 9 months
 Puppy dog/bitch 9 months & under 12 months
 Dog/bitch 12 months & under 18 months
 Novice Dog/Bitch
 Amateur Owner Handler
 Bred-By-Exhibitor Dog/Bitch
 American Bred Dog/Bitch
 Open Dog/Bitch
 Winners Dog/Bitch
 Best of Breed

NON-REGULAR CLASSES

Veteran Dog/Bitch 8 years & under 10 years.
 Veteran Dog/Bitch 10 years & under 12 years.
 Veteran Dog/Bitch 12 years & over
 Best Veteran
 Best Puppy in Regular Classes
 Best Bred-By
 Stud Dog/Brood Bitch
 Brace
 Team
 Parade of Titleholders
 Parade of Castaways

SWEEPSTAKES CLASSES

Puppy Dogs, 6 months & under 9 months
 Puppy Dogs, 9 months & under 12 months
 Dogs, 12 months & under 18 months
 Puppy Bitches, 6 months & under 9 months
 Puppy Bitches, 9 months & under 12 months

Bitches, 12 months & under 18 months
The six class winners will compete for Best in Sweepstakes and Best of Opposite Sex in Sweepstakes.

VETERAN SWEEPSTAKES CLASSES

Veteran Dog, 8 years and under 10 years
Veteran Dog, 10 years and under 12 years
Veteran Dog, 12 years and older
Veteran Bitches, 8 years and under 10 years
Veteran Bitches, 10 years and under 12 years
Veteran Bitches, 12 years and older
The six class winners will compete for Best in Veteran Sweepstakes & Best of Opposite Sex in Veteran Sweepstakes.

FUTURITY STAKES

Puppy Dogs, 6 months & under 9 months
Puppy Dogs, 9 months & under 12 months
Dogs, 12 months & under 18 months
Puppy Bitches, 6 months & under 9 months
Puppy Bitches, 9 months & under 12 months
Bitches, 12 months & under 18 months
The six class winners will compete for Best in Futurity and Best of Opposite Sex in Futurity.

JUNIOR SHOWMANSHIP

Novice Junior
Novice Intermediate
Novice Senior
Open Junior
Open Intermediate
Open Senior
Best Junior

OBEDIENCE CLASSES

Novice A & B
Open A & B
Utility A & B
Graduate Novice
Versatility

Veteran
Brace
Team
Highest Scoring Dog in Regular Classes
Highest Scoring Dog in Open B & Utility

RALLY CLASSES

Novice A & B
Advanced A & B
Excellent A & B

AGILITY TRIAL (OPTIONAL)

Standard Agility Classes
Novice A & B
Open
Excellent A & B
Novice A & B Jumper with Weaves
Open Jumper with Weaves
Excellent A & B Jumper with Weaves
Preferred Agility Classes
Novice
Open
Excellent A & B
Novice Jumper with Weaves
Open Jumper with Weaves
Excellent A & B Jumper with Weaves

CONCLUSION OF SPECIALTY

The Show Chairman MUST forward a list of the winners of the Challenge Trophies, including name and address, to the Medals and Awards Chairperson. This information is necessary for the Medals and Awards Chairperson to retrieve the trophies for the next National Specialty.

The National Banners are to be shipped to the Show Chairman of the following year's National as soon as possible. They will then be updated and properly stored until the next National where they will once again be displayed.

The Challenge Trophies are to be carefully packed up and placed

in the hands of a Board designated SCA member who will insure that they are updated, properly stored and delivered to the show site of the following year's National.

EXPENSES

The Chairperson must request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bill to the Treasurer within ninety days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses \$50.00 and above associated with this position must be cleared by the SCA President and Treasurer before being incurred. When expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and name of the recipient caller shall be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build this affects Treasury funds.

TOP TWENTY EVENT PROCEDURES AND GUIDELINES

PROCEDURES

This event provides special recognition to those Schipperkes with the most outstanding records in the conformation ring during the previous calendar year, together with their breeders, handlers, and owners.

The event offers all who attend a chance to view, in one location, one at a time, the very best Schipperkes in the country, based upon their competitive standings for the previous year.

Using the scale of points, as approved by the SCA Board, each dog is evaluated according to how closely it conforms to the breed standard. This procedure is not available at any AKC show

and allows the spectators an opportunity to evaluate the dogs, scoring them at the same time they are being judged.

ELIGIBILITY AND INVITATIONS – MANDATORY

- Any champion Schipperke ranked in the Top Twenty dogs and bitches based on Breed Points and the Top Twenty dogs and bitches based on All Breed points during the previous calendar year (January 1 through December 31) will be invited to compete as determined by AKC year-end statistics.
- To compete in this event, all owners, co-owners, and handlers must be in good standing with the AKC at the time the invitations are extended, and at the time of the event. Membership in Schipperke Club of America is not required.
- Spayed bitches or neutered dogs that have been named among the final Top Twenty Schipperkes may compete in this event.
- Previous winners of the Top Twenty Event are not eligible to compete in the current year's Top Twenty. Each year, previous Top Twenty winners will be invited to exhibit in the Showcase of Previous Winners (with their music) either just before actual judging, or just before the winner is announced.
- In addition, the Top Obedience Dog, the Top Rally Dog, the Top Agility Dog and the Top Junior Handler will be invited for Exhibition Only. No entry fee will be charged.
- The dogs currently eligible to compete, and the previous winners of the Top Twenty Event, must all be invited to participate in the event by formal written invitation.
- In order to eliminate any possible conflict of interest, no dog that is owned, co-owned, or shown by an active, voting member of the Top Twenty committee, or a member of their family as defined by AKC rules may compete at the Top Twenty event. The dog, if qualified may be listed in the event catalog and shown for exhibition only. No entry fee will be charged and they may run a small photo in the catalog at no charge.

- All handlers will attend a brief meeting held prior to the event for the purposes of assigning arm band numbers, and reviewing the staging of the event.
- All participants agree to abide by any and all rules as may become effective through authorization of the Top Twenty Committee and/or the SCA Officers and Board of Directors as concerns the conduct of finalists participating in the event. Failure to do so may revoke the privileges of invitation in the future, regardless of eligibility.
- All qualifiers will be listed on the SCA National website before invitations are sent out.
- The Score Sheet on page 7 *must* be used by judges.
- The winners shall be announced at the Top Twenty Event.

JUDGES/SELECTION OF JUDGES – MANDATORY

There will be three (3) judges of the Top Twenty Event. There will be one judge from each of the following three categories.

a. Breeder Judge

An established Schipperke breeder who has been breeding for at least ten years, having produced at least five (5) Champions of Record as published in the AKC Awards; or is approved by the AKC to judge Schipperkes. The breeder judge must not own, co-own or be the breeder of record of any dog in the Top Twenty competition nor its sire or dam. The breeder judge may exhibit Schipperkes in all classes (including intersex) at the SCA National Specialty Show and any associated all breed shows, or Schipperke Specialty shows.

b. Multi-Breed Judge

A person approved by the AKC to judge Schipperkes and at least 10 other breeds.

c. Handler Judge

A professional handler, either active or retired, who meets the requirements for membership in a Professional Handlers’

Association (though not necessarily a member). The Handler Judge must have at least five (5) years experience. The Handler Judge must not have shown a Schipperke for an owner of a dog in the Top Twenty competition for two (2) years preceding the event. In addition, the Handler Judge may not handle any dog owned or co-owned by an owner of a Top Twenty entrant, at the SCA National Specialty Show or at any associated Schipperke Specialty Shows.

Excluded from judging the event will be the following:

- Any person actively serving on the Top Twenty Committee
- Any person that has judged an SCA Top Twenty event in any of the three judging categories for the previous 5 years.
- Any person who owns, co-owns, is the breeder of record of any dog entered in the Top Twenty competition or its sire or dam.
- The Top Twenty committee will select the judges in each of the three judging categories. Excluded from the process of selecting the judges will be any committee member who has any interest in a dog eligible to compete. Committee members will disqualify themselves if this circumstance exists or may be disqualified by the Chairman. A committee member who has an interest in a dog eligible to compete may participate in the selection process if the dog in question is excluded from competition.

EVENT GUIDELINES

A ballroom in which to hold the event is required. The recommended minimum room's size is 65 feet by 75 feet. Ideally, the ballroom should be large enough to comfortably accommodate the show ring and seating for up to 100 spectators, including a clear aisle for safety.

- A show ring is required. The recommended minimum ring size is 40 feet by 50 feet.

- Reserved seating for spectators, either chairs or tables with chairs. If possible, there should be seating reserved for the Top Twenty Event participants.
- A total of three judges (one breeder judge, one AKC Approved judge, and one handler judge).
- A total of three ring stewards, one to be designated chief ring steward.
- Three judges' tables with chairs at each table.
- Three exhibit examination tables.
- One table and chair for the announcer.
- A microphone and sound system. A DJ to orchestrate the music for each exhibit.
- An area to display the Top Twenty Event Trophy and rosette ribbons.
- Rosettes (or suitable awards) for each participant and any former winners of the Top Twenty Event who are in attendance, and a rosette for the winner of the current year's Top Twenty winner.
- Formal invitations to be sent to each of the current year's finalists and the winners of the previous Top Twenty Events.
- Times of all Top Twenty Events shall be posted in the Judging Program and on the SCA National website.
- A videographer, if possible. The top Twenty Event Committee should work with the SCA National Specialty Show Chairperson to arrange for the video taping.
- A photographer.
- Top Twenty Event Catalogs
- Top Twenty Event exhibitor armbands.
- A high-quality item to serve as a trophy for the winner of the Top Twenty Event.

TOP TWENTY EVENT FUNDING

The Top Twenty Event Committee is responsible for fund raising to help financially support the Top Twenty Event. Fund raising may be done at any time during the year prior to the SCA National Specialty show, as well as during the Top Twenty Event. The SCA board will advance funds (up to \$500.00) annually.

AUCTIONS/RAFFLES

- Fund raising can include the auctioning or raffling of high quality items only.
- A 50/50 raffle to benefit the top Twenty Event may be held during the SCA National Specialty Show on the day the Top Twenty is held.
- The Top Twenty Committee is responsible for the selection of auction and/or auction items. The SCA Officers and Board of Directors have final approval of all fund raising activities conducted.

ENTRY FEES

1. The amount of the Top Twenty Event entry fee shall be reviewed each year for adequacy by the Top Twenty Event Committee. The SCA Officers and Board of Directors members must approve any change in entry fee recommended by the Top Twenty Event Committee
2. The Top Twenty entry fee in 2005 was \$60.00; in 2008 it was \$50.00; in 2010 it was \$65.00.
3. Top Twenty entry fees must be paid by the Top Twenty entrants when responding to the formal invitation sent to them by the Top Twenty Committee.

Payment of entry fees entitles the Top Twenty entrant to receive one rosette, a two page spread in the Top Twenty Catalog, a copy of the Top Twenty Catalog, and one ticket for the event.

CATALOG ADVERTISING

1. Catalog advertising is limited to invitees to the Top Twenty Event and to businesses.

2. The cost of advertising in the Top Twenty Catalog shall be reviewed by the Top Twenty committee annually. The SCA Officers and Board of Directors members must approve any change in catalog advertising fees recommended by the Top Twenty Event Committee.

3. The cost of an advertisement for a business in the Top Twenty catalog should be no less than \$30.00 per page and adjusted to ensure covering expenses and showing some profit.

Invited dogs that do not enter may also advertise in the catalog and receive their rosette, for a fee to be determined.

CATALOGS

- A Top Twenty Event Catalog shall be printed each year. It will be for sale just prior to the scheduled starting time of the event, during the remainder of the SCA National week, and by mail thereafter, through a designated Top Twenty Committee member and by payment of an extra mailing fee.
- Each Top Twenty entrant will be provided a two page advertisement. The advertisement shall include a photograph of the dog and a four generation pedigree of the dog. *Invited dogs that do not enter may also advertise in the catalog for a fee to be determined by the chair.*
- All Top Twenty previous winners will be featured in a brief section in the front of the catalog.
- Every effort should be made to ensure that the armband number for each Top Twenty entrant corresponds to the page number for the entrant's listing in the Top Twenty catalog.

TOP TWENTY CATALOGS SHOULD ALSO INCLUDE:

1. The judging procedure for the Top Twenty Event.
2. The scale of points to be used in judging the Top Twenty Event.
3. A photograph and brief bio of each of the three judges.
4. A list of the Top Twenty finalists, whether entered or not.

5. Advertisements placed by businesses for inclusion in the Top Twenty Catalog.
6. Score sheet for evaluating the Top Twenty entrants.

The people's choice ballot, if people's choice is offered, (must be printed on colored paper) may be inserted in each catalog.

CATALOG SALES

1. The Top Twenty Event Committee shall review the cost of catalogs annually to ensure the cost of the catalog is adequate to cover expenditures. The SCA Officers and board of Directors members must approve any change in catalog price recommended by the Top Twenty Event Committee.

The Top Twenty catalog mailed to individuals requesting catalogs shall incur an additional cost over and above the cost of the catalog, to cover the cost of mailing.

TROPHIES, ROSETTES & CERTIFICATES OF ELIGIBILITY

- Entrants in attendance will receive a rosette.
- Invitees are afforded the privilege of responding "no" to the invitation if they are unable or do not plan to attend, and still obtain their rosette by ordering it in advance from a designated Top Twenty committee member. Fee for this, plus mailing cost, will be determined annually.
- Co-owners and breeders of finalists may purchase additional rosettes by ordering from a designated committee member. Advance order is required. The total number of additional rosettes ordered may not exceed the number of listed breeders and co owners of the dog. Fees for this will be determined annually.

EVENT SCHEDULING

The Top Twenty will be held prior to intersex competition of the SCA national Specialty Show.

MUSIC CHOICE - OPTIONAL

- Each entrant will have the opportunity to exhibit their dog, accompanied by their choice of music.
- Music selection will be first come, first served, based on date entry is received by the event chair.

JUDGING PROCEDURE SUGGESTIONS

(Judging procedure may vary according to the procedure used, but in any case, each dog will be judged individually by each judge)

- Each dog will be judged individually. The first dog will enter the ring and go around, then pose for “First Impression.” The dog will then be moved down and back, and in a circle while all three judges watch, and the judges will score the dog for movement. The dog will then be examined and scored individually by the three judges, each judge examining the dog on the table as he/she sees fit. The dog will then circle the ring and exit. This process will be repeated until all dogs have been scored.
- All dogs will be scored by each judge using the scale of points as provided by the Top Twenty committee, and approved by the Board of Directors.
- Immediately following the judging of each dog, each judge will fold the score sheet and hand it to his steward, who will then turn it over to an independent and impartial person or persons to be tabulated. The scores for each dog, from each of the three judges, are added together. The total is the dog’s score.
- The winner will be determined on the basis of the total score of each dog
- In the event of a tie, the winner is determined by consulting the First Impression total. The dog with the highest First Impression total is declared the winner. If there is still a tied score, there will be two winners who shall share the title of Top Twenty winner.

- The ballots for the People's Choice Award will be collected in a box prior to announcement of the judge's choice winner. These ballots will be tabulated by the same person or persons tabulating the judges' sheets.

EXPENSES - MANDATORY

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

TOP TWENTY SCORE SHEET

DOG NO. _____ FIRST IMPRESSION (1-10) _____

SCALE OF POINTS For Evaluation of Individual Specimen On The Basis of the Standard

CATEGORY	MAXIMUM POINTS	POINTS ASSIGNED
General Appearance	5	_____
Silhouette	15	_____
Balance, Proportion, Substance	10	_____
Head	10	_____
Neck, Topline, Body	10	_____
Forequarters	5	_____
Hindquarters	5	_____
Feet	5	_____
Coat - Pattern & Condition	15	_____
Gait	10	_____
Temperament	10	_____
TOTAL: 100		
FINAL SCORE:		_____

PLEASE NOTE: Final Score is NOT to be tabulated by judges or stewards.

SPECIALTY CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Hotel Contract | <input type="checkbox"/> Ring Set-up |
| <input type="checkbox"/> Select Show Chair | <input type="checkbox"/> Clean-Up Crews |
| <input type="checkbox"/> Select Committee Chairs | <input type="checkbox"/> Ring Steward |
| <input type="checkbox"/> Select Show Superintendent | <input type="checkbox"/> Directions to Show Site |
| <input type="checkbox"/> Request AKC forms | <input type="checkbox"/> Hospitality arrangements |
| <input type="checkbox"/> Contact Conformation Judge | <input type="checkbox"/> Room Reservations for Judges/
Photographer/Superintendent |
| <input type="checkbox"/> Select Juniors Judge | <input type="checkbox"/> ID Badges & Judges Gifts |
| <input type="checkbox"/> Select Sweepstakes Judge | <input type="checkbox"/> Judge's Lunch |
| <input type="checkbox"/> Select Futurity Judge | <input type="checkbox"/> Judge's Banquet dinners |
| <input type="checkbox"/> Select Obedience Judge | <input type="checkbox"/> List & Find Equipment |
| <input type="checkbox"/> Select Agility Judge (if offered) | <input type="checkbox"/> Notify Judges of Arrangements |
| <input type="checkbox"/> Select Photographer | <input type="checkbox"/> Obedience Arrangements |
| <input type="checkbox"/> Select Show Veterinarian | <input type="checkbox"/> Obtain Catalog Ads |
| <input type="checkbox"/> Select Videographer | <input type="checkbox"/> Obtain Mailing list |
| <input type="checkbox"/> Assemble Premium List | <input type="checkbox"/> Parking & RV's |
| <input type="checkbox"/> Set All Deadlines | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Ring Placement Markers (held
by Kathy Gaul-Montgomery) | <input type="checkbox"/> Trophy table |
| <input type="checkbox"/> Trophies | <input type="checkbox"/> Merchandise sales table |
| <input type="checkbox"/> Check on Challenge Trophies | <input type="checkbox"/> Stationer's table |
| <input type="checkbox"/> Check on Banners | <input type="checkbox"/> Superintendent table |
| <input type="checkbox"/> Ribbons | <input type="checkbox"/> Transportation from airport |
| <input type="checkbox"/> Cash Prizes | |

