



# STANDARD OPERATING PROCEDURES

## Top 20 Event Including Rules and Regulations

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### PURPOSE

The purpose of the Scottish Terrier Club of America's Top 20 is to showcase excellence in Scottish Terriers. The Scottish Terrier Club of America (STCA) sponsors the Top 20. This event is a part of the STCA National Rotating and is intended to educate and entertain judges, exhibitors, breeders and fanciers. This event provides special recognition to those Scottish Terriers with the most outstanding records in the show ring during the previous calendar year, together with their breeders, trainers and owners. The event provides a continuing incentive to strive for Scottish Terriers to excel in structure, movement, temperament and conformation to our written standard.

The entrants are observed from a positive approach; they are not fault judged. Entrants in the Top 20 are evaluated individually using an absolute standard criterion rather than relative comparisons. The event promotes discussion of the standard, where ideas and views are exchanged. Using the scale of points, each dog is evaluated according to how closely it conforms to the breed standard. This procedure is not available at any AKC show and allows the spectators an opportunity to evaluate the dogs, scoring dogs themselves. This event will be held annually at the beginning of the STCA Rotating Specialty Weekend. The Best in Show (BIS) and People's Choice Awards are announced the night of the Top 20 event.

The event offers all who attend a chance to view the very best and most beautiful Scottish Terriers in the United States based upon their competitive standings for the previous year. This gives individuals from different parts of the United States an opportunity to attend and participate in as People's Choice judges and to enjoy comradery of fellow Scottish Terrier enthusiasts. This allows audience members the opportunity to compare their ratings with other attendees. This can provide for healthy discussion of the breed as seen and how it compares to the standard, as it was in the past and what might be expected in the future. Additionally, it allows spectators the chance to interact in a noncompetitive manner, and have fun through interactive events (e.g., costume contest, hats, boots).

### TOP 20 COMMITTEE SELECTION AND RESPONSIBILITIES

The Top-20 Invitational Committee serves at the pleasure of the Board of Directors. The President of the STCA nominates the committee chair. The choice for Top 20 Committee Chairperson is ratified by the STCA Board of Directors. The Chair is given the authority to appoint the rest of the committee and communicates the composition to the Board of Directors by an established deadline. There can be no more than 10 voting members on the committee. The committee ensures the event is conducted fairly, smoothly, and in accordance with the rules outlined in the Standard Operating Procedures (SOP). Changes to the rules may be recommended by the Committee, but must be approved by the Board of Directors in order to take effect.

The STCA Top 20 committee shall consist of two groups of members, namely Top 20 Officers and subcommittee chairs with vote and Top 20 working committee members with no vote. The chair of the Top 20 event has the right to appoint up to 10 voting subcommittee chairs. These positions must be filled by STCA members in good standing. General responsibilities and consists of several distinct voting subcommittee chairs.

- 1) The Chair is responsible for all aspects of the Invitational, serves as the figurehead for the event as well as the contact person for judges, press and general inquiries;
- 2) The Event Registrar is responsible for all paperwork and record keeping of the Invitational, communicates entry information to Advertising chairperson to prepare the catalog;
- 3) Advertising chairperson prepares, advertisements in the Bagpiper, regional club publications, STCA website, emails, Instagram, Facebook, coordinates the preparation of invitations to the Top 20, solicits catalog advertisements and prepares the Top 20 commemorative catalog;
- 4) Fundraising chair secures large raffle item and/or solicits baskets or items for baskets with different themes, encourages participating, bronze, silver, and gold donations;
- 5) Trophy Chair, maintains perpetual trophies including ordering and affixing nameplates; prices and orders keeper trophies for Best in Show and People's Choice awards; and orders ribbons for participants;
- 6) Master/Mistress of Ceremony, dresses in event theme clothes; introduces judges at the Top 20 Ceremony (shorten biography from what is in catalog); reads biographies of participant dogs; and ensures music theme songs for each dog are played on cue (will need a nonvoting assistant to help).
- 7) Hospitality Chair ensures the event is user friendly for exhibitors and their Top 20 qualified Scottish Terrier, attendees and judges. Prepares table decorations and covers for tables, secures or has made memorability, recruits greeters, serves as a hostess (Chair is also a hostess) for the dinner; and coordinates activities for attendees.
- 8) Day of Show Chair. Additionally, this person recruits and orients three ring stewards, hold procedural meeting with judges and participants, recruits two auditors to tally points coordinates prejudging of entrants and in-ring presentation of entries. Helps Chair ensure events go smoothly. Finally, this individual helps ensure that all exhibitors and their dogs are treated fairly and judged with procedural fairness.

Two liaisons – one STCA board member and one host club member – serve as points of contact with the Top 20 committee. They work particularly with the Top 20 Chair to ensure clear two-way communication. The STCA liaison who is a member of the STCA Board of Directors conveys information or shares necessary information with the STCA President and Show chairpersons. It should be noted that all information regarding judges and exhibitors is confidential. The second liaison, appointed by the Rotating specialty host club, conveys necessary information to the local club and ensure that the STCA Top 20 event fits in with other rotating weekend activities, that an appropriate location is found for the Top 20 event and that that approved vendors are used for the dinner and hospitality. These individuals are advisory and nonvoting participants of the Top 20 event.

Committee Member Exclusions: Any person who has a vested interest in a potential Top-20 qualifier will be considered ineligible to serve on the Top-20 committee as a voting member. The rule is that if you vote for Top 20 judges for a given year, you do not show that year. Additional Exclusions for Voting Top 20 Committee members:

- 1) Any person actively serving as an Officer or Board member of the STCA.
- 2) Any individual who has any interest whatsoever in any dog eligible to compete.
- 3) Any person who has an association or conflict of interest with a qualifying dog (e.g., breeder, co-owner, stud dog owner, handler, and spouses of same).

## STATISTICS AND ELIGIBILITY

1. There are no eligibility requirements other than being named among the final Top 20 Scottish Terriers in conformation competition standing. Owners do not need to be members of the STCA but must have their dog ranked in one or more systems. The Top 20 invitees are based on point standing in
  - a. Breed (total Scottish Terriers defeated);
  - b. Lloyd points;
  - c. All-breed (total of dogs defeated); and
  - d. Novice owner Handled Total Points as published by the American Kennel Club and/or reported by the STCA, counting on the previous calendar year basis.
2. Previous winners of the Top 20 are not eligible to compete again. However, they may attend the event, have a memorial advertisement in the catalog and take a victory lap. Deceased dogs will be earmarked in the catalog.
3. The Top 10 dogs in Canada and any other country are eligible to compete. Canadian entries will be based on rankings on Canuk dogs.
4. Dogs ranked in the top five from other countries may also compete. It is their obligation to provide information that they are in the top five in breed competition in their country.
5. To compete in this event, all owners and co-owners of finalists must be in good standing with the AKC, CKC and/or their country's equivalent national canine organization.
6. Top 20 participants do not have to be members of the STCA. If they are not members, the thought is that the Top 20 participation will encourage them to join the club.
7. Spayed bitches or neutered dogs who have been named among the final Top 20 Scottish Terriers may compete in this event.
8. In order to eliminate any possible perception of impropriety, the following prohibitions will apply:
  - a. A person judging any conformation class, including Sweepstakes and Futurity, at the STCA Rotating National Specialty Show or the Top 20 may not exhibit or have exhibited a dog that he or she owns or co-owns.
  - b. A person judging any regular conformation class at a Scottish Terrier Specialty Show immediately preceding or following the STCA National Specialty Show may not exhibit or have exhibited a dog in the Top 20 that he or she owns or co-owns.
  - c. No dog that is owned, co-owned, or shown by a member of the Top 20 committee, or a member of their immediate family as defined by AKC rules can compete at the Top 20 event. The dog, if qualified, can be listed in the event catalog and shown for exhibition only. These dogs are entitled to place accomplishment advertisements in the Top 20 Commentative Catalog
9. A finalist will only be allowed to compete if the owner or agent attends the briefing held prior to the event for the purposes of assigning arm band numbers and reviewing the staging of the event.
10. All participants agree to abide by any and all Rules as may become effective through authorization of the Top 20 Committee and/or the STCA.

## **INVITATIONS:**

1. Each owner of a Top 20 finalist will be sent an invitation to participate in this event at least two months before the event. There is an entry fee to be returned with the entry form and other required information accompanying the invitation. The entry fee currently is \$50.00. This money is to be used to buy ribbons, SWAG bags and contents, and keeper trophies for Best in Show and People's Choice Award.
2. Invitations to appear for Exhibition Only will be sent to previous winners of the event. The opportunity to purchase a 1-2 pages of advertising in the Top 20 catalog and/or a ribbon(s) is available for a nominal fee.
3. Completion of the RSVP sheet and payment of entry fee are TIME SENSITIVE documents that must be completed accurately, and returned on or before the stated deadline. The owner's failure to meet these deadlines will result in only the dog's name and listed owners appearing in the Top 20 catalog.

## **CATALOGS:**

1. Each year a catalog is prepared exclusively for the Top 20 event. They are available for sale just prior to the scheduled starting time of the event, during the remainder of the STCA National week, and by mail thereafter, through a designated Top 20 Committee member.
2. The catalog contains one and two-page spread for each competitor, with photograph and text supplied by the dog's owner or agent. Exhibitors pay for the advertisements and the cost helps defray event costs, pay for the printing of the catalog. The catalog also contains spreadsheets for each ranking system, profiles of each judge and a copy of the judges' score sheet and judging procedures, a profile of each judge, and a page listing all of the previous winners, the judges, and the year in which they won.

## **EVENT SCHEDULING**

1. The Top 20 Event will be held prior to the STCA Rotating National Specialty Show so that wins at the Rotating Specialty and/or regional specialty do not influence the judges.
2. Armbands will be randomly assigned prior to the event.
3. The winner of the event will be announced at the conclusion of the event, namely after the auditors complete the tally of results for the three judges.

## **JUDGES**

Judges for Top-20 Competition are selected by the Top-20 Committee as follows: The Judges are selected by the Top-20 Invitational Committee's voting members at the discretion of the chair and are kept a secret until one hour before the event. At no time will a person who is a member of the Committee participate in judges' selection if they are deemed ineligible by criteria listed in competition eligibility. The secrecy of the judging panel is significantly different from the judging typically seen, in that the owners of the Top 20 dogs enter this show based on the merits of their dogs and not on who is judging the event.

The Top 20 Committee will select the judges in each of the three judging categories. Each participating Committee member may nominate up to one or three (1-3) judges in each category and forward the names to the Top 20 Chairperson. The Top 20 Chairperson, after reviewing the nominated judges for eligibility, will forward the names of the eligible nominees to the Top 20 Committee members. The participating Committee members will respond to the ballot, marked in priority order, to the Top 20

Committee Chairperson who will tally the ballots. The Top 20 Chairperson will secure the acceptance of the winning nominees, based upon availability and willingness to donate their time and cover associated financial costs. The names of the winners in each category will be revealed only to Committee members and the STCA liaison. The liaison will communicate the names of judging finalists to STCA president and Show chairperson. This is done to ensure there are no conflicts (e.g. Top 20 Judge judging the national the next year). They, like committee members, must keep the names confidential. It will be the Top 20 Chairperson's responsibility to ensure that the judges understand that their election must remain totally confidential.

1. There will be one judge from each of the following three categories:
  - A. BREEDER JUDGE.  
An established Scottish Terrier breeder who has bred Scottish Terriers for at least ten (10) years, having produced or shown at least four (4) Champions of Record. The Breeder Judge must not own or co-own either a dog in the Top 20 competition or its sire or its dam. Breeder Judges who are USA citizens must be a member of the STCA. Breeder Judges from other countries who qualify above do not have to be members of STCA.
  - B. MULTI-BREED JUDGE.  
A person approved by the AKC, CKC or FCI to judge at least one complete group, preferably terriers. If the Multi-Breed judge is a Scottish Terrier breeder, this judge must not own or co-own either a dog in the Top 20 competition or its sire or its dam.
  - C. HANDLER JUDGE.  
A professional handler, either active or retired, who meets the requirements for membership in a Professional Handlers' Association (though not necessarily a member). The Handler Judge must have at least five (5) years' experience. The Handler Judge must not be planning to show an entry at the current Rotating specialty.
2. Excluded from judging the event will be the following:
  - a. Any person actively serving on the Top 20 Committee;
  - b. Any person that has previously judged a Top 20 event in any of the three judging categories in the past 5 years. It is preferred that judges be new rather than repeat judges;
  - c. Any judge who has judged the STCA Montgomery or Rotating specialties in the past two years or contracted to judge STCA Montgomery or Rotating specialties in the future two years is ineligible to judge the Top 20; and
  - d. Any individual contracted to judge a regional club specialty in the future year.
3. Judges may receive a thank you gift for their service.
4. In unusual situations, a Top 20 judge may receive a small stipend to help with expenses. This is allowed only if the Top 20 Committee agrees upon a one-time exception by committee vote. As the treasury of the Top 20 grows, the goal will be to pay for one to two nights lodging — if requested -- for the volunteer judge from each category.

## **PROCEDURES**

All judges, stewards, and committee members shall be instructed on how to use and tabulate the score sheets prior to the event. A mandatory meeting prior to the event will be held for all participating exhibitors. All participating exhibitors will be instructed on ring patterns, score sheet explanations, and

judging procedures. If a representative of a competing dog is not present for this meet, it may result in ineligibility to compete. The Chairperson of the Committee shall designate a specific time and place for group photos (either preceding or immediately after the Top-20 Ceremony).

All participating dogs must be present with their handlers for the photography session. Photographs and a write up of the event will be submitted by the Top-20 Invitational Committee for inclusion in the Rotating National Specialty edition of the STCA's Bagpiper.

### **Prejudging**

Because of the growth in the number of entries in the STCA's Top 20 competition, the Top 20 committee reserves the right to have entries prejudged by the three selected judges (breeder, handler, dog judge) prior to the start of the Top 20 gala. Prejudging minimally would include table and gait judging. Prejudging rules and timetable would be clearly communicated to participants, judges and observers following close of entries if not sooner. Two auditors would be appointed to observe prejudging to ensure fairness.

Following prejudging, each entrant will be brought into the ring. The chosen theme song for the dog will be played while the dog and handler make two laps of the ring and then be highlighted in the middle of the ring. The dog's accomplishments, breeders and owners would be acknowledged at this time. After all entrants have been gaited, they will be brought out two at a time to demonstrate our breed specific requirement of Heads Up-Tails Up Attitude. Males will only be sparring against other males; and females sparring against female Scottish Terriers. In the event of an odd number of dogs or bitches, a class of three dogs and/or bitches will be sparring.

### **JUDGING PROCEDURE**

1. All Top 20 competitors first are viewed in the ring as a group. Then each dog will be judged individually. Each dog, as determined in exhibition order assigned by the Top 20 Coordinator, will enter the ring and pose for "First Impression." Judges assign a score of 1-10 (10 being the highest) at this time to be used only in a case of tie points using the breed standard. The dog will then be moved down and back, and in a circle while all three judges watch, and the judges will score the dog for movement. The dog will then be examined and scored completely by the three judges, each judge touching and examining the dog as he/she sees fit. The dog will then circle the ring and exit. This process will be repeated until all dogs have been scored.
2. Each dog will be scored by each judge using the scale of points as provided in the AKC approved standard for the Scottish Terrier. Points for movement have been added to the algorithm.
3. Immediately following the completion of judging, the judges' marked (but not tallied for total scores) sheets will be turned over to an independent and impartial person who has volunteered to be the auditor. The auditor will add up the points each judge awarded in each category. The auditor will then add together the points awarded by the three judges. At no time will the actual points awarded to any or all participating dogs will be confidential. Score sheets will be shredded at the conclusion of the show. The auditor will delete the computerized tally record from his or her computer.
4. The identity of the Top 20 and People's Choice winning dog will be given to the Top 20 Chairperson when tallies are completed. The winner of both events will be announced forthwith.
5. In the event of a tie, the winner is determined by consulting the First Impression total. The dog with the highest First Impression total is declared the winner. The First Impression score is used

ONLY to break a tie, and is not included in tabulating the average score. If there is still a tied score, there will be two (2) winners who shall share the title of Top 20 Winner.

6. In the case of a tie for the People's Choice, the Master of Ceremonies will ask for applause for the tied dogs and will determine the winner.

## **TROPHIES, ROSETTES and CERTIFICATES OF ELIGIBILITY**

To honor his mother, William Berry has donated a bronze figurine of two Scottish Terries as a perpetual trophy, namely the Marie McLean Berry Scottish Terrier Top 20 Perpetual Trophy. This The name of the Best in Show Scottish Terrier and the owner(s) and breeder(s) names will be added to the base each year. Trophy is displayed each year but does not go home with the winner.

As of 2019, Dr. Vandra Huber and Michael Krolewski will sponsor a perpetual trophy for the People's Choice Award. This award will be called the McVan People's Choice Top 20 Perpetual Trophy. The name of the People's Choice Scottish Terrier and the owner(s) and breeder(s) names will be added to the base each year. The trophy is displayed each year but does not go home with the winner.

The remainder of the prizes are procured via donations or purchase.

At a minimum, prizes include:

1. A take-home award for the Top 20 Best in Show winner. Top 20 Best in Show Ribbon. A large ribbon also is awarded the Best in Show dog. Space is provided on the back of ribbon for judges to sign it. The size is determined by the awards committee and may be constrained by budget limitations.
2. A take home award for the Top 20 People's Choice winner. The People's Choice winner is determined by vote by attendees at the annual event. The People's Choice winner also receive a large ribbon indicating the nature of the win. The size is determined by the awards committee and may be constrained by budget limitations.
1. Participating owners will receive a "SWAG" bag full of lots of goodies. SWAG bags contain Scottish Terrier/dog related items. The awards chairperson procures these items through donations from vendors at grooming competitions, the STCA, and the generosity generous members of the STCA. Only one SWAG bag per entry is provided.

Each dog participating in the Top-20 Competition will receive a rosette, the size and color to be determined by the Top-20 Committee. The rosette will have a copy of the competition logo on it or a medallion with artwork approved by the Board of the Top 20 Committee.

Co-owners and breeders of finalists may also purchase rosettes by ordering from a designated Committee member (advance response is mandatory). The total number of additional rosettes ordered may not exceed the number of listed breeders and co-owners of the finalist.

2. Last year's Top 20 BIS winner may make an appearance at the show for one final victory walk and bark. They may also purchase a one-two page advertisement in the new catalog.
3. Finalists responding "No" to the invitation and not in attendance at the event still will be noted in the rankings in the catalog. They may also purchase up to a two-page advertisement in that year's Top 20 catalog for a modest fee. They will not receive a ribbon but should receive a copy of the Top 20 show catalog.

**RULES OF ETIQUETTE:**

The Top 20 Event is Semi-Formal attire for all attendees – spectators, judges, and participants. Men in business suits or Tuxedo and women in Cocktail / Evening clothes are considered appropriate attire for the evening. Given the theme of each year's event, participants, spectators and judges alternatively are encourage to dress in accordance with the theme. At the discretion of the Top 20 Committee, a costume contest may be held after judging. To encourage interaction, the Committee may also hire a DC to play each dog's theme song and music before or after but not during judging. Small prizes may be awarded for the costume contest. The gala may also include dancing at the end.



**Table 1. Scoring Criteria for Top 20 Entrants**

<b>Category</b>	<b>Maximum Pts</b>	<b>Points Assigned</b>
<b>1. Skull</b>	5	_____
<b>2. Muzzle</b>	5	_____
<b>3. Eyes</b>	5	_____
<b>4. Ears</b>	10	_____
<b>5. Teeth</b>	5	_____
<b>6. Neck</b>	5	_____
<b>7. Chest</b>	5	_____
<b>8. Body</b>	15	_____
<b>9. Legs and Feet</b>	10	_____
<b>10. Tail</b>	5	_____
<b>11. Coat</b>	15	_____
<b>12. Movement and Gait</b>	10	_____
<b>13. Size and Weight</b>	5	_____
<b>14. Heads Up Tails Up Attitude</b>	10	_____
<b>15. General Appearance</b>	10	_____
<b>Total Possible</b>	120	_____