



STCA STANDARD OPERATING PROCEDURES

National Sweepstakes/Obedience Secretary

SOP NATIONAL SWEEPSTAKES/OBEDIENCE SECRETARY

There are two STCA Sweepstakes a year, one at the Rotating and one at Montgomery County. Same job for both if the Host Club at the Rotating does not use a Superintendent like RAU.

Six months before the show:

1. CATALOG ADVERTISING: Coordinate with the VP /National Chair and Ad Chair.
2. AKC APPROVAL: The Show Secretary needs a copy of the AKC approval for all shows. The VP / National Show Chair will file the necessary paperwork.
3. Download and print or purchase: AKC Rules Applying to Dog Shows. This must be on the table at the show.
4. ADVANCEMENT FUNDS: Obtain a check from treasurer for \$1,000 to cover costs for printing of Premium, Judging Schedule, Catalog, purchase of stamps, envelopes, labels, stickers, sweeps money prizes, etc. After the show has closed and all expenses are accounted for, submit an Expense Voucher to the Treasurer outlining each expense in detail for items purchased and whether a payment or refund is due.
5. PRINTING: Check with printers for price of printing the Premium List and Catalog. Take last year's copies for an estimate. Reserving 11 copies as follows: 1 historian, 2 judges, 3 stewards, 1 show secretary, 4 AKC, etc.) The Catalog cover is 12pt photo paper (glossy on one side and matte on the other.)
6. PREMIUM LIST MAILING to all members via email, except for those who have paid a hard copy fee with their dues. Obtain that list from the Recording Secretary. That is the total number of hard copies you will need printed. Mail Premium List first class to hard copy recipients, show veterinarian, judges, stewards and 4 copies to AKC. Send copy to STCA website to be uploaded using the Feedback method.
7. Have Premium List ready to be mailed by July 1.
8. UPDATE CONTENTS OF PREMIUM LIST AND CATALOG: Working from the last year's Premium List & Catalog, go through and mark everything that will need updating. Mark things such as dates, fees, judges, event numbers, etc.
9. Get any additional information from the show, trophy and obedience chairmen. Be sure to check on entry fees as these may change.
10. Use a blank entry form from AKC (you can get one off their web site) and type the current show information on top. This will also make sure that you are using the current agreement on the back.
11. ROSETTES AND RIBBONS: Order by August 1. We have used RB Powers Company, 118 West High Street, P. O. Box 360, Ashley OH 43003 for several years, email: rbpowers@columbus.rr.com, 740-747-2121. We order a full set of rosettes and rosettes can return and recycled. Currently Powers will deduct \$3.00 per ribbon. Deadline to receive them is 2 weeks before show date. Bill to be sent to the Treasurer
12. SUPPLIES: Check supplies for judges' books: inside pages and covers. Also check on armbands. Order these from Rau Dog Shows email: info.raudogshows.com, 1-610-376-1880. Finding a source of free armbands would be helpful as they are expensive to buy.
13. Set up your catalog so you can record entries as they arrive.

Closing Duties:

14. NUMBERS: Number each entry as it arrives. Be sure to check that entries are properly filled out. Check age to be sure the dogs are entered in the correct class. Dog's birthdate on day of show determines the Sweeps class. Check entries for front and back pages. If there is not a back page, contact the exhibitor to replace the entry.
15. PRIZE MONEY: After entries close and using formula, determine prize money distribution based on entry fees collected. (see sample below) Submit the breakdown to Treasurer for a check for any additional money needed for prizes if there is insufficient from the advance. Prepare the prize money envelopes making correct change and filling the prize money envelope according to the win.
16. RESCUE PARADE: Confirm with Rescue Chairman the number of rosettes needed. They are ordered separately and shipped directly to Rescue Chairman. Deadline same as Specialty Closing Date. These will be a rush order for RB Powers. Each rosette has the dog's name imprinted. Order a few extra without names for late entries. No entry fees.

17. JUDGING PROGRAM: Prepare judging schedule. Consulting with show and obedience chairmen, set judging times. If there are more than 30 obedience entries, classes will have to be broken down to a starting time for each class. If less, just set a start time, and the class begins when the one prior ends.

18. ENTRY ACKNOWLEDGMENT for exhibitors. Either create a form or make a copy of the original entry to mail back. It must contain all the entry information.

19. EMAIL judging program/acknowledgments to all exhibitors, judges, stewards, veterinarian, STCA board members. Except for members that paid for hard copies and mail 4 copies to AKC.

20. CATALOG: Finish typing entries for catalog. Create whole catalog, including ads. Deliver to the printer as quickly after closing as possible. The Catalog cover is 12pt photo paper (glossy on one side and matte on the other.)

21. PREPARE JUDGE'S BOOKS AND ARMBANDS

Specialty day:

22. ARRIVE one to two hours before judging.

23. BRING: original entry forms, AKC Rules and Regulations, all pertinent AKC forms, copy of Scottish Terrier standard. They are required by the AKC.

24. STEWARD'S TABLE for the judge: hand wipes/sanitizer, lotion, Kleenex, hard candy (peppermints) or lozenges, water. Supply pens, rubber bands, tape to post obedience results and scratch/note paper.

25. POST the obedience sheets at the end of each class.

26. CHECK JUDGE'S BOOK properly filled out and signed, with start and end times.

27. GIVE each judge a copy of the judge's sheets and a marked catalog.

28. DOUBLE CHECK the Show Secretary catalog against the judge's book.

29. EASEL PAD and STAND: Post Sweepstakes Results per class. Have Sharpie pens available

After the show:

30. PREPARE SHOW REPORT. Send to AKC (REQUIRED IN LESS THAN 7 DAYS): show report, original judges' books, AKC recording fee, 2 copies of the catalog, one signed and marked and one unmarked. Submit the AKC fees to AKC along with show reports.

31. EXPENSE REPORT submit promptly to the treasurer. Write check for any money left over or request reimbursement for expenses over original draw.

30. SHOW RESULTS. Submit to the STCA website administrator the show results (winners) for posting. Also submit a scanned catalog. Be sure that the STCA historian gets a marked copy of the catalog.

Order of Judging:

Puppy Dogs, 6 months to 9 months, will be judged, followed by Puppy Bitches, 6 months to 9 months. The First and Second Place Dogs and First and Second Place bitches will then compete for the four placing's in the Age Division Run-Off Stakes. Junior Dogs, 9 months to 12 months will then be judged, followed by Junior bitches, 9 months to 12 months. The First and Second Place dogs and the First and Second Place Bitches will then compete for the four placings in the Age Division Run-Off Stakes. Senior Dogs, 12 months to 18 months and Senior Bitches, 12 months to 18 months, will then be judged in the same order and the same manner. First Place in each AGE DIVISION RUN-OFF STAKES will then compete for BEST IN SWEEPSTAKES.

Formula for figuring Sweeps money.

Sweeps description for Premium List and Catalog is as follows:

After \$5.00 is withheld for expenses, the entry fee money for each class will be divided as follows:

50% to the Class Winners; 50% to the Age Division Run-Off Stakes Winners.

Total monies shall be divided as follows:

First – 50% Second – 25% Third – 15% Fourth – 10%

Example (based on entry fee of \$8):

81 total entry: 25 dogs, 46 bitches

6-9 division: 12 dogs, 10 bitches

$*12+10=22 \times 8=176)2=88+50=138)2=69$

Division \$69 12 dogs (55%=38.00) 10 bitches (45%=31.00)

1st 34.50 1st 19.00 1st 15.50

2nd 17.25 2nd 9.50 2nd 7.75

3rd 10.35 3rd 5.70 3rd 4.65

4th 6.90 4th 3.80 4th 3.10

9-12 division: 9dogs, 21 bitches

$9+21=30 \times 8=240$) $2=120+50=170$) $2=85$

Division \$85 9 dogs (30% = \$25.50) 21 bitches (70% = 59.50)

1st 42.50 1st 12.75 1st 29.75

2nd 21.25 2nd 6.38 2nd 14.88

3rd 12.75 3rd 3.82 3rd 8.92

4th 8.50 4th 2.55 4th 5.95

12-18 division: 14 dogs, 15 bitches

$14+15=29 \times 8=232$) $2=116+50=166$) $2=83$

Division \$83 14 dogs (49%=40.67) 15 Bitches (51% = \$42.33)

1st 41.50 1st 20.34 1st 21.17

2nd 20.75 2nd 10.17 2nd 10.58

3rd 12.45 3rd 6.10 3rd 6.35

4th 8.30 4th 4.06 4th 4.23

*dogs + bitches = division total x entry fee) in half to take away expense money + \$50 STCA adds to division) in half for division run off and classes.

Example using 9-12 division: 9 if what % of 30

21 is what % of 30

is $9 = x = 30\%$ $9 \times 100 = 900$) $30 = 30$ $21 = x = 70\%$ $21 \times 100 = 2100$) $30 = 70$

of 30 100 30 100

Sweeps entry income=\$648. Sweeps prize money=\$474

Ring Equipment: is handled by the VP National Show Chairperson

Attached:

Copy of a rosette and ribbon order. Sweeps rosettes are the same each year. The only change in obedience and/or rally ribbon order would be the number of dark green qualifying ribbons. Ask obedience chairman for advice. Order delivery needed no more than 2 weeks before event.

OBEDIENCE RALLY

8 Blue Rosette AKC logo 6 Blue Rosette AKC logo

2 Rose Rosette Obedience Trial Rally Trial

First Place First Place

STCA logo STCA logo

Month, date, year Month, date, year

City, State City, State

8 Red Ribbon AKC logo 6 Red Ribbon AKC logo

2 Brown Ribbon Obedience Trial (second) Rally Trial

8 Yellow Ribbon Second Place Second Place

or Third or Fourth) or Third or Fourth)

STCA logo STCA logo

Month, date, year 6 Yellow Ribbon Month, date, year

2 Lt Green City, State (third) City, State

Ribbon (Third) 6 White Ribbon

8 White Ribbon (fourth)

2 Gray Ribbon

(Fourth)

1 Blue & Gold AKC logo

Rosette Obedience Trial

STCA logo

Month, date, year

City, State

High in Trial (on right ribbon)

1 Blue & Green AKC logo

Rosette Obedience Trial

STCA logo

Month, date, year

City, State

High Combined (on right ribbon)

24 Dk Green AKC logo 24 Dk Green Ribbon AKC logo

Ribbon Obedience Trial Rally Trial

Qualifying Score Qualifying Score

STCA logo STCA logo

Month, date, year Month, date, year

City, State City, State

Totals = 10 Rosettes, 35 Ribbons

SWEEPSTAKES

6 Rose Ribbon AKC logo

Sweepstakes

First Place

STCA logo

Month, date, year

City, State

6 Brown Ribbon AKC logo

(Second) Sweepstakes

6 Lt. Green Ribbon Second (or Third or

(Third) Fourth) Place

6 Gray Ribbon STCA logo

(Fourth) Month, date, year

City, State

3 Rose Rosette AKC logo (6-9 Month Division) one on

Sweepstakes (9-12 Month Division) each

First Place (12-18 Month Division) right ribbon

STCA logo

Month, date, year

City, State

3 Brown Rosette AKC logo (6-9 Month Division) one on

(Second) Sweepstakes (9-12 Month Division) each

3 Lt. Green Second (or Third (12-18 Month Division) right ribbon

Rosette (Third) or Fourth Place)

STCA Logo

3 Gray Rosette Month, date, year

(Fourth) City, State

1 Pink & Green AKC logo

Rosette Sweepstakes

STCA logo

Month, date, year

City, State

Best in Sweepstakes (on right ribbon)

Totals = 10 Rosettes, 27 Ribbons

VETERAN SWEEPSTAKES

1 Green & Pink Rosette AKC logo

Veteran Sweepstakes

STCA logo

Month, City, Year

City, State

Best in Veteran Sweepstakes (on right ribbon)

1 Brown Ribbon AKC logo

(Second) Veteran Sweepstakes

1 Lt. Green Ribbon Second (or Third or

(Third) Fourth) Place

1 Gray Ribbon STCA logo

(Fourth) Month, date, year

City, State

OTHER RIBBONS

3 Blue Steward

3" button Scottish Terrier Club of America

w/safety pin Month, date, year

2 Purple Judge

3" button Scottish Terrier Club of America

w/safety pin Month, date, year

4 Lt. Green President, Vice President,

3" button Treasurer & Show Secretary

w/safety pin Scottish Terrier Club of America

Month, date, year

We will have an additional order to place for our Rescue parade participants. We expect approx. 25 additional and will order these after the entries close. We will need these as soon as possible