

AMERICAN MINIATURE SCHNAUZER CLUB
FALL SPECIALTY SHOW-MONTGOMERY COUNTY KENNEL CLUB
COMMITTEE GUIDELINES

Revised May 2015 by Brian C. Bogart

PURPOSE:

In line with the policies and procedure approved by the American Miniature Schnauzer Club (AMSC) Board of Governors, this committee will:

- ♣ Coordinate all activities in preparation for the AMSC Fall Specialty Show-Montgomery County Kennel Club (MCKC) except for selection of judges. Breed conformation classes only.
- ♣ Act as a liaison between the AMSC and the MCKC Show Chair.

PROCEDURE:

January 1st

- ♣ Complete pages 1 and 2 of the AKC Events Club Information for Conformation & Obedience form [AEVT02 (6/14) v1.0P Edit], sign and date page 1. Complete page 1 of the AKC Event Application for Conformation [AEVT02 (6/14) v1.0P Edit]. Mail all completed documents plus all event application fees, via the US Postal Service, to the AKC Event Plans Department, PO Box 900051, Raleigh, NC 27625.
- ♣ Proof read all correspondence carefully. Secure copies of every communication.

January 15th

- ♣ Email the following info for our AMSC Fall Specialty Show to the MCKC Show Chair:
 - ✓ Name of Specialty Coordinator, mailing address, phone number(s) and e-mail address.
 - ✓ Copy of AKC Application/Forms.
 - ✓ Name of Regular Class Judge and Sweepstakes Judge with copies of acceptance letters.
 - ✓ Name of Advertising Chairman, mailing address, phone number(s) and e-mail address.
- ♣ Email the AMSC Treasurer the “contract” for the Montgomery County Kennel Club Show.
- ♣ Email the AMSC Advertising Chair the Montgomery County Kennel Club advertising offer to National Specialty Clubs.

February 1st

- ♣ Notify our Trophy Committee Chair, via email, that the deadline date for submission of the final list of trophies being awarded at the AMSC Fall Specialty Show-MCKC is April 30th. *This list is for trophies given for breed conformation classes only.* Make sure that our Trophy Committee is aware that if money is offered, it must be listed as well. Rosettes are also considered trophies and must be duly listed. Finally, MCKC will provide rosettes unless notified that Specialty Club will provide its own.

March 1st

- ♣ Expect separate letters from the AKC that grant the AMSC permission to hold our Fall Specialty Show-MCKC Sweepstakes and Regular Classes. If this communication has not yet been received by March 1st, contact, the AKC Show Operations Department by email at eventplans@akc.org or by telephone at 919-816-3574 as to the status.
- ♣ Prepare and email a report to the AMSC President and AMSC Secretary outlining committee activities. This info will be presented at our Board Meeting/Conference Call as well as printed in AMSCOPE.

April 1st

- ♣ Send the AMSC Trophy Committee Chair an email reminding them that the final list of trophies being given at the AMSC Fall Specialty-MCKC *breed conformation classes only* is due to you by April 30th.

May 1st

- ♣ Email the following to the MCKC Show Chair:
 - ✓ List of AMSC Officers and AMSC Board of Governors. Include address and e-mail for AMSC Secretary and AMSC Treasurer. Board members should be listed by their class year.
 - ✓ List of Local Miniature Schnauzer Clubs and their respective Delegates to the AMSC. Their names can be found in the annual foster of AMSC members.
 - ✓ List of trophies to be awarded, *in breed conformation classes only*, at our Fall Specialty Show-MCKC.
 - ✓ Sweepstakes classes conditions (if not same as previous year).
 - ✓ Include information regarding Awards of Merit.
- ♣ Instruct the AMSC Advertising Chair to provide the AMSCOPE Editor with details for advertising in the MCKC Show Catalog. Details should be published in the July Amscope.
- ♣ Prepare and email a report to the AMSC President and AMSC Secretary outlining committee activities. This info will be presented at our Great Western Board Meeting/Conference Call as well as printed in AMSCOPE.

- ♣ Proof read all correspondence carefully. Secure copies of every communication.

July 1st

- ♣ Contact the AMSC Trophy Committee Chair for a list of the current Trophy Standard Bearers. These names will be included into the MCKC Show Catalog.
- ♣ Contact the MCKC Show Chair and request the MCKC provide 2 ring stewards for our fall event. These individuals will be supplied free of charge. Request the MCKC provide 4 trophy tables for the show.

August 1st

- ♣ Provide the MCKC Show Chair with list of AMSC Trophy Standard Bearers for inclusion into the Show Catalog.
- ♣ Advertising chair must submit all advertising copy to show superintendent for publication into catalog.

September 1st

- ♣ Contact judges to see if assistance is needed arranging hotel reservations and transportation. After you find out where the judge is staying and mode of transportation, send an email / letter that covers outdoor grounds, extremely variable weather, having to rent a car (if necessary), directions to and from the hotel, the showgrounds, whether the hotel has a restaurant. Having a parking pass either mailed prior or left at the hotel, and a hospitality "welcome" snack bag at the hotel for check-in with several club contact cell numbers, etc.
- ♣ Extend an invitation to them and their guest to attend our Annual Dinner/Get-Together complements of the AMSC.
- ♣ Review the AMSC Expense Policy with the regular class judge. Email the "Code of Ethics for Specialty Shows and/or Shows which Sweepstakes Classes are Held" to the sweepstakes judge.
- ♣ Purchase a gift for sweepstakes judge. Spend about \$100, consider a gift certificate. If the regular class judge does not charge a fee, consider a gift of AMSC Gear like afghan, floor mat etc.
- ♣ Prepare and email a report to the AMSC President and AMSC Secretary outlining committee activities. This info will be presented at our Fall Board Meeting/Conference Call as well as printed in AMSCOPE.
- ♣ Submit names of those AMSC Members who have died since the last MCKC Show to the Montgomery County Kennel Club Memorial Service Chair. Get the details on the Memorial

Service—when, where, location etc. Send these details to the AMSCOPE Editor and post them on the AMSC Yahoo Group List.

September 15th

- ♣ Contact AMSC Trophy Committee Chair to ensure all trophies are marked with the class for which they are to be awarded. Remind them to bring the chalk board for class results. Make sure the committee is available to set up trophy table.
- ♣ Email a letter to the judge that covers outdoor grounds, extremely variable weather, having to rent a car, directions to and from the hotel, the showgrounds, whether the hotel has a restaurant.
- ♣ Leave hospitality "welcome" snack bar at the hotel for check-in with several club contact cell numbers, for judges.
- ♣ Be aware that special accommodations may be necessary for disabled conformation exhibitors. It is customary that handicapped confirmation exhibitory notify the show secretary in writing about their special needs. The AKC Board Policy states:

AKC complies with the Americans with Disabilities Act and wants to provide to all the opportunity to participate in its events. In the case of conformation judging, where decisions are based solely on the quality of the dogs, the judge may modify the regular judging procedure to reasonably accommodate a disabled exhibitor. If a modification of normal judging procedure is required, you need only to determine that the accommodation would not inhibit the ability of other handlers in the ring to show their dogs. A disabled handler may compete using a cane, crutch, or electric powered wheelchair. However, when gaiting the dogs as a group, you should ensure that a handler who cannot maintain a normal gait for the breed being exhibited is placed in line where it will not interfere with the ability of the other dogs to gait properly.

Visually impaired handlers may have a second person assist them in individual and group gaiting of the dogs. If the ring surface or terrain makes it difficult for the assisted handler to gait the dog at a normal speed, you may adjust where the dog is placed in line to give all handlers an equal opportunity to show their dogs. Visually impaired handlers may have the second person assist in placing table dogs onto tables and to verify weight and measurements that may be required under the breed standard. The primary function of exhibiting the dog is the responsibility of the handler and not the second person in the ring. There are eligibility issues regarding handler assistance in the Bred By Exhibitor class, and they should be referred to the Executive Field Staff. If you have any questions, please call Judging Operations or the AKC Legal Department. Any exhibitor having a question, or who wants to request an accommodation should be directed to the AKC Field Representative.

At the Specialty

- ♣ Arrive at show site 90 minutes before sweepstakes judging begins.
- ♣ Survey ring conditions, if they are unsatisfactory have the MCKC Grounds Chair paged.
- ♣ Assist Trophy and Special Projects Committee set up their individual tables near ringside.
- ♣ Pick up show catalog, judges book, ribbons etc. from superintendent's tent.
- ♣ Meet the judges at the superintendent's tent and escort them to their ring.
- ♣ Write class results on a chalkboard. Obtain a volunteer to take chalk board around the ring so interested parties at ringside can record results in their personal show catalogs.
- ♣ Escort the judges to and from their lunch break.
- ♣ Be available in the event your assistance is necessary.
- ♣ Make sure that the chalkboard, trophy table cloths and unused trophies are removed from show site by AMSC Trophy Committee after judging is completed.

After the Specialty

- ♣ Provide Specialty results to AMSC Secretary, AMSCOPE Editor for publication and Electronic Media Chair and AMSC-L Chair for posting. The results can be obtained from the superintendent's website.
- ♣ Instruct the regular class judge submit an itemized list of expenses, with receipts, directly to the AMSC Treasurer no later than two weeks after the show.
- ♣ An itemized list of expenses, with receipts, is to be submitted to the AMSC Treasurer for reimbursement and a report of the same is submitted to the AMSC Board of Governors.
- ♣ Proof read all correspondence carefully. Secure copies of every communication.

November 1st

- ♣ Send pictures of winners taken by the official show photographer to the AMSC Historian.
- ♣ Recommend any changes in these committee guidelines and make any revisions as instructed by the AMSC Board of Governors and provide the AMSC Guidelines Chair with a copy of the revised guidelines.

December 1st

One will need the following information to complete the paperwork required for permission from the AKC to hold the AMSC Fall Specialty Show-Montgomery County Kennel Club. *Breed conformation classes only*. Proof read all correspondence carefully. Secure copies of every communication.

- ♣ The AKC club number for the AMSC is 0571.
- ♣ Obtain this info from the MCKC Show Chair:
 - ✓ Event Date, Closing Date and Closing Time.
 - ✓ Event Location & Address.
 - ✓ Show Type & Condition.
 - ✓ Additional Classes or Attractions & Entry Fees.
 - ✓ Show Secretary/Superintendent Information.
- ♣ Obtain this info from the AMSC Judges Selection Committee Chair:
 - ✓ Sweepstakes/Futurity/Regular Class Judge Contact Information.
 - ✓ Copy of acceptance letters for both.
- ♣ Obtain this info from the AKC:
 - ✓ Event Number.
 - ✓ AKC Events Club Information for Conformation & Obedience form [AEVT02 (6/14) v1.0P Edit]. AKC Event Application for Conformation [AEVT02 (6/14) v1.0P Edit]. These forms can be obtained from the AKC web site at <http://images.akc.org/pdf/events/AEVT02.pdf>

- ♣ Secure a volunteer to serve as AMSC Advertising Chair for the AMSC Fall Specialty Show-MCKC during the next year.

AMERICAN MINIATURE SCHNAUZER CLUB, INC.

Member of the American Kennel Club

**CODE OF ETHICS FOR SPECIALTY SHOWS
AND/OR SHOWS AT WHICH SWEEPSTAKES CLASSES ARE HELD**

I The American Miniature Schnauzer Club, Inc., wishes to align itself officially with the American Kennel Club's point of view on ethics for judges and committee personnel in connection with Specialty Shows and shows at which Sweepstakes Classes are held. (The AKC view was expressed in their letter dated 6/1/62) The AMSC believes that adherence to the following policy will contribute significantly to efforts to promote the best interests of the Club and our Breed:

A. Persons who accept an assignment to judge either the Sweepstakes Classes or the Regular Classes shall not exhibit.

Note: As per a letter dated 1/13/94 from the AKC.

“JUDGING AND EXHIBITING: Conformation judges and household members (as defined in Charter 14, Section 13 of the Rules, as amended October 1, 1992) may not exhibit and judge on the same weekend or at companion shows within three days of each judging assignment (i.e., three days before and three days after an assignment). One exception is provided for dogs owned by judges and/or household members which are exhibited at least 200 miles from the show at which the judge is officiating, for which there are no time restrictions. Judges in violation of this policy are subject to disciplinary action.”

B. The Bench Show Chairman shall not exhibit in either the Sweepstakes Classes or the Regular Classes. (The functions of the Show Chairman require that he be as unbiased as possible if problems arise in connection with an exhibitor.)

C. Stewards shall not exhibit in either the Sweepstakes or the Regular Classes.

D. A licensed handler will not exhibit under a judge who is using the handler's professional services.

E. Relatives of judges will not exhibit under such judges.

II In addition to the points indicated above, the American Miniature Schnauzer Club, Inc. considers that, generally speaking, it is undesirable for persons to judge at a Specialty Show within (3) years of a previous assignment, regardless of whether this assignment was in the Sweepstakes Classes or the Regular Classes. This policy applies equally to those who judge Sweepstakes Classes at a non- Specialty Show. (The names of persons who will have judged within the preceding (3) years will be announced to the membership at the time nominations for judges are opened.)

III The above policy should not be construed as criticism of past performance but as an effort to support the American Kennel Club's position and to further promote good sportsmanship.

AWARDS OF MERIT

1. Awards of Merit are offered at all AMSC Specialties.
2. Special rosettes will be offered as prizes to the Award of Merit Winners.
3. Awards of Merit may be given at the Judge's discretion.
4. Award of Merit winners will be selected after the Best of Breed, Best of Winners, and Best of Opposite Sex awards are chosen.
5. All dogs remaining in competition including the Best of Opposite Sex winner, Winners Dog and Winners Bitch are eligible for an Award of Merit.
6. The number of Awards of Merit are determined by the size of the Specials Class entry:

2 - 10 entries	—	1 Award of Merit
11 - 20 entries	—	2 Awards of Merit
21 - 30 entries	—	3 Awards of Merit
32 - 40 entries	—	4 Awards of Merit
41 and over	—	5 Awards of Merit