

FRENCH BULL DOG CLUB OF AMERICA

NATIONAL SPECIALTY OVERSIGHT COMMITTEE

GUIDELINES

JUNE, 2009

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FRENCH BULL DOG CLUB OF AMERICA
National Specialty Oversight Committee Guidelines
June 2009

The National Specialty Oversight Committee (NSOC) is responsible for finding venues and show chairs for our national specialties, guiding show chairs through the process of putting the show week on, and reporting to the FBDCA Board on a regular basis about these activities.

I. National Specialty Oversight Committee Composition

1. Shall be composed of a Chair and 4 to 7 members. Chair is appointed by the FBDCA Board. Chair nominates committee members who must be approved by the FBDCA Board.
2. All NSOC members must be FBDCA members in good standing. At least 2 to 3 members should have experience in dog shows, dog show income/expense reports, and event planning.

II. NSOC Duties: Secure Show Venue/s

1. Determine according to the FBDCA rotation schedule (below) what region of the country the show will be in:

Region 1. Northeast — VA, WV, MD, PA, NJ, DE, CT, NY, RI, MA, VT, NH, ME

Region 2. Southeast — FL, GA, AL, MS, TN, KY, SC, NC

Region 3. North Central – OH, IN, IL, MI, WI, MN, IA ND, SD, NE

Region 4. South Central — LA, TX, AR, OK, MO, KS

Region 5. Western – NM, CO, WY, MT, WA, OR, ID, CA, NV, UT, AZ

2. Secure a venue in the appropriate region. If no venue can be found in the appropriate region, NSOC, with FBDCA Board approval, may select another region.
3. Timing: NSOC should attempt to work 3 to 5 years out in securing venues.
4. All hotel contracts must be reviewed by the FBDCA board and by the FBDCA attorney before any contract is signed.

III. NSOC Duties: Secure Show Chair/s

1. When securing a venue NSOC will, at the same time, secure a Show Chair. If either an appropriate venue (see II. 2. Above) or a Show Chair cannot be

- found in the appropriate region, NSOC, with FBDCA Board approval, may select another region.
2. Timing: NSOC should attempt to work 3 to 5 years out in securing show chairs.
 3. Working with each Show Chair, a show proposal will be produced that includes:
 - a. Hotel including first draft hotel contract
 - b. Show Chair and show committees named
 - c. Dates (preferably September, October, November) and in conjunction with what all breed/cluster shows, regional or independent shows.
 - d. Accommodations for RV parking
 - e. Proposed events and activities
 4. Each show proposal will be presented for approval to the FBDCA Board.
 5. On Oct. 20, 2011 the FBDCA board approved the following motion: that show chairs not be permitted to show their dogs at the specialty they are chairing.

IV. NSOC Duties: Show Guidance

1. Work with Show Chair after venue approval to secure the hotel contract. The contract will be approved by the FBDCA Board, signed by a club officer and a hotel representative. NSOC, the Show Chair and the FBDCA Secretary will keep copies of the contract.
2. Work with Show Chair to secure committees and make sure committees understand committee guidelines.
3. Work with Show Chair and NSOC Treasurer to develop budgets and timelines for all show components.
4. Work with Show Chair and FBDCA board to secure judges for each show.
5. Work with Show Chair to establish budgets, time lines, deadlines for each show.
6. Work with Show Chair to secure Show Secretary or Show Superintendent for each show.
7. Make sure that each Show Chair has a copy of the most current AKC Show Manual.

V. NSOC Duties: Judges Selection Guidelines

These guidelines provide for nominating and selecting AKC Conformation Judges and Sweepstakes Judges for the National Specialty, Independent Specialty, Regional Specialty and Other Judges as needed.

- I. Nomination of AKC conformation judges for the National Specialty
 - A. Nomination Process: The full nominating process will take place every other

year as described below. In the second year, the previous year's results will be used less any judges hired. The full process is as follows:

1. Upon scheduling a site and date for a National Specialty, a Call for Nominations for Judges will be sent to all dues-paid members in good standing.
2. Members who are on line will be directed to go to the FBDCA website for the Nominations Form. The Nomination Form will be mailed to members not on line. Should an on line Nomination Process not be possible, a printed form will be mailed.
3. Electronic and mailed Nomination Forms must be completed and received as specified by the required date.

B. Selection of Nominees

1. The list of nominees will be compiled by the Judges Education Committee, reviewed by the NSOC then sent/posted by the FBDCA Secretary (or Assistant Secretary) to the membership.
2. The nominees shall consist of:
 - a. A list of all French bulldog breeder judges (A breeder judge is defined as having bred or co-bred 5 or more French Bulldog litters.)
 - b. A list of US Non Sporting Group judges compiled from the AKC database.
 - c. A space for 2 write-in AKC judge nominations.
 - d. A space for 2 write-in foreign judge nominations (Independent Specialty, Regional Specialty only).
3. The Nomination Form will also include a list of the ineligible judges who judged the National or Independent Specialty or Regional Specialty during the 8 years just prior to the year for which this vote is taken.

C. Qualifications for Judge Nominees

1. Must not have judged the National or Independent Specialty or Regional Specialty held in conjunction with the National for 8 years prior to the show in question.
2. Must have AKC permanent judging status (i.e., not provisional) for a minimum of 3 years prior to the date of the assignment. Foreign judges require AKC approval.
3. Must agree not to judge French Bulldogs in the continental United States from January 1 of the calendar year of the assignment until after the Specialty.

II. The Nomination Process

1. Members may select, but not rank, up to 10 nominees from the breeder judges and Non-Sporting Group lists.
2. Members may write in up to two judges not on either list provided they meet the three criteria in I.C. above.
3. A member may select in any combination from the three categories listed above (breeder, Group, write-in) but their total can be no more than 10. Forms with more than 10 selections will not be counted.

III. Nomination of Sweepstakes Judges for National Specialty

A. Sweepstakes Nominees

1. Members who wish to nominate Sweepstakes judges may write in up to 3 (three) names of people they consider qualified to judge Sweepstakes.

B. Judge Qualifications

1. AKC judges may not be nominated to judge Sweeps. However, if a person should be selected to judge by vote of the membership and should become a judge before the specialty for which he or she was selected, he or she may carry out the judging assignment.
2. Members who nominate a person to judge sweeps should first ascertain that the person nominated would be willing to judge the sweepstakes if elected, and should not have judged the Sweepstakes for 5 years prior to the show.

IV. Compiling and Delivering the Judges Nominations:

A. Nominations Tally

The nominations for the National Specialty Conformation, the Independent Specialty, the Regional Specialty and Sweepstakes judges will be tallied by the Secretary (or Assistant Secretary) assisted by two additional members as needed.

B. Voting Ballot Composition

1. the 10 AKC conformation judges receiving the most nominations (total from all 3 categories — breeder judges, Non-Sporting group judges, write-ins) and
2. the 5 sweepstakes judges receiving the most write-in nominations and
3. the 4 foreign judges receiving the most nominations (for the Independent Specialty or Regional Specialty); each group in alphabetical order will be placed on a voting ballot.
4. a. For all cases of ties, the tied names will be counted sequentially rather than as one place. That is, if there is a three-way tie for first place the three names will be placed alphabetically on the ballot as nominees number one, two and three. The nominee receiving the most ballots for second place will then take fourth place on the ballot and so on.

b. In a case in which including all the ties as described above would mean more than 10 AKC conformation judge nominees, or 5 sweepstakes judge nominees, or 4 foreign judges, the extra names would be included on the ballot. Thus, if there were nominees for the first three positions for foreign judge and in the fourth place there was a two-way tie, both names (alphabetically) would be included on the ballot so that there would be five names on the ballot for foreign judge.

C. Voting Ballot Delivery

This ballot will be placed in the Members section of the FBDCa website, each member being required to sign in with his member password in order to vote. Hard copies will be mailed to members who are not online.

V. Voting for Judges

A. Members will vote by ranking UP TO 5 of the AKC conformation judges on the ballot (#1 being top ranked). A lesser number (or none) may be ranked.

B. Members will vote by ranking UP TO 5 of the Sweepstakes judges on the ballot (#1 being top ranked). A lesser number (or none) may be ranked.

C. Members may vote for one foreign judge.

D. Disqualified ballots are:

1. Paper ballots with names checked but not ranked
2. Ballots with duplicate rankings
3. Ballots with more than 5 ranked
4. Unsigned paper ballots

VI. Tallying of Ballots

A. Ballots electronically voted will be tallied electronically.

B. Mailed ballots will be tallied by the Secretary (or Assistant Secretary), assisted by two additional members as needed,

C. Both the mailed paper ballots and the electronic ballots will be tallied using weighted values for the ranked votes. The paper and electronic results will be combined for the final result for each type of judge.

D. Electronic and mailed ballots will be retained for 3 months following the election.

E. The winner of a tie vote will be the person receiving the most “First Place” votes. If there is also a tie for first place votes, the decision will move to the most second place votes, and the same will be done to resolve ties down through each succeeding place.

VII. Approval and Hiring of National & Independent Specialties and Sweepstakes Judges

A. Prior to contacting any judges, the FBDCA Board, the Show Chair of the National Specialty for whom the ballot is taken, and the NSOC Chair will receive the tally listing the results of the voting.

B. Availability of Judges

1. The FBDCA Secretary will mail a letter of inquiry as approved by the Board (with an Email copy) to the top 4 AKC judge names (if one year is being considered) or the top 6 names (if two years are being considered), plus the top foreign judge. When the judges’ responses are received, the Secretary will scan and send via email copies to the NSOC and the Board. The Board will review the responses and determine which judge(s) to hire for which show(s).
2. The FBDCA Secretary will mail a letter of inquiry as approved by the Board (with an Email copy) to the top 3 Sweepstake judges to determine availability. The top (available) name will be given first choice as to the assignment for the year(s) being considered. Should for some reason one of the Sweepstakes judge selected be unable to carry out the assignment, the Secretary will work down the list to fill the vacancy and submit the three names, and any stipulations from each individual to the FBDCA Board for approval.

In securing a Sweepstakes Judge the letter will stipulate that reimbursable expenses are limited to one night’s hotel stay and meals on the day of judging and that no dogs owned or co-owned by them may be entered in the Sweepstakes or the National Specialty. This last is as per our governance Policies and Procedures.

C. Independent or Regional Club Specialty:

1. If an Independent or Regional Club Specialty is held in conjunction with the National Specialty, the AKC judge receiving the next highest number of votes to the judge selected for the National Specialty may be asked to judge the Independent or Regional Club Specialty. Alternately, the Board may select from the foreign judge list. A foreign judge will not be paid a fee, but offered hotel accommodations to include meals and a room for the day before and the day of judging.

The Board may also offer to cover a portion of the travel expenses, in an amount as determined on a case by case basis.

2. If over 200 entries are received and must all be judged on the same day, the NSOC will select an overload judge for the dogs in excess of that number, subject to Board approval. The Independent or Regional Club Specialty judge will not be eligible to judge the National Specialty for a period of eight (8) years; nor is a National Specialty judge eligible to judge the Independent or Regional Club Specialty for the same eight (8) year period. An overload entry judge is not subject to this time constraint.

D. Hiring of Judges

Upon approval by the FBDCA Board of the National and Independent Specialty/Regional Specialty judges, the club secretary will send letters of agreement to all judges. These letters will include

1. Dates and location of judging assignment
2. Fee
3. Method of travel, and whether travel expenses will be reimbursed by the club
4. Additional requirements and expenses
5. Agreement not to judge French Bulldogs in the continental United States from January 1 of the calendar year of the assignment until after the Specialty

Other than the original contact to determine availability, fees, etc., the club Secretary (or individual designated by the Board) will handle all correspondence and contact with all Judges regarding terms of hiring as established by the FBDCA Board.

E. Sweepstakes Judge Requirements

The Sweepstakes Judge and any person residing in the same household with the judge may not exhibit in any conformation event during the entire specialty, including any Independent Specialty. Additionally, any dogs that are co-owned by the judge may not compete in any conformation event during the specialty. No dog owned by the judge's co-owners may be exhibited to the judge in Sweeps. Sweepstakes judges may exhibit in performance events at the National Specialty ONLY if these events are held on a different day from the Sweepstakes.

These restrictions do not apply to any all-breed shows that follow the specialty.

approved by the FBDCA Board 5/20/2009

VIII. Selection of Judges for Other Specialty Events

A. Junior Showmanship: If possible, the Conformation judge should also judge Junior Showmanship. If the Conformation judge is not approved for judging this event, the NSOC shall select the Junior Showmanship judge.

B. Obedience and Rally: The Judges for Obedience and Rally shall be selected by the NSOC. The Secretary (or Assistant Secretary) will handle the contact and arrangements with these judges.

C. "Special Attractions" Judges

1. Top Twenty: The judges for the Top Twenty will be selected as described in the Top Twenty Guidelines.

2. Breeder Class: The judge for the Special Attraction Breeder Class will be selected by the NSOC.

VI. Show Chair Duties

Each Show Chair will work with NSOC and the selected Show Secretary/Show Superintendent to produce a successful show week. The Show Chair should have a copy of the latest AKC Show Manual and NSOC Guidelines and take responsibility for completion of committee tasks and all other show tasks.

Besides show scheduling, Show Chair is responsible for event/workshop/clinic/seminar scheduling and also scheduling for evening events. Evening events currently consist of

- Welcome Party
- Costume Contest
- Art Auction (for FBDCA Donor Advised Fund at CHF)
- Top Twenty
- Annual Banquet
- Silent Auction (for FBDCA Charitable Fund)
- Rescue/Veteran/Titleholder Parades (may be in afternoon)
- Judges Education Seminar
- Breeders Education Seminar

Other responsibilities include:

1. Show proposal
2. Naming and oversight of show committees
3. Show applications

4. Meeting all AKC show requirements (emergency plans, on call vets, ring sizes, etc. – see AKC show manual)
5. Any other application/licensing/certificate requirements such as local ordinances about raffles, etc.
6. Work with NSOC on judge selection, approval and contact
7. Work with NSOC to select a show photographer and videographer
8. Work with NSOC on show souvenirs
9. Work with FBDCA Committees and Charitable Fund to schedule and coordinate their events
10. Oversight of development of show logo and flyers
11. Provide or see that timely information is provided to online entry/event system, show secretary and FBDCA website
12. Act as hotel liaison

Before Show: work with hotel on scheduling comped rooms and planning meals and layout for various events, also limit the number of rooms any one person can reserve so that all have a fair chance to stay at the host hotel

During Show: Work with the hotel staff to see the rooms are in order and rules are followed

After Show: Confirm comped room arrangements and get information to show treasurer

13. General availability and oversight during show week

Show Chair may act as Hotel Liaison, or appoint one.

Work with Show Treasurer to ensure that each committee understands the necessity for correctly labeling and turning over checks and cash to the treasurer each night of the show.

VII. Show Treasurer – NSOC position

Current description:

Work with show chairs, current and upcoming to establish budgets. Responsible for paying bills and producing show financial reports, both interim and final.

1. Treasurer Selection Process
 - a. NSOC will nominate a Show Treasurer who must be an FBDCA member in good standing and is or will become a member of NSOC
 - b. NSOC will present treasurer's name to the FBDCA board for approval
2. Show Bank Account
 - a. There will be an NSOC bank account maintained by the treasurer with NSOC chair and one other person also on the account.
 - b. Show Treasurer will be bonded in an amount as approved by the FBDCA board

- c. The name of the account will be FBDCA Show Fund
 - d. No check over the amount of \$4000 will be signed until at least two of the names on the show fund account (treasurer, NSOC chair, third person) have approved the amount and the reason for the amount. If the signee is to be either the show treasurer or show chair, written consent from the NSOC chair must be obtained.
 - e. Show Fund credit card/debit card will be decided upon on a show by show basis. No card can be used for an amount of \$500 or larger until at least two of the names on the show fund account (treasurer, NSOC chair, third person) have approved the amount and the reason for the amount
 - f. Any reimbursement or bill payment of \$100 or more must be accompanied by a receipt or invoice.
3. Show Treasurer Duties
- a. Work with Show Chair/s and committee chairs to establish budgets
 - b. Work with Show Chair/s and committee chairs to ensure timely bill payment, make sure proper receipts and bills are presented
 - c. Provide a monthly financial report to NSOC and the FBDCA board
 - d. Provide a timely final financial report (within two months of show close) to NSOC and the FBDCA board

VIII. Show Committees and Duties

NOTE: COMMITTEES ARE RESPONSIBLE FOR STAFFING THEIR TABLES/EVENTS AT ALL NEEDED TIMES THROUGHOUT THE SHOW. THERE IS A HISTORY OF RELYING ON (THE SAME FEW) VOLUNTEERS. THIS IS INEFFICIENT AND OFTEN LEADS TO LESS REVENUE.

Welcome and Registration Committee

The Welcome Bag Committee is responsible for acquiring Welcome Bags and goodies to go in them, neck wallets (i.e., member identification tags) and for setting up and maintaining registration and bag distribution at the show.

Before Show:

- Solicit for bags & goodies
- Arrange for all items to be shipped to someone's house if sent more than one week ahead of show and then to hotel; or to hotel if sent during week prior to show

During Show:

- Staff the welcome table (a work schedule will help)
- Secure bags each night (or they will be taken)
- Provide for late comers to receive bags and register

After Show:

- Get leftovers to the right person

Souvenir Committee

Before Show:

- Select items, order, ship to show location
- Get photos, sizes, etc. info to FBDCA webmaster
- Arrange for shipping Internet orders
- Work with Raffle, Ways&Means to locate tables together and share staffing

During Show:

- Staff the souvenir table throughout the show beginning Day 1
- Get revenues (cash & checks) to Show Treasurer each night

After Show:

- Make sure remaining inventory gets to a secure location from which it can be shipped for website orders

Hospitality Committee

Before Show:

- Committee is responsible for morning hospitality, judges break room, judges hospitality
- Arrange for appropriate rooms and hours of operation
- Arrange for appropriate refreshments, etc. for each type of hospitality
- Arrange for judges' transportation needs to and from show as needed

During Show

- Carry out and oversee all arrangements
- Make sure any hospitality rooms are kept clean and stocked

After Show

- Ensure all rooms are left as agreed with hotel

Trophy/Rosette Committee

Before Show:

- Make a spreadsheet of all trophies, order trophies, add costs to spreadsheet, decide what to charge for each trophy and add to spread sheet.
- Determine how many FBDCA medallions will be needed for the shows and any supported entries and notify club secretary of the number and where the medallions should be sent.
- Receive and rework any left over usable rosettes
- Work with webmaster to get trophies and prices posted and track sales and dedications
- Send Show Secretary/Superintendent all trophy information (including medallions) for show catalog and Premium List.
- Locate club logo table drapes for the two trophy tables (3 ft x 6 ft each)
- Label each trophy, make cards to the judges to hand out

During Show:

- Drape and staff tables
- Store trophies securely each night

After Show:

- Collect and inventory leftovers, ship to appropriate person

Grounds Committee

Before Show:

- Get diagram of grounds, plan ex pen locations, I.D. locations where dogs not allowed, I.D. dumpster for emptying poop buckets
- Purchase supplies:
 - tarps
 - stakes for tarps to cover in case of rain
 - buckets
 - pooper scoopers,
 - bags (small and large)
- Club has 3 ex-pens – arrange for those to be delivered to hotel

During Show:

- Signage: identify clearly the areas where dogs are NOT
- BEFORE people start checking in, give big plastic bags to hotel reception desk to pass out to people with dogs for under crates.

During Show:

- Keep grounds checked and poop buckets emptied

After Show:

- Make final grounds check
- Arrange for ex-pens to be sent to next grounds people

RV Reservations

Note: Can be combined with Grounds Committee, but best with an RV person who is knowledgeable, that is, has used an RV at shows.

Before Show:

- Take reservations for RV parking
- Coordinate with treasurer so payment is received before the show
- Keep a list of reservations

During Show:

- Make sure the area is kept clean
- Arrange for honey bucket emptying if needed.
- Could easily be combined with the grounds. After Show: check the RV area

State Basket Committee

Before Show:

- Work with FBDC A webmaster to publicize state baskets
- Set up Basket Chairs for each state and list on website
- Send state coordinator/s a list of the club members in their state along phone/email information
- Coordinate with Show Chair/Souvenir Chair location of tables for state basket display
- Keep a list/spreadsheet of baskets that will be at the show

During Show:

- Oversee basket set up.
- Set up bid system and use it, keeping track of each state
- Collect money and get to show treasurer clearly labeled by state by amount.
- Be sure that all baskets are picked up

After Show:

- Send thanks you's to state coordinators or other appropriate contributors

Vendor Chair

Before Show:

- Solicit for vendors, send vendor form, collect money, turn over to Show treasurer
- Keep a list of all vendors and vendor payments (be prepared to find substitutes if necessary)
- All French Bulldog Rescues that also hold 501(c) 3 tax status with the IRS are given one free vendor table for the week and may rent more
- Set up a plan for vendor placement and inform vendors when they can set up
- Set up vendor guidelines
 - Each vendor should clean their area
 - NO styrofoam peanuts should be on the floor at any time

During Show:

- Be available the day of set up

After Show:

- Send vendor list to NSOC along with any comments

Rescue/Veteran/Titleholder Parades Chair

Before Show:

- Work with webmaster to publicize and make entry form available
- Receive entries and get entry fees to show treasurer
- Keep a list of entries and bios of entries
- Coordinate rosettes and any "prizes" or gifts for entrants with Trophy Chair
- Select an MC for the Parades (may be the Chair)

During Show:

- Get entrant bios to the MC
- Help MC get the event started

Raffle Chair

Before Show:

- Solicit for items, work with FBDCA webmaster to send mass emails to ask for

- items
- Plan for a place where donors can send items before the show and plan to get those to the show
- Set up an inventory list and set up a quick way to inventory items brought to the show
- Set up a place to store items at the show

During Show:

- Work with Souvenir Chair for table and staffing
- Make sure all entrants know how the raffle works and when they can pick up items
- Get all cash/checks to show treasures clearly marked as Raffle income.

Catalog Ad Chair

Before Show:

- Work with catalog printer to develop detailed specs for ads
- Make sure that Show Secretary has a copy of the ad specs
- Work with the FBDCA webmaster to publicize the catalog ads
- Receive the ads and transmit to printer, work with buyer and printer to resolve any problems
- Receive ad payments and transmit to show treasurer
- Keep a list/spreadsheet of all ads sold and payments received and coordinate with show treasurer

Note: If a Show Superintendent is used, this function will be done by the Superintendent.

Catalog Sales Committee

Before Show:

- Find inventory space for catalogs and storage space for catalogs each night of the show. Should be lockable.
- Set up catalog sales table and staffing plan (may be coordinated with Souvenir Chair)
- Keep a list of pre-ordered catalogs and prepare a check off sheet

During Show:

- Make sure sales table is staffed
- Track number of sales each day and turn over cash and checks (bundled and clearly labeled) to show treasurer each evening

After Show:

- Inventory remaining catalogs
- Mail any catalogs ordered through the website (note these will cost more than those picked up at show)
- Mark and mail Marked catalogs if those are offered.

Costume Contest Coordinator

Before Show:

- Develop advertising for the costume contest and implement ads
- Set up Costume Contest section on the show website with appropriate forms and instructions
- Select day and time for Contest working with show chair
- Plan the contest, MC, scripts, etc.

During Show

- Be available for contestants
- Ensure that prizes are awarded

IX. Other Event Committees

Note: Each committee is responsible for clean up of their event.

Top Twenty Committee

The Top Twenty Committee handles this event and reports to NSOC. Schedule, space and location need to be coordinated with each Show Chair.

Silent Auction Committee

The FBDCA Charitable Fund handles this event. It generally takes place before the Annual Banquet. Schedule, space and location need to be coordinated with each Show Chair. Note: Auction items will need a storage space at the show hotel.

Annual Banquet

This is planned by the Show Chair working with the FBDCA Honors and Awards Committee.

Art Auction Committee

Proceeds from this auction go to the FBDCA donor advised fund at the CHF so the event is usually planned by the H&G Committee. Schedule, space and location need to be coordinated with each Show Chair.

Note: Auction items will need a storage space at the show hotel.

Seminars and Clinics

NOTE: Relevant committees need to interact to get best possible program scheduled – H&G, Breeders Ed, Member/Public Ed Schedule, make sure speakers needs are prepared for, etc.

Before Show: Organize hotel rooms needed (with hotel liaison), identify where speaker materials (microchips, etc.) will be sent and how they will get to the hotel

Make sure that seminar/clinic info is on the website.

H&G should be responsible for locating a vet to do the clinics but the contract should go thru the NSOC or show chair.

During Show: handle walk ins, keep track of equipment, keep track of payments and bills and coordinate with treasurer.

After Show: Send all health clinic (patella, cardiac, etc.) information to the Orthopedic Foundation for Animals. Send any other health information to relevant organizations.

X. Other Chairs/Positions

1. Obedience and Rally Chair
 - Is familiar with rules for awarding obedience prizes
 - Is familiar with ring layout for obedience/rally
 - Responsible for over all planning of obedience/rally
 - Is available throughout the trial hours at the obedience/rally ring/s
 - Coordinate obedience/rally ring layouts
 - Work with NSOC and show chair to secure judge/s
 - Responsible for reporting of trials
 -
2. Agility Chair (Agility not currently offered)
 - Is familiar with rules and layout for agility events
 - Responsible for overall planning of agility
 - Is available throughout the event at the ring/s
 - Coordinate agility layouts
 - Work with NSOC and show chair to secure judge/s
3. Ring Steward (Chief Steward)
 - Make ring assignments in advance of the event (if not done by show secretary/superintendent)
 - See all necessary equipment and the judge's bag is located in each/the ring

XI. FBDCA Committees and Show Events

The Breeders Education Committee, Health and Genetics Committee, Member/Public Education Committee and Judges Education Committee will work with NSOC and each Show Chair on seminars, clinics and workshops they want to sponsor at each Show.

Each Committee will be responsible for

- Contacting NSOC and Show Chair with their event plans
- Working with NSOC and Show Chair on location and time of events
- Contacting the FBDCA Charitable Fund if they intent to fund an educational event through the CF
- Preparing advertising material and getting it to the right people
- Coordinating event set up, getting room requirements etc. to Show Chair/hotel, getting full information to presenters, greeting presenters, having all materials ready, taking admissions money if needed, etc.
- Getting a full accounting of expenses to the Show Treasurer and Show Chair

Neither NSOC nor any individual national show will pay for presenter/clinic/seminar expenses or fees. These must be covered by grants and/or admissions fees. Each committee is responsible for meeting these financial obligations.

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