

FRENCH BULL DOG CLUB OF AMERICA

National Specialty Oversight Committee.

The National Specialty Oversight Committee (NSOC) shall consist of from 5 to 8 FBDCA members in good standing who are appointed by the FBDCA Board. The NSOC shall report directly to the FBDCA Board on all matters regarding the National Specialty. Responsibilities of the NSOC shall be as described below.

I. NATIONAL SPECIALTY OVERSIGHT COMMITTEE (NSOC)

A. The Committee shall consist of at least 5 and no more than 8 FBDCA members, three of whom shall have experience in administration and finance and event planning, and the others with working knowledge of performance and conformation events and AKC requirements. (For details, see section below: IV. A. SHOW COMMITTEE COMPOSITION & RESPONSIBILITIES)

B. The NSOC shall locate and evaluate specialty sites in the region of the country where the show is to be held, shall prepare a proposal and make recommendations to the FBDCA Board, and shall work with the Local Specialty Chair to carry out the tasks described below.

1. Securing a Local Specialty Chair and other local committee members in the region of that year's show, to plan and oversee the local arrangements.

2. Managing of the financial aspects of the specialty using generally accepted accounting practices

3. Securing a licensed Superintendent/Show Secretary.

4. Contacting the judges selected by the members for all events and securing the terms of their contracts, after which the club Secretary will send the official letters of agreement for their signatures.

5. Completing and submitting all AKC event applications.

6. Working with Show Secretary/Superintendent in the preparation of the show premium lists, and reviewing the final draft before it is printed.

7. Working with Show Secretary/Superintendent in the compilation of the mailing list.

8. Providing written procedures for all local events to the local show committee.

9. Preparing a contingency list of AKC judges should the need arise to replace a judge unable to fulfill his/her assignment(s) or an additional judge is needed in any of the AKC events. The

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Contingency List shall be headed by the second and third place judges selected by the members in their judges balloting.

10. Working with Show Secretary/Superintendent in the preparation of the Show Catalog.

II. HOST AND SITE PROPOSALS

A. In December, four (4) years preceding the year of a given year's national specialty, the National Specialty Oversight Committee shall determine what region of the country that year's specialty should be in based on the regional rotation. The specialty should, when possible, rotate among these five regions:

1. Northeast — VA, WV, MD, PA, NJ, DE, CT, NY, RI, MA, VT, NH, ME
2. Southeast — FL, GA, AL, MS, TN, KY, SC, NC
3. North Central — OH, IN, IL, MI, WI, MN, IA, ND, SD, NE
4. South Central — LA, TX, AR, OK, MO, KS
5. Western — NM, CO, WY, MT, WA, OR, ID, CA, NV, UT, AZ

B. Site Proposals shall be submitted on an FBDCA Site Proposal form along with any needed support documents

1. Proposal Elements:

a) A Local Committee (see IV. B.) or a regional French Bulldog club (which may or may not be a member club of the FBDCA) will be recruited. This committee shall be responsible for making all local arrangements.

b) Dates of the National Specialty. An FBDCA national specialty should take place during September, October, or November; and when possible should be held in conjunction with one or more all-breed shows. If possible, a Regional Club Specialty or an Independent Specialty should be scheduled as well as the National Specialty.

c) Description of the hotel/show venue (to include number of sleeping rooms, proximity to major airport, size of ballroom, availability and number of function rooms, available grass, parking, RV facilities, availability of space) vendor

d) Bid or booking agreement from hotel setting forth in detail the pertinent information about rooms blocked, rates, cut-off dates, dimensions of RV parking area, guest room attrition, room deposit, pet deposit or charge, function space, catering policies, billing arrangements,

cancellation option, comped rooms, and any other information that would assist the Board in evaluating the proposal.

e) Description of other available accommodations (overflow hotels, RV parking, etc.)

e) Proposed events and activities: Obedience, Rally, Puppy & Veteran Sweepstakes, regular and non-regular conformation classes, Junior Showmanship, Best of Breed, Top Twenty, auction, Parade of Titleholders, seminars, health clinics, and Annual Meeting, banquet,

i. At least one educational seminar should be held at each National Specialty.

ii. All health-related seminars and clinics shall be coordinated with the Education Committees and with the Health and Genetics Committee.

iii. Non-health related seminars shall be coordinated with the National Specialty Oversight Committee and any relevant FBDCA standing committees.

iv. Funding of educational seminars may be sought from the FBDCA Charitable fund.

f) Optional events may be offered as time allows: Canine Good Citizenship, social events, etc.

C. On or before April 10th of the third year preceding the national specialty, the NSOC Chair will forward the proposal to the FBDCA President and Secretary for distribution to the Board.

D. The FBDCA Board of Directors will consider, and it is hoped, approve, the proposal at the April Board meeting.

E. Soon after a proposal and hotel have been approved by the Board, the NSOC will insure that the Secretary receives a contract which should be signed by a representative of the hotel and by an officer of the FBDCA. This contract should stipulate, but is not limited to:

1. The total cost for rental of the facility.
2. The dates and times of rental and size of space to be used, if not renting the entire facility.
3. The security deposit and conditions and time frame for its return to the specialty fund.
4. Any additional required insurance
5. Whether security personnel are required.
6. Any cleanup costs
7. Any additional costs such as a penalty for late departure or any damage.
8. Any utility costs.

9. RV parking is allowed on the grounds, any parking fees required by the facility owner for those vehicles.

10. Charges for extra equipment — i.e. tables, chairs, public address system. The contract should be approved by the Board, and then signed by an officer of the club as well as by a representative of the hotel, a copy bearing both signatures to be retained by the Club Secretary.

F. If no site, or only an unacceptable site, is proposed within the designated region, a venue may be considered in another region.

III. APPLICATIONS, EVENTS, SUPERINTENDENTS

A. Documents to be completed and submitted by the NSOC.

1. AKC Applications, each accompanied by a completed AKC Emergency Disaster Plan.
2. Emergency Disaster Plan – No AKC event will be approved unless each application is accompanied by an Emergency Disaster Plan (download from the AKC website) which covers emergency contacts for people and dogs. The name of the Emergency Response Coordinator shall be submitted to the NSOC by the Specialty Chairperson.
3. AKC Statement of Compliance with AKC Policies Governing the Approval of Dog Shows

B. Deadlines for AKC Applications.

1. Conformation & Sweepstakes – Twenty-four (24) weeks prior to the Close date of the show.
2. Obedience Trial – Twenty-four (24) weeks prior to the Close date of the trial
3. Rally Trial – Twenty-four (24) weeks prior to the Close date of the trial
4. "Special Attractions" (e.g., Parades of Titleholders, Veterans, and Rescue; CGC Testing, Demonstrations) if offered, must be included with the Conformation application on a Special Attractions Form with any additional attachment as needed (for Top Twenty, Breeder Class).

C. Submitting the applications forms: The applications require the signature of an FBDCA Officer. The applications, along with the required fees, shall be given to an FBDCA Officer for signing. That Officer shall then be responsible for mailing the documents to the appropriate organizations.

D. The NSOC will negotiate the terms of a contract with a licensed show

superintendent or secretary. The Secretary will then send an official contract for the signatures of the superintendent or secretary, and the Secretary or President will sign for the club, a copy of this signed by both parties to be retained by the superintendent or secretary and one by the club.

IV. NSOC COMMITTEE COMPOSITION & RESPONSIBILITIES

A. NSOC MEMBERS AND RESPONSIBILITIES

1. The Board will select as NSOC Chair a member with considerable experience in organizing dog shows, and with proven abilities in working with committees in this regard. Co-chairs may be selected to share the position.

2. The NSOC Chair will submit to the FBDCA President the name of a person eligible to serve as Specialty Treasurer. This person must be approved by the FBDCA Board, and should be bonded or insured. Should the Specialty Treasurer be unable to fulfill the duties of this assignment, the NSOC Chair shall recommend a successor to the FBDCA Board. The FBDCA Board shall approve a new Specialty Treasurer. A member of the FBDCA Board must be included as a signatory on the Specialty Bank Account.

3. The NSOC Chair shall select and recruit from 3 to 6 additional FBDCA members to serve on the NSOC, in which capacity they will perform the many functions of the national specialty. These NSOC members shall be experienced in the various duties associated with organizing a specialty, and shall report directly to the NSOC Chair and shall operate within a budgeted amount set by the NSOC. These members will be submitted to the FBDCA Board for approval.

4. All sitting Show Chairs for current and future national specialties will be members of the NSOC during their tenure so as to coordinate specific shows with the ongoing duties of the NSOC.

5. Budget: The NSOC Chair shall work with the NSOC Treasurer to establish a budget which shall be submitted to the Board one year prior to the specialty date.

a) All members of the NSOC and the Local Specialty Committee shall be informed of the funds available for the activities for which they are responsible.

b) Each NSOC and Local Committee member involved in expenditures is responsible for keeping those

expenditures in line with the budgeted amount for that activity.

c) If anyone is unable to meet the budgeted amount for his/her activity, (s)he shall notify the NSOC Chair and NSOC Treasurer as soon as possible.

6. Contracts: The NSOC shall negotiate Site contracts (see section II. F.) and contracts for other professional services (see section IV. A. 9.) which should be signed by an officer of the club as well as by the other parties to the contracts, a copy bearing both signatures to be retained by the Club Secretary.

7. Rates and fees: The NSOC shall set the rates for entry fees and activities such as banquet meals, catalog advertising, seminars and other activities.

8. Mailing List: The NSOC shall work with the Show Chair and the Show Secretary or Superintendent to prepare mailing lists for all the required mailings. This includes e-mail as well as postal mailing lists.

9. Other Professional Services: The NSOC Chair is responsible for negotiating contracts for professional services which may include:

a) Event Photographer(s) – shall provide, as part of the service, a complete set of Win photos at no charge, which may be used in club publications and which shall be retained in the FBDCA Archives.

b) Videographer – shall provide two copies of the filmed event to the Club. One of these copies will be retained in the FBDCA Archives and the other will be used in one of the fundraisers.

c) Ring stewards – people serving as ring stewards in the conformation ring may not exhibit at the event, nor may dogs owned by them be entered.

d) Show veterinarian who may be on-call or on-site. This must be designated in the premium list. The Show Veterinarian must be available during the show hours.

B. LOCAL SPECIALTY CHAIRPERSON and COMMITTEE

1. Qualifications of Chair: Must be a member in good standing of the FBDCA and must be approved by the FBDCA Board. Should the Local Specialty Chair be unable to fulfill the duties of this assignment, subsequent candidates shall be submitted to the Chair of the NSOC, which shall recommend a successor to the

FBDCA Board. The FBDCA Board shall approve a new Local Specialty Chair.

2. Authority: Assumes full responsibility for the local arrangements for the specialty. The Local Specialty Chair shall appoint a core group of people to serve on the Local Specialty Committee. These committee members shall report directly to the Local Specialty Chair, who in turn shall report to the NSOC Chair. Local Specialty Committee members need not be members of the FBDCA.

3. The Local Specialty Committee shall operate within a budgeted amount set by the NSOC.

4. The Local Specialty Chair shall work as needed with the NSOC in the coordinating of the events and setting a tentative schedule of events and activities.

5. The Local Specialty Chair and Committee shall develop a theme and design, or arrange to have designed, a specialty logo symbolizing the theme.

6. Additional Space Requirements: The Local Specialty Chair shall arrange for space for the annual FBDCA meeting, seminars and clinics, banquet, hospitality, and other scheduled meetings.

7. Lodging for Officials – The Local Specialty Chair shall arrange for adequate lodging for those people who may officiate during the Specialty. Set aside a minimum of 10 rooms at the hotel facility in advance. Any of these rooms can be released prior to the event if not needed. Responsibility for payment shall be defined in individual contracts. These may include, but are not limited to:

- a) Judges
- b) AKC Representative
- c) Show Superintendent or Show Secretary
- d) Photographers; Videographer

8. Food services for all catered events will be handled by the local show committee, but in consultation with NSOC because of budgetary concerns)

9. The NSOC and local show committee will cooperate with the club Webmaster for publicity and sales.

C. Top Twenty Event Committee

1. Whereas the Top Twenty Invitational is a free-standing special event, the Top Twenty Standing Committee will operate under the auspices of the NSOC, and in cooperation with the Local Show Committee.

2. The Top Twenty Guidelines set forth the policies and procedures to be followed for the event, provided they are not in conflict with other show policies and plans.

3. The Top Twenty Committee and the NSOC should coordinate their fundraising efforts.

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