



*Guide for*

# SHOW SECRETARIES



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DOGS NEW SOUTH WALES  
PO BOX 632, ST MARYS NSW 1790  
TEL: (02) 9834 3022 FAX: (02) 9834 3872

## INTRODUCTION

In preparing this Guide, it is realised that each Secretary will have certain methods and duties peculiar to their own and their Club's circumstances; however, it is hoped that it will serve as a useful guide to even the most experienced person.

Wherever possible, examples have been drawn to clearly indicate the intentions of the writer. With the Regulations of Dogs NSW being continually streamlined and updated, the onus is on the Secretary to keep abreast of new Regulations or amendments. Alterations are published in The Dogs NSW Gazette each month and all Dogs NSW Regulations are available from the Dogs NSW website:

[www.dogsnew.org.au](http://www.dogsnew.org.au)

Please do not hesitate to contact Dogs NSW office should you have any queries.

## REGULATIONS PART II - SHOW

Before Covering the procedures and processes to be followed in order to organise a successful Show, some of the Regulations covering the approval of Shows are printed here for your information, which are current at the time of date of issue and Dogs NSW will endeavour to update this document when possible.

It is suggested that as a Show Secretary you should have a good working knowledge of Dogs NSW Regulations Part II - Show.

### CLASSIFICATION OF A SHOW

#### 2.1 Recognised Show

A Show shall not be conducted as a Recognised Show unless:-

- (a) an application in the prescribed form has been lodged with and the proposed date thereof approved by the Board of Directors;
- (b) it is conducted in the State and under and in accordance with the regulations and in accordance with such Supplementary Regulations (if any) as the Board of Directors may approve;
- (c) it is conducted outside the State by a Royal Agricultural Society or by a body recognised for the purpose by Dogs NSW;
- (d) all exhibitions have agreed to be bound by the Regulations and by such Supplementary Regulations; and
  - (1) the minimum dimensions of the Show Ring in which the respective groups may be exhibited are:-

(i)	Toy Group	19m x 19m
(ii)	Terrier Group	19m x 19m
(iii)	Gundog Group	25m x 16m
(iv)	Hound Group	25m x 16m
(v)	Working Dog Group	25m x 16m
(vi)	Utility Group	25m x 16m
(vii)	Non Sporting Group	25m x 16m

and

(2) there shall be maintained around the periphery of such Show Ring an area clear of all obstructions of whatever nature, of not less than 2m from each of its boundaries, or 1m defined by ropes, where possible;

(e) it is conducted by either:-

(i) an Affiliate whose annual subscription is not in arrears; or

(ii) by another body approved for the purpose by the Board of Directors pursuant to an application made by such body in accordance with the Regulations.

2.2 If a Recognised Show is not conducted under the Regulations, members of Dogs NSW may exhibit or may act as Judges or Stewards at and may otherwise support such Show provided that a Challenge Award awarded at such Show shall not be recognised as a placing contributing towards the title of Champion. Such placing shall be taken into consideration in determining whether an exhibit is eligible for Restricted Classes at a Show conducted under the Regulations.

### 2.3 **Unrecognised Show**

A Show which is not conducted under the Regulations or conducted without the approval of the Board of Directors and which is not conducted by an Agricultural Association under its own Rules shall be deemed to be an Unrecognised Show.

### 2.8 **Show Representative**

The Show Committee shall appoint one or more persons to represent Dogs NSW at a Recognised Show who shall be the Show Representative and who shall be a member of Dogs NSW, but such person appointed shall:-

(a) not be a member of the Affiliate or licensee conducting such Show;

(b) not be a relative of any member of the Committee of the Affiliate, Dogs NSW Committee or Licensee conducting such Show;

(c) not be an Official or a relative of an Official other than a Steward of such Show;

(d) in respect of a Show being conducted within the Metropolitan Region, or in the Local Government Areas of Newcastle, Lake Macquarie or Wollongong, not enter an exhibit in any of the classes to be judged on the day on which he acts as such representative at such Show;

(e) not to be a Junior Member.

(f) not be a person employed or contracted by the Affiliate or Licensee conducting such show to prepare the official Catalogue for the event.

2.8A If the Show/Trial is to be conducted by Dogs NSW itself the requirements of sub paragraph (a) of Regulations 2.8 shall be waived. The Show/Trial Committee of Dogs NSW (not the Committee conducting the Show) shall appoint a representative who conforms with the requirements of sub paragraphs (b), (c) and (d) of Regulation 2.8.

2.9 (a) The Board of Directors may in its discretion appoint any person as a Show Representative, either in lieu of or in addition to any Show Representative appointed by the Show Committee pursuant to Regulation 2.8, to attend and represent the Board of Directors at a Recognised Show.

The Board shall appoint a Show Representative to observe the first Open Show and the first Championship Show conducted by an affiliate after affiliation is granted, such Show Representative being in addition to the Show Representative required to be appointed by the Show Committee pursuant to regulation 2.8.

- (b) A Show Representative appointed by Board of Directors pursuant to this Regulation shall keep a record of all expenses (if any) incurred in connection with the appointment including expenses relating to travel, accommodation and sustenance and shall be entitled to reimbursement by the Board of Directors in respect thereof.
- (c) The Board of Directors is entitled to recover from the Affiliate or Licensee conducting the Show the expenses incurred by the Show Representative appointed by Board of Directors pursuant to this Regulation. The Affiliate or Licensee (as the case may be) shall pay such expenses to Board of Directors within 14 days of a request in writing to do so.

2.10 The Show Representative(s) shall report in writing to the Dogs NSW Secretary within seven (7) days of the close of such Show on the general conduct thereof and in particular on all matters of controversy which arose and on all breaches of the Regulations which occurred thereat and on such other matters as the Board of Directors may from time to time require.

#### **COMPETITION BY DOGS IN ASSOCIATE REGISTER**

- 3.1 Subject to (c), a Show Committee may include in any Show, other than a conformation show, a class or classes for any ANKC approved discipline in which:
  - (a) only dogs registered in the associate register shall be eligible to compete, or
  - (b) dogs registered in the associate register or in the main register shall be eligible to compete against each other.
  - (c) a dog registered in the associate register is not eligible to compete in a Trial conducted by a Specialist Club.
- 3.2 To the extent that any Regulation contained in this Part II of the Regulations shall conflict with the foregoing the same is hereby negated and shall have no force or effect in respect of any such obedience class or trial or tracking trial as aforesaid.
- 3.3 Subject to regulation 3.2 the Show regulations shall mutatis mutandis apply to any such obedience classes or trials aforesaid.

#### **APPROVAL OF A SHOW**

- 4.1 An application for the approval of a Show as a Recognised Show shall be in such form as may from time to time be prescribed by the Board of Directors and shall include (inter alia):-
  - (i) the date and venue of such Show;
  - (ii) details of the classes in accordance with which dogs are to compete or are to be exhibited or paraded;
  - (iii) a copy of any supplementary regulations which are intended to apply to such Show;
  - (iv) particulars of the Judges who will officiate at such Show, including a copy of the signed Judges' Contract/s.
  - (v) the particulars of the person who it is proposed will organise or manage a Show and who shall not be appointed to such position without the prior approval of the Board of Directors;
  - (vi) all other information required by the Regulations and by the Board of Directors;
- 4.2 Except as otherwise from time to time determined by the Board of Directors, either generally or in any specific case, an application for the approval of a Show shall be lodged with the Dogs NSW Secretary at least five calendar months before the commencing day of such show.

- 4.2A Under no circumstances will approval be given to an application for a show which has not been lodged, or does not fully comply with the requirement of Regulation 4.1, at least three (3) months before the proposed commencing day of the show. **(Amended BOD 08/11)**
- 4.3 A date which has been fixed for the holding of a Recognised Show and which has been approved by the Board of Directors shall not be altered without the consent of the Board of Directors provided that such date shall not be postponed for more than one (1) month.
- 4.4A Until otherwise determined by the Board of Directors, an Affiliate or licensed body shall not conduct more than two (2) Championship Shows in any one year, but may also conduct one or more Parades and/or Open and/or Sanction Shows, except in the case of an Associate Affiliate which may only conduct one (1) Championship Show in any one year and a Specialty Club that may, but only on the invitation of the Dogs NSW Spring Fair Dog Show Committee, conduct a third Championship Show in any one year.
- 4.4B Notwithstanding the above, an All Breeds Dog Club (excluding an Associate Affiliate) or a Regional Committee of Dogs NSW may conduct a third Championship Show in any one year, provided that such show is held in conjunction with at least one of that Affiliate or Committee's existing Championship Shows and is held on a weekday in the immediately preceding week or the immediately following week, or on the same day as that existing Championship Show. Applications to conduct a 3<sup>rd</sup> Championship Show will only be considered by the Board where a written application is lodged with the Dogs NSW Secretary between eighteen and nine months prior to the date upon which it is proposed to conduct the 3<sup>rd</sup> Show.
- 4.5 When the total number of exhibits entered at two consecutive All Breed Championship Shows conducted by an Affiliate falls below 200, that Affiliate shall not be entitled to conduct a further All Breed Championship Show until it satisfies the Board of Directors that it has a reasonable likelihood of attracting 200 entries at its next Show.
- 4.7 (a) Where a Specialist Club wishes to move its Championship Show to an established date already held by an All Breeds Club, or if a newly affiliated Specialist Club wishes to be allocated such a date, and the proposed Specialty Show is to be conducted at a venue which is within a radius of 350km from the venue of that All Breeds Show, approval will only be given if its Show is held in conjunction with that All Breeds Club and on the same show ground.
- (b) Should any Club wish to move one of its Championship Shows to an established date already held by a Specialist Club or, if a newly affiliated Club wishes to be allocated such a date, then the Club concerned shall not be permitted to award Challenge Certificates for the Breed or Breeds represented by the Specialist Club/s where the proposed Show is being conducted at a venue which is within a radius of 350km from the venue for the Specialist Club/s' Show.

Despite the above, the Board of Directors may, at its absolute discretion, approve Shows that are considered not to adversely affect either Club.

**PRIZES AND PRIZE MONEY**

10.4 An Affiliate shall be responsible for each prize or the monetary value thereof offered for competition at a Show conducted by it.

(a) At an All Breeds Championship Show and a \*Group Championship Show held under the Regulations the following shall apply: -

(i) There shall be at least one trophy for each 'in Show' Award for the dog judged as follows:

<b>Minimum Value</b>	<b>** Category A Club</b>	<b>*** Category B Club</b>
Best in Show	\$50.00	\$25.00
Runner Up to Best in Show	\$30.00	\$15.00
Best Baby Puppy in Show	\$20.00	\$10.00
Best Minor Puppy in Show	\$20.00	\$10.00
Best Puppy in Show	\$20.00	\$10.00
Best Junior in Show	\$20.00	\$10.00
Best Intermediate in Show	\$20.00	\$10.00
Best Australian Bred in Show	\$20.00	\$10.00
Best Open in Show	\$20.00	\$10.00
Best Neuter in Show	\$20.00	\$10.00

(ii) There shall be at least one trophy for each 'in Group' Award for the dog judged as follows:

<b>Minimum Value</b>	<b>** Category A Club</b>	<b>*** Category B Club</b>
Best in Group	\$30.00	\$20.00
Runner Up to Best in Group	\$20.00	\$15.00
Best Baby Puppy in Group	\$15.00	\$10.00
Best Minor Puppy in Group	\$15.00	\$10.00
Best Puppy in Group	\$15.00	\$10.00
Best Junior in Group	\$15.00	\$10.00
Best Intermediate in Group	\$15.00	\$10.00
Best Australian Bred in Group	\$15.00	\$10.00
Best Open in Group	\$15.00	\$10.00
Best Neuter in Show	\$15.00	\$10.00

(iii) Any gift, presentation, token or insignia (other than spoons, sashes, rosettes, medals or plaques) given in addition to the trophies referred to in (i) and (ii) shall have a minimum value as stated.

\*\* A Category **A** Club is one which at its equivalent show in the previous year achieved an entry in excess of **700** dogs or one which has been declared by the Dogs NSW Show Committee to be one at the time of approving a change of show date.

\*\*\* A Category **B** Club is one which at its equivalent show in the previous year achieved an entry of less than **701** dogs or a Club which did not conduct an event in the previous year.

The Category applicable to an event is to be shown in the Prizes section of any advertisement for the show e.g. Category **A** Trophy & Sash.

- (b) At an All Breeds Parade, Open Show or Sanction Show and a Breed Specialty Championship Show held under the Regulations the following shall apply:

- (i) There shall be at least one trophy for each 'in Show' Award for the dog judged as follows:

	<b>Minimum Value</b>
Best in Show	\$15.00
Runner Up to Best in Show	\$ 8.00
Best Baby Puppy in Show	\$ 8.00
Best Minor Puppy in Show	\$ 8.00
Best Puppy in Show	\$ 8.00
Best Junior in Show	\$ 8.00
Best Intermediate in Show	\$ 8.00
Best Australian Bred in Show	\$ 8.00
Best Open in Show	\$ 8.00
Best Neuter in Show	\$ 8.00

- (ii) There shall be at least one trophy for each 'In Group' Award for the dog judged as follows:

	<b>Minimum Value</b>
Best in Group	\$10.00
Runner Up to Best in Group	\$ 5.00
Best Baby Puppy in Group	\$ 5.00
Best Minor Puppy in Group	\$ 5.00
Best Puppy in Group	\$ 5.00
Best Junior in Group	\$ 5.00
Best Intermediate in Group	\$ 5.00
Best Australian Bred in Group	\$ 5.00
Best Open in Group	\$ 5.00
Best Neuter in Group	\$ 5.00

- (iii) Any gift, presentation, token or insignia (other than spoons, sashes, rosettes, medals or plaques), given in addition to the trophies referred to in (i) and (ii) shall have a minimum value as stated.

- (c) Subject to (a) and (b) an Affiliate shall be responsible for each prize and the monetary value thereof offered for competition at a show conducted by it.
- (d) At a Group Championship Show and a Breed Specialty Championship Show, the prizes referred to above (as applicable) are to be awarded in addition to any perpetual trophies or member's trophy and are to be available to all exhibitors (whether or not the exhibitor is a member).
- (e) At an Agility and/or Jumping Trial held under the Regulations the following shall apply:-
- (i) There shall be at least one sash and prize for 1<sup>st</sup> place and one sash for 2<sup>nd</sup> and 3<sup>rd</sup> place in each Class regardless of whether the dog has qualified or not.
- (f) At an Obedience Trial held under the Regulations there shall be at least one Sash and Prize for each 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> qualifying place in each class.

10.5 A Class, prize or Special Prize shall not be restricted to exhibits from a specified kennel or to descendants of a specified dog (produce stakes excepted) and prizes of free service by a dog shall not be permitted.

## Extreme Weather & Safety Guidelines

### Extreme Weather – Impact on Shows

19.1 Legal responsibility for the care and welfare of all dogs at shows rests with their owner/s, or other person/s authorised by the owner/s, who have taken the dog to the showground. Dogs NSW cannot regulate to absolve any party of that responsibility.

This Part of the Regulations is provided to assist those parties in making responsible decisions in extreme weather conditions. If the exhibitor cannot ensure that the dog is, or will be, safe in the heat, it is safest to either not attend in the first place or leave at the first sign of possible discomfort. The Regulations are an attempt to reduce the exposure of a dog during times of high temperature or humidity, however, they should not be taken as any guarantee or indication that conditions compliant with the Regulations will be safe for any dog (or exhibitor) and the ultimate responsibility for a dog's welfare (and an exhibitor's welfare) remains with the exhibitor.

19.1.1 If, at any Show, an exhibitor considers that the heat conditions are or may be prejudicial to the comfort or welfare of their exhibit/s, they may leave the grounds immediately with no penalty or other consequence in relation to any award that may have previously been made at that show.

19.1.2 Where the Bureau of Meteorology NSW ("BOM") forecast at the website (<http://www.bom.gov.au/weather/nsw/forecasts/map.shtml>) for the location nearest to any show, at 10.00am on the day which is 2 days before the scheduled commencement time of the show, indicates Extreme Weather for the date of the show, the following will apply:-

19.1.2.1 The Show Committee conducting the show must make a decision as to whether to cancel the show or amend the start time for the show. This decision must be made 36 hours prior to the scheduled commencement time of the show.

19.1.2.2 Any decision which is taken in accordance with 19.1.2.1 must be made available to exhibitors within four hours by recording the decision on the extreme weather status phone number shown in the show advertisement or schedule and, when staff are available to do so, upload the information onto the Dogs NSW website.

19.1.3 (i) In the months of December to February inclusive, an Affiliate has the option of conducting either a day show (or trial) or an evening show. During this period, day shows must be scheduled to commence no later than 8.00am and evening shows must be scheduled to commence no earlier than 5.00pm. Outside of this period, commencement times remain optional.

(ii) In the months of December to February inclusive, an Associate Affiliate has the option of conducting either a day show (or trial) or an evening show. During this period, day shows must be scheduled to commence no later than 9.00am and evening shows must be scheduled to commence no earlier than 5.00pm. Outside of this period, commencement times remain optional.



- 19.1.4 The only exception to 19.1.3 is where a Club has two separate events scheduled to be held on the same day and, in such case, the first must commence no later than 8.00am. The second may be scheduled to commence at the conclusion of the first, however, if the BOM maximum temperature forecast for the location nearest to the show at 10.00am on the day which is two days before the show, is 35° Celsius or higher, the second event must immediately be rescheduled to commence no earlier than 5.00pm.
- 19.1.4.1 Any decision which is taken in accordance with 19.1.4 must be made available to exhibitors within four hours by recording the decision on the extreme weather status phone number shown in the show advertisement or schedule and, when staff are available to do so, upload the information onto the Dogs NSW website.
- 19.1.5 Where, at any show, it appears the temperature is rising to levels of approximately 35° or higher, it is the responsibility of the Show Committee to monitor the temperature on at least 15 minute intervals.
- 19.1.5.1 Where possible, these readings should be taken using the official BOM observations, or otherwise at the sole discretion of the Show Committee, for the location nearest to the show venue at this website:  
<http://www.bom.gov.au/weather/nsw/observations.shtml>
- 19.1.5.2 Where the Show Committee does not have access to the BOM observations, the temperature is to be taken using a thermometer in accordance with the following instruction issued by the BOM NSW Climate Services Centre.
- 19.1.5.3 Locate the thermometer in full shade on a southern facing wall or on a southern verandah which has plenty of wind flow. Make sure early morning or late evening sunshine does not hit the thermometer. Full shade and plenty of air flow is recommended.”
- 19.1.5.4 On any occasion where the temperature observation on two successive readings exceeds 40° Celsius the show is to be immediately cancelled with no further judging to take place after the announcement.
- 19.1.6 All show advertisements or schedules are to contain an extreme weather status phone number. The phone numbers are to be maintained by the Show Committee which shall be responsible for ensuring that any cancellations of the show are recorded on the telephone number.
- 19.1.7 Whenever a show or trial is being conducted in hot or humid conditions, such conditions to be determined at the sole discretion of the Show Committee, the following recommendations are made to assist in expediting completion of the event. They are not intended to be exhaustive and affiliates, clubs and members are reminded to consider carefully their individual conditions and circumstances:-

**Clubs conducting events should:-**

- Ensure that fresh water is easily available for exhibitors and dogs, i.e., provide the location of taps – there should be several taps available at large shows.
- Ideally, provide some child wading pools pre-filled with water in shady areas so that distressed dogs can be rapidly cooled.
- Provide shade for exhibitors and dogs in the assembly areas.
- Ensure Judges are aware that exhibitors and dogs can be directed to leave the ring for shelter and then come back into the ring for the final selection (i.e., large class, Group or General Specials).
- Provide towels or similar covers to be placed on the examination tables.
- Provide regular announcements about the dangers of dogs being left in cars, trailers and closed tents (heat exhaustion).
- Postpone the luncheon break until after the conclusion of the show or trial.
- Postpone or cancel scheduled events which do not form part of the main competition (e.g., Junior Handler heats, demonstrations, etc).
- Consider future scheduling of your show as an evening event.

**Exhibitors should;**

- Obtain advice from their veterinary surgeon as to their dog's fitness/good health to be comfortable and well hydrated throughout the day.
- Bring suitable shade for protection from the sun and sufficient supplies to ensure that their dog is comfortable and well hydrated throughout the day.
- If they cannot keep their dog comfortable at a show or trial, leave the event.

19.1.8 For the purposes of this Regulation, "Extreme Weather" is defined as 35° Celsius or higher.

19.2 Safety Guidelines

The safety of members and their dogs is of paramount importance. All persons concerned with the conduct of shows or trials are required to exercise due care and to ensure that activities are conducted under safe conditions. The following requirements are to be observed:-

- a) Exhibitions are not to be conducted under hazardous conditions. The exhibition is to be suspended immediately unsafe circumstances arise, such as, but not limited to:-
  - (i) lightning or electrical storm in the local area; or
  - (ii) gales or high winds; or
  - (iii) heavy rain/hail which renders conditions hazardousExhibitions should only resume when conditions are no longer hazardous.
- b) Hazards are to be removed promptly or signposted and secured by barriers.
- c) Loose equipment, such as umbrellas, chairs, etc, are to be secured.
- d) Spiked footwear is not to be worn.
- e) Dogs are not to be left without shelter and/or water.
- f) Dogs are not to be left unattended for long periods unless in a secure and safe situation which ensures the dogs safety and the safety of exhibitors and other exhibits.
- g) All persons concerned with the conduct of any show or trial, of any discipline, whether as a member, voluntary worker, show official, exhibitor or competitor, are required to wear dress appropriate for the task or activity being performed.

- h) Camping should not be provided by an organisation operating a sanctioned activity unless there is valid legal documentation approving such an activity. This activity must be specifically permitted in the terms of the lease and/or local council regulations.

It is the responsibility of any camper to ascertain whether camping is so permitted.

This Regulation does not apply to camping provided by an independent third party not concerned with the running of the activity.

- i) Smoking is not permitted in the assembly area of a ring or within an area of 10 metres from the entrance to a ring in which an exhibition is taking place.

- 19.3 In the event of cancellation of a show in accordance with this Regulation, a refund of entry fees shall not apply.

#### DATE OF THE SHOW

Confirm the date of the show you are going to organise at least twelve months prior to the event. The dates for shows are generally consistent from year to year. Dates may be related to an annual event such as Easter or a public holiday but in almost every case Dogs NSW refers to the date for a particular show as (for example) the 1st Saturday or the 39th Sunday.

If you are organising an Agricultural Show Dog Section refer to the special section of these guidelines which deals with those types of shows.

#### VENUE OF THE SHOW

Again the venue of the Show you are organising will generally have been the same for some years. However you may be asked to find a new venue for your Club or you may be put in the position where you have to start the organisation of the Show from scratch.

Whatever the situation in which you find yourself, you will need to find out the following information, initially for considering the options available to you and secondly for inclusion of some of it in the Draft Schedule (the document you must submit to the Dogs NSW to gain approval for the show):

- cost of hire of the grounds under consideration
- the area that will be available for:
  - the show rings
  - exhibitors in which to set up - tents etc.
  - parking
  - exhibitors camping (& the fees applicable)
- facilities for catering
- availability of undercover judging areas if necessary
- if the Show is to be held during a normally hot time of the year, is there sufficient shade available ?
- facilities for vetting if necessary
- availability of -fresh drinking water close to the show rings
- availability of ample toilets
- availability of showers if you intend to encourage camping
- location of a phone for emergencies

#### JUDGES – CONTACT, CONTRACTS & COMMUNICATION

Judges should be selected more than twelve months in advance so that they can be put under contract no later than twelve months prior to the Show.

Following selection of Judges by your Club committee, contact with the Judge(s) should be made promptly, preferably by phone or email to ascertain if they are available for your Club's date and inquire if the Judges have any restrictions to the breed/s, groups or classes you want them to judge.

The ANKC website [www.ankc.org.au](http://www.ankc.org.au) lists all ANKC Judges in Australia, with addresses, phone numbers and Email addresses.

The phone or email contact should be quickly followed by a letter with information about the assignment and a completed contract. It is advisable and mandatory good manners to include a stamped, self addressed envelope with the contract so that the Judge can return the contract without too much delay.

Any embargo placed on Judges by the Club is at the Club's discretion and should be on the contract, not in a separate letter. The Judge retains the right to decline an invitation with an unreasonable embargo. The same right applies to the Club, when a Judge specifies an unreasonable fee or expenses.

*NB. An embargo is a restriction, in addition to the normal 3 month limitation between appointments for the same Group/General Specials, from judging usually within a time frame.*

All parties to the contract should bear in mind the time restrictions mentioned on it. The Judge should reply within fourteen (14) days of the date of the contract, and the Club has the right to dispute the reasonableness of fees and expenses within fourteen (14) days of the return of the contract.

#### **Overseas Judges - (ANKC requirement except for New Zealand Judges)**

In the case of an Overseas Judge, after initial contact has been made certain forms are required to be completed and are available from the Dogs NSW office or website.

- **Judging Application For A Person Not a Resident of Australia** - this form must be completed in full by the Judge being invited.
- **ANKC Form of Agreement For an Overseas Resident** (replaces the normal ANKC Judges Contract) - this is an agreement between the inviting Affiliate and the Judge being invited. Certain paragraphs in the agreement, covering various conditions/concessions not supplied by your Affiliate, may not be applicable. If this is the case, either put "N/A" (not applicable) in the margin beside every section to be deleted or cross out each section to be deleted and initial each deletion.

Both of these forms are to be completed by the invitee, and returned along with verification in writing from the ANKC recognised Overseas Controlling Body in his/her country of residence, stating that he/she is approved by them, and has awarded Challenge Certificates or their equivalent, in that country.

If this verification does not accompany the application then ANKC will need to obtain the information and an extra fee will apply.

Include a self addressed envelope so as to avoid any errors in the return of these documents.

*NB. It is a good idea to include in your letter of invitation that the assignment is subject to approval of their qualifications by the ANKC.*

Upon receipt of the completed signed forms and authority, attach these to a letter to Dogs NSW, requesting approval to appoint the overseas person to judge at your Club's Show, stating the date of the fixture, and the Breed/s or Group/s the person is invited to judge, together with a cheque for the appropriate fee payable to the ANKC.

If this Judge is to be sub-contracted to another Club, this information is to be included on the letter of invitation and the Judge's Contract to enable the ANKC to process clearance to cover these appointments. The sub-contract form is also available from the Dogs NSW office or website.

*NB. The application should be submitted at least nine (9) months prior to the date of the fixture in order that Dogs NSW can ensure the application is complete and forward it to the ANKC to process the approval. Should the application be submitted inside the nine months then the applicable fee is double.*

The following ANKC Guidelines for Affiliates is reproduced for your information.



## **ANKC GUIDELINES FOR AFFILIATES**

### **Adopted October 2009**

The original intent of these guidelines was to address concerns raised by Judge's in respect of places they travel to where the accommodation, travel, etc were less than adequate. In many instances Club officials are not Judges and are not aware of what is expected by Judges for their comfort whilst away from home.

#### **It is recommended that;**

Secretaries are to ascertain from Judges the most convenient times for flights to and from the appointment.

#### ***Not all Judges are retired and those who work need to plan for time off.***

It would be appreciated if Judges were given an indication where in the airport they would be met, by whom and that person was identified by a name tag.

An active phone contact should be given in case of the unlikely event of no one showing up at the airport to collect the Judges.

If alternate transportation arrangements have been made (rental car, cab, shuttle) the details are to be set out in advance so that Judges know what to expect when they arrive at their destination city.

Transport to and from the judging venue is the responsibility of the Club in the case of Appointments not in the Judges home State or Territory.

Judges should be informed the day prior the time of pickup.

Accommodation should be of a suitable standard of comfort and cleanliness.

All regular meals must be provided.

Judges should have easy access to a restaurant with hours of service convenient for Judge's breakfast and dinner requirements.

Clubs should make sure that if Judges are booked on an evening flight on an airline that does not serve meals, that a meal is provided.

No Judge should be billeted without their prior permission being granted.

No Judge should be expected to share a bedroom or facilities without their prior permission.

#### **RIGHTS OF THE JUDGES**

A Judge must be informed well beforehand about the breeds and numbers of dogs he is scheduled to judge. It is the responsibility of the show organiser to send this information in advance and in writing to the Judge.

Judges' rights when travelling to shows outside the State/Territory of residence are as follows:

- (a) The show organisation or the inviting club must take care of the judge, according to the contract /agreement, from the time of his arrival in the State/Territory where he is judging until the time of his departure.
- (b) A judge must be provided with reasonable accommodation in addition to all regular meals and should not be billeted or expected to share accommodation without prior agreement.
- (c) All normal travelling expenses incurred by a Judge must be reimbursed as agreed.

It is advisable that financial arrangements should be laid out in advance in the form of a contract or written

agreement between the Judge and the show organisation and must be honoured by both parties.

**AT THE SHOW**

- Judges must be provided with shade or shelter suitable to the weather conditions.
  - Judges must be provided with the means to wash their hands in the ring.
  - Judges must be provided with water or cold drinks when appropriate to the weather conditions.
  - A meal of suitable quality is to be provided.
- 

Please take note of the following Dogs NSW Regulations:

**Part II – Show:**

- 12.18 (a) (iii) At any Championship Show, a person shall not exhibit or handle under a Judge if that person has billeted that Judge or been billeted by that Judge in the period of six months prior to a Show at which that Judge is officiating or intends to billet the Judge within 24 hours after the Show.

**Part XII – Interpretation:**

**“Billeted”** means to provide accommodation for a Judge at the request of, or with the permission of, the host club.

## **PREPARATION OF THE SHOW SCHEDULE**

A Draft Schedule form is available from the Dogs NSW office or website, special layouts can be printed if the artwork is supplied (i.e. sponsorship logos etc.).

With an awareness of the time restrictions, prepare your Show Schedule well in advance.

The Draft Schedule must be submitted to Dogs NSW at least five (5) months prior to the date of the Show, Part II – Show, clause 4.2 and 4.2A as set out below:

- 4.2 Except as otherwise from time to time determined by the Board of Directors, either generally or in any specific case, an application for the approval of a Show shall be lodged with the Dogs NSW Secretary at least five calendar months before the commencing day of such show.
- 4.2A Under no circumstances will approval be given to an application for a show which has not been lodged, or does not fully comply with the requirement of Regulation 4.1, at least three (3) months before the proposed commencing day of the show. **(Amended BOD 08/11)**

**Note:** All judges must be licenced to judge the Breeds they are being asked to judge five months before the date of the show and have signed a Judges Contract for submission with the Draft Schedule.

Replacement draft schedule packs are usually forwarded to Affiliates when the previous show is approved. If the Affiliate's stationery can't be obtained from the previous Show Secretary, the forms may be obtained from the Dogs NSW office.

When preparing your Draft Schedule the information is to be typed or printed in BLOCK LETTERS to ensure that all information is legible.

The Draft Schedule must be accompanied by:

- signed Judges contracts - "White" or "Original" copy only
- draft advertisement for Dogs NSW Gazette if applicable
- appropriate fees for both the lodgement of the Draft Schedule and the advertisement in Dogs NSW Gazette
- completed hire/booking form if applicable or not already submitted

### **Venue**

Please complete a "Hire or Use of The Bill Spilstead Complex for Canine Affairs" form (if the Club is holding the event at Erskine Park Complex) and attach to the schedule when submitting it to the office for approval.

### **Entries Close With**

Show Secretary, Treasurer, Show Manager or Cataloguer name and address. It is recommended that a Post Office Box be used for security reasons. There have been instances of mail being removed from letterboxes.

**Entries MUST not close at the residence or postal address of one of the Judges** i.e. Mr Brown judging and his spouse Mrs Brown is the Show Secretary.

### **Judges**

Ensure correct titles are used and that the names are spelt correctly. Ensure consistency of titles and names e.g. Mr J Brown, Mrs G Black, NOT Mr John Brown, Mrs Black.

Indicate home base of judge by including appropriate abbreviation e. g. (NSW), (USA).

Ensure all Breeds, Groups, Sweepstakes, Special Classes and General Specials have a Judge allocated to them and that the Judge must be qualified to judge their assignments.

It is suggested that should a group split in any way, the breeds allocated to another Judge should be listed in full by correct title, and in either alphabetical or judging order. This section of the Group should be listed as Group -A, and the Balance - Group -B with Group Specials

e.g.       Mrs G White     -       Group 5A (German Shepherd Dogs, Shetland Sheepdogs)  
          Mrs P Gold       -       Group 5B (Balance of Breeds and GROUP SPECIALS)

By listing the Groups like this, it alleviates breeds being listed twice which may be confusing to exhibitors. By listing "Balance of Breeds", the chance of omitting a breed is eliminated.

Abbreviations to breed names should not be published - Shelties are Shetland Sheepdogs, Corgis are Welsh Corgis (Cardigan) and Welsh Corgis (Pembroke).

Be wary of ambiguous groupings - All Chihuahuas, All Dachshunds, All Poodles are quite clear; however, All Collies could be considered as Bearded Collies, Border Collies, Collies (Rough) and Collies (Smooth) and may cause confusion.

Unless otherwise stated in the Schedule, breed judging **must be** in alphabetical order.

### **Judging Times**

The commencement time for the show must be included in the draft schedule along with such other arrival and/or judging times as considered necessary by the Club.

Not only should this state the commencing time for all Breeds/Groups, it must also state when any Special Classes or Sweepstakes will be judged. e.g. during lunchbreak.

All Clubs are required to be familiar with Dogs NSW Regulations Part II – Show, Section 19, Extreme Weather & Safety Guidelines, which is included earlier in this document and specifically in relation to the commencement times for Shows held in the months December through to February, which is reproduced again as set out below:

- 19.1.3   (i)    In the months of December to February inclusive, an Affiliate has the option of conducting either a day show (or trial) or an evening show. During this period, day shows must be scheduled to commence no later than 8.00am and evening shows must be scheduled to commence no earlier than 5.00pm. Outside of this period, commencement times remain optional.
- (ii)   In the months of December to February inclusive, an Associate Affiliate has the option of conducting either a day show (or trial) or an evening show. During this period, day shows must be scheduled to commence no later than 9.00am and evening shows must be scheduled to commence no earlier than 5.00pm. Outside of this period, commencement times remain optional.

### **CLASSES FOR EXHIBIT AT A SHOW**

6.1    The total number of General Classes at a Show for any one breed shall not exceed the maximum number approved from time to time by the Board of Directors. Until otherwise determined such number shall be seven (7) including Classes 11 and 11(A).

(Please note that Veteran and Neuter Classes are not classified as General Classes and may be included in a Draft Schedule in addition to the maximum seven General Classes.)

6.2    Until otherwise determined by the Board of Directors, General Classes shall be selected from the Classes specified in Show Regulations 6.3 and not otherwise, except with the previous written consent of the Board of Directors. Puppy Classes shall be for dogs of "any weight" and not restricted to colour.



### **6.3 Classification - General Classes.**

- (1) "Baby Puppy" dog (1A) "Baby Puppy" bitch. For dogs aged three and under six months.
- (2) "Special or Minor Puppy" dog (2A) "Special or Minor Puppy" bitch. For dogs aged six and under nine months.
- (3) "Puppy" dog (3A) "Puppy" bitch. For dogs aged six and under twelve months.
- (4) "Junior" dog (4A) "Junior" bitch. For dogs aged nine and under eighteen months.
- (5) "Intermediate" dog (5A) "Intermediate" bitch. For dogs aged eighteen and under thirty six months.
- (6) "Novice" dog (6A) "Novice" bitch. For dogs six months of age or over which have not won a First Prize at any Open Parade, Open Show or Championship Show (subject to Member Body Rules). Baby puppy and Local classes excepted. (For the purpose of classifications (6) and (6A) First Prizes won up to and including the day before the date of entry close in a Show only shall be taken into account but such restriction shall not apply in the case of a Special Prize for which more than one win is required).
- (7) "Graduate" dog (7A) "Graduate" bitch. For dogs six months of age or over which have not won a Challenge Certificate up to and including the day before the date of entry close.
- (8) "Limit" dog (8A) "Limit" bitch. For dogs over twelve months of age which are not Champions, or have not gained sufficient points to qualify as a Champion up to and including the day before the date of entry close.
- (9) "State Bred" dog (9A) "State Bred" bitch. For dogs six months of age or over whelped in the State or Territory in which it is exhibited.
- (10) "Australian Bred" dog (10A) "Australian Bred" bitch. For dogs aged six months or over whelped in Australia. (A State and/or Territory may reserve the right to exclude all, or any, of the recognised Australian Breeds).
- (11) "Open" dog (11A) "Open" bitch. For dogs aged six months or over and of a breed or variety recognised by the ANKC.

#### **Neuter Classes:**

- (15) "Puppy Neuter" for neuter dogs and bitches aged six and under twelve months.
- (16) "Junior Neuter" for neuter dogs and bitches aged nine and under eighteen months.
- (17) "Intermediate Neuter" for neuter dogs and bitches aged eighteen and under thirty six months.
- (18) "Open Neuter" for neuter dogs and bitches aged six months or over and of a breed or variety recognised by the ANKC.

#### **Neuter Classes (Notes):**

- (i) Classes 15, 16, 17 & 18 shall be optional Classes at any ANKC official show.
- (ii) Classes 15, 16, 17 & 18 shall be ineligible to compete for Challenge or Best of Breed awards.
- (iii) Classes 15, 16, 17 & 18 shall be judged at breed level after Best of Breed and any Class elimination judging.
- (iv) Classes 15,16,17 & 18 shall be judged at both Group and Show level immediately after Class 11.
- (v) Only dogs or bitches registered with an ANKC Member Body as a "neuter" on the Main Register shall be eligible to compete in either Class 15,16,17 or 18.

**EXAMPLE – DRAFT SHOW SCHEDULE**

On the following pages is an example of a completed draft schedule. The various numbers which appear as 1 etc. correspond with the numbered explanations as set out below:

1. The type of Show being organized e.g. Championship Show, Open Show, Parade, or Trial.
2. The full name of the Affiliate conducting the Show.
3. The venue at which the Show is being held.
4. The address of the venue where the Show is being held.
5. Day and date on which the Show is being held.
6. Name and membership number of the Dogs NSW Representative(s) for Conformation Shows (**Part II, clauses 2.8, 2.8A & 2.9**).
7. Name and membership number of the Dogs NSW Representative(s) for Trials (Part II, clauses 2.8, 2.8A & 2.9).
8. Name of Vetting Officer and vetting time (Trials only)
9. Classes to be judged, a maximum of seven (7) classes for dogs and bitches is permitted and Classes 11 & 11a is mandatory.
10. Order of judging is to be alphabetical unless complete details of a different order of judging are indicated.
11. Commencement time for Sweepstakes (if being held) and then the ordinary classes.
12. Entry fees for ordinary and special classes i.e. sweepstakes, and price of catalogues. If the event is an Agricultural Show all Ground Admittance details must be fully completed.
13. Date that the entries are to close.
14. Name of the person that the entries are to be sent to.
15. Address that the entries are to be sent to.
16. Contact phone number for inquiries.
17. Extreme weather contact phone number.
18. List of the contract Judges for the event indicating the following:
  - State/Country of the Judge
  - Breeds/Groups to be judged
  - Special Classes
  - Trial Classes
  - Junior Handlers
19. Indicate the various classes that trophies and sashes are to be awarded. (**Part II – Show, clauses 10.4 & 10.5, see page 5**).
20. This must be completed by the Agricultural Show Society to authorise the nominated person to act as the organiser of the Dog Section (see information further on in this document - **Agricultural Show Dog Sections**).
21. The Show Secretary must sign and date a declaration on the last page and in so doing accepts responsibility that the Regulations will be strictly observed.

# DRAFT SHOW SCHEDULE

\*PLEASE TYPE OR USE BLOCK LETTERS\*



1. CHAMPIONSHIP SHOW  PARADE  OPEN SHOW  TRIAL   
 (Please mark an x in the appropriate box to indicate type of fixture)

## SECTION 1 - DETAILS

AFFILIATE 2. NSW ALL BREEDS KENNEL CLUB  
 VENUE 3. BILL SPILSTEAD COMPLEX FOR CANINE AFFAIRS  
 ADDRESS OF VENUE 4. 44 LUDDENHAM ROAD, ERSKINE PARK  
 DATE OF SHOW 5. SATURDAY 8<sup>TH</sup> MARCH 2011  
 SHOW REPRESENTATIVE 6. MR J SMITH MEMBER NO. 2100011223  
 TRIAL REPRESENTATIVE 7. MR T JONES MEMBER NO. 2100044556  
 VETTING OFFICER 8. M C VET VETTING TIME: 8 AM

## SECTION 2 - JUDGING ARRANGEMENTS

CLASSES TO BE JUDGED 9. 1, 2, 3, 4, 5, 10 + 11 Dogs & Bitches  
 ORDER OF JUDGING 10. ALPHABETICAL

11. JUDGING COMMENCES SWEEPSTAKES 8 AM ~~OR PM~~ ORDINARY CLASSES 9 AM ~~OR PM~~

## 12. SECTION 3 - ENTRY FEES

MEMBER Ordinary Classes \$ \_\_\_\_\_ Special Classes \$ \_\_\_\_\_  
 NON MEMBERS Ordinary Classes \$ \_\_\_\_\_ Special Classes \$ \_\_\_\_\_  
 Catalogues \$ \_\_\_\_\_

### GROUND ADMITTANCE \*

EXHIBITORS BY PASS ADULTS\* \$ \_\_\_\_\_ CHILDREN\* \$ \_\_\_\_\_ PENSIONERS\* \$ \_\_\_\_\_ CARS\* \$ \_\_\_\_\_

\* IF AGRICULTURAL SHOW ALL CHARGES MUST BE STATED

## SECTION 4 - ENTRIES

13. ENTRIES CLOSE ON \_\_\_\_\_  
 14. WITH Mr/ Mrs / Miss / Ms \_\_\_\_\_  
 15. ADDRESS: \_\_\_\_\_  
 POST CODE \_\_\_\_\_ 16. TELEPHONE \_\_\_\_\_  
 EMAIL ADDRESS OR FAX No. FOR PROOFS \_\_\_\_\_ 17. EXTREME WEATHER STATUS PHONE No. \_\_\_\_\_

THE DRAFT SHOW SCHEDULE MUST BE LODGED FIVE (5) CALENDAR MONTHS PRIOR TO THE DATE OF THE SHOW ACCOMPANIED WITH SIGNED JUDGES' CONTRACTS AND THE APPLICABLE FEES. SHOW SCHEDULES LODGED INSIDE THREE (3) MONTHS PRIOR TO THE DATE OF THE EVENT WILL NOT BE CONSIDERED FOR APPROVAL.

### IMPORTANT: PLEASE READ ALL INSTRUCTIONS ON THE FINAL PAGE

PLEASE INDICATE IF YOU REQUIRE A REPLACEMENT DRAFT SHOW SCHEDULE PACK TO BE POSTED TO THE CLUB SECRETARY.

IF YOU DO NOT INDICATE THEN A REPLACEMENT PACK WILL NOT BE POSTED. YES  NO



## 19. SECTION 6 – SCHEDULE OF PRIZES

GENERAL SPECIALS	TROPHY	SASH	DETAILS OF ANY OTHER PRIZES
BEST IN SHOW	✓	✓	
RUNNER UP TO BEST IN SHOW	✓	✓	
CLASS IN SHOW WINNER	✓	✓	
<b>GROUP SPECIALS</b>			
BEST EXHIBIT IN GROUP	✓	✓	
R/UP TO BEST EXHIBIT IN GROUP	✓	✓	
CLASS IN GROUP	✓	✓	
<b>SPECIAL CLASSES</b>			
3 – 6 MONTHS SWEEPSTAKES	✓	✓	
6 – 12 MONTHS SWEEPSTAKES	✓	✓	
VETERANS 7 TO UNDER 10 YEARS			
VETERANS 10 YEARS & OVER			
NEUTER			
BRACE			
TEAM			
PROPERTY			
OTHER			
<b>TRIAL CLASSES (PLEASE INDICATE CLASS)</b>			
NOVICE	✓	✓	
OPEN	✓	✓	
U.D.	✓	✓	
U.D.X.	✓	✓	
<b>JUNIOR HANDLERS</b>			
7 TO UNDER 10 YEARS	✓	✓	
10 TO UNDER 13 YEARS	✓	✓	
13 YEARS TO UNDER 18 YEARS	✓	✓	

## 20. SECTION 7 - AGRICULTURAL SOCIETY / ASSOCIATION SHOW (DOG SECTION)

WHERE SUCH SHOW IS TO BE ORGANISED BY A PERSON OTHER THAN THE SECRETARY OF THE SHOW SOCIETY/ASSOCIATION, THE FOLLOWING DECLARATION MUST BE COMPLETED AND SIGNED BY THE SECRETARY OF THE SOCIETY/ASSOCIATION CONDUCTING THE SHOW.

I HEREBY DECLARE THAT MR / MRS / MISS / MS \_\_\_\_\_  
 OF (ADDRESS) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ HAS BEEN DULY AUTHORISED TO ACT AS ORGANISER OF THE SHOW  
 TO BE HELD ON \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## IMPORTANT NOTES

1. Before compiling a Draft Show Schedule the provisions of the Show Regulations should be carefully read.

### LODGEMENT OF DRAFT SHOW SCHEDULE AND ADVERTISEMENT

2. A Draft Show Schedule and Advertisement must be lodged at least five (5) months prior to the date of the Show. Draft Show Schedules lodged inside three (3) months prior to the date of the event will not be considered for approval.

### ADVERTISEMENT

3. An advertisement for a show submitted for publication shall be either full page, half page or quarter page. (See Part II – Show, Section 5.3).

### SHOW SCHEDULE

4. A Show Schedule (often referred to as the "Printed" Schedule) may be distributed by an Affiliate in addition to the Show Advertisement at the discretion of the Affiliate. However, a copy of such Show Schedule may not be distributed until approval in writing has been obtained from Dogs NSW.

### JUDGES

5. Judges' contracts: A copy of the signed Agreement (Contract) with each Judge MUST be attached to the Draft Show Schedule when submitted. A Draft Show Schedule will not be approved unless an Agreement for each Judge (including Interstate Judges) is attached.
6. All exhibitors must be notified of any change in judging arrangements, where possible PRIOR to the commencement day of the show by:
  - Notice enclosed with exhibitor's numbers;
  - A recognised newspaper publication;
  - Placement of notice at the entrance to the grounds
  - Any changes MUST be notified to Dogs NSW as soon as possible.
7. A Judge shall not be required to judge on any one day;
  - (a) in General Classes at a General Show or Specialist Show;
    - (i) within the Metropolitan areas of Sydney, Newcastle and Wollongong more than 250 exhibits, or if a Judge is required to judge Group or General Specials more than 225.
    - (ii) outside the said areas more than 250 exhibits.

### APPLICATION FOR OVERSEAS JUDGE

8. If an Affiliate invites an Overseas Judge to officiate at a Show it is now incumbent upon the Affiliate to request the Judge to complete the "Official" Application forms approved by the Australian National Kennel Council (available from Dogs NSW office and website [www.dogsw.org.au](http://www.dogsw.org.au)) and that the Judge obtain from the Controlling Body with whom they are approved or licensed to judge, a letter confirming their judging qualifications at the time of the application.

The Affiliate shall also request the Judge to return the completed application form together with the conformation letter to the Affiliate concerned, it in turn will forward the information to Dogs NSW for submission to the ANKC. If the confirmation letter, from the Judge's Controlling Body, is not submitted with the application, then there will be an extra fee payable to the ANKC.

Sufficient time is essential to allow information to be obtained by the ANKC to confirm the information supplied and it is therefore essential that applications be lodged a minimum of nine (9) months prior to the date of the show together with the appropriate fee (fee on request) with cheques payable to the ANKC. Please note any application submitted inside the nine (9) months will incur a higher fee.

---

The information entered on the Draft Show Schedule will be included without alteration in the "Printed" Show Schedule for this Club's Show to be

held on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 21. SECRETARY'S DECLARATION

I declare that all the Dogs NSW Rules and Regulations will be strictly observed.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
BLOCK LETTERS

---

ENCLOSE RELEVANT PROCESSING & ADVERTISING FEES PAYMENT AND MAIL TO: DOGS NSW P O BOX 632, ST MARYS, NSW 1790

CHECK! IS THIS FORM COMPLETED AND ARE ALL REQUIREMENTS ENCLOSED?

**ADVERTISING IN THE GAZETTE**

Should your Club wish to advertise in the Dogs NSW monthly Gazette then a draft advertisement form is to accompany the draft schedule. Advertisements may appear as many times as an Affiliate requires, provided the Draft Schedule is accompanied by the correct fees for the number of times the advertisement is to be published.

The form provided may be used or the draft advertisement can be prepared so that it looks much the same as the final product will look when it has been professionally typeset.

The advertisement will contain all the information contained in the Draft Schedule and any other details which may attract potential- exhibitors to enter the event. Such special information would include the fact that a pointscore competition may operate for a breed or breeds at the show and any details of special prizes which may be on offer for any reason at all.

It is usual to include several standard statements such as:

- “Bitches in oestrus may (may not) be shown”. *It is usual to allow bitches in oestrus to be shown at Championship Shows but not at Obedience Trials.*
- “Late or phone entries will not be accepted”.
- “The Club reserves the right to appoint additional or substitute Judges if necessary”. **(Note below)**

*Part II – Show, 12.6 (c) below:*

*(c) If the Show Schedule has published the name of the Judge who will adjudicate in a class, a dog may be withdrawn as an exhibit from such class if some other person is appointed to judge thereat and if notice in writing of the intention to withdraw the exhibit is given by the exhibitor to the Show Committee prior to the judging of that class by the replacement Judge. The entry fee of any exhibit withdrawn in accordance with this Regulation must be refunded to the exhibitor by the Affiliate conducting the show.*

*(Please note that if it becomes necessary to appoint additional judges due to an excess entry or to replace a judge for any reason, pre-approval of a qualified replacement must be obtained from Dogs NSW unless such appointment is made in emergency circumstances where time does not permit pre-approval. In such cases the change must be reported to Dogs NSW no later than at the time of lodgement of the Show Results for the event.*

- “A stamped self addressed envelope must accompany all entries”.

Should it be necessary for the Affiliate’ members or the appropriate person/s in control to approve the Draft Schedule this should be done prior to lodging it with Dogs NSW.

Should the Affiliate wish to acknowledge sponsorship in the Gazette it must be arranged by this stage so that the details can be lodged with the remainder of the information.

When the printed schedule has been approved by Dogs NSW, the Affiliate may advertise the Show in “flyers” and the like, **but not before approval has been obtained** and the schedules must be identical in every way to the Draft Schedule approved by Dogs NSW.

Always remember that the Schedule is your contract with the exhibitors. It must be adhered to at all cost and deviations are only permitted in the most unavoidable circumstances.

## RIBBONS, TROPHIES AND STATIONERY

If finances permit start to purchase trophies for the Show in line with the Dogs NSW Regulations Part II – Show, clause 10.4 (**see page 5**). If you must wait until closer to the Show when you have a better idea of how much will be available to spend on trophies at least plan ahead by finding out the costs of various items which would make appropriate trophies.

Order the sashes and ribbons as soon as possible and find out what their cost will be so that you can include it in the budget for the Show.

If you have organised sponsorship or corporate support make sure that what is offered in the way of prizes or trophies comply with the requirements of Dogs NSW Regulations Part II – Show, clause 10.4 (**see page 5**).

Order the required stationery from Dogs NSW including Challenge & Neuter Certificates, Best of Breeds, Prize Cards, Steward Sheets, Judges Books and Contracts.

Where possible arrange for the supply of exhibitors' lapel cards from a pet food manufacturer, drug supplier or other similar undertaking. Most such organisations are only too pleased to supply these cards as it is a cheap form of advertising for them. Alternatively they may be purchased from Dogs NSW.

### WHEN THE ENTRIES START TO ARRIVE

It is essential when the entries arrive that they are checked to ensure that all of the information listed below has been completed:

- full name of the exhibit
- registration number of the exhibit ("pending" is not acceptable)
- date of birth of the exhibit
- full name of the sire of the exhibit
- full name of the dam of the exhibit
- exhibitor's name
- exhibitor's address
- exhibitor's membership number  
(which must be the membership number shown on the Registration Certificate for the dog  
i.e. A Brown will have a different Membership Number to A & B Brown.)
- exhibitor's signature
- correct entry fees

The signature of the exhibitor is extremely important because it means that the exhibitor agrees to comply with the Rules and Regulations of Dogs NSW, that he/she is the registered owner or agent of the owner of the exhibit, that he/she exempts the Committee of the Affiliate from any liability in the event of any loss and finally and most importantly the exhibitor certifies that no dog of his/hers has been in kennels affected by any infectious disease during the period of three(3) months immediately prior to the commencement of the Show.

Receipts must be written for every entry or group of entries in the case of an exhibitor who has entered more than one dog. Receipts may be recorded in an electronic format e.g. Excel spreadsheet.

It is advisable when receipting the entries to check that all the requisite details are completed it saves double handling and therefore valuable time later on.

If any details are missing from any entry form the Regulations state that the entry must be returned to be completed.



When receipting entries, use a system which will enable a particular exhibitor to be traced should their cheque be dishonoured.

One way to do this is to write the receipt number and the breed of the exhibitor on the back of each cheque. It is a good idea to check that the cheques are in fact signed and also to check the signatories to see that they agree with the signature on the entry forms.

It is most advisable to cross reference multiple entries received from one exhibitor or group of exhibitors (who may be using the one return envelope). This assists greatly when the time comes to put the lapel cards in the return envelopes.

Prior to checking the ages of the exhibit and therefore whether the exhibitor has entered the dogs in the correct classes, prepare a list of the limiting dates for each class so that it is relatively easy to check each date of birth.

Remember that the age and therefore the eligibility of an exhibit must be calculated on the first day of a show. This is especially critical when the show is being held over more than one day e.g. Royal Shows, because the eligibility of exhibits for particular classes can be greatly affected.

For Example: For a Show being held on 1 March 2010

- Class 1 & 1a: born between 1.12.2009 and 02.09.2009
- Class 2 & 2a: born between 1.09.2009 and 02.06.2009
- Class 3 & 3a: born between 1.09.2009 and 02.03.2009
- Class 4 & 4a: born between 1.06.2009 and 02.09.2008
- Class 5 & 5a: born between 1.09.2008 and 02.03.2007
- Class 10 & 10a: born on or before 01.09.2009 AND BRED IN AUSTRALIA
- Class 11 & 11a: born on or before 01.09.2009

Three of the above classes require varying amounts of careful scrutiny. Classes 1 & 1a, 2 & 2a, 3 & 3a, 4 & 4a, 5 & 5a all currently require that exhibits must proceed to the next class on the 6, 9, 12, 18 or 36 month anniversary of their date of birth.

**See page 16** of this document – Dogs NSW Regulations Part II- Show, Classes for Exhibit at Shows.

Arrange for the money received for entry fees to be banked as soon as possible after it is received. This will allow time for presentation of the cheques so that if any are dishonoured appropriate action can be taken to contact the particular exhibitor/s and arrange for alternative payment before the day of the Show.

Entries must not be accepted by phone and it is against the Regulations to accept late entries.

All the time the entries are coming in keep records of the numbers of the exhibits received to date for each Judge and the date of receipt. This is a necessary procedure because if any of the Judges receives an entry in excess of the allowable number the organising committee will need to arrange an additional Judge, or allocate the excess of entries to one of the named Judges on the schedule. **(Part II – Show, clause 20A & 20B below).**

#### **Limitation of Exhibits for Judging**

20.1A A Judge shall not be required to judge on any one day in General Classes:

- (i) within the County of Cumberland, County of Northumberland and the Greater Wollongong Area more than 250 exhibits, or if the Judge is required to judge Group Specials or General Specials Classes, more than 225.
- (ii) outside the said areas more than 250 exhibits.
- (iii) at all shows held on the same day, more than 350 exhibits.

20.1B At an Obedience Trial

- (i) 7 exhibits per hour in a Novice or Community Companion Dog Class with a maximum of 40 exhibits.
- (ii) 6 exhibits per hour in an Open Class with a maximum of 35 exhibits
- (iii) 5 exhibits per hour in a Utility Dog or Utility Dog Excellent Class with a maximum of 30 exhibits.
- (iv) Where a Judge is contracted to judge multiple classes the maximum number of entries will not exceed 30.
- (v) Novice plus Community Companion Dog, and Utility plus Utility Dog Excellent are to be regarded as multiple classes.
- (vi) At an evening trial: The number of exhibits to be judged is to be estimated so that the trial and presentations are concluded prior to 12 midnight. **12/06**

**ONLINE ENTRIES**

Under the Regulations, Clubs may elect to allow entries to be lodged online through a service such as [www.ozentries.com.au](http://www.ozentries.com.au).

When this option has been used, during the period entries are being received and receipted, the Show Secretary should regularly monitor the number of entries that have been received online to combine with the entry numbers that have been received by mail.

At the point of time when entries are to be closed, entries should be immediately closed on the online account to ensure that all correctly lodged entries are included in the files downloaded for the Catalogue.

**NUMBERING THE ENTRIES**

When the receipt of entries is finished and all are checked for correctness and completeness, they must be numbered in the sequence in which it has been decided to have them in the catalogue, **see page 25**.

Logically, the lapel cards for exhibits also need to display the same number as is allocated to each exhibit in the catalogue. The lapel cards must also display the Affiliate's name and the date of the event.

An estimate of the number of entries likely to be received can usually be made and the majority of lapel cards required can be stamped with the Affiliate's name and the date well in advance of the event.

There are probably many ways to separate the lapel cards from the entry forms and ensure that the correct cards and the correct number of cards get into each exhibitors envelope. Each Secretary has their own system but a simple way to approach the problem is to number the first group and then to put the lapel cards from that group into the envelopes before proceeding to the next group.

When exhibitors are encountered with say an Australian Silky Terrier entry (most usually the 1st breed in the Toy Group) and a Tibetan Terrier entry (the last breed in the Non Sporting Group) put the lapel card for the Toy to one side with a note attached to it so that when the Non Sporting Group is finally numbered the two cards for the particular exhibitor can be matched up and dispatched in the one return envelope.

After going through the procedure of numbering each entry and putting the lapel cards into the envelopes, the only lapel cards left should be those belonging to exhibitors who did not send a self addressed stamped envelope.

All this work must be completed in enough time to ensure that the exhibitors' lapel cards are forwarded back to them such that they are received well before the event. The exhibitors should receive their lapel cards at least one week before the event or sooner if possible.

## PREPARATION OF THE CATALOGUE

If the Show Secretary is not going to do it themselves, arrange for the Affiliate to select a suitable person or persons to:

- a) type the various entries into the correct format.
- b) print or copy the necessary number of copies of the catalogue including collating and stapling the finished items.

Make sure that the persons who agree to type the catalogue are fully aware of the amount of information which is required to be included in the catalogue. This is important as there is no use having these people pull out of their commitment at the moment they discover what is required of them.

The front page of the catalogue will usually show the following information:

- a) name of the Affiliate conducting the event and a statement to the effect that it is affiliated with Dogs NSW
- b) classification of the event i.e. Championship Show, Obedience Trial
- c) venue
- d) date of the event
- e) officiating Judges and the breeds/classes they will judge in the order approved by Dogs NSW in the Draft Schedule.
- f) applicable charges for cost of the catalogue and ground admittance.
- g) name of the Dogs NSW Representative(s)

and

it is mandatory that the catalogue contain a statement similar to the following:

*"This show/trial/parade etc is conducted under the Rules and Regulations of Dogs NSW, a copy of which may be perused at the Secretary's Office."*

The front cover is the most appropriate place for this statement.

The following pages can contain a list of:

- a) prizes
- b) donors
- c) sponsors
- d) club officials and any messages they may wish to convey to the exhibitors

Next the exhibits entered in the sweepstakes classes must follow and finally the general classes and the exhibitors' lists will complete the catalogue.

**Refer to the ANKC Breed listing for the correct classification of the Breeds within each Group when listing the breeds alphabetically.**

The format of the information in the general classes is as follows:

- a) Put the Judge's name and the first breed of whichever group it is decided to have first in the catalogue on the top of, the first page.
- b) Commence with Class 1 (Baby Puppy Dog) in the first breed and proceed through the remaining exhibits of that breed, arranging them in alphabetical order in the classes in which they have been entered.
- c) It is logical to commence the group sequence with the Toy Group and to then proceed through the rest of the Groups in their numerical sequence.
- d) Remember to make a new heading for each successive breed and to put in the Judges' names at the start of each group or wherever there is a change of Judge.

Then list in the following sequence:

- a) the exhibit number
- b) the exhibitor
- c) the full name of the exhibit
- d) the registration number of the exhibit
- e) the date of birth of the exhibit -
- f) the full name of the sire of the exhibit
- g) the full name of the dam of the exhibit

**For Example:**

**AUSTRALIAN SILKY TERRIER**

CLASS 1 - BABY PUPPY DOG

1. Mr L & Mrs A Smith CHESBUCK WILLIE 2100000000 21.1.11  
Ch Chesbuck John x Ch Chesbuck Joan

And so on.

**NOTIFICATIONS TO JUDGES OF NUMBERS TO BE JUDGED**

Within seven(7) days of the closing date of entries, a Judge must be notified in writing of the number of exhibits which have been entered in each breed which he/she has been contracted to judge.

This is also the ideal opportunity to notify the Judges of the starting time of the Show, the venue and the name and location of the accommodation which has been arranged for them if it is necessary.

Remember that Dogs NSW recommends that Judges' accommodation should be the equivalent of at least three star according to the NRMA rating system.

It is very important at this time to check that the Judges who may be travelling from interstate/overseas have no foreseeable problems with their transport needs.

**LIAISON WITH THE SHOW MANAGER**

The Show Manager must be notified at about the close of entries of the number of Judges and therefore the number of rings to be used.

Logically this will also determine the number of Stewards required, will lead to the finalisation of a ring plan or layout, (which may be sent to the exhibitors in their return envelopes) and will determine the amount of equipment which will be required.

Ensure that the Show Manager has checked the equipment and that there is no shortfall in any area and that all necessary equipment is in working order.

A typical list of basic equipment might be as follows:

- a) rope
- b) posts
- c) ring notices
- d) hand washing bowls
- e) hand towels
- f) pooper scoopers (or any other appropriate disposal method i.e. disposable bags)  
garbage bins
- g) umbrellas or cabanas
- h) examination tables
- i) place markers
- j) first aid kit

The above is by no means an exhaustive list of equipment required to conduct a dog show, it is the absolute minimum, but a show could be conducted with not much more than the above items.

The point is that most Affiliates have vastly more equipment which only adds to the enjoyment and convenience of the exhibitors and assists in the smooth running of the show.

The first aid kit is essential and must be kept fully stocked at all times.

It is suggested that a qualified first aid person is available on the ground during the conduct of a Show.

#### **DELIVERY OF THE CATALOGUE**

The catalogue should generally be printed about a week prior to the Show and be in the Show Secretary's hands no later than three days prior.

It is prudent to check the final product as soon as it is received because any gross errors can be corrected immediately well before the day of the Show.

Noticeable errors corrected before the actual day is absolutely vital time saved as there is more than enough to cope with on the day of the Show without a large number of problems with the catalogue.

#### **PREPARATION OF THE JUDGES' BOOKS**

Having taken delivery of the catalogues, the Judges' books can be prepared. Each exhibit must be listed in a Judges' book along with the class in which it is entered.

This book shall be prepared by the Show Secretary either;

- (a) in duplicate, in which case the duplicate thereof is to be provided to the Judge upon completion of his/her assignment at the show, or
- (b) as single copy documents where either, a copy of those documents, or a marked Catalogue for the Classes judged by that Judge must be provided to the Judge upon completion of his/her assignment at the show.

If using the books purchased from Dogs NSW, the books have "NCR" type carbonless paper. Do not separate the white and yellow pages where they are joined at the bottom because on the day of the Show this will cause endless delays for the Judges as they attempt to battle with the wind while they turn from one page to the next.

#### **PARKING**

If there is likely to be a problem with the parking at the show, arrange for personnel to be in attendance to assist the exhibitors to park in the correct area.

If necessary brief the parking attendants on the requirements of the dog exhibitors. However do not encourage parking attendants to become policemen and likewise do not expect them to take abuse from exhibitors generally they are volunteers working for a charity or the like and will do the job asked of them to the best of their ability.

## THE PROCEDURE AFTER THE SHOW

Unfortunately the Show Secretary's job goes on after the actual day of the Show.

Within fourteen (14) days of the completion of the Show it is the responsibility of the Show Secretary to forward to Dogs NSW Secretary, at least one copy of a fully marked catalogue.

This involves the comparison of the following records of the results of judging (if they are available):

- a) Judges' slips
- b) Stewards' catalogues
- c) Stewards' sheets
- d) Card writers' catalogues

Some Affiliates do not employ ringside card writers so these may not be available to you.

In addition to the marked catalogue, a results sheet must be completed. This sheet provides the basis for the results of your show in the Dogs NSW Gazette so it is most important that it be completed correctly.

## GUIDELINES TO ASSIST SHOW MANAGERS

By liaising with the Show Secretary arrange for sufficient Stewards to be present on the day of the Show.

In consultation with the Show Secretary draw up a plan of the rings layout and if it is possible send this out to the exhibitors with their lapel cards.

Part of this process would be to ensure that the required number of correctly sized rings can be provided in the area allocated. The minimum dimensions for Show Rings for the respective Groups are as follows:

- |                       |           |
|-----------------------|-----------|
| a) Toy Group          | 19m x 19m |
| b) Terrier Group      | 19m x 19m |
| c) Gundog Group       | 25m x 16m |
| d) Hound Group        | 25m x 16m |
| e) Working Dog Group  | 25m x 16m |
| f) Utility Group      | 25m x 16m |
| g) Non Sporting Group | 25m x 16m |

An area, clear of all obstructions, of at least 2 metres in width must be provided around the outside of every ring. Check to ascertain if the equipment required to set up the rings is sufficient and that all other equipment needed for the day of the Show is in good working order.

If possible display the ring layout near the Secretary's office and at the entrance to the ground.

On the day, supervise the running of the Show ensuring that the Judges and Stewards at all times have whatever refreshment they require while working.

The Regulations state that a Show must not take any longer than eight (8) hours following the commencement of general classes (breed judging), and that all stoppages (meal breaks) are included in the eight hours.

### Part II – Show, clause 8.4 below:

- 8.4 At any recognised Show or Agricultural Show, the period between the commencement of General Classes and the end of General Specials shall not exceed:
- (a) in the case of shows with less than 1,800 entries on the day in question - eight (8) hours including meal breaks.
  - (b) in the case of shows with 1,800 entries or more on the day in question - nine (9) hours including meal breaks.
- Any Show conducted where there is not lighting installed must finish before sunset, and where there is lighting installed must conclude before 11.30 pm.

The time allowed for the judging of Special Classes conducted before General Specials (including Junior Handlers) should not exceed one (1) hour.

Check on a regular basis by monitoring the progress of all Judges that the time limit for the length of a Show will be adhered to.

Most Judges can quite easily judge forty (40) dogs an hour and this is a pace which ensures that every exhibit receives a fair assessment.

If however it is apparent that a Judge is not maintaining this pace, find out the reasons immediately. It could be that the Steward is not getting the exhibits into the ring quickly enough, it could be that the Judge is perhaps inexperienced with the breed or breeds he/she is judging or it could be a combination of both.

Whatever the reason it may be necessary to take steps to immediately rectify the situation. Ask the Steward to improve his procedures or replace him/her if they have not improved after a further hour has elapsed

Speak to the Judge or ask the Steward to do so and diplomatically suggest that the current judging pace is not conducive to the smooth and efficient running of the Show and request that it be improved to at least forty dogs per hour.

If the Judge is unable to respond to such a request it is quite within the rights of the organising committee to take a breed or breeds away from a Judge so that the Show can be concluded by an appropriate hour.

Show Managers and Secretaries are to be fully conversant with Dogs NSW Regulations Part II – Show, Section 14, Disqualification from Exhibition, specifically in relation to any aggressive dog reports.

<b>AGRICULTURAL DOG SECTIONS - SPECIAL MATTERS TO ADDRESS</b>
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There are a number of additional matters to attend to if the Show being organised is an Agricultural Show Dog Section.

Secretaries or other appropriate officers of Agricultural Associations must apply on the appropriate form to Dogs NSW by the 1st of July each year for approval of the date on which it intends to conduct a Dog Section.

Dogs NSW will only approve applications for dates for Dog Sections where it is proven that an experienced group of members will support the person nominated as the Dog Section Secretary.

This is important as it means that not only should the pre show preparations be carried out in the proper manner but that there will be an experienced group of members in attendance on the day to ensure that the Show is conducted according to the Regulations and any problems will be sorted out in the manner prescribed by the Regulations.

This means that in the case of Associations whose Shows fall after the 1st of July the application for the following year's date for the Dog Section must be submitted before the Show in the current year.

There are two other important pre-requisites for Agricultural Shows.

- One is that at least four Sections will, be conducted at a Show and that the Dog Section will be held concurrently.
- The other is that the Draft Schedule for a Show, must be completed in that section on the front page where the Association's appointed officer authorises the Dog Section Secretary to conduct the Section on the Association's behalf.

Full details of the Association's admittance charges must be included in the draft schedule and must appear in the advertisement in the Dogs NSW Gazette.

Under the Regulations, all exhibitors must be provided with sufficient passes, according to a scale related to the number of entries, to enable free entry to the ground and NO parking fee is permitted to be charged. The Rules & Regulations also state that sufficient parking space must be provided or there must be an area where exhibitors can unload their vehicles if they must park other than in the immediate environs of the Dog Section.

- 22.2 (a) An Affiliate shall permit each exhibitor to park without charge one vehicle on or within reasonable proximity to a Showground.
- (b) If parking cannot be provided on a Showground, exhibitors are nonetheless entitled to reasonable vehicular access to the Showground for the purpose of loading and unloading of an exhibit.

22.3 An Affiliate shall issue each exhibitor with:

- (a) one pass for one or two exhibits;
- (b) two passes for three or four exhibits;
- (c) three passes for five or six exhibits;
- (d) four passes for seven or more exhibits; and each such pass shall:-
- (e) permit the bearer to enter and remain on the Showground for the duration of the Show, and
- (f) confer on the bearer the vehicular privileges referred to in Regulation 22.2.

Agricultural Societies/Associations which refuse to adopt a reasonable attitude to Dog Exhibitors may well have the Championship status of the Dog Section revoked.

Remember a well run Dog Section will generate quite a sizeable income for the Society/Association, generally much more than just about every other competitive section, so if you are running the Section stand up for the rights of the exhibitors, who in effect, you represent when you are dealing with the management of the Society/Association.

There is no less obligation on the Agricultural Societies/Associations to provide all the normal facilities that an All Breeds Affiliate would normally provide for exhibitors.

Further the fact that the Show is conducted under Dogs NSW Regulations must be conspicuously displayed on the front cover of the catalogue or printed schedule and the Agricultural Association must adhere in all respects to the Rules and Regulations.



## CHECK LIST

Before the date of the Show, gather together all that will be required. Have a check list prepared, and go through it carefully. This list should include:

- Copy of Schedule
- Judges' Contracts
- Judges' Fees
  - The Judge must be paid before the end of the day, and in **no circumstances** should it be necessary for a Judge to have to ask for his/her fee. The Treasurer should be advised of the amount required for each Judge and provide cheque/cash to be given to the Judges.
- Dogs NSW Representative's Report Form
- Junior Handler Results Forms
- Copy of Dogs NSW Regulations
- Entry Forms
- Exhibit Numbers that have not been posted out
- Over & Under payment list
- List of exhibitors who have paid for a Catalogue
- Spare Exhibit numbers and marking pen
- Best of Breed, Challenge & Neuter Certificates (including spares to accommodate errors)
- 7 x Plastic Boxes to organise Certificates in Groups are recommended
- Judges' Books and Stewards' Sheets
- Copy of ANKC Standards
- Pens, stapler, sticky tape, whiteout and clipboards
- Catalogues
- Trophies, Sashes, Prize Money, Ribbons etc.
- Catering items – detergent, tea towels, drinks, tea/coffee etc
- Hand washing supplies and towels

## CONCLUSION

In concluding, the Show Secretary and Committee should always be aware of the rights of the exhibitor. Bear in mind that if the exhibitors did not support your show, there would be NO SHOW, and no need for a Show Secretary.

From the time a Schedule appears in print, there will always be novice exhibitors who are in need of advice and assistance, and the person they will generally contact will be the Show Secretary. Sometimes, their questions may seem trivial, but you should bear in mind that we were all novices once.

**Patience is a virtue and the Show Secretary needs more patience, tolerance and understanding than most.**