

ABMC National Specialty Procedure Manual

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Proposal and Approval

The final decision on show site, superintendent or show secretary, Show Chair, and budget must be approved by the ABMC Board of Directors. Proposal review and approval for the National Specialty should be accomplished no later than two years prior to proposed date. The proposal should include a financial projection of income and expenses, potential committee structure, details of the site and a proposed list of events.

The following items are required in the proposal:

1. A List of key personnel and their proposed areas of responsibility. Please see Section entitled, "Chairmen and their Duties" for recommended personnel.
2. The proposed date.

3. Once a preliminary budget is tentatively approved by the Board, preparation of a final (detailed) budget can be undertaken. The BOD will approve both a preliminary and a final budget. The ABMC Treasurer is available to assist in development of the proposed and final budget.
4. The show site including a diagram (if available) and written description of the facility and area accommodations (hotels, restaurant, gas stations, stores). Also include a description of transportation such as major highways and airports that service the area. If Agility and Herding competitions are to be held separately please include the location of each event and a description of the facility and the ring or arena.
5. The Host Hotel, if different than the Show Site described in #2, must to be able to reserve a block of at least 50 rooms. It is also recommended that the Host Hotel have banquet and meeting rooms to accommodate the Annual Meeting, Banquet, Honor Parade, and Judges Education.
6. If feasible, a letter of intent from the hotel and show site or a copy of the prepared contract should be included.
7. The proposed Superintendent or Secretary's contract or letter of intent. This presumes that the proposed Superintendent or Secretary has tentatively agreed to provide their services. If multiple Superintendents or Secretaries are being used due to multiple venues please provide all proposed contracts. You can find a list of Superintendent's on the AKC website.
8. Proposed Judges' Contracts. Please include contracts or letters of intent for conformation, obedience, agility and herding judges.

Finances

While the primary purpose of the ABMC National Specialty is education and friendly competition, fiscal responsibility must be maintained as a matter of common sense and good business. The club's goal should be a balanced budget.

The National Committee's budget must contain best and worst income estimates. Under no circumstance can a proposed budget's expense projection exceed income.

Show Site(s) and Venues

A satisfactory show site and host hotel is important for the enjoyment of the visiting exhibitors as well as the smooth conduct of the show.

The National may be held as its own entity or in conjunction with a cluster of shows. There is no charge to the club for holding a National at Purina Farms so that location may be considered by the show chair.

Regions

The ABMC has separated the country into 3 regions, East, Midwest, and West.

Conformation and Obedience/Rally Obedience Events

The General Facility will need to accommodate one conformation ring, one obedience and rally ring. Also, it will need to have adequate space for spectators, crating, grooming, and vendors. If obedience/rally is held on a separate day then conformation the events may share the same ring space.

Concerning ring sizes and equipment you can always refer to the AKC regulations for each event.

The Conformation Ring should be at least 40 ft x 90 ft or 50ft x 80 ft. In addition, a crating area will be needed. The ring should have adequate spectator space to accommodate seating for at least 50 people. Also, separate seating for judges' mentoring will be required ring-side so that the examination of each exhibit may be observed.

Junior Handling is held in the conformation ring. This, however, does not require any special equipment other than the use of the ring.

The Obedience Ring should be no smaller than 40 ft x 50 ft. Crating and spectator space is required as is an "out of sight" area for handlers.

Rally Obedience can be held in the obedience ring, depending on the entry. An additional ring and judge may be needed if the entry requires it.

The Exercise Area can be indoors or outdoors. However, an outside exercise area is desirable. If an outdoor exercise area is not available, then an indoor exercise area is required. This can be included in the package offered by the superintendent. Either an outside exercise area or inside exercise will need to be sectioned off and appropriate signage applied. Signage needs to include instructions regarding clean-up.

If available, a Storage Area would be desirable. Storage is needed for shavings for an indoor exercise area and obedience and rally equipment. Trophies and raffle items are the responsibility of the respective Chairmen.

Maintenance and Cleaning are to be included in the contract with the facility where the events are held. The contract should include provisions for daily cleaning services, including trash removal and room maintenance.

The location of the Specialty will determine RV Parking. Complete service hook-ups are desirable, but not mandatory as long as generators can be used.

A space for Vendors should be designated near the competition rings.

Herding and Agility Events

Herding and agility may be held at a facility other than that where the conformation and obedience events are held.

Agility requires a large area and substantial manpower. The event can be held on the main show grounds. If the main show grounds are not large enough, another facility close by can be used. Normally equipment for this event is rented from a local agility club. Agility may require two rings depending on the size of the entry.

Items that affect useable course space are columns, protrusions, bad/faulty surfaces, low ceilings and overhangs, etc. Please refer to the AKC Agility regulations concerning ring sizes.

Crating space with space for participants and spectator seating must also be included at the Agility venue.

Please Note: AKC agility trials need to be approved separately from the other specialty events. The application for agility trials requires the dimension of the course area, the judging time, the judges and their assignments, the entry fee, and the method by which entries will be accepted (first received or random draw).

Herding competition is best held at an established herding training facility or at a facility recommended by livestock provider. The owner/manager of the herding facility will provide livestock and the livestock handlers and may have recommendations for scribes and timers. Access to the herding facility is of critical importance to the success of the event. It is recommended that a "Malinois-only" herding test and trial be held in addition to a herding breed herding test and trial with the Malinois-only trial to be held after the All-breed trial.

Tracking may be provided as an event at the National Specialty. It requires a very large area and maybe held at a different facility other than the show grounds. Tracking is a non-competitive sport. It is judged, not with a scorecard or based on a standard, but on a pass/fail basis. As stated in the AKC Tracking Regulations, "Tracking, by its nature is a vigorous non-competitive outdoor sport. Tracking Tests should demonstrate willingness and enjoyment by the dog in his work, and should always represent the best in sportsmanship and camaraderie by the people involved." The regulations further state that "The purpose of a Tracking Test is to demonstrate the dog's ability to recognize and follow human scent, a skill that is useful in the service of mankind." For more information about setting up a Tracking event, please visit

<http://www.akc.org/events/tracking/index.cfm>

Specialt Events

Special demonstrations such as Schutzhund, Military/Police, or Working Dog may be allowed at a National Specialty. Please contact the AKC to see whether the ABMC meets the required conditions to allow such demonstrations.

Additional Events at the Show Site

Judges Education is held to provide information and hands-on examination of dogs to established and provisional judges as well as those beginning the licensing process. The Judges Education must be held in a room that accommodates at least 25 people with

space adequate to gait a Malinois. The ABMC Judges Education committee members or presenter should be asked to provide details on scheduling, equipment needs, room set-up and seating style (theater, class-room, etc.).

It is very important to advertise this to our members and judges so they know it is available and to ensure its success.

The ABMC Board Meeting will be determined by the ABMC President.

The ABMC Annual Meeting is typically held at the Host Hotel, although other arrangements may be made. In either instance, a room accommodating at least 50 people will be required. The Board of Directors will provide an agenda of the meeting.

The Annual Banquet is typically held at the Host Hotel, although other arrangements may be made. In either case, a contract providing with the location will include the description and cost for the meal, room rental, and a detailed description of the services to be provided (buffet or served, service people, etc.).

The Honor Parade is typically held at the Host Hotel. The room must accommodate seating for spectators and an area from which dogs are presented. This can be held prior to the banquet.

The Hospitality Room is not a single event, but rather an on-going service provided to exhibitors, members and guests. The room is typically open during non-competition hours, offering refreshments and relaxation for all attending. It also serves as a central location for the dissemination of information during the Specialty.

Selection of Judges

Conformation

The membership votes each year to select the judge for the Specialty show two years away. A request for nominations is sent out at the same time as the club renewal forms to the membership. The nomination form will contain a list of all AKC judges eligible to judge Malinois as published annually by AKC. Judges who have judged or are scheduled to judge a Malinois at the National Specialty for the five years preceding the Specialty being voted on will be marked on the nomination form as currently ineligible to judge per Club policy. After the nomination deadline, the 2 members from the Judges Selection Committee will compile the nominations and will publish in the Performer a list of at least 6 judges (more if there is a tie vote for the 6th place) within 30 days of receiving the vote results.

After the votes are counted at the Judges Selection Chair will provide a list of the top five judges as selected by the membership to the Specialty Chair. The list will be ranked in order of the membership's preference. Included with the list from the Judges Selection Chair should be the judge's address and the judge's number which you will need for the application.

The hiring of the breed judge should take top priority on the Specialty Chair's agenda as most good judges are booked very far in advance. If there is a need to deviate from what was approved in order to secure a judge, Board approval is needed. The Specialty Chair MUST contact the judges in the exact order of the membership's preference. If judge #1 is unavailable, a copy of the letter or e-mail from the judge so stating this must be sent to the Secretary who will inform the Board of Directors and retain the letter for the files. The Specialty Chair will then proceed to judge #2 and so on down the list. If for ANY reason the Specialty Chair wishes to skip a judge on the list (i.e., the expenses are too high), permission must be obtained from the Board of Directors before contacting the next judge on the list. Should the list of five be exhausted without hiring a judge, contact the Secretary to obtain the balance of the list.

ADHERENCE TO THE MEMBERSHIP'S PREFERENCES IN HIRING THE SPECIALTY JUDGE IS ONE OF THE CHAIRPERSONS PRIME RESPONSIBILITIES AND UNDER NO CIRCUMSTANCES WILL THE SHOW CHAIR CONTACT OR HIRE A JUDGE OUT OF ORDER, OR THAT IS NOT ON THE APPROVED LIST, WITHOUT BOARD OF DIRECTORS APPROVAL IN WRITING.

If the National is being held in conjunction with the ABTC and/or the BSCA or one of their regional clubs the judge does not have to be selected from the ABMC judges list but can be a judge agreed upon by all three show chairs. THE SHOW CHAIR WILL STILL BE REQUIRED TO GET THE BOARDS APPROVAL ON THE JUDGE.

Host Hotel and other Hotels

The Show Committee is responsible for the selection of the host hotel. Hotel management (manager, staff, billing manager) will need to be involved in the planning of the Specialty and all events happening at the hotel (annual meeting, honor parade, etc.). A written contract with the host hotel should be executed with the appropriate hotel personnel, usually the manager and billing manager. Many hotels have standard contracts that can be amended to include all of the required hotel rooms and services.

To avoid miscommunications and misunderstandings, it is recommended that regular contact with the hotel manager (or designated contact person) is maintained. Providing updates on the planning process or negotiating changes to the contract will avoid potential problems. This regular contact will assist if there are changes in hotel management.)

Things to considerations when identifying and negotiating with the Host Hotels include:

- ability to reserve a block of rooms,
- availability of dog exercise areas,
- availability of restaurants in or near the hotel,
- availability of alternate hotels,
- ability to accommodate conformation and obedience competitions,
- reasonable rates,

- ability to provide reasonable rates for extra nights prior and subsequent to the Specialty,
- ability to accommodate RVs and motor home parking, including generator use,
- Meeting rooms, and
- Banquet facilities.

Room reservations

Members will make their own reservations directly with the hotel. Any restrictions regarding dogs or damage deposits are to be clearly communicated.

Hotel guests are personally responsible for any damages to the hotel facility by their animals. Under no circumstance will the Club be held responsible or liable for any damage caused by individual guests. This must be clearly understood between the hosting group and the hotel/facility management. The hosting club or group has no authority to commit the ABMC to paying for damages incurred by guests at any hotel/facility.

Exercise Areas

Hotel management will designate the dog exercise area(s). Signage will direct exhibitors to those areas. This information should also be provided in any welcome packets provided to exhibitors. It is mandatory that exhibitors clean-up after their dogs and baggies for clean-up or a pooper-scooper should be available at the exercise area or in the welcome packet. Following the show, a cleanup crew should clean the exercise area and areas surrounding the show site.

Restaurants

It is preferable that the Host Hotel has a restaurant within it. If this is not possible, select a hotel with an adjacent or near by restaurants.

Alternate Hotels

It is preferable for the alternate hotels to be near the Host Hotel. If the Host Hotel is full or an alternate is desired, then these options are available.

Ability to Hold Conformation and Obedience Competitions

Please review “Show Site and Venues, Conformation and Obedience Events” for information regarding ring requirements. If it is not possible to have the show site at the Host Hotel, then the show site should be located as conveniently as possible to the Host Hotel.

Rates

The contract with the Host Hotel will specify the room rates. In addition, it is advisable to have the hotel guarantee the rates for any extra days prior or subsequent to the Specialty. This is necessary to accommodate the ABMC Board who may meet either before or after the Specialty and for those needing extra days.

RVs

It is advisable to work with the management of the Host Hotel to determine and reserve space for RVs and to establish the hours for generator use.

Meeting Rooms

A variety of meeting rooms will be needed. These include a room for the ABMC Board of Directors meeting, Judges Education, ABMC Banquet, and a Hospitality Room.

The **ABMC Board Meeting and Judges Education** was described previously.

The **ABMC Banquet** is held in a large room set up for dining. The room should accommodate between 50 and 150 people. A sound system with a microphone and a podium are needed. All of the Event Judges (conformation, obedience, rally, Junior Showmanship, agility, herding) are invited guests at the banquet and are seated at the head table with the Show Chair. Each judge is introduced at the banquet. In addition, annual Awards are presented at the Banquet.

The costs for refreshments, meal and gratuity, tax, as well as room rental and centerpieces or gifts are used to determine the cost of the Banquet tickets. Pre-purchasing tickets is the standard but most caterers will allow for 5% over your number since you may have people at the national decide to attend. Check with the caterer to find out their specific procedures.

The **Hospitality Room** is frequently provided on a complimentary basis by the Host Hotel. This should be discussed during negotiations. Also discuss the ability to bring in food and beverages from outside the hotel. Some hotels may restrict the use of food from outside the establishment, preferring that refreshments be purchased from the hotel.

Committee Chairs and their Duties

As with any event, interested and committed committee members are the essential components for a successful National Specialty event.

Show Chairperson

The Show Chair is responsible for the overall planning, physical preparation, and implementation of the show and all of the associated activities and functions of the National Specialty. The Show Chair is responsible for selecting and contracting with the conformation judge(s). Selection of the conformation judge will be made from those designated by the ABMC membership.

The Show Chair must be thoroughly familiar with the planning and implementations of dog shows and have the time and willingness to give to the preparation of a National Specialty. This individual coordinates the activities of all the committees and acts as the liaison between the club and the Show Committees. The show chair is responsible for relating all pertinent information to club members including job descriptions, timetables, premium lists, judging schedules, etc. Open communication and team work is the key to making all volunteers feel as though they are “part of the national” and not just there to

get the job done.

To assist in the successful planning and implementation of the National Specialty, the Show Chair may recruit an Assistant Show Chair. The Assistant Show Chair will have specific duties as assigned by the Show Chair.

Obedience Chairperson

The Obedience Chair is responsible for selecting and contracting with the obedience judge(s). Selection of the obedience judge will be made from those designated by the ABMC membership. The contracts are to be reviewed by and copied to the Show Chair and ABMC Treasurer. The Obedience Chair is responsible for ring set up including obedience jumps, acquiring knowledgeable ring stewards, scheduling of ring stewards, making sure the judges get lunch, etc.

Chief Ring Steward

The Chief Ring Steward is responsible for the recruitment and training of stewards for conformation competition. Duties include, handing out arm bands, marking the catalog, and assisting the judge in the ring. This person must be experienced with the duties of a ring steward.

Hotel Liaison

The Show Chair may act as Hotel Liaison or assign this duty to a volunteer located in the vicinity of the Host Hotel. The Hotel Liaison may also act as the Hospitality Chair. The Hotel Liaison is the contact person for the Host Hotel and will handle details concerning the sleeping rooms, meeting rooms, and banquet room. Duties will include planning for the various activities at the Host Hotel, renting audio-visual equipment, arranging for food service and maintenance services (including cleaning), and arranging and maintaining the exercise area(s).

During the Event, the Hotel Liaison will be available to exhibitors, guests and hotel personnel. Problem-solving and negotiating skills are highly desirable in this position as issues may arise between exhibitors and hotel staff. The Hotel Liaison should have regular contact with hotel maintenance, janitorial and housekeeping staff during the event.

Hospitality Chairperson

The Hospitality Chair is responsible for the Hospitality Room, including refreshments, staffing, welcome bags/gifts and event information updates.

The Hospitality Room should be available for free times where people can congregate. It is a good idea if this room can be adjacent to an open area, such as a pool area or lobby, where people can spill into during busy hours. This room can also be used for planning activities if your club is so inclined.

Judges Hospitality

Agree upon scope of responsibilities, which may include

Transportation

Hotel Reservations

Welcome basket in room

Gifts

Dinners

Site seeing tours, if available

Contact all judges, providing them with your contact info & identify your duties

Make arrangements for all items included in the scope of your committee

Banquet Chairperson

The Banquet Chair will work closely with the Hotel Liaison as the contract with the Host Hotel may include provisions for the Banquet. This assumes that the Banquet is held at the Host Hotel. The Host Hotel contract will include the costs of banquet room rental, audio equipment rental, meals, staffing, and clean-up.

The banquet planning should be completed at least one year in advance of the event.

Realistic costs for refreshments, meals, etc. should be determined so that the Information Packet and the master reservation form in the Premium list can include this information.

This information will also be posted on the Specialty web site and in The Performer.

Honor Parade Chairperson

The Banquet Chair may act as Honor Parade Chair. These events may be held in conjunction with each other. Arrangements must be finalized in a timely manner so that logistical information and a registration form can be included in the Premium List. This information will also be posted on the Specialty web site and in The Performer.

Trophy Chairperson

The Trophy Chair is responsible for the selection and purchase of the trophies and for the solicitation of trophy sponsors. Donations (checks or cash) for the purchase of trophies are to be made directly to ABMC. The Trophy Chair is responsible for the prompt transfer of the donation funds to the ABMC Treasurer. The Show Chair, Trophy Chair or any other member of the Show Committee is prohibited from depositing trophy donation funds into their personal accounts.

Trophies are purchased through the ABMC and are shipped to the Trophy Chair. The Trophy Chair is responsible for receiving and inspecting the trophies, replacing damaged trophies prior to the show, and for displaying them at the show. The display must be in place at least 30 minutes prior to the start of judging.

If a trophy is not given out the donator can have it back, shipping costs to be paid by donator, or if feasible, that trophy can be used in the silent auction or rescue raffles.

Trophies are displayed on the day those events are judged. It is the duty of the Trophy Chair to ensure the secure storage and transfer of the trophies.

List of set Trophies to be given:

Best of Breed
Best of Opposite
Best of Winners
Winners Dog
Winners Bitch
Reserve Winners Dog
Reserve Winners Bitch
Award of Merits

Best Puppy in Sweepstake
Best of Opposite Sex Sweepstakes

Best Veteran in Sweepstake
Best of Opposite Sex Sweepstakes

Best Working dog in Sweepstake
Best of Opposite in Sweepstakes

Stud Dog
Brood Bitch

High in Trial Herding

High in Trial (Obedience)
High Combined

Any additional trophies other than the set list must have a sponsor.

Rosette Chairperson

The Rosette Chair is responsible for the selection and purchase of the rosettes. Rosettes are purchased through the ABMC and are shipped to the Rosette Chair. The Rosette Chair is responsible for receiving and inspecting the rosettes, replacing damaged rosettes prior to the show, and for displaying them at the show. The display must be in place at least 30 minutes prior to the start of judging.

The Best of Breed, Best of Opposite, Best of Winners, High Scoring Dog in Regular Classes, and High Scoring Dog in Open & Utility Combined rosettes are displayed each day of the National Specialty. It is the duty of the Rosette Chair to ensure the secure storage and transfer of the rosettes.

Rescue Raffle Chairperson

Traditionally, an active Rescue member has taken on the job of Rescue Raffle Chair. This position, although not required, is for the benefit of the Malinois Rescue efforts. Raffle items should be donated; nothing should be purchased. The Rescue Raffle Chair will ensure that ABMC complies with local and state regulations pertaining to raffles.

This information will be given to the Chair of any of the raffle events held at the Specialty.

Agility Chairperson

The Agility Chair will contract with judges, arrange for the location for the event and rent the needed equipment. Judges contracts are to be reviewed by and copied to the Show Chair. The Agility chair is responsible for recruiting, training and scheduling ring stewards and timers, ring set up, and implementation of the trial(s).

Herding Chairperson

The Herding Chair will contract with judges, arrange for the location for the event and rent the needed equipment and livestock. Judges contracts are to be reviewed by and copied to the Show Chair. The Herding Chair is responsible for recruiting, training and scheduling scribes and timers, arena set-up, and implementation of the test(s) and trial(s).

Typically, the Herding venue will have available stock handlers and livestock. The Herding Chair will contract for the services of the stock handlers and suitable livestock.

Performer Coverage

Do not let the efforts of your Specialty Committee and the results of a fine Specialty show go unmentioned in Performer! Do not rely upon the Performer Editor to have reporters and photographers scouting about the area to write articles and submit pictures for the Performer! Coordinate with the Editor in advance of the show so that an agreement and a plan can be worked out as to who will be responsible for reporting on the various aspects of the Specialty and who will submit identified black & white pictures of the winners, as well as a few candid shots. Be sure that someone will send in a report of the winners of all classes, and a list of all AOM winners for publication. Coordinate with the Editor to be sure that at least one feature article is written about the events, or perhaps different members could each write a short article on a particular aspect -Breed, Obedience, Sweeps, etc. Members love to hear what a judge has to say! Do not expect him to critique individual dogs, but do all possible to encourage him/her to submit an article reviewing his impression of the entrants and anything else on which he cares to comment. Be sure that the Performer deadlines are met. Since it is published bimonthly, we would certainly want to see the Specialty coverage appear in the very next issue after the event!

See that the membership is informed of the winners from all classes. It is not in good taste to require them to purchase a marked catalog to find out who did what, although they certainly should be encouraged to buy a marked catalog for the sake of details, and as a keepsake for the advertisements and pictures it contains.

Show Photographer

Try to obtain the services of a good photographer. If obedience and/or sweepstakes is held on a different day from breed, arrange a time for the photographer to cover the winners of these events on the day of the Specialty. Be sure to let those obedience and/or sweeps winners know of the time and place this will be handled (another tidbit to put in

the Hospitality packet). Do not forget to make arrangements for a photographer for your Agility, Herding and Tracking events. Make arrangements with the photographer for a complete set of pictures for publication in Performer and a copy for the Archives. The Performer Editor offers the following guidelines:

- 1) When negotiating with the photographer you should have a contract stating that the ABMC should get copies of all Herding class winners, Herding HIT, High Combined if offered, and Reserve; all Agility class winners, HIT or HC; all Obedience class winners, HIT and HC; all Sweepstakes (puppy and veteran) class winners, BIS and BOS sweeps; all regular and non-regular Conformation class winners, WB, WD, BOW, BOS, BOB and AOM.
- 2) State a due date in the contract, when all photos are due to the Performer Editor (such as 3 weeks after the event).
- 3) State that all photos must be at least 5x7 in size.
- 4) Suggest that all photos be setup in about the same way (i.e. all landscape from a 10 foot distance).
- 5) Ensure that photographer is available for all events, or setup specific dates/times when photos will be taken for some of the early events.
- 6) Ensure that photographer does not sub-contract out any part of the show.

The Performer Editor will send a letter to the photographer approximately one month prior to the Specialty, with a copy of the last pictorial for them to examine. The letter will also list the photos that will be needed and that it is extremely important that all photos be well identified with at least the armband number and a listing of the win.

Videographer

You have the option to make arrangements to have your Specialty taped. There are several commercial groups who specialize in dog shows or you may have someone locally who could be hired. If you run into problems in this area, consult with the Board. Also, if the company doing your video does not plan to keep a master of the video so that copies can be ordered in future years, you should obtain a release from them granting ABMC the right to make copies of the video three years after the show. Videotaping a National is something that can be cut out if it becomes too costly.

Web Page

This is usually set up and maintained by a volunteer. There could be a server fee for the website.

1. Determine type of information to be posted
2. Work with the ABMC web master regarding a link on the club website
3. Ensure all information posted is accurate & presented in a timely manner and that results are posted 30 days after National
4. Resolve any issues regarding web page access

Catalog Ads

1. Determine restrictions for submitting catalog ads, i.e. size, format, dates, cost, etc.

2. Ensure all information is published where necessary
3. Work with the catalog printer to provide all ads and information when needed
4. Ensure all photos are returned
5. Give each venues Chair a deadline for when the judge's bios must be submitted for inclusion in the catalog.
6. The date and location of the Specialty should be on the cover.
7. Catalog advertising is often due in very early make sure and allow an appropriate amount of time for you to set up the ads and get them mailed to the person doing the catalog.

Awards

Versatility Award

1. Dogs must earn points (i.e. qualify) in at least three (3) of the following four (4) venues: agility, conformation, herding and/or obedience. A dog is permitted to participate in all four, if so desired.
2. Membership in the ABMC is not required.
3. Registration requires completion of a registration sheet containing: dog's registered name, owner's name, address, telephone number and email address, and classes entered. To facilitate tracking of points, score sheets must also be completed for each venue the dog is entered in. These sheets will be venue specific and will contain the following: dog's name and handler's name, class in venue entered, and the armband number for that class. The owner is responsible for completion of the basic information on the score sheets, as well as their delivery to the trial Chairperson or Secretary (to be decided) of each venue entered. The venue Chair or Secretary will fill in the dog's score and placement as appropriate, based on the dog's armband number. The individual in charge will be responsible for assigning and totaling point values. The winner will be the dog earning the most points and will be announced at the Specialty banquet. Preliminary standings will be posted at the host hotel as well as the Canton Civic Center throughout the Specialty weekend.
4. A plaque, not to exceed \$50 will be awarded to the winner. This plaque will be purchased from the trophy fund. .
5. Announcement and appropriate specifics of the award will be made: a) in an issue of the Performer published prior to the Specialty; b) in the premium list; and c) in the Specialty catalog.
6. After the Specialty, the person in charge will be responsible for getting information on the winner and event to the Performer Editor in a timely fashion.

POINTS MUST BE EARNED IN AT LEAST THREE (3) VENUES. THE SINGLE HIGHEST POINT VALUE EARNED IN EACH VENUE WILL BE USED IN TABULATING THE FINAL STANDINGS.

AGILITY

2 POINTS: QUALIFYING SCORE IN NOVICE

3 POINTS: QUALIFYING SCORE IN OPEN OR WINNING NOVICE CLASS (A OR B)
4 POINTS: QUALIFYING EXCELLENT (A OR B) OR WINNING OPEN CLASS
5 POINTS: WINNING EXCELLENT CLASS (A OR B)
6 POINTS: DOUBLE Q IN ANY COMBINATION OF STANDARD AND JUMPERS CLASSES AT ANY TWO LEVELS
7 POINTS: DOUBLE Q IN EXCELLENT A OR B

AGILITY (PREFERRED CLASSES)

1 POINT: QUALIFYING SCORE IN NOVICE
2 POINTS: QUALIFYING SCORE IN OPEN OR WINNING NOVICE CLASS (A OR B)
3 POINTS: QUALIFYING EXCELLENT (A OR B) OR WINNING OPEN CLASS
4 POINTS: WINNING EXCELLENT CLASS (A OR B)
5 POINTS: DOUBLE Q IN ANY COMBINATION OF STANDARD AND JWW CLASSES AT ANY TWO LEVELS
6 POINTS: DOUBLE Q IN EXCELLENT A OR B

CONFORMATION

1 POINT: PLACE 1-4 IN A CLASS
2 POINTS: RESERVE WINNERS DOG OR BITCH
3 POINTS: WINNERS DOG/WINNERS BITCH
4 POINTS: BEST OF WINNERS
5 POINTS: AWARD OF MERIT
6 POINTS: BEST OPPOSITE SEX TO BEST OF BREED
7 POINTS: BEST OF BREED

HERDING

1 POINT: QUALIFYING IN HT/PT
2 POINTS: QUALIFYING STARTED (COURSE A OR B)
3 POINTS: QUALIFYING IN INTERMEDIATE (COURSE A OR B) OR WINNING STARTED CLASS (COURSE A OR B)
4 POINTS: QUALIFYING IN ADVANCED (COURSE A OR B) OR WINNING INTERMEDIATE CLASS (COURSE A OR B)
5 POINTS: WINNING ADVANCED CLASS (COURSE A OR B)
6 POINTS: RESERVE HIGH IN TRIAL
7 POINTS: HIGH IN TRIAL

OBEDIENCE

2 POINTS: QUALIFYING SCORE IN NOVICE
3 POINTS: QUALIFYING SCORE IN OPEN OR WINNING NOVICE CLASS (A OR B)
4 POINTS: QUALIFYING SCORE IN UTILITY OR WINNING OPEN CLASS (A OR B)
5 POINTS: WINNING UTILITY CLASS (A OR B)
6 POINTS: QUALIFYING IN OPEN B AND UTILITY A OR B

7 POINTS: HIGH IN TRIAL AND/OR HIGH COMBINED

THE AWARD WILL BE PRESENTED AT THE BANQUET ON THE EVENING OF (DATE). THE WINNER WILL BE THE DOG WITH THE MOST POINTS EARNED AT THE NATIONAL SPECIALTY EVENTS IN AT LEAST THREE (3) VENUES. THE PRIZE WILL BE A PLAQUE. ALL OTHER DOGS QUALIFYING IN AT LEAST 3 VENUES WILL RECEIVE A MEDALLION.

THE WINNER OF THE AWARD DOES NOT HAVE TO BE PRESENT TO WIN. IN THE EVENT THE WINNER IS NOT PRESENT WHEN THE TROPHY IS AWARDED, IT WILL BE MAILED.

**IN THE EVENT OF A TIE, EACH DOG'S SCORES OF ALL QUALIFYING PERFORMANCES FROM EACH VENUE WILL BE ADDED INTO ITS POINT TOTAL. THE DOG WITH THE HIGHEST COMBINED TOTAL SCORE WILL BE AWARDED MOST VERSATILE BELGIAN MALINOIS.

OFA Champions for Health

The OFA has introduced a new parent club partnership program titled, "Champions for Health". This is an award that recognizes significant achievements of our breed in the ring and as producers. All nominees MUST have the appropriate health clearances, OFA hips and elbows and a current CERF to qualify.

Information on this award should be available on the National website as well as published in the Performer.

To participate, members should email the requested information below to the ABMC Board no later than 10 weeks before the National date. If more than three nominations are submitted the board will then vote on the three that will be submitted to the OFA. The club should nominate from one to three dogs for each annual award, and present their nominations to the OFA for final selection. If more than three nominations are submitted the board will then vote on the three that will be submitted to the OFA. Each nomination should include a brief write-up of the dog's accomplishments as well as a record of its health certifications. Regardless of the club's selection process, it should be remembered that this is not a popularity contest and that health contributions remain the number one criteria in the selection process. The nominations must be presented to the OFA a minimum of six weeks prior to the specialty event, in order to allow time for engraving, etc. The OFA reserves the right to withhold the award based on a lack of suitable nominees

The information submitted to the OFA should include:

Club Name

Specialty Date/Location

Award Liaison/Contact: Donna Haworth

Contact Phone/E-mail:

You can visit the OFA website at <http://www.offa.org>

Sweepstakes

Puppy Sweepstakes

Puppy Sweepstakes is offered in order to rejoice in the future of the breed.

Classes will be divided by sex.

Classes offered will be 6 months and over, but less than 9 months, 9 months and over, but less than 12 months, and 12 months and over, but less than 18 mos.

Placements will be given in each class with all first place puppies competing for Best Puppy in Sweepstakes. All puppies of the Opposite Sex to Best Puppy in Sweepstakes will continue to compete for Best of Opposite Sex to Best Puppy in Sweepstakes.

All Sweepstakes entries MUST be entered in Regular Class.

6 months and under 9 months

9 months and under 12 months

12 months and under 18 months

Puppy Sweepstakes Prize Money

After a 35% deduction for Sweepstakes show expenses by the ABMC, Inc., the remaining entry fees will be divided as prizes within the class as follows:

First Prize	30% of entry fees for that class
Second Prize	20% of entry fees for that class
Third Prize	10% of entry fees for that class
Fourth Prize	5% of entry fees for that class

Veterans Sweepstakes

Dogs shown in Veteran Sweepstakes need not be entered in one of the regular classes at the regular entry fee. Spayed bitches and neutered dogs are eligible to compete.

Classes will be divided by sex.

Veteran Sweepstakes Classes - Offered for Dogs & Bitches (Divided by sex)

7 Yrs. and under 9 Yrs.

9 Yrs. and under 11 Yrs.

11 Yrs. and Over

Veteran Sweepstakes Prize Money

After a 35% deduction for Sweepstakes show expenses by the ABMC, the remaining entry fees will be divided

as prizes within the class as follows:

First Prize	30% of entry fees for that class
Second Prize	20% of entry fees for that class
Third Prize	10% of entry fees for that class
Fourth Prize	5% of entry fees for that class

Working Sweepstakes

The Working Sweepstakes Classes honor those dogs that compete in performance events. Dogs eligible to compete in these classes are any Belgian Malinois that has earned a performance title that meets the requirements for the ABMC Register of Merit (ROM).

Entry in a Regular Class is not required.

The Sweepstakes will be divided by Sex.

Spayed and neutered dogs are eligible to compete.

A copy of at least one qualifying title certificate must accompany the entry form for each dog. If there is no copy of a performance certificate accompanying the entry, the dog will not be entered in the Working Sweepstakes class.

Winners from the bitch and the dog classes will compete for Best in Working Sweepstakes with the Opposite Sex Winner being awarded Best of Opposite Sex to Best in Working Sweepstakes.

Entry in regular class not required.

Working Sweepstakes Classes - Offered for Dogs & Bitches

Working Dogs - Working Bitches

Working Sweepstakes Prize Money

After a 35% deduction for Sweepstakes show expenses by the ABMC, the remaining entry fees will be divided as prizes within the class as follows:

First Prize	30% of entry fees for that class
Second Prize	20% of entry fees for that class
Third Prize	10% of entry fees for that class
Fourth Prize	5% of entry fees for that class

KEY DATES

The following are some key schedule items:

2 years prior to Specialty dates

submit initial bid to ABMC Board of Directors

2 years prior to Specialty dates (after dates and budget approved by ABMC)

hire all judges

decide on Superintendent and/or Show Secretaries

finalize hotel contract

1-2 years prior to Specialty dates

obtain a Show Photographer (contract should specify that ABMC will be supplied with photos of all winners or at least what is required for The Performer - see specifics under Show Photographer)

obtain a Video Crew if desired and within budget

decide on trophy supplier & place initial orders

decide on rosette/ribbon supplier

1 year prior to Specialty dates

place an ad in the show catalog of the prior year's specialty, advertising your event (this must be done in general terms, as you will not have AKC approval yet)

start preparation of Premium List

prepare Performer ads for the coming year

Immediately after previous Specialty

begin preliminary publicity

after AKC approval, begin publishing specific show information

11 months prior to Specialty dates

submit show application to AKC for approval (this should be sent to the ABMC Vice President for review and signature before being forwarded to the AKC)

request a 100 mile exclusion from the AKC. The AKC will identify the all breed clubs within the perimeter. The specialty committee will have to contact those clubs and ask them for waivers so that Belgian Malinois classes will not be held at their shows.

2-3 months prior to Specialty dates

mail premium lists (request mailing labels at least 2 weeks prior)

obtain Certificates of Insurance for all event sites, if required (including conformation, agility, herding, obedience and tracking)

Before the Specialty

write a letter to the Breed judge regarding Award of Merit awards obtain understanding with Performer Editor to assure prompt and good coverage of events, and pictures for the Performer Specialty issue after the show

After the Specialty

Within 7 days after the show, submit all required paperwork to AKC (Show Superintendent or Secretary is responsible for this, but Show Chair should follow up.) send two marked catalogs to the Archives Committee chair & one to the Recording Secretary within 30 days, process all entry refunds submit Specialty report to Performer, Archives & Webmaster (based on Performer deadlines) ensure all winner's photos have been sent to Performer editor (ensuring that Performer editor will forward them to Archives when finished) inventory all club properties and forward to next year's Chairperson.

90 days after the Specialty

submit financial report to the ABMC Treasurer along with all receipts
submit copy of financial report to the ABMC Vice President
Return any unused checks and forward any remaining monies to the Treasurer.

AKC Forms

Most AKC forms can be downloaded from their website.
<http://www.akc.org/pdfs/masterform.cfm>

Here is a list of applications.

SHOW/TRIAL APPLICATION INSTRUCTIONS

<http://www.akc.org/pdfs/AEDAT1.pdf>

REPORT OF DOG SHOW OR OBEDIENCE OR RALLY TRIAL

<http://www.akc.org/pdfs/JOVAL2.pdf>

SPECIALTY CLUB JUDGES PANEL

<http://www.akc.org/pdfs/JEJDG8.pdf>

STATEMENT OF COMPLIANCE WITH AKC POLICIES GOVERNING THE APPROVAL OF DOG SHOWS

<http://www.akc.org/pdfs/JE0002.pdf>

OBEDIENCE CLUB JUDGES PANEL

<http://www.akc.org/pdfs/AJA004.pdf>

APPLICATION FOR LICENSED OR MEMBER RALLY TRIAL

<http://www.akc.org/pdfs/AERY01.pdf>

APPLICATION AND JUDGES PANEL QUESTIONNAIRE LICENSED OR MEMBER HERDING TRIAL/TEST

<http://www.akc.org/pdfs/agl999.pdf>

TRACKING EVENT JUDGES PANEL

<http://www.akc.org/pdfs/aja002.pdf>

AKC On-Line Event Management

Once an event has been approved by the club board, the show chair will be provided with the log-on information, and is responsible, with board support as needed, for getting the approval through AKC. The web address is:
<https://www.akc.org/eventplans/index.cfm>