Guidelines for Specialty Chairpersons

Marsha Pugh, Jessica Hekl, Pam Conick, Bob Steele & William Monohon
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Specialty Guidelines

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Planning and Organization

The Challenge
One of the greatest challenges for any club is presenting a well-run successful event. Structuring the Event Committee correctly enables the club to meet this challenge.

The committee should be large enough to give attention to all details, but small enough to accomplish tasks without placing too great a workload on too few individuals.

The Team
A National Specialty is a team effort. The AKC establishes the rules and guidelines; the event-giving club fulfills these requirements and provides overall management and production through the Event Committee, the judges, and superintendents or show secretary.

A good working relationship between members of the team will result in a better event. A committee must be unified and dedicated to the production of the best event possible.

Members of the Event Committee represent the entire club. The reputation of a club and its event are dependent on the efforts of the committee. Impressions that exhibitors, spectators and judges take home from the event are a direct reflection of the efforts of the club and the sport in general.

Individuals should be appointed to committees based on experience, the workloads they can handle, and the time they can apportion to each task. Candidates for committee positions must familiarize themselves with the specific duties and responsibilities involved.

Allow for continuity based on experience by appointing committees with both experienced and novice members. Staff the committees with experienced club members who are willing to share their experience and knowledge with those who wish to learn.

Committee members have an opportunity to apply their expertise and to train others for the future. Working on or with an event committee is an excellent way to involve new club members. Those with limited experience should be encouraged to participate; not only will they learn “the ropes” while working on a committee, their enthusiasm can serve to boost and bolster everyone’s morale.

Keep a complete file on all events given by the club. Maintain records that detail each topic (e.g., names and addresses of key people, contracts, financial records, correspondence, breakdown of entries, press contacts, suppliers, concessionaires, etc.). Knowledge of spreadsheets, word processing, scanning and printing capabilities should be a consideration.

At the end of the specialty, all records should be forwarded to the IGCA 2nd Vice President for safekeeping. Past records are the best assistance a club can have. Complete data of previous events helps the next show committee plan and present a better event.
Selection of the National Specialty Chairperson

The person who submits the winning proposal will become the chairperson for that specialty if the proposal is approved by the Board of the Italian Greyhound club of America. It is the Club policy to approve Specialties at least two years in advance. The site location is included in the proposal. For our National Specialty we are working towards approving three years in advance for scheduling purposes.

It is the responsibility of the Second Vice President to assist the Specialty Chairperson whenever possible. If the Chairperson is having a problem or has any questions, he/she should contact the Second Vice President as quickly as possible. The Club will reimburse for specialty connected telephone calls and postage as well as any other reasonable and documented expenses.

The Show Chair

Qualifications
Knowledge of the AKC’s Rules Applying to Dog Shows and the Obedience Regulations. Experience in planning events, gained by serving on various committees.

Ability to apply basic business management practices:
• Set priorities
• Make decisions
• Delegate authority
• Conduct committee meetings
• Compile records

Must be a member of the show giving club.

Ability to meet deadlines.

Ability to deal with people.

Ability to work within the financial guidelines established by the club, and to evaluate contracts and agreements as necessary.

Computer capability, knowledge of spreadsheets and other electronic management tools.

Responsibilities
Overall responsibility for proper planning, conducting and reporting the results of the show.

Ensure that the event application, judge’s panel, and other necessary documents are submitted to the AKC by their deadlines.

Ensure that the premium list material is submitted to the show secretary/superintendent by the deadline.

Assign all committee chairs, who are responsible for their own areas.

Assign a Committee Secretary.

Act as the facility/site liaison for the club. Establish and maintain communications with the person responsible for lease of the site.

• Site must be available before and after the actual event hours. Knowledge of facility use before and after the event is an important consideration.

• Requirements for insurance, contract, advance deposits, limitations to site usage, additional rental space, etc. must be determined.

• Extent of owner/management involvement in the event should be established prior to leasing, particularly with regard to required usage of the site's personnel or concessions.

• Any potential problems that might result from the event should be discussed beforehand, allowing the owner/manager to take adequate steps to alleviate them. Periodic reconfirmation should be made, even after club(s) have reached agreement with facility owner/management. Constant communication can help avoid any oversights by the site owner/management.

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Determine legal requirements, such as obtaining permits that may be required. Check with local authorities. Agencies that issue permits include, but are not limited to, the local township, health, fire and police departments. Consider federal, state and local taxes to avoid any possible penalties imposed for failure to follow such requirements.

Contract superintendant or show secretary.
Contract official photographer.
Act as liaison to companion/cluster clubs and specialty clubs.

For all committees responsible for money collection (i.e., Parking, Catalog Sales, etc.), arrange for appropriate collecting procedures

Review the AKC procedures detailed in Dealing with Misconduct with all members of the Event Committee, in advance of the event.

**IMPORTANT:** Specialty Show Chairperson(s) may not enter dogs they own or co-own nor can they exhibit dogs in the regular classes at a national or regional specialty that they chair. Chairing a show is a full time job, so the chair should not be considered for a judging assignment.

### Committees

An Event Committee with a minimum of five members is required for an AKC licensed point show or obedience trial. Note:

- Committees must have a chair.
- An individual may chair more than one committee.
- Committee responsibilities may be combined or others created as needed.

The Event Committee has the authority to act in the name of the American Kennel Club to enforce AKC rules on the day of the event.

Volunteers donate their time and labor with no financial compensation

**Committees – appoint a chair for each**

- Show Chair (must be an IGCA member)
- Catalog Advertising
- Trophy
- Performance Events (Lure coursing/racing must submit a separate application)
- Companion events (obedience, rally, agility)
- Chief Ring Steward
- Grounds (includes set up/clean up)
- Banquet
- Special Events (rescue parade, parade of title holders costume parade, etc.)
- Hospitality
  1. Judges Hospitality (for all events: conformation & performance, taxi svc. Hotel accommodations, meals)
  2. Ringside Hospitality (for all events: conformation & performance)
  3. Members Hospitality (at the hotel headquarters - Welcome party, and at all events)
- Decorating
- Publicity
- Catalog Sales
- Top 20 Event (formal event, chair is appointed by the show chair)
- Breeders Showcase Futurity Chair
Announcer
Parking
Tourism Committee: historical or museum tours, shopping, other activities.
Fund raising (Auction, raffle, sale baskets, etc.)
Vendors
Specialty Merchandise
Seminars (health, judge’s education, breeder’s education, etc)
Health Clinics

Not all the above committees may be necessary. Some may be combined for efficiency, other committees added as needed.

Specialty Location logistics to consider

Most National Specialties are held at a hotel or resort with ability to offer banquet facilities as well as a large hall to hold judging. When considering a hotel note these requirements:

Does the hotel have a ballroom large enough to accommodate conformation/obedience/rally:

Conformation ring size for toy breeds must be a minimum of 32 x 42 feet
Pay special attention to the width of aisles surrounding the rings. AKC policy requires a minimum of 10 feet; however, local ordinances may require more.

Be sure there are facilities nearby to hold performance events. Agility, lure coursing, racing, should all be offered at the National Specialty and should be within reasonable traveling distance of the host hotel.

Ensure that motorhomes can be accommodated on the grounds or at campsites close by.

Many hotels and resorts have experience with hosting dog shows. Consider the hotel’s experience when weighing the opportunities.

Superintendent/Show Secretary

Every club seeking approval to hold an AKC licensed or member dog show, obedience, agility or rally trial, tracking or performance event is required to designate a superintendent or a show secretary to perform the duties described in the Rules Applying to Dog Shows. The services of an AKC-licensed superintendent may be used to reduce the number of independent contractors needed to produce an event. The convenience of dealing with one contract and dependence of the club on the superintendent’s expertise must be weighed against the expense for their services. It is strongly recommended that a superintendent be hired unless the show chair is extremely experienced in chairing shows. (Chairing six or more specialties before using a show secretary)

When a club engages a superintendent for services, both are entering a contract, legally binding to both parties. The AKC does not assume any responsibility for either a superintendent’s or a show secretary’s performance of obligations to the event-giving club. The club is held responsible to the AKC if the superintendent or show secretary fails to comply with AKC rules and regulations. Any qualified person may be approved by the AKC to act as a show or trial secretary. The person must be in good standing with the AKC, be knowledgeable about all aspects of the show secretary job, and be well-versed in the latest AKC rules, regulations and policies pertaining to dog shows, obedience, agility, or trials, tracking or performance events. A list of Annually-Licensed Superintendents can be found on the AKC website. A 2016 list is included in this document, but it is advised to use the AKC website for the current list.
National Specialty Proposal Requirements

It would be preferable if the Show Chair had chaired a regional specialty either IGCA or another breed. A short resume of experiences and background is suggested for quick approval.

If the IGCA Treasurer is so inclined to want to serve as the show chair and is appointed by the board, then a Specialty Treasurer must be appointed by the board at the same time to fulfill all treasury transactions for that specialty.

The IGCA 2ND VP must receive the proposal for the National Specialty at least twenty-four months prior to show date.

See National Specialty Proposal form at the end of this document. Proposals must include:

1. Show Location
   Provide:
   Driving Directions from all parts of the country. I.e.: from the North, East, South and West
   Airport Location(s) with driving directions to the show site.

2. Site layout (a scale drawing if this is the first time a show is held at this location)

3. Hotel/Motel locations, and prices
   Indicate which hotel will be used as the ‘host’ hotel
   Minimum of two hotels, more if possible.

4. Facilities to hold following events:
   Conformation competition (provide grooming/crating space and if outside shade requirements/weather cover)
   Lure coursing and racing events (shade requirements/weather cover)
   Obedience competition (shade requirements/weather cover if outside)
   Agility competition (shade requirements/weather cover)
   Various health clinics
   Judges Seminar
   Breeder Seminar(s)
   Top 20 event (formal)
   Breeders Cup “Futurity” event (semi formal)
   Sweepstakes competition (if outside shade requirements/weather cover)
   Puppy/Fun Match (if outside shade requirements/weather cover/NOT sponsored by IGCA)
   Banquet Facilities
   Reserved overnight RV parking
   Adequate day parking
   Bathroom facilities
   Vendor spaces (Rescue organization is always given a free space to sell goods)

5. Additional shows in conjunction with specialty
   List all kennel clubs and show chairs with phone numbers if other shows are held the same week or weekend.

If your proposal is approved, you may request $1,200.00 from the treasurer as seed money to initiate the specialty process. It is understood that the funds be repaid to the IGCA.
Regional Specialty Proposal Requirements

Follow the same guidelines as National Specialty requirements with exceptions noted as follows:

1. The show chair is not required to have chaired a specialty previously but they must have served as a committee chair for a prior specialty.

2. Proposal Deadline: The IGCA 2ND VP must receive the proposal for the Regional Specialty twelve months prior to show date. (We are working towards a 24-month time frame.)

3. Events Offered: Due to financial constraints at regional specialties not all events may be offered. It is left to the discretion of the show committee to decide the events at each regional. Conformation classes and sweepstakes are required. Obedience, Lure, Agility etc. are optional depending on facilities and financial feasibility. If the host kennel club is offering performance classes, supporting the IG entry with trophies is suggested.

4. Breeders Cup Futurity and Top 20 Event: These are offered only at the National Specialty.

5. Education Seminars: Both Judges Education and Breeders Education are encouraged but once again limited to the ability of the location and feasibility due to expense and facilities available. Contact the IGCA Education committee chair to arrange these events.

6. Clinics: Where possible offer health clinics, or join in with one offered by the host club.

7. Committees: Combine or streamline the committees as referenced in the National Specialty Proposal requirements.

8. Board approval is required to use a judge from the all breed panel. Due to cost, the use of the host show’s judging panel is suggested upon approval of the judge by the IGCA Board

If the regional specialty proposal is accepted, request $500.00 seed money from the treasurer to initiate the specialty process. It is understood these funds will be repaid to the IGCA.
**Specialty Procedure if held at an all breed show or cluster**

If a Specialty is held in conjunction with an All-Breed Show or cluster, it is the responsibility of the Chairperson to contact the All Breed Club’s Show or Cluster Chairperson to indicate our interest in holding a Specialty. The IGCA Specialty Chairperson should obtain the slate of judges being used by the All Breed Club. If one of the judges is high on our list of approved judges, our interest in using this judge for our Specialty should be indicated to the All Breed Club. If none of the approved judges are on their slate, then we should discuss with them the possibility of sharing the cost of bringing in another judge for our Specialty. For regional specialties, using a judge from the all breed panel that isn’t on the IGCA approved list of judges can be considered, but must be approved by the IGCA board.

**Selection of Sweepstakes, Obedience and Breed Judges**

Choice of Sweepstakes, Obedience and Breed judges will be at the discretion of the Specialty Chairperson within the following guidelines. Contact the Second Vice President for a list of approved judges.

**Important: Exhibiting and Handling:** Conformation judges and household members (as defined in Chapter 11, Section 13 of the Rules Applying to Dog Shows) may not exhibit any breed and judge on the day of, the three days before and the three days after an assignment within 200 miles of the assignment. Sweepstake/Futurity judges may not exhibit on day(s) they judge. Sweepstake/Futurity judges will continue to be allowed to exhibit the day before and the day after the event they judge. A multi-day specialty is considered one event, and the restriction will apply for the duration of the event.

For all exhibiting restrictions: Exhibit refers to personally handling a dog or any dog owned or co-owned regardless of who handles the dog and where the dog resides. Exhibitor restrictions apply to all members of the same household.

1. Choice will be made from the top 30 names on each list (list of approved conformation/sweeps judges is provided by the IGCA) with the preference given in descending order. If a placement has more then one judge listed, chairperson shall use discretion in selection within that placement. All judges must be contacted before going on to the next placement.
2. Judges must not judge a IGCA National Specialty within 10 years of their last IGCA National Specialty. Regional judges must not judge a regional within 3 years of their last regional judging assignment.
3. Specialty judges must agree not to judge Italian Greyhounds for a period of three months prior to the specialty date. A judge cannot accept any other assignments on the same day as our specialty.
4. If, due to an emergency, the judge is unable to honor their judging commitment, the show chair should use the list of approved judges for a replacement if possible. Exceptions should be approved by the board.

**Judge’s Fees**

1. Sweepstakes judges are paid $100 plus two night’s hotel expense. A small gift is optional. Any dog owned, co-owned or bred by the sweepstakes judge cannot be shown under him or her. The sweepstakes judge may not enter or show a dog that the judge owns or co-owns, no matter who might handle the dog. The contract with the sweepstakes judge should clearly state if the sweepstakes judge can or can not exhibit at the shows immediately before their assignment or if they can attend social events before the assignment.
2. Futurity judges receive $100 plus one night hotel expense.
3. Obedience and Breed judges must be approved AKC judges. Foreign judges will not be added to the judge’s ballot/list.
4. The IGCA Board has set a limit of $950.00 on the fee and expenses to be paid to judges hired to judge all regular and non-regular classes at a National Specialty. Breed judges will be reimbursed for their expenses and their fee up to that limit. If a judge requests fees in excess of the imposed limit, contact the IGCA board. AKC delegates who judge may only charge for their actual expenses with no fee added.

5. For Regional Specialties, breed judges will be reimbursed for their expenses and a fee. However, because of financial constraints at regional specialties attention needs to be paid to the expenses of said judges. You need to adhere to the hiring guidelines and the top 30 names but judges can be excluded due to cost and another choice made from the list. If the regional specialty is held at an all breed show or cluster, consider using a judge from the all breed judging panel with IGCA board approval.

6. Before a judge’s name can be submitted to AKC for approval, a letter of agreement (contract) should be sent to the judge, signed and returned to the Chairperson indicating the judge’s approval of all terms. E-mail judging contracts/confirmations are acceptable.

**Specialty Show Site**

It is always easier to utilize a site that has been used before, either for an IGCA Specialty or as part of an All Breed show.

If no such site is available, it will be necessary to establish a new one. In doing so, remember the following:

1. There must be adequate parking for the day(s) of the show.
2. There must be overnight reserved parking for RV’s.
3. There must be adequate water and rest rooms available.
4. Site should be reasonably close to motels and restaurants.
5. If All Breed shows are to be held on the same weekend, Specialty site should be in close proximity to the site of these shows.
6. All details pertaining to the site should be agreed to in writing by the IGCA and the organization responsible for the site. Included should be agreement on the sale of catalogs, refreshments, vendors, etc.
7. A scale drawing of the site must be submitted to AKC along with the IGCA Specialty application for their approval. This is only done the first time a particular site is used.

**Specialty Activities**

When planning activities in conjunction with a Specialty the following items should be considered:

1. Allow sufficient time for all judging to be completed. AKC allows one judge to judge maximum of 200 dogs a day at an independent specialty show. At a specialty held as classes of an All Breed show AKC now also allows a maximum of 200 dogs a day. Calculate 25 dogs per hour judging time. Judges must be allowed a 45-minute lunch break.
2. Some specialties may wish to hold their Sweepstakes judging on the day before the Specialty to allow sufficient time for the regular class judging to be completed.
3. Time must be allowed for General Membership meeting. If a quorum of the Board members will be present, then a Board meeting must be held. The President will determine this after the Board has been canvassed.
4. Breeder education seminar: Time should be scheduled at each IGCA Specialty to have a breed seminar to keep all attending members up to date on IG health and breeder ethics.
5. Judges Education Seminar: Time should be scheduled at each IGCA National Specialty to have a judge’s education seminar. The show chair must contact the IGCA Education Committee chairperson to schedule this event.
6. Specialties are also social functions. Arrangements should be made for a cocktail party, barbecue and/or banquet. These also offer an excellent opportunity for fund raising events, auction, raffles etc.
7. If these social events are held after judging has been completed, all judges should be invited to attend. (It is highly recommended that the banquet be held after judging events are complete. The hospitality chair should invite and encourage the judges for all events to attend.

8. Matches: Since the IGCA is an AKC member organization we are limited to sponsoring sanctioned A or B matches. In the event the show chairperson chooses IGCA to sponsor a puppy or fun match it must be limited to members only. A non-member AKC club can sponsor such matches.

9. Parades and contests. These are fun events that should be scheduled throughout the specialty. Costume Contest, Parade of Titleholders, Parade of Rescued Dogs, demonstrations of specially trained dogs, can all add to the overall enjoyment of the specialty.
Headquarter Facilities

There should be a headquarters motel or hotel available for exhibitors. If the specialty is not held at the host hotel, it should be in close proximity to the show site. The motel/hotel should be a clean and reasonable priced facility. There should be an area where dogs can be exercised.

Beginning with a club’s initial contact with a hotel, the relationship between the show chair and the hotel is extremely important to the success of any National Specialty. The show chair should discuss the handling of room reservations with the hotel; blocking off of a group of rooms, setting aside rooms for judges, room rates, and pet deposits.

Make arrangements with the hotel to collect damage deposits on rooms in which dogs will be housed and establish a policy for room inspections. Suggest that the hotel remove the bedspread and replace it with a sheet in rooms where dogs will be staying. Each room should be inspected before check out. If the room does not pass inspection, the deposit should be forfeited and further damages collected if warranted. Ask the housekeeping staff to report the status of rooms to their manager on a daily basis. The hotel manager should discuss all room problems with the Show Chair. If a problem is reported, the Show Chair should offer to accompany the hotel staff in an inspection of the room. Use a camera to record any damage. Disregard for hotel property and refusal to cooperate may be cause for action by the Hearing Committee (formerly the Bench Show Committee) and disciplinary action from the AKC.

All exhibitors of Italian Greyhounds using the officially designated motel/hotel will be notified in the premium list that any damage or deplorable conditions reported by the management will prevent the offending exhibitors from exhibiting at future specialty shows until damages are paid in full.

The Hotel may have specific guidelines about the number of dogs allowed per room which should be clearly stated in the contract. However, in no event should the show chair allow more than 6 dogs per room. This must be clearly stated in the premium list and judging program.

Assure the hotel that areas where dogs are exercised will be picked up several times a day and then thoroughly at the end of the show. Be certain the Grounds Committee fulfills this promise. A reminder that exhibitors must clean up after their dogs should be posted in the premium list, judging program, and catalog.

Discuss arrangements for food services with the hotel to accommodate ring times and if possible to modify restaurant hours. Also discuss the need for additional staff during peak hours.

The hotel may require matting or plastic on all carpeted areas where dogs will be shown.

Exhibitors must make their own hotel/motel reservations. Information regarding cost and location and any restrictions should be sent to members well in advance of the Specialty so that they can make necessary arrangements.
Timetable

Refer to the AKC booklet “Rules Applying to Dog Shows.” It is located at AKC.org/Rules/. It is a downloadable pdf document or can be obtained in hard copy for $10.00 by contacting the AKC. At the same location are booklets for Agility, Obedience, Matches and more.

Rules Applying to Dog Shows, SECTION 4. A member club or association must apply to The American Kennel Club on a regular official form, which will be supplied on request, over the signature of one of its officers, for permission to hold a show, stating in the application the day or days upon which, and the exact location where it desires to hold such show. This official form must be sent in time to reach The American Kennel Club at least EIGHTEEN weeks before the closing date for entries of the show. This application will be referred to the Board of Directors of The American Kennel Club which will consider the same and notify the member club or association of its approval or disapproval of the dates and place selected.

Note: Closing dates are:
(Specialties should adhere to the following guidelines for closing dates as much as possible although they have some flexibility)

Rules Applying to Dog Shows: For all shows other than specialty shows, the specified closing date and time must be no later than as outlined in the following schedule: For a show which opens on Friday, Saturday, Sunday, or Monday, entries accepted not later than noon on the third Wednesday prior to the show. For a show which opens on Tuesday, entries accepted not later than noon on the third Thursday prior to the show. For a show which opens on Wednesday, entries accepted not later than noon the third Friday prior to the show. For a show which opens on Thursday, entries accepted not later than noon on the third Wednesday prior to the show. Clubs in a cluster of no more than five consecutive days have the option of closing no later than noon on the third Wednesday prior to the last show in the cluster. Whenever the closing day noted above falls on a postal holiday, entries received in the first mail only on the following day may be accepted.

24 weeks prior to event closing date:
Submit application and related forms to AKC. All Forms are available at: AKC.org/downloadable forms or printed forms from AKC Event Operations, P.O. Box 900051, Raleigh, NC 27675 ph: 919-816-3579.
Download and complete the following:
  Checklist
  Show/Trial Application instructions
  Application for show/trial (this form includes Sweepstakes and 4-6 month puppy applications.)
  Special Attractions form (must be submitted for Owner Handled series and to offer Awards of Merit)
  Specialty Club Judges panel
  Sanctioned Match application if applicable
  Agility Trial Application if applicable
  Disaster & emergency plan
  (lure coursing and agility must be a separate event chair/application, etc. obedience has a separate chairperson)
  Include copies of all of your judge’s contracts with the application
Include disaster & emergency plan

5 weeks prior to event closing date:
Premium list must be sent to exhibitors with copies to AKC. The premium list can be e-mailed to parent club members and other exhibitors and land mailed upon request.

1 week prior to the show date:

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judging programs are sent to exhibitors by e-mail and land mail

AKC mails the approvals for the Specialty and/or Sweepstakes to the IGCA Corresponding Secretary, regardless of who signed or mailed the forms to AKC. The Corresponding Secretary should forward the approvals to the 2nd VP.

1. By this time, you should have your committees in place as well as a budget for the Specialty and activities. In preparing a budget it must be remembered that a Specialty should not lose money.
2. Trophy pledge flyers should be sent out as soon as AKC approves the specialty date. At the same time, you can include a flyer that outlines Specialty plans including judges, headquarters, social activities and catalog ad forms. Have the trophy chair and the publicity chair work on this item together and coordinate efforts.
3. Ascertain deadlines from your Superintendent/Show Secretary for the premium list information, trophies, social activities, seminars and other such information that is required in the premium list. Also Superintendents deadline for catalog ads. These deadlines must be strictly followed.
4. No less than 90 days in advance of the event the show chair must contact the 2nd VP, in charge of specialties, so that the Additional Insured Certificate of insurance can be requested. Provide the necessary information for this certificate. The request must include the date and name of the event, the street address and the land owner’s name/contact information. The IGCA Treasurer has the forms to submit the request to the insurance company.

**Premium List Information**

**Required Information for Premium List and check-off for show chair**

It is the superintendent or show secretary responsibility to insure the following are listed, but pay special attention to details that are unique to our specialty and breed. Notify the superintendent of the special language required. The specialty must offer all conformation classes approved by AKC.

- The AKC Secretary’s certification that permission has been granted for the club to hold the event, along with the AKC logo.
- The words “Licensed Show” when the event-giving club is not a member of the AKC.
- Name of the club and club logo. Specialty theme logo.
- The date or dates of the event, its exact location, and the time of the event’s opening and closing.
- Whether the event is benched or unbenched. If benched, hours dogs must be on bench must be included.
- List of the officers of the event-giving club, and the club secretary’s address.
- List of the members of the Event Committee, and the Show Chair’s address.
- Name and address of the AKC-approved superintendent or show secretary, and the name and address of the superintendent or show secretary who is to receive entries.
- Name and telephone number of the veterinarian or veterinary association, and whether the veterinarian will be in attendance or on-call at an unbenched show.
- Name and contact information of the official photographer
- Chief Ring Steward
- Notice that the club may cancel the event due to extreme weather conditions.
- Name, address, and assignment of each judge. Asterisk next to the assignment of any judge that is permit at the time of the panel approval.
- When the event is an independent specialty and judging assignments will be drawn at the event, a statement to this effect.
- Notification if points for Reserve Winners at the National Specialty are not offered.
- Name of judge for tiescore run-offs, when an obedience class is split, or for high in trial.
- Statement that the event giving club will collect recording and event service fees for the AKC.
- Closing date and time for entries. When the entries are limited at the event, include the number of entries, the reason for the limitation, and a statement that entries will close on the earlier of the specified closing date or when the limit is reached.
- Entry fee(s).
- Description of restrictions, when the entries are restricted.
- Eligibility and performance requirements for non-regular obedience classes not specifically defined in the Obedience Regulations, when they are offered.
- List if there is the unlikely need for a restriction on the presence of unentered dogs.
- List of prizes and trophies, with an accurate description of prizes, or the amount of monetary prizes. When a condensed premium list is used, include a notice that a list of prizes and trophies can be obtained from the superintendent or show secretary.

Trophy Pledges: List of all General trophy fund donors with kennel name; list specific trophy donations their donors and the specific class. A list of special trophies, such as, Challenge trophies, other Memorial trophies. (See trophy guidelines for the current IGCA challenge trophy information)

- Hours and location where private exercise pens may be set up.
- The following statement required by AKC: "Exhibitors should follow their veterinarians’ recommendation to assure their dogs are free of internal and external parasites, any communicable diseases, and have appropriate vaccinations." (Additionally, clubs should include any specific local or state health requirements; for example, proof of rabies vaccination).
- Notice of video/televising, if the event will be filmed.
- Any additional rules, regulations or restrictions made by the club.
- If both indoors and outdoors, specify which classes will be judged outdoors.
- Statement of the policy on refunding entry fees.
- Whether the event will be held indoors or outdoors.
- Details of special attractions approved by the AKC.
- The specified time when exhibitors and handlers can enter the site.
- Statement that judging procedure may be modified to accommodate disabled handlers.
- List of suggested motels and directions to them.
- Overnight and reserve parking information, if available.
- Description of social activities for the exhibitors.
- Reservation forms for social activities: banquet, Top 20, parades, etc.
- Acceptable crates.
- Admission and parking fees, if any.
- Availability of amenities, e.g. electricity.
- Site map.
- Reserve grooming area, if available.
- Generator restrictions.
- The following exhibitor responsibility statement must be included in the premium list:
  - **TO ALL EXHIBITORS OF ITALIAN GREYHOUNDS USING THE OFFICIALLY DESIGNATED MOTEL/HOTELS: ANY DAMAGE OR UNACCEPTABLE CONDITION REPORTED BY THE HOTEL/MOTEL MANAGEMENT WILL**
PREVENT SAID EXHIBITOR FROM EXHIBITING DOGS OWNED OR CO-OWNED BY THEM AT FUTURE SPECIALTY SHOWS.

- Award of Merit is to be offered at all IGCA Specialties. (Complete and submit Special Attraction application for this award) The following statement in its entirety must be included in the premium list:

AWARD OF MERIT

- The Italian Greyhound Club of America offers Award of Merit rosettes to be awarded to not more than 10% of the Best of Breed entry. Following the selection of Best of Breed, Best of Winners and Best of Opposite Sex, the judge at his/her discretion, may award all or none of the Award of Merit rosettes offered at this specialty. The Award of Merit acknowledges those dogs that were considered, indicating the judge’s recognition of an exceptional specimen of the Breed.

Sweepstakes Classes - National Specialties

Requirement for Sweepstakes

Open to any purebred Italian Greyhound at least six (6) months of age and under eighteen (18) months of age on the day of the show. Dogs entered in any Puppy Sweepstakes Class Must be entered in a Regular conformation class in the National Specialty at the regular fee. AKC Champions of Record may be entered in these classes.

Dogs may not be shown by anyone who is considered a professional handler (accepting money for showing a dog) unless the dog is co-owned by the professional handler. At the completion of the individual class judging, each of the class winners shall be brought back to the ring for awarding of Best in Sweepstakes and Best of Opposite to Best in Sweepstakes.

Entries shall be made at the same time, on the same entry form as for Regular Classes. Indicate your "Sweepstakes" Class and age division in the space for "Additional Classes".

a. Puppy Sweepstakes Classes
   iii. Division of Entry Money as Prizes;
       The club will retain 35% of the entry fees for expenses. Distribution of the remainder depends upon the number of entries in each class and will be allocated by the following schedule of the percent of the remainder for each class.

<table>
<thead>
<tr>
<th>Placement</th>
<th>1 entry</th>
<th>2 entries</th>
<th>3 entries</th>
<th>4+ entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>First place</td>
<td>100%</td>
<td>60%</td>
<td>50%</td>
<td>40%</td>
</tr>
<tr>
<td>Second place</td>
<td>--</td>
<td>40%</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>Third place</td>
<td>--</td>
<td>--</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Fourth place</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>10%</td>
</tr>
</tbody>
</table>

b. Veteran Sweepstakes Classes

Requirement for Veteran Sweepstakes

Open to any purebred Italian Greyhound seven (7) years of age or older on the day of the show. Dogs entered in Veteran Sweepstakes class need not be entered in a Regular conformation class. AKC Champions of Record may be entered in these classes. Neutered dogs and spayed bitches may be entered in these classes. At the completion of the individual class judging, each of the class winners shall be brought back to the ring for awarding of Best in Veteran Sweepstakes and Best of Opposite Sex to Best in Veteran Sweepstakes. Entries shall be made at the same time on the same entry form as for "Regular Classes". Indicate "Veteran Sweepstakes", stating age division in the space for "Additional Classes".

i. Veteran Dog 7-9years, Veteran Dog 9-11years, Veteran Dog 11 years and over
ii. Veteran Bitch 7-9 years, Veteran Bitch 9-11 years, Veteran Bitch 11 years and over

iii. Division of Entry Money as Prizes

The club will retain 35% of the entry fees for expenses. Distribution of the remainder depends upon the number of entries in each class and will be allocated by the following schedule of the percent of the remainder for each class.

<table>
<thead>
<tr>
<th>Placement</th>
<th>1 entry</th>
<th>2 entries</th>
<th>3 entries</th>
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<tr>
<td>First place</td>
<td>100%</td>
<td>60%</td>
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<td>40%</td>
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<tr>
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<td>40%</td>
<td>30%</td>
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<tr>
<td>Third place</td>
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<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Fourth place</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>10%</td>
</tr>
</tbody>
</table>

**NOTE REGARDING JUDGING OF SWEEPSTAKES:**

The AKC Rules, Policies, and guidelines for Conformation Dog Show Judges states that Sweepstake/Futurity judges may not exhibit on day(s) they judge. Sweepstake/Futurity judges will continue to be allowed to exhibit the day before and the day after the event they judge. A multi-day specialty is considered one event, and the restriction will apply for the duration of the event.
FUTURITY CLASSES - National Specialties

Offered at National Specialty only
In accordance with the new futurity guidelines effective in 2019:
The classes are as follows:
6 and under 9 months
9 and under 12 months
12 and under 15 months
15 months and above.

Futurity requirements for premium list:
Requirements for Futurity
Dogs must be from a litter which was nominated in a proper and timely fashion. Dogs must have been
individually nominated before it reached the age of four (4) months. Dogs shown in Futurity do not have
to be entered in one of the Regular classes in the National Specialty. Indicate your Futurity class with
age division in the space provided for on the entry form under “Additional Class(es).”

Classifications for Futurity
(Same Classes for Dogs and Bitches)
6 and under 9 months Dogs/Bitches
9 and under 12 months Dogs/Bitches
12 and under 15 months Dogs/Bitches
15 months and older Dogs/Bitches

Division of Nomination Fees as Prizes
The club will retain 35% of the nomination fees for expenses. Distribution of the remainder depends upon
the number of entries in each class and will be allocated by the following schedule of the percent of the
remainder for each class.

Best in Futurity – 60% divided as follows:
Breeder of Record – 50% • Owner of Record – 30% • Stud Owner of Record – 20%
Best of Opposite Sex to Best in Futurity – 40% divided as follows:
Breeder of Record – 50% • Owner of Record – 30% • Stud Owner of Record – 20%

Division of Entry Money as Prizes
The club will retain 35% of the entry fees for expenses. Distribution of the remainder depends upon the
number of entries in each class and will be allocated by the following schedule of the percent of the
remainder for each class.
Placement 1 entry 2 entries 3 entries 4+ entries
First place 100% 60% 50% 40%
Second place -- 40% 30% 30%
Third place -- -- 20% 20%
Fourth place -- -- -- 10%

FUTURITY - Maturity Rules

The Maturity involves the same dogs that compete in the Futurity, after they have had a year to grow up.
It gives the breeders a chance to further prove that their breeding programs produce sound, adult Italian
Greyhounds. The Italian Greyhound Club of America National Maturity will be held in conjunction with the designated Italian Greyhound Club of America national specialty.

WHERE NOT SPECIFICALLY ADDRESSED IN THESE RULES, RULES APPLYING TO AKC EVENTS WILL APPLY.

A. PURPOSE

1. To encourage and provide incentive and opportunity to owners of those Italian Greyhounds who have been kept eligible to compete in a given year’s national show Futurity to meet and compete once again one year later on an elite, prestigious National level as mature specimens of the Italian Greyhound breed.

2. To encourage and provide incentive to breeders to give prime consideration to improving the Italian Greyhound by planning their breeding programs to conform to the Italian Greyhound standard and its intent.

B. ELIGIBILITY

1. Nomination Fee:

a. It is the sole responsibility of the breeder(s)/owner(s) to pay all forfeits, and to send the to the Futurity/Maturity Administrator within the limits outlined in the rules.

b. The nomination must be accompanied by a forfeit of $10.00.

c. Exception: An Italian Greyhound, not made eligible by its Breeder for the Maturity, i.e., non-payment of the $10.00 registration forfeit for entire litter, but kept eligible for the Futurity, may be made eligible for the Maturity by the owner with a payment of a forfeit to the Italian Greyhound Club of America of $10.00 prior to the day the dog/bitch becomes twelve (12) months of age.

2. Entry:

a. An Italian Greyhound to be eligible to compete on the day of the Maturity must have remained eligible to compete in their respective Futurity.

b. All Italian Greyhounds entered in the Maturity do not have to be entered in one of the regular or non-regular confirmation classes provided by the national specialty show.

3. Entry Fee:

a. The “additional entry fee” for the Italian Greyhound Club of America’s national specialty show will be the entry fee required to accompany the submitted entry form for the national specialty show.

b. The space provided for “additional classes” must be marked “Maturity-Dog or Bitch.

4. Further Requirements:

a. The Maturity program is open to all AKC registered or AKC recognized foreign registered Italian Greyhounds, whose owner(s) and/or co-owner(s) are members in good standing with the Italian Greyhound Club of America. Any member with an outstanding balance owed to the IGCA may not compete in any IGCA event until the balance is paid in full.

b. At the time of competition, ownership will be determined by the same conditions affecting entries as required by the AKC.
c. For the purpose of eligibility for the Maturity, any change in ownership of the dog/bitch must be submitted to the AKC or AKC recognized foreign registry prior to the closing of entries. A copy of the AKC Registration certificate or AKC recognized individual foreign registration certificate must be on file prior to the Maturity being paid.

d. **IMPORTANT:** It will be the sole responsibility of each and any new owner to notify the Futurity/Maturity Administrator of any change of ownership of any eligible Italian Greyhound and to provide a copy of the AKC Registration Certificate or AKC recognized foreign registration certificate showing the new ownership.

C. **PROFESSIONAL HANDLERS**

No professional handlers will be allowed to exhibit a dog/bitch in the Maturity.

D. **CLASSES AND JUDGING METHOD**

1. Classes will be divided by sex only.
   a. The Judge will begin with all eligible dogs. The placements will be 1\(^{st}\), 2\(^{nd}\), 3\(^{rd}\) and 4\(^{th}\). The first place dog will be Best Dog in Maturity.
   b. The Judge will then continue with all the eligible bitches. The placements will be 1\(^{st}\), 2\(^{nd}\), 3\(^{rd}\) and 4\(^{th}\). The first place bitch will be Best Bitch in Maturity.
   c. Following this, the judge will award the ribbons and prizes/trophies of this particular occasion as a tribute to the importance of both.

E. **DIVISION OF MONIES**

1. The monies collected from the initial litter registration forfeit, as well as late penalty fees, will be considered the Breeders’ Contribution and will be held in a separate account by the Italian Greyhound Club of America.
2. The IGCA will retain 35% of the Breeders’ Contribution to cover costs.
3. One quarter of the total remainder of the Breeders’ Contribution will be joined to the entry fees collected for the Maturity to be awarded to the owner(s) of the four placements in dogs and bitches.
4. No monies will be held over from one Maturity to the next.
5. The available monies will be divided one-half for dogs and one-half for bitches, to be awarded to the owner(s) of the winning Italian Greyhound in the following manner:

   - 1\(^{st}\) Place Dog or Bitch: 40%
   - 2\(^{nd}\) Place Dog or Bitch: 30%
   - 3\(^{rd}\) Place Dog or Bitch: 20%
   - 4\(^{th}\) Place Dog or Bitch: 10%

The maturity information above must appear in the premium list. Contact the IGCA Futurity Chair for other information regarding futurity.

**NOTE REGARDING JUDGING OF FUTURITY**

The AKC Rules, Policies and Guidelines for Conformation Dog Show Judges states that Sweepstake/Futurity judges may not exhibit on day(s) they judge. Sweepstake/Futurity judges will continue to be allowed to exhibit the day before and the day after the event they judge. A multi-day specialty is considered one event, and the restriction will apply for the duration of the event.
Non Regular Classes

- **Veterans:**
The following non-regular classes will be provided for both dogs and bitches
Entries in the following classes need not be intact.

*Winners from these classes are eligible, if undefeated in another class, for Best of Breed competition*
The following regular classes will be provided for both dogs and bitches
Veteran 7 - 9 Years Class - 7 Years and Under 9 Years on the day of the show
Veteran 9 - 11 Years Class - 9 Years and Under 11 Years on the day of the show
Veteran 11 Years & Over Class - 11 Years and Older on the day of the show

(Best Veteran class should be held AFTER best of breed)

- **Stud Dog Class** – For Stud Dogs and at least two, and not more than four of their Get. It is not necessary that the Get be under the same ownership as that of the Stud Dog. The Stud Dog may be entered in one of the Regular Classes or, if a Champion of Record, in Best of Breed competition, but must be entered in the Stud Dog class. The Get must be entered in one of the Regular Classes or, if a Champion of Record, in Best of Breed competition.

*The Stud Dog shall be considered one entry and requires one entry fee. The Stud Dog must be shown in the ring with the Get. The class will be judged based on the merits of the Get. While the merits of the Stud Dog are not to be considered in the placement of the entry, the Stud Dog must be examined to determine if it has a condition that would require its disqualification or excusal under the dog show rules, AKC policy, or the standard of the breed.*

- **Brood Bitch Class** - same as for Stud Dog except substitute Brood Bitch for Stud Dog and Produce for Get.

*Chapter 11, Section 8 of the "Rules Applying to Dog Shows" provides that a neutered male may be entered as a Stud Dog in the Stud Dog Class and a spayed Bitch may be entered as a Brood Bitch in the Brood Bitch Class.*

- **Brace Class** (Two dogs, one or more common owner) – Require an entry fee of $_to be determined based on compatible entry fees_ per unit. In making entries for “Brace Class Only,” full particulars must be given for each dog on individual, regular entry forms. An entry form for a dog entered in another class and entered as part of a Brace must be marked accordingly in the space provided for “Additional Class” if more than one Brace is entered by the same owner, the dogs comprising each Brace must be so designated “Brace No. 1,” “Brace No. 2.”

*As the judge's decision in the Stud Dog, Brood Bitch, and Brace classes will be based on the merits of more than one dog or bitch, no one of the dogs or bitches making up the entry judged first in the class will be eligible to compete for Best of Breed by virtue of having won either of these classes.*

Show Chairman should consider a reduced entry fee for All VETERAN classes. (Conformation, Obedience, Agility etc.)

The Superintendent or Show Secretary is responsible for mailing of the premium list to exhibitors in adequate time.

- Verify with the superintendent if they require labels or an e-mail list for the premiums to be mailed out. The IGCA board secretary will provide the show chair with mailing labels/e-mail addresses for the IGCA membership.
- Proofreading: The proposed premium(s) must be sent to IGCA 2nd VP and all committee chairs for all events; conformation, obedience, agility and lure coursing, prior to the print dates so proofreading by as 
- Trophy Pledges: List of all General trophy fund donors with kennel name; list specific trophy donations their donors and the specific class. A list of special trophies, such as, Challenge trophies, other Memorial trophies.

Decide with the superintendent if pre-paid catalogs can be ordered and insert purchase information into the premium list with the catalog price.

**Other Details**

1. Junior Showmanship must be offered at all Specialties. There will be no entry fee for Junior Showmanship.
2. Obedience must be offered at all National Specialties. Additional performance events including Lure and Agility should be offered at all national specialties when feasible and the location can accommodate such events.
3. Lure Coursing/Racing is a separate event with its own event chair and committee to handle all details
4. IGCA Rescue Foundation Ad must appear in all Specialty Catalogs. This ad should include the names of the officers of IGRF
5. Specialty Show Chairperson(s) may not enter dogs they own or co-own nor can they exhibit dogs in the regular classes at a national or regional specialty.
6. Committees – Review responsibilities with your committee members so that every member knows what is expected. All of these duties should be thoroughly planned well in advance of the Specialty.
7. Steward(s) – Arrange for at least two stewards. These may be members or friends who are interested in stewarding and are experienced. It is appropriate to invite these individuals to attend any social activities following the show. Provide a banquet ticket for each ring steward if they are going to attend.
8. Award of Merit – Consists of a double streamer rosette suitably embossed, Award of Merit, Italian Greyhound Club of America, show location, date etc. Rosette can be ordered from the Superintendent/Show Secretary. NOTE: Awards of Merit must be applied for using the AKC Special Attraction form.
9. It is appropriate for the Show Chairperson to thank all committee chairpersons for the time they have committed to the success of the Specialty. This should be done at the banquet.
10. Official Photographer & Club Photographs – Specialty chairperson must designate an official show photographer and list them in the premium list. Request that the official photographer furnishes the Club with a set of photos (by disc/flash drive or print) of the Best of Breed, Best of Opposite Sex, Winners Dog, Winners Bitch and High in Trial. Photos mailed to the Specialty Chairperson will then be forwarded to the IGCA webmaster for inclusion on the official website.
11. Emergency Care at Events – As a result of action by the Board of Directors of AKC at their January 9-10, 1995 meeting, it was voted to adopt the following statement as AKC policy on the subject of emergency care at events: (see forms)
   - Each club must consider an “emergency contingency plan” for its event. It would be an action plan that indicates how the club would deal with emergencies that might occur. The disaster plan must accompany the show/trial application.
   - AKC strongly encourages all clubs to have a qualified medical technician (CPR certified) in attendance at their events.
   - Clubs should advise local authorities (police department, fire department, medical services etc.) of the event, the exact location, ingress, egress and duration.
12. A final report and financial statement must be submitted to the Treasurer within 30 days after the Specialty. If there are outstanding bills note this on your financial report and submit the reports within the 30-day guideline. An amended financial statement and report can then be issued once all outstanding billings are received. Note clearly on your report the outstanding billing and the reason for its lateness. The Specialty Chairperson is responsible for all accounting of moneys at a specialty. All moneys and bills must be submitted to the Treasurer within two weeks after the Specialty.

13. A percentage of the entry fee monies for Sweepstakes is kept by the club to offset expenses. This amount should be 15%-25% and the rest of the money divided amount the winners. (For example: The club will retain 25% and of the remaining money, first place will receive 30%, second 20%, third 15% and fourth 10%.)

14. The Board has adopted the policy that if a Specialty has a profit of $500 or more that half of the Specialty auction proceeds or raffle proceeds be designated as a donation to the Italian Greyhound Rescue Fund and/or the Italian Greyhound Health Fund. **At the 2016 board meeting, the board voted that auction or raffle proceeds will always be divided equally between The Italian Greyhound Rescue Foundation and the Italian Greyhound Health Fund.**

15. The chairman of each committee must turn over all checks for Ads, Trophies, etc. to the Show Chairperson within 10 days of receipt. The Show chairperson must turn over all checks within 10 days of receipt to the IGCA Treasurer.

**Catalog Sales**

Catalogs - AKC rule effective October 16, 2002: "The American Kennel Club Approved breed standard shall be published in the catalog for every independent national specialty show."

Before sales, set aside catalogs for the following: IGCA Historian, Specialty Show chair, judges, stewards, photographer, videographer if any.

Also set aside prepaid catalogs that will be picked up at the show and post-show catalogs that will be marked and mailed. The catalogs for the specialty show chair, club historian, and/or videographer should also be marked.

In addition, the Judges Education Chair will need as many catalogs as participants in the judge’s education seminar. The chair of Judges Education should also be supplied with extra copies of the judging program.

Catalogs may go on sale one hour before judging begins, not before. This is an AKC rule and must be followed. Although more workers will be needed early in the day, the catalog table should be manned throughout judging. Supply a cash box and adequate change in small bills. Arrange in advance with the Specialty treasurer how to handle each day’s deposits and receipts. If pens are included with catalogs, include the cost in the catalog price.
Trophy Guidelines

Check with show chairperson for Specialty Superintendents deadline for premium list information.

Prepare a trophy pledge form to be included in the specialty mailing. The following statement must be included on the trophy pledge form:

- All trophies offered at IGCA specialty shows shall be open to all entries.
- All non-awarded trophies become the property of the Club and may be auctioned or raffled off with proceeds going to the club.

Set a deadline date for pledges returned to you about 10 days before the trophy information is due into the Superintendent for the premium list. This gives you time to get organized and type the trophy list.

Set deadline for pledge trophies to be in your hands prior to the date of the specialty. Decide on a uniform theme for trophies if desired or if donations of actual items as trophies are acceptable. Try to use items with an Italian Greyhound motif if possible. Although not always possible, try to match the donor to the class they request.

Junior Showmanship classes should have a prize for each exhibitor. A trophy suitable for junior handler and rosette is offered for Best Junior Handler.

Sweeps classes should have trophies for Best and Best of Opposite Sex in Sweeps. Consider small prizes or stuffed toys for the classes, although the winning of sweeps money is acceptable as the only prize.

Obedience should have a prize for each entry with a qualifying score.

According to the AKC Policy Manual, trophies named for dogs may only be offered in memory of deceased dogs. For a person, trophies may be offered in memory of deceased persons or in honor of a person who is no longer an active breeder, exhibitor, or member of the club.

Check to see if there are any Challenge/Perpetual trophies (must be won three times by the same dog owner not necessarily same dog) offered. Contact the original donor to be sure they have the trophy in your hands prior to the specialty show.

Although Challenge/Perpetual Trophies may no longer be offered at Specialties, as of the 3/21/95 IGCA Board decision, the current Challenge/Perpetual trophies will remain in effect until they are won or retired. The donor of the current trophies will remain responsible for maintenance (transportation, engraving, insurance etc) of the trophy. The approved copy below must be printed in the premium list/catalog for the given specialty where these trophies are offered.

The current trophies are:

**West Coast Specialty Only:**
Best of Breed – **THE PAM HOY MEMORIAL TROPHY** – TROPHY RETIRED IN 2018, NO LONGER OFFERED.
**Offered at the National Specialty Only:**
Best of Breed - the following description must appear in the premium list and catalog:

**THE KATHY EMMETT MEMORIAL TROPHY** - A Bronze Italian Greyhound offered by Sally Smyth, Salswift Italian Greyhounds and William Monohon, Willowmere Farms, through the Italian Greyhound Club of America, Inc. For permanent possession, this trophy must be won 3 times by the same owner(s), not necessarily with the same dog, nor at consecutive shows. The Bronze trophy stays in the possession of its caretaker, William Monohon, until permanently won.

The trophy chairperson is responsible for collecting all moneys donated. A full accounting of all donations received must be turned into the show chair prior to the start of said specialty. All checks for donations must be turned over to the treasurer by the trophy chair within 10 days of receipt. Timely deposit of trophy donation checks prevents loss of revenue due to closed and moved accounts. This is also a courtesy to donors, as it doesn’t hold up monthly checkbook reconciliation.

When sending checks, be sure to make a list showing the name of donor, amount of check and grand total of donations being mailed. Accounting forms are available for your use from the Treasurer.

Send receipts for purchased trophies to the treasurer for reimbursement. Alternately, you can send the invoice for payment to the treasurer for payment. A scanned and e-mailed invoice will insure prompt payment to the vendor. Keep all receipts on incidental expenses, printing, mailing, etc. for reimbursement. (Copies of the expense and receipt forms are attached with this document.)

We do not need to make money on trophies, yet we do not want the trophies to cost the Club any extra money.
**Top Twenty Event guideline**

**1.** Selection of Top 20 chairperson will be made by the National Specialty Show Chair.

**2.** The Top 20 Chairperson will be responsible to assemble the Top 20 Committee as necessary consisting of no more than four additional members for a total of five. This does not limit the number of people that can help with the event. It is to limit the formal committee who is responsible to the Top 20 show chair. Sub committees can be formed from this organizational base.

**3.** The Top 20 show chair is responsible for coordinating events with the National Specialty show chair and combining resources whenever possible to reduce overhead and costs of the event.

I. INTRODUCTION

In 2003, the Italian Greyhound Club of America joined the elite group of parent clubs who participate in this type of prestigious event. The purpose of this event is to showcase the top 20 Italian Greyhounds in one location, at one time, for the entire fancy to view and enjoy. This event is intended to be a formal event: dresses and evening gowns for women, suits or black tie optional for men.

II. MATERIAL REQUIREMENTS

1. A room to hold the event. **[Recommendation: a minimum size of 65’ x 75’ for the ring with seating for approximately 150 spectators while leaving clearance for safe access for exhibitors, spectators, and refreshments.]**

2. A special section of seating reserved for Top 20 participants.

3. Three judges: a breeder judge, an AKC judge (IG approved), and a handler judge.

4. Three ring stewards and one chief ring steward. (if using one table, only one ring steward is necessary)

5. An announcer to direct and announce the event as it takes place.

6. Three judge’s tables with two chairs at each table (inside the ring). At the discretion of the chair, one table may be used and chairs provided for judges near the steward’s table.

7. One or three examination tables.

8. A table or podium for the announcer.

9. A public address system.

10. A trophy table or area to display the rosettes and/or trophies.

11. Rosettes and/or trophies for each participant.

12. Formal invitations for each of the Top 20 participants.

13. A videographer. **[Work with the national specialty chairperson.]**

14. A photographer. **[Work with the national specialty chairperson.]**

15. Catalogs

16. Armbands

17. A committee (which could be the Top 20 committee) of not less than three IGCA members to tabulate the scores.

18. A rosette and a high quality item such as a trophy for the winner of the event.

19. The event should include hors d’oeuvres or a plated dinner and cash bar for the audience as well as the participants.

20. Small gift and/or thank you note to each of the judges.

III. ELIGIBILITY

Any dog that is ranked in the Top 20 based on Best of Breed points wins as reported by the AKC and published in magazines, such as the Canine Chronicle, for the previous calendar year. Any dog and handler ranked in the Top 20 must be in good standing with the AKC. They do not have to be a member of the Italian Greyhound Club of America.
IV. INVITATIONS
Determine a top 20 closing date for accepting the invitation to participate. Top 20 closing may be one month prior to the event, to allow time to print top 20 catalogs, order ribbons, and awards.

All Top 20 participants must be invited to participate by formal, written invitation, mailed six to eight weeks before the top 20 closing date.

V. JUDGING PROCEDURES

A. Overview

Three judges will be in the ring at the same time, each occupying a separate judging station. Each judge will score each dog individually, using a “Scale of Points” based on the AKC approved standard. The winner will be determined based on the total score of each dog. In the event of a tie, using the “First Impression” category marked by each judge as the determining factor shall break it.

B. Responsibilities of Judges

When a judge examines an individual dog and mentally compares it to the AKC approved standard, the judge will use the “Scale of Points” to score each dog individually. The scoring system assigns numerical values to the main factors of the standard, and it allows the judge to indicate, by numerical value, the weakness and strengths of each dog. Each judge must also score each dog before any judge actually goes over any dog by using the “First Impression” item on the “Scale of Points.” Each judge must look at the dog as a complete package, awarding numerical value to each dog, with a score of 10.0 meaning that the dog is in perfect harmony with the judge’s interpretation of the Italian Greyhound standard.

Additionally, while in the ring, all conversations between judges and stewards will be restricted to procedural questions only.

C. Scoring

This system of scoring is more time consuming than the comparison to which we are accustomed. When scoring dogs, a judge should do no more than 10 dogs an hour. When scoring is complete, it will provide a written critique of the dog as seen by each judge. The total score provides an approximation of perfection of the individual dog.

To facilitate accuracy and reduce the time taken to judge, the “Scale of Points” has been divided into categories. Entering the ring, one at a time, each dog will make a complete lap of the ring and then will be allowed to “free stack” for 30 seconds in the center of the ring. This will allow each judge to mark their “First Impression” on their score sheet. At this time, the dog will be moved so the judges may score the dog for movement. At this point, the judges will move to their first station for individual examination of the first dog. Then, the judge will move to the next station and examine that dog. And, finally, to the last dog where scoring for that group is finished. This process will be repeated, with three dogs in the ring at a time, until all the dogs have been scored. If using three tables, at no time shall there be less than two, nor more than three dogs in the ring. If using one examination table, only one dog is in the ring rather than three. The judges each take their turn to go over the dog and scoring is then calculated.
D. Tabulation of Score Sheets

After scoring is completed, the score sheets will be given to the Chief Ring Steward. The Chief Ring Steward will then turn the score sheets over to the Top 20 committee for tabulation. The winner will be announced at the conclusion of the Top 20 event.

VI. SELECTION OF JUDGES

The committee has the responsibility of compiling a list of names of potential judge candidates for each of the following three categories: an AKC licensed Italian Greyhound judge, an Italian Greyhound breeder, and a person who has handled dogs (preferably Italian Greyhounds). There will be no compensation for this event unless it is discussed with the national specialty show chairperson and the Board of the IGCA. A thank you gift or note shall be sent to each judge at the completion of the event.

The Top 20 committee is responsible for contacting all potential judging candidates. The conversation should outline the responsibilities, date, time, and place of the event, and advise the judges that the event is confidential and formal attire is required. After the judge accepts the assignment, a confirmation letter with a contract reiterating the above details shall be sent to each judge.

Judges and stewards will be required to be at the show site approximately one hour prior to judging for a briefing session.

The identity of the three judges must remain strictly confidential. The names of the judges shall not be known to anyone other than the Top 20 committee.

Persons who have judged the Top 20 event in previous years are not eligible to be considered as a candidate for judging the event again for a period of five years.

Members of the Top 20 committee or their families are not eligible to judge this event.

A. AKC Licensed Italian Greyhound Judges

The AKC licensed judge shall be selected from the AKC Judges Directory. Provisional judges will also be taken into consideration. The AKC licensed judge cannot judge Italian Greyhounds three months prior to judging the Top 20 event. This judge cannot have ever owned, co-owned, bred, or handled any of the Top 20 dogs. A fee can be discussed between the Top 20 committee and the judge on an individual basis. But, as a general rule, first ask to see if the judge will accept the assignment without compensation.

B. Breeder Judges

Individuals selected by the Top 20 committee to be considered the Breeder Judge must be a member in good standing of the IGCA. Each individual must also have at least 10 years experience with Italian Greyhounds. This judge cannot have ever owned, co-owned, bred, or handled any of the Top 20 dogs. A fee can be discussed between the Top 20 committee and the judge on an individual basis. But, as a general rule, first ask to see if the judge will accept the assignment without compensation.

C. Handler Judges
Individuals selected by the Top 20 committee to be considered the Handler Judge should have some handling experience with Italian Greyhounds, although it is not required. This judge may also be a professional handler. This judge cannot have ever owned, co-owned, bred, or handled any of the Top 20 dogs. A fee can be discussed between the Top 20 committee and the judge on an individual basis. But, as a general rule, first ask to see if the judge will accept the assignment without compensation.

VII. SELECTION OF STEWARDS

Each judge shall have a steward. There shall also be a Chief Ring Steward. When possible, the Top 20 Chairperson should act as the Chief Ring Steward.

The ring stewards shall be responsible for ensuring that their assigned Judge has completed the score sheet and has NOT tabulated a final score. The ring steward shall then place the score sheet for each group of 2 or 3 dogs judged into an envelope and shall seal the envelope prior to handing it to the Chief Ring Steward at the end of judging for each set of dogs.

The Chief Ring Steward shall be responsible for ensuring the Top 20 participants are in the ring at the correct time, assisting the judges, keeping track of the “Scale of Points” sheets and for gathering the envelopes containing the Judges’ score sheets after each set of dogs has been judged. The Chief Ring Steward is responsible for ensuring that the sealed envelopes are turned over to the official responsible for tabulating the scores as soon as it is feasible after the conclusion of the event.

Ring stewards are responsible for any cleanup that may be required inside the show ring. Ring stewards are also required to wear formal attire. It is the responsibility of the stewards to attend the briefing session held for Judges and Stewards. The briefing session is to be held approximately one hour prior to the start of judging.
Hospitality

Welcome Reception
It is customary to have a Welcome Reception on the afternoon or evening preceding the first day of competition. This has been well received and has set the stage for many successful specialties. Generally, this is open to everyone, exhibitors, their guests, along with spectators.

Traditionally, this event offers hors d’oeuvres and beverages. The IGCA treasurer will provide an advance payment of $500.00 to cover the cost. It may be possible to find sponsors to help underwrite this event.

Welcome Bags
It has become standard procedure to offer welcome bags at a National Specialty. The bag features the specialty logo, date and location of the specialty. The Welcome bag may contain donated gifts from vendors, and may itself be a donated item from a sponsor. Bags may include the following:
- A schedule of specialty events
- Names, phone numbers, and driving directions to emergency health services for dogs and for humans.
- List of local restaurants.
- Tourism brochures
- Plastic pick up bags and sheet plastic for under crates.

Ringside Hospitality
The show giving club should consider locating hospitality near the ring or in a room designated as a designated hospitality room if the show is held in a hotel. If outdoors, hospitality should be under the tent or in a near-by building. The Hospitality Room should be staffed by knowledgeable club members at all times. Coffee, tea, juice, and some kind of finger food should be offered in the mornings, and light snacks and beverages may be available during the afternoon and after judging. Many hotels require that food items be purchased from them. If the hotel will permit the host club to bring in its own coffee and food, it will be considerably less expensive. The Hospitality Room can serve as a visible location for fund-raisers and the sale of specialty raffle baskets. It can also serve as a pick up place for those who pre-ordered specialty merchandise. Provisions should be made for locking the Hospitality Room to secure the merchandise when the room is unattended.

A popular innovation has been a daily news bulletin publicizing the events for the day, the previous day’s winners, reminders, and other general announcements. An easel set up near ringside can be easily updated by the superintendent/show secretary or show chair. The easel can also be a place for announcements and messages as well as a “lost and found” message center.

Meetings
The IGCA board meeting is usually held in the evening of the first day. It can be held in a designated meeting room, a board member’s guest room or at a local restaurant. The Show Chair should assign an individual to coordinate meeting room reservations for the duration of the specialty. Those needing a meeting room might be the IGCA board meeting and general membership meeting, unless the general membership meeting is held at ringside. The show committees and other groups may need to reserve meeting space for coordinating their jobs. Once the meetings have been set, it is this chair’s responsibility to contact each group and ask if they would like refreshments during their meetings or if they need audio-visual or other electronic equipment. The cost of the refreshments and equipment is the responsibility of each committee and will be deducted from the committee’s budget.
Banquet
It is customary to hold a banquet (casual or more formal depending on the inspiration of the show committee) the evening of the Best of Breed competition. Allot time following or during dessert for judges’ speeches, the Show Chair’s comments, and recognition of the Show Committee. The Show Chair or president of the club should act as the master of ceremonies. Club officers should be introduced. At the end of the presentations, the Show Chair for the next National Specialty may be asked to speak to invite guests to attend the following year. Honor all the top winners and their owners by name. Include Best of Breed, Best of Opposite Sex, High in Trial, Selects, Awards of Merit, and top winners in obedience, rally, agility, racing, lure coursing, and Junior Showmanship.

The head table (if there is one), should include the IGCA President, Show Chair, the judges and their respective spouses (if present). Be sure to ascertain which judges will attend the banquet (give each a special invitation) and ask for their choice of menu if offering a plated dinner. Arrange the head table seating well in advance. Place cards are appropriate. If there is no head table, reserve as many tables up front as needed. Table decorations may include flowers and/or theme-related items, which can be raffled at the end of the evening by some method, e.g., putting numbers under chairs and then selecting a number, etc. It is customary to have a small table favor for each guest. Include the cost of these favors in the price of the banquet meals. There should be a cash bar before and during the event. It is acceptable for donations or a sponsor for the cash bar.
Scheduling Specialty Events

Consider the following when determining schedules:

Judging assignments are limited by AKC policy to the following:
200 dogs per day in conformation (25-30 dogs per hour)
8 hours per day in obedience, calculated on:
8 dogs per hour in Novice,
7 dogs per hour in Open, and
6 dogs per hour in Utility,
22 dogs per hour in Rally.

Ring time should be reasonable. Try not to schedule judging before 9:30 AM.
Sweeps are usually before the opening of conformation judging.
Lure Coursing and racing are normally held for two days, immediately before or after the specialty.
Agility and obedience can be held concurrently or independently of conformation.
Top 20 is a formal evening event
Futurity should be a semi-formal evening event
Health clinics are held during the day but after judging
Seminars during the day but after judging (exception: ringside mentoring)
Tours and excursions are held after judging during the specialty days
Banquet is after the final conformation/obedience/rally/agility judging.

Sample early schedule-adjust day/times as necessary (exact times can be added after closing date)

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<tr>
<th>Time</th>
<th>Saturday</th>
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<th>Monday</th>
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<tr>
<td>Morning</td>
<td>Lure Coursing</td>
<td>Racing</td>
<td>Site set up</td>
<td>Sweeps</td>
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<td>Afternoon</td>
<td>Lure Coursing</td>
<td>Racing</td>
<td>Welcome</td>
<td>Conformation/Obedience/agility</td>
<td>Conformation/Rally</td>
<td>Best of breed</td>
<td>Best of breed</td>
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<tr>
<td>Late afternoon</td>
<td>Puppy match</td>
<td>Seminar/clinics</td>
<td>Membership meeting</td>
<td>Site cleaning</td>
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<tr>
<td>Evening</td>
<td>BOD meeting</td>
<td>Top 20</td>
<td>futurity</td>
<td>Banquet</td>
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</table>
**Make your Specialty Special**

There are intangibles that make a national specialty unique and memorable.

- A thoughtful and imaginative theme that is carried throughout the specialty.
- Decorations that reflect the theme for the ring entrances, trophy tables, banquet tables, etc.
- Menus. From the welcome party to the banquet, the menu can set the tone for the entire specialty. Top 20 Competition is the showcase of the nation’s top winning dogs. It is a formal affair so the menu should reflect the importance of the event. The banquet can be a relaxed, informal affair or a theme fitting dress code. Futurity is the future of the breed, so offering hors d’oeuvres or dinner is appropriate.
- Fun events: A costume party is always a big hit with a lot of attendance in both participation and audience. Tied to the welcome party, it can establish a light and happy mood.
- Rescue parade. Make sure to schedule a rescue parade so the audience will be in attendance. The rescue parade should be treated like it was the best of breed competition. The rescue parade chairperson should be advised that a gift bag with a toy, blanket, collar/leash combo or other gift is given. Consider a rosette for each participant, given as they stand in front of the first place station. Biographies of the participants are requested beforehand and an announcer reads them as the participants walk around the ring, emulating the show dog experience. The announcer should be provided with a mic to broadcast the biographies and should have a public speaking voice.
- While not required to offer tourism, providing some area attractions via a local tourism brochures or by word of mouth of local residents is an excellent idea. National Specialties can double as vacation destinations.
- Allow enough time for each event. Agility, racing, coursing, rally and obedience are very popular and participants are often conformation exhibitors as well. They need to have enough time to do the various events without conflict.
- Breeder’s education, judge’s education, visualizing the standard, health seminars and clinics should be timed conveniently, including additional time for the exercising of dogs and dressing for evening events.
- At the banquet, thank the committee chairs and the seminar presenters. Announce the winners of all events. Announce new versatility title achievers. Thank all participants for making the specialty a success. Announce the date and location of next year’s specialty and introduce the show chair who should provide a few words about the next specialty.
Resources

Licensed Superintendents
To superintend events held under American Kennel Club rules, an individual must hold a license from AKC. The following is a list of Annually Licensed Superintendents.

Baray Event Services .................................................. (360) 755-7086
Sheila Raymond
Mailing address: P O Box 508, Burlington, WA 98233
Business address: 113 E Fairhaven Ave., Burlington, WA 98233
Fax ................................................................. (360) 755-2248
E-Mail .................................................. dogshows@barayevents.com
Web site .......................................................... www.barayevents.com

Foy Trent Dog Shows ............................................... (573) 687-2101
Foy Trent
PO Box C Sturgeon MO 65284
Fax (888) 685-8989
E-mail .................................................. mail@foytrentdogshows.com
Web site .......................................................... http://www.foytrentdogshows.com/

Jack Bradshaw Dog Shows ....................................... (323) 727-0136
Jack Bradshaw
Mailing address: P O Box 227303, Los Angeles, CA 90022-0178
Business address: 5434 E Olympic Boulevard, Los Angeles, CA 90022
Fax ................................................................. (323) 727-2949
E-mail .................................................. mail@jbradshaw.com
Web site .......................................................... www.jbradshaw.com

Jack Onofrio Dog Shows, L.L.C. ................................. (405) 427-8181
Mailing address: P O Box 25764, Oklahoma City, OK 73125-0764
Business address: 3401 NE 23rd Street, Oklahoma City, OK 73121-2447
Fax ................................................................. (405) 427-5241
Oregon office ................................................... (503) 239-1080
Mailing address: P O Box 4660, Portland, OR 97208-4660
Business address: 2710 SE 50th Avenue, Portland, OR 97206-1538
E-mail .................................................. mail@onofrio.com
Web site .......................................................... www.onofrio.com

MB-F, Inc .......................................................... (336) 379-9352
Mailing address: P O Box 22107, Greensboro, NC 27420-2107
Business address: 620 Industrial Avenue, Greensboro, NC 27406
Fax ................................................................. (336) 272-0864
California office .................................................. (510) 724-4716
Florida office .................................................. (352) 796-1816
Michigan office .................................................. (248) 588-5000
Oregon office .................................................. (336) 379-9352
E-mail .................................................. mbf@infodog.com
Web site .......................................................... www.infodog.com

Rau Dog Shows, Ltd. .................................................. (610) 376-1880
Kathleen Berkheimer
Mailing address: P O Box 6898, Reading, PA 19610-0898
Business address: 235 S 2nd Avenue, West Reading, PA 19611
Fax ................................................................. (610) 376-4939
E-mail .................................................. info@raudogshows.com
Web site .......................................................... www.raudogshows.com
Show Secretary/Superintendent

Arden Shaw/Specialty Dog Shows LLC..................................................(248) 851-9729
Mailing Address: 4891 Ballantrae Road, Bloomfield Hills, MI 48301
E-mail..........................................................arden@specialtydogshows.com
Web site..........................................................www.specialtydogshows.com

Lab Tested On Line, LLC..................................................(314)395-9950
Carolyn Johnson
632 N. Forest Ave
St. Louis, MO 63119
Agility, obedience/rally, specialties, barn hunt
E-mail..........................................................Carolyn.johnson@labtestedonline.com
Web Site..........................................................Labtestedonline.com

Specialty Merchandise

4Imprint..........................................................(888)298-8190, (877)446-7746
101 Commerce St.
Oshkosh, WI 54901
Website:..........................................................www.4imprint.com

American Outfitters ..........................................................(847) 623-3959
3700 Sunset Ave.
Waukegan, IL 60087
Fax: ..........................................................(847)623-0053
Web site..........................................................www.americanoutfitters.com
Ribbons

**Hodges Badge Co.**
(800)556-2440
1170 East Main Rd.
Portsmouth, RI 02871
Web site: www.hodgesbadge.com

**Stineman Ribbon Co.**
(800)346-9294
128 Ribbon Lane
South Fork, PA 15956
E-mail: sales@stinemanribbon.com
Web site: www.stinemanribbon.com

**Coast Originals**
(760)440-0438
PO Box 1191
Ramona, CA 92065-0863
E-mail: info@coastoriginals.com
Web site: http://01f0b29.netsolhost.com/index.html

**Premier Rosettes**
(803)899-4844
4229 Sloan Rd.
Richburg, SC 29729
E-mail: premierrosettes2018@gmail.com

Forms

**AKC required event application forms**

Download from AKC.org:

Checklist
Instructions for show/trial application
Show/trial application includes:
  - Sweepstakes
  - 4-6 month puppy class application
  - 4-6 month puppy judging panel
Judges panel
Special Attractions application (complete this form for Awards of Merit, owner-handled series)
Agility application
Lure coursing application (to be completed by LC chair)
Sanctioned match application
Host Club Consent Letter if specialty is held at all breed show or cluster
Disaster & Emergency Plan (for stand-alone specialties, not required for specialties held at all breed shows)

These are fill-in forms which can be completed and sent to the 2ndVP electronically. Scan and attach judge’s contracts before sending.

Also have on hand: (available as a pdf from AKC.org)

Rules Applying to Dog Shows
AKC Show/Trial Manual
Italian Greyhound standard
Dealing with Misconduct at AKC shows
Agility Regulations
Obedience Regulations
Rally Regulations
Lure Coursing Tests and Trials regulations
4-6 month beginner puppy competition regulations
National Owner-Handled Series
Rules, Policies, and Guidelines for Conformation Dog Show Judges
Specialty proposal Forms

Italian Greyhound National Specialty Proposal

Date Submitted: __________ Submitted By: _______________________________________

Date Received by IGCA: __________ 2nd VP Signature: ______________________________

Date of Show: _________ Show Location (town/state): _______________________________

Host Hotel/Motel: _____________________________ Phone: _______________________

Address: ___________________________________________________________________

Room Rates: __________________________________________________________________

Meeting facilities: yes / no (circle one) Meeting Room capacity ____________

1. Additional Hotel/Motels: (List a minimum of two additional with address, telephone and room rates)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2. Banquet Facilities Location:__________________________________________________

3. Provide a detailed description of the entire venue including sketches if necessary:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________

Use additional sheets to describe the entire venue where each event will be held. Conformation events, Performance events, Top 20, Breeders Cup, Seminars, Clinics, meetings etc.
4. Shows being held in conjunction with this specialty: (List club, show chair and telephone)

5. Highlight Special Events in the surrounding area that may be of interest to those attending the specialty if they wanted to vacation or take in some of the local culture.

6. List Airport(s) within easy access to show site:

7. Driving Directions to location: (from the North, South, East & West)

Use additional pages as needed for any part of this proposal!

**Attach - Addendum One: Committee Chairs, Addendum Two: Calendar of Events

For IGCA Board Use:

Proposal Reviewed Date: _______________

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Italian Greyhound Regional Specialty Proposal

Date Submitted: __________ Submitted By: ________________________________

Date Received by IGCA: ________ 2nd VP Signature:___________________________

Date of Show: ________  Show Location (town/state): _____________________________

Host Hotel/Motel: _______________________________ Phone: _______________________

Address: _____________________________________________________________________

Room Rates: __________________________________________________________________

Meeting facilities: yes / no (circle one) Meeting Room capacity _____________

1. Additional Hotel/Motels: (List a minimum of two additional with address, telephone and room rates)
__________________________________________________________________________
__________________________________________________________________________

2. Banquet Facilities Location:

3. Provide a detailed description of the entire venue including sketches if necessary:
__________________________________________________________________________
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Use additional sheets to describe the entire venue where each event will be held. Conformation events, Performance events, Top 20, Breeders Cup, Seminars, Clinics, meetings etc.
4. Shows being held in conjunction with this specialty: (List club, show chair and telephone)

5. Highlight Special Events in the surrounding area that may be of interest to those attending the specialty if they wanted to vacation or take in some of the local culture.

6. List Airport (s) within easy access to show site:

7. Driving Directions to location: (from the North, South, East & West)

Use additional pages as needed for any part of this proposal!

**Attach - Addendum One: Committee Chairs, Addendum Two: Calendar of Events

For IGCA Board Use:

Proposal Reviewed Date: ________________

Comments:

******************************************************************************
For IGCA Board Use:
Proposal Reviewed Date: ________________
Comments:
Expense and income vouchers

Italian Greyhound Club of America, Inc.

Date: ________________

Event: ________________________________________________

**Expenses**

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<th>Item</th>
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Total

All expenses must be accompanied with a receipt. Attach all receipts to this form and submit to the IGCA treasurer for reimbursement.

Please make check payable to:

Sent/Given to IGCA Treasurer by: ________________________________

(print name)

Signed: ________________________ Date________

(signature)

(Keep a copy for your records prior to turning in to club treasurer.)
Italian Greyhound Club of America, Inc.

Date: _______________

Event: ____________________________________________

**Receivables (Income)**

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<th>Item</th>
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Please document all income by line item.

**Sent/Given to IGCA Treasurer by:**

Print name: ____________________________________________

_________________________ Date _______________

(signature)

(Keep a copy for your records prior to turning in to club treasurer.)
Sample Futurity and Sweepstakes Judging Contracts

National Specialty Futurity Judging Contract

Current date
Name of Judge and address of judge

Date of Specialty:
Location:

This contract confirms the Italian Greyhound Club of America’s invitation to judge Futurity and maturity classes at the above-mentioned National Specialty.

The IGCA will pay you $100 for judging and hotel lodging for 1 night.

Your assignment will include the judging of all futurity classes at this Specialty.

Note:
The AKC Rules, Policies, and Guidelines for Conformation Dog Show Judges states that Sweepstake/Futurity judges may not exhibit on day(s) they judge. Sweepstake/Futurity judges will continue to be allowed to exhibit the day before and the day after the event they judge. A multi-day specialty is considered one event, and the restriction will apply for the duration of the event.

Note to show chair (remove this paragraph before sending): While acceptable to AKC, This contract should clearly state if the futurity judge may or may not exhibit at the shows immediately before their futurity assignment. The show chair of the national specialty has the discretion to make the determination.

Please sign one copy of this contract, retain a copy for your records, and return the original in the enclosed self addressed envelope to:

Name and address of Futurity Chair

Sincerely,

Futurity chair and contact information

I agree to judge Futurity at the above-mentioned specialty

___________________________________________       ____________________
Signature                                                                        Date
National Specialty Sweepstakes Judging Contract (by land mail)

Current date
Name of Judge and address of judge

Location of Specialty:
Date of Specialty:

Dear :

This contract confirms the Italian Greyhound Club of America’s invitation to judge Puppy and Veteran Sweepstakes classes at the above mentioned specialty being held at (name and location and date of event) The Italian Greyhound Club of America will provide two nights hotel reimbursement and $100.00 judging fee. (can be negotiated)

We ask that you do not judge Italian Greyhounds for a period of three months prior to the date of this specialty.

Note to Show Chair you can restrict your sweeps judge by adding the following sentence: You are excluded from club organized social activities until after your judging assignment.

AKC states in Rules, Policies, and Guidelines for Conformation Dog Show Judges that Sweepstake/ Futurity judges may not exhibit on day(s) they judge. Sweepstake/Futurity judges will continue to be allowed to exhibit the day before and the day after the event they judge. A multi-day specialty is considered one event, and the restriction will apply for the duration of the event.

We appreciate and look forward to your judging puppy and veteran sweepstakes.
Please sign one copy of this contract, retain a copy for your records, and return the original in the enclosed self addressed envelope to:

Name and address of show chair

Sincerely,

Show Chair
Contact information

I agree to judge Puppy and Veteran Sweepstakes at the above-mentioned specialty

___________________________________________   __________________
Signature of Judge               Date

Note to show chair: Remove red notations before sending, they are informational only
Italian Greyhound Club of America
National Specialty Sweepstakes Judging Contract (by e-mail)

Contract to send by-e-mail

Date:
Name of Judge:

Date of Specialty:

Location:

Dear : 

This contract confirms the Italian Greyhound Club of America’s invitation to judge Puppy and Veteran Sweepstakes classes at the above mentioned specialty being held at (name and location of event)

The Italian Greyhound Club of America will provide two nights hotel reimbursement and $100.00 judging fee. (can be negotiated)

We ask that you do not judge Italian Greyhounds for a period of three months prior to the date of this specialty.

Note to Show Chair you can restrict or allow your sweeps judge by adding the following sentence: You are excluded from club organized social activities until after your judging assignment.

AKC states in Rules, Policies, and Guidelines for Conformation Dog Show Judges that Sweepstake/ Futurity judges may not exhibit on day(s) they judge. Sweepstake/Futurity judges will continue to be allowed to exhibit the day before and the day after the event they judge. A multi-day specialty is considered one event, and the restriction will apply for the duration of the event.

We appreciate and look forward to your judging puppy and veteran sweepstakes.

Please respond by e-mail confirming your agreement to judge to:

Show Chair name and E-mail:

Sincerely,
Specialty Chair
Contact information

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