



AKITA CLUB OF AMERICA

SHOW COMMITTEE

POSITION OUTLINES

SHOW CHAIR

GENERAL INFORMATION

The ACA board approves the Show Chair. In most cases the Assistant Show Chair will step up into this position with the approval of the ACA board

The Show Chair is responsible for planning and producing the National Specialty

Assisted by:

- ❖ Assistant Show Chair (approved by the ACA Board)
- ❖ Show Advisor (generally the previous year's Show Chair)
- ❖ Site Coordinator
- ❖ Obedience/Rally Chair
- ❖ Agility Chair

It is imperative that the Show Chair for any given year has either served as Assistant Show Chair or has served as Show Chair in a previous year

The Show Chair should be familiar with the AKC Rules and Regulations pertaining to running a National Parent Club Specialty. Copies can be downloaded from the AKC website and a copy should be brought to the National

Preparations for an upcoming National Specialty begin as early as January or as soon as the Show Superintendent has been chosen

It is the duty of the Show Chair to complete the AKC applications for the current year. These applications must be submitted to the AKC a minimum of 24 weeks prior to the opening day of the Specialty. Application forms required:

- ❖ AKC Form - Application for Show/Trial. Separate applications are required for the following:
 - Parent Specialty with Obedience
 - Breeder's Cup Sweepstakes, Top 20
 - Rally Application (requires \$25.00 application fee)
 - Agility (if applicable)
- ❖ AKC Form – Special Attractions
- ❖ AKC Form – Statement of Compliance with AKC Policies
- ❖ AKC Form – Disaster & Emergency Plan
- ❖ AKC Form#JEJDG8 – Specialty Club Judges Panel, Proposed List of Judges

The above AKC forms are available for download from the AKC website www.akc.com

The applications for the Parent Specialty and Special Attractions must be submitted with an addendum letter outlining all Sweepstakes Events.

Sample forms are available in this package as well as samples of the addendum letters

Once the applications are completed they must be sent to the Corresponding Secretary of the ACA for his/her signature. The Corresponding Secretary will submit the application directly to the AKC

The Show Chair will arrange to have the Treasurer submit the required fees to AKC.

The Show Chair will obtain from the Corresponding Secretary copies of the judges contracts

The Show Chair should also establish a contact name at the AKC who will be approving the applications

SHOW CHAIR GENERAL INFORMATION (CON'T)

Now is the time to start looking for volunteers to fill the following positions

- ❖ Auction Chair
- ❖ Catalog Ad Chair
- ❖ Chief Ring Steward
- ❖ Emergency Coordinator
- ❖ Exhibitor Hospitality
- ❖ Flyers
- ❖ Grounds
- ❖ Judges Hospitality – must **NOT** be showing dogs at the National
- ❖ Parade of Akitas – generally the Show Chair & Assistant
- ❖ Publicity
- ❖ RV Parking
- ❖ Trophies
- ❖ Vendors

In addition to the above the Show Chair **MUST** work closely with The Challenge Trophy Committee, The Top 20 Committee and the Ways & Means Committee

The Site Coordinator will provide the Show Chair with information regarding the Host Hotel, Transportation, and Airports. If available a copy of the site contract and floor plan should be obtained from the site coordinator

PREMIUM LIST

The Show Chair will contact the Show Superintendent and request all information regarding deadlines.

It is important that the Show Chair establish contact with the Show Super so as to ensure our requirements are met at the Specialty i.e. do we need Xpens, mats, etc.

Establish a contact name to whom you will send the Premium List, Event Schedule, Catalog Ads

A template for the premium list is included with this package and may be downloaded from the ACA website. The Agility portion of the Premium List is a separate document

The template is compiled in Word Document format.

Once the template is downloaded the first step is to start making the required changes to the following sections

- ❖ ACA Board if applicable
- ❖ Committee Chairs
- ❖ Trophy Donations
- ❖ Dates
- ❖ Show Superintendent if applicable

Peruse the document carefully and make any required changes

The ACA Board Liaison will advise the Show Chair of any changes that will affect the wording of any of the sections of the Premium List

The Trophy Chair will provide the Show Chair with a list of Trophy Donations at least one day

prior to the deadline when the Premium List **MUST** be sent back to the Show Superintendent
Trophy Donations prior to the deadline will be included in the Premium List
The Premium List should be proof read by the Show Advisor and the Assistant Show Chair prior to sending the first draft to the Show Superintendent

EVENT SCHEDULE

The Show Chair is responsible for compiling the schedule of events once the ACA Board has approved the individual seminars

Sample Event Schedule – there is some flexibility to this scheduling

Monday is flexible (depending on location)

Set up – the Superintendent will arrive to set up the rings

Chairs can be set up at ringside

All Breed Agility

Temperament Test

Golf Tournament

International Visitors Reception

Tuesday – Performance Events

Agility

Obedience

Rally

CGC

Performance Seminar – if possible)

Welcome Party

Wednesday

3-Generation Maturity

Breeder's Cup Sweepstakes

Veteran Sweepstakes

Sweepstakes

Seminar (BEC or GHC)

ACA Annual Meeting

Thursday

Futurity/Maturity

Regular and Veteran Dog Classes

Stud Dog

Top 20 – early evening

Night of Stars Party

Parade of Titleholders

Parade of Rescue/Therapy

Friday

Regular and Veteran Bitch Classes

Brood Bitch

JEC Seminar (check with Chairperson)

ACA Auction

Saturday

Junior Showmanship

Best of Breed and any necessary “best” judging

Brace

ACA Cocktail Party & Awards Banquet

AWARDS DINNER

The awards banquet is held on Saturday night after the BOB judging and the show chair is the hostess.

ACA DINNER PRESENTATION -

1. Opening Comments:

- ❖ Opening Remarks - Show Chair (thanks to everyone, recognition of workers)
- ❖ Introduction of Judges - Show Chair
- ❖ Introduction of Committee - Show Chair
- ❖ Introduction of President - Show Chair
- ❖ Introduction of Board - ACA President
- ❖ President's opening Remarks - ACA President

2. Judge's Comments:--Intro by Show Chair

- ❖ Agility-if there
- ❖ Obedience/Rally-if there
- ❖ Sweeps
- ❖ 3 generation/Vet Sweeps, etc.
- ❖ Fut/Mat
- ❖ Bitch
- ❖ Dog
- ❖ Intersex

Read any comments from Judges who had to leave if any

3. Winner's Recognition/Memorial Trophies - Show Chair/ACA President (one reads winners and the other gets trophies.

- ❖ Obedience
- ❖ Agility
- ❖ Sweepstakes/Futurity
- ❖ Reserve Winner's Bitch
- ❖ Winner's Bitch
- ❖ Reserve Winner's Dog
- ❖ Winner's Dog
- ❖ BOS
- ❖ BOB (Include awards not given in the ring. Breeder of BOB, Hana Hime as well as others)
- ❖ ROM Awards

4. Top "20" Award - Top 20 chair

5. Closing Remarks - Show Chair

- ❖ Dedication of 2005(if any)
- ❖ Announcement of 2006National Show Site
- ❖ Announcement of 2006National Show Chairman
- ❖ Judges for 2006
- ❖ Reservation Policy - Show Chairs to read reservation policy for 2006 Hotel. Pass our flyers