

# *A.S.S.A. National Procedure Manual*



Compiled by Melanie Williams and Priscilla Gardner

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## TABLE OF CONTENTS

### **Show Zones**

|   |      |
|---|------|
| <a href="#">Making a bid</a>              | 1    |
| <b>Facilities</b>                         | 2    |
| <b><a href="#">Conformation Event</a></b> | 2    |
| <a href="#">Conformation Ring</a>         | 2    |
| <a href="#">Grooming Spaces</a>           | 2    |
| Storage area                              | 3    |
| <a href="#">Exercise area</a>             | 3, 7 |
| <a href="#">Cleaning</a>                  | 3    |
| <a href="#">RV parking</a>                | 3    |
| <a href="#">Vendors</a>                   | 3    |
| <b><a href="#">Performance Events</a></b> | 4    |
| Obedience                                 | 4    |
| Agility                                   | 4    |
| Herding                                   | 4    |
| Tracking                                  | 4    |
| <a href="#">Symposium</a>                 | 5    |
| <a href="#">Judges Education</a>          | 5    |
| <a href="#">ASSA Annual Meeting</a>       | 5    |

|   |    |
|---|----|
| <a href="#">Raffles</a>   | 5  |
| <a href="#">Visiting Hours</a>  | 5  |
| <a href="#">Lunch for Judges</a>  | 5  |
| Adult Handling  | 5  |
| Junior Handling   | 5  |
| <b><a href="#">Host Hotel</a></b>   | 6  |
| ASSA Board Meeting  | 6  |
| ASSA Banquet  | 6  |
| Hospitality Room  | 6  |
| <b><a href="#">Local Chairpersons</a></b>   | 7  |
| Show Chair  | 7  |
| Hotel Liaison   | 8  |
| Trophies  | 8  |
| Hospitality   | 9  |
| <a href="#">Symposium</a>   | 10 |
| Publicity   | 10 |
| <a href="#">Raffle</a>  | 10 |
| <a href="#">Vendor</a>  | 10 |
| Ring Steward  | 11 |
| <a href="#">RV</a>  | 11 |
| <a href="#">Cleaning</a>  | 11 |
| Equipment   | 11 |
| <b><a href="#">Local Performance Chairs</a></b>                                       | 11 |
| Obedience   | 11 |
| Agility   | 11 |
| Herding   | 12 |
| <b><a href="#">Time Table</a></b>   | 15 |
| <b><a href="#">Budget Example</a></b>   | 17 |
| Work sheet  | 19 |
| <b><a href="#">Standard purchased items</a></b>                                       | 23 |
| <b><a href="#">Trophies &amp; rosettes list (conformation and obedience only)</a></b> | 25 |

## ASSA NATIONAL SHOW ZONES

The regions for the ASSA national specialty are different from those of the membership. Currently the country is divided into three sections, eastern, central and western.

**Eastern zone** - all states east of the Mississippi (ASSA Regions 1, 2, 3, and 4.)

**Central zone** - States between Mississippi River and Rocky Mountains (most of the ASSA Region 5, Minnesota, Iowa, North Dakota, South Dakota, Nebraska, Montana, Wyoming and Colorado), and most of Region 6 (Missouri, Arkansas, Louisiana, Kansas, Oklahoma, Texas, and Nevada.)

**Western zone** - States west of the Rocky Mountains (ASSA Region 7, remainder of Region 5 (Idaho, Washington, Oregon, and Alaska), and remainder of Region 6 (Utah and Arizona.)

## **MAKING A BID**

Approximately every three years all clubs in a given section will receive invitations to bid on hosting the ASSA National Specialty. The invitations therefore will be sent out three years in advance. In preparing a bid, the most important factors are the site, date, and manpower. The following items should be included in the bid package.

1. Proposed date (March through May)
2. Show site (include if possible a diagram and written description of the facility) and area accommodations (hotels, restaurant, gas stations, stores) Show site must be a minimum of 60,000 sq.ft for conformation, and 20,000 sq ft for obedience Agility and herding may be held at a different site. Hotel must be able to reserve a block of 150-200 room or more.
3. A membership list, with indication of ASSA members.
4. Indications of key personnel willing to work on the show.
5. Special attractions or points of interest which your area has to offer.
6. Access to transportation including major highways, and airports that service your area.
7. An estimated budget should accompany your bid. See the section on estimating a budget in this manual. The National Show Planner will work with you on this.
8. The proposed superintendent contract should be included. Call the superintendent and ask for a tentative contract for the specific dates.
9. A letter of intent from the hotel and show site or a copy of the prepared contract should be included.

The National Show Planner will assist you with any questions you might have on selecting a site and preparing your bid package. Basic bids are first reviewed at the September Board meeting, the final bids will be considered at the Board meeting held in conjunction with the National. The bid should be submitted to the National Show Planner. After receiving the preliminary bid the Show Planner will contact you. **FACILITIES**

## Show Site(s) and Venues

A satisfactory show site and host hotel are important to the enjoyment of the visiting exhibitors as well as the smooth conduct of the show. In the last survey (2004) it was determined that the ASSA membership's first priority is to have the show site and hotel connected or that the hotel be within reasonable walking distance of the show site and reasonable hotel rate. Other prominent results were that of a full service restaurant and room service at the hotel. There also needs to be concessions available at the facility for breakfast, lunch and afternoon breaks. If a club does not have a site with the above criteria, but feels that a location is well worth considering, please contact and discuss the local with the Show Planner.

The National Show Planner will work with the local club person making the bid packet to get a contract of rates from the conformation show site. The National Performance Chair will work with the local club on obtaining the costs for the performance events. The National Show Planner is the only person authorized to sign any contracts once the bid has been accepted by the ASSA Board.

Please note that the ASSA National only provides for one set of events in each venue.

### CONFIRMATION EVENT

Facility: The minimum necessary square footage for an indoor show is 60-65,000 sq ft for conformation with an additional 20,000 sq ft for obedience and agility. This is an adequate size for an medium National. A large one needs at least 71,000sq ft., this will hold one conformation ring, 400 grooming area, and 25 - 30 vendors in the same area.

- Conformation Ring: Items to consider when looking at a facility are that, this would contain the conformation ring which should be 40 x 90 or 50 x 80, with a holding area of at least 10 x 20. The announcer stand must be on risers with two eight foot tables, four eight foot tables need to be set in front of the announcer stand for the ASSA officers and board member. The ring should have adequate spectator space to accommodate seating for 300-500 people. There needs to be one section for 25 year members and one for mentoring, these need to be on the side where the examining table will be. Bleachers allow more spectator seating than risers and chairs and the facility must allow us to erect bleachers.



• **Grooming Spaces:** usually contains anywhere from 350 to 400 grooming spaces that are at least 8 x 8 ft(100sq ft). The number of needed grooming spaces depends on the area of the country the National will be in. For all grooming areas, it is necessary to tape off the area into a minimum of 8'x8' spaces. The Club needs to send preliminary grooming area layout plans to the National Show Chairman for final approval. The aisles should be a minimum of six feet wide, ideally they should be eight feet wide with the outer aisles being at least ten feet wide. When making the layout plan all doors, fire extinguisher, drinking fountains need to be noted. An area for bathing dogs is necessary and can be in a separate room but near to the grooming area. There should be hot and cold water, the Club may also have to buy bathing tubs that can later be auctioned off.

For the grooming area you will need the following items:

1. Duct tape: roughly 80 rolls for 400 spaces, you will need less for a smaller number of spaces. Duct tape is use on marking off the grooming areas, and used by exhibitors to attach the plastic sheeting to exercise pens.
2. Normal 8 ½ x 11 sheets of paper: One per grooming space. This is used to write the grooming space number on and tape it to the floor.
3. Yellow police tape: Used to mark off the grooming areas.
4. Bags of bedding (pine shavings works the best): Two bag per grooming space.
5. Plastic sheeting for exercise pens: one per space. This should to 6mil plastic cut in 13'X13' sections, this will allow enough plastic to come up the sides to stop the bedding to spread from one area to another.
6. Bottled water (gals): enough to last the week. (One gallon of water per space per day)
7. Minimum of 25 - 50gal trash barrels to be emptied at least twice a day (and trash bags).
8. An outside dumpster for dog waste will be needed. Check with local waste removal services in the show site area.



- **Storage Areas:** Storage is needed for trophies, water, shavings, raffle, vendors merchandise. The trophies need a separate secured area. The water, plastic and shavings, need to be in another area, and the raffle, ASSA publications, and vendors in yet another area.. Vendors and the ASSA publications will be sent via mail, arrangements need to be made with either the show site or the host hotel to receive and store the items until the National. These items are usually sent about a week before the national.
- **Exercise Area:** Since most exhibitors rent a grooming area and have exercise area, an outside exercise is nice but not required. If no outside area is set aside for exercise than there should be an indoor exercise area such as is found at all-breed shows. This can be included in the package offered by the superintendent. An outside area should be fenced off and is usually done with snow fencing.
- **Cleaning:** Check with the show site to see if they provide clean-up service for the facility, such as emptying the trash cans twice a day, if not arrangement need to be made with either Club members or another organization. Sometimes, Boy Scout troops or 4H clubs are looking to raise money and this would be a good way for them to do it. The rings also must be cleaned every night as do the bleacher areas.
- **RV Parking:** Is determined by the location of the National. Some years there are only as many as 10 available spaces others

as many as 30 or more. Compete hook-ups are nice, but not required as long as generators can be used. Arrangements should be made for a septic pump truck to come twice during the week. There will be a charge for this and it needs to be included in the bid expenses. Any costs fees charged by either the show site or the host hotel for RV parking also needs to be included. The cost for both will be charged to the RV'ers but still must be included.

- Vendors: The National chair for vendors is Mel Cohen and he will work with the local club on determining which vendors will be invited to the National and where they should be placed. There are normally about 25 to 35 vendors and each vendor rents a 10 x10 space with at least three eight foot tables and two chairs, some will also need electricity. Try to keep the vendors in the same area as the conformation ring and grooming.

## PERFORMANCE EVENTS

National Performance: Jan Haderlie is the Chairperson and will be handling herding, agility and obedience. Herding and agility may be held at a different facility from conformation. Sometimes it may work best to have obedience at the same facility as agility and herding. The host club will help the Performance Chair with decisions on judges for these events by giving the Chair names of judges in the area. These three events will have their own superintendent.

- Obedience: This event may or may not be at the same facility as conformation. Either way, 20,000 sq ft. is needed for obedience( four rings and show-n-go-area). Entries vary from area to area depending on the local obedience enthusiasts. Three - four rings are the minimum requirement, each ring needs to be 40 x 50 (2,000 sq ft each). If obedience is held in the same building as conformation then the grooming area are usually also rented by obedience exhibitors. There is also normally room around the obedience rings for show-n-go, no equipment may be left over night.

- Agility: This event requires a fairly large area and manpower. The event can be held on the main show grounds or if the main show grounds is not large enough an other facility close by can be used. Normally equipment for this event is rented from a local agility club. It is nice if the local agility club would consider holding a trial either the day before or after the national trial. Agility requires two rings. The minimum useable course area must be 5,000 square feet for Novice, 6,500 square feet for Open, and 8,000 square feet for Excellent per ring. Items that affect useable course space are columns, protrusions, bad/faulty surface, low ceilings and overhangs, etc. While the previous square footage areas are the minimum sizes, a 100' x 120' ring is ideal for agility (12,000 square feet). Remember that this footage is just for the rings and does not take into consideration crating space for participants.



- Herding: Since the time of year for the national is March thru May this is the primary time for lambing and thus is proving to be a problem finding stock and facilities. This event can also be held at the main show site if allowed. It is normally set off site and should be within at least an hour drive of the main site. Depending on where the site is this event will require at least five to six workers.



- **Tracking:** This is a new and optional event. The Club is under no obligation to hold a tracking trial, and should only consider doing so if the host club has the manpower and knowledgeable people that have worked on several tracking trials. Having tracking will be left up to the discretion of the host club with permission from the National Performance Chair.
- **Rally:** Is currently not approved by the Board, but may very well be in the near future, so it would not be a bad idea to figure this into the performance equation. The obedience rings can be used for this event.

#### Other Events at the Show Site Throughout the Week

- **Symposium:** Can be held at either the show site or the host hotel. The host club works with the national symposium chair to determine the theme of the symposium and approximately how many people may attend. Space needed can range from one room with classroom seating for 100- 200 people, or two or three rooms with seating for 50-75 people. Equipment needed; screen, projector, and at least two wireless microphones. This is usually held on Tuesday.
- **Judges Education:** This event is a one day classroom setting that usually takes place Tuesday afternoon. This room needs to hold at least 50 people and 12 dogs with a big enough area for six to ten grooming tables and enough room to gait a sheltie. There also needs to be a television/VCR, microphone, and podium. This room is normally needed from about 2-5:00pm.
- **ASSA Annual Meeting:** Seating for approximately 150-225 people is needed. The meeting is normally schedule one hour after judging on Thursday evening. An auditorium or meeting room with raised seating works well, but not necessary. A room large enough for 300 people in classroom seating is fine. This needs a head table for the ASSA Officers and Board and needs two wireless microphones.

- **Raffles:** There are two raffles allowed at the National. One is sponsored by the ASSA and requires at least three eight foot tables. The second raffle is held by the host club and may use the same number of tables or more if needed. These are the only raffles allowed. The host club can determine if they want a raffle and for how many days.



- **Visiting Hours:** This event is held in the grooming area. Decorations are allowed, but you must check with the show site to determine fire marshal rules.
- **Lunch for Judges:** This is for all the judges if held at the main show site. Lunch for the judges needs to be in a room separate from exhibitors and have either a boxed lunch or buffet lunch on Monday, Wednesday, Thursday, Friday, Saturday (and the first Saturday and Sunday if obedience and agility are held then). Other arrangements will need to be made if obedience, agility and herding are held off site.
- **Other Events:** Adult handling and junior handling are also held at the show site. These however, do not require any special equipment other than the use of the ring. The host club may choose to have a special event such as the squeaky mouse contest, etc.

### **Host Hotel and Other Hotels**

The “host hotel” should be connected to the show site or with in one to three blocks of the show site. A block of 150-200

rooms should be held by the hotel. The host hotel is where the judges, and ASSA officers will be booked. If one hotel does not have that many rooms available another hotel close by can be used to obtain the required 200 rooms. Please note that a hotel will not hold all its rooms for one event, so even if it has 200 rooms it will probably only hold a block of 100 rooms, if rooms go beyond those the hotel is holding they will continue to book more, but not all their rooms. The host hotel usually is the place the ASSA Board will meet, and the banquet will be held. The symposium may be held at the hotel or the show site.

The local club needs to insure that the host hotel is aware of the need for a contract with the room rates and any additional charges for dogs, banquet room, hospitality room, etc. A copy of the contract needs to go to the local club member making the bid packet and the National Show Planner. The National Show Planner is the only person that is authorized to sign the final contract once the bid has been accepted by the ASSA Board.

You will need to make sure the following are available at the hotel.

- ASSA Board Meeting: The Board will meet Saturday afternoon and all day on Sunday. The president will determine the times for the meeting. You will need to reserve a conference room for 15 - 20 people, around a conference table (a square hollow design works best) . Saturday you will need to make reservations for the Board to start the meeting, then continue the meeting on Sunday with breakfast and lunch. There should be glasses and water pitchers on the table for this meeting.

The Sunday meeting will need a continental breakfast, with water on all the tables, lunch should be served around 12:00 and should be served in the conference room, after lunch there should also be drinks and break food (cookies and/or other items).

- ASSA Banquet: This event has drawn anywhere from 200 to 300 people depending on the content, and entertained event will draw more than just a banquet and is held one-two hours after Best of Breed judging. The room should be equipped with a sound system, podium and at least two wireless microphones, a overhead or LCD projector and screen and at least two tables for awards. Judges are introduced at the banquet and National awards are presented. Space for any entertainment the host club may hold should be figured in to the needed square footage. Realistic costs for refreshments, tax and gratuity, along with meals, center pieces and entertainment should be figured in to the cost of the banquet tickets.

- Hospitality Room: This room is made available for people to meet and gather in as well as releasing of any additional information throughout the show week. The room should be open during non-show hours. Frequently the hotel will give the hospitality suite on a complimentary basis. The hotel may have rules concerning food and beverages being brought in. Be sure to consult with the hotel management before planning a function in the hospitality suite. If the hospitality room is at the show site it may be open during show hours, but no food is allowed with out permission from the show site management. Consult with the National Show Chair concerning budgets, cost, etc.

- Exercise Area: Discuss with the host hotel where they will allow exercise pens to be set up and where exhibitors may or may not walk their dogs. Make sure that baggies and trash cans are available for fecal pick up and disposal. This area needs to be patrolled and kept clean.

## LOCAL CHAIRS AND THEIR DUTIES

As with any dog show, willing and interested workers are the most essential ingredient. At the outset the local club must determine whether they have an ASSA member who knows the ins and outs of producing a fairly large show, and who would be willing to accept the position of Local Show Chairperson. A check list and time table are provided in the back of this manual which will remind you of the large and small items which must be properly cared for or delegated. Such a check list is a great help as it is very easy to overlook things which cause the show to be less than it might have been. Where possible ASSA members should be placed in key positions. If the Club feels that it does not have enough manpower, but feels that the location would be a good place for the National, please still consider making a bid. The needed manpower will be provided by volunteers willing to work the National.

A licensed superintendent (MB-F, Inc. or Onofrio) must be used for the futurity and conformation events. As stated previously the performance events will have their own superintendent. The National Show Planners and/or the member of the local club making the bid packet need to contact the superintendent, inform the organization of the dates of the National and ask for a contract. A copy of the contract needs to go to the local club member making the bid packet and the National Show Planner.

- Local Show Chairperson: is to be an ASSA member, familiar with the conduct of dog shows and have the time and willingness to give to the preparation of the bid and to the National Specialty. This individual coordinates the activities of all the committees and acts as the liaison between the host club and the National Show Committees. He/she must keep the National Show Chairperson up to date on ALL plans. It is imperative that the National Show Chairperson be kept apprised of what is going on in writing. The local show chair is responsible for getting all pertinent information to local working club members with job descriptions, timetables, premium lists, judging schedules, etc. Open communication and team work is the key to making all volunteers feel as though they are “part of the national” and not just there to get the job done.

The Local Show Chairperson should work closely with the area Visitors and Convention Bureau as the Bureau will normally do the mailing of the bid packet to the ASSA Board members as well as do the welcome packets for the National. It is up to the Local Chair to make sure that the Bureau as all the flyers etc. to be put in the welcome packets.

Emergency contact information needs to be provided to the National Assistant Show Chair as this person approves the premium and the catalog as well as being posted at the show site. Emergency contact information is the location of the nearest hospital, emergency numbers for police, fire department and ambulance. Information and directions on the closest veterinary facility is also required.



hotel representative. (BEO's are sheets containing instructions from the hotel sales staff, which handles contracts, plans, to the various personnel who will provide the services during the event.) This paper provides the mechanism for plans to be reviewed, updated or changed.

The hotel check-in time policy should be emphasized in the pre-show information and the premium list. If the check-in time is mid-afternoon and the hotel is fully occupied beforehand many of the rooms will not be cleaned and ready ahead of time. Exhibitors arriving early can be disappointed if their room is not ready when they arrive.

The person taking on the hotel liaison position should be especially diplomatic to take on the task handling any problems that may arise. He/she should maintain daily contact with the head of housekeeping to head off any potential room problems and suggest that the hotel contact him/her instead of the problem guest.

- Local Trophy Chairperson: Trophies and rosettes are purchased through the ASSA and are shipped to the Local Trophy Chairperson along with any left over trophies from the previous National. The Local Trophy Chair is responsible for receiving the trophies and displaying them at the conformation part of the show. This person must open and inspect all trophies to identify any damage, shortage, or errors which must be corrected prior to the show. This person's is responsible for receiving checking and storing the rosettes. It is also this person responsibility to make sure that conformation and obedience trophies and rosettes are on display at the conformation ring trophy tables thirty minutes before the start of judging and thirty minutes after judging. The Best of Breed, Best of Opposite and Best of Winners trophies should be displayed every day. The same for the obedience trophies for High Scoring Dog in Regular Classes, and High Scoring Dog in Open & Utility Combined.

The local trophy chair is responsible for making sure that all trophies and ribbons are stored at the show site in a secured area separate from other items. This area should be kept locked and keys should be available to the local trophy chair, local show chair and the national show chair only.



• **Hospitality Chairperson:** This position should be divided into as many sub-committees as needed, i.e. transportation, local club functions, judges, hospitality room, handicap assistance, events tickets, welcome packets and special events. This person works with the Local Show Chair on arranging for dinners, staffing hospitality room, providing banquet favors, etc. Other regional clubs may be contacted to request help hosting the Hospitality room if necessary.

Hospitality is one of the most important positions available. The person in charge should have all details of the show, facilities, highways, air transportation, camping, hotels, all committee heads, prices of ads, booths, dinners, symposium, entries, etc. The following is a list of required tasks:

1. Hospitality Room should be available for free times where people can congregate. It is a good idea if this room can be adjacent to an open area, such as a pool area or lobby, where people can spill into during busy hours. This room can also be used for planning activities if your club is so inclined.
2. Judges hospitality is a very important part of the national. The local hospitality chair should make sure that each judge has a welcome basket in their hotel room. He/she will communicate with the judges on who will be picking them up and where, making sure the judges know of all the functions they are invited to or might like to participate in, such as the banquet. The National Hospitality Chair will make sure that the judges have transportation to and from the show site and take them to dinner each night.
3. Line up manpower for a Hospitality table with leaflets on activities, hotel rule, catalog sales, etc. Hospitality begins with the first arrival. There should be someone available when exhibitors begin to arrive to answer any questions or help out if they have any problems. Hospitality of some sort may start at the airport meeting people, giving directions, to hotel transportation, or to the car rental area. If the hotel doesn't provide transportation from the airport, then

alternative suggestions for getting to and from the show site should be included in all information.

4. The local club may want to line up a local travel agent to work with out-of-towners.

5. Look into transportation cost and include all information in the pre-show publicity so there are no surprises. Is there a direct phone at the airport to the hotel for their transportation? Are there limits as to how many crates can go in one trip via hotel transportation?

6. Arrangements for the banquet. This must be planned well in advance in conjunction with and in agreement with the National Hospitality Chair, as all information and prices must be published in the pre-show publicity as well as the premium list. Souvenir mugs need to be designed and ordered. The mugs are giving out free to those that attend the banquet. Center pieces for each table need to be designed and made.

- Local Symposium Chairperson: This person works with the National Symposium Chairperson to discuss and coordinate the symposium and determine price of the symposium tickets. The Local Chair may be requested by the National Chair to contact the person(s) for the symposium and make travel arrangement with this person. This person works with the Local Show Chair and Local Hospitality Chair to determine the best place to hold the symposium and make needed arrangements for the room and another equipment that is needed.

- Local Publicity Chairperson. Is responsible for informing local radio, television networks and local papers of the upcoming event, and provides the necessary information. Works with these industries if they wish to visit the National. This person is also responsible for making sure that the local clubs webmaster/mistress has all the necessary that all National information is available on the web site at the right times. It is this persons responsibility to make sure that the final National schedule and all information regarding the National gets to the ASSA Bulletin Board editor in a timely fashion.

- Local Raffle Chairperson: This position, although not required, is for the benefit of the host club. A good raffle can make or break the income a club derives from the National. Some clubs have taken in as much as \$5,000. or as little as \$2,000. All raffle items should be donated, nothing should be purchased. Most club have experience with holding local raffles, so not much explanation is needed. One responsibility that the local chair does have is to make sure that state and local laws pertaining to the holding of raffles is adhered to. This information also needs to be given to the chair of the ASSA raffle.



- **Local Vendor Chairperson:** This person works with the National Vendor Chairperson to determine how many vendors can be accommodated at the show site, where they will be located. This person provides the National Vendor Chair with a layout of the show facility, showing electrical outlets, un-useable space, such as doorways, fire extinguishers, etc. Works with the Local Show Chair on ordering tables and chairs for the vendors.
- **Local Ring Steward:** Is responsible for coordinating the assembly of bait provided at ringside for futurity and all the days of the breed judging, ring clean up crew, handing out arm bands, making sure that all entries are assembled in the ready ring. This person must be experienced with the duties of a ring steward. The National Chief Ring Steward will take care of the judge and making sure that ring procedure is followed.
- **Local RV Chairperson:** Is in charge of laying out the designated area for campers. Making sure the area is kept clean and enforce the rules of the show in the RV area. The Local RV chair needs to work with the National RV Chair by providing a layout of the designated area with all RV spots numbered. Only the National RV Chair is responsible for assigning the RV parking spots.
- **Local Cleanup Chair:** This person is responsible for the cleanup of the show site both inside and out. The cleanup may be done by either volunteers or by the local club locating an organization that is willing to do it for a nominal fee ( such as the Boy Scouts, 4-H clubs, school groups, etc.) The inside trash cans should be emptied at least twice a day, the outside ones, as needed.
- **Local Equipment Chair:** Is responsible for the rental of all equipment needed for the National, whether it is available from the show site or needs to be rented. Equipment includes, tables, table cloths, chairs, overhead projector or LCD projector, overhead screen, bleachers, raisers, chalk board, cork board, pencils, handy wipes, disinfectant spray, transparencies, makers for transparencies, audio visual equipment, etc.

Other jobs that need to be handled but may not require separate committees are: club banners, souvenir sales,

handicapper assistance.

## **PERFORMANCE CHAIRS AND THEIR DUTIES**

In 2004 the ASSA Board created a new position, the National Performance Chair. This person is now responsible for obedience, agility, herding and any other performance events that may be approved by the Board. It is the National Performance Chairs responsibility to find locations for at least agility and herding. Obedience will remain with conformation when room permits. When a club bids on the National Specialty it must also provide with the bid the names of locations that would be suitable for the agility and herding events. The local club may, when knowledgeable people are available assign the following local chair positions.

- **Local Obedience Chairperson:** Will work with the National Performance Chairperson and the National Obedience Chair to suggest judges. The contracts are to be reviewed by, and copied to the National Obedience Chair and Performance Chair. The Local chair is to be in charge of ring set up, acquiring knowledgeable ring stewards, have on hand any equipment that is necessary for the running of the obedience ring. Doing the scheduling of the stewards, making sure the judges get lunch, etc. The National Performance Chair is the only person that can sign any contracts.
- **Local Agility Chairperson:** Will work with the National Performance Chairperson and the National Agility Chair to suggest judge and locations for the event. The contracts are to be reviewed by, and copied to the National Agility Chair and Performance Chair. The Local chair is to be in charge of ring set up, acquiring knowledgeable ring stewards, have on hand any equipment that is necessary for the running of the agility rings. Doing the scheduling of the stewards, making sure the judges get lunch, etc. The National Performance Chair is the only person that can sign any contracts.
- **Local Herding Chairperson:** Will work with the National Performance Chairperson and the National Herding Chair to suggest judges and locations for the event. The any contracts are to be reviewed by, and copied to the National Heerding Chair and Performance Chair. The Local chair is to be responsible for finding suitable livestock for the event. The local chair is in charge of making sure that all requirement for the herding event are met at the site, have on hand any equipment that is necessary for the running of the herding event, and finding knowledgeable herding personnel. Doing the scheduling of the personnel, making sure the judges get lunch, etc. The National Performance Chair is the only person that can sign any contracts.

## **TIMETABLE**

The following timetable may be used as a general guide:

48 months before the show: Invitation to bid for the National. During this time the National Show Planner will visit the Club (s) and prospective show site(s).

42 months: clubs send preliminary bids to the National Show Planner.

36 months: ASSA Board will select a host from the bids received. Bid package is due at least one month before the present

year National, so the Board can review the packets.

24 months: Confirm all space reservations at show site and reconfirm your needs.

Contact the National Performance Chairperson with the names of obedience agility, and herding judges in the general area of the National that would draw a good entry. The number of judges will depend on how active the three performance events are in your area. The National Performance Chair will help you decide on the number of judges needed, you should however, have at least five names on each list.

18 months: Submit final plans with all local committee members and events to the National Show Chairperson.

12 months: Resubmit an update of your budget plan to both the National Show Planner and the National Show Chairperson. Contact a veterinarian for the National to be on call or close to the show site. Submit all information about the National week to the ASS Bulletin Board Editor for publication. At this time you can send the information to the breed magazines. Before you advertise the judges names make sure you contact the Show Planner to make sure AKC has approved the show and the judges.

10 months: The Local Chairperson should start working with the local chairs on finalizing all the contacts and making sure all need material for the National have been ordered, rented or bought. Contact local authorities for any needed permits, paying special attention to rules governing raffles and vendors.

6 months: At least all Local Committee Chairs should have visited the show site at least once to be familiar with the layout of the facility. Groom chair should have already been working on the groom area layout and checking with the National Show Chairperson on how many grooming spaces will be needed. This will vary depending if the performance events are held at the same place as conformation.

4 months: Work with the National Show Chair on getting the correct information to the superintendent for publication in the premium.

3 months: Check with the host hotels and the show site to make sure there are no last minute changes that need to be handled. Start making welcome packets. Packets should contain brochures on local attractions, entertainment events, and restaurants. Information on the general rules on behavior and the layout of the show site should also be in the packets. Clubs may also add any other items they feel will enhance exhibitors stay.

1 month: Again check with the host hotel and show site to make sure everyone is on the same page, go over all hotel and show site arrangements.

2 weeks: Schedule a meeting at the show site with all Local Committee Chairs, include as many worker as possible in the meeting. Go over the all the plans and details to ensure that everyone knows how everything will proceed.

1 week: Meet again with the host hotel sales manager and chronologically run through the entire event to ensure that everything evolves as planned. Also check that hotel rooms are reserved for the judges.

The National is a large event with a large amount of money flowing through it. Clubs must take a serious business like approach to ensure accountability, cost control and profitability. While profit is not the goal or purpose of the show, it must be kept in mind that the monies for each National supports the beginning of the next.

EXAMPLE of a Preliminary Budget for Conformation only

### Projected Income and Cost for the ASSA National for Conformation only

| ITEMS                           | QUANTITY | EACH     | INCOME        | EXPENSES                                       |
|---------------------------------|----------|----------|---------------|--|
| <b>Superintendent (Onofrio)</b> |          |          |               |  |
| Fees (days)                     | 5        |          |               | \$0.00   |
| Catalog ads                     | 15       |          | \$0.00        |  |
| Catalog ads for judges          | 4        |          |               | \$0\$26.75 plus \$12.75 per picture =\$39.50   |
| Catalog ads ASSA                | 15       |          |               | \$0.00(some will have pictures others will not |
| Catalogs (base 300)             | 300      |          | \$0.00        |  |
| Added catalogs                  | 100      |          | \$0.00        |  |
| Premium list (16 pages)         | 850      |          |               |  |
| P/L additional pages            | 8        |          |               | additional pages in multiples of four          |
| P/L first class post            | 2000     |          |               |  |
| Futurity                        | 130      |          |               | \$0.00\$5.85 per futurity entry                |
| Entries                         | 650      |          | \$ -          | \$9.15 per entry                               |
| Additional entries              | 20       |          |               |  |
| <b>SUB-TOTALS</b>               |          |          | <b>\$0.00</b> | <b>\$0.00</b>                                  |
|                                 |          |          | income        | expenses                                       |
| <b>Facility</b>                 |          |          |               |  |
| Facility rental (days)          | 9        |          |               | \$0.00   |
| RV parking (\$8 per night)      | 25       | \$25     | \$625.00      |  |
| Grooming area                   | 350      | \$65.00  | \$22,750.00   |  |
| Vendors space                   | 25       | \$450.00 | \$11,250.00   |  |
| Bleachers                       |          |          |               | \$0.00   |
| Tables                          | 87       |          | \$ -          |  |
| Chairs                          | 400      |          | \$ -          |  |
| Risers                          |          |          |               | \$0.00   |
| P.A. system                     |          |          |               |  |
| Overhead & screen               |          |          | \$ -          |  |
| TV withVCR                      |          |          | \$ -          |  |
| Conference Rooms                |          |          | \$ -          |  |
| Dumpsters                       |          |          | \$ -          | two 40yard waste dumpsters                     |

|                               |    |  |                    |               |
|-------------------------------|----|--|--------------------|---------------|
| Clean-up personel             |    |  | \$                 | -             |
| Security days (hrs)           | 64 |  |                    | \$0.00        |
| Security evenings (hrs)       | 63 |  |                    | \$0.00        |
| Shuttle bus hotel to showsite |    |  |                    |               |
| <b>SUB-TOTALS</b>             |    |  | <b>\$34,625.00</b> | <b>\$0.00</b> |
|                               |    |  | income             | expenses      |

**Judges**

|                          |    |          |        |   |
|--------------------------|----|----------|--------|---|
| Futurity Per Diem (days) | 2  | \$45.00  |        | \$90.001 judge  |
| Conform Per Diem (days)  | 4  | \$45.00  |        | \$180.003 judges  |
| Air Fare                 | 4  | \$450.00 |        | \$1,800.00judges  |
| Lodging (nights)         | 15 | \$100.00 |        | \$1,500.00two Judges 5 nights, Breed judge 3 nights,Futurity judge 2 nights |
| Gifts                    | 4  | \$65.00  |        | \$260.00judges  |
| <b>SUB-TOTALS</b>        |    |          |        | <b>\$3,830.00</b>   |
|                          |    |          | income | expenses  |

**Banquet**

|                               |     |         |               |                    |
|-------------------------------|-----|---------|---------------|--------------------|
| Room rental                   | 1   |         |               | \$0.00             |
| Dinner                        | 300 | \$30.00 |               | \$9,000.00         |
| Entertainment                 |     |         |               | \$0.00             |
| Center pieces (one per table) | 25  | \$30.00 |               | \$750.00           |
| Mugs                          | 300 | \$5.00  |               | \$1,500.00         |
| <b>SUB-TOTAL</b>              |     |         | <b>\$0.00</b> | <b>\$11,250.00</b> |
|                               |     |         | income        | expenses           |

**Symposium**

|                  |  |  |        |          |
|------------------|--|--|--------|----------|
| Room             |  |  | \$     | -        |
| Speaker          |  |  |        |          |
| Lunch            |  |  |        |          |
| Audio equipment  |  |  | \$     | -        |
| Registration fee |  |  | 0      |          |
| <b>SUB-TOTAL</b> |  |  |        |          |
|                  |  |  | income | expenses |

**Show Items**

|                              |   |          |  |            |
|------------------------------|---|----------|--|------------|
| Trophies                     |   |          |  |            |
| Photographer (Lodging)nights | 5 | \$100.00 |  | \$500.00   |
| Photographer Equipment       |   |          |  |            |
| Photos for judges            |   |          |  | \$1,000.00 |

|                               |     |          |                    |  |
|-------------------------------|-----|----------|--------------------|--|
| Videographer (Lodging)nights  | 7   | \$100.00 |                    | \$700.00   |
| Flowers                       |     |          |                    | \$600.00   |
| Badges                        |     |          |                    | \$300.00   |
| Signs                         |     |          |                    | \$330.00for 25 yr members, schedule and directions |
| Water                         | 500 |          | \$                 | -  |
| Plastic 10 x13                | 350 |          | \$                 | -  |
| Shavings                      | 250 |          | \$                 | -  |
| Tape, buckets, paper towel    |     |          |                    | \$500.00   |
| Fencing for exercise area     |     |          |                    | \$500.00   |
| Futurity funds (20% of total) |     |          | \$2,000.00         |  |
| Raffle                        |     |          | <u>\$3,500.00</u>  |  |
| Catalog bookmarks             | 400 | 0.23     |                    | \$69.00  |
| Catalog mailing               |     | \$5.00   |                    | \$0.00   |
| Host Club fee (\$2 per dog)   |     | \$2.00   | \$                 | -  |
| Bank charges                  |     |          |                    | \$100.00processing foreign checks, etc.            |
| Judges table refreshments     |     |          |                    | \$300.00   |
| Judges & Stewards lunches     |     | \$15.00  |                    | \$420.003 stewards & 3 judges x 4 days             |
| <b>SUB-TOTAL</b>              |     |          | <b>\$5,500.00</b>  | <b>\$5,319.00</b>                                  |
|                               |     |          | income             | expenses   |
| <b>GRAND TOTAL</b>            |     |          | <b>\$40,125.00</b> | <b>\$5,319.00</b>                                  |
| <b>PROFIT</b>                 |     |          |                    |  |

## ASSA National Specialty Worksheet

| Event               | Chairperson                   | Phone Number                      | E-mail Address    |
|---------------------|-------------------------------|-----------------------------------|-------------------|
| Superintendent      |                               |                                   |                   |
|                     |                               |                                   |                   |
|                     |                               |                                   |                   |
| National Show Chair | <a href="#">Larry Brunner</a> | 508-248-6525<br>fax: 508-248-3042 | :prinhill@aol.com |
| Local Chair         |                               |                                   |                   |
|                     |                               |                                   |                   |

|                            |                             |   |                  |
|----------------------------|-----------------------------|---|------------------|
| National Asst. Chair       | <a href="#">Liz Bianchi</a> | 757-436-4868  | chelsea@exis.net |
| Asst. Local Chair          |                             |   |                  |
|                            |                             |   |                  |
| National Show Plan         | Priscilla Gardner           | 517-355-4722 day<br>517-675-5444 evening<br>fax: 517-432-2892 | gardne27@msu.edu |
|                            |                             |   |                  |
| Facility Contacts          |                             |   |                  |
|                            |                             |   |                  |
|                            |                             |   |                  |
| National Performance Chair | Jan Haderlie                | 714-649-2511  | haderlie@cox.net |
|                            |                             |   |                  |
|                            |                             |   |                  |
| Conformation Judges        |                             |   |                  |
| Futurity                   |                             |   |                  |
| Best of Breed              |                             |   |                  |
| Dogs                       |                             |   |                  |
| Bitches                    |                             |   |                  |
| Jr. Showmanship            |                             |   |                  |
|                            |                             |   |                  |
| National Obedience Chair   | Nancy Craig                 | <a href="mailto:forlyn@pacbell.net">forlyn@pacbell.net</a>    | 909-776-0180     |
| Local Chair                |                             |   |                  |
| Obedience Judges           |                             |   |                  |
| Judge                      |                             |   |                  |
| Judge                      |                             |   |                  |
| Judge                      |                             |   |                  |
|                            |                             |   |                  |

|                                 |   |                              |  |
|---------------------------------|---|------------------------------|--|
|                                 |   |                              |  |
| National Agility Chair          | Monica Land                                       | landslyde@snet.net           | 860-870-5120   |
| Local Chair                     |   |                              |  |
| Agility Judge                   |   |                              |  |
| Judge                           |   |                              |  |
| Judge                           |   |                              |  |
| Judge                           |   |                              |  |
|                                 |   |                              |  |
| Agility Facility Contact Person |   |                              |  |
|                                 |   |                              |  |
|                                 |   |                              |  |
| National Herding Chair          | Penny Birch                                       | brcichp@diebold.com          | 630-980-0881   |
| Local Chair                     |   |                              |  |
| Herding Judge                   |   |                              |  |
| Judge                           |   |                              |  |
|                                 |   |                              |  |
| Herding Facility Contact Person |   |                              |  |
|                                 |   |                              |  |
| Livestock Handler               |   |                              |  |
|                                 |   |                              |  |
| Trophies National               | Cheryl Sorensen<br><a href="#">Julene Mathews</a> | 435-384-2665<br>801-566-4037 | <a href="mailto:sequoya@etv.net">sequoya@etv.net</a><br>soltaireshelties@msn.com |
| Performance                     | Jim Melton  | 801-942-4762                 | jim.melton@acm.org   |
| Local                           |   |                              |  |
| Local Performance               |   |                              |  |
|                                 |   |                              |  |
| Hospitality National            |   |                              |  |
| Local                           |   |                              |  |

|                        |  |              |                       |
|------------------------|--|--------------|-----------------------|
|                        |  |              |                       |
| RV Parking National    | <a href="#">Shiela Monks</a>               | 518-855-1738 | bobmon@capital.net    |
| Local                  |  |              |                       |
|                        |  |              |                       |
| Hotel Liaison National |  |              |                       |
| Local                  |  |              |                       |
|                        |  |              |                       |
| Grooming National      | <a href="#">Sharon Uzarewicz</a>           | 773-777-5432 | larkspr@earthlink.net |
| Local                  |  |              |                       |
|                        |  |              |                       |
| Equipment Local        |  |              |                       |
|                        |  |              |                       |
|                        |  |              |                       |
| Ring Steward National  | Marjorie Tuff                              |              |                       |
| Local                  |  |              |                       |
|                        |  |              |                       |
| Signs & Banners Local  |  |              |                       |
|                        |  |              |                       |
|                        |  |              |                       |
| Symposium National     | <a href="#">Alice Carty</a>                | 909-792-8402 | daval42@earthlink.net |
| Local                  |  |              |                       |
|                        |  |              |                       |
| Raffle National        | <a href="#">Frank &amp; MaryAnn Lannon</a> | 561-968-1322 | mlannon@bellsouth.net |
| Local                  |  |              |                       |
|                        |  |              |                       |
| Souvenirs Local        |  |              |                       |
|                        |  |              |                       |
|                        |  |              |                       |
| Concessions Contact    |  |              |                       |

|                |  |  |  |
|----------------|--|--|--|
|                |  |  |  |
| Florist        |  |  |  |
|                |  |  |  |
| Waste Disposal |  |  |  |
|                |  |  |  |
| Security       |  |  |  |
|                |  |  |  |
|                |  |  |  |
|                |  |  |  |

ASSA National  
Standard Purchase Items

**ITEMS NEEDED**

bottled water 1750 gal  
plastic (4 mil) needs to be cut into 13'x13' sections 1 for each grooming space  
shavings (1 ½ bags per grooming area)  
yellow mark off tape about 90 rolls  
duct tape 90 rolls  
paper towels 36 for hotel and show site  
buckets for clean up for hotel 2 for each floor of the hotel  
waste barrels (inside) 2 per row (facility should provide)  
waste barrels 1 for every 2 RV's (facility should provide)  
plastic sandwich bags and hanger 50 rolls for clean up outside hotel and show site  
squirt bottles with cleaner 2 for each floor of the hotel and 5 for show site  
squirt bottles of water for conformation ring 9-12 , at least 3 for each side of the ring  
welcome packets 1,100  
name tags for workers  
name tags for Local chairs  
labels "My Dog Made the Cut ! ASSA" minimum 300 check supply from ASSA  
Bait: liver & chicken 180 lbs total  
corsages and boutonnieres for conformation and obedience judges at least 8 flowers arrangements for trophy table and  
judges tables, conformation and obedience (artificial arrangements can be purchased through Pedals at <http://www.petals.com>)  
markers for overheads (if not in the supplies from ASSA)

## Classes and Trophies

### CONFORMATION CLASSES

Futurity (1st pink, 2nd , 3rd , 4th )

6-9 puppy dog  
 9-12 puppy dog  
 12-18 month dog

6-9 puppy bitch  
 9-12 puppy bitch  
 12-18 month bitch

Best in Futurity = rosette  
 Runner-Up to Best in Futurity = rosette

Breed  
 rosette: 1st blue, 2nd red, 3rd yellow, 4th white  
 trophy: 1st 8" Paul Revere bowl, 2nd 6" Paul Revere bowl, 3rd 5" Paul Revere bowl, 4th 4" Paul Revere bowl

6-9 month puppy dog, sable and white  
 6-9 month puppy dog, any other allowed color  
 9-12 month puppy dog, sable and white  
 9-12 month puppy dog, any other allowed color  
 12-18 month dog, sable and white  
 12-18 month dog, any other allowed color  
 Novice dog  
 Bred by Exhibitor dog  
 American-Bred dog  
 Open Black dog  
 Open Blue dog  
 Open Sable and White dog  
 Veteran 9 years and under 12 years dog  
 Veteran 12 years and over dog  
 Stud dog

Winners Dog = rosette and Paul Revere Pitcher, sterling silver and enamel medallion with ASSA seal  
 Reserve Winners Dog = rosette and Fifty Ounce Brandy Snifter

6-9 month puppy bitch, sable and white

6-9 month puppy bitch, any other allowed color

9-12 month puppy bitch, sable and white

9-12 month puppy bitch, any other allowed color

12-18 month bitch, sable and white

12-18 month bitch, any other allowed color

Novice bitch

Bred by Exhibitor bitch

American-Bred dog

Open Black dog

American-Bred dog

Open Black dog

Open Blue dog

Open Sable and White dog

Winners Dog = rosette and Paul Revere Pitcher, sterling silver and enamel medallion with ASSA seal

Reserve Winners Dog = rosette and Fifty Ounce Brandy Snifter American-Bred bitches

Open Black bitches

Open Blue bitches

Open Sable and White bitches

Veteran 9 years and under 12 years bitches

Veteran 12 years and over bitches

Brood bitch

Winners Bitch = rosette and Paul Revere Pitcher, sterling silver and enamel medallion with ASSA seal

Reserve Winners Bitch = rosette and Fifty Ounce Brandy Snifter

Best of Breed = rosette and Five Piece Coffee and Tea Set.

Best of Opposite Sex to Best of Breed = rosette and Chafing Dish

Best of Winners = rosette and Champagne Cooler

## OBEDIENCE

A dark green qualifying rosette will be given for each dog attaining a qualifying score.

Highest Scoring dog in Regular Classes = rosette and Five Piece Coffee & Tea Service and Sterling Silver and Enamel Medallion with ASSA seal.

Highest Scoring Dog in Open & Utility Combined = rosette and Three Quart Covered Footed Casserole

rosette = 1st blue, 2nd red, 3rd yellow, 4th white

A

trophy = 1st (except team) 8" Paul Revere bowl, 2nd (except team) 6" Paul Revere bowl, 3rd (except team) 5" Paul Revere bowl, 4th (except team) 4" Paul Revere bowl.

Novice A

Novice B

Open A

Open B

Utility A

Utility B

Graduate Novice

Veterans

Brace

Versatility

Team = trophy 1st 4" Paul Revere bowl for each member of the team, 2nd rosette, 3rd rosette, 4th rosette of each team member.