

**ECSCA National
Specialty Show
Guidelines**

2007 Revision

INDEX

Topic	Page
The Bid	2
Site Proposal	3
Financial Consideration.....	4
Fundraising	4
Show Committee.....	7
Judges	10
Show Superintendent	11
Committees	12
Boutique	18
Trophies	19
Annual Awards.....	20
Working Test	23
Hunt Test	26
Tracking	21
Additions/Corrections.....	22
Financial Payment & Reports.....	28
Budget Work Sheet.....	30
Show Chair Check List.....	33
Room Reservation Form.....	37
Show Chair Questionnaire.....	38
Past National Financial Reports.....	43

The BID

1. Any recognized local English Cocker specialty club, or any group of English Cocker Spaniel Club of America (ECSCA) members may submit a bid to host the ECSCA annual National Specialty.

When a club or group is considering bidding for a National Specialty, the first task is to evaluate the number and qualification of level-headed individuals in the local area who are willing to work together and to expend a significant amount of time, energy and money on behalf of the project over a minimum three year span. This evaluation includes the strengths, weaknesses, areas of and length of experience (with national specialties, all breed shows, matches,

etc.), areas of expertise (management, obedience, agility, rally, field, hospitality, trophies, grounds, etc.) and familiarity with the ECSCA and its procedures.

It is essential to be familiar with all AKC rules, regulations, policies, guidelines and suggestions. It is helpful to have the latest edition of the AKC Show/Trial Manual, A guide for Planning AKC Dog Shows and Obedience Trials (available from AKC for \$35 or borrow a set from the ECSCA). **The AKC Show/Trial Manual and Planning Guides (2005) should be used as part of the ECSCA National Guidelines.**

2. **Bids** for hosting national specialty shows shall be received from interested clubs/groups of members **two or three years in advance**, in time for the Board to consider the bid at their American Spaniel Club meeting, i.e. 2007 for 2009 (6/92)

Bids must include the following:

A. Proposed dates(s) or date range.

The dates should be compatible to those people in the area that will be most closely involved with the show and with conditions in the area that might affect the travel, welfare and comfort of dogs and people. If possible, it is best to avoid “peak season” rates for both accommodations and travel. National specialties have been held in April, May, June, July and September, weekend and midweek, independent and in conjunction with all-breed shows. ECSCA has no policy regarding dates.

B. Rough estimate of the number of dogs expected, and proposed schedule of events.

1. Number of days required for judging.
2. Number and size of rings per day.
3. Number of judges required.

Attention is drawn to those rules regarding the number of dogs that one judge is required to judge per hour, required ring size for breed, obedience, rally, and agility.

Most fanciers prefer to have judging in one ring only; most prefer to have only one judge for all conformation classes. Judging should not start before 8 AM and should not be scheduled for after 5 PM. Time should also be allocated for special events such as the Invitational or Breeders Showcase after regular judging has been completed. It is also important to allow time for committee meetings and socializing as well as the annual meeting and the annual awards banquet.

This estimate may also be helpful in determining the number of rooms to “book” at the host hotel (if there is a host hotel).

- C. **Complete description of the proposed site or site possibilities,** including measurements, parking, distance from airport, major cities, accommodations, rates, fee, and any unusual rules.

The most difficult task is to find a site that will be suitable. If a national specialty show for a breed with roughly similar entries and requirements has been held in the area, the local sponsors of that event may be extremely helpful. The local Convention and Visitors Bureau or Department of Tourism may be very helpful in suggesting locations. Ideally, a site will have been used previously for a similar event, with all parties being satisfied. For a small show, with many people attending that has limited transportation, an “all-in one” site (where camping, RV parking, show, obedience, banquet, meetings, education and entertainment may all be held) may be desirable. For a larger show, to which most people are driving, it is important to consider the impact that 300-500 dogs incarcerated in a small area over a period of 3-6 days may have on a facility. Therefore it is important to negotiate room nights and possible RV parking on the grounds and their requirements. There is no advantage to the breed or the sport in underestimating this impact. The ECSCA has no policy in regard to sites – indoors, outdoors, all-in-one or widely separated.

In addition to providing space for show and obedience rings, banquet and meeting space, health clinics, seminars, judges education, RV and car parking, it is essential to provide space for exercising dogs, space for grooming including electricity for clippers and dryers, water for bathing and provisions for waste disposal.

Provisions should be made for RV parking and any costs associated with such. Where will they be parked, cost for parking, is electrical available and at what cost. An advanced reservation form with all pertinent information should be available in the premium list.

- D. **Financial considerations.** A proposed budget should be submitted along with the Bid. (see attached Work Sheet, Guidelines for Financial Payment and Reports and past Specialty reports). Any proceeds raised in the name of the ECSCA and not used to support the Specialty, belong to the ECSCA, including hospitality funds. Due to IRS issues and ECSCA sponsorship all monies received and expended on behalf of the specialty shall be reported.
- a. The host club shall receive \$2000.00 as “seed” money to start fund raising. Any and all fund raising (i.e. competitions, raffles, sales, auctions, etc.) activities shall be reported and made part of the final Specialty Report.

- b. All profits/losses of the specialty are the property of the ECSCA (i.e. fund raising, grooming space, banquet, raffles, auctions, basket raffles, 15% boutique sales etc.).
- c. The ECSCA Board of Directors shall determine the use of any profits gained from the National Specialty. Should the Host Club have a particular goal in mind they should present it in their bid.
- d. While fundraising be aware of the up-coming National specialty. Do not overshadow upcoming Nationals by requesting donations until after the show just prior to your National (i.e. for 2008, after the 2007 show) Planning is the key to success!.

E. Fundraising by the Host Club will defray the cost of hospitality expenses during the National. The host club should use their seed money to fund activities that will benefit their hospitality goals. Previous clubs have used logo apparel sales, match receipts, special auctions, etc. to build their hospitality fund. Some (but not all) of the hospitality requirements are:

- a. Hospitality Room Breakfasts (donations should be solicited from Member Clubs)
- b. 500+ Welcome bags and their contents (sponsors are welcome)
- c. 300+ Informational packets for distribution at the prior years National
- d. Decorations for the ring, trophy table, show area, banquet, flowers, pins or memorabilia
- e. Welcome Reception one evening (a sponsor may fund this)
- f. Any additional receptions the club may plan
- g. Gift items for judges and stewards (this includes all activities associated with the National (i.e. performance events, hunt/working tests, tracking)
- h. Special activities such as the Breeders Showcase, Invitational, Up Close and Personal, etc. should raise their own funds to support the activity.

F. Proposed “Club Headquarters” (if any), or examples of nearby accommodations with number of rooms available and current rates.

G. List of ECSCA members and friends in the area, who have expressed an interest in working on the project, with a brief resume of their qualifications and experience. This would be an appropriate place to suggest a Chair and committee.

- H. **List of proposed satellite events, if any**, (working, tracking, agility, hunting, - include description of proposed sites) or special events (educational topics, clinics, seminars, etc.), proposed dates, along with names of local experienced people and a summary of their qualifications.
- 3. “Publicity” type material in the form of pamphlets, maps, letters of invitation, travel information, local attractions, etc. from the area should be included.
- 4. The bid may include special requests for superintendent, trophies or trophy Chair; Show Chair/committee members, supported show, tracking, agility, obedience, field, education or other special events.

The ECSCA Board of Directors reserves the right to make final decisions on the following:

- Logo proposed by the host giving group (the ECSCA Logo may not be used without approval of the Board of Directors)
- Show Chair and Committee
- Trophy Chair
- Entry Fees
- Classes offered
- Show Superintendent or Show Secretary
- Show Site
- Sweepstakes Rules
- Satellite Events
- Supported Shows
- Annual Awards
- Financing
- Conformation Judge
- Boutique
- Judges Education

- 5. Ideally, the ECSCA President will invite a representative or two from the bidding group to attend the board meeting during the time the bid is discussed to answer questions or provide additional information. The representative, chosen by the bidding group, will be notified of date, time and place.

In considering bids, the Board of Directors will take the following into consideration.

- a. Area of the country. Shows in the East and North Central states tend to make a profit. Shows in the West tend to lose money. There is no need for the show to make a profit, but it isn't practical to have several big losses in a row.
- b. Credibility and experience of the club or group that requests responsibility for the event.
- c. General package of show site and satellite events.

6. The Board will announce the winning bid within 30 days of the close of the National Specialty two years prior to the show for which the bid has been submitted.
7. Upon acceptance of a local club's bid to host the National Specialty, the ECSCA Treasurer will send the host club an advance of up to \$2000 (9/04) for hospitality and fund raising activities, which must be accounted for by the Show Chair within 30 days after the close of the Specialty. (6/01). The Host club shall return hospitality funds advanced and all other profits. (6/01 See D – Financial Considerations.)

GUIDELINES FOR ECSCA NATIONAL SPECIALITY SHOW COMMITTEES

The following information is intended to serve as aids to specialty show committees and satellite groups who have been charged with the responsibility of hosting the ECSCA Annual National Specialty Show and Obedience Trial, Rally Trial and other performance activities.

1. SHOW COMMITTEES

- A. The Board of Directors will appoint the Show Committee within 30 days of the Annual meeting two years prior to the show. The Show Committee shall consist of at least five members, all of who must be members of the ECSCA and all of who must agree to be on the site of the show during the advertised Show Hours.
- B. **Show Chair.** The Show Chair shall be from the area where the show will be held. Unless there is good reason to do otherwise, the Show Chair will ordinarily be the person recommended by the bidding group. In addition to those responsibilities provided for in the AKC Rules and AKC Guidelines, the Show Chair is responsible for those items outlined under 2.

Dogs owned or co-owned by the Show Chair will **not** be shown in any competitive (judged) class at the National Specialty, and the Show Chair will not handle dogs at the National Specialty.(6/80)

1. **Obedience/Rally/Agility Chairs.** The primary duties of the Obedience/Rally/Agility Chairs are to be intimately familiar with their respective rules, make sure that the equipment is present and conforms to AKC regulations, make sure that the rings have adequate number of experienced stewards, and generally oversee these aspects of the show. Ordinarily, the Chairs will be those recommended by the Show Chair or the successful bidding group. There can be separate chairmen for Obedience, Rally and Agility.
2. If neither the Show Chair nor the Obedience/Rally/Agility Chairs are members of the Board of Directors of the ECSCA, at least one board member will be added to the Show Committee to serve as a coordinator between the Show Chair and the Board. *(It is suggested that the President or Vice-President and ECSCA Treasurer should be members of the Bench Show Committee. It is further suggested that Judges that have been invited to officiate at the show should not be on the Bench Show Committee, nor should the Show Superintendent or Show Secretary).*

3. The remainder of the Show Committee will be responsible ECSCA members from the area where the show will be held and who (preferably) have had past experience on Show Committees.
 4. It is desirable that a Vice Show Chair be named. That person would be in constant contact with the Show Chair and, therefore, able to take over in any emergency. Ideally, this would be member of the Board.
 5. The names of the members of the Show Committee must be printed in both the premium list and catalog.
- C. The Show Chair of the Show Committee must have the latest copies of, and all members of the Show Committee must be familiar with, AKC Rules Applying to Dog Shows, AKC Rules Applying to Registration and Discipline: Obedience Regulations –Judges-Stewards: Rally Regulations – Judges-Stewards: Agility Regulations – Judges-Stewards: Regulations for Junior Showmanship: Guidelines for Dealing With Misconduct at AKC Events; knowledge of the AKC’s policy concerning Emergency Procedures at Events (Disaster and Emergency Plan)
- D. The Show Chair may find it helpful to acquire any available records from previous national specialties.
2. **Show Chair.** The Show Chair is responsible for:
1. Reviewing all contracts and having the hotel contract approved by the Club Liaison. The ECSCA President will sign all hotel contracts.
 2. Appointing chairmen for, and suitable people to serve on, the various committees that are necessary for the smooth operation of the show.
 3. Providing for Veterinary Services (confirm in writing prior to the printing of the premium list.)
 4. Providing for a Photographer (confirm in writing prior to the printing of the premium list). Does s/he need a ramp or other equipment, hotel room, mileage, etc.
 5. Videographer (if desired). Get a contract stating terms, conditions and costs.
 6. Ring Stewards, usually through appointment of the Chief Ring Steward. If a club member is to ring steward, dogs owned or co-owned by said ring steward may not be shown.
 7. Submitting the necessary information pertinent to applying to AKC for the show, including a drawing of the show-layout (if required) to the ECSCA

Corresponding Secretary at least 8 months (9 or 10 months is preferred) prior to the show date.

8. Submitting to the ECSCA Publications and Information Committee appropriate information of a “publicity” nature on a regular basis beginning at least 7 months prior to the show.
 9. Submitting to the Show Superintendent or Show Secretary all required and pertinent information for the premium list at least 16 weeks (4 months) prior to the show or as required by the Show Superintendent or Show Secretary.
 10. Proofreading the premium list.
 11. Submitting to the Show Superintendent or Show Secretary all required and pertinent information for the Show Catalog, at least 4 weeks before entries close.
 12. Contracting for the appropriate number of catalogs, including in the count free catalogs for all full page advertisers, catalogs for all judges, stewards, AKC, the AKC Field Representative, 1 catalog for each exhibitor, plus catalogs for those pre-ordered.
 13. Arranging for transportation and accommodations for judges.
 14. Arranging for receipt and storage of any items (rosettes, trophies, boutique/raffle/auction items, catalogs, etc.) that need to be shipped ahead of the show. Ideally, this will be an individual who lives near, and can deliver these items to, the show site. It is generally a poor idea to have these items sent directly to the hotel or show sites. All left-over rosettes, trophies, catalogs, etc. should be shipped to the ECSCA Corresponding Secretary upon completion of the show.
 15. Arranging for a PA system and announcer.
 16. Arranging for meeting space for the Annual meeting.
 17. Arranging for time and space for judges education.
 18. Arranging for time and space for educational seminars (if desired).
 19. Arranging for Boutique and booth space.
 20. Arranging for emergency medical services.
3. **Show Site.** The Show Chair of the Show Committee has the prime responsibility for contracting for the Show Site. In selecting a show site the following items must be considered.

A. There must be adequate space to accommodate the expected entry (enough rings of the right size, exercise area, protection from the weather, sanitation facilities, etc.) and spectators. There must be adequate parking for exhibitors, spectators and ECSCA members on official duties.

B. There must be space and facilities for grooming.

1. Ideally the grooming area will be outdoors, covered, with access to warm water. If the hotel can accommodate the grooming room inside with adequate room, electrical drops and easy access to the ring, that is preferred.
2. An adequate number of electrical outlets and adequate wattage for the number of dogs expected are essential.
3. Provision must be made for disposing of wastewater and hair.
4. Alcoholic beverages are prohibited at all times in the show and grooming areas. (9/00)
5. Zero tolerance will be the policy concerning underage puppies on the show grounds, with violators being held accountable by bench show committee. (9/00) (The bench show committee shall determine the discipline, i.e. ask the offender to leave, or remove underage puppies from the show site)

C. Ideally, a host hotel will allow dogs in rooms. Ideally, for those exhibitors who prefer not to have their dogs in their rooms, an area will be provided where crated dogs can stay overnight, with security.

BATHING AND GROOMING OF DOGS IN THE HOTEL ROOMS IS NOT ALLOWED. THE SHOW COMMITTEE AND THE BOARD WILL SUPPORT ENFORCEMENT OF HOTEL RULES REGARDING BEHAVIOR OF GUESTS AND THEIR ENGLISH COCKER SPANIELS AT HOTEL OR MOTEL WHERE EXHIBITORS AT THE NATIONAL SPECIALTY STAY.

D. It is important to be specific about what the management provides and at what cost, and what will not be provided. Rules, particularly those regarding dogs, should be in writing.

E. The ECSCA Board of Directors reserves the right to make a final decision on the Show Site and the ECSCA is responsible for all costs. All income and bills should go directly to the ECSCA Treasurer.

4. JUDGES

A. The ECSCA has a policy for selecting judges, which involves input from the general membership, voting by the general membership, and then the

Board of Directors selects the required judges. Ordinarily, the ECSCA Corresponding Secretary will contact the selected judges, query him/her as to availability and fees, and advise him/her of club policies and enclose two (2) copies of the ECSCA Judge's Contract, one to be returned to the ECSCA Corresponding Secretary.

- B. The Show Committee will be given the name of the judge(s), as soon as possible after he/she has been selected and accepted the assignment, which will be at least 18 months prior to the show. (If AKC confirmation is still pending, the Show Chair will be notified).
- C. The Show Committee may recommend judges for Obedience, Rally and Agility, Working/Hunt Tests and Tracking from judges known locally. The Sweepstakes judge will be from the top five vote getters. Obedience/Rally and Sweepstakes judges should be confirmed in writing at least one year prior to the show.
 - 1. The ECSCA Corresponding Secretary will contact the chosen judge or judges to ascertain his/her availability and financial requirements. AKC guidelines require that these arrangements be concluded in writing prior to the time the judge's name is submitted to AKC for approval.
 - 2. The ECSCA Corresponding Secretary will follow with a confirming letter to the judge(s) including the two copies of the Judge's Contract, submit the judge(s) names on the proper forms to AKC and, once AKC approval has been received, will inform the judges and the Show Chair of that approval.
- D. The Show Chair is responsible for arranging for lodging, transportation and appropriate meals for the judges. All bills for judges should be coordinated with the ECSCA Treasurer and billed directly to the ECSCA and paid by the ECSCA Treasurer.
- E. It is the Show Chairs responsibility to ask the judge to provide a critique of each class placement via recording or hand written notes for inclusion in the show results published in the ECSCA Review. The judge may decline to do so, but if they agree ask the judge if they have a recording device, if not please have one available.
- F. Please see the following excerpt pertaining eligibility of sweepstakes and futurity judges taken from the [Rules, Policies and Guidelines for Conformation Dog Show Judges](#) (page 3).
- G. **Exhibiting and Handling [P]** 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. Effective January 1, 2009 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.

H.

I. The restriction applies to the day, not the specific event. It also defines that the restriction runs the entire length of the conformation competition when held as part of a multi-day specialty. For example, if a national has sweepstakes on Wednesday, dogs on Thursday, bitches on Friday & intersex on Saturday – the sweepstakes judge is ineligible to exhibit dogs in any Conformation competition held Wednesday – Saturday within 200 miles of the assignment. Exhibit refers to personally handling a dog and any dogs owned or co-owned by the judge and restrictions pertaining to judges apply to all members of the same household.

J.

K. Clubs do not have the authority to override AKC rules, regulations or policies. Clubs may, within their contract impose additional restrictions above and beyond what AKC rules or policies define, this would be at the discretion of the judge to accept the terms of the contract. However, clubs MAY NOT “allow” one to exhibit when AKC rules and policies define the individual and/or dog as ineligible to compete. If and when allegations concerning eligibility are brought to the attention of the AKC, it will cancel all awards for dogs received that were ineligible to compete.

L.

M.

V. **SHOW SUPERINTENDENT OR SHOW SECRETARY.** The ECSCA Board of Directors reserves the right to select a Show Superintendent or Show Secretary. Competitive bids should be solicited from professional superintendents and show secretaries that ordinarily service the area. *(Be aware that most professional superintendents prefer not to handle national specialties because they are complicated and unprofitable, and few are willing to work closely with the club on its special needs).* If a bidding group intends to submit a bid from a show superintendent or Show Secretary, either the bid notice of intention to submit a bid should be included with the bid for the show. Bids from Show Superintendents or Secretaries must be submitted at least 18 months prior to the show.

A. It is important to ascertain exactly what services will be supplied by the Superintendent or Show Secretary (ring equipment, tenting, obedience equipment, rosettes/ribbons, badges, etc) and how much it will cost. The ECSCA pays for these items and services, and bills should go directly to the ECSCA Treasurer. Show Secretary, if a club member, to be reimbursed for travel to and from the show, plus any out-of-pocket expenses, plus \$1 per dog entered. (6/92)

- B. The Show Superintendent/Show Secretary or ECSCA Corresponding Secretary ordinarily prepares and mails the premium list. Consult AKC Rules for which items must be included in the premium list, and which items may not be included.
- C. The Show Chair and all members should forward names and addresses of any non-ECSCA-member English Cocker fanciers in the local area to the ECSCA Corresponding Secretary well in advance of premium list mailing so that these names can be included on the mailing list. It is the responsibility of the ECSCA Corresponding Secretary to supply mailing labels (or list) for the premium list and to determine the number of premium lists to be printed. Premium lists for a national specialty should be mailed a minimum of 8 weeks prior to the closing date for the show. The ECSCA pays for the printing and mailing of premium lists, bills for which should be sent directly to the ECSCA Treasurer.
- D. Rosettes and ribbons may be supplied by the Superintendent or Show Secretary or from a local supplier. Billing should be sent to the ECSCA Treasurer.
- E. The entry fees at the National Specialty will be \$25 for the first entry of each dog, except 6-9 and 9-12 classes which would be \$15. (1/98) *(These fees may be increased by the Board of Directors should they become obsolete in future years)*
- F. Sweepstakes expenses retained by the club are 25%. (6/85)

VI. COMMITTEES. *(All funds received by Committee Chairs should be sent to the ECSCA Treasurer within a week of receipt after recording same.)*

- A. Grounds.** The Ground Chair has the primary responsibility for the layout of the show and acquisition, setting up and dismantling of equipment. He may recruit any number of people for assistance.

If possible, the necessary equipment should be borrowed from a local all-breed or specialty club. However, any expenses incurred for rental, transportation or repair of ring equipment are the responsibility of the ECSCA. These arrangements should be made well in advance and projected expenses included in the bid. Bills should be sent directly to the ECSCA Treasurer.

- 1. In assembling equipment, the Grounds Chair should consider the following:
 - a. Ring equipment (ring surrounds, ring numbers, placement markers, examination table, plastic sheeting to cover the carpet or flooring, matting, tape, waste baskets).
 - b. Tables, chairs, (know where to get more).
 - c. PA system.
 - d. Shelter (tenting, canopies).
 - e. Grooming area (tubs, tables, electrical outlets, towels).

- f. Sanitation (toilets and hand washing facilities, broom, dust pan, trash barrels, disinfectant, potable water, ice).
- g. Exercise area (exercise pens, canopies, sawdust, pooper scoopers, rakes, brooms).
- h. Garbage cans, plastic bags, dumpster, disposal services.
- i. Directional signing to the show site.
- j. Signs to identify show area and restricted areas.

2. Set Up

- a. Enough people. A flow chart may be helpful in recruiting volunteers and assigning people to appropriate areas at suitable times.
 - b. Enough rings of the right size. There is no advantage to oversize rings. Gaiting takes too long and no one, including judge, can see anything. Rings should be at least 40' x 30' feet, and need not be not be any larger than 60' square, even at a large show.
 - c. Mowing, raking or sweeping of the show area.
 - d. Waste containers and disposal.
 - e. Access and egress.
 - f. Superintendent or Show Secretary Headquarter area.
 - g. Trophy tables.
 - h. Veterinarian's headquarters if present at the show.
 - i. Catalog sales.
 - j. Telephone or cell phones.
 - k. First aid kit
 - l. Photographer – ramp if desired.
 - m. Videographer.
 - n. Press.
 - o. Booths. English Cocker related items should go through the Boutique.
 - p. Raffle/Auction items.
 - q. Maintenance of cleanliness throughout the site during the entire show.
3. **Motor Homes, Trailers and Campers.** Information for those with RVs should be distributed at least 6 months prior to the show. Including the cost of parking and any hook-ups available.
6. **Parking.** If the show is large, it may be wise to have a separate parking Chair and Committee.
7. **Clean up.** Here again a flow chart may be helpful in assigning volunteers to patrol the grounds in shifts.
8. **Take down,** repair, return and/or storage of equipment.

B. Hospitality. It is up to the people in the local area to provide hospitality. This is too big a job for one individual to handle alone. It is suggested that the following areas be addressed, each with its own Chair.

1. Hospitality packets. It is very helpful if each person or group attending the specialty receives a packet of information, which may contain any or all of the following. (This list may not be complete).
 - a. Site rules, including room care, exercise area, grooming and bathing areas, etc., including time schedules where applicable.
 - b. Schedule of events.
 - c. Name tags.
 - d. Meal tickets.
 - e. Map of the site including hospitality room and hours, Boutique and hours, exercise areas, trashcans, restricted areas.
 - f. Map of local area including veterinary clinics, hospital, service stations, grocery stores, drug stores, liquor stores, shopping, boarding kennels, pet shops.
 - g. List of local restaurants, with prices and recommendations.
 - h. Taxi, rental car and other transportation information.
 - i. Medical/Veterinary Emergency information.
 - j. Other services and attractions.

2. **Hospitality Room or area.** It is very important to provide an area where people from all over the country can meet on friendly ground. Most hotels will provide a room free if a certain number of rooms are booked in that hotel. Light refreshments should be provided. (It is not recommended to provide liquor.)
 - a. The Hospitality area should be open and available beginning the afternoon prior to the first day of the show.
 - b. If the show will be three or more days in length, it is suggested that the local English Cocker clubs from around the country should be invited to man and fund the hospitality room one morning or evening during the span of the show. This relieves the host group and provides variety.
 - c. The hours that the Hospitality area will be open should be posted and circulated with hospitality packets and other publicity.
 - d. The following items should be available through the hospitality room/Chair.
 1. Emergency telephone numbers.
 2. First aid kit, aspirin/Tylenol, sanitary pads.
 3. A variety of dog foods, preferably donated. Or take pre-paid orders.
 4. Paper towels, sheet plastic, pooper-scoopers, plastic disposal bags, disinfectant (Clorox water), towels (old towels may be available from the hotel)

- professional laundries), and sheets for covering the beds in hotels.
5. Message board.
 6. Tourist and transportation information.
 7. Insect repellent.
 8. Sunscreen.
 9. Sewing kit.
 10. List of baby-sitters or babysitting services.
- e. Whenever possible, provisions for the hospitality room should come from donations, be provided by Member Clubs (or their donation) and fund raising.
 - f. The ECSCA provides a stipend of \$2000 to the host club to use as start up funds. These funds can be used to start fund raising for logo items and cover hospitality expenses. These funds shall be returned to ECSCA in the form of revenue, hopefully, from the fund raising efforts of the host club to cover the specialty expenses.
3. Travel and accommodations information. It is up to the hosting group to decide whether or not to provide private transportation from the airport to the show area. Information on public transportation, RV and campsites, and other hotels in the area should be distributed with pre-show publicity as well as in the premium list.
 4. Judge Hospitality
 - a. Transportation to and from the show site should be provided for all judges as needed.
 - b. All conformation judges are entitled to hotel/motel accommodations and meals from the night prior to their assignment through the morning following their assignment. Adjustments may need to be made for those judges that charge a fee.
 - c. All judges (conformation, sweepstakes, obedience, junior showmanship, working, etc.) should receive lunch on the day(s) that they judge and be offered a banquet ticket.
 - a. The conformation judge(s) may attend the Annual Awards Banquet, but must leave before the annual awards are presented. The Show Chair or Judges Hospitality committee should accompany the judge(s) from the banquet room and should entertain them at this time if necessary. (9/04)
 - d. A copy of the Breed Standard/Obedience, Rally or Agility guidelines, coffee, soda, water, light snacks, hard candy, towelettes, etc. should be available to all judges and stewards in the ring.

- e. “Welcome baskets” and a hospitality packet in the judges’ rooms are a nice touch. But keep in mind that many judges are flying and cannot carry such items. Be practical/considerate and provide transportable items.
 - f. A gift for the judge, following the completion of judging, is traditional. Again, keep in mind how it will travel.
5. Lunches. Unless the show is held in a hotel with a restaurant, some provision needs to be made for food for exhibitors, either through pre-ordered box lunches, catered lunch service (pre-ordered or lunch wagon) or by listing, in the premium list, catalog and hospitality packet, nearby restaurants which provide lunch services. Judges and stewards should be provided with lunch at ECSCA expense.
 6. Decorations. Any “theme” for the show is up to the local group. If possible, flowers and decorations should be donated or exchanged for mention/advertising in the show catalog.
 7. Ringside services, such as bait, water sprayers, ice, towels, insecticide or insect repellent, sunscreen, etc. are a nice touch.

C Ring Stewards

1. An individual should be named Chief Ring Steward whose job it is to find and schedule stewards for breed, obedience, rally and sweepstakes rings. Ordinarily, two ring stewards should be scheduled for each conformation (including sweepstakes) ring and three (3)-ring steward for each obedience/rally ring. Promptly, after the close of entries and the scheduling of classes, the Chief Ring Steward should prepare and give to the Show Chair, a written schedule of stewards for each ring and each day. Ideally, this schedule will be included in the catalog.
2. Ideally, ring stewards should come from outside the club. Ring stewards may be solicited from a local ring stewards club or organization. Individuals from the local area who have applied or who plan to apply to judge English Cockers or who are members of a local judge’s study group may benefit from the opportunity to steward.
3. Ring Stewards must be familiar with AKC Rules and Regulations and with all AKC guidelines regarding Ring Stewards. There must be a copy of the AKC Ring Stewards Guidelines available on the judge’s table (9/04)
4. Ring Stewards will not own or handle any animal in any ring on any day of the show for which they steward.
5. Ring Stewards get lunch on the day or days they steward. It is also appropriate to pay stewards from outside the club for their time. (This was done in 2006)

- N. **Publicity.** The ECSCA Bylaws require that all publicity from the national club be handled through the Publicity and Information Committee. Local publicity in the press, on television or radio is optional and is the responsibility of the hosting group. The premium list should be put up on the Club Web Site **after** it has been mailed by the Show Superintendent or Show Secretary.
- O. **Catalog Advertising.** Advertising in the show catalog is an important financial benefit to the club. The duties of the Catalog Advertising Chair include:
1. Every effort should be made to solicit ads from commercial enterprises such as dog food and supply companies or show vendors.
 2. All advertising should be sent to the Catalog Advertising Chair.
 3. All ads must be accompanied by payment, except those commercial advertisers that require proof.
 4. A list of all ads received must be kept. A copy of this list should be included with the checks when they are sent to the ECSCA Treasurer.
 5. The ads, accompanied by a list of the ads and clearly written instructions, should be sent to the Show Superintendent or Show Secretary by the previously arranged deadline.
 6. Photographs should be returned to advertisers promptly.
 7. Complementary catalogs and proofs should be mailed to advertisers promptly.
 8. Commercial advertisers who require proof should receive an invoice with instructions to mail payment directly to the ECSCA Treasurer.
 9. All full-page advertisers in the Specialty catalog are entitled to a fee catalog. (1/77)
- P. **Annual Awards Banquet.** The primary purpose of the Annual Awards Banquet is to distribute the club's annual awards. Unless there is good reason to do otherwise, the Annual Awards Banquet will ordinarily be held the night before the last day of the show. The banquet may be indoors or outdoors, informal or dressy.

The Banquet Chair, who is appointed by the Show Chair, is responsible for:

1. The menu and the number of meals provided. All judges should be included at the banquet at ECSCA expense. Stewards from within the club should get banquet tickets at ECSCA expense.

2. The price, which must include tax and gratuity, should not exceed **\$35.00** per person. (this fee will change over the years due to economics) Banquet expenses should not exceed banquet income. Keep in mind you need to cover gratuitous meals such as judges and stewards and any rental equipment, i.e. tents, tables, chairs.
3. Collecting banquet reservations, keeping records of those reservations and providing tickets. Checks should be made out to ECSCA and forwarded to the ECSCA Treasurer.
4. Decorations and favors, if any.
5. Seating, if any special seating is desired. It is not necessary to have a head table, but if a head table is desired, the ECSCA President, ECSCA Corresponding Secretary, the Show Chair, and all judges, each with their spouses, should be seated at the Head Table. Judges participating in the Banquet should be notified that upon completion of dinner they **will** be invited to retire so they are not part of the Awards portion of the banquet.
6. Arranging for a microphone and podium or speaker's platform.
7. Arranging for a table for this display of the annual award trophies.

Q. **Judge's Study Group.** AKC is currently requiring each parent club to have a judge education event in conjunction with its national specialty show. The Show Committee Chair should work with the ECSCA Judge Education Committee to provide space and time for this program.

Junior Showmanship. Be sure to split the showmanship classes according to the current AKC requirements

R. **Boutique.** Where individual artists and clubs can display items for sale has been a popular part of national specialties for many years. The Boutique needs a Chair and a committee of several people who will:

1. Receive, unpack, inspect and display consigned items.
2. Keep accurate records of all consigned items and sales.
3. Forward appropriate records to the ECSCA Treasurer so that funds can be properly distributed. The consignee receives 80% of sales minus any shipping charges, ECSCA retains 15% and the host club receives 5% of all sales, excluding the following years host club sales and any ECSCA inventory or special item sales for Health & Rescue. (i.e., Shattuck figurines, Reviews, etc.)
4. Pack and return, at the consignor's expense, all unsold items that have not been picked up at the end of the show.

Ideally, the Boutique will be in a separate room, with only one entrance/exit, where tables can be set up to properly display these items. The Boutique should not be open during hours when judging is taking place, and should be locked and secured when not open and attended. Small, easily pilfered items should be kept behind the cashier.

The ECSCA Board of Directors determines the disposition of the club's income from the Boutique.

S. Fund Raising/Ways and Means.

1. **Fund-Raising** ideas, which involve the name of the ECSCA, should be cleared with the Board, prior to implementation.
2. **Raffles** have been popular at past nationals and are encouraged. The Raffle Chair should:
 - a. Solicit donations from national and local companies either by phone or using ECSCA stationery. Include a description of the show and events.
 - b. Arrange for sale of raffle tickets.
 - c. Arrange for display of raffle items.
 - d. Determine when the raffle closes and arrange for drawing and announcing the winners.
3. **Auction.** Either a silent or noisy auction of especially nice items, usually of artwork or memorabilia, has been quite successful as a fund-raiser. The Auction Chair should:
 - a. Arrange for display of the items to be auctioned.
 - b. Arrange for an auctioneer, or an announcer.
 - c. Submit a list of donors to the Superintendent or Show Secretary for inclusion in the catalog at least 3 weeks prior to the closing of entries.

T. Vendors. The decision on permitting outside vendors and fundraising sales shall be left to the discretion of the Show Chair and committees, since they are dependant upon space and fundraising still being done by the host club. (9/00) ECSCA prohibits private concessions. Exceptions have been made in the past for portrait artists and photographers, on-site silk screening and for non-English Cocker oriented pet supplies. Requests for booths and concessions should be presented to the Show Committee for approval at least three weeks prior to the closing of entries.

- 9. Trophies.** The ECSCA Board of Directors appoints the Trophy Chair for each national specialty. Ideally, the Trophy Chair will work with the local group if it expresses a desire for a particular type of trophy or theme. Trophy Donations should cover expenses.

It is the responsibility of the local group to:

- A. To advertise and collect trophy donations, made out to ECSCA, and forward to the ECSCA Treasurer. All trophy bills should be sent to and paid by the ECSCA Treasurer.
- B. Provide a secure space to receive and store trophies that must be sent out ahead of the specialty and to transport them to the show site.
- C. Provide space, tables, table coverings for the display of trophies during the show hours, and assist in setting up the display.
- D. Arrange for a photograph of the trophy table for club records.
- E. It may also be necessary to pack and return leftover trophies to the ECSCA Corresponding Secretary.

10. ANNUAL AWARDS. Ideally, the Annual Award Trophies Chair will be on hand to present the Annual Awards Trophies. Ideally, the Annual Awards Trophies will be on display during the Annual Awards Banquet. It is the responsibility of the local group to:

- A. Provide a secure space to receive and store trophies that must be sent out ahead of the specialty and to transport them to the show site.
- B. Provide space, tables, table coverings for the display of trophies during the show hours, and assist in setting up the display.
- C. Arrange for a photograph of the Awards table for club records.
- F. It may also be necessary to pack and return leftover trophies to the ECSCA.

11. WORKING TEST. A Working Test may be held either under the name of the ECSCA (in which case it may be considered a special event and included in the premium list and catalog), or under the name of the local group (in which case it may not be included in the premium list or catalog). It is ECSCA policy to restrict the entry at Working Tests held in conjunction with the national specialty to English Cocker Spaniels only. In any case, the people in charge must be experienced with Working tests and familiar with ECSCA policies regarding Working Tests. Contact the ECSCA Corresponding Secretary or the Chair of the Field and Working committee for a copy of current ECSCA guidelines, policies and judging sheets for Working Tests.

12. HUNTING TEST. A Hunting Test is an event held separately from the National Specialty and must have its own Hunting Test Committee. Contact the ECSCA Corresponding Secretary or the Chair of the Hunt Test Committee for current ECSCA Guidelines for Hunting Tests. There must be a sufficient number of people in the area who are experienced with Hunting Tests to offer this event. If the Hunting Test is held under the ECSCA name, and in conjunction with the national specialty, it may be (with advance AKC approval) **restricted to English Cocker Spaniels only and included in the premium list and catalog.** Preference **will be** given to English Cockers above other breeds and so noted in the Premium list.

13. TRACKING. A Tracking Test is an event held separately from the National Specialty and must have its own Tracking Test committee. Currently the ECSCA has no guidelines for Tracking Tests held in its name. The members of the committee

must be intimately familiar with current AKC Tracking Test Rules and Regulations for obedience and tracking tests and must have had experience with managing these tests. A Tracking Test or TDX Test held under the name of the ECSCA, **in conjunction with the national specialty, must be restricted to English Cocker Spaniels only and may be included in the premium list and catalog.** Preference **will be** given to English Cockers above other breeds and so noted in the Premium list, per AKC Tracking Regulations Chapter 1, Section 13.

ADDITIONS AND CORRECTIONS TO SPECIALTY SHOW GUIDELINES

1/8/93 – That the ECSCA Health Education Committee works to hold health-related activities such as clinics, lectures, etc. at each national specialty and said committee should work with each year's show committee towards this goal. (Board)

- 2007
- Considering the entry and activities, judging comes before socialization.
 - The National Specialty is self limiting. Not all performance events are required.
 - Trial Secretary for the Hunt Test, TD/TDX, WD and WDX must be an ECSCA Member.
 - All Junior Showmanship Classes are to be offered.
 - All hotel contracts should be assessed by David Flanagan prior to approval by the Board.

ECSCA SUGGESTIONS FOR WORKING TESTS

Any group of spaniel enthusiasts may organize a working test, in which English Cocker Spaniels are entered, provided the ECSCA Working Test Judging Sheet is used. It should be obtained from the Club ECSCA Corresponding Secretary, Kate Romanski, P.O. Box 252, Hales Corners, WI 53130. It is suggested that requests be made as far in advance as possible so that the test can be publicized in various ECSCA publications. It is urged that any group offering a Working Test also be familiar with the ECSCA Hunting Test Guidelines.

A. Pre-test preparation:

1. Find suitable grounds. Check out carefully what the cover will be like at different times of the year and what the water level might be as seasons and weather change. It is suggested that practice/training sessions be run to gain familiarity with the grounds and to give workers, dogs and handlers pre-test experience.
2. Check on all necessary permits. These vary a great deal from state to state and range from "field trial" permits to site permits, etc.
3. Choose a date. Fall is best for natural hunting conditions, but spring can be suitable in many parts of the country.
4. Find an ample supply of birds well ahead of time. They must often be raised specifically for you. Allow at least 2 birds per dog with an additional 10% added to the total number.

Be sure to have all the necessary permits for the birds, (for Transporting across state lines, tags for shot birds, etc.). Wire clippers will be handy in case beaks are wired.

5. Find enough gunners for your test. Two can cover a working test although more would be better. Keep in mind that more gunners will be necessary for a Hunting Test so try to build up a group of SAFE gunners who are familiar with spaniel behavior in the field as well as test rules and regulations.
6. Find judges who are thoroughly experienced with spaniels in the field, especially the breeds they are apt to be judging. Field trailers are not necessarily the most appropriate. Provide copies of the rules and regulations to all judges.
7. Be sure to have an adequate number of workers to rotate for safety and gaining experience in different jobs (i.e. marshals, bird planters, etc.). They should all be familiar with the regulations.
8. Know which parent club to apply to for permission/score sheets:
 - a. English Cocker Spaniels: ECSCA
Corresponding Secretary, Kate Romanski, P.O.
Box 252, Hales Corners, WI 53130
 - b. English Springer Spaniels:

- c. Welsh Springer Spaniels:
 - d. American Cocker Spaniels:
 - e. Clumber Spaniels:
 - f. Sussex Spaniels:
- 2) Set an entry fee which is reasonable but which will cover ALL expenses: printing, mailing, license or permit fees, rosettes if needed, judges expense, birds, shells, gifts for judges and gunners, food (i.e. coffee and donuts in the morning, lunch for workers), porta-potties, walkie-talkies (or cell phones), first-aid kit, ice, insurance, etc.
 - 3) Have numbered blaze orange vests for safety and smoothness of running order.
 - 4) Organize miscellaneous important items to have on hand:
 - a. Lettuce and water for birds
 - b. Sacks for dead and live birds
 - c. Stakes to mark the field
 - d. Directional arrows
 - e. Blank gun for water work
 - f. Tarps to protect bird boxes
 - g. First aid kit
 - h. Paper work, pens, pencils
 - i. Appropriate emergency numbers and directions to nearest phone.

2. **Test Day**

1. The Test Chair, the Working Test Secretary, Committee, Head Marshal and bird planters should be on the site at least one hour prior to the designated starting time. These events should start ON TIME.
2. Be sure that no dead birds are left lying on the ground and are saved for water work.
3. Provide hospitality for judges and workers.
4. Be clear about training on the grounds.
5. Be sure to leave the grounds as you found them or better and take down all directional arrows, etc.
6. Remember that these are non-competitive events and that they are being offered to promote and preserve our spaniels' natural instincts and job of working with and for the handler.

3.

Post-test

- a. The Working Test Secretary must send copies of the judges score sheets for dogs passing to the appropriate parent club official within two weeks.
- b. Certificates of Title and the appropriate ECSCA WD/WDX patch shall be completed and sent to owners of all qualifying English Cocker Spaniels. One title patch per dog – no duplicates. Dogs may earn a maximum of two: one WD, one WDX.
- c. Send notes of thanks to judges, gunners, workers, etc.

**ENGLISH COCKER SPANIEL CLUB OF AMERICA
HUNTING TEST GUIDELINES**

**(to be completed by the Hunt Test Committee due to new AKC Rules
2/1/07)**

Any group of English Cocker Spaniel Club of America (ECSCA) members who has previously held Working Tests, proactive sessions and one ECSCA AKC Sanctioned Hunting Test may apply for permission to hold an ECSCA sponsored American Kennel Club licensed Hunting Test.

- A. **APPLICATION.** The following must be include in a letter of application which should be received by the ECSCA Corresponding Secretary at least six months in advance of the proposed test:
2. The Hunting Test Committee shall consist of a minimum of 5 persons, all of which must be members of the English Cockers Spaniel Club of America, and a majority of which must be present on the site of the test during the published test hours. A Vice-Chair may be designated. The names of the members of the Hunting Test Committee, along with the address and telephone number of the Chair must be printed in both the premium list and catalog for the test.
 3. The names of additional ECSCA members, as well as non-members, who have agree to participate in the management and administration of the test and their areas of experience (marshaling, bird planting, hospitality, publicity, grounds chairperson, etc.) should be included with the application.
 4. It is suggested that one member of the committee should be appointed “medic” and will be responsible for having a first aid kit on the site during the published test hours. This person should also be familiar with and able to drive to the nearest emergency medical facility and the nearest veterinarian. It is desirable that at least one person on the grounds be familiar with CPR.

B. HUNTING TEST ECSCA CORRESPONDING SECRETARY

- i. The Hunting Test ECSCA Corresponding Secretary must be a member of the English Cocker Spaniel Club of America and must be present on the site of the test during the published test hours. The name, address and telephone number of the Hunting Test ECSCA Corresponding Secretary must be printed in the premium list and catalog and included with any publicity distributed about the test.
- ii. All members of the Hunting Test Committee and the hunting Test ECSCA Corresponding Secretary must have and be familiar with the following AKC publications: Hunting Test Regulations, Rules Applying to Registration and Field Trials for Spaniels and Guidelines for Dealing with Misconduct, plus all supplements to

these publications. The members of the Hunting Test committee and the Hunting Test ECSCA Corresponding Secretary must also have and be familiar with these ECSCA Hunting Test Guidelines. It is the responsibility of the Hunting Test Chair to review these publications with the members of the committee and to assure that each member is familiar with the contents of these publications.

- C. **PROPOSED DATE AND SITE** (be specific) as well as copies of any contracts involving the site.
- D. **PROPOSED BUDGET** would be appreciated, including types of birds, entry fees, limit (if any). A limit is suggested to facilitate a successful test. This should be determined by taking into consideration the site, daylight hours, bird availability and worker availability. It is expected that Hunting Tests will at least break even, financially.

The host club has the option of taking financial responsibility for the event, benefiting from any profit and covering any losses. Be sure of insurance coverage.

Otherwise, ECSCA accepts financial responsibility and will cover any losses. The Hunting Test Committee may make suggestions regarding the disposal of any profits (next Hunting Test, Rescue, Research, Trophies, etc.), which should be approved by the ECSCA Board.

- E. **NAMES AND ADDRESSES OF JUDGES AND STAKES TO BE JUDGED.** A brief description of the judges' experience is important.
- F. **NAMES OF GUNNERS.** A brief description of the experience of the chosen gunners would be appreciated. Gunners must have had experience shooting over FLUSHING spaniels and have **completed a firearms safety course.**
- G. **HUNTING TEST HOURS.**
- H. **INFORMATION ON OTHER TESTS IN THE AREA,** particularly if they are the same weekend and/or on the same site, would be appreciated.

The application letter will be circulated to the Field Committee and then to the Board for a vote of approval. Once approved by the Board, the ECSCA Corresponding Secretary will file the appropriate paperwork with AKC.

As soon as AKC approval is received, the ECSCA Corresponding Secretary should receive a copy of that document (or the original), as AKC does not routinely send that information.