



STCA STANDARD OPERATING PROCEDURES

HOST CLUB - NATIONAL ROTATING SPECIALTY

Revised October 2017

The following are the guidelines for the Host Club to follow in establishing a working partnership with the Scottish Terrier Club of America. The goal is to host an AKC combined specialty with both Regional and National clubs each holding a specialty show on a weekend in the first half of the year, with the National Rotating scheduled on Saturday.

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SECTION A. APPLICABLE STCA By-Laws: Article I, Section 2 (e)

To conduct sanctioned matches and specialty shows under the rules of The American Kennel Club.

The Scottish Terrier Club of America conducts one National Rotating Specialty each year. The site is rotated among four geographical regions. The regions are Northeast, Southeast, Central and West.

The Corresponding Secretary will notify in writing each Regional Club within the designated cluster giving each of them the opportunity to apply. The Standard Operating Procedure for Hosting The National Rotating Specialty will be included.

The Regions are made up by the following Regional Clubs:

CENTRAL

Scottish Terrier Club of Chicago
Heart of America Scottish Terrier Club
Scottish Terrier Club of Greater Houston
Scottish Terrier Club of Northern Ohio
Scottish Terrier Club of Michigan

WEST

Scottish Terrier Club of California
Greater Dallas Scottish Terrier Club
Scottish Terrier Club of Greater Denver
San Francisco Bay Scottish Terrier Club
Washington State Scottish Terrier Club

NORTHEAST

Scottish Terrier Club of Greater Baltimore
Scottish Terrier Club of New England
Scottish Terrier Club of Greater New York
Greater Pittsburgh Scottish Terrier Club
Scottish Terrier Club of Greater Washington
D.C.

SOUTHEAST

Scottish Terrier Club of Greater Atlanta
Scottish Terrier Club of Greater Dayton
Scottish Terrier Club of Greater Louisville
Scottish Terrier Club of Tampa Bay
Scottish Terrier Club of Western Virginia

The following is a list of the Rotation Schedule:

2011 West - Scottish Terrier Club of California

2012 Northeast - Greater Pittsburgh Scottish Terrier Club

2013 Southeast - Scottish Terrier Club of Greater Atlanta

2014 Central - Scottish Terrier Club of Michigan

2015 West – Washington State Scottish Terrier Club

2016 Northeast – STC of Greater Washington, DC & STC of Greater Baltimore

2017 Southeast – STC of Greater Dayton

2018 Central – Heart of America STC

2019 West – STC of Greater Denver

2020 Northeast

SECTION B. ELIGIBILITY REQUIREMENTS FOR HOSTING

1. Has successfully conducted at least two Specialty Shows.
2. Can provide evidence that the Club holds regular membership meetings and that the organization has continuity of leadership.
3. Can submit evidence of experience, i.e. trophy solicitation, AKC regulations, show procedures, advertising, financial and human resources.
4. Has named a Chair to act as liaison with the STCA Corresponding Secretary and the National Show Chairperson

SECTION C. PROCEDURES REQUIRED WHEN FILING OF APPLICATION

After reviewing the SOP, evaluating the responsibilities to be assumed, determining its capability to fulfill all obligations, and having obtained the approval of its Board of Directors, the Regional Club shall submit the Formal Proposal to the STCA Show Chair, with copies the STCA Corresponding Secretary, three (3) years in advance of the proposed show date.

If the STCA Specialty Show is being held in conjunction with an all-breed show, it is the responsibility of the host Regional Club to make all necessary arrangements with the all-breed show to allow their Scottish Terrier Classes to be our specialty show.

If the STCA Specialty Show is being held independently but on the same date of an all-breed show that is within their territory, it is the responsibility of the host Regional Club to obtain their agreement to have no Scottish Terrier Classes at that all-breed show.

Permission/agreements of any of the above (whichever one applies to the proposal), must be obtained in writing prior to submitting the initial proposal to the STCA Board.

SECTION D. FORMAL PROPOSAL SUBMISSION

1. The Regional Club presents their Proposal to the STCA Show Chair, with a copy to the STCA Corresponding Secretary. The STCA Show Chair presents the proposal to the Board and informs the Club of the Board's decision.

2. The Regional Club presents the following logistics in their initial Proposal. Note: More data and support logistics will be required within twelve months following the approval by the STCA.

a. Basic Data Needed

- Show date
- Specific location
- Site Description
- Site layout with diagram
- Access to facilities
- Rental cost of show site
- Incidental costs such as tables and chairs, set-ups
- Other All-Breed shows in vicinity
- Conformation, obedience and agility events, if planned

3. Geographical Location: Description of location, access by plane, major highways, local tourist attractions.

4. Committee Assignments: Submit to the National Show Chairperson and the Corresponding Secretary the names, addresses, telephone and fax numbers, and e-mail addresses for each.

- a) Local Show Chairperson
- b) Local Advertising Chairperson
- c) Local Hospitality Chairperson
- d) Local Trophy Chairperson

5. Accommodations: Cost should be a paramount factor in choosing sites and amenities. Provide costs for each the following:

- Show Venue, if other than host hotel
- Hotel/Motel (Show Headquarters) with approximately 50 rooms (total nights) Blocked, not guaranteed, for STCA, for from 6 months until two or three weeks prior to the show
- Banquet options for 100 if needed (dinner could be catered at a show site)
- Meeting room for STCA Board meeting (14 people)
- Room to accommodate about 25- 50 for an STCA Educational Seminar, hospitality room.
- Room or space to accommodate W & M, Rescue, Education, Vendors
- Restaurants, nearby, for banquet, if needed
- Eating accommodations in, or nearby, host hotel, for dining
- Entertainment [paid], if planned

SECTION E. HOST CLUB FINANCIAL ARRANGEMENTS and OBLIGATIONS

1. Prepares and submits to the STCA National Show Chair and the STCA Treasurer, a year prior to the National Rotating Specialty, a preliminary budget of expenses and income which will be presented to the STCA Board for approval. No commitments for shared expenditures should be made without consulting the STCA Show Chair who will work out details with the Local Chair.

2. Requests, in writing, to the STCA National Show Chair and STCA Treasurer, any necessary front money, accompanied by a detailed explanation and all contracts, PRIOR to commitment and expenditure. All expenditures of money are subject to the STCA Board approval.

3. Decides, in concert with the STCA National Show Chair, the entry fees and the advertising rates, and then advises the STCA Treasurer of same.

4. Submits copies of all contracts to the STCA Treasurer who pays the bills directly.

5. Decides, in concert with the STCA Show Chair, how meal payments will be made. The Host club is to take all meal payments. Profit may not be added to the cost of meals.

6. Accepts all lunch payments for both days and pay the provider from the amount collected. The host club will give the STCA Treasurer an accounting of lunches ordered and paid for. The STCA Treasurer will reimburse the Regional club for judge's meals during that weekend.

7. Makes photocopies of checks, keeps record all monies as collected, and submits all monies collected to the Host club Treasurer on a weekly basis for deposit. Reports numbers sent to the STCA Treasurer and STCA Show Chair.

8. Works with the STCA Treasurer and the Host Club Treasurer to produce a Profit and Loss statement for both clubs, gathering information from both show chairs. All expenditures must be documented by paper receipts.

F. JUDGE INFORMATION and ARRANGEMENTS

1. The Scottish Terrier Club of America reserves the right and privilege of Judge selection for the STCA. The STCA provides all contractual arrangements and the payment of fees and expenses for the Regular Class Judge and the fee for the Sweepstakes Judge. The Host club is responsible for their judge expenses. The STCA requests that the host club use the standard STCA judge's contract for their judges.

2. Host club arranges for hotel accommodations for all of the Regular Class and Sweepstakes Class Judges, as well as dinner reservations. However, the cost of the hotel room for the STCA Regular Class Judge is paid for by the STCA. The STCA Sweepstakes Judge pays his/her own hotel bill. All hotel accommodations are to be in other than the host hotel.

3. The Host Club makes the arrangements for meeting the Judges at the airport if needed, in addition to furnishing transportation to and from the show site; to and from the banquet; and returning for departure to the airport. The Host Club makes arrangements for a local Club member who is not exhibiting to take the Judges to dinner the evening prior to the Specialty.

4. The National Show Chair contacts the Judges in writing and formally welcomes them. The letter will give the name of the host club member who will be meeting them, the name and phone # of the hotel, any other transportation arrangements, banquet/lunch specifics and other pertinent information required.

5. The Host Club prepares a Welcome Basket for each Judge and places one in each room prior to the arrival. The cost of the baskets would be approximately \$35.00. STCA pays for all the baskets. (*From the SOP of the VP.ShowChair.*)

6. The judge's gift to be presented separately from the basket should be purchased from STCA Ways and Means whenever possible. Gift will be sold at cost.

7. Arranges for Banquet reservations for both the Regular Class and Sweepstakes Class Judges for both clubs. STCA pays for both their Judge's Dinner Meals.

8. The following AKC required items are to be placed on the Judge's table:

1. Current Copy of the AKC approved Illustration of the Standard.
2. Current copy of the AKC Document/Booklet, Rules and Regulations
3. Current Copy of the AKC book, Show/Trial Manual
4. Judges' Book is furnished by the Show Superintendent or the Show Secretary if it is an independent specialty.
5. Copy of the AKC Booklet regarding Disciplinary action at a show.

9. The following items are available for the Judges at the show site:

1. Beverage of the Judge's choice
2. Lunch
3. Individually wrapped candy/mints
4. Paper Towels & wipes
5. Notepad & Pen/Pencil
6. Chair
7. Anything else the Judge may request

SECTION H. HOST CLUB SHOW CHAIR RESPONSIBILITIES

1. Submits the following information within the time frame as established by the STCA National Show Chair:

Establishes deadline dates for the following (1-11) and notifies the National Show Chair, National Trophy Chair and the National Advertising Chair at least 6 to 8 months in advance of the deadline:

1. Information ready for Ad Packet
2. Schedule of Events
3. Hotel Accommodations
4. Dinner Reservation Form
5. Lunch Reservation Form
6. Advertising
7. Directions and maps to and from the airport to hotel, to show site, to banquet, to local all-breed shows

8. Mailing of Ad Packet
9. Information ready for Premium List
 1. Entry Fees
 2. Ribbons
 3. Trophies
 4. Closing Date
 5. Show Site along with directions and maps
 6. General Info
10. Mailing of Premium List
11. Trophy Donation Deadline

2. Works with the local Club Members, in partnership with the National Show Chairperson and the STCA Board, to plan and implement the event

3. Assumes the responsibilities of the Show Chair for the Club Show and performs those duties in partnership with the National Show Chair and the STCA Board as delineated in the AKC Guidelines

4. Makes application to the AKC to hold the Regional Club Specialty and forwards a copy of this application to the STCA National Show Chair in order for the STCA to proceed with its AKC application to hold the National Rotating Specialty.

7. Works with local Club members to develop a theme and a logo to be used in advertising, as well as any other matters of interest to the club's membership

8. Establishes the following local Club Committees and delegates responsibilities:

- a. Advertising & Publicity
- b. Hospitality
- c. Trophy
- d. Obedience and Agility

E. Decides, mutually with the STCA Show Chair, who will be Show Secretary/ Superintendent for the Regional event. Work with that agency to contract all materials such as postage, printing, premium lists, catalogues, and procedure for sweepstakes prize money including envelopes. Advises the Show Secretary of the details obtained from the STCA Show Chair pertaining to the National Rotating Specialty such as: Sweepstakes Rules and Procedures; Sweepstakes Prize Money with Envelopes; Ribbons; Awards of Merit

K. Proof reads the Premium List along with the National Show Chair.

N. Arranges for the Ring Stewards for the Regional Specialty with recommendations from the STCA Show Chair. The National Show Chair may appoint Ring Stewards for the STCA day.

O. Evaluates at the conclusion of the National Rotating, the event in terms of what went well and how things could have gone better and makes recommendations to the STCA Board.

P. Completes and oversees all follow-up with the National Show Chair and STCA Treasurer as well as the Show Secretary.

SECTION I. LOCAL HOSPITALITY CHAIR RESPONSIBILITIES

1. Welcomes and oversees to the comfort of all the guests.

2. Works with the Local/National Show Chairperson to identify dates and times for STCA's needs regarding meeting rooms in the Headquarters Hotel. Arranges for a meeting room to be used by the STCA Board for their meeting one day prior to the start of the shows. Arranges for lunch to be served in the room. Cost of the room and lunch will be paid for by the STCA. Arranges for other meeting room needs that would seat approximately 25- 50 people for a seminar and a smaller one for the Health Trust Fund Board Meeting.

3. Arranges a hospitality gathering for all host members and show guests on the evening prior to the show. Cost to be shared equally with the National Club if the following criteria is followed:

- A budget will be established, and Hospitality will be a mutual decision between the Local Show Chair and the National Show Chair.
- If local members wish to donate food items, and the hotel and or show site permit it, then that is also acceptable.
- If food is ordered from an outside source, reservations should be made and paid for by attendees with the other meals ordered.

4. Makes all the arrangements in planning the banquet evening. The banquet room should hold approximately 100 people. Arranges for the menu, and the social hour. Room decorations, table centerpieces and individual favors are the responsibilities of the Host Club. STCA is in charge of the banquet program. Table decorations may be those used at the STCA Annual Meeting dinner the year before.

Arranges for a podium and microphone. There is no head table.

5. Provides, with the local Show Chairperson, the name of the hotel headquarters with rates, reservation details, directions and maps to the hotel and show site; provisions for lunch; banquet menu and cost; reservation forms; schedule of weekend activities.

6. Establishes an alphabetical check-in list of paid persons attending the banquet

7. Prepares a welcome information pamphlet or bag and makes it available at the front desk of the headquarters hotel with a WELCOME SIGN. The pamphlet should contain a timetable for the shows, a timetable for the weekend activities and directions to the show site as well as guidelines for being a good doggy guest. A bag might contain such things as plastic bags for clean up, dog cookies or whatever the Hospitality Chair may think appropriate.

SECTION J. LOCAL ADVERTISING and PUBLICITY CHAIRPERSON RESPONSIBILITY

1. Submits a full page Ad to the Editor of the BAGPIPER advertising the National Rotating Specialty at least four months in advance of the show date. This is at no cost to the Host club.

2. Prepares and distributes flyers and advertises the National Rotating Specialty through the media, (newspaper, radio, television)

3. Invites the media to attend the National Rotating Specialty and to follow through with an article.

4. Solicits all local non-STCA Advertising.

5. Along with the National and Local Show chairs, decides the cost of advertising in the show catalog. Has all checks received for advertising made payable to the STCA. The STCA will divide the revenue from advertising in a combined catalog with the Host Club, as well as divide the cost of the catalog with the Host club.

6. Proofs all ads for spelling and correct information.

7. Forwards all checks, advertisements along with the names and addresses of the advertisers to the National Advertising Chair according to the agreed timeline. The National Advertising Chair submits an Income Voucher along with the money to the STCA Treasurer immediately following the superintendent's deadline, and works with the Superintendent / Show Secretary to insure that the advertising is correctly placed in the catalog.

RESPONSIBILITIES OF THE LOCAL TROPHY CHAIRPERSON

1. Becomes a member of the STCA Trophy Committee for a term of (3) years. The National Trophy Chairperson will provide a complete set of procedures.
2. Serves as the Recorder the year prior to the National Rotating Specialty.
3. Selects and purchases the trophies for the National Rotating verifying the classes offered with the Local Show Chairperson. Arranges to return unused trophies to the store or source where obtained for a refund after the event is over.
4. Submits a description of the trophies to the National Trophy Chairperson to be included in the Trophy Solicitation Letter and to the Show Secretary Superintendent for publication in the Premium List and Catalog.
5. Proof the entire Premium List and those trophy catalog pages by both National and Local Chairs to ensure correct trophy listings as well as donors in the catalog.
6. Keeps an alphabetized list of donors to the trophy fund and forwards the completed list to the Show Superintendent/Secretary to be included in the Catalog.
7. Sets up the Trophy Table for National Rotating an hour prior to show time making sure that the trophy table skirt and cover have been dry cleaned and that the STCA logo is displayed prominently.
8. Display trophies according to the STCA and AKC Guidelines.
9. Makes sure the correct trophy is presented to each winner by labeling each trophy with a removable sticker on the bottom that shows the placement and win.
10. Contacts the Show Secretary Superintendent prior to the show for entry breakdown in each class and in Sweepstakes. Displays only those trophies that will be awarded.

NO TROPHIES OR AWARDS NOT LISTED IN THE CATALOG CAN BE ON THE TROPHY TABLE OR AWARDED IN THE RING.

MASTER CHECKLIST

1. List of all the local chairpersons including name, address, phone #'s, fax and e-mail address.
2. Show site with directions and maps
3. Hotel site with directions and maps
4. Name of Show Superintendent/Show Secretary
 - a. Premium List deadline
 - b. Advertising deadline
 - c. Trophy deadline
 - d. Mailing labels
 - e. Ribbons
 - f. Award of Merit Ribbons
 - g. Judges' Badges
 - h. Ring Stewards
 - i. Judges' Book
 - j. Armbands, Rubber Bands
 - k. Money returned for
 - l. Advertising
 - m. Entries
 - n. Sweepstakes Money and Envelopes
 - o. Catalogs - Review prior to publication to insure accuracy of trophy listings, advertising, Award of Merit, classes, two catalogs for marking
 - p. Entry Fees and Advertising Fees
 - q. Premium List Review/Edit
5. Cleanup Supplies
6. Physical Ring Setup and Teardown
7. Hospitality Arrangements
 - a. Meeting Rooms
 - b. Lunches
 - c. Banquet

- d. Judges
- e. Club Hospitality
- f. Gifts & Flowers

8. Vendor Tables

9. Trophy Table

10. OPTIONAL: Morning Coffee, Donuts etc

SAMPLE LETTER TO HOST CLUBS

Theresa Thomas
5305 Jane Anne Street
Haltom City, TX 76117

January 11, 2018

Bea Vore, STCGA Corresponding Secretary
6901 Homer White Road
Clermont GA 30527

Dear Bea:

The Scottish Terrier Club of America conducts a National Rotating Specialty each year. The site is rotated among the four geographical regions. At this juncture, the Officers and Board of Directors invite the Scottish Terrier Club of Greater Atlanta to apply for the calendar year 2021.

Enclosed you will find a detailed STCA Standard Operating Procedure document outlining the following items:

- Application procedure.
- Logistics in your proposal.
- Duties of the local show chairperson.
- Responsibilities for judges.
- Responsibilities of the local hospitality chairperson.
- Responsibilities of the local advertising and publicity chairperson.
- Responsibilities of the local trophy chairperson.

If after review and discussion of these materials your club is willing to host our 2013 Rotating, I would appreciate hearing from you no later than April 1, 2018 by filling out the enclosed letter of intent and mailing it back to me in the stamped envelope. The Board will then welcome a formal, written proposal from your club, containing documentation to substantiate the criteria and logistics detailed in the proposal. The deadline for the formal written proposal is July 1, 2018.

If I may be of any further assistance, please feel free to contact me at any time.

Kind regards,

Theresa Kay Thomas, STCA Corresponding Secretary
theresakthomas@me.com
817-485-6789

SAMPLE REPLY LETTER FROM HOST CLUBS
HOST CLUB RESPONSE
STCA NATIONAL ROTATING SPECIALTY
FOR THE YEAR 2021

THE REGIONAL CLUB OF THE STCA LISTED BELOW IS WILLING TO HOST THE 2021 STCA NATIONAL ROTATING SPECIALTY AND WILL SUBMIT A FORMAL PROPOSAL TO THE STCA BOARD BY JULY 1, 2018.

YES _____ **NO** _____

NAME OF CLUB _____

SIGNED _____

OFFICER _____

DATE _____

Please return this form in stamped addressed envelope.