APC National Specialty Guidelines

MANUAL FOR PLANNING A NATIONAL SPECIALTY

Revised 4/20/26

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INTRODUCTION

Welcome to the world of planning for the National Specialty.

The National is the American Pointer Club, Inc.'s ("APC" or "Club") key event and represents an arena where our members and Pointer enthusiasts come together to renew acquaintances and friendships and make new ones, discuss progress on breeding's, see the results of actual breeding's, plan new breeding's, participate in conformation showing, attend key seminars with important leaders in Health & Research and breeding, talk with senior breeders, participate in health clinics, attend the Club's Annual Meeting, participate in companion events, honor our breed's veterans, check out the new puppies, attend the Awards banquet and to congratulate all those who have excelled in the prior year, etc.

This is our event of the year, the event that brings us all together to discuss our accomplishments and challenges; we need to make sure that it is well planned and financially well-managed.

These guidelines attempt to list the variables involved in each part of the planning process. It is comprehensive but to see the big picture we list below a "top-down" perspective of the essential ingredients needed to put on a top quality, well-attended National Specialty including:

(1) The Show Committee:

An adequate number of people are needed to put on a well-organized, promoted and executed National Specialty. People need to commit the time necessary to get the required tasks completed in a timely manner. It is recommended that a Show Committee consist of several workers to put on a National. These people include the following: Show Chair; Asst Show Chair; Hotel Liaison/Hospitality Chair; Obedience/Rally Chair; Agility Chair; Field Events Chair; Grounds Chair; Ways and Means Chair (Apparel); Chief Ring Steward; Trophy Chair; and Information/Publicity Chair; Fund Raising Chair; Vendor Chair, Auction Chair, Raffle.

The Show Chair drives this event -consider the following qualifications when selecting your Show Chair:

- Knowledge of American Kennel Club rules and regulations concerning dog shows and obedience trials
- Experience in planning of shows; gained by serving on various committees of local or regional club or national clubs.
- Event management requiring logical application of basic business management practices including the development and monitoring of the event's business plan, the ability to evaluate and negotiate contracts and agreements as necessary and work within the financial guidelines established by the Club.
- Adept at setting priorities, making decisions, delegating authority, conducting committee meetings and compiling records.
- **Ability to deal with people and motivate workers.**

This is a huge event with important consequences for the Club. Experience counts but the number of people who volunteer and who will actually perform is critical. One valuable potential source of good people could be the nearest regional Pointer Club. The regional club can probably also supply certain needed equipment to help run the show.

(2) Show Site Capability

The facility that hosts our National is extremely important.

Some of the major attributes that should be considered and be compared among the available sites include: ring size **(must be a minimum of 100 x 100)** and type of surface; availability of grass for exercising dogs; proximity of the ring to the rooms; proximity to venues for companion/performance events; space in rooms for dog crates; availability of microwaves and refrigerators; size of ballroom available for our Annual Dinner/Auction; availability of meeting

rooms for our annual meeting and lectures; a great bar(s); excellent catering capability for dinners, buffets, desserts; availability of RV sites with hook-ups or availability of nearby RV camping areas; proximity to a major airport which offers major airlines allowing 500 crates coming in on direct non-stop flights, etc.

The selection of facilities (indoor or outdoor) be left up to the Show Committee for all Conformation and Companion National Specialty Events. 20130418-35-MM

The dates for the National Specialty show shall be between the dates of **March 1 and May 31** of each year. The following issues should be considered when selecting the dates for the National Specialty: **See motion 20200204-03**

- Conflict with traditional family holidays
- Seasonal weather conditions
- Hotel prices for dates selected.
- School holiday schedules
- Best of Breed to be held on a Saturday.
- Junior Showmanship be held on a Saturday.

We have included a great deal of detail about the hotel and the contract. This is so the Chair can be armed with all the knowledge necessary to select the hotel and negotiate the contract. There may be information included in the manual that does not apply to your situation; however, we found it important to be included.

It would be preferable for all things to be in one place so that one does not have to travel back and forth between the ring and the hotel; however, we have had excellent Nationals where these facilities have been apart, so this is manageable. **Hotel to have meeting rooms, restaurant etc.**

(3) Show Site Economics

Obviously, the room rate affects us very much. In addition, hotels are increasingly demanding room night guarantees, meal and beverage guarantees and cancellation fees. Therefore, it is critical that we understand what the anticipated attendance at the Host Hotel will be. This is impossible to know, but indications from prior similarly located Nationals may help as would understanding the number and pricing of the surrounding hotel/motels. This latter point is important since many will stay at the lower priced hotel/motels for the savings which then takes away from the room nights at the host hotel. What is an appropriate number of required room nights, cancellation fees and meal and beverage guarantee? While there is no way to know the correct answer (except for "none" of course), we will address ways of approaching the answers to these questions in the upcoming sections of the manual.

The APC Treasurer will work with the show chair to establish a reasonable budget.

That is the "top-down" list of considerations. The result needs to be a financially reasonable proposal which can at least break even and be supported by many qualified people in an attractive site which can offer the events that make our National so special.

Thank you for your interest and, be assured, that the APC Vice President as well as the National Specialty Committee are ready to assist you in whatever way we can. Good luck to all.

I. GENERAL INFORMATION

The APC Board of Directors ("APC BOD") encourages, whenever possible, the location of the specialty rotates from various parts of the country, EAST, CENTRAL, and WEST on successive years.

A. REGIONS

EAST: ME, VT, NH, MA, RI, CT, NY, NJ, PA, WV, DE, MD, VA, NC, SC, GA, FL

CENTRAL: MI, OH, KY, TN, AL, MS, IN, WI, IL, LA, AR, IA, MN, ND, SD, NE, KS, OK, TX, MT, WY

WEST: CO, NM, AZ, UT, ID, WA, OR, NV, CA, HI, AK

Contact the APC Vice President and provide the general location and year you would like to host the APC National. If it is acceptable begin your actual site search so that the Application for a National Specialty as contained in Appendix may be submitted to the APC Vice President for review and submission to the APC Board. If two or more sites are proposed for the same year, first consideration will be given to the applications that are the most complete and inclusive.

Bids, **completed in full**, are to be submitted to the APC RS **no later** than February 15th two years prio

When the Board does not have a bid to sponsor the National Specialty, the Board will run the National as an independent specialty, but without any restrictions to its location. **20140411-35-MM** documented 2014 membership meeting. **Please see page 66 regarding holding a specialty at an ALL-BREED SHOW**

B. SUGGESTED DATES

Due to current airline restrictions on flying dogs, the following time frames are strongly suggested, March 1st to May 31st.

C. SUGGESTED SCHEDULE

The APC National Specialty incorporates six days of activities. The Show Chair & event chairs of the National Specialty determine the schedule for the National Specialty **20070913-02-X**. It is preferred that the events not overlap other events. Breed judging end on Saturday. Field events follow conformation. **20070910-53-B. Field Events may also proceed the Conformation events.**

The following is a basic schedule:

Day one – APC Field Trial.

Day two – APC Hunt Test

Day three – Companion Events (Agility, Obedience Rally) Welcome Party

Day four – Futurity, Maturity, Breeders Seminar Futurity and Sweeps can be held on the same day

Day five - Puppy & Veteran Sweepstakes, Judges Education. Annual Meeting

Day six -Junior Showmanship, Junior Showmanship, Breed, Stud Dog, Brood Bitch, Brace, Generations, Annual Dinner and Auction.

Holding a Field Trial/Hunt Test in conjunction with a National Specialty is to be preferred, however if it cannot be held in conjunction with the National Specialty, then the FT/HT must be held even if as a separate event during the calendar year by the APC. **20070515-004-B.** The National Field Trial Standing Committee (NFTSC) is the governing committee for all APC Field Trials/Hunt Tests **20070910-52-B.**

Consider the best day to start. This will depend on factors such as satellite shows and the availability of the hotel. Best of Breed judging is the largest draw at the National. Schedule events so that Breed is judged on Saturday, allowing those with restricted schedules to attend and use Sunday as a travel day.

National Specialties are not required to be held in conjunction with all breed shows but whenever possible will be held as an independent specialty. **If this is not possible, a detailed letter should be submitted stating exact costs to APC and any financial offers made by the show giving club.**

No dog or dogs owned wholly or in part by the show chairman, assistant show chair, chief ring steward, or the show secretary or any member of their immediate family may be entered in any part of this specialty. The only exception is the Parade of Champions and title holders.

II. SUBMITTING THE BID

A. OVERVIEW

1. Obtain the following materials from the APC Vice President or from AKC and review prior to submitting a bid.
    a) AKC "Rules Applying to Dog Shows"

b) AKC "Show Trial Manual" with accompanying rulebooks

c) AKC "Dealing with Misconduct at Dog Shows and Obedience Trials"

2. The submitted Bid/Application for a National Specialty (See Appendix l) should include the following:

a) Letter identifying who is submitting the bid, projected dates, sites, entries, etc.

b) Proposed Show Committee members, Regional Club Affiliations, etc. **The Show Chair & Chair for Field, Agility, OB/Rally should be local if possible but not required** **20200811-45-PM**

c) Details of the Proposed Hotel and Show Sites

d) Proposed Hotel Contract

e) Proposed Schedule of Events

f) The Business Plan with Summary

g) Any additional information the submitter wishes the board to consider

B. HOTEL SITE SELECTION GENERAL INFORMATION

As indicated above, a proposed contract with the host hotel must be submitted with your bid.

In order to identify potential sites some steps may include:

1. First contact the Chamber of Commerce for a Convention Planning Guide, which will provide a list of hotels, their pertinent statistics, such as meeting space dimensions, number of sleeping rooms, etc. Guides have photos, websites and other contact information offering a shortcut to all area facilities. The Chamber may also be helpful in locating field events site; ask your Chamber representatives.

2. Check with other breed clubs in your area -have they hosted a National? lf so, get full details as to how things went at their host hotel. You may also wish to check with professional handlers in the area as they have been to most sites.

3. Check the AKC show site locator at: www.akc.org/sitelocator.

4. The ballroom should be able to accommodate a ring at least 48' X 64' (AKC guidelines), **if to be held indoors**, and also provide enough room for staging and viewing.

5. The hotel must have adequate sleeping rooms, approximately 200+.

6. Review the hotel websites, and then make direct contact to determine if, they will allow a dog show, which would mean dogs in the ballroom, on the grounds and in sleeping rooms.

7. Before any hotel meeting, obtain copies of previous year's hotel contracts from the APC Vice President and discuss with the APC Vice President whether any items were not covered or should be covered that are not set out in the sample contract. Review that sample before the preliminary hotel meeting. See Appendix l, Application for a National Specialty, for a sample contract to submit to the Hotel for consideration. This draft does NOT include any room night requirements, cancellation fees and/or meal and beverage guarantees because we do not always have to agree to these. Let the Hotel, after understanding what our event is all about, especially in terms of attendance and the propensity of our members to go for lower priced alternatives, come up with their own requirements which, hopefully, will not be inappropriate for our event.

8. Set a preliminary meeting. Limit the hotel meeting and all hotel contact to the prospective Annual Show Chair and Assistant Show Chair, and Hotel Liaison/Hospitality Chair. Be prepared with a clear understanding of the APC requirements, and then visit the prospective hotel site. To determine if the site meets the National's criteria, tour and evaluate the entire venue to include sleeping rooms, ballroom, vendor area, additional meeting rooms, hospitality room, grounds, RV parking and the dog walk area. Ask for diagrams of the ballroom, hotel, and their catering menu for your retention and review.

HOTELS prefer to work with only 2 people as contacts throughout the event; by limiting contacts it limits miscommunication.

9. BE HONEST ABOUT THE DOGS; offer to bring a Pointer to the hotel for them to actually see the dog, (and be charmed). Alternatively, take a photo with you so they understand the dog's size and coat. The Hotel should be dog friendly.

10. Key points when visiting the hotel sites are:

a) Proximity of a field events site
b) Proximity to airport -shuttle for people & dogs?
c) Adequate motor home parking area-hook-ups or electricity?
d) Adequate dog walk/exercise pen area
e) Safety of dog walking areas -are they close to major roads?
f) Space for the requisite sized comformation ring -minimum 64 ft x 48 ft. 100' x 100' recommended.
g) Space for the requisite sized ring for obedience-40 ft x 50 ft
h) Space for the requisite sized ring for agility -about 100 ft x 125 ft (either inside or outside)
i) Check surface of ballroom (or other facility) -any requirements to protect floor (i.e., plastic)?
j) A ballroom with easy outside access
k) Staging, crating room near ballroom
l) Safe, well-lit and visible space with electric for vendors
m) Adequate restaurant, bar, catering facility, and staff
n) If multi-level facility, adequate elevators
o) Room limit on dogs? (Four is reasonable)
p) Have other dog shows been there?
q) Availability of additional meeting rooms for
    I. Health Clinics
    II. Hospitality Room
    III. Judge's Education
    IV. Board, Rescue, Health Foundation, etc.

11. Check the area surrounding the hotel. Are there overflow hotels nearby? If so, what are their rates? Emergency vet clinics, restaurants, groceries, gasoline stations, post office and local attractions?

After the initial hotel visit and approval by the APC ACC, you are ready to begin contract negotiations. If multiple sites meet the need, compare which hotel offers the best advantage for the National Proposal. Prior to entering into any contract, the hotel may require references from preceding venues. They may check APC references and history so have that information available for the hotel. They may also require a deposit, historically about $1,000.00, which the APC Treasurer will send to the hotel either with the finalized, signed contract, or at a later date as requested by the hotel.

COMMUNICATE AND SEEK ASSISTANCE IF YOU HAVE ANY DOUBTS OR QUESTIONS, THE APC ACC SHOULD BE YOUR FIRST CALL. PAST APC SHOW CHAIRS AND CHAIRS FROM OTHER BREEDS CAN BE A WEALTH OF INFORMATION AS WELL.

C. HOTEL CONTRACT

The Contract is the basis for everything connected with the hotel -be certain all items are covered up front. The Show Chair needs to work with the Hotel to prepare the contract and be certain all is covered prior to submitting the contract to the APC for approval and then for submission to the APC Board of Directors for final approval. When you meet with the hotel staff to draft a contract, be armed with the details regarding APC requirements for all aspects of items required in the contract. Remember your negotiating points: APC will offer business advantages,

such as significant occupancy of their rooms and meeting space for an extended period, and these guests will patronize the hotel restaurant/bar facilities, gift shop, etc. The APC window for when the show is held may be fixed but be flexible within those dates -since there may be an opportunity for better rates (a slow period for the hotel) so approach with an open mind. This may give you bargaining power to obtain gratuities from the hotel. Also make sure to set out in the contract the amounts of any taxes, service fees or gratuities on each item. You don't want surprises.

A basic checklist of items to be covered in the hotel contract is:

a) Group Room Reservations
   i) Room Block-How many nights? (See Section ll D)
   ii) Block monitoring to increase or decrease number.
   iii) Room Block Cut off Date
b) Room Rates guaranteed by credit card.
c) Pet Policy -Deposit or Fees
   i) Refundable Damage Deposit
   ii) Non-refundable Fee Cleaning
   iii) Dog Limits, if any (four is reasonable)
d) Set date for non-refundable cost of a night's room charged to credit card.
e) Deadline for reservation cancellation (typically 72 hours to 3 days) beyond which guests will be responsible for cost of their entire room reservation.
f) Check-in/Check-out times -provisions for early/late arrivals, departures
g) Individual Reservations -direct or central reservations?
h) Special Guest Room Request Compliance -this is based on availability and usually cannot be guaranteed by the hotel. Reservations need to make it clear that they can request but cannot guarantee.
i) Complimentary Room Nights at one to every 30 room nights (but not more than 50 room nights), plus Presidential Suite w/Conference room (if one exists) to be utilized for Board, etc.
j) Handicapped rooms

2. Meeting Room/Ballroom Reservations
   a) Individual rooms including main ballroom, grooming, hospitality, health clinics, seminars, and judges' education room rental.
   b) Room Charges, including set-up fees based on room block numbers (negotiating skills are key)
   c) Room Access and times -Ballroom secured at night after conclusion of all events.
   d) Tables/chairs w/drapes for Ballroom and trash receptacles (included w/ballroom and function rooms at no charge)
   e) Audio Visual capabilities, electric outlets and any associated costs. (i.e., for Judge's Education/Educational seminars, etc.) Since APC has its own AV equipment make sure hotel will not require we rent through them
   f) Board meetings, etc. if not included with Presidential Suite
   g) APC secure storage room for trophies, ribbons, raffle items, etc.

3. Exhibit information -Set/Up & Tear Down (Vendors)
   a) Exhibit tables -Size, with draping, chairs, and trash receptacle
   b) Set up and tear down dates/times
   c) Shipping and special handling for delivered materials -verify hotel capabilities and hotel charges

d) Electricity and locations
e) Security when booths closed
f) Storage of boxes (before/after event)
g) Removal of empty containers from hotel (no charge)

4. Catering Services -Food and Beverage Policy
   a) Catering guaranteed minimum -do not offer this, let them require it if they need to
   b) Investigate Meal Packages
   c) Provide dates catering services needed for
      i) Welcome party reception
      ii) Awards banquet
      iii) Annual Board Meeting
      iv) Any other meeting/gatherings applicable
   d) Bartender Fees
   e) Cut-off deadlines for Final Menu selections and guaranteed numbers for events provided to Hotel
   f) Investigate what specials hotel can offer, i.e. happy hours, free breakfast, special meal pricing or restaurant hours to accommodate the group

5. Grounds
   a) Outdoor Conformation, Obedience/Rally, and Agility Grass area?
   b) Required Signage in hotel and on grounds
   c) Hotel Designation of dog walk areas and bathing dogs.
   d) Disposal Container provisions and placements
   e) Dumpsters (be sure hotel provides at no cost adequate dumpster capacity.)

6. Cancellations and Contract Modifications
   a) Room Reservations -individual sleeping rooms and APC rooms
   b) Attrition clause -percentage APC is responsible for if room block not met (should have at least a 10% window at no cost)
   c) Group Cancellation -damages if APC, or the Hotel, cancels the signed contract
   d) Hotel Cancellation -if hotel is sold after the contract is signed, hotel purchaser must honor the signed contract

7. Parking and RV's
   a) General parking is free
   b) RV Parking will be provided (free or set cost)
      i) Maximum number of RV's permitted
      ii) Maximum size of RV Permitted
      iii) Availability of hook-ups
      iv) Space sizes - property confined to awning space?
      v) No free-standing camping tents
      vi) Group will control RV reservations and provide hotel w/list
      vii) Group will provide access parking permits
      viii) Group will have RV parking manager

8. General Provisions and Miscellaneous

a) Billing and Credit Procedures and Arrangements

i) Initial Hotel Deposit, upon credit verification will defer to approved direct billing to Master account following event

ii) Individual Guarantee guest responsibility

b) Contract signing authority: APC Treasurer.

c) Damage Provisions for Hotel Property

d) Insurance provided by APC

Cover these points and next step is negotiating the contract.

D. CONTRACT NEGOTIATION

1. GUEST ROOM RATES: Prior to going to the hotel, investigate their Internet website and special room rates -it will give you an idea of rates they can offer (not regular rack rate). It is a bargaining tool to negotiate the best rate. Also try to negotiate a discount for extended stay rooms, i.e. after the 5th night the room rate will decrease for the remaining nights (the perk for them is that it encourages people to stay the extra days in their hotel and eat in their restaurant).

2. GROUP ROOM RESERVATIONS: The hotel will require the 'room block' based on 'room nights' and those will be a cumulative total of the rooms set into the block for each night, for example a total of 250 room nights may look like this if WFT/FT is held after breed judging.

Mon	Tue	Wed	Thu	Fri	Sat
5/17	5/18	5/19	5/20	5/21	5/22
10	40	50	50	50	50

FOR ROOM NIGHTS FROM PAST SPECIALTIES - **SEE APPENDIX I**

3. ROOM NIGHTS: The Hotel may require room nights in exchange for lower than normal rates and/or for the waiving of the fees they would normally charge for the rental of their ballrooms and conference rooms.

We need to convince the Hotel to give us their absolutely most favorable rate. Besides checking Hotels.com and other similar sites, be sure to investigate what the Hotel advertises their rates to be at their most vacant times. We should not pay more than any rate that is otherwise available to the general public. We want to avoid a situation where members are able to get lower rates than what we have negotiated with the Hotel!

In the past we have had many contracts which do not require room night guarantees OR meeting room fees. It is not always the case that hotels will insist on these terms.

An important point of room night guarantees is the cost to APC if we do not reach them. Typically, you might assume that if we only bring in 350 room nights at $90 instead of the 400 we promised then we would owe the Hotel the 5O rooms we were short times the room rate of $90, or $4,500 as the penalty.

But this is not always the case. Some contracts have room night guarantees; however, the cost of not reaching them is only a percent of the meeting and ballroom fees as the penalty.

There are lots of ways to deal with the room night issue and it is important not to assume that penalties will be there and/or that the penalty is simply the number of rooms we are short times the room rate.

The Show Chair needs to make an estimate of the number of room nights he/she may have to guarantee to the Hotel if so required. In terms of room nights, it is important to understand that the full number will not be consistent for each night of the event, as some will come for the bigger events later in the week. This way, once our proposal is delivered and the contract is reviewed, if the Hotel will insist on room night guarantees hopefully they will come up with numbers we can live with.

One way to think about the number of rooms we should guarantee may be to go through a process like:

(1) Estimating the number of entries for the show. You may review our history as included in the "Calculation of # of Entries" worksheet in the National Specialty Business plan. This is probably the most important number to estimate as it is crucial in determining many budget items as well.

(2) Once the number of entries is estimated, we have 5 years' worth of actual data which indicates that the number of actual attendees at a National runs, on average, 75% of the number of entries. Assuming 1.5 attendees to a room we can then estimate the number of total rooms that may be required from all the hotels in the area (less an accommodation for the number expected to stay in RVs).

(3) If there are two or more competitively priced alternative hotels then we would recommend decreasing the rooms expected at the Host Hotel by at least 50%. We would also spread this number of rooms among the nights assuming a build-up and decrease as shown on the earlier chart.

(4) The resulting number may be our best estimate, but we would suggest taking a further 25% off the total number of room nights to further reduce our risk in projecting such a hard number to estimate.

Write into the contract that the hotel will monitor the actual guestroom reservations, confer with the Show Chair and be able to increase the room block based upon the availability of rooms without any other change in the contract. Also, as stated earlier in Section ll © (6) (b), we should seek to include in Attrition clause which would allow us at least a 10% shortfall for no penalty.

4. CUT OFF DATE: Attendees must be given a deadline for making reservations. Make this date as close as you can to the actual show date. A good guideline is to make this date the same as the date of closing for entries. Some hotels require the room block be released on a specific cut-off date; the released rooms are then offered at the prevailing hotel rate (not the special event negotiated rate). You may also lose the benefit of those blocked rooms toward comped nights earned and ballroom rental, unless our attendees make sure they identify-themselves as part of our National Specialty. Conversely, if your attendance appears to be down, the block may need to be reduced so that APC is not liable for the rooms held in the block and not rented.

5. COMPLIMENTARY ROOMS: Hotels offer Complimentary rooms to APC based on revenue generating room nights occupied. The industry standard is one (1) complimentary room for every thirty to fifty revenue-generating room nights, (not per night) occupied for the group' total room block.

For instance, if the room block is 500 room nights, then the Hotel should give APC 10-16 complimentary room nights. Do not allow the words 'per night' following this clause, as it drastically reduces your potential for comp nights. For example, if the policy is one complimentary room for every 50 rooms rented per night, then if the rented room block for Monday is 35 nights and, for Tuesday is 45 nights then neither night exceeds 50 rooms so there would be no complimentary rooms earned. Also negotiate, if one exists, for the "Presidential Suite w/Boardroom" as an extra complimentary room for APC, if possible.

6. INDIVIDUAL RESERVATIONS: Designate how the reservations are to be made, either directly with the hotel, or through the general reservations number. Typically, a general reservation "800" number cannot accept Group members' reservations; that needs to be very clear in the contract.

Consider having the hotel remove the bedspreads from rooms with dogs (saves laundry costs, they appreciate the suggestion) and advise people will be charged for any damage.

7. GUESTROOM PET POLICY: MUST BE CLEAR IN THE CONTRACT.

a) Clarify if there is a cleaning fee (non-refundable) or a cleaning deposit (refundable) and set the amount. If there is a cleaning fee it should be a one-time fee and not a daily fee. A suggested cleaning fee is $25 to $50.

b) Address if the hotel limits the number of dogs per room. Some hotels don't, but it varies. If there is a limit, perhaps it can be negotiated through offering an additional fee/deposit per additional dog beyond the limited amount. (Four dogs per room would be reasonable).

c) Bring a sheet from home to cover the beds.

d) Ensure the hotel that dogs will always be crated in rooms when left alone. It is suggested that a cell phone contact should be required on all room doors in case of emergencies or problems. APC can provide room tags outside each room for this purpose.

8. BANQUET/BALLROOM

The Ballroom charge should be waived if the room night block is met or exceeded. This is standard procedure in most hotels.

9. ADDITIONAL MEETING ROOMS

a) Health and Research may require rooms in which dogs are allowed for health screening. Work with the Health & Research Chair to determine time and space needed for health clinics and/or seminar. If tables/chairs are needed and how to be set up, if there will be hospitality, etc.

b) Judge's Education requires one room for a three-hour time block to give a breed seminar to those who which to attend. Work with the Judges' Education Chair/Coordinator to address these needs. In addition to a room with classroom seating, address audio-visual needs, such as projector, Screen, microphone, etc. and determine costs ahead of time and advise the Coordinator prior to making any commitments in the contract. It would be good, but not required, to have at least a couple of dogs allowed in the room for reference purposes during the seminar. The Judge's Education Chair also requires a room for a two-hour period on Friday afternoon of the National for the classroom portion of the Judges Education presentation. The presentation includes a PowerPoint presentation which will require a screen from the hotel along with the use of a PC and digital projector which the Club will provide.

c) Organizational Meetings require a "Board Room" with tables/chairs to hold the APC Board meeting, to count ballots, and for other committee meetings. Typically, a Presidential Suite that has an attached Boardroom will meet all of these needs. If his/her room is available and has been given as complimentary for a APC official, then the Boardroom is always accessible.

d) Storage Room/Facility will be required for APC items not in use at all times, such as boxes, trophies, ribbons, extra ring equipment, vendor supplies, extra grounds equipment, etc. Ask the hotel to provide such a place at no cost. If grounds materials are to be stored here be sure it is accessible at odd hours as the Grounds person will need to access it.

10. VENDORS

a) Determine where in the hotel or at the show site the vendors will be located. If at hotel property include in the contract that the hotel will provide tables with draping and chairs for the vendors according to a booth layout that the Vendor Chair will provide. Vendors should be located in close proximity to electrical outlets.

b) Establish hotel policy regarding shipments to the hotel by vendors including how far in advance of the opening day of the National goods would be accepted, if at all.

c) Establish who is responsible for trash removal following the event.

11. CATERING SERVICES - FOOD AND BEVERAGE POLICY

a) The Hotel may require a minimum amount of fees from catering services for food and beverages. Based on past National Specialties, for the duration for the number of meals offered, on average, may be reasonable---but refer to your Business Plan which will project the economics of the meals you are assuming,

b) Be aware of service charges and make sure they are factored into your totals.

c) Investigate Meal Packages -It offers a benefit for the hotel, as it guarantees people will eat in the hotel. The numbers will be known and the benefits for the Club would be in negotiating better rates for food services as well, and those savings passed on to the attendees.

d) Provide dates/times catering services may be needed for: Welcome Party Reception, Health & Research Seminar, Awards Banquet, Annual Board Meeting

e) Bartender Fees--APC has a cash bar during the Awards Banquet and may have at other events. Negotiate a flat rate per hour OR, better yet, a reasonable drink minimum amount, in which case the Bartending fee will be waived. (A win/win situation for hotel and APC)

f) Deadline dates for providing hotel meal counts on each event which should be set as close to the meal event as possible.

g) Agreement to require the caterer to provide regular service even if there is up to a 5%-10% over guaranteed attendance.

h) Water/glasses available in ballroom, and meeting rooms throughout event, no cost.

i) Restaurant Hours and Staffing to be adjusted to meet the needs of the Group

12. PARKING & RV PARKING

a) General Parking -No Cost

b) Recreational Vehicles

i) Maximum number of RV's permitted

ii) Maximum length/size of each set up

iii) Hook Ups? Specify voltage, water, and/or sewer

iv) Self-contained generators only and hours of operation.

c) RV Lot Rental Charges (Varies) -Negotiate.

i) RV Parking at no cost in designated area of parking lot (If APC handles everything). This is actually the best for the hotel since they don't have to bother with details, (marking spaces, fire marshal contact, rule enforcement, problem solving).

ii) Hotel may charge APC if hotel parking is limited at facility even if APC handles everything -but work out a set fee for the duration and be diligent about the best price because APC will be doing all the work and incurring all the expense for setting the area and managing it.

iii) Hotel may require RV's to check in, charge per night/or term fee directly and issue the permits. (However, hotel will generally defer when issues involved with marking spaces, policing, etc are discussed).

13. GROUNDS & HOTEL RULES

a) Dumpsters to be provided by hotel at no cost

b) Exercise Pen, Dog Walk and Bathing area clearly defined

c) Hotel may make Hotel Rules as Part of the Contract to be signed by guests upon registration

14. OTHER CONSIDERATIONS

The contract should provide that if the hotel is sold, the contract would be transferred to and honored by the new owner.

The Hotel may also require that APC will pay what may be material "cancellation fees" should APC cancel the National Specialty. These fees will start low should we cancel a year before the National but will escalate quickly the closer we get to the contracted National

Specialty dates. An example of such cancellation fees is:

If APC cancels between 12 and I months before the National, then the cancellation fee will be 20% of the anticipated room revenue in the contract;

If APC cancels between 9 and 6 months before the National, then the cancellation fee will be 35% of the anticipated room revenue in the contract;

If APC cancels between 6 and 3 months before the National, then the cancellation fee will be 60"% of the anticipated room revenue in the contract;

If APC cancels within 3 months before the National, then the cancellation fee will be 75% of the anticipated room revenue in the contract.

In any case, such cancellation fees will be reduced should the hotel be able to resell some or all of the space reserved for our group.

All we can do here is to argue for the lowest cancellation fee the closest to the National. We can also try to relate the penalty to the anticipated ballroom and meeting room fees instead of the room rental fees. **This has been done**, so it is possible to negotiate this.

Another consideration here is to make sure these fees do not apply due to natural disaster, war or terrorism.

Also, the contract should provide that should the Hotel cancel our event, they would be liable to pay cancellation fees to APC. We should argue that they pay fees of: $50,000 for any cancellation from 12 to 9 months before the National; $75,000 from 9 to 6 months; and $100,000 from 6 months to the date of the National. We do not have any experience that this kind of provision has ever been included in a contract so its value is probably only as a negotiating strategy.

Another consideration is that, frequently, APC will be required to provide a deposit check to the Hotel upon review and final approval of the hotel contract. **The contract will be signed by the APC Treasurer and he/she will send any deposits when required.**
A copy of the proposed contract for facilities shall be obtained at least two years prior to the scheduled date of the National Show Week and sent to the existing APC VP for consideration by the APC Directors and Board. They will review the proposed contract and provide any comments, suggestions, or recommended changes to the show committee within 30 days of receipt of the proposed contract. THE APC TREASURER WILL SIGN THE FINAL CONTRACT.

E. COMMITTEE CHAIRS

The Application will request a list of committee chairs who have agreed to help. Keep in mind the following list of Committees will eventually need to be filled; however, the first five should be committed to in the Bid since these positions are typically filled with relatively local people.

- Show Chair
- Assistant Show Chair - Judges Hospitality Chair (Duty of the Assistant Show Chair)
- Performance Chair, (Field Events)
- Agility Chair
- Obedience/Rally Chair
- Grounds Chair
- Hotel Liaison/Hospitality Chair
- Banquet Chair
- RV Parking Chair
- Trophy Chair
- Ribbons Chair
- Ways and Means Chair (Apparel)
- Fund Raising & Raffle Chair
- Vendor Chair
- Publicity Chair

- Chief Ring Steward
- Judges' Education Chair
- Futurity Chair
- Catalog Chair
- Catalog Advertising Chair
- Auction Chair/ Live and Silent

Also list the APC Officers and BOD as being on the Show Committee.

F. SHOW SECRETARY/SUPERINTENDENT

Either a Show Secretary or Superintendent may be chosen, or a combination may be used. The Show Secretary/Superintendent manages the entry fees and expenses; these areas are one of the most important financial areas of the entire National. The net profit contribution from all entries (i.e., entry fees less superintendent and AKC recording fee expenses without catalog expenses) can easily run in the $15,000-$20,000 range so it is a material contributor as to whether or not the Show reaches breakeven or even makes a small profit.

Using a professional superintendent is the easiest but also the most expensive way to go. Some are considerably more expensive than others. If you plan to use a professional superintendent, it will save you money to investigate all available superintendents and compare their rates. Compare the contracts carefully, since some include services in their base contract that others provide only as an additional charge.

Another alternative is to hire a professional show secretary. The show secretary will be present on the day of the show to handle any problems related to entries. He will not be responsible for any problems not directly related to his contractual duties. However, since the duties of a show secretary are less extensive than those of a superintendent, the fees will be lower. If contemplating using a show secretary be certain of having access to all necessary equipment required for the show, obedience trial, and any other events, as most show secretaries do not provide equipment. If you elect to have a professional show secretary, make certain that individual can handle the large entry numbers of the National. The duties that need to be performed by the show secretary/ superintendent include, but are not limited to:

- Premiums (usually a certain number of pages is included with premium and charges for more pages)
- Judges Programs
- Judges books
- Accepting entries, including via on-line entry, checking info and confirming
- Preparing ID tickets
- Arm Bands
- Premium List & ID envelopes
- Ribbons -understand if all classes are included, BOB only, or the agreed upon distribution
- If obedience, rally and agility equipment are to be included costs should be determined

A detailed description of the duties of show superintendents and show secretaries can be found in the AKC Show Plans Manual.

The decision of using a show superintendent or show secretary will influence the production of the catalog. A superintendent will produce a catalog, usually for separate rates (i.e., $25/ad plus $10 per photo, etc); however, that typically entails using their printer and using their formats.

During the show, a Show Secretary or a Show Superintendent must be on site for administration purposes. Show superintendents typically charge in the neighborhood of $500/day to be on site; Show Secretaries usually charge

much less. Even though a Show Superintendent may be used for the Show, a Show Committee may use a Show Secretary to perform the onsite duties, and, thereby, save some expenses.

Show Superintendents employ various ways to charge for their services. For example, they may charge a fixed fee for the first X number of dogs with a much lower fee for any additional dogs (i.e., $7.45/entry for first 400 entries plus $3.75/entry over 400). Others may charge a fee for a dog's first entry and a lower fee for that same dog's second entry (i.e., $6.50/dog plus $3.50/additional entry of the same dog). This charge includes a certain amount of printing cost for the catalog.

The show secretary or superintendent will be expected to work with the Show Chair and the APC VP. Preparing the judging program (scheduling of classes) will be done in consultation with the Show Chair and show secretary/superintendent.

G. NATIONAL SPECIALTY BUDGET

Lastly, the Application needs to include the National Specialty Budget. The National Specialty Budget will help set the expectations concerning the financial performance of the National. The National Specialty Budget is supplied by the APC Treasurer after discussion with the show chair. **SEE APPENDIX II**

H. SUBMISSION DATA

You are now ready to submit your bid. Send your application to the **APC VP** to include the following:

1. Cover Letter identifying who is submitting the bid, projected dates, sites, entries, etc.
2. Proposed Show Committee members.
3. Details of the Proposed Hotel and Show Sites
4. Proposed Hotel Contract
5. Proposed Schedule of Events
6. Proposed Budget (Business Plan) supplied by the Treasurer
7. Any additional information you wish the board to consider

SEE APPENDIX II

III. EVENTS AT THE NATIONAL SPECIALTY

A. REQUIRED EVENTS

1. Conformation – to include the following classes:
   a) Puppy/Junior Sweepstakes (dogs and bitches): 6 to 9 months, 9 to 12months, 12 to 15 months, 15 to 18 months, 18 to 24 months.
   b) Veteran Sweepstakes (dogs and bitches: 7 to 9 years, 9 to 11 years, 11 years and over.
   c) Regular classes (dogs and bitches): 6 to 9 months, 9 to 12 months, 12 to 15 months, 15 to 18 months, Bred by Exhibitor (divided into 2 age groups), American Bred, Amateur Owner Handler, Open, Best of Breed.
   d) Additional classes (dogs and bitches): Field and Hunt (may not be spayed or neutered; class winners will advance to Best of Breed); Veteran 7 to 9 years, 9 to 11 years, 11 years and over. Best veteran dog and bitch will be selected from the respective veteran class winners, those dogs will advance to the Best of Breed competition
   e) Additional classes to be judged after Best of Breed in the following order: Owner-Handled Series BOB, Stud dog; Brood Bitch; and Brace; and Generation. A Parade of Champions may also be offered as an additional class. SEE APPENDIX III for rules for Owner-Handled Series BOB, Generation class and Parade of Champions for inclusion in the Premium List. Best Puppy, Best Bred by Exhibitor, Best Field and Best Veteran

f) At the Judge's discretion, an Award of Merit may be given to 10% (rounded upward) of those competing for Best of Breed. The 10% figure shall be based on the number of dogs in the ring at the time of Best of Breed judging. Count to be taken before judging begins. The Award of Merit winners will be selected after the Best of Breed; Best of Opposite Sex to Best of Breed; Best of Winners; Select Dog and Select BItch awards are made. All dogs remaining in competition are eligible for an Award of Merit.

g) A professional handler is defined as any person who belongs or has belonged to a professional handlers' association, distributed rate cards, or otherwise advertised or represented themselves as handling dogs for pay.

2. Junior Showmanship

3. Obedience/ Rally Classes

4. Agility

5. Field Trial & Hunt Test

6. Show Chair will allow time and space for the following: Board Meeting, General Membership Meeting, Judges Education, Breeders Seminar, and Health & Research Meeting. General Membership meeting should not be held before a dinner. Acceptable would be: No dinner, serve snacks or meeting is held after the dinner hour**.** **2007-09-13-04-X** Show committee determines the order of the events at the National.

7. Awards Banquet

8. Welcome Party

V. JUDGE SELECTION POLICY

The conformation judges (Breed, Sweepstakes and Futurity) are nominated and voted for by the APC membership at large. The Show Chair will communicate with the National Specialty judges. If the role of the Show Chair has not been **filled**, the judges will receive communications from a generic APC email address, but the sender will not include in the communication his/her name of any other identifying information. **20230404-29 PM –**

The show giving committee shall select the judges for Obedience, Rally, & Agility with consultation with the chair of said committees. Hunt Test & Field Trial Judges will be chosen by the Field Trial Chair/Field Trial Secretary with approval of the NFTSC for field events held in conjunction with the National Specialty.

VI. COMMITTEE JOB DESCRIPTIONS **All Committee Chairs and Committee members for the National Specialty are APC members. 20150409-19-BM**

A. SHOW CHAIR AND ASSISTANT CHAIR

Show Chair & Assistant Show Chair cannot exhibit for the entire week excluding field events, of the National Specialty events. The conformation Chief Ring Steward cannot exhibit in conformation events. 20150409-18-BM

The Show Chair will communicate with the National Specialty judges. If the role of the Show Chair has not been filled, the judges will receive communications from a generic APC email address, but the sender will not include in the communication his/her name of any other identifying information. 20230404-29 PM

The Show Chair and Assistant should have experience with specialty, all-breed shows or event planning. They should work closely together as a team, their knowledge being inter-changeable; in the event of the unavailability of one, the other must be informed and able to take charge. This system assists with the administrative burden, as well as aids in communication and sharing of ideas.

1. Responsibilities: initially, locate a site, submit a proposal including a comprehensive business plan for the Event, negotiate the contract, interface with APC, and remain involved in a hands-on manner through the inception, planning and execution of the National Specialty. The Chair, Assistant Chair, Hotel Liaison and APC VP are the

backbone of the Specialty. They should be the only-people in direct communication with the hotel and are the final word in all site matters.

The APC BOD sets entry fees**. See Appendix IV**. At least **8 months prior** to the specialty the APC application to hold the Conformation, Obedience/Rally & Agility portion of the event (s) shall be submitted to the AKC for approval. **VP Job Description (Revised 8/2017)** The VP shall be the **only person** to apply to the AKC for the various approvals needed in a timely manner.

2. The choice of Show Superintendent will be part of the Specialty packet submitted to the Board two years before the specialty. Once the site/packet has been approved the Treasurer will sign the contact.
3. **National Logo** – The Show Chair asks for logo designs from the membership, this should be done early in the planning since it will be used in many of the promotional endeavours. Notify the membership to submit ideas (the Pointer community is brimming with talent) to bring the logo concept to life.
    a) Logo should include name of club, year of the national and location.
    b) Consider the location of the specialty when designing the logo.
    c) Logo should not be more than 4 colors.
    d) Design should be able to be embroidered and screen printed to fit within a 3 ½" circle or 4 ½" x 3 ½"' rectangle for t-shirt, jackets etc. with wording readable.
    e) Submit all logo designs received to the APC Recording Secretary, recordingsecretary@americanpointerclub.org. for final Board approval. The Board will not be given the names of the logo designer when they are voting to approve.
4. **Hotel Meetings** - There are several Committee heads, which after they have been appointed, will need to interface with the hotel: RV Parking Chair, Grounds Chair, Vendor Chair, and Hotel Liaison/Hospitality Chair, any committee person who needs a meeting room will channel it through the Hotel Liaison.
5. Select Committee heads who select their members and delegate the appropriate tasks. Be certain the Committee heads KNOW exactly what is expected of them and their committee, so there is no misunderstanding. They need to know the full extent of the job they are undertaking. The Chairs need to develop and monitor the complete budget, work with committee heads, convey ideas, follow progress, okay decisions requiring the expenditure of APC funds or intervene in decision making if necessary. The Committees will, with direction from the Show Chair, be responsible for their committee and task. Choose wisely; select people with expertise in the task for your Committee people. Do not assume that a job is being accomplished; regularly communicate with the Committee heads.
6. Show Application - The VP will submit the show application with appropriate fees at least 8 months prior but no later than 6 months before the closing date to the AKC See **VP Job Description**. Field Trial Chair will submit their own application to the AKC.
7. Emergency Plan - The Show Chair must prepare an emergency plan to submit with the application. Refer to the AKC manual for information and guidelines. In case of injury of a participant or spectator fill out Incident Report and have it signed by the injured person. **SEE APPENDIX V** for copy of Incident Report.
8. Superintendent - The APC BOD will be responsible for the final approval of the Show Superintendent.
9. Show Secretary - If the Superintendent is not present at the show; a Show Secretary must be present. The show secretary will coordinate with the superintendent and will receive all of the necessary paperwork from the superintendent regarding the show. They become responsible for the paperwork, judges' books, and dealing with any difficulty affecting the entry, and collecting or refunding monies due. It is best that this be an experienced local person, to facilitate smooth show operation and interfacing with the show superintendent.
    APC Treasurer is the only APC officer that may sign a contract.
    NOTE: **Any Committee person handling Money must be an APC Member** (except the superintendent or hired show secretary).
10. Obtain signed contract for your hotel and show grounds. **APC Treasurer is the only APC officer that may sign a contract.**

11. Be certain that you have the previous year's information packet, Catalog & Premium List.
12. Establish a business plan identifying your projected expenses and income sources, including those identified in the National Specialty Budget. The APC Treasurer will establish the budget after discussion with the Show Chair. See Appendix I for sample budget.
13. Establish a timeline. A sample timeline is in **APPNDIX VI.**
14. Work with the APC VP to assure all necessary AKC applications are submitted on time.
15. Make sure signed contracts are secured for all judges, equipment rental, stewards, additional sites, etc. APC President and Treasurer will get signed judges' contracts.
16. **Premium list** - Using the previous year's Premium List, work with APC VP to make all necessary changes to the Premium List. Refer to the AKC Show/Trial manual for required and recommended information to be included in the premium. Do not list individual trophy donors' names. The reason for that is twofold: it allows the Trophy Chair to continue to obtain trophy sponsors until the catalog/printing deadline and restricts the length of the premium list**. THOROUGHLY REVIEW the premium list draft, with a minimum of two of the following: APC Vice President, National Specialty Guidelines Chair, a previous APC show chair or a member who is a Show chair of either a Specialty and/or All Breed show. Several sets of trained eyes avoid mistakes and/or omissions. Send individual sections to those chairs' responsible for their area for review. For example: Trophy, Agility, etc.** The premium list should be available at least six weeks prior to the start of the event. Four copies of the premium must be sent to AKC Event Plans at the time the premium is mailed. This should be done by the Superintendent/Show Secretary. Include the following in the premium list: One Stop Shopping Form; Dinner, Auction, Welcome Party Information, etc.

The following notice MUST be printed in the National Show Premium List and Catalog

NOTICE TO EXHIBITORS NOTICE TO EXHIBITORS

Care for show site facility is of utmost importance to APC. Whenever it shall be determined that an exhibitor has caused personal property damage to the hotel or has impaired the club's ability to retain a show site, the Bench Show committee shall convene to conduct a preliminary investigation in accordance with AKC publication "Dealing With Misconduct." Should the investigation find the exhibitors conduct to be prejudicial to the sport, an event hearing will be conducted. Should charges be upheld, Restitution shall immediately be made to the said hotel/motel by the violator(s):

a. In accordance with Rules Applying to Dog Shows, Chapter 11, Section 15, The person, or persons, found in violation of the hotel/motel and AKC/APC rules shall be asked to leave the premises immediately; and,

b. The exhibitor will be immediately suspended from participating in all AKC Events and the offender's name(s) shall be published in the AKC Gazette and Pointer Points as having been found guilty in violation of the said AKC/APC rules.

The following was sent by the AKC on January 31, 2014

Dear Parent Club Officers and Event Chairs,

Event Operations would like to make sure that Parent Clubs are aware of two recent changes that affect them.

A clarification was made to Rules Applying to Dog Shows Chapter 16, Section 1**. If a Parent Club decides not to offer the opportunity for a three-point major to the Reserve Winners at their National Specialty, the club is required to notify the exhibitors of this decision in their Premium List.**

A modification was made to the AKC Board Policy on All-Breed/Specialty Conflicts. A scenario was added to the list of the circumstances that allows a Parent Club to appeal to an AKC Event Review Committee when an all-breed or group club refuses to grant permission for the Parent Specialty club to hold a regional specialty. If the regional specialty is held in conjunction with a national Parent Club performance event the Parent Club may appeal.

17. Secure ring stewards for Conformation Judging. Talk with the APC VP, as National Stewarding has its own institutions that need to be scheduled if they are willing. If not the VP will assist you in locating a Chief Steward for Conformation Judging. Chief Ring Steward does not have to be a member of the APC.
18. Locate a Veterinary Hospital close to the site and obtain permission from that clinic to be named in the premium list and catalog.
19. Contact and commit via contract a good Show photographer. Only APC Treasurer may sign the contract. A show photographer is not usually paid by APC since photos are his business; still have the commitment in writing. Contract should include a requirement that a CD (or other media) be provided to the National Show Chair/Pointer Points editor, APC Club Historian including original, untouched photos of all winners/placements taken. **20160609-34-BM** Photos used in the black & white winners section for the National Specialty edition of Pointer Points are original photos sent by the show photographer It is also nice to ask for the Junior Showmanship winner to receive a free photo. Photographer is not asked to provide posed, candid or other photos by private treaty which are not winner/placement photos. Submission should occur within 30 days of the completion of the National.

    Contact and commit a good Videographer costs of which vary from no charge to a set payment. The National Specialties **MUST** be videotaped. **MM passed in 2004** Club to discontinue hiring videographer for the National Specialty. **20170504-03-MM**
20. The Show Chair is responsible for the sending to the Superintendent all information pertaining to the APC that needs to be included in the catalog. If a separate show secretary is used for the agility event those entries may be included in the show catalog along with the conformation entries.
21. **Dedications:** APC events can only be dedicated to deceased members who at the discretion of the Board have distinguished themselves in APC. Criteria could include Lifetime Members, Past Presidents, a breeder of special recognition. They would have to be nominated within one year of their demise. No APC event will be dedicated to any dog-past or present. **20070825-42-E.**
22. **A microphone should be present at all meetings and special events. This includes a microphone ringside. 20070914-68-B** Other necessary items to be in the ring are: Judges table and two chairs, ring markers, and flowers in corners of ring. Just outside of ring behind judges table: trophy table.
23. Bench Show Hearings:
    a) Be prepared - read the pamphlet "Guide for Bench Show and Obedience Trial Committees in Dealing with Misconduct at Dog Shows", and the Event Committee Hearings information found in the AKC Show/Trial Manual.
    b) Make sure all on the Bench Show Committee understand their role. Include the Board of Directors as part of the Show Committee.
    c) Location should afford privacy.
    d) Chapter 23, Section 2 of the Dog Show Rules (Chapter 2, Section 29 of Obedience Regulations) provides the authority and outline for procedures.
    e) Read and be informed in advance.
24. Communication and preparation is Key.

Select your Committee Chairs at an early stage; be diligent in advising these chairs exactly what is expected of them. Each Chair should be provided a copy of their job description, and you must discuss with them and be certain that they understand the full extent of their duties. The Committee chairs in turn select and manage their work teams and budgets. However, it is the Show Chair's responsibility to follow up on a regular basis with Committee Chairs. The position of Show Chair is A HANDS ON job. The Committee chairs need to make progress reports to you, and discuss all financial decisions and expenditures. A monthly report is to be sent to the APC VP before the next conference call Board meeting.

26. **IT IS RESPONSIBILITY OF THE SHOW CHAIR TO BOOK HOTEL ROOMS FOR THE JUDGES. Refer to Appendices XVII & XVIII for sample of letters to send to all conformation judges regarding hotel room and transportation.**

27. APC National Finances and Budget

Having the National Specialty Business Plan with all of the associated budgets completed gives a template against which to measure the actual expenses incurred (the "actuals"). These expense assumptions develop in reality at the National. But the National Specialty is hectic! It is filled with many events and many people doing needed tasks. Thousands of dollars in cash are collected by many people and many people request checks to pay various expenses. Consequently, steps need to be taken beforehand so that when all activity happens careful attention is paid to its organization. This is very important so that the "actuals" can be placed in their correct categories and compared to their budgeted values. Only the APC Treasurer may write checks. If you know the total amount of a check that needs to be written during the national (for example: tent rental) inform the Treasurer so that he/she can have it ready.

Keep a record of monies spent throughout the preparation of the National Specialty. For example, Ways & Means, Raffle and Fund Raisers, Ribbons, Trophies, etc. Have those committee chair report to you for approval of expenses. Bills are sent to the Treasurer for payment.

Keeping accurate records will help after the National when working with the Treasurer on the final Specialty Financial Report. Financial report for the National to be completed one month after National.

Also remember that the APC Treasurer is a key partner of the National Specialty team. He/she will assist the committee in developing budgets, reviewing and signing contracts, and handling and depositing funds collected in advance and at the show. The Treasurer is ultimately responsible for reviewing and recording the specialty proceeds. **The APC Treasurer is the National Specialty Treasurer.**

Some items to take to the National Specialty include calculators; a receipt book for items sold at the Ways & Means tables; envelopes to handle the collection of cash/receipts by area; terminal/swipe machine; copy of the budgets by area; pads, and other office supplies. **HAVE THE NUMBER OF THE LOCAL KC REPRESENTATIVE HANDY IN CASE THERE IS A NEED TO GET IN TOUCH WITH HIM/HER. IT WOULD BE ADVISABLE IF YOU CONTACT THE AKC REP AHEAD OF TIME JUST TO LET THEM KNOW ABOUT THE SHOW.**

After the show, give the APC historian a **completely marked** catalog. The historian will also receive printed pictures of the winners and a disc containing pictures of the placement winners and candids.

Be sure to get a copy of all the major winners from the show photographer for the Website and newsletter.

B. Assistant Show Chair

If necessary, you should be able to step in for the Show Chair position.

The Assistant Show Chair will not show at the Specialty. 20150409-18-BM

This person would be responsible for coordinating the judge's arrival, transportation to and from the airport, availability of meals, knowing where they are going in the next few days, and that the judge's gifts are arranged (i.e. t- shirt, cap, basket of goodies, etc.) Contact the judges as to their preference for a hotel room, transportation needs, etc. **SEE APPENDIXES XVII & XVIII.**

The Assistant Show Chair is also responsible for helping to distribute the welcome bags. A welcome party is a great place to distribute them. For welcome bag ideas, **see APPENDIX VII**.

C. Obedience/Rally Chair and Agility Chair

See separate document for the complete Companion Guidelines

The Obedience/Rally and Agility Chair must work closely with the Show Chair, informing the Show Chair of the necessary equipment, including ring gates.

D. Field Trial/Hunt Test Chair

SEE the separate document for the complete Performance Guidelines

The National Specialty Show Chair is responsible for submitting the names of the National Specialty Hunting Test and National Specialty Field Trial Chair to the APC Board for approval as part of the National Specialty application.

E. GROUNDS CHAIR

1. Responsible for proper layout of show and trial area (with Superintendent). They should consider the information contained within the Site Selection Guidelines. Conformation ring size 100 x 100. Agility Ring size 100 x 100, Obedience ring size 40 x 50.

2. Adequate crowd control for movement (in and out of ring, also audience, smooth traffic control).

3. Sanitary and comfort requirements. Proper clean-up daily and after the show. Trash cans available for people and dogs.

4. On-site space for superintendent, vet, photographer, vendors, catalog sales, apparel sales and trophy table.

6. Arrange for a public address system, judge's table and chairs, chairs for spectators and exhibitors.

7. Backdrop for show photos if necessary.

F. RV PARKING CHAIR

The RV parking Chair needs to be an RV person, must set up the RV lot, be familiar with RV parking requirements/regulations and be available during the National. This person must work with the Show Chair to determine the logistics of the parking, the spaces, handicapped space location/accessibility, and rules and regulations with the hotel, as well as the local fire codes. It must be determined how the RV spaces will be priced, the limitation, if any, on the number of RV's and the deadline for reservations. The RV chair will layout, mark spaces, cordon off the lot, check in the RV's and assist them in parking, then police the area and enforce rules throughout the duration of the show. The chair must be accessible to interface with the hotel or fire marshal should any problems arise in the designated RV lot.

SEE APPENDIX VIII for a sample RV Parking Reservation Form.

G. HOTEL LIAISON

1 Hotel Liaison will meet daily with the Head of Housekeeping and hotel management to assure that all of its members are complying with hotel rules.

2 Hotel Liaison is responsible for checking that arrangements are made for all scheduled events and are correct.

H. HOSPITALITY CHAIR

1 They should have experience in most of the following areas:

- Planning morning hospitality the days of the show
- Have an understanding of decorating needs
- Be able to work with a budget
- Decorations for social events which includes the Welcome Party.
- Supplies on the judge's table
- Ice and water available for the attendees ringside.
- Arrange Welcome Party location with hotel.

I. BANQUET CHAIR

- Arrangements for all meal events
- If the annual dinner is not at a hotel the banquet chair will find a caterer.

- Responsible for choosing the Annual Dinner Menu. Chair works with the Treasurer for ordering and payment of the dinner. **Keep in mind to include vegetarian and children's' menu as part of the dinner menu.**

SEE APPENDIX IX for sample dinner reservation form.

J. TROPHY CHAIR

This is a huge job with a very significant financial impact and requires a very organized, thorough person with financial, diplomatic, and marketing/promotional skills. The Trophy Chair, under the guidance of the Show Chair, is responsible for various tasks concerning trophies for the entire National Specialty to include all venues including Conformation, Obedience/Rally, and Agility etc.

The Trophy Chair should ask the Obedience/Rally and Agility Chairs if they want to give the same type trophy as conformation. Remove JUDGES GIFTS: from application and move to part of job description for Trophy Chairman

Here are the duties of the Trophy Chair: 20080414-23-E

1. Each year the Chair needs to solicit trophy sponsors for each trophy which can be via emails, since trophy expense is very significant and needs to be offset with donations. For sure, solicitations need to be targeted to the prior year's winner of that trophy since frequently the prior winner will donate the following year's trophy. It is APC policy that all trophy pledge sponsorships must be **PAID FOR** prior to the deadline for submission of sponsors for the APC catalog. If the sponsor has not fulfilled his pledge, then that sponsor's name is removed, and another donor is sought as a sponsor for that trophy.

2**. Descriptions of all trophies offered must be submitted completely and accurately for the premium list.**

3. It is the Trophy Chair's job to obtain price comparisons, select and purchase the National trophies.

4. Identify trophies about a year before the National. The latest the trophies should be chosen is by Sept/Oct of the preceding year.

5. As the show approaches, mark the trophies, transport the trophies to the show site, set up the trophy table and display the trophies (be sure there are adequate draped tables for display and setup for all the regular trophies). Arrangements must be made for specific trophies to be present at each site where offered (obedience, agility, and conformation). **The Perpetual & Challenge trophies must be displayed on a separate table outside the ring. They are only there for pictures and may not be presented in the ring. See Perpetual & Challenge trophy chair for those trophies.**

6. The trophy chair needs to receive the Challenge and Perpetual Trophies that have been transported to them from the previous year. Obtain the winners' information from the previous year and make sure the engraving has been done. The trophies must be unpacked, identified, and polished, and arrangements must be made for them to be taken to the show site. If any of the challenge trophies are damaged or appear missing, immediately contact the VP about repair or locations. The previous year's chair should advise the next year's chair if any trophies have been retired. Make arrangements before the show about how the challenge and perpetual trophies will be transported to the next venue if the winner does not take them home by talking with the Show Chair or the next year's trophy chairperson. Trophies should be sent within 30 days of the Show.

7. After the event, the trophies need to be carefully packed and, according to prior arrangements, transported or shipped to the next venue. Talk with the Show Chair AHEAD OF TIME to determine if you can leave the trophies overnight at the hotel in a locked room and have them removed first thing in the morning. This is not always possible, so be prepared with helpers to carefully pack/label the trophies and have them stored somewhere safe overnight. You will have leftover trophy items (no matter how judiciously you have ordered), so it's best to have them packed following class judging and determine in advance who (either Show Chair or VP) will keep the residual trophies. It is important that those items be transferred into that person's possession, as they are not shipped onto the next venue.

8. Guidelines and Tools:

a. The previous year's catalog will list the Challenge Trophies and is a good guide for the current National:

b. Attached a sample trophy list which lays out the numbers of trophies required by each class and event along with an estimation of the costs for such trophies and a projection. (See Appendix lll, List of Trophies needed for the National Specialty

c. A guide of what might be appropriate to request for each trophy follows:

- Best of Breed - $150.00
- Owner – Handled Best of Breed - $100.00
- Best of Opposite – $150.00
- Best of Winners -$125.00
- Select Dog/Select Bitch – $75.00
- Winners Dog/Winners Bitch -$100.00
- Reserve Winners Dog/Bitch – $50.00
- Best Veteran, Best Bred By, Best Puppy, Best in Field, Best Stud Dog, Best Brood Bitch, Best Generation, Best Brace -$50.00
- Each Class (1-4) - $40.00
- Award of Merit – $20.00 ea
- Obedience & Rally High in Trial - $125.00
- Agility High in Trial – Regular & Preferred - $125.00
- Best in Sweeps & Veteran Sweeps - $40.00
- Best of Opposite in Sweeps & Veteran Sweeps - $35.00
- Best in Futurity - $40.00
- Best of Opposite in Futurity - $35.00
- Best in Maturity - $40.00
- 4-6 Month Puppy Class – BOB and BOS - $15.00

Trophies for National Specialty

All top Placing Trophies should be in standing with the quality of a National Specialty. They should be unique in the sense that they would carry the APC Logo, A Pointer or something unique to a Sporting dog. Custom art would be acceptable without the club logo. Commercial goods such as grooming equipment, leashes or other small items, which cannot be embroidered or engraved with the APC logo, would be least acceptable. **The quality and cost of the trophies should be equal to the donation to that trophy (figure in the cost of shipping, engraving etc)**

There should be Trophies for the following but not limited to. Best Of Breed, Best Of Opposite Sex, Best of Winners, Winners Dog, Reserve Winners Dog, Winners Bitch, Reserve Winners Bitch, Select Dog, Select Bitch, Awards of Merit, Best Puppy from Regular Classes, Best Bred By Exhibitor, Best Veteran, Best Junior Handler, Reserve Best Junior Handler Best in Sweepstakes, Best Opposite in Sweepstakes, Best in Veteran Sweepstakes, Best Opposite in Veteran Sweepstake, Best in Futurity, Best of Opposite in Futurity, Best in Maturity, and the 4-6 Month Puppy Class. The First through Fourth places should also be unique in the sense that they would carry the APC Logo, A Pointer or something unique to a Sporting dog. Custom art would be acceptable without the club logo. Commercial goods such as grooming equipment, leashes or other small items, which cannot be embroidered or engraved with the APC logo, would be least acceptable. Should there be concerns over the Trophy selection the Trophy chair should refer to the Board for direction. **20081008-56-B** A trophy for the winner of the National Owner Handled Series must also be given.

SEE APPENDIX IV for Rules for Award of Merit

SEE APPENDIX X for complete list of trophies needed for the National Specialty

GENERAL TROPHY FUND: Any financial donation is welcomed.

9. Crufts Invitation

Crufts Invitation **– Download the invitation from the AKC website. Go to "Club & Delegates". Search Crufts Form. Scroll down to QUALIFYING AWARD CERTIFICATES. Print Invitation.**

The following are eligible to receive the invitation to Crufts: BOB, BOS, Grand Champion Select Dog, Grand Champion Select Bitch, Award of Merit Winners and Best Bred By. You should preprint the certificates with all the information typed in except for the name of the dog receiving the certificate. Write in the name of the dog before presenting the certificate. Be sure to include a copy of the "Guidance Notes for Entering Crufts".

SEE APPENDIX XI for Sample Invitation to Crufts

10. LAST BUT CERTAINLY NOT LEAST

BE SURE TO SEND THANK YOU NOTES TO ALL THAT DONATED TO THE TROPHY FUND. This can be done as the donations are received or after the conclusion of the specialty. Emails are just fine, but if it is a special trophy a handwritten note is always appreciated.

K. RIBBONS CHAIR

Ribbon awards at any APC National Specialty Event or National Championship – including class/stakes placement, "Best of .....", high-scoring, sweepstakes, futurity/maturity, and qualifying scores or awards of merit in obedience, rally, agility and hunting test/field trials BE: at a minimum a three-streamer rosette no less than 18" in length for top awards and a minimum of 3 streamer for all other placements. **20060906-25-E**

The quality of ribbons is very important to our exhibitors as important keepsakes. There should be at least three streamer Rosettes. **The Ribbons Chair is responsible for all ribbons associated with all the National Specialty events.** Ribbons must fit AKC color guidelines and match descriptions in the premium list. The superintendent or show secretary may be able to furnish ribbons, but most likely, ordering these separately will be more profitable. Our ribbons have been ordered from Centaur Awards for many years. Leftover ribbons can have the center streamer ordered and replaced on the ribbon.

The ribbons chair is responsible for getting all ribbons to the proper rings/venues and in proper condition.

The ribbons chair also orders Judges' ribbons/badges if necessary.

The Ribbons Chair is also responsible for all performance and companion Qualification ribbons associated with Agility, Obedience, Rally, and the Field Trial/Hunt Test Ribbons. Be sure to check with the Field Trial secretary to see what leftover ribbons he/she has.

SEE APPENDIX XII for the list of ribbons required for the National Specialty. **AT THE END OF THE SHOW, ALL LEFTOVER RIBBONS MUST BE SENT/GIVEN TO EITHER THE NEXT RIBBON CHAIR OR SHOW CHAIR**

Parade of Titleholders Guidelines

Eligible: AKC registered Pointers who have received at MINIMUM one AKC title.

The Parade of Titleholders will take place at the National Specialty each year. The Show Committee/Chair will determine the date and time and will be at a selected time to optimize audience participation as much as possible.

The Ribbon Chairperson will include a "minimum" Parade of Titleholder ribbons order in the Ribbon Order for the National Specialty calculated on or before December of the prior year. The Ribbon Chair should contact Ribbon Company to determine the final date that entrants' names should be provided and adjust the number of ribbons needed. This will set the deadline for Parade participant entries.

All entries will be made on the APC website under the National Specialty banner using Membership Works. No

other forms of payment/entry will be accepted. The website will be updated each year with a current year form which allows a fill-in entry and a 50-word or less biography of the dog. The biography only may include non-AKC titles. The Parade chair has the right to edit any biographies to limit words.

No entries will be refunded or cancelled after the deadline date for entries. No ribbons/souvenirs will be mailed if the dog/owner is absent.

The Parade Chairperson will have dogs/handlers enter the ring one at a time. Entrants will receive a rosette with the APC logo/National Specialty Logo and will have the dog's registered name and titles on a streamer. The dog's biography will be read with a microphone system and the dog/handler team will circle the ring. After all entries have individually circled the ring, all entries will do one more go around together.

The Parade of Titleholders is open to all AKC registered Pointers who have earned a MINIMUM of one or more AKC titles.

Include a brief (50 words or less) biography about your dog with your entry. Because the Parade is not an AKC event, non-AKC titles may only be included in the write-up. The Committee reserves the right to edit submitted words. Entries will be accepted until February 1, 2025. Each entered dog will be honored with a beautiful rosette. For more information, please contact: Diane Townsend: townsend_diane@frontier.com

Entry deadline: February 1, 2025
No refunds or cancellations after the entry deadline.
No ribbons will be mailed. If for some reason you are not able to attend, please make arrangements for a friend to pick it up for you.

PARADE OF TITLEHOLDERS ENTRY FORM

Dog's Registered Name (including AKC titles):

Call Name: Date of birth:

AKC Reg#:

Breeder(s):

Sire:

Dam:

Owner(s) Address:
City/State/Zip Phone:
Email:

All parade entries must be ambulatory
Entry Form and Dog's Bio with $25 entry fee must be received by: February 1, 2025. Date can change yearly depending on the time of the National.(A confirmation email of your entry will be sent to you)

L. SHOW WAYS & MEANS CHAIR – Apparel Chair

This committee Chairman is responsible for identifying and sourcing the items offered for sale at the National. Additionally, the chair along with committee members will be responsible for taking merchandise orders, packing and shipping of the orders and managing the sales at the show site. When the National is over, all unsold items will need to be inventoried and made available to the online store for sale unless otherwise directed by the Show Chair/APC BOD.

1.Preliminary Work

The Ways & Means Chair in coordination with the Show Chair, will decide what items will be offered for sale. Allow the experience of past National sales to guide you in determining popular items, sizes and numbers sold.

The Show Chair will have original artwork in sizes needed for digitizing the logo that will be required for embroidery and screen printing.

Procure several bids including shipping, if necessary, before deciding on a supplier. Make sure you check their delivery record with previous customers.

You want to extend the delivery date as far as possible so as not to carry the inventory for any longer than possible.

Place the order.

2. Getting Ready for Sales

Prepare a list of the items, including colors and sizes, that will be for sale along with the prices for the Website. Set a deadline for pre-orders, usually three weeks prior to the show. If the items are to be mailed, make certain that a delivery cost is included for each item. All other pre-orders can be picked up at the Ways & Means table at the National. The Ways and Means Chair will receive all orders. Payment can be made on the website.

If logo items arrive before the show, the preorders should be pulled and bagged for mailing or pick up.

3. Show Sales

This is straightforward: salespeople must be present with a cash box, change, price lists for posting, calculator, pens, paper, etc.

Set up the table with the items arranged by size and color.

It is important that this table has plenty of volunteers to staff it during the show hours and maybe during social events if the location of the sales table is favorable for sales.

At the end of the day all monies should be turned over to the Apparel Chair. Make sure you keep an accounting of each day's sales

4. Winding Down

Based on a predetermined plan the leftover merchandise should be packed in an organized fashion and delivered to the identified storage space.

A report of sales and suppliers utilized, including details of sizes and colors sold, should be prepared for the Show Chair and for use by the future Show Chairs and VP.

SEE APPENDIX XIII for sample order form.

M. SHOW TREASURER / APC TREASURER

1. **Only the APC Treasurer may sign any contract associated with the National Specialty.**

The APC Treasurer is responsible for preparing the proposed budget, which is presented as part of the complete specialty application.

2. The Treasurer forwards all pertinent information regarding special orders (Catalogs, Dinners, Trophy donations, etc.) to the Webmaster for placement on the Website.

3. Any income from APC members must be reflected on their accounts using Membershipworks or any other current membership software.

4. The NS Show Chair should give the Treasurer ample notice of any payments related to the NS and/or checks that need to be provided. The Futurity Chairman should also provide the Treasurer with Futurity/Maturity payments due at the NS.

5. The Treasurer should collect all income from the NS, including but not limited to the annual Dinner, Auctions, both Silent and Live—catalog Sales, Payment of Judges, Raffles, Ways & Means, and Field Dinner and Auction. No monies are to be collected by NS Chairs. All forms of payment should be directed to the Treasurer and paid via Website, Check, PayPal, or cash. Cash collections for Raffles, catalogs, and apparel can be turned over daily to the Treasurer. Any payments for combined services should reflect such.

6. The Treasurer will ask that in the event that checks are received which include several items (catalog, logoed items) it be noted on the check what the amount covered.

7. Most of the time the Treasurer tasks at the national is just common sense and trying to be aware of when checks will be needed and what can be done ahead of time – like the futurity/maturity checks, flat rate judging, and then being available to write the others when presented with the "bill".

8. **In the absence of the Treasurer per the Constitution the President can also sign checks.**

N. VENDOR CHAIR

The Vendor Chair is responsible for the following:

1. Along with the Show Chair and Grounds Chair, locate the appropriate vendor space at the show site and determine how many vendors could reasonably be accommodated.

2. Determine the size of each vendor space and the rental fee. See Vendor Contract. **When determining the rental fee any charge for electricity should be added on as an extra cost. There will be those vendors that do not need electricity.**

3. Select the vendors. A logical place to begin would be previous vendors, especially those who have been popular; however, it is always good to have some new ones. Look to major companies who frequent shows and have Pointer related merchandise. Do not overlook local vendors who may have unusual merchandise to offer. Artists are usually popular.

4. Determine the deadline for vendors to reserve space.

5. No charge for APC Regional Clubs if the club supplies their own table. If they do not supply their own table a nominal fee will be applied. APC Ways and Means table is at no charge.

6. Vendors are responsible for showing that they have all the required business permits from State and Local governments.

7. Be on site when the vendors are setting up and be available during the entire national to answer questions and be of general assistance.

8. Check for left behind items and trash when the event is over. Determine who is responsible for trash removal, through consult with hotel or show facility officials.

SEE APPENDIX XIV for Sample Vendor Form

O. JUDGES EDUCATION CHAIR

The Judges Education chair should be familiar with AKC judges' guidelines as to ensure that prospective judges receive full credit with the AKC.

Seminars: Supply to AKC and APC a list of National Specialty and Parent Club approved seminars and mentors for publication.

Judges Education must be presented in the following stage format.

Two-hour study group is based on the APC approved PowerPoint presentation. They are also provided a packet containing al APC approved materials.

1. Give current AKC exam. Grade and send to AKC.
2. Ringside Mentoring should supply judges with at least one mentor per 2 (prospective) judges. The Mentors are available at National Specialties for a minimum of two days of judging. Mentors are encouraged to spend time with multiple judges.
3. Present Certificate of Completion. Prospective judges have attended the APC Judges Education Seminar and Hands on Workshop held in conjunction with the National Specialty.

Preparation notes:

Classroom: The Judges Education seminar is given by the Education Chair or a person chosen from the mentor's list who has attended a seminar in the previous two years and has signed and agreed to present according to APC standards. On the day preceding Best of Breed the in-class seminar is held. The Show Chair is responsible for deciding on a room to hold approximately 20 people in classroom style. The presentation includes a PowerPoint presentation, which will require a screen from the hotel, along with the use of a PC and digital projector, which the Club will provide.

Ringside Mentoring:

A roped-off, marked, and designated judges' education area is necessary. Judges' education mentoring may occur during the day before and prior to Best of Breed judging. The requirements are 20 reserved chairs ringside for prospective judges and Mentors.

P. BREEDERS EDUCATION:

1. Judges Education Chair is responsible for arranging the Breeders Education Seminar.
2. This event must be education, and should be, but not limited to:
   a. Guest Speaker
   b. Panel discussion group
   c. Standard seminar format
3. In all cases there should be time allotted for interaction and discussion by breeders.
4. This seminar should not be used as an evaluation of Breeders stock or practices.
5. This seminar should not be used for Health issues.

Q. AWARDS CHAIR (VP OR DESIGNEE)

The Annual Awards are offered exclusively to APC members (who reside in the US) and may only be claimed by members in good standing with the Club at the time the trophy is awarded. They are presented at the annual awards banquet. Trophies should be present at the trophy table so that they may appear in the winners' picture.

Coordinate with the all the chairs of the various venues (Plaques chair, Certificate chair, Field Statistics Chair, Obedience/Rally Statistics Chair, Versatility Chair and Multi-Venue Pointer Chair to get a list of the proper names of owners and their dogs.

2. Prepare the list of the National Specialty Winners for the President for the Awards portion of the Annual Banquet.

4**. SEE XV** a suggested format for the Awards Dinner.

R. PUBLICITY CHAIR

Responsible for all the information sent to the membership via the website, Facebook. Information for all aspects of the Specialty should be posted on the Website no later than September 30th of the previous year.

S. Chief Ring Steward

The Chief Ring Steward does not need to be a member of the APC.

The Chief Ring Steward will not show dogs at the Specialty.

Duties of the Chief Ring Steward are to arrange for stewarding the Futurity, Maturity, Sweepstakes and Breed competition during the Specialty. Coordinate with the Trophy Chairman to make sure that all trophies are ringside, coordinate with Futurity/Maturity Chair and Superintendent/Show Secretary that all prize monies are ringside. The Chief Ring Steward will be familiar with AKC Rules and Regulations and the AKC Dog Show Steward's pamphlet. It is recommended that the Chief Ring Steward have personal copies of Rules (Show, Obedience, Junior showmanship, Judge's rules and Procedures, Stewards, dealing with Misconduct, etc) available for reference purposes if necessary.

T. Catalog Chair

Responsibilities include taking orders for presale of catalogs, catalogs to be marked and mailed, and selling catalogs during the National. Preordering can now be done through the website under the National Specialty title.The week before the specialty please ask the Treasurer for a list of those people who preordered. Supply pencils or pens for marking the catalogs. **At the conclusion of the show give/send a completely marked catalog to the APC Historian. Start selling catalogs ½ hours before beginning of the show. Do not rely on the Superintendents published results to mark catalogs. Get the results from the judges book at the judges table or the marked sheets at the Superintendent's table.**

U. Auction Chair (Live and Silent)

Arrange for donations to be auctioned, listed, and advertised. Auction Chair will act as auctioneer.

V. Raffle & Fund-Raising Chair

Arrange raffles during the year preceding the National, but not to take place before the conclusion of the previous years' Specialty and at the National itself. Arrange for donations of items to hold a raffle the National Specialty if the committee decides to have a raffle. **20170914-37-BM No fundraisers or raffles are to be held by any APC committee or member for two months prior or one month following the APC National Specialty without the approval of the National Specialty Committee.**

W. Catalog Advertising

Chair is in charge of receiving the ads and getting them camera ready and forwarding to the Show Secretary/Superintendent. The following APC motions must be adhered to. Outside back cover of National Specialty catalog be reserved for corporate sponsorship, unless not contracted. If no corporate sponsorship, back cover will remain blank or for Club use. **20150312-10-BM** Catalog Ad price for National Specialty at $100 for inside front and inside back covers. **21030725-42-PM**

Board Approved: 12/13

Updated – 8/28/24

APPENDIX I: Sample of Hotel Room Nights As Contracted From Previous Specialties

Wisconsin – 2011

GUESTROOM BLOCK:

	Standard Resort Accomodation	King 2 Room Non-Smoking	Queen 2 Room Smoking	Total
Friday 5/6/2011	0	1	1	2
Saturday 5/7/2011	0	1	1	2
Sunday 5/8/2011	0	1	1	2
Monday 5/9/2011	2	1	1	4
Tuesday 5/10/2011	23	1	1	25
Wednesday 5/11/2011	43	1	1	45
Thursday 5/12/2011	43	1	1	45
Friday 5/13/2011	43	1	1	45
Saturday 5/14/2011	33	1	1	35

205 Total Room Nights

California - 2012

Day/Date		04/24/2012	04/25/2012	04/26/2012	04/27/2012	04/28/2012	04/29/2011
$109.00	Standard Double Queen/King	32	32	32	32	32	Check out
$109.00	1 Room Suites	0	0	0	0	0	

$00.00	McClellan House	1	1	1	1	1	
$129.00	1 Room Cottage	4	4	4	4	4	
$175.00	3 Room Cottages	1	1	1	1	1	
$175.00	4 Room Cottages	2	2	2	2	2	
TOTALS		40	40	40	40	40	

Pennsylvania – 2013

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date of Stay	4/15/13	4/16/13	4/17/13	4/18/13	4/19/13	4/20/13
Quantity of Rooms	15	35	50	50	50	50

APPENDIX II: Bid Application

The Bid Application should include: Cover Letter, Show Committee Members and Regional Club Affiliations, Details of the Host Hotel Site. The Proposed Hotel Contract, the Proposed Event Schedule, and the Proposed Budget Summary. Samples of the Details of the Host Site, The Proposed Event Schedule, the Proposed Budget Summary and suggested Timeline are included in this **Appendix VI**

Application must be completed in full before being submitted.

APPLICATION TO HOST A NATIONAL SPECIALTY

Date of Specialty _____

Exact Location _____

_____

Show Chairman _____

Asst Show Chairman _____

Show Secretary/Superintendent _____

Agility Chairman _____

Obedience/Rally Chairman _____

Field Trial/Hunt Test Chairman _____

Trophy Chairman _____

Hotel Liaison _____

Hospitality (Includes Welcome Party) _____

Banquet Chairman _____

Publicity Chairman _____

Catalog Advertising Chairman _____
Catalog Chairman _____
Chief Ring Steward _____
Auction Chairman _____
RV Chairman _____
Vendor Chairman _____
Ways & Means Chairman _____
Fundraising & Raffle Chairman _____
Futurity Chairman _____
Grounds Chairman _____
Ribbons Chairman _____
Judges Ed Chairman _____

In addition, the following is required

Other shows in the area

_____

Location of nearest airport

Hotel Headquarters

Emergency Information

Conformation/Agility/Obedience & Rally

Hospital:

Police: **Fire Dept.**

Ambulance/EMS

Veterinarian (on call)

24 Hr Vet – Animal Emergency of Hernando

Field Events

Hospital:

Police Dept: **Fire Dept**

Veterinarian:

Proposed Host Sites

Conformation, Obedience & Rally:

Field/Hunt:

Field Trial/ Hunt Test APC Specialty application can be found on the website under guidelines. Thee are two forms at the end of the Performance Guidelines that must be filled out.

Agility:

Other breed shows in area, including names, dates and location, and whether or not they are to be supported by the APC.

Proposed Agility Show Secretary (if necessary)

Attachments:

- Proposed Contract with Hotel/Show Sites
- Details of the Proposed Host Sites – Attachment One
- Proposed Budget Expenses – Attachment Two
- Proposed Show Secretary/Superintendent's Contract
- Proposed Field Events Application

DETAILS OF THE PROPOSED HOST SITES

Dates Proposed for National	
Host Hotel	
Number of rooms:	
Estimated room rate:	
Nearby hotels and rates charged:	
Has Host Hotel had dog shows before	
Satellite shows (if any) and dates:	
Will show be held at Hotel? – If so, cost or ballrooms, seminar and clinic rooms – if not cost of show site:	
Room night guarantees?	
Cost of not making guarantees?	
Meal/Bev guarantees?	
Cost of not making guarantees?	
Cancellation requirements/Costs?	
Indoors or Out (Obedience/rally, Agility and Conformation)?	
Size of Rings (Con, Obed/Rally,Agility) & type of ring surface	

Space available for Vendor Booths	
RV parking at Show site? Number, Hookups, Proximity	

American Pointer Club

Sample Estimated Specialty Budget

INCOME		**EXPENSES**	
Agility Entries	$0	Advertising and Forms	$0
Agility Trophy Donations	$0	Agility Judging Expense	$0
Annual Silent & Live Auction	$0	Agility Ribbons	$0
Breakfast Hospitalities	$0	Agility Trophies	$0
Catalog Advertising	$0	Agility AKC Application Fee	$0
Catalog Sales	$0	Catalog Advertising Costs	$0
Entries – Conformation	$0	Conformation Judging Fees	$0
Field Event Auction	$0	Conformation AKC Application Fee	$0
Field Event Meals	$0	Exhibitor Gifts	$0
Field Event Trophy Donation	$0	Field Event Rosettes/Awards	$0
Field Trial Entries	$0	Field Event-grounds/birds/meals	$0
Hunt Test Entries	$0	Field Event Judges Expense	$0
Meals/Banquet/Lunches	$0	Field Event – AKC Application Fee	$0
Conformation Trophy Donations	$0	Ground Expense – Tent, etc.	$0
Obedience/Rally Entries	$0	Photographer Expenses	$0
Raffle/Fund Raising	$0	Raffle/Fund Raising	$0
Way & Means – Logoed Items	$0	Rally AKC Application Fees	$0
		Rosettes/Ribbons	$0
		Shipping/Handling	$0
		Show Secretary Expenses	$0
		Trophy Expense	$0
		Ways & Means – Logoed Items	
		Obedience/Rally AKC Application	
		Agility Judge Fee	
		Obedience/Rally Judge Fee	

This is a sample of the estimated budget the APC Treasurer will provide the show chair when the application is presented to the APC Board for consideration.

APPENDIX III: Award of Merit, Owner-Handled Series, Generations Class, Parade of Champion, and Award of Merit Rules and Regulations for Premium List

AKC OWNER-HANDLED SERIES:

(Remember to check the box at the bottom of the entry form)

Owner-Handled Series is a non-titling competition for dogs that are exhibited by their owners that are not professional handlers.

All dogs that are owner-handled and are not owned, or exhibited by professional handlers* meet the requirements for this competition. Exhibitors must declare their dog is Owner- Handled eligible at the time of entry using the check box on the entry form. Eligible dogs will be identified by an asterisk in the steward's book & the catalog. **Dogs must be handled throughout the breed level competition for the regular show by an eligible owner. Professional handlers, household members and current assistants** to professional handlers may not exhibit the dog in this competition.**

Owner-Handled Best of Breed/Variety will be selected from the dogs that are eligible to compete in the Best of Breed/Variety competition including Winners Dog, Winners Bitch and winners of the non-regular classes

**Professional handlers are defined as any person who belongs or has belonged to a professional handlers' organization, distributed rate cards, or otherwise advertised or represented themselves as handling dogs for pay.*

*** A current assistant is defined as anyone employed by a professional handler on a full-time basis, or, assisting a professional handler at the show or any show during the cluster/weekend.*

• If the Best of Breed/Variety winner is Owner-Handled competition eligible, it will automatically be Owner-

Handled Best of Breed/Variety and be eligible to compete in both the regular as well as the Owner-Handled group.

• If the Best of Breed/Variety winner is not eligible for Owner-Handled competition and the Best of Opposite Sex to Best of Breed/Variety is eligible, the Best of Opposite Sex to Best of Breed/Variety will compete against the eligible exhibits of the other sex to determine Owner-Handled Best of Breed/Variety.

• If neither the Best of Breed/Variety nor the Best of Opposite Sex to Best of Breed/Variety are Owner-Handled competition eligible and Select Dog & Select Bitch are both eligible, the judge is to choose Best Owner-Handled exhibit from the Selects and eligible Winners Dog or Winners Bitch.

• If one of the Selects is eligible, excuse all Champions and non-regular class winners of the same sex and then choose Best Owner-Handled exhibit from the remaining dogs of the opposite sex including the eligible Winners.

• If the regular show Best of Breed/Variety, Best of Opposite Sex to Best of Breed/Variety, Select Dog & Select Bitch are not eligible, the judge may choose any eligible dog who competed in Best of Breed/Variety including Winners Dog or Winners Bitch as the Best of Breed/Variety for the AKC National Owner-Handled Series.

• If the Best of Winners is eligible, the other Winners are ineligible since it was defeated.

The breed will not be represented in the Owner-Handled Group if there is no eligible dog competing in the Best of Breed/Variety or in Best of Winners competition.

• No class dogs other than the Winners Dog & Winners Bitch are eligible to return to the ring.

GENERATION CLASS:

The Entry: Each Entry will consist of three specified Pointers, dogs and/or bitches, from 3 consecutive generations. I.E. Sire-son-grandson, Sire -son-granddaughter, Sire-daughter-grandson, Sire-daughter-granddaughter, Dam-son-grandson, Dam -son-granddaughter, Dam-daughter-grandson, Dam-daughter-granddaughter, as long as they are direct descendants.

THE GRANDSIRE OR GRANDDAM is actually the primary dog/bitch entered on the entry form. The grandsire and/or granddam may be neutered or spayed, unless they are representing another Generations entry as a sire and/or dam or get. The grandsire or granddam should have "Generations" noted in the "additional entry" portion of the AKC entry form. The dogs representing the grandsire/granddam must be listed on the Generations Entry form and attached to the regular AKC entry form. The grandsire/granddam do not have to be entered in any other class unless they are representing another unit (entry) as a sire/dam or the get of the sire/dam.

Restrictions: You may not double enter this class with the same representative. A puppy or its littermate/repeat breeding may represent only one unit (entry) from the same direct descendants. In other words, you may not enter the same combination of grandsire/granddam, sire/dam and have their puppy representation be either the same puppy, the puppy's littermate, or a puppy from a repeat breeding.

Generations Class Judging:

- The entry is judged as a unit, with no one outstanding individual outweighing the quality of the others.
- All are judged on how well they represent the ideal of the breed standard, quality and consistency.
- The quality of the dog should meet or exceed that of the previous generation.
- The judge may make allowances for the expectations based on a dog's age.

Generations Class Entry

All dogs entered in the Generations class except the grandsire and/or granddam must be entered in another Regular or Non-Regular class at this show. If the grandsire and/or granddam are representing another Generations Class either as a Sire and/or dam, then the grandsire and/or granddam MUST BE ENTERED in another Regular or Non-Regular class at this show. The dogs making up this class are as follows;

#1 A dog or bitch.

#2 A dog or bitch that is the son or daughter of dog #1

#3 A dog or bitch that is a son or daughter of dog #2

Complete this separate form and attach it to the Official AKC Entry form for each Generations Class entry (3dogs). It is to include ALL particulars on each of the 3 dogs making up the entry. All information will be listed in the catalog. If more than one owner please coordinate with the other owner(s) so that only one form/entry is sent per 3 dog unit/entry.

Dog #1 (oldest of the 3, either sex)

Name:_____

AKC#:_____Date of Birth: _____

Breeder: _____

Owner: _____

Sire: _____

Dam: _____

Dog #2 (Son or Daughter of #1)

Name: _____

AKC#:_____Date of Birth: _____

Breeder: _____

Owner: _____

Sire: _____

Dam: _____

Dog #3 (Son or Daughter of #2)

Name: _____

AKC#:_____Date of Birth: _____

Breeder: _____

Owner: _____

Sire: _____

Dam: _____

AWARD OF MERIT:

At the Judge's discretion, an Award of Merit may be given to 10% (rounded upward) of those competing for Best of Breed. The 10% figure shall be based on the number of dogs in the ring at the time of Best of Breed judging. Count to be taken before judging begins. The Award of Merit winners will be selected after the Best of Breed; Best of Opposite Sex to Best of Breed; Best of Winners; Select Dog and Select Bitch awards are made. All dogs remaining in competition are eligible for an Award of Merit. **20180614-22-BM**

PARADE OF CHAMPIONS

The following must appear in the premium list if the Parade of Champions is being offered.

Any Pointer with an AKC title may be entered in the Parade of Champions. The entry form must indicate "Parade of Champions". Each entrant will receive an imprinted commemorative rosette.

Parade entries are $20 each and are to be sent to the Show Secretary on the show entry form. In addition, a description of the dog's achievements will be read while the dog is presented. A brief owner-provided biography (100 words or less, please) must be emailed to **(Insert name of Chief Ring Steward)** at **(Email of Chief Ring Steward)** or given to the steward ringside.

APPENDIX IV: APC Board Approved Entry Fees

APC may offer any class at the National which AKC offers. **20070913-05-X**

* Entry Fees: As follows unless authorized by the Board. **20071204-100-E**

National Specialty Events: The Twelve-to-Eighteen Month class will be further divided into two age groups consisting of twelve month of age and under fifteen month, and fifteen months of age but under eighteen month of age.**20100120-02 PM**

First Entry of Each Dog $35.00 **20161110-53 BM**

Each Additional Entry of Same Dog $20.00

Puppy Classes 4-6, 6-9 & 9-12 months $25.00 **20210209-07 PM**

Bred By Exhibitor – Puppy - $25.00 **20230517-32 PM**

Bred By Exhibitor Adult $25.00 **20230517-32 PM**

Sweepstakes Classes – Puppy & Veteran $20.00

Junior Showmanship as a first or additional entry FREE **20120425-20 BM**

Veteran Dog & Veteran Bitch Classes $35.00

Field Trial Dog & Field Trial Bitch - $35.00

Hunting Dog & Hunting Bitch Classes $35.00

Brace & Generation Classes - $35.00

Stud Dog & Brood Bitch as second entry $20.00

Futurity & Maturity Classes $20.00

Parade of Champions and Titleholders $25.00 **20190711-14 BM**

Obedience/Rally and Agility 20080331-20-E - First Entry of Each Dog $35.00 Each Additional Entry of Same Dog $20.00 **20100120-04 PM**

American Pointer Club

INCIDENT REPORT

Date: _____Event: _____

Location: _____

What happened?

Injured Parties (people, animals) [include contact information, name, address, phone number, email address, cell phone number]:

Were emergency personnel called (911)? ___ Yes ____ No If no, why not?

Responding unit:

Did the injured person require medical attention? ___ Yes _____ No If no, why not?

Witnesses [include contact information, name, address, phone number, email address, cell phone number]:

Digital photos taken? _____ Yes _____ No If no, why not?

If yes, who has the photos? [Include contact information, name, address, phone number, email address, cell phone number]:

Did the injured person decline medical attention? ____ Yes _____ No

If yes, the injured person must agree to the following statement and sign it.

I am the party injured in the above-described incident. Medical attention has been offered to me and I declined the same.

_____

(Signature)

_____

(Printed name)

_____

(Address)

_____

(Phone and Email address)

Event chair and contact information:

Additional comments:

Form completed by: _____ Date:_____

APPENDIX VI: Time Line

TIME **LINE Two Years Prior**	Verbal	Contract
Submit **complete** application to the VP of the APC for presentation to the APC Board at the Annual Board Meeting –		
Secure Grounds for Field Trial/Hunt Test		
Nomination form for conformation judges will be sent to membership by the Recording Secretary. Recording Secretary will send out final ballot to Membership.		
APC President will secure the judge for Breed, Sweeps and Futurity Agility Chair and Obedience/Rally chair secure their judges		
Contract and secure the services of the Photographer		
Eight Months Prior		
Send completed AKC applications to the Vice President for signature & sub-mission to the AKC. Applications can be found on www.akc.org > Events > AKC Events Club Info for Conformation & Obedience and AKC Rally Events Application		
Finalize logo		
Begin soliciting trophy donations and begin advertising.		
Put all Specialty information on the Website. Deadline for website is Sept. 30 of previous year.		
Trophies should have been decided		
Start Advertising the event		
Beginning getting donations for silent auction, welcome bags. Contact Dog food companies for samples, etc.		
Send out letters to previous year's winners for donation to the Trophy Fund		
Start working on Premium List		
Confirm that arrangements for all equipment for the event have been made tent, chairs etc.)		
Six Months Prior		
Catering arrangement should be made if necessary.		
Contact winners of any multiple-win trophies to be sure engraving has been done and trophy is polished.		
Start getting donations from the general membership for trophy donations		
Start fund raising – raffle item, etc. May begin raffle shortly after previous specialty		
Four Months Prior		
Check with Chamber of Commerce to provide handouts for the welcome bags		
Premium List is completed. Start working on Catalog. Get all judge's pictures and Bio for		

Catalog. Write Show Chair letter for catalog. Send all this to Show Sec/Superintendent.		
Order all ribbons for the show		
Advertise all Logoed items for purchase.		
Contact Judges in order to make hotel reservations See appendix XVII		
Six Weeks Prior		
All catalog information must be sent to the Show Secretary at the close of entries		
Ensure trophies are ordered and on their way		
Keep in touch with caterer about any changes ifnecessary.		
Arrange for early morning set-up to accommodate exhibitors		
Notify local press and media of the event to be held.		
Review each committee's assignment and finalize reporting times.		
Secure volunteers for various duties		
At Close of Entries		
Make sure all information necessary (other than entries) has been sent to Show Secretary for inclusion in the catalog		
One Week Prior		
See that judging programs have been mailed to judges, the chief ring steward and the AKC		
Ensure that the grounds will be ready, grass mowed, water available, tables and chairs for ringside arranged for, etc. Be sure to add enough chairs for Judges Education participants ringside.		
First Morning of Show		
Tape off area for Judges Education ringside. Start selling catalogs ½ hr. before starting time. Be sure you have the following ringside- Microphone, water and small candies, etc for the judges. Water outside the ring for participants. Inside the ring – table and at least three chairs. Trophy and ribbon table just outside the ring. **Remind each judge to write a brief synopsis of their judging assignment for Pointer Points.**		
AFTER THE CONCLUSION OF THE SHOW		
Write a brief summary of the event for Pointer Points **Make sure Pointer Points Editor receives copies of winners pictures from Photographer and the results of all the events.**		

APPENDIX VII: Welcome Bag Ideas

Information Packet

1. Schedule of Events – Include the location and starting times of all the meetings and seminars. Start times and ring location of conformation, obedience, and agility events. *
2. Schematic of hotel with meeting room locations if one is available.
3. Names, addresses and directions to local veterinarian and 24 hour emergency veterinarian. *
4. Name, addresses and directions to local hospitals. *
5. Lists of local grocery stores and pharmacies take out and sit down restaurants. *
6. List of stores for buying dog food and gas stations. *

Dog Waste Bags*

Local Chamber of Commerce Information

Dog Toy

Dog Food Samples

Human Treats - Candy, etc.

Bottled Water*

Plastic for under crates in hotel rooms

Items in Welcome Bags to be donated not purchased.

- **Must have in the welcome bag**

APPENDIX VIII: Sample RV Parking Reservation Form

Fee: $_____ per night

Deadline is _____

No reservations will be accepted unless accompanied by full payment.

Name_____ Telephone_____

Address_____

e-mail_____ Lic. Plate No_____

Type of unit ____Motorhome _____Trailer Length of unit_____

Tow vehicle ____Yes ____No

Slide outs ____Yes ____No If yes: ____Drivers side ____Passengers side

Date of arrival_____ Please park with*_____

*We will make every effort to accommodate your request; however we cannot guarantee that we can meet your request.

RV Chair Name_____

Address_____

Telephone_____

E-mail_____

APPENDIX X: Trophy List

AMERICAN POINTER CLUB TROPHY LIST

	Amount	Trophy	Donor	Payment
Regular/Non Regular Classes				
Best of Breed				
Owner – Handled Best of Breed				
Best of Opposite Sex				
Best of Winners				
Select Dog				
Select Bitch				
Award of Merit				
Winners Dog				
Reserve Winners Dog				
Winners Bitch				
Reserve Winners Bitch				
Stud Dog				
Brood Bitch				
Generations Class				
Best Puppy				
Best Veteran				
Best Veteran Dog				
Best Veteran Bitch				
Best Bred-By Exhibitor				
Best in Field				
Best Junior				
Reserve Best Junior				
Best Brace				
4-6 Month Puppy Class – Best Puppy				
4-6 Month Puppy Class- BOS Puppy				
1st thru 4th in each class				
Field Dog Classes				
Field Bitch Classes				
Hunting Bitch Class				
Hunting Dog Class				
Futurity				
Best in Futurity				
Best Opposite in Futurity				
1st -4th class placements				
Best in Maturity				
Specialty Sweepstakes Classes				
Best in Sweeps				
BOS in Sweeps				
1st thru 4th class placements				
Best Veteran in Sweeps				
Best Veteran BOS in Sweeps				
1st thru 4th class placements				

Agility					
High in Trial – Regular					
High in Trial – Preferred					
1st thru 4th in all class placements					
Rally					
High in Combined Score					
High Scoring – Advanced A / Ex B					
High Scoring- Triple Adv B /Ex B Master					
1st thru 4th in all class placements					
Obedience					
High in Trial in Obedience					
High Scoring Dog in Open B/Utility					
1st thru 4th in all class placements					

Total Collected $ -

General Donations			

Total General Donations **$ -**

Agility General Donations			

Total General Agility $ -

Obedience General Donations			
	-		

Total General Obedience $

Field Events General Donations			

Total General Field $ -

APPENDIX XI: Crufts Invitation

Invitations go to the following winners:

USA - Winners of Best of Breed, Best of Opposite, Awards of Excellence at the AKC Invitational, December 2016. **Additionally, Best of Breed, Best of Opposite, Grand Champion Select Dog and Bitch, Awards of Merit Winners (if offered) and Best Bred by Exhibitor (if offered), at one National Breed Specialty show per breed chosen by the parent breed club and agreed by the AKC.**

INFORMATION FOR THOSE WHO WISH TO ATTEND CRUFTS:

Crufts®

10th - 13th March 2016
9th - 12th March 2017

The NEC Birmingham, England

QUALIFYING AWARD CERTIFICATE

(Best of Breed, Best of Opposite, Best Bred-by-Exhibitor, Award of Merit and Grand Champion Selects)
for

CLUB AMERICAN POINTER CLUB

Crufts®

10th - 13th March 2016
9th - 12th March 2017
The NEC Birmingham, England

INTERNATIONAL QUALIFIER

Please complete this form in BLOCK CAPITALS and return this tear-off section with your completed entry form for Crufts **2016-2017**

DOG'S NAME:

QUALIFYING AWARD:

QUALIFYING SHOW:
2015 APC National Specialty

DATE OF SHOW:
May 23, 2015

All entries should be returned to:
Crufts
The Kennel Club
1 Clarges Street
London W1J 8AB
England

1. **Before you may enter your dog at Crufts Dog Show you will need to ensure that your dog complies with the UK government's requirements for dogs entering the UK without passing through quarantine. Full details of these requirements are available on the Kennel Club web site at www.the-kennel-club.org.uk. Be sure to start the testing procedures at least severn (7) months prior to the show.**

2. **Your dog will also need an Authority to Complete (ATC) in the UK. This may be obtained from the Kennel Club and, once again, details are available on the Kennel Club website sited above.**

3. **On acceptance you will receive an ATC number for your dog and this must be quoted on all entry forms and in all correspondence.**

4. **Your dog's qualification for Crufts is valid for the 2023-2024 shows.**

5. **Full details of Crufts show – including entry details – are available via the KC web site or from the Kennel Club at 1-5 Clarges Sreet, London, W1J 8AB, UK.**

6. **No dogs with cropped ears are eligible to compete at any Kennel Club licensed event – including Crufts. Norare dogs docked on or after April 6, 2007, eligible to compete.**

7. **Prior to exhibition, permission muct be sought from the Kennel Club to exhibit any dog that as undergone an operation to alter its natural conformation.**
8. **Entries for Crufts are accepted subject to UK law and Kennel Club Rules and Regulations at the time of the show.**

9. **Only dogs of breeds recognized by the Kennel Club and which have clases scheduled at Crufts are entitled to enter the Show. A full list of these breeds is available from the Kennel Club.**

APPENDIX XII: Speciality Ribbons:

APC NATIONAL SPECIALTY RIBBON REQUIREMENTS

Ribbons w/Name of Award printed

Award	Item#	Color	Qty (if other than 1)
Best of Breed	GCR4	PURPLE & GOLD	
Best of Opposite Sex	KL724	RED & WHITE	
Best of Winners	KL724	BLUE & WHITE	
Select Dog	KL724	LIGHT BLUE & WHITE	
Select Bitch	KL724	LIGHT BLUE & WHITE	
Award of Merit	CR3P	DARK GREEN	10
Winners Dog	KL724	PURPLE	
Winners Bitch	KL724	PURPLE	
Reserve Winners Dog	KL718	PURPLE & WHITE	
Reserve Winners Bitch	KL718	PURPLE & WHITE	
Best Junior Handler	KL724	ROSE & GREEN	
Reserve Best Junior	KL718	ROSE & GRAY	
Best in Field	PP8CP	DARK GREEN	
Best Puppy	PP8CP	DARK GREEN	
Best Bred By Exhibitor	PP8CP	DARK GREEN	
Best Veteran	PP8CP	DARK GREEN	
Best Brood Bitch	PP8CP	DARK GREEN	
Best Stud Dog	PP8CP	DARK GREEN	
Best Brace	PP8CP	DARK GREEN	
Best Generation	PP8CP	DARK GREEN	
Best Veteran Dog	PP8C	DARK GREEN	
Best Veteran Bitch	PP8C	DARK GREEN	
BOB Owner-Handled Series	KL724	MAROON	
Best in Futurity	HP718	PINK & GREEN	
Best of Opposite in Futurity	HP718	LAVENDER	
Best in Maturity	HP718	PINK & GREEN	
Best in Sweepstakes	HP718	PINK & GREEN	
Best of Opposite in Sweepstakes	HP718	LAVENDER	
Best Veteran in Sweepstakes	HP718	PINK & GREEN	
Best of Opposite Sex in Veteran Sweepstakes	HP718	LAVENDER	
Best of Breed in 4-6 Month Puppy	205A	ORANGE	
Best of Opposite Sex 4-6 Month Puppy	205A	LAVENDER	
Parade of Champions	FL6 **18" Streamers**	RED, WHITE & BLUE	**Order when entries close**
High in Trial Obedience	KL724	BLUE & GOLD	
High Combined in Obedience	KL724	BLUE & GREEN	
High Scoring Dog- Advanced B/Ex B Rally	KL724	Hunter Green w Gold Edge	
High Scoring Dog – Triple Adv B/Ex B Master	KL724	Hunter Green w Gold Edge	

High Scoring Rally Trial	KL724	Hunter Green w Gold Edge	
Agility High in Trial	KL724	BLUE & GOLD	
Agility High in Trial Preferred	KL724	BLUE & GOLD	
CLASS PLACEMENT RIBBONS (Ribbons w/out Class Name printed) 9" Streamers			
Regular Conformation Class Ribbons			
1ST PLACE	103	BLUE	44
2ND PLACE	103	RED	43
3RD PLACE	103	YELLOW	32
4TH PLACE	103	WHITE	31
Non-Regular Class Ribbons without tabs			
1ST PLACE	103	ROSE	22
2ND PLACE	103	BROWN	23
3RD PLACE	103	LIGHT GREEN	21
4TH PLACE	103	GREY	20

Award	Item#	Color	Qty (if other than 1)
Obedience, Rally and Agility Qualifying Ribbons	205A	DARK GREEN	Q
(reads Qualifying Score)			
Ribbons with Side Tabs Non Regular Colors			
Sweepstakes - First Prize	103	ROSE	8 Tabs
Sweepstakes – Second Prize	103	BROWN	8 Tabs
Sweepstakes – Third Prize	103	LIGHT GREEN	8 Tabs
Sweepstakes – Fourth Prize	103	GREY	8 Tabs
Veteran Sweepstakes – First Prize	103	ROSE	8 Tabs
Veteran Sweepstakes – Second Prize	103	BROWN	8 Tabs
Veteran Sweepstakes – Third Prize	103	LIGHT GREEN	8 Tabs
Veteran Sweepstakes – Fourth Prize	103	GREY	8 Tabs
Futurity – First Prize	103	ROSE	8 Tabs
Futurity – Second Prize	103	BROWN	8 Tabs
Futurity – Third Prize	103	LIGHT GREEN	8 Tabs
Futurity – Fourth Prize	103	GREY	8 Tabs

Field Trial Ribbons			
Open Gun	PP8C 24" Streamers	1st Blue 2nd Red 3rd Yellow 4th White	
Amateur Walking Gun Dog	PP8C – 24" Streamers	1st Blue 2nd Red 3rd Yellow 4th White	

Open Derby	PP8C- 24” Streamers	1st Blue 2nd Red 3rd Yellow 4th White	
Open Puppy	PP8C – 24” Streamers	1st Blue 2nd Red 3rd Yellow 4th White	
Amateur Walking Hunting Dog	PP8C – 17” Streamers	1st Rose 2nd Brown Light Green 4th Grey	
Hunt Test Ribbons			
Master Hunter	203A 17” Streamers	Orange	
Senior Hunter	203A 17” Streamers	Orange	
Junior Hunter	203A 17” Streamers	Orange	
New Title Ribbons	PP8C 17” Streamers	If necessary	Navy

Ribbons have been ordered since 2013 from Centaur Ribbons

www.centaurribbonworld.com

Appendix XIII -

APC 2017 National Specialty Apparel Order Form

Please print out, complete, and return to address below.

Money and Order Forms are due by Monday, April 3, 2017.

Pre-order pickup at show only.

ALL Styles in Navy

e attached for size information

Apparel Styles:

Adult T-Shirt:	Sizes S – XL $20.00, Sizes 2XL – 3XL $22.00, 4XL $24.00
Adult V-Neck:	Sizes S –XL $20.00, Size 2XL $22.00, No larger sizes available
Adult Full-Zip Hooded Sweatshirt:	Sizes S – XL $40.00, Sizes 2XL $42.00, 3XL – 4XL $44.00
Ladies' Scoop Neck T-Shirt	Sizes XS – XL $20.00 Size 2XL – $22
Coffee Mug	$10.00

Apparel Style	Size	Color	Price	Quantity	Total Price
Shipping					$6.75
				TOTAL	

Name_____

Address_____

City_____

State_____ Zip_____

Email_____

Phone_____

Payment Methods:

Checks or Money Orders Payable to:

American Pointer Club (APC)

Email or Mail this form to:

Karen Gaupp

425 Anderson Hozak Road

Clinton, PA 15026

campercheckered@aol.com

PayPal (credit cards accepted)

NOTE: There is a $3.00 charge per $100.

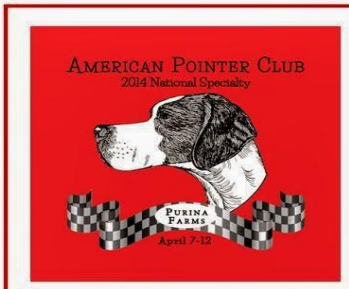
PayPal payments can be made on the APC website at www.americanpointerclub.org.

IF Shipping add $6.75 to the total

When using PayPal, email campercheckered@aol.com this completed form.

THANK YOU FOR YOUR ORDER!

APPENDIX XIV: Sample Vendor Contract.



Vendor Space Available Now

Wednesday, April 9 – Saturday, April 12, 2014

Purina Farms Event Center

Gray Summit, MO

Reservations are now being accepted for vendor space at the American Pointer Club National Specialty. Many activities are being planned and Pointer fanciers from around the world will be attending the show which will feature conformation, field, agility and obedience events. Additional information about the show can be found at: www.americanpointerclub.org

Pricing is for Wednesday April 9th through Saturday April 12th when conformation and companion events will take place. Vendor setup will be outdoors and electricity will be provided. The site will be available for set up beginning Tuesday, April 8th at 12:00pm. Vendors must set up in their assigned space but are not required to be set up for all days.

Please complete the form on the next page and return it with payment no later than Friday March 7, 2014. Rates are based on the longest booth side length and are as follows*:

Up to 10ft.	**$25.00**
11ft. To 15ft.	**$50.00**
16ft. to 20ft.	**$75.00**
21ft. To 25ft.	**$100.00**

APC Regional Pointer Clubs may reserve a 10x10 space in the vendor area at no charge. Clubs must submit the vendor form and bring their own tables.

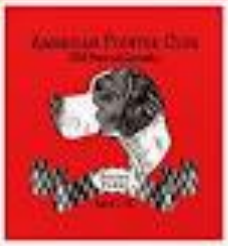
There will be an additional $25 per night charge for RV parking. If bringing an RV, please note this on the vendor reservation form where indicated.

Checks should be made payable to: American Pointer Club and mailed to:

Katie Moceri
1890 Savannah Lane ♦ Ypsilanti, MI 48198
kamoceri@gmail.com

Payment can also be made directly on the APC website via PayPal at www.americanpointerclub.org. If making payment via PayPal please mail the vendor form separately to the address above or submit via email .

Questions: Tel: 734-216-4281 or kamoceri@gmail.com



Dog Show Vendor Agreement

Wednesday, April 9 – Saturday, April 12, 2014

Vendor Name: _____

Contact Name: _____

Type of Products: _____

Phone: _____

Email: _____

Street Address, City, State, Zip:

_____

Date of Arrival: _____

Size of space needed (see accompanying form). If you require electricity please indicate that here as well.

_____

RV parking space needed (please add $25 per night to total): **Yes** ☐ **No** ☐

Method of Payment:

☐ **Form and Check enclosed**

☐ **PayPal on APC website** (form mailed to address in letter or emailed to kamaceri@gmail.com)

No refunds after March 7, 2014

Printed Name of Vendor: _____

Signature: _____

Date: _____

Vendors should have liability insurance as the American Pointer Club will not provide insurance or legal representation for any injuries or accidents occurring within or around booths due to any hazards, products, or displays created by the vendor. The American Pointer Club is not responsible for any damage or theft of vendor's property.

APPENDIX XV: Example of the Presentation for the Annual Dinner and Awards Night

Welcome by the Show Chair of the National Specialty

Welcome by the President of the APC

Judge's Comments – Futurity, Sweepstakes, and Breed

Announcement of Top Dogs in Conformation, Companion and Performance

Presentation of the Perpetual and Challenge trophies to the National Specialty winners as well as Top Best in Show Dog, Top Breed Dog/Bitch; and Best of Breed at Westminster.

Auction

To shorten the evening, it worked out very well to divide up the presentations during the serving of the meal.

In 2017, the following was done.

Welcome by the Show Chair and President while the salad was being served.

Judge's comments – while the entrée was being served

Announcement of Top Dogs, etc – between the entrée and dessert.

APPENDIX XVI: Sites of Past APC National Specialties

2003, 2004, 2007	Clarion Hotel & Embers Convention Center 1700 Harrisburg Pike Carlisle, PA	York Pointer & Setter Club 7730 Carlisle Rd. (Rte 74) Wellsville, PA
2005	The Fork Farm 3600 Fork Rd Norwood, NC	The Fork Farm 3600 Fork Rd Norwood, NC
(2002), 2006, 2009, 2014 2018	Purina Farms 200 Checkerboard Dr Gray Summit, MO	The Hunt Club 6004 Meyers Lane Percy, IL **Field Event Cancelled in 2018**
2008	Griffin Gate Marriott Resort & Spa 1800 Newtown Pike Lexington, KY	Pike County Bird Hunter's Club 123 South County Rd 325 W Petersburg, IN
2010	Crown Plaza at the Crossings 800 Greenwich Avenue Warwick, RI	Crane Wildlife Management Area Rte. 151 Falmouth, MA
2011	Olympia Resort & Conference Center 1350 Royale Mile Rd. Oconomowoc, WI	Ottawa Field Trial Grounds Hwy 67 & Hwy C Eagle, WI
2012	Lions Gate Hotel & Conference Center at McClellan Park 3410 Westover St. Sacramento, CA	Hastings Island Hunting Preserve 7758 Hastings Island Rd. Rio Vista, CA
2013, 2017	Best Western Lehigh Valley Hotel & Conference Center 300 Gateway Drive Bethlehem, PA	York Pointer & Setter Club 7730 Carlisle Rd. (Rte 74) Wellsville, PA
2014	Purina Farms **see above**	
2015	Eukanuba Grounds, Roberts Center Wilmington, Ohio	David & Helen Caplinger Farm Hillsboro, Ohio
2016, 2021	Florida Classic Park Brooksville, Florida	Central Florida Field Trialers CLub Lake Wales, Florida
2019	Lehigh Valley Hotel & Conference Center 300 Gateway Drive Bethlehem, PA	Clover Hollow Hunting Preserve 691 Lime Kiln Rd. Slatington, PA 18080
2020	Lehigh Valley Hotel & Conference Center **Cancelled due to Pandemic**	Clover Hollow Hunting Preserve **Cancelled due to Pandemic**
2022 – 2023	Peach Blossom Cluster, Perry, Georgia	2022 -AG Preserve, Glenwood, GA 2023 York Pointer & Setter Club Wellsville, PA
2024	Meadow Event Park, Doswell, VA	Mid Oak Hunting Preserve, Cartersville, VA
2025	Lima Kennel Club, Lima Ohio	Oak Ridge Pointing Dog Club,, Harrisville, PA

DATE

RE: American Pointer Club, Inc.

YEAR American Pointer Club National Specialty

Judging Contract for Futurity & Maturity Classes

Dear **NAME**,

On behalf of the members of the American Pointer Club, I want to thank you for accepting to judge the Futurity and Maturity Classes at our **YEAR** National Specialty on **DAY, DATE** The show will be held in **LOCATION.**

The American Pointer will:

☐ Reimburse you up to $250.00 for your expenses.

☐ Invite you to be our guest at the Annual Awards Dinner on Saturday event.

Please sign this contract and return it to me at your earliest convenience.

Sincerely,

Show Chair

Show Chair **Date** National Specialty

I agree to the terms of the contract to judge the **YEAR** American Pointer Club National Specialty Futurity/Maturity Classes.

☐ Provide a written critique within two weeks.

_____

Signature Date

DATE

NAME

RE: American Pointer Club, Inc.

YEAR American Pointer Club National Specialty

Judging Contract for Puppy & Veteran Sweepstakes Classes

Dear **NAME**,

On behalf of the members of the American Pointer Club, I want to thank you for accepting to judge the Puppy and Veteran Sweepstakes Classes at our **YEAR** National Specialty on **DAY, DATE.** The show will be held in **LOCATION**

The American Pointer Club will:

☐ Reimburse you up to $250.00 for your expenses.

☐ Invite you to be our guest at the Annual Awards Dinner on Saturday evening.

Please sign this contract and return it to me at your earliest convenience.

Sincerely,

NAME

Show Chair **YEAR** National Specialty

I agree to the terms of the contract to judge the American Pointer Club National Specialty Puppy & Veteran Sweepstakes and provide a written critique within two weeks.

Signature Date

Name Judge's Number:

Address

Home Telephone: CEL Telephone

Work Telephone:

Email(s):

Dear

On behalf of the members of the American Pointer Club, Inc, I want to thank you for accepting our invitation to judge the National Specialty on **DATE AND LOCATION.**

Your signature below confirms that you have read and agree to the following:

1. You are in good standing with the American Kennel Club
2. You will not judge Pointers for 6 months prior to the assignment date or judge Westminster, Royal Canin, or any APC Specialty or Supported Entry for 1 year prior to the assignment date.

Compensation:

- ☐ American Pointer Club, Inc. agrees to a fee of $400 per day for judging the above assignment. -
- ☐ APC will reimburse airfare, at the current competitive coach fare, not to exceed $1200 without prior approval.
- ☐ APC will reimburse: Host Hotel
    a. 1 day of judging two (2) nights ☐
    b. 2 days of judging three (3) nights ☐
    c. Foreign judging (4) nights ☐
- ☐ APC will reimburse transportation to/from the airport to the host hotel (Cab/Uber) up to $100.
- ☐ APC will reimburse (if driving to the National Specialty) tolls and mileage at the current IRS rate which shall not exceed current competitive coach airfare to the nearest airport to the event.
- ☐ APC will reimburse airport parking, not to exceed $50.
- ☐ APC will reimburse meals, dog show parking, per diem $75.

You and a guest are invited to the Banquet following judging.

Please sign and return a copy confirming your acceptance of the assignment and the terms of the contract.

Sincerely,

NAME, Show Chairman

American Pointer Club, Inc.

I agree to the terms of this contract to judge at the **Year** American Pointer Club National Specialty

☐ AND AGREE TO PROVIDE A WRITTEN CRITQUE WITHIN 30 DAYS AFTER COMPLETION OF JUDGING.

Signature Date

Name, address, phone number of show chair

DATE

Name

RE: American Pointer Club, Inc.

Year American Pointer Club National Specialty Judging Contract for

Junior Showmanship

Dear **Name**,

On behalf of the members of the American Pointer Club, I want to thank you for agreeing to judge Junior Showmanship at our **Year** National Specialty on **Day, Date** The show will be held in **Location.**

The American Pointer Club will:

☐ Invite you to be our guest at the Annual Awards Dinner on Saturday evening.

Please sign and return it to me at your earliest convenience along with your bio and picture. Sincerely,

Name

Show Chair **Year** National Specialty

I agree to the terms of the contract to judge the **Year** American Pointer Club National Specialty Junior Showmanship Classes.

☐ Provide a written critique within two weeks.

_____

Signature

Date

Name: Judge's Number:

Address:

CEL Telephone:

Email:

Dear,

On behalf of the members of the American Pointer Club, Inc., I want to thank you for accepting our invitation to judge the American Pointer Club National Obedience Trial and Rally Trial.

Wednesday, April 23rd, 2025 located at Lima Kennel Club Grounds,

1050 N. Thayer Road, Lima, OH 45801

Your signature below confirms that you have read and agree to the following:

3. You are in good standing with the American Kennel Club
4. Compensation:
    a. $ 250.00 Fee for the day
    b. Plus Mileage

Please sign and return a copy of this letter confirming your acceptance of the assignment and the terms of the contract.

Sincerely,

Name, Show Chairman, Obedience & Rally Chairman

American Pointer Club, Inc.

I agree to the terms of this contract to judge at the **DATE** for the American Pointer Club, Inc. show.

Name Date

Silent Auction

Item

Value_____

Name	Bid Amount
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	

15_____

NATIONAL SPECIALTY PERPETUAL & CHALLENGE TROPHIES

BEST OF BREED - JUDITH GOODIN MEMORIAL TROPHY, an antique sterling silver punch bowl & tray

Dog Name_____

Owner_____

BREEDER OF BOB – RY-HI TROPHY bronze Pointer on marble/mahogany base, OFFERED BY JOHN PROCTOR & BERYL HIRSCHBERGER

Dog Name_____

Owner_____

BEST OF OPPOSITE SEX – BUKANY CHALLENGE TROPHY, engraved Camille bowl. REDONATED BY THE ESTATE OF ROBERT F PARKER

Dog Name_____

Owner_____

BEST OF WINNERS – THE WOODCOCK SADDLER TROPHY, an antique wine cooler OFFORED BY KENMURE KENNELS

Dog Name_____

Owner_____

WINNERS DOG – THE SHANDOWN TROPHY, wine cooler, retired in 2007 and re-donated in 2008 by KAREN & HOWARD SPEY, BOOKSTOR KENNELS

Dog Name_____

Owner_____

WINNERS BITCH – THE EMERYDON KENNELS REG. TROPHY, large antique silver-plate tray on wooden base, OFFERED BY ROBERT D & JUDITH GOODIN

Dog Name_____

Owner_____

BEST JUNIOR HANDLER – Silver plate champagne bucket on wooden base offered by SOLIVIA KENNEL

BEST BRED BY EXHIBITOR – THE BERYL HIRSCHBERGER TROPHY, large antique silver-plate tray on wooden base, OFFERED BY SOUTH FLORIDA POINTER CLUB IN MEMORY OF BERYL HIRSCHBERGER

Dog Name_____

Owner_____

BEST BROOD BITCH - THE MR & MRS N.J. REESE TROPHY, sterling silver punch bowl OFFERED IN MEMORY of CH. TRUEWITHEM A TASTE OF TRIUMPH

Dog Name_____

Owner_____

BEST VETERAN DOG – Silver – plate tray OFFERED BY LTC (RET) DON & BETTY CASTLE IN MEMORY OF CH CROOKRISE JESSE.

Dog Name_____

Owner_____

BEST VETERAN BITCH – THE IVY HILLS TROPHY, silver-plate tray OFFERED BY LORRIE & DAVID FORD IN MEMORY OF CH HUMBLE ACRE POINT BLANK.

Dog Name_____

Owner_____

BEST IN FUTURITY – Bronze Pointer head on wooden base OFFERED BY BEAGOOD KENNELS IN MEMORY OF CH BEAGOOD SOONER OR LATER

Dog Name_____

Owner_____

AMERICAN POINTER CLUB ANNUAL AWARDS

APC #1 SHOW POINTER for most BEST IN SHOW points accumulated: Paul Revere bowl OFFERED BY FRANK & PAULA NYKIEL

Dog Name: _____

Owner: _____

APC #1 BREED POINTER for most Breed points accumulated: Paul Revere bowl OFFERED BY FRANK & PAULA NYKIEL

Dog Name: _____

Owner: _____

BEST OF BREED AT WESTMINSTER: Antique silver-plate bowl offered by Marjetta Kennels in MEMORY OF MICHAEL ZOLLO & CH ARJETTA NATIONAL ACCLAIM

Dog Name: _____

Owner: _____

Suggestions for holding National Specialty with All-Breed Shows

Holding a National Specialty with an All-Breed show is to be considered if members of the American Pointer Club do not submit a complete application for an independent specialty by February 15th two (2) years prior to the Annual Board Meeting.

Members of the regions listed below will suggest an All-Breed Club in their area during the months of March, April or May that would be suitable for hosting a national in conjunction with their show. Preferably it should be a 3-day weekend to enable the club to hold Sweepstakes and Futurity at two of the shows and the national on the 3rd day. There should also be grounds suitable for the field events which could either proceed or follow the conformation classes. A host hotel (see National Specialty Guidelines) must also be available that could accommodate the banquet and have meeting rooms. In the event there is no bid for an independent national, the Board will choose an appropriate All Breed Club in the proper rotation from the suggestions received from the membership. The National rotation should be east, central, west, central, east, etc. so that every other year the National will be held in the central region. If no All-Breed suggestions are received the Board will pick the location within the proper rotation.

The three (3) regions are:

EAST: ME, VT, NH, MA, RI, CT, NY, NJ, PA, WV, DE, MD, VA, NC, SC, GA, FL

CENTRAL: MI, OH, KY, TN, AL, MS, IN, WI, IL, LA, AR, IA, MN, ND, SD, NE, KS, OK, TX, MT, WY

WEST: CO, NM, AZ, UT, ID, WA, OR, NV, CA, HI, AK

BOARD AND MEMBERSHIP MOTIONS THAT PERTAIN TO THE NATIONAL

20051010-E03 No class designations (requirements for entry – such as placements, wins, titles, etc.) are to be changed for an APC National Specialty or APC supported entries without prior Board approval.

20070515-004-B Holding a Field Trial/Hunt Test in conjunction with a National Specialty is to be preferred, however, if it cannot be held in conjunction with the National Specialty, then the FT/HT must be held even if as a separate event during the calendar year by the APC.

20070825-42-E Dedications: APC events can only be dedicated to deceased members who at the discretion of the Board have distinguished themselves in APC. Criteria could include Lifetime Members, Past Presidents, and breeders of special recognition. They would have to be nominated within one year of their demise. No APC event will be dedicated to any dog- past or present.

20070910-52-B. The National Field Trial Standing Committee (NFTSC) is the governing committee for all APC Field Trials/Hunt Tests

20070910-53-B For National Specialty Events, it is preferred that:

1. The events do not overlap other events
2. Breed Judging end on a Saturday.
3. Field events follow the conformation events.

20070913-02-X Show Chair and all Event Chairs of the National Specialty determine the schedule for the National Specialty Events.

20070914-68-B A microphone should be present at all meetings and special events

20070913-04-X General membership meetings should not be held before a dinner. Acceptable would be: No dinner, serve snacks or meeting is held after the dinner hour

20070913-05-X APC may offer any class at the National that AKC offers.

20081008-53-B The Board recommendation for the chair would be: Day 1 – Futurity, Maturity, Obedience/Rally. Day 2 – Sweepstakes, Agility, Evening event – Veterans Competition Day. Day 3 & 4 Conformation events – dogs/bitches/intersex

20080414-23-E Remove JUDGES GIFTS from the application and move to part of the job description for Trophy Chairman

20080331-19-E National Specialty Conformation Judges The Motion is: 1. The National Specialty judge can charge no more than $300. per day of judging. 2. All travel expenses will be paid such as Air Travel, mileage, meals, hote

MM passed in 2004 National Specialties MUST be videotaped. Motion Rescinded See **motion 20170504-03-MM**

20090922-57-CM Remove Financials (Budget) from National Specialty application with understanding that the Treasurer will develop a budget to give to the National Specialty Committee.

20091207-68-CM Chief Ring Steward will be a voluntary position.

20110309-05-PM The newly approved AKC 4-6 month puppy class to be added to the National Specialty, beginning at the 2012 National Specialty.

20130414-16-BM Sponsorship for prizes for any National Specialty class, futurity/maturity, sweepstakes, etc., will be considered, subject to Show Committee approval.

20130414-28-BM Sweepstakes to follow same distribution guidelines as Futurity, With both retaining 25% for APC funds, pending AKC approval.

20130418-35-MM The selection of facilities (indoor or outdoor) be left up to the Show Committee for all Conformation and Companion National Specialty Events.

20130725-42-PM Approve catalog ad price for National Specialty at $100 for inside front and inside back covers.

20131120-54-PM Completed application, according to the Guidelines, to hold a National Specialty be submitted two years prior, at the Annual Board meeting.

20140409-18-BM Add the National Owner Handled Series to future National Specialties.

20140411-35-MM When the Board does not have a bid to sponsor the National Specialty, the Board will run the National as an independent specialty without any restriction regarding its location.

20150312-08-BM Approve National Specialty agility judge fee and expenses not to exceed $500 before additional Board approval is required.

20150312-10-BM Outside back cover of National Specialty catalog be reserved for corporate sponsorship, unless not contracted. If no corporate sponsorship, back cover will remain blank or for Club use.

20150312-15-BM National Specialty Show Chair will proof the National Specialty Premium with a minimum of two of the following: APC Vice President, National Specialty Guidelines Chair, a previous APC show chair or a member who is a Show Chair of either a Specialty and/or All Breed show.

20150409-18-BM Show Chair and Assistant Show Chair cannot exhibit for the entire week, excluding field events; the Conformation Chief Ring Steward cannot exhibit in conformation events.

20150409-19-BM All Committee Chairs and Committee members for the National Specialty are APC members

20150521-37-MM Allow Professional Handler, regardless of ownership, to exhibit dogs in Futurity/Maturity and Sweepstakes

20150521-38-MM First day of regular conformation at the National Specialty is bitches and non-regular classes and the second day is dogs and best of breed beginning in 2016. **See motion 20070913-02-X**

20161129-02-MM **See Motion Below**

20160609-34-BM Photos used in the black & white winners section for the National Specialty edition of Pointer Points are original photos sent by the show photographer.

20160811-44-BM All trophies awarded in or out of the ring will not be mailed at the expense of the Club. Any trophy not claimed becomes the property of the American Pointer Club.

VP Job Description (Revised 8/2017) The VP shall be the only person to apply to the AKC for the various approvals needed.

20161110-53-BM Raise the first entry fee to $35.00 at National Specialty for Conformation, Generation, Brace, Obedience, Rally and Agility.

20161129-02-MM The order of judging class dogs/bitches at a National Specialty to be determined by the Show Chair after the close of entries.

20170504-03-MM Club to discontinue hiring videographer for the National Specialty.

20170504-02-MM – Annual Statistics and awards be printed in the National Specialty Catalog

20170914-37-BM No fundraisers or raffles are to be held by any APC committee or member *(other than the Specialty itself*) for two months prior or one month following the APC National Specialty without the approval of the National Specialty Committee.

20180614-22-BM **-** At the Judge's discretion, an Award of Merit may be given to 10% (rounded upward) of those competing for Best of Breed. The 10% figure shall be based on the number of dogs in the ring at the time of Best of Breed judging. Count to be taken before judging begins. The Award of Merit winners will be selected after the Best of Breed; Best of Opposite Sex to Best of Breed; Best of Winners; Select Dog and Select Bitch awards are made. All dogs remaining in competition are eligible for an Award of Merit.

20180913-33-BM Bids for the National Specialty to be held 2 years hence need to be received by Vice President no later than February 15th.

201905202-08-MM - Beginning with the 2021 Nationals, if we offer obedience, rally, and agility they be open to all breeds. Motion rescinded by the membership.

20200616-01-MM - **Above** Motion Rescinded

20190711-14-BM -Increase the Parade of Champions entry fee at the National to $25.00.

20200204-03-PM - Approve change of dates to hold National Specialty from April, May, June to March, April, May

20200811-45-PM -The Show Chair & Chair for Field, Agility, OB/Rally should be local if possible but not required.

20210209-04-EV- Motion to raise the entry fee for the 4-6, 6-9, 9-12 and Best of Exhibitor classes to $25.00

20211109-40 PM – Any judge that is elected to judges our National Specialty may not judge pointers at any show in the US for 12 months prior to the National.

20220111-09 PM - Divide Bred-by Exhibitor class into 6-12 month Puppy and Bred-by Exhibitor for the 2023 National Specialty

20220510-22 PM Motion to have the Show Superintendent provide the Parade of Champion Ribbons at All-Breed Shows

20221011-49 PM - President is unable to show at a national specialty because they send out the contracts to the judges. Motion rescinded 20230404-28 PM

20230404-29 PM – The Show Chair will communicate with the National Specialty judges. If the role of the Show Chair has not been **filled**, the judges will receive communications from a generic APC email address, but the sender will not include in the communication his/her name of any other identifying information.

20230517- 32 PM – Permanently offer the Bred-by Exhibitor class at APC Nationals split into the Puppy and Adult classes.

20231114-55 PM – Motion to add 18-24 month dog and bitch Sweepstakes Class

20231114-56 PM – Motion not to add the 18-24 age to Futurity.

20240611-16 PM - Motion to approve ordering and paying for the Parade of Titleholder ribbons through the website.

20240813-21 PM – Motion to approve raising the catalog prices to $25 for preorders/purchase on-site and $35 Marked and mailed.

20250114-05 PM -Motion to move the Stud Dog/Brood Bitch/Generation/Brace classes to the day before Breed after Sweepstakes classes

20250311-11 PM - Motion to move Stud Dog/Brood Bitch/ Brace/Generation back to Sunday, April 26th after Best of Breed at the 2025 National Specialty

20260414-12 PM Motion that a judge who is elected to judge our National Specialty may not judge pointers for 6 months prior to the assignment date or judge Westminster, Royal Canin, or any APC Specialty or Supported Entry for 1 year prior to the assignment date.

20260418-16 PM **-**Motion to rescind 20080331-19-E Compensation Nat Spec Conformation Judges Compensation the Motion is: 1. The National Specialty judge can charge no more than $300. per day of judging. 2. All travel expenses will be paid such as Air Travel, mileage, meals, hotel and transportation to and from hotel.

20260418-17 PM Motion that the National Specialty judge can charge no more than $400 per day of judging. All travel expenses will be paid such as Air Travel, milage, meals, hotel and transportation to and from hotel.

SPECIALTY APPLICATION FORMS

The Bid Application should include: Cover Letter, Show Committee Members and Regional Club Affiliations, Details of the Host Hotel Site. The Proposed Hotel Contract, the Proposed Event Schedule, and the Proposed Budget Summary. Samples of the Details of the Host Site, The Proposed Event Schedule, the Proposed Budget Summary and suggested Time Line are included in this **Appendix VI**

Application must be completed in full before being submitted.

APPLICATION TO HOST A NATIONAL SPECIALTY

Date of Specialty _____

Exact Location _____

_____

Show Chairman _____

Asst Show Chairman _____

Show Secretary/Superintendent _____

Agility Chairman _____

Obedience/Rally Chairman _____

Field Trial/Hunt Test Chairman _____

Trophy Chairman _____

Hotel Liaison _____

Hospitality (Includes Welcome Party) _____

Catalog Advertising Chairman _____

Catalog Chairman _____

Chief Ring Steward _____

Auction Chairman _____

RV Chairman _____

Vendor Chairman _____

Ways & Means Chairman _____

Fundraising & Raffle Chairman _____

Futurity Chairman _____

Grounds Chairman _____

Ribbons Chairman _____

Judges Ed Chairman _____

In addition, the following is required.

Other shows in the area

_____

Location of nearest airport

Hotel Headquarters

Emergency Information

Conformation/Agility/Obedience & Rally

Hospital:

Police: **Fire Dept.**

Ambulance/EMS

Veterinarian (on call)

24 Hr Vet – Animal Emergency of Hernando

Field Events

Hospital:

Police Dept: **Fire Dept**

Veterinarian:

Proposed Host Sites

Conformation, Obedience & Rally:

Field/Hunt:

Agility:

Other breed shows in area, including names, dates and location, and whether or not they are to be supported by the APC.

Field Trial/Hunt Test application to be submitted at the same time (See PPG for application)

Proposed Agility Show Secretary (if necessary)

Attachments:

- Proposed Contract with Hotel/Show Sites
- Details of the Proposed Host Sites – Attachment One
- Proposed Budget Expenses – Attachment Two
- Proposed Show Secretary/Superintendent's Contract
- Proposed Field Events Application

DETAILS OF THE PROPOSED HOST SITES

Dates Proposed for National	
Host Hotel	
Number of rooms:	
Estimated room rate:	
Nearby hotels and rates charged:	
Has Host Hotel had dog shows before	

Satellite shows (if any) and dates:	
Will show be held at Hotel? – If so, cost or ballrooms, seminar and clinic rooms – if not cost of show site:	
Room night guarantees?	
Cost of not making guarantees?	
Meal/Bev guarantees?	
Cost of not making guarantees?	
Cancellation requirements/Costs?	
Indoors or Out (Obedience/rally, Agility and Conformation)?	
Size of Rings (Con, Obed/Rally,Agility) & type of ring surface	
Space available for Vendor Booths	
RV parking at Show site? Number, Hookups, Proximity	