

Havanese Club of America (HCA) -- Show Events Committee Policy

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SHOW CHAIR POLICY

The Show Chair is responsible for the overall management of the Havanese Club of America's National Specialty. The Show Chair for each National Specialty will be recommended by the Show Events Committee (SEC), and sent to the HCA Board of Directors at the same time the recommended show location is sent to the Board. The Show Chair does not need to be a member of the SEC. The final approval of the Show Chair and show location will be the decision of the HCA Board.

Selection of Show Chair

The Show Chair shall be a current HCA member in good standing. The Show Chair will have a broad knowledge base of AKC procedures and rules for holding a dog show. This knowledge will be gathered from attending previous National Specialties, actively working as a committee member of previous National Specialties, and reading AKC documentation pertaining to the rules and regulations of AKC dog shows. The Show Chair will be responsible for establishing related National Specialty committees as needed. HCA members will be given preference. Non-members may also serve on National Specialty committees as needed, in accordance with the HCA Committee policy.

SHOW CHAIR RESPONSIBILITIES

National Specialty Judges

The Show Chair will be responsible for contacting the approved judges (in priority order, as determined by the HCA membership). The Show Chair will be responsible for sending the judging contract to these judges within 2 weeks of the final ballot count. The Show Chair will receive the signed contracts from these judges in a timely manner (preferably within 2 weeks of the contracts being sent out, with this expectation listed in the contract). The judge's contracts are also discussed in the Show Events Committee policy. The contracts shall request that the National Specialty judge attend the HCA Awards Banquet (banquet meal paid for by HCA) and comment on the judging. A copy of the contracts for all judges must be forwarded to the HCA Recording Secretary and Treasurer. In addition, copies of the judge's contracts shall be available at the show site. A copy of a sample judge's contract is attached in Appendix C.

Superintendent/Secretary

The Show Chair will be responsible for putting out bid requests for the show superintendent/secretary. The Show Chair will gather the bid requests from the various show superintendents/secretary and distribute them to the SEC for the committee's review and recommendation. The SEC's recommendation will then be forwarded to the Board, along with summary information to support that recommendation. This summary information will include the recommended show superintendent/secretary as well as information on any other bidders who sent in information.

AKC Paperwork

The Show Chair will be responsible for completing the AKC Show Application paperwork for the National Specialty, and sending it (mailing, faxing, or emailing) to an HCA officer for their signature, at least one week prior to the AKC deadline. This will allow the AKC paperwork to be submitted on time. The AKC Show Application does not need to be reviewed by the HCA Board.

Show Budget

The Show Chair is responsible for creating a reasonable show budget, based on past historical information, to show the expected revenue and expenses for the National Specialty. The show budget is estimated by the Show Chair, is intended for planning purposes and is non-binding. The Show Chair will not be held responsible for expenses that exceed the original estimate. The show budget must be sent to the SEC and to the HCA Board within two weeks after the paperwork is submitted to AKC. The HCA Board will review the show budget, commenting and asking for any clarifications, and giving the ultimate approval of the show budget. This approval will be sent to the Show Chair and to the SEC. A copy of the final approved show budget must be sent to the HCA Treasurer.

The Show Chair must do their best to manage the National Specialty in accordance with the approved show budget. If, at any point, the actual expense for any line item on the budget increases by more than 20% or \$500 whichever is greater, the supporting information for that line item (including the budgeted amount, the actual amount, and the reason for the increase) will need to be sent to the SEC and the HCA Board for review. The Board must communicate how the increase should be handled to the Show Chair in a timely manner.

Photographer/Videographer

The Show Chair will be responsible for contacting the Photographer and Videographer for the National Specialty. These contracts will only need to go to the Board if there is a fee other than hotel rooms that the HCA must pay for. Otherwise, these contracts will be signed at the discretion of the Show Chair. The Photographer and Videographer will be housed at the host hotel in the HCA's room block, unless the Photographer and/or Videographer make other arrangements.

Status Updates

The Show Chair must communicate to the Board, the status of the National Specialty. This update must be sent to the HCA Recording Secretary at least 1 week prior to HCA Board meetings. A contact number must also be given, and the Show Chair should be available for part of the HCA Board meeting, in the event questions arise during the Board's discussion.

The Show Chair must communicate to the SEC, the status of the National Specialty. This update should be sent to the SEC chair on a weekly basis, starting four months prior to the National Specialty. This status document may be sent on an infrequent basis before that date as needed.

Cash Receipts

All events requiring payment at the National Specialty will require a sign up form, with the form going to the Show Chair and the money going to the HCA Treasurer. The HCA Treasurer will send weekly status reports to the Show Chair; including, but not limited to: Name, Payment Type, Payment Amount, Memo, and Date Paid. The Show Chair will update the list of paid attendees. If any money is inadvertently sent to the Show Events Chair, it will be sent to the Treasurer weekly.

At the HCA National Specialty, any money received for merchandise sales and catalog sales will be given to the HCA Treasurer at the end of each day along with the breakdown of the money (i.e. \$xx is for merchandise and \$yy is for catalog sales). Any money received by seminar personnel for seminar attendance will be given to the Treasurer at the completion of the seminar. If the HCA Treasurer is not in attendance, the money will be given to the Show Chair who will give it to the HCA Treasurer once the Treasurer is in attendance. Any money received by banquet personnel for event attendance will be given to the Treasurer at the completion of that event. Any money received by the Raffle/Auction personnel will be given to the HCA Treasurer at the completion of that event. Any other money received at the National Specialty will be given to the Show Chair. This money will be given to the HCA Treasurer on a daily basis. The HCA Treasurer will be responsible for giving a summary of cash receipts to the Show Chair so that the Show Chair can continually compare against the show budget.

At the HCA National Specialty, the Show Chair will be responsible for obtaining a preliminary bill from the hotel, no later than Saturday mid evening (due to the last food event that is held on Saturday evening). The Show Chair will hand this bill to the HCA Treasurer on Saturday evening. Any payments that need to be made to the hotel, in accordance with the signed contract with the hotel, will be the responsibility of the HCA Treasurer.

Any last minute, miscellaneous money earned from the HCA National Specialty will be sent to the HCA Treasurer within one month of the completion of the HCA National Specialty. The actual show budget, as maintained by the HCA Treasurer, will be sent to the Show Chair one week prior to the next HCA Board meeting.

SHOW EVENTS COMMITTEE POLICY

SEC Policy and Procedures

1. The HCA National Specialty shall be the responsibility of the Parent Club and the HCA Show Events Committee.
2. A hotel ballroom format is preferred for the National Specialty.
3. All proposed sites for the National Specialty shall be considered by the HCA Show Events Committee. The committee shall recommend a site and date for the National Specialty to the HCA Board of Directors for approval. This recommendation will include a summary of the data that was submitted from the various sites and dates, and the reason why a certain site or date was selected over another. This will aid the HCA Board of Directors in approving a site for the National Specialty.
4. The HCA membership voted at the 2008 Annual Meeting to hold the National Specialty from Mid June to Early August (typically when school is out). This timeframe must be given preference in the proposed site bids. October was runner up in the voting.
5. The SEC will follow the policy under Judges Selection in this document, to decide on the judges for the National Specialty, Regional Specialty, and Sweepstakes.
6. The Show Events Committee shall inform the selected judges to not accept Havanese breed assignments in the 6 months immediately prior to the National Specialty.
7. The Show Events Committee shall select a Show Chair for the National Specialty. This individual must have been a Show Chair or Assistant Show Chair for the National Specialty in previous year(s). If the Committee is unable to obtain a Show Chair with these qualifications, priority shall be given to individuals who have been Show Chairs or Assistant Chairs for Specialties or equivalent experience.
8. The appointment of all Committees and Committee Chairs necessary for the efficient operation of the National Specialty shall be at the discretion of the Show Chair. Refer to the HCA Committee policy for exceptions.
9. The Trophy Chair shall select the Trophies for the National Specialty.
10. All Trophy donations for the National Specialty and all HCA Specialties must be paid in full to the Trophy Chair or the HCA Treasurer prior to the publication of the premium lists for such shows.
11. Trimmed Havanese will be allowed to enter all non-regular classes except the Veterans Classes at all HCA Specialties.
12. The HCA Show Events Committee should be comprised of individuals with tangible prior experience in AKC-licensed events. The SEC may recommend a list of qualified HCA members for this committee to the HCA Board. Final approval of all committee members, and the chair of the SEC, shall rest with the HCA Board of Directors.
13. The SEC will submit all regional and supported Specialties to the Board for approval.

Addendum approved June 15, 2010

- At any show where the HCA license is used, the following are not permitted to show a dog in that event that is owned or co-owned by—the Show Chair, Co-Chairs, or anyone having direct contact with the judge in any capacity such as judges hospitality and transportation.
- Local Clubs are required to submit at least 8 months in advance requests for a designated specialty.

Local Specialty Club Policy and Operating Procedures

1. HCA recognized Local Clubs are eligible to receive up to \$500 from the HCA in seed money to facilitate the planning of their first regional HCA Specialty Show. The amount borrowed must be returned to the HCA Treasury within one month following this first regional HCA Specialty Show.
2. HCA recognized Local Clubs are eligible to receive one free half-page black and white ad in the Hotline to advertise their HCA approved Local Specialties. A credit for the price of a half-page black and white ad may be provided if the club wishes to upgrade this advertisement. The Local Club will be responsible for paying the full price of any other advertisements placed.
3. HCA recognized Local Clubs must complete a Checklist form and apply for HCA Board approval of Show Events (designated specialty, independent specialty, and/or supported entries) through the Show Events Committee (SEC). The Checklist form may be requested from the SEC.
Note: A sample Checklist is included in Attachment 1.
4. The HCA SEC will evaluate the Checklist forms and present its recommendations to the HCA Board of Directors for approval, along with any changes.
5. The Board will vote on the recommendations and notify the SEC Chair of the result.
6. The SEC Chair will prepare an AKC application for Board approved designated or independent specialties and submit it to AKC for approval. Note: Supported entries do not require an application to be filed with AKC.
7. AKC requires a fee to be submitted with the application. The Local Club is responsible for paying the AKC filing fee for approved events. The SEC and/or Treasurer will coordinate the collection as appropriate.
8. The SEC may request that Local Clubs provide them with an Event Evaluation following the completion of an HCA Regional Specialty and/or Supported Entry if problems arise.
9. The failure of a Local HCA Club to follow the above listed procedures may result in the forfeiture of its ability to hold future events under the HCA license.
10. The HCA requires each local club to provide the HCA Recording Secretary with an Annual Club Update (due by December 31), which should include a current list of Officers, Club Contacts, Membership list, and any Constitution and Bylaws changes.

JUDGES SELECTION POLICY

This section outlines how the HCA will select judges for the National Specialty.

First Step – Request Nominees from Members

The first step needs to occur at least 18 months prior to the National Specialty that the judges are being hired for. The SEC Chair will ask HCA voting members in good standing to submit the names of National Specialty and Sweepstakes judges for consideration. The Hotline will be the primary means of communication with the membership although other approved means are acceptable. The HCA Members Yahoo list may be used for reminders and informal polls. The SEC will verify nominees submitted meet AKC and/or HCA eligibility requirements as appropriate. Nominees eligible to judge based on AKC and/or HCA requirements will be included in the Second Step.

Note 1: National Specialty judges must be qualified to judge Havanese in AKC events. Judges who have judged the HCA National or Regional Specialty during the past five years will not be eligible for consideration.

Note 2: Sweepstakes Judges for consideration may be a Havanese breeder, an AKC approved or provisional judge, or an individual planning to apply for the breed. Breeders, provisional judges and those applying for the breed must have attended a HCA JEC seminar.

Second Step – Balloting

The SEC will publish the list of eligible judges along with a brief bio and/or other information to assist members to make an informed selection in the next Hotline or by other approved means of communication. An approved ballot will be mailed to all HCA Members in good standing eligible to vote. Each member may only vote for one National Specialty judge and one Sweepstakes judge.

Eligible members will return the ballot (typically published in the Hotline or sent via postcard) to the Corresponding Secretary (CS) whose address will be located on the ballot. The ballots must be in a sealed envelope with a return address on the outside so the CS can verify member eligibility. The CS will report to the SEC and Board the total number of ballots received by the due date, prior to opening any of the ballots.

The CS will identify at least one other HCA member to assist with the ballot counting. They will open the ballots and check the member names against a current HCA membership list. The votes will be counted and results provided to the SEC and Board. The results will be published in the next Hotline and sent to the HCA Members Yahoo list.

Third Step – Contacting Judges

Once the Board approves the National Specialty show site and dates, it will be the responsibility of the Show Chair to contact the judges, in the order of ranking, to confirm their availability for that National Specialty. Starting with the highest ranked judge, the Show Chair will move down the list. Once a judge is found to be available to judge the National, the next one on the list will be contacted for judging the Regional. If only one judge is found to be able to judge at the National (i.e. no Regional judge is found), it will be the HCA Board's responsibility to select a Regional Specialty judge.

The same selection method will be used for Sweepstakes judges. The Show Chair will contact the highest ranked judge first and will move down the list until one is found to be available. If none are identified, it will be the HCA Board's responsibility to select one.

In the event of a tie for the final selection, the Show Events Chair shall contact both judges to determine availability, fees and other appropriate information. The Board shall vote to break the tie after reviewing this information.

Appendix A -- Judge's Selection Ballot Rules

NATIONAL/REGIONAL/SWEEPS SPECIALTY JUDGE SELECTION

GENERAL RULES

1. Names of Judges on the Ballots must be listed in alphabetical order by last name.
2. Only HCA voting members in good standing may submit ballots. The Corresponding Secretary will ascertain voting eligibility. Note: Foreign and Junior Members are not eligible to vote.
3. Questions that may arise or any situations not covered in these procedures should be submitted to the Board for resolution.
4. The Corresponding Secretary should keep ballots submitted on file for two years.
5. The Board should be kept updated on the progress of the procedures.
6. Breeders who are nominated for Sweepstakes will be contacted to verify their interest in participating prior having their names placed on the ballots.

WHAT QUALITIES DO I LOOK FOR IN A NATIONAL SPECIALTY JUDGE?

To assist you in making your nomination, the Show Events Committee offers the following suggestions on what to look for in a Specialty judge.

1. The primary requirement is a thorough knowledge of the breed standard. This goes beyond being able to quote from the standard. The Judge should have proven understanding by consistent placement of quality dogs. "Do I approve the selections even when my dog is not the winner?"
2. The chosen Judges should be able to sort out large classes efficiently and quickly while giving each entry equal time. A Specialty is not the time to have to tediously work out who is number 3 and which is number 4. "Am I frustrated and bored watching this judge make decisions? Does this judge tend to run behind schedule?"
3. "Has this Judge enough experience in Havanese for me to know the answers to the above?"
4. To further sort through a list of capable judges, you may look to the finer points of judging to help you decide who makes your list of nominees. You will need to focus on what seems to be of importance to this judge, regardless of the breed being considered.

"Does this judge look first for showmanship? Type? Movement? Overall soundness? Males over females or vice-versa? Other than personal disappointments, have I generally agreed with the final selections? If your nominee is from another country, do his decisions reflect the American standard - or have you observed his judging enough to know the answers to these questions?"

Now you should be able to make your nominations. These same criteria will apply in each stage selection. May the best Judge(s) emerge at the end of balloting!

Appendix B -- Second Round Ballot Sample

JUDGE SELECTION FOR 20xx NATIONAL SPECIALTY

The names listed below represent the results of your first round nominations. Please select one name from the Conformation list and one name from the Sweepstakes list. Household Member types carry two votes for Conformation and Sweepstakes.

CONFORMATION

Judge 1

Judge 2

Judge 3

Judge 4

Judge 5

Judge 6

Judge 7

Judge 8

Judge 9

Judge 10

SWEEPSTAKES

Sweeps 1

Sweeps 2

Sweeps 3

Sweeps 4

Sweeps 5

IMPORTANT: BALLOTS MUST BE POSTMARKED ON OR BEFORE the due date (*month, day, year*) TO BE COUNTED.

PLEASE RETURN TO: *Name, HCA Corresponding Secretary, Street, City, State, Zip*



Havanese Club of America

www.havanese.org

Memo

Name
HCA National Show Chair
Address
City State ZIP

Phone

[Email](#)

Date

Judge Name

Judge Address

Dear Judge,

Thank you for agreeing to judge at the Havanese Club of America's (HCA) National sweepstakes show to be held Friday, August 29th, 2008 (pending AKC approval) in conjunction with our National Specialty show weekend. This show will be held at the Sheraton Richmond West located in Richmond, VA. For our files, I would appreciate it if you would sign below, indicating your agreement to be our judge on Friday, August 29th, 2008, retaining one copy of the letter for your records and returning one copy to me in the enclosed envelope.

I would also need to know your room preference for Thursday evening, August 28th, 2008, so that I may reserve the appropriate hotel room in our block of rooms. If you could also state your fee, that would be very much appreciated.

We are looking forward to this event and appreciate your willingness to help us in this capacity. If you have any questions or concerns, please contact me.

Sincerely,

Show Chair Name

HCA National Show Chair

I Agree to Judge at the HCA National sweepstakes show on Friday, August 29th, 2008.

Signed: _____ Fee: \$ _____

Date: _____

HCA Show Events Committee Check List (Attachment 1)

Local club name?	
Primary Contact for this event?	
Contact e-mail?	
Contact phone #'s?	
What is the date of your event?	
What type of event are you planning?	<input type="checkbox"/> Designated Specialty <input type="checkbox"/> Independent Specialty <input type="checkbox"/> Supported Entry
If this is a designated specialty, what is the name of the kennel club with whom you will be having your event, and what is the exact location of your event?	
Do you have a letter of invitation from the kennel club? If so, please forward a copy along with this check list. If not, you will need to get one before application can be made to HCA and AKC.	
If this is an independent specialty, what is the exact location of your event?	
If this is an independent specialty, will this be held in conjunction with a specialty association or other group?	
What type of budget do you project for your show?	
Who will serve as the Show Chair?	
Who will be the Assistant Show Chair(s)?	
What type of experience does your club have in putting on shows (have you held B matches, A matches, supported entries, designated specialties, independent specialties, etc.)?	

If your club does not have sufficient experience in putting on shows, who will be mentoring you through this process?	
What are their qualifications?	
Will show chairs and assistant show chairs be refraining from showing their dogs in the regular classes at the event? Also, if this is an independent specialty, will the chair of judges' hospitality also be refraining from showing their dogs at this event?	
Does your club have insurance? Please provide a copy of your policy along with this checklist.	
Will you be having a sweepstakes in conjunction with your specialty? If so, what type?	<input type="checkbox"/> Puppy <input type="checkbox"/> Veterans <input type="checkbox"/> No Sweepstakes
If you are holding a sweepstakes, who will be your sweepstakes judge (name, address, telephone number), and what are the person's qualifications?	
If this show is an independent specialty, is the person who will be putting the premium list together knowledgeable with AKC regulations, trophies, bench committees, etc.?	
Who is the superintendent, and what is the closing date?	
Additional information you would like for HCA to use when evaluating your request?	

NOTE: If the club is holding a designated specialty or an independent specialty, the Show Events Committee Chair to AKC will submit the AKC application for approval. AKC requires a fee to be paid at the time application is made. Local Clubs are responsible for paying the AKC filing fee. If HCA pays the fee, the Treasurer will bill the Local Club for reimbursement. Supported entries do not require an application to be filed with AKC.