

GUIDE FOR SHOW SECRETARY

THE SHOW SECRETARY MUST BE PRESENT THROUGHOUT THE
ENTIRE SHOW, ACCORDING TO AKC RULES

(Please note: you must check the latest changes published by AKC regarding giving a show and the latest rules. Those are usually included in the Show Packet you receive from AKC. Use of electronic transfer of any documents is allowed by AKC rules)

1 The Club will vote on judges. The Club will designate a person to contact the judge(s). This person will NOT be exhibiting under these judge(s). Judges must be contacted ONE YEAR before the show. The person calling the judges must make sure that those judges have not judged within the Club's region in the past year, and that they will not accept any assignments in the same regional area for a year. The Club Secretary usually handles this. If offering extra events, such as Temperament Test, this is the time to contact those judges/evaluators as well. Also, at this time, determine the entry fee.

2 ONE YEAR BEFORE THE SHOW DATE, follow up with a letter/contract to each judge. If by email make sure to print a copy. If by USPS mail include a duplicate. Both copies should be signed. Include a SASE. Request that each judge signs and returns one of the copies in the envelope provided. Please establish a deadline for the document return. This should be returned to the Club Secretary and a copy of each contract should be handed to the Show Secretary. This signed duplicate constitutes written acceptance from the judge(s). Once all these letters are received you can complete the Judges Panel Form (AKC).

3 Confirm that the Breed Judge is eligible to judge all classes, including Junior Showmanship, and that the performance judges are eligible to judge all the performance classes. This MUST be stated in the contract.

4 ONE YEAR BEFORE THE SHOW DATE, write to the Parent Club for approval of the show date and location. This letter should be sent to the GSDCA Corresponding Secretary (name and address can be found in the Parent Club's roster). This, again, is a job for the regional club Secretary. Also, if your club is within another club's area, you must request permission for the show to be held. You must have a letter of approval from any other conflicting club. AKC will request this.

5 26 WEEKS BEFORE THE CLOSING DATE FOR ENTRIES, send AKC show date application form, including membership list, fees (see AKC directions) and approval from Parent Club and any other club approval. AKC will NOT approve show date without these approvals.

6 18 WEEKS BEFORE THE CLOSING DATE FOR ENTRIES, send judge's panel to AKC. This should include each judge's name, address, phone, email, AKC judges' number, what breed and classes they judge. This is for each judge. Judge's name should appear exactly as it is in the AKC listing. AKC has the right to ask for a copy of the judge's contract.

7 When approval is received from AKC send the information to the Review team and the Website team to include in the events calendar.

8 Arrange for a show photographer, videographer or livestream. Send a contract that specifies the date, time, location and fees agreed upon. Send 2 copies and request a copy with their signature be sent back to the club, with a deadline.

9 Confirm Show Site reservation. The President of the Club usually handles this. A certificate of insurance is required. The treasurer usually handles this.

10 Update mailing list. Corresponding Secretary usually handles this.

11 Prepare premium list. Once again, refer to AKC rules and regulations regarding as to what MUST be on the premium list. You can use an old premium list as a guide.

12 Send premium list out NOT LATER THAN FIVE (5) WEEKS PRIOR TO THE CLOSING DATE FOR ENTRIES IF SENT BY ANYTHING OTHER THAN FIRST CLASS, OR NO LATER THAN FOUR (4) WEEKS IF SENT FIRST CLASS.

- a- Four copies of the premium go to AKC Event Plans Department. These copies need to be sent Certified Receipt
- b- One copy of the premium to the Web Team
- c- One copy of the premium to the Review
- d- One copy of the premium to each Judge
- e- One copy of the premium to the photographer
- f- One copy of the premium to the Ring Steward
- g- One copy of the premium to each club member
- h- One copy of the premium to each person on the mailing list. Do not duplicate club members.

If doing online entries and payments, make sure you announce this to the membership, list it on the premium, The Review and the Website, with a site link.

13 Check supplies in the show box to see if there are enough armbands, obedience score sheets, office supplies (rubber bands, pens, pencils, calculators, tape measure. Judge's books, identifying ribbons for judges, stewards, secretaries, with safety pin provided. Also, it is good to have Kleenex, Paper towel, sanitizer, wipes, bottle water, a small clock or a watch, highlighters, markers, scotch tape, masking tape, and duct tape.

14 Armbands should start with numbers 5 and higher. Armbands should also be separated by class for all venues. You can order armbands from Onofrio, RAU or MBF.

15 Two (2) months before the show, organize the Show Committee:

- A- Show Chair – Usually the club President. This person is also in charge of buying the judge's gift or arranges for someone to do this.
- B- Grounds Chair – This person arranges for the equipment to be transported to the show site, arranges set up and take down of the rings, tables, canopies, announcing equipment and clean up crew. Trash bags and pooper scoopers MUST be made available throughout the day.
- C- Trophy Chair – This person is in charge of eliciting donations for trophies, then organizes and sets up the trophies for each day. This person is also responsible for ordering ribbons for all the venues and must also request the GSDCA Bronze Medallions. In addition, this person must also present a report to the treasurer of all monies received and pledges pending collection.
- D- Chief Steward – This person will assign stewards for all the venues. There should be 2 stewards at each ring, one of which should be an experienced steward. Other duties: make sure set up is completed in all rings, check the condition of all equipment (jumps, etc), check the condition of ground, ring ropes, etc. Have all stewardesses check in half an hour before the announced starting time and make sure everyone understands their jobs. Secure a chair, water, shade and any other thing needed and requested by the judges in each ring. Also, the Chief Steward must make sure that there are accommodations for the stewards at each ring (water, chairs, etc.)
- E- Hospitality Chair – This person will arrange transportation for the judges to and from the airport/hotel if needed. Only a person not exhibiting at this event may transport the judges. Must transport the judges to their lodging, coordinate gifts for the judges with the Show Chair and arranges the dinner/lunch at the show. Potlucks are a very good idea and very cost effective and create a great atmosphere of sportsmanship and camaraderie. Hospitality also coordinates with the Chief Steward to supply the volunteers in every ring with First Aid Kits, water, coffee, donuts, wipes and bad weather gear. Please check with the judges for food preferences and food allergies. If the judges go to a restaurant to eat, the club will cover this expense upon a presented receipt. Clubs do not cover "bar tabs" or any alcoholic beverages.

16 Update and revise the catalog concerning the date, event number, emergency contacts, etc. Update the schedule of points.

17 Date the envelopes and the entries as they arrive, as armband numbers are assigned on a first come first served basis. For the catalog, put exhibitors in proper classes, check that the entry fee is correct, check that the age is correct for the class entered and assigned armband number (DO NOT USE 4). After entries close, complete the catalog and double check all your armband numbers.

18 When the catalog draft is completed, prepare the judging program. Send out the judging program at least 10 days prior to the show. Remember to send:

- a- 2 copies to AKC
- b- 1 copy to each judge
- c- 1 copy to each steward
- d- 1 copy to Trophy Chair
- e- 1 copy to Photographer
- f- 1 copy to each exhibitor, with their designated armband number.

19 When the entries are closed and the catalog finished, organize the Judges Books. These books are organized after the catalog is finished in order to know the armbands numbers and the pages needed. Prepare the judges books clearly and precisely, including the class and numbering as assigned in the catalog. When finished, place the Judges books in the proper venue box (breed, obedience, rally, etc.). Plastic boxes with latching lids are excellent options.

20 Show Secretary will bring to the show:

- 1- All original entries, divided by venue, in catalog number order. Also: judge's contracts and photographer contracts.
- 2- All prepared Judge's books in the proper show box
- 3- Armbands, divided by venue and further divided sequentially by classes.
- 4- All forms and pamphlets relating to Dog Show provided by AKC, including the breed standard.
- 5- Rubber bands, pens, pencils, calculators, etc. should be in the judge's boxes.

21 On the show day, distribute the printed show catalog to:

- a- Stewards (each venue). IMPORTANT: Do not leave catalog open where a Judge may see it.

- b- Chief Steward
- c- Show Chair
- d- Club President and Vice-President (if present)
- e- Photographer
- f- Show Secretary (12 copies)

22 The Stewards should always check to see that their markings are the same as the judges (or totals in the Obedience/Rally rings). ANY DISCREPANCIES MUST BE RECONCILED AT RINGSIDE RIGHT AFTER EACH CLASS.

23 At the end of the show, the Show Secretary must take possession of ALL the judges books, from all venues, making sure they are signed by the individual judges, and the pink slip from each book is given to the judge. The pink slip is the judges copy, the original and next page are to be sent to the AKC Events Department, and the last page is kept by the club for their records. Records must be kept for 1 year.

24 At the end of the show all club members are responsible for making sure the show grounds and facilities are left in good, clean condition/

25 Within 2 days of the show closing , send the following to AKC Events Department:

- a- Secretary Report (AKC provides instructions)
- b- All AKC papers (AKC provides instructions)
- c- All the judges books containing the top white page and the remaining page. Make sure there are no alterations.
- d- One marked catalog signed by the Show Secretary showing all awards, absentees, excused animals and the reason for the excuse (this information is in the judge's book)
- e- A Club check for the AKC fee (\$3 x dog).
- f- One unmarked catalog.

26 One marked catalog to the photographer (one can be provided at the end of the show. Verify markings with Judge's book.

27 One marked catalog to the ROM Chairs.

28 One marked catalog to the Review Team to publish results, to be followed by the pictures supplied by the photographer.

29 One marked catalog to the Web Team to publish results.

30 One marked catalog for the Club Show file, to be kept with all the original entries for 1 year, or until AKC confirms the show is finished and approved.

31 One marked catalog to the Club Secretary to update the mailing list.

32 One marked catalog to each of the judges. The steward can provide this right after the judges finishes their assignments. Always encourage judges to write a critique, to be included in the Review with the results and pictures.

33 After the show pictures are received, each photo should be marked with labels in the back and mailed to the Review team for publication. The photographer can do this as well.

34 AKC will send you a notice of show closing. Forward this notice, together with all original show entries, contracts and all pertinent show papers to the Club Secretary, with a report to be read at the following club meeting, to be entered as part of the minutes. This will now become a permanent record for the club and now YOUR JOB IS DONE!!! CONGRATULATIONS!!!

*Take a week off and get ready for your next show.
And thank you for your part in keeping the sport alive.*