



STCA STANDARD OPERATING PROCEDURES

The Trophy Committee

The Trophy Committee will generally consist of three members but no less than two. The first year member will be the local Trophy Chair for the Rotating Specialty occurring in the next calendar year; the second year member will be the local Trophy Chair for the Rotating Specialty occurring during the current calendar year, and the Trophy Chair will either be the second year member or the member completing his/her third year of service if applicable.

The Trophy Chair shall assign the following duties to the committee members in a way that utilizes the skills of each person to the best advantage but that attempts to maintain a balanced and even workload across the Committee members.

Duties of the Trophy Chair:

1. Establish a timeline for completion of the following duties based on timeline established by the National Show Chair (hereinafter "NSC"). This should be done 6-8 months in advance of the first deadline. Dates to be included in the timeline are:
 - a. due date for ad packet information;
 - b. due date for premium list information (Note that for Montgomery County (hereinafter "MCKC") there will be separate premium lists for Sweeps/Obedience & Rally and MCKC (Note that while there is a separate premium list for Agility, it does not contain trophy information. For Rotating Specialties, the premium list/catalog format will be determined by the host club.)
 - c. trophy donation deadline (ideally two weeks prior to submission of catalog information); and
 - d. due date for catalog information for each different catalog, including list of donors.
2. Assign duties to committee members and support them in the performance of those duties to ensure the success of the event.
3. Make reports to the NSC keeping him/her apprised of the activities and preparing written reports prior to each of the board meetings. The Corresponding Secretary will notify the Trophy Chair of the appropriate due dates for the reports. The reports shall contain the status of the trophy activities for the upcoming Rotating and MCKC Shows, i.e. have trophies been selected and ordered? The reports shall include the cost of trophies and other expenses related to trophy solicitation; revenue collected in the form of trophy donations and any other information that would be helpful for the Board to understand the status of the trophy activities.
4. Coordinates with the NSC regarding trophy budget, selection and quantity prior to placing orders.
5. Places trophy order by event type so that the STCA will receive separate invoices for Conformation, Obedience/Rally and Agility trophies.
6. Coordinates payment of invoices with STCA Treasurer so that order is filled.
7. Coordinates activities at MCKC show between Trophy/Award Advance Team (See General Information) and Trophy Committee members to include everything from transport of trophies/awards and ancillary items (such as STCA medallion, easels, flip chart for results, table covers, etc.) to table setup to cleanup and repacking items for storage.
8. Prepare an inventory of any non-returnable and leftover trophies for Show Chair of relevant events.

Trophy Committee Duties:

1. Selection of trophies for both Rotating and MCKC (Note: Information on trophies and classes under General Information must be considered when selecting and ordering trophies.) NOTE: THE AKC DOES NOT PERMIT ANY ALCOHOLIC BEVERAGES TO BE USED AS OR WITH TROPHIES (for example, a bottle of champagne is not permitted)
2. Preparation of purchase orders for trophies:
 - a. Prepare separate purchase orders for each different event, i.e. conformation, obedience/rally, agility. Purchase orders should provide a ship to address for the person responsible for delivering the trophies to the event. For Obedience/Rally and Agility it is generally the Event Secretary and for Conformation it is generally a member of the Trophy Advance Team. For Rotating Specialties, it is generally the local Trophy Chair. Ensure that each party that will receive trophies agrees to take responsibility for notifying the Trophy Chair of the receipt; confirms that they arrived intact and are of good quality; and will deliver them to the appropriate location prior to the start of the event.

- b. Develop quantities required based on the number of classes offered and the average actual entries for the two prior years. For Obedience/Rally trophies you should rely on the Event Secretary's judgment as well as prior entries as a check.
- c. Provide trophy name, i.e. Winner's Dog, detailed item description, quantity ordered, per item cost and total cost (quantity x per item cost) totaling each purchase order so that costs can be tracked by event.
- d. Obtain approval from Trophy Chair (who in turn obtains approval from NSC) for selection, quantities ordered and total cost, i.e. that orders are within the established budget.
- e. Return and replacements policies must be understood prior to placing order. This information is necessary to make decisions as to quantities to order. The goal is to minimize leftover/unused trophies. In the event that trophies can be returned, more can be ordered up front; or if additional items can be obtained after entry is known, the first order should be conservative in number.
- f. Order must be placed early enough to ensure that trophies are available and will be received prior to submission of premium list information. The trophies provided must match the premium list description.

3. Trophy order follow up:

- a. Stay in contact with the trophy order recipients and confirm receipt, quantity and quality of trophies,
- b. Contact vendor to reorder/replace any missing or damaged trophies.

4. Place order for STCA Bred-by Exhibitor medallions from the STCA Corresponding Secretary for 1st place in each of the Bred-by classes.

5. It is important to note that all correspondence such as purchase orders, trophy donation request letters, etc. prepared by Trophy Committee members shall be shared with all of the Trophy Committee members as well as the local Show Chair (Rotating Specialties only) and NSC (MCKC). The correspondence shall also be shared with incoming committee members to assist them in their new duties.

6. Obtain copies of prior event advertising packet, premium lists and catalog pages. Prepare appropriate descriptions of current trophies keeping in mind some basic principles. A general description of trophies in the ad packet and premium lists provides flexibility if issues arise with the trophy order and saves money. This is not the place to be wordy. Use the prior information as a guide and only update what is necessary. Send information regarding awards to the Awards Chair for review and editing. Remember to leave time for the Award review prior to the submission date.

Note that the mode of information submission differs a bit:

- a. For the advertising packet, you can either edit the packet prepared by the Advertising Chair or provide the information pertaining to trophies via .doc files. Work with Advertising Chair to determine appropriate deliverable.
- b. For the premium list, a word file is generally submitted to the Event Secretary so that the information can be cut and pasted into the documents. However, for Sweepstakes at MCKC, the Event Secretary sends a copy of the Premium List to be edited and returned with your sections highlighted.
- c. The catalog page submissions generally consist of separate lists for: Awards/Trophies and Donor Acknowledgment Lists. Two separate submissions are prepared for the Sweepstakes/Obedience & Rally and Conformation catalogs.

7. Prepare the trophy solicitation letter. The form should include:

- a. date and location of the show,
- b. deadline for receipt of trophy donations,
- c. tear off strip at the bottom to provide donor information such as how to acknowledge donation in the catalog and in which catalog to reflect donation,
- d. STCA logo and for Rotating Specialties event logo should be included.

8. Distribute the trophy solicitation to membership via email to the extent possible.

- a. It is to be sent hard copy only to US members who have paid the fee with their dues.
- b. The membership mailing information can be obtained from the NSC.
- c. Please note that colored paper works well for the mailed version, but for email color should be used sparingly to avoid member printing issues. In addition, the email version will ideally contain a .pdf and a .doc format as some members are unable to open .pdf files.
- d. Solicitation must be distributed at least 6-8 weeks prior to the solicitation deadline.

- e. An email reminder should be sent 2 weeks prior to the deadline, and
- f. A last call reminder should be sent 1 week prior to the deadline.
- g. Save receipts for supplies and postage required for the mailed portion. Any extra supplies should be passed on to the Trophy Chair for future use.
- h. Prepare and submit an STCA Expense Voucher form to the Treasurer.
- i. Maintain a spreadsheet of donations received with fields for person making the donation, amount of donation and desired catalog acknowledgement.
- j. On a regular basis, weekly is preferred, prepare and send an STCA Income Voucher form with checks received so that the checks can be deposited in a timely manner.
- k. Prepare a Donor Acknowledgement list for each different event. Do NOT submit this prior to the deadline as donations generally arrive up to the last minute. Donors shall be acknowledged as per their request on the form, but the general way is name, kennel name. The spreadsheet should be sorted by contribution first so that the highest contributor is at the top of the list. When several people have contributions the same amount, sort that group alphabetically by name before going down to the next contribution denomination. This list is to be provided to the Show Secretary/Superintendent on or prior to the catalog deadline.

9. Final Event Preparation:

- a. Obtain counts by class from Show Secretaries/Superintendents as soon as possible after entries close.
- b. Ensure that enough trophies for class placements have been ordered to cover entry for each event (if additional trophies are needed for Obedience and are available from Conformation leftovers then work with the individuals storing the trophies to see that they are available at the event where they are needed).
- c. Label trophies with removable stickers on the bottom to reflect placement or win to ensure that the correct trophies are presented to the winners. For events where trophies are not in the committee's possession prior to the event such as MCKC, this will be done during the table setup. Stickers shall be printed and taken to show site for labeling.

10. Set up of trophy table should be completed at least one hour prior to show time at each event. (The agility events are handled by the event secretary, but all other events are the responsibility of the Trophy Committee.) See Trophy Set Up Instructions in General Information below.

General Information:

Conformation Classes Offered at MCKC:

Regular Classes Offered to Both Sexes: 6-9 Puppy, 9-12 Puppy, 12-15 Junior, 16-18 Junior, Novice, Bred-by Exhibitor, American Bred and Open.

Non-Regular Classes Offered to Both Sexes: Veterans and Earth Dog

Non-Regular Classes Offered Once: Stud Dog, Brood Bitch, Brace

Sweepstakes Classes Offered to Both Sexes:

6-9 Puppy, 9-12 Puppy, 12-18 Junior

Obedience Classes Offered:

Regular Classes Offered: Novice A, Novice B, Open A, Open B, Utility A and Utility B.

Non-Regular Classes Offered: Sub-Novice and Veterans

Rally Classes Offered:

Regular Classes Offered: Novice A, Novice B, Advanced A, Advanced B, Excellent A and Excellent B

Agility Classes Offered:

This information is not required to order trophies as the only trophies provided are for the highest score each day.

Conformation Classes Offered at National Rotating Specialties:

The Classes may be adapted to those offered by the Host Club. Obtain exact classes offered for a given Rotating Specialty from the NSC prior to ordering trophies.

Conformation Trophies Offered:

Individual trophies are offered for: Best of Breed, Best of Winners, Best of Opposite Sex, Winners Dog, Winners Bitch, Reserve Winners Dog and Reserve Winners Bitch. These trophies are always awarded and may be engraved with with a

date if appropriate. Please note, however, that receipt of such trophies by a date that ensures timely delivery for the event must be guaranteed before ordering such engraving.

Class placement trophies are offered for 1st through 4th placements for each class (both Regular and Non-Regular), which means that a maximum of 23 of each placement could be required. However, it should be noted that it is rare to award all of the placements. It is common to have only one or two entries in the Novice and Non-Regular Classes. As such, prior to ordering trophies it is important to either select trophies that may be returned if unused or to develop an order in conjunction with the NSC based on prior year entries and experience that will minimize the number of trophies not awarded.

First Place in the Bred-by Exhibitor Classes also receives a bronze medallion offered by the STCA.

No trophies are ordered for Sweepstakes. The winner receives a cash prize and Rosette.

Obedience/Rally Trophies Offered:

The High in Trial is the only trophy that is always awarded and can be dated. This trophy should be comparable in cost and quality to Winners Dog/Bitch in Conformation. High in Combined should be comparable to Reserve Winners Dog/Bitch and should not be dated.

Class placements for 1st through 4th in Regular Classes are generally the same as for conformation; but Non-Regular Classes placements as well as trophies for High Scoring Veteran and High Scoring Champion of Record in Regular Classes have generally been Scottie motif items generously provided by Mary Helen Rice.

Agility Trophies Offered:

For MCKC weekend, the STCA sponsors a High Scoring Agility trophy for each of the four days of events. These trophies are comparable in value to Winners Dog/Bitch and can be dated as they are awarded each day. The McNabney's also generally provide a prize to all participants through their personal generosity.

Trophy/Awards Advance Team:

The Trophy/Awards Advance Team is comprised of a few individuals that are local to the storage and/or show site that are responsible for:

1. Picking up table covers from storage and having them dry cleaned in time to be delivered to the host hotel award storage area by Wednesday afternoon/evening prior to the events.
2. Taking items from storage, i.e. awards, trophies (if applicable), and ancillary items such as two easels, medallion, flip chart for results, markers and table covers (if returned to storage after cleaning), and transporting it all to the host hotel award storage area by Wednesday afternoon/evening prior to the events.
3. Picking up awards, ancillary items and three table covers (one with logo) at host hotel after the banquet and delivering them to MCKC show site by 6 am Sunday.
4. At end of MCKC show, helps repack awards and reloads all items for delivering back to storage area.

Trophy Table Setup:

For Sweepstakes/Obedience & Rally (MCKC Weekend):

1. Committee members schedule access to host hotel award storage area to pick up items listed in 2 below on the evening prior to the event.
2. Deliver the following items to the show site by 6 am on the show date: Table Covers, "R-Starr Memorial Trophy", Applicable Awards, Two Easels, STCA Medallion, Flip Chart, Markers. (Note: Check with NSC to ensure that the proper awards are taken to the show site. If there are, those should be delivered as well.)
3. After ring setup is complete, help set up tables for trophies (right side of ring entrance) and Show Secretary (left side of ring). Cover trophy table with a logo cover and the Secretary's table with a plain cover. The logo should be prominently displayed facing outside of the ring.
4. All other table covers should be in the car in case the Officers/Directors working the event want to cover the catalog sales table, etc. Opinions vary so it is best to have them at the event if needed. In any case, keep one logo cover and one plain cover clean and unused for MCKC.
5. Set up easel with flip chart for results at left corner of ring and easel with STCA medallion on the right side by the trophy table.
6. Set up table for Obedience trophies, labeling placements as described in Trophy Committee Duties, Item 9c above. Note that only those trophies that will be awarded should be on the table. **NO TROPHIES OR AWARDS NOT LISTED IN THE CATALOG CAN BE ON THE TROPHY TABLE OR AWARDED IN THE RING!**
7. All trophies not displayed at any time are to be kept under the table.

8. Coordinate with Event Secretary to ensure that correct trophies are handed to the Ring Steward to hand to the Judge at the appropriate time. If desired, a Committee member will handle this duty. Same for Rally. This is always handled by the Committee for Conformation.
9. Label Rally trophies and display such at the end of the Obedience Trial.
10. At the end of Rally set up the table for Sweepstakes, displaying applicable Awards and the "R-Starr".
11. At the end of Sweepstakes help move Awards and "R-Starr" to the photography set up for photos.
12. Pack everything up, carefully rehang table covers and return all items delivered in the morning back to the host hotel award storage area immediately after the event.

For National Specialty at MCKC:

1. Committee members schedule access to host hotel award storage area to pick up items listed in 2 below on the evening prior to the event.
2. Arrange to pick up the BBE medallions from the Corresponding Secretary.
3. Deliver two easels, STCA medallion, flip chart, markers, BBE medallions and table covers to show site by 6 am on the show date. Note that generally there are two tables to cover so you need one logo cover and one plain cover. However, in the event that an extra table is desired you should have extra covers in the car.
4. Meet Trophy/Awards Advance Team Member in parking lot loading area to assist with unloading process. Generally at that time you can find a member of the grounds crew with a Gator that can be used to take the trophies and awards to the ring. If it is too muddy to run the Gators then all items must be dollied to the ring.
5. Cover tables. Logo is displayed on table closest to the ring entrance if two tables are used or on middle table if there are three. Logo always faces outside of the ring.
6. Set up easel with flip chart for outside corner of the ring by the steward's table and easel with medallion on the side of the trophy/award tables farthest from the ring entrance. The medallion should face outside of the ring.
7. While Awards Team sets up the Awards on the right side of the tables (facing outside of the ring), committee members need to label trophies in accordance with Trophy Committee Duties, Item 9c above.
8. A committee member should go purchase a catalog ASAP to assist with labeling and display of trophies. Catalogs are sold one hour before judging begins.
9. After Awards are displayed, the individual trophies should be displayed first, i.e. BOB, BOW, BOS, WD, WB, RWD and RWB. They are the main trophies and should be prominently displayed toward the back of the table toward the outside of the ring. Next, display the placements for Dog Classes using the catalog to ensure the proper number of trophies by class. There is generally not enough room to display all trophies at once so the Bitch placements can be kept under the table and put out during the judging of WD and RWD. To facilitate this activity, the unused trophies should be stored under the table in front and in order, i.e. first place to the left, second next and so on. Note that only those trophies that will be awarded should be on the table. **NO TROPHIES OR AWARDS NOT LISTED IN THE CATALOG CAN BE ON THE TROPHY TABLE OR AWARDED IN THE RING!**
10. Work with the Ring Stewards to determine the desired procedure for delivering the trophies to the Judge. In some cases, the Committee does it and in others the Committee members hand the trophies to a Ring Steward.
11. During the WB/RWB judging, the Non-Regular Class placements should be displayed if they are not already on the table.
12. At the end of the Non-Regular Classes, the Ring Stewards will arrange for the photographer to arrive. Committee members assist in carrying the Awards to the photo set up and returning them to the table.
13. After all photos are taken that have Awards to be displayed, it is time to inventory the leftover trophies. A list should be made, taken to the hotel and copied so that the Trophy Chair and NSC each have a list.
14. The final step is to repack and help load the leftover trophies and awards into the Advance Team Member's car to return to storage.