



Show Chairman's Binder

Article II, Section 1, c of the Houston Dachshund Club Constitution and By Laws states as one of the primary objectives of our club:

- a) *To do all in its power to protect and advance the interests of the Dachshund breed on the bench, in the field, and otherwise, by holding such specialty shows, field trials or other activities and performance events as seem justified under the rules and regulations of the American Kennel Club;*

As such the Show Chairman's job is one of the primary responsibilities that must be filled by a club member.

Normally, a Show Chairman is supported by an Assistant Show Chairman who will become the Show Chairman the following year. It is advantageous for anyone who is new to this job to act as an assistant and then to select an experienced member as their assistant to insure a professional and well run event that will reflect well upon our organization.

Entry at the Events:

It is allowed for a Show Chairman to show or have their dogs shown in the specialty they Chair. However, generally it is not conducive to a well run event. There will be many responsibilities for you the day of the shows. Since hosting a well run show is your primary responsibility on the day of our specialty, you will probably find it will be easier for you to either get someone else to show your dogs or not enter.

Resources:

AKC Show Trial Manual – Chapter 2, Page 7 specifically address the responsibilities of the Show Chairman

Club Calendar – Gives you all the dates for applications, premium list proofs, etc.

Club Judge Selection Procedures – Details our club's process for selection judges for our events.

AKC Rules Applying to Dog Shows Booklet

AKC Dealing with Misconduct Booklet

AKC Junior Showmanship (if offered) Booklet

AKC Dog Show Stewards Booklet – All AKC Publications are available for download at www.akc.org . Copies are included in the Show Trial Manual.



Houston Combined Specialty:

Our Club is part of the Houston Combined Specialty. Meetings are held monthly and the dates are noted on the club calendar. Either you should attend or designate someone to attend in your place. It is important that our club is represented at the meetings so that we receive information affecting our events in a timely manner.

HCS President: Larry Chu

7815 FM 723

Richmond, Tx 77406

Phone: 281-341-1926 Email: chupak@sbcglobal.net

- **Premium Lists will be given to the club representative at the HCS meetings, along with details on when they are due back. The proof dates are listed on the Club Calendar.**

Selection of Judges:

Your first responsibility will be to lead the club is the selection of judges for the events in the year for which you are Show Chairman. A copy of this procedure is available on the Club website – www.houstondachshundclub.org and is also included in this binder.

Generally selection of judges should be one at least one year in advance or as soon after the judges for the Dachshund Club of America National Specialty for your year of shows are published.

Notice must be given in the meeting notice so that any club members who wish to attend to nominate judges may make arrangements to do so.

This procedures includes sample hiring letters to be sent to judges, sample ballots to be used at the meeting and a checklist of activities for your year so you can be sure that all the details of organizing the specialty are taken care of and nothing is missed.

Club Insurance:

A copy of the club insurance certificate is maintained by the Club Treasurer and should be available at the show in case of any event that might require proof of insurance.



Submission of AKC Applications:

AKC Show Applications, Judges Panels, Disaster Plans, Statement of Compliance, Officers/members list for the March Specialty must be submitted no later than September prior to that specialty.

AKC Show Applications, Judges Panels, Disaster Plans, Statement of Compliance, Officers/members list for the July Specialty must be submitted no later than February prior to that specialty.

- **It is strongly encouraged that the AKC applications be made AS SOON as the judges hiring letters are signed and returned. Normally this should be shortly after the July Specialty. Late applications cause everyone embarrassment and extra work and cost the club a penalty for late filing!**

Applications should be submitted online at www.akc.org under the CLUBS tab, then ONLINE EVENTS . The Club ID is CLUB 116 and the password is HOTDOG6.

Payment for fees can be made via the club debit card. Information for this card is held by the Club Treasurer. Get the card # and details at the time you are ready to submit the applications.

Watch the AKC site to be sure the events are fully approved. If they reflect “pending” then something is incomplete and you will have to call AKC to resolve the issue.

Communication with Hired Judges:

Details of necessary communication with the judges hired by the club are included in the Judge’s Selection Procedure Checklist.

Be sure to arrange transportation for our judges from the airport to the hotel and to the show and back to the airport as required.

Should anyone ask, particularly any sweepstakes judge, DCA’s Judge’s Education Seminar is available on their website. www.dachshund-dca.org

You should contact the judge just before entries close to make sure there have been no changes in travel plans. Also ask if there are any special requests for beverages to be available ringside the day of the event.



Ring Stewards:

You should solicit two ring stewards for each event – one outside and one inside. Sara Hill is normally willing to act as inside ring steward. Ring stewards should be encouraged to review the AKC Ring Stewards Booklet.

The Trophy Chairman has a “ring steward’s box” that contains pens, rubber bands, candy dish, candy, and other supplies necessary at the show. Check with the Trophy Chairman before each event to be sure the box is replenished and ready for the show.

Trophies:

Trophies for our event are taken care of by the Club Trophy Chairman in accordance with club policies. The Trophy Chair is a part of your Show Committee and as such should be checked with to be sure this responsibility is taken care of in a timely manner.

Show Budget:

A sample show budget is included in this binder. The electronic copy can be sent to you by the Club Secretary. As the show progresses keep the membership informed of the status of expenses and potential profit/loss on the events. After the event, once all expenses and income are received, you should report a final profit/loss report using this form to the club membership.

Record Keeping:

Keep a file off all correspondence and emails for your events in whatever fashion is best for you. Your files will need to be turned over to the incoming show chairman to use as an example of what they can expect. It is important that you keep all related communication organized so you can address any issues or concerns that may come up as the show preparations are completed.



Outgoing Show Chairman's Notes

NAME: _____ YEAR SERVED: _____

Please include notes for the incoming Show Chair on the following:

☺ What Worked, What you liked, What you felt went well

☹ What could have been smoother, or needs to be revisited.

☹ What didn't work at all, and needs a complete revamp.

💣 Any complete Disasters.

✍ Binder Updates that need to be made:



Show Chairman's Annual Calendar of Events

(Specific Due Date will be listed on the Club Annual Calendar of Events)

January	<ul style="list-style-type: none"> • Houston Combined Specialty Meeting
February	<ul style="list-style-type: none"> • March Final Premium Proof including any named trophy donors due to Onofrio • Closing Date for March Specialty • Arrange Ring Stewards for March Event • Prepare Judges gift's/bags for March • Contact March judges to confirm all arrangements • Houston Combined Specialty Meeting • July AKC App, Judging Panel & Premium List Proof Due • July Premium List Due
March	<ul style="list-style-type: none"> • Spring Specialty Houston Farm & Ranch • NO Houston Combined Specialty Meeting
April	<ul style="list-style-type: none"> • Houston Combined Specialty Meeting
May	<ul style="list-style-type: none"> • Houston Combined Specialty Meeting
June	<ul style="list-style-type: none"> • July Show Final Premium Proof including any named trophy donors due to Onofrio • Arrange Ring Stewards for July Event • Prepare Judges gift's/bags for July • Contact July judges to confirm all arrangements • Houston Combined Specialty Meeting
July	<ul style="list-style-type: none"> • Entries Close for July Specialty • July Specialty at Reliant Center • NO Houston Combined Specialty Meeting
August	<ul style="list-style-type: none"> • Houston Combined Specialty Meeting • Get approval any advertising for Specialties • Previous year's Show Chairman to turn over all documents to incoming committee to use as reference. • Judge hiring letters should be sent and returned • Submit AKC Applications for March and July events • Present projected budget at club meeting • Order DCA Trophies for both events



September	<ul style="list-style-type: none">• Double check AKC site to be sure both events are fully approved. Address any outstanding issues to get final approval.• March AKC App, Judging Panel & Premium List Proof Due• Combined Specialty Meeting
October	<ul style="list-style-type: none">• Houston Combined Specialty Meeting
November	<ul style="list-style-type: none">• NO Houston Combined Specialty Meeting
December	<ul style="list-style-type: none">• NO Houston Combined Specialty Meeting