



## STCA STANDARD OPERATING PROCEDURES

### Show Secretary Regular & Non-Regular Classes

#### PROPOSED 2014

The Sweepstakes/Obedience/Rally Secretary can serve as the Show Secretary for Regular and Non-Regular Classes at the STCA Rotating. This would include both the STCA Host Club Specialty and STCA Rotating.

#### 1. Six months before the show:

- a. **OBTAIN AND READ AKC BOOKLETS:** Rules Applying to Dog Shows.
- b. **AKC APPROVAL:** The Show Secretary needs a copy of the AKC approval for shows from each club. A List of judge's names from Show Chairpersons, STC Host Club and STCA, is needed.
- c. **CATALOG ADVERTISING:** The Show Secretary should have some experience creating ads or have someone else do them. Each event will determine the type of ads to be put in the Catalog. They can be Black and White, ¼ page, ½ page and full-size page. Color can be an option but will increase the cost of printing. The STCA Advertising Chairperson receives the ads and he/she will mail them to the Show Secretary after the advertising deadline.
- d. **ADVANCEMENT FUNDS:** Obtain a check from STCA treasurer for \$1,500 to cover costs for printing of Premium List, Judging Schedule, Catalog, purchase of stamps, envelopes, labels, stickers, etc. for both clubs. The Show Secretary sends all invoices to the STCA Treasurer and he/she will work with the Host Club. After the show has closed and all expenses are accounted for, submit an Expense Voucher to the STCA Treasurer outlining each expense in detail for items purchased and whether a payment or refund is due.
- e. **PRINTING:** Check with printers for quotes for printing the Premium List and Catalog. 100-200 copies reserving copies as follows for: historian, judges, stewards, show secretary, AKC, etc. The Catalog cover is 12 pt photo paper (glossy on one side and matte on the other.)
- f. **PREMIUM LIST:** Email to all members, except for those who have paid for a hard copy with their dues. Obtain that list from the STCA Recording Secretary. That is the total number of hard copies you will need printed. Mail Premium List first class to hard copy recipients and 4 copies to AKC. Send a digital copy to STCA website to be uploading by using the Feedback method listing at the top of the front page of the STCA website.
- g. **PREMIUM LIST** should be ready for mailing 8 weeks before closing and must be mailed 6 weeks before closing date.
- h. **PREMIUM LIST AND CATALOG:** Using an old Premium List & Catalog, go through and mark everything that will need updating. Mark things such as dates, fees, judges, hotel information, veterinarian on call, event numbers, etc. Have Catalog information updated so you can add ads and entries as they arrive.
- i. **ADDITION INFORMATION:** Get any additional information from the show, trophy and obedience, HTF chairpersons. Check on the entry fees with the Show Chairperson to make sure there is not a change.
- j. **AKC ENTRY FORM;** Use a blank entry form from AKC (you can get one off their web site) and type the current show information on top. This make's sure the current agreement on the back is being used.
- k. **ROSETTES AND RIBBONS:** Order at least 2 months ahead of show date. We have used RB Powers Company for several years. Their address is 118 West High Street, P. O. Box 360, Ashley OH 43003, email: [rbpowers@columbus.rr.com](mailto:rbpowers@columbus.rr.com), and phone is 1-740- 747-2121. Unused rosettes can be returned and recycled. Currently Powers will deduct \$3.00 per rosette. Deadline to receive them is 2 weeks before show
- l. **SUPPLIES:** Check supplies for judges' books: inside pages and covers. Also check on armbands. Order these at the same time Rosettes and Ribbons are ordered. Order from Rau Dog Shows email: [info.raudogshows.com](mailto:info.raudogshows.com), phone 1-610-376-1880. If possible, find a source of free armbands. This will be helpful as they are expensive to buy.

#### 2. Closing Duties:

- a. **ENTRY 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 class. Check entries for front and back pages. Both pages are required. If there is not a back page contact the exhibitor to replace the entry

b. JUDGING PROGRAM: Consult with show chairperson to set judging times. Either create a form or make a copy of the original entry to process. Email to exhibitors except for those who have paid for a hard copy and AKC. Put hard copies in envelopes for mailing purposes. A commercial printer can print these.

c. CATALOG: Finish typing entries for catalog. Create whole catalog, including ads. Deliver to the printer as quickly after closing as possible. Use same catalog for both shows, listing club information separate but combining the entries since both shows should have the same classes. The Catalog cover is 12pt photo paper (glossy on one side and matte on the other.)

d. PREPARE JUDGE'S BOOKS AND ARMBANDS

### 3. Specialty Day:

a. ARRIVE one to two hours before judging.

b. BRING: Original entry forms, AKC Rules and Regulations along with all pertinent AKC forms, copy of Scottish Terrier standard. These documents are required by AKC and available to the show site.

c. RING SET: Check with the Judge how they want the ring to be set up. Need to have a table for the judge with a chair and a grooming table.

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

e. CHECK JUDGE'S BOOK to verify it is properly filled out and signed, with start and end times after judging is completed.

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

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

h. EASEL PAD and STAND: Post Results per class on pad. Have Sharpie pens available. Collect all Posted Results for filling with the STCA Documents.

### 4. After the Show:

a. PREPARE SHOW REPORT FOR BOTH SHOWS. Send written documents to AKC (REQUIRED IN LESS THAN 7 DAYS), which include a 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.

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

c. 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.

### 5. Order of Judging – will vary per event.

#### CLASSIFICATION •

##### Regular Classes

Puppy, Dogs Puppy, Bitches

6 months & under 9 months 6 months & under 9 months

9 months & under 12 months 9 months & under 12 months

Twelve to Eighteen Month, Dogs Twelve to Eighteen Month, Bitches

Novice, Dogs Novice, Bitches

Amateur-Owner-Handler, Dogs Amateur-Owner-Handler, Bitches

Bred-by-Exhibitor, Dogs Bred-by-Exhibitor, Bitches

American-bred, Dogs American-bred, Bitches

Veteran Dogs, Veteran Bitches

Open, Dogs Open, Bitches

Winners, Dog, Winners, Bitch

Reserve Dog, Reserve Bitch

Best of Breed

Select Dog, Select Bitch

AOM (20% of entry in BOB class- champions only can receive)

Non-Regular Classes

Stud Dog, Brood Bitch

Brace

Juniors Showmanship

Novice Junior, Novice Intermediate, Novice Senior Class

Open Junior, Open Intermediate, Open Senior Class

Master Class

6. Rosette and ribbon order for Regular Classes and Non-Regular Classes. They will change with each event. Below is an example for one show. Order for the Host Club and STCA Rotating separately. Invoice goes to STCA Treasurer.

#### REGULAR CLASSES

14 Blue Ribbons AKC logo

First Place

STCA Logo

Month, Date and, year of show

City and State

14 Red Ribbons AKC logo

Second Place

STCA Logo

Month, Date and, year of show

City and State

14 Yellow Ribbons AKC logo

Third Place

STCA Logo

Month, Date and, year of show

City and State

14 White Ribbons AKC logo

Fourth Place

STCA Logo

Month, Date and, year of show

City and State

2 Purple Rosettes AKC Logo

7005-A Sun Shower Winners

STCA Logo

Month, Date and, year of show

City and State

2 Purple & White Rosettes AKC Logo

7005-A Sun Shower Reserve Winners

STCA Logo

Month, Date and, year of show

City and State

1 Blue & White Rosettes AKC Logo

Design #500 Best of Winners

With gingham streamers STCA Logo

Month, Date and, year of show

City and State

1 Purple & Gold Rosette AKC Logo

Design #500 Best of Breed

STCA Logo

Month, Date and, year of show

City and State

1 Red & White Rosette AKC Logo

Design #500 Best of Opposite Sex to Best of Breed

STCA Logo

Month, Date and, year of show

City and State

2 Light Blue and White Rosettes AKC Logo

542-D The Baroness Select Dog and Bitch

STCA Logo

Month, Date and, year of show

City and State

10 Dark Green Rosettes AKC Logo

542-D The Baroness Award of Merit

STCA Logo

Month, Date and, year of show

City and State

NON REGULAR CLASSES

6 Rose Ribbons AKC Logo

First Place

STCA Logo

Month, Date and, year of show

City and State

6 Brown Ribbons AKC Logo

Second Place

STCA Logo

Month, Date and, year of show

City and State

6 Light Green Ribbons AKC Logo

Third Place

STCA Logo

Month, Date and, year of show

City and State

6 Gray Ribbons AKC Logo

Fourth Place

STCA Logo

Month, Date and, year of show

City and State

1 Dark Green Rosette AKC Logo

542-D The Baroness Stud Dog

STCA Logo

Month, Date and, year of show

City and State

1 Dark Green Rosette AKC Logo

542-D The Baroness Brood Bitch

STCA Logo

Month, Date and, year of show

City and State

JUNIOR SHOWMANSHIP

1 Rose Ribbon AKC Logo

First Place

STCA Logo

Month, Date and, year of show

City and State

1 Brown Ribbon AKC Logo

Second Place

STCA Logo

Month, Date and, year of show

City and State

1 Light Green Ribbon AKC Logo

Third Place

STCA Logo

Month, Date and, year of show

City and State

1 Gray Ribbon AKC Logo

Fourth Place

STCA Logo

Month, Date and, year of show

City and State

1 Rose & Green Rosette AKC Logo

542-D – The Baroness Best Junior Handler

STCA Logo

Month, Date and, year of show

City and State