



# *Basenji Club of America, Inc.*

## *National Specialty Procedures*

*Revised June 3, 2009*

*Approved by the BCOA Officers & Directors and  
The National Specialty Oversight Committee*



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## **BASENJI CLUB OF AMERICA, INC.**

**PURPOSE:** To provide direction for organizing a successful BCOA National Specialty

**AUTHORITY:** BCOA Officers and Board and the National Specialty Oversight Committee.

The National Specialty Oversight Committee (NSOC) shall be comprised of at least seven BCOA members in good standing who are appointed by the BCOA Board. The Committee shall report directly to the BCOA Board on all communications regarding the National Specialty. Responsibilities of the Oversight Committee shall be defined in these Procedures.

### **DESCRIPTION OF PROCEDURES:**

This document is comprised of eight sections:

- I.** Oversight Committee Responsibilities
- II.** Host and Site Proposals
- III.** Judges Nominations, Selection, and Compensation
- IV.** BCOA Office and Board Approvals
- V.** Applications, Events, Superintendents
- VI.** Committee Descriptions and Responsibilities
- VII.** Concluding Actions
- VIII.** Appendix

## **I. NATIONAL SPECIALTY OVERSIGHT COMMITTEE (NSOC)**

- A. The Committee shall consist of at least seven BCOA members, three of which shall have experience in administration and finance and at least four with working knowledge of performance and conformation events.
- B. The Committee shall be directly involved with the organization of the national specialty including, but not limited to:
  1. Managing of the financial aspects of the specialty and developing a standardized accounting method.
  2. Securing a licensed Superintendent/Show Secretary
  3. Approve the Schedule of Events for national specialties.
    - a. Avoid time and date conflicts when scheduling the required events. Care must be given to avoid overlapping required events. (Also see Section II, 2 (g))
    - b. Required events shall be scheduled before consideration is given to any optional events being offered. (Also see Section II, 2 (h))
    - c. Make every effort to coordinate the African Stock Exhibition with the beginning of the required classes that will be videotaped to avoid any lapse in time for the videographer.
  4. Completing and submitting all event applications.
  5. Assisting a Host Group in the organization of the national specialty.
    - a. Preparation of the show premium lists.
    - b. Compilation of the mailing list.
    - c. Working in other administrative capacities
  6. Providing written procedures for all events to host groups.
  7. Preparing a contingency list of AKC judges should the need arise to replace a judge unable to fulfill his/her assignment(s) or if an additional judge is needed in any of the AKC events. The Contingency List shall include the names from the original ballot of the second and third place judges in Conformation and Sweepstakes. (Section III, E, (1) & (2))
  8. Reviewing the final draft of the premium list before it is sent to the Superintendent.

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- C. Evaluates specialty site proposal forms (NSP Appendix D) and makes recommendations to the BCOA Board.

## II. HOST AND SITE PROPOSALS

- A. In December, four (4) years preceding the year of the national specialty, the National Specialty Oversight Chair shall send a notice, including all the information in section II.B, to:
  - 1. All BCOA affiliated clubs within the geographic area of that year's specialty requesting their proposal (if any) for hosting the BCOA national specialty.
  - 2. The Editor of the official BCOA publication in order to have a notice published in the publication reaching the members on or before February 1st, informing them that proposals for hosting the BCOA National Specialty are being accepted, OR in the absence of any official publication, provide the BCOA Treasurer, no later than December 1, with the notice requesting proposals for hosting the BCOA National Specialty. This notice mailed with the BCOA dues notice shall be sufficient.
- B. Site Proposal shall be submitted on the BCOA Site Proposal form (NSP Appendix D) which is available upon request or may be downloaded from the BCOA website.

- 1. **Location:** It is necessary that the specialty be held within the specific geographic area of the region in: (See map below)
  - a) **Eastern** - AL, CT, DE, FL, GA, IN, KY, MA, MD, ME, MI, NC, NV, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WV
  - b) **Central** - AR, IA, IL, KS, LA, MS, MN, MO, ND, NE, OK, SD, TX, WI
  - c) **Western** - AZ, CA, CO, ID, MT, NM, NV, OR, UT, WA, WY



- 2. **Proposal Elements:**
  - a) Groups consisting of eight (8) BCOA members in good standing or a BCOA affiliated club may submit a proposal to host a national specialty in their geographic region. The Host Group shall be responsible for making all local arrangements.
  - b) The name of the Chairperson who is a member in good standing with the BCOA. The Specialty Chair may not exhibit dogs at the National Specialty for which he/she serves as Chair. However, dogs owned and/or co-owned by the Chairperson may be exhibited by others, including but not limited to immediate family members of the Chairperson.
  - c) Dates of the national specialty. A national specialty must take place between July 1<sup>st</sup> and November 30, shall be at least five consecutive days and utilize a full weekend.
    - i. Avoid dates that would conflict with the AKC 200 mile radius ruling for all-breed shows. (AKC defines the 200-mile radius as a straight line from a point in the center of a circle extending 200 miles, air miles, not highway miles.)

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- ii. If this is unavoidable, AKC requires the Host Group to get a written waiver on that club's letterhead from the all-breed club granting exclusion of basenjis from the judging schedule. This waiver must accompany all AKC event applications.
  - d) When selecting a site location, utilize the local Convention/Visitors Bureau of cities being considered.
    - i. Most of these organizations are public services, paid for in part by local hotel taxes and their members (usually the hotels).
    - ii. Present a site description covering key elements required for the event and hotel(s) along with a deadline needed for the information.
    - iii. The Bureau may make the initial contact with the hotels, saving the host group time and energy.
    - iv. The Bureau may also supply promotional items.
  - e) Description of the show facilities. Indoor/outdoor; air-conditioned; use of tents, equipment needed; crating space. Other criteria include:
    - i. Obedience Trial – preferably inside or, if outside and possible, on a flat, smooth surface such as concrete. Covered pavilions are acceptable.
    - ii. Lure Coursing – Large, open area, preferably fenced. Should be within reasonable driving distance from the main site.
    - iii. Agility – requires a minimum of 8,000 square feet (80' x 100') on a flat, open surface; may be inside or outside.
  - f) Description of available accommodations. On-site hotel, area motels, use of public grounds i.e. fairgrounds, kennel clubs, etc.; camping facilities, airline access.
  - g) **BCOA required events and activities:** Agility, AKC and/or ASFA Lure Coursing, Obedience, Puppy & Veteran Sweepstakes, African Stock Exhibition, Junior Showmanship, Regular and non-regular conformation classes, Best of Breed, Auction, Banquet, Seminars, and Annual Meeting.
    - i. One whole day or the equivalent, which may consist of two half-days, shall be provided for lure coursing.
    - ii. Agility may be offered off-site from the national specialty and may be held in conjunction with a local all-breed Agility trial.
    - iii. African Stock Exhibition should be scheduled prior to the beginning of Regular Conformation judging.
    - iv. At least one educational seminar is required at each National Specialty. All health-related seminars and clinics shall be coordinated with and approved by the Health and Research Committee. Non-health related seminars shall be coordinated with the National Specialty Oversight Committee and the relevant BCOA standing committees.
    - v. The Basenji Health Endowment will assist in funding health-related seminars and speakers.
  - h) **Optional events** include other activities that fit the schedule as time allows: Rally Obedience, Straight-line racing, Oval Track racing, seminars, Canine Good Citizenship, Eye Clinic, Fun Show, etc. Time may not be sacrificed from a required event to include an optional activity.
- C. The BCOA national specialty host proposals will be mailed to the NS Oversight Chair before April 1<sup>st</sup> of the third year preceding the national specialty. Proposals postmarked after April 1<sup>st</sup> shall be ineligible.
- D. The NS Oversight Chair will submit all host proposal dates to the BCOA Events Coordinator/Liaison Officer prior to submitting them to the BCOA President.

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1. The Events Coordinator will check for any scheduled conflicts with AKC all-breed shows in a 200-mile limit and any regional basenji specialties.
  2. If it is not practical to revise the affiliate specialty dates, the BCOA National Specialty will take precedence over any regional specialties. Working three years ahead, the problem of conflict may not arise and if a conflict does arise, the host group may be allowed to adjust their proposal.
- E. On or before April 20<sup>th</sup>, the NS Oversight Chair will forward all host proposals to the President and, Secretary. All pertinent host proposal information, including conflicts with other scheduled Basenji specialties, shall be forwarded.
- F. The President shall have a ballot with all Host proposals and other pertinent data submitted to the Board of Directors. On or before May 15<sup>th</sup>, three years preceding the specialty, the Board of Directors will select two of the sites for a general membership vote. The Secretary shall send a copy of the results of the Board vote to the Site Selection Tallier on or before May 20<sup>th</sup>.
- G. **Site Proposals:** The Site Selection Tallier shall conduct a vote of all BCOA members, accumulate and tally their votes for the two host site proposals approved by the Board of Directors, and the Conformation and Sweepstakes judges. If only one host site proposal has been received, the Board can simply approve it and no vote is required by the membership. This ballot may be included with the ballot for judges' selection.
- H. In the event that no site is proposed, or only an unacceptable site is proposed within the designated region, the BCOA national specialty for that year will automatically move to the next region in the sequence.
- I. **Site Proposal Changes:** Changes affecting the structure of the proposal after it has been approved, as listed below, must be approved by the BCOA Board. These include:
1. Specialty Chair
  2. Specialty Treasurer, if one has been named.
  3. Location of the site
  4. Dates of the event.
- J. See APPENDIX C for the Schedule of Dates.

### **III. JUDGES NOMINATIONS, SELECTION, AND COMPENSATION**

#### **A. Eligibility**

- 1) **Conformation – Regular and Non-Regular Classes**
  - a) Judges nominated must meet the requirements set forth by the AKC governing the awarding of AKC championship points to the Basenji breed. Judges must be licensed judges for the breed at the time of nomination by AKC or in their respective country.
  - b) Only judges who have not judged the Conformation at a BCOA national specialty in eight (8) years prior to this one are eligible.
  - c) The selected judge shall not judge Basenjies in the USA and/or Canada for the six (6) months prior to the BCOA national specialty. Failure to comply with this requirement shall disqualify that person from serving as a judge at the BCOA national specialty.
  - d) Judging fees and expenses combined may not exceed \$1,000.00 US. BCOA Specialty Group will pay hotel expenses and meals for the duration of the judging assignment.
- 2) **Sweepstakes**
  - a) The Sweepstakes judge need not be an AKC approved judge. Anyone in good standing with the AKC may serve in this capacity.
  - b) Only those persons are eligible who have not judged the Sweepstakes classes at a BCOA national specialty in eight (8) years prior to this one.
  - c) The selected judge shall not judge a Basenji Sweepstakes for one (1) year prior to the specialty. Failure to comply with this requirement shall disqualify that person from serving as the Sweepstakes judge at the BCOA national specialty.
  - d) Expenses such as travel, meals may not exceed \$400.00 US. BCOA Specialty Group will pay hotel expenses and meals for the duration of the judging assignment.

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### **B. Selection Procedure**

#### **JUDGES SELECTION PROCESS COMMITTEE**

The Judges' Selection Process Committee shall have the following duties:

- a) Solicit nominations for judges for the National Specialty conformation regular class and sweepstakes judges;
- b) Refine the list of candidates using membership input;
- c) Collaborate with the tallying committee for the official membership weighted ballot; to attend to administrative aspects of the final selection and board approval;
- d) Submit a final report of the annual activities.

Stage 1 – Nomination Collection

Stage 2 – Candidate List Refinement

Stage 3 – Weighted Voting on top 5 candidates and ties

Stage 4 – Administrative Finalization

#### **1) STAGE 1 - NOMINATION COLLECTION - Timeline: August 1-December 31**

- a) Each August, the appointed Chair of the Judges Selection Process Committee (JSPC) selects two other members of the BCOA to serve on the committee. The chair and the committee members must be members of the BCOA for at least 10 years and active in conformation events. Members of the JSPC cannot be nominated for judging assignments for the year in which they are serving on the committee.
- b) The Vice-President will assist the JSPC and is charged with ensuring that the appropriate procedures are followed and that deadlines are maintained. The Vice-President will also help in drafting the offer letter such that it is consistent with BCOA guidelines.
- c) Each year the BCOA members select the Regular Class judge three years prior and the Sweepstakes judge two years prior to the Nationals. (I e. in 2009-10 the process will select the 2012 Sweepstake judge and the 2013 Regular Class judge) Thus, the annual procedure will involve selecting a judge for the sweepstakes the year **following** the selection for that National's regular class judge. This will be clearly indicated on all club documents pertaining to selection for Nationals judges.
- d) The JSPC Chair submits a Request for Nominations (along with the nomination form) for publication in the October and November Bulletin Boards, as well as making them available at the BCOA Nationals, accepting them at the Annual Meeting.
- e) A BCOA member may nominate up to five candidates by email or regular mail by sending the nominated judge's name, address, phone number and email address to any member of the JSPC by December 15<sup>th</sup>. This "long list" of candidates will be available on the BCOA website with regular updates as names are received or withdrawn (by the request of the candidate). Prior to completing the "long list", the JSPC Chair will request a current membership list from the BCOA. Only members that are current with their dues are allowed to participate.

#### **2) STAGE 2 – CANDIDATE LIST REFINEMENT - Timeline: January 1st through March 31**

- a) The JSPC will confirm that each nominated candidate is eligible to judge and will also keep a list of people that have requested not to be listed. If 10 or more eligible candidates are received, they shall be placed in alphabetical order and included with a "short list" selection form in the January and February BCOA Bulletin Boards to be sent to all BCOA members in good standing.
- b) Each member may chose up to 5 judges and returns the short list selection form (or submits the survey on-line if implemented by BCOA) post-marked no later than March 15<sup>th</sup> to the JSPC. The JSPC will confirm all returned selection forms are from active, renewed members.
- c) In the event that fewer than 10 nominees are received during Stage 1 the alphabetized list will be held for the Stage 3 Weighted ballot (Stage 3) and the above steps in the procedure will be eliminated for that cycle.
- d) In the event that fewer than 5 nominations are received during Stage 1, each of the Board of Directors of the BCOA will be entitled to nominate one candidate for submission to the membership for Stage 3 balloting.

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- 3) STAGE 3 – WEIGHTED VOTING ON TOP 5 APPLICANTS AND TIES - Timeline: April 1-June 30**
- a) A list of the top 5 candidates (and ties) will be provided to the membership for weighted voting. The balloting procedure for Stage 3 shall be consistent with typical official ballots according to the by-laws of the BCOA using a separate tallying committee. BCOA members listed as a nominee for a judging assignment under consideration shall be ineligible to serve on the tallying committee.
  - b) Voting members (as defined in the By-Laws) shall be verified by the up-to-date membership list provided by the Secretary. Mailing labels can be obtained from the Secretary. Questions regarding membership shall be referred to the BCOA Secretary.
  - c) Ballots must be returned by mail to the Judge Selection Tallier postmarked no later than May 31. Ballots postmarked later than May 31 shall not be counted. Illegibly postmarked ballots received after the deadline shall not be counted. Envelopes shall not be opened until the time of the official tally.
  - d) Weighted Ballot Preparation
    - i) Ballots for the selection of the Conformation Regular Classes and Sweepstakes judges, listing those persons in alphabetical order shall be mailed by the Judge Selection Tallier to each voting member on or before April 30<sup>th</sup>, three years prior to the specialty for Regular Classes and two years prior for Sweepstakes.
    - ii) Return envelopes bearing the voting members' names in the top-left-hand corner shall be provided.
    - iii) Ballots shall not require the voting members' names. An official ballot is not necessary to vote, but the identification on the envelope must be official.
    - iv) The ballot shall require that the members vote for three judges, indicating first, second and third preference. Ballots that are not marked in accordance with the instructions shall be invalid.
  - e) Weighted Ballot Tallying
    - i) The Judge Selection Tallier and two other BCOA members who have been approved by the BCOA President shall meet to prepare an official tally of the Conformation judge and Sweepstakes judge.
    - ii) Upon tallying the ballots, a first place preference will be awarded 5 points, a second place preference 3 points, and a third place preference 1 point.
    - iii) The points for each candidate shall be tabulated and the candidate with the most points will be the first choice; the judge with the next highest count will be second choice, etc. In the case of a tie, the judge who received the most "first choice" points wins the tie. If that does not resolve the tie, please see Stage 4.
  - f) On or before June 30<sup>th</sup>, the official results of the Conformation judge and Sweepstakes judge ballots (with the number of votes received by each) shall be conveyed in writing to the BCOA President, the BCOA Secretary, and the JSPC Chair.
- 4) STAGE 4 – ADMINISTRATIVE FINALIZATION - Timeline: July 1 - August 31**
- a) With guidance from the Vice-President, the JSPC Chair contacts the top choice judges (Regular Classes and Sweepstakes) by the most expeditious means (telephone, e-mail, or special delivery letter) to determine the interest, availability, and fees, and state the restrictions detailed elsewhere.
  - b) The JSPC Chair submits the name of the applicant with the highest ranking and who accepts the BCOA conditions, along with relevant information, to the BCOA Board of Directors by July 15.
  - c) In the event of a tie result from Stage 3 ballot (i.e. two applicants with the same number of points and same number of first preferences), both candidates will be queried for acceptance of the conditions. If both accept, then the BCOA board shall vote on the candidates. The candidate with the highest number of board votes shall be selected. Officers and board members under consideration for an assignment are ineligible for that particular ballot.

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- d) The closing duty of the JSPC is to provide a final report to the BCOA board of the annual process that occurred, including numbers of participants, candidate lists (both eligible and ineligible), and the results of activities and ballots. This will be utilized to determine if timeline adjustments and procedural alterations are required.
- C. JUDGES' COMPENSATION:** The BCOA Secretary shall prepare contracts for all the selected judges, following the judges' approval by the Board, by no later than October 15<sup>th</sup>. Copies of these contracts shall be sent to the Board at that time.
- 1 The contracts shall be sent to the judges in triplicate, two signed copies to be returned to the BCOA Secretary.
  - 2 The Secretary will inform the Board of Directors immediately upon receipt of these signed contracts and will then send one of these copies to the National Specialty Chairperson.
  3. **Terms of Contracts:** Contracts for all judges shall specify the following:
    - a. BCOA Specialty Group will pay hotel expenses and meals for the duration of the judging assignment.
    - b. In addition to any compensation they might receive, all specialty judges shall be entitled to BCOA national specialty activities (dinners, symposiums, etc.) at no charge
  - 4 Conformation and Sweepstakes judges shall be under contract on or before December 31<sup>st</sup> of the third year preceding the specialty.
- D OTHER EVENTS JUDGES:** Shall be submitted to the BCOA President by the National Specialty Chairperson by September 10<sup>th</sup> of the last year preceding the national specialty. If the Specialty date is scheduled to begin prior to this date, the names of the event judges shall be submitted no less than one year before that date. The Specialty Chairperson must have verbal agreement from all judges that they will accept their assignment if approved.
1. Additional required events that will need judges: Agility (if offered as a stand-alone event), Obedience, African Stock Exhibition, Lure Coursing, and Junior Showmanship.
  2. Lure Coursing trials, ASFA or AKC, shall require two judges. Each AKC JC test must have a separate judge. These judges may not compete at this event.
  3. The BCOA Board shall approve one judge each for the Obedience and Agility Trials unless the number of entries warrants, after the show closing date, an extra judge.
  4. Judges hired for special attractions such as the African Stock Exhibition may be allowed to compete in other scheduled events. Dogs owned/co-owned by the African Stock Exhibition judge may not be exhibited in this special attraction.
  5. The Junior Showmanship judge, who is not also a licensed AKC Conformation judge, may compete in other AKC events during the national specialty.
  6. Compensation for each judge should be within the host's budget and shall be limited to reasonable and applicable expenses as stated in III, A 1) & 2) (d).4.
- E. ADDITIONAL AND/OR SUBSTITUTE JUDGES:** (Regular Conformation and Sweepstakes)
1. **Additional Judge:** An additional judge shall be required if the entry numbers surpass the maximum assignment of 200 dogs per day as set by AKC.
    - a. The Specialty Committee shall select another qualified AKC judge(s) to bring the total assignment of the originally assigned judge within or as close as possible to the required limit
    - b. The Specialty Committee shall contact AKC and request approval in writing for the additional judge.
    - c. The Superintendent/Show Secretary shall send a notice to all exhibitors advising them any judging changes at least five (5) days prior to the opening of the show.
  2. **Substitute Judge:** A substitute judge shall be hired should the originally contracted judge be unable to fulfill the assignment.

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- a. If a substitute judge is needed prior to the closing date of the event the members of the BCOA Board and the Oversight Committee shall vote on an approved AKC judge from the contingency list prepared in advance by the Oversight Committee.
  - b. The second and third place Judges' names from the original ballot shall be included on this list.
  - c. If the second place judge from the original ballot received a vote of 90 percent or more of the ballots received for the first place judge, that judge shall be the first consideration as a substitute judge. [Example: First place judge received 200 ballots. The second place judge would need to have received a vote of 180 or higher to be considered the replacement judge.] The purpose is to avoid hiring a substitute judge that does not represent a clear consensus of the membership.
  - d. Any time prior to the closing date of the show, a request to change judges and the name of the substitute judge shall be submitted to AKC. Notice of the substitute must be sent to all exhibitors. (See S.1 (c) above.)
  - e. Any time within the closing date or after the show has opened the Board shall substitute a qualified judge in the place of the originally contracted judge. AKC shall be notified of the change if time allows.
  - f. Notify the show superintendent/show secretary of any judge changes.
  - g. No notice needs to be sent to exhibitors.
3. A notice shall be posted at the ring and other prominent places informing exhibitors of the change in judges.
  4. In the case of an additional or a substitute judge, the exhibitor may exercise the right to withdraw his/her entry and have that entry fee for classes affected by the judging change refunded provided the withdrawal notice is received at the Superintendent/Show Secretary's office no later than one-half-hour before regular judging begins.
  5. Judges hired for other required events who are unable to fulfill an assignment shall be replaced by those listed on the contingency list prepared by the Oversight Committee, if possible. Appropriate notification shall be sent to the governing licensing organization i.e. AKC, ASFA, etc. under the rules outlined by those organizations. Notification shall be posted for exhibitors. (See S, 3 &4 above.) **NOTE:** ASFA does not provide for entry refunds if a judge is replaced after the first draw for the trial.

## **IV. BCOA OFFICER AND BOARD RESPONSIBILITIES – Judges, Proposals, Contracts**

### **A. BCOA PRESIDENT**

4. **Approval of the Specialty Chairperson:** The Specialty Chairperson is approved as part of the ballot for the site proposal form (NSP Appendix D.) Should it be necessary to replace the Specialty Chair, the President will have a ballot submitted to the Board of Directors asking for the approval of a replacement for this position.
2. **Approval of the Specialty Treasurer:** The Specialty Treasurer may be approved as part of the ballot for the site proposal. However, if the name of a Treasurer is not designated on the site proposal form, the National Specialty Chairperson shall contact the BCOA President on or before September 3<sup>rd</sup> of the third year preceding the specialty with the name of the Specialty Treasurer.
  - a. The President will have a ballot submitted on or before Sept. 15<sup>th</sup> to the Board of Directors asking for approval of the Specialty Treasurer.
  - b. While every consideration is given to the person named, selection of the Specialty Treasurer is a function of the Board of Directors. If this person is disapproved, the Board shall recommend another qualified BCOA member.

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3. **Approval of other event judges:** The President will have a ballot prepared for each judge that includes any fee and expenses. Ballots shall be submitted to the Board of Directors on or before September 15<sup>th</sup> of the last year preceding the national specialty asking for their approval. (Reference III. R) If the specialty date is scheduled prior to Sept. 10<sup>th</sup>, the ballot shall be submitted to the Board one week following receipt of the list of judges.
4. **Appointing of Alternates:** The President may, with the BCOA Board approval, appoint another BCOA member to assume the duties of any person who is unable to perform the duties as assigned by these Procedures.

### **B. BCOA VICE-PRESIDENT**

1. Shall oversee the Judges Selection Process Committee as outlined in Section III, JUDGES NOMINATIONS, SELECTION, AND COMPENSATION.
2. Communicates any changes to the Process to the BCOA Board and National Specialty Oversight Committee

### **C. BCOA SECRETARY**

1. **Host Proposals:** The Secretary shall relay, on or before August 15<sup>th</sup>, the results of the voting on the host proposals to the Board of Directors, to the Editor of the first available official BCOA publication for publishing in its next scheduled release, and to the host groups who submitted proposals (NSP Appendix D).
2. The finalization of the contracts for the Conformation Judge and Sweepstakes Judge shall be concluded no later than October 31<sup>st</sup> in the third year preceding the specialty.
3. **Other event judges:** The Secretary shall contact the National Specialty Chairperson with the results of the ballots. Ballot results shall be published in the next scheduled release of the official BCOA publication.
4. The Secretary, upon receipt of event applications for the next year's specialty from AKC, shall forward those documents to the Chairperson of the National Specialty Oversight Committee.

### **D. BCOA TREASURER**

1. **Bonding:** Shall ensure the Specialty Treasurer is listed as a bonded agent for the BCOA.
2. **Specialty Fund Account:** On or before January 1<sup>st</sup> of the specialty year, banking needs will be established for that year's specialty. The Club Treasurer and the Specialty Treasurer will work together to get an account operational and to assure all financial reporting measures are in place.
3. **Specialty Fund Account:** Will maintain an account for each year's national specialty
  - a. An interest-free loan of an amount designated by the BCOA Board shall be provided to each host group.
  - b. Only the signatures of the National Specialty Treasurer and the BCOA Treasurer shall be listed on the account. Only one signature will be required on the checks.
  - c. The BCOA Treasurer shall collect the interest-free loan from each host group at the financial conclusion of each year's national specialty.

## **V. APPLICATIONS, EVENTS, SUPERINTENDENTS**

### **A. Applications to be completed and submitted by the NSOC.**

1. **AKC Applications** – American Kennel Club sends applications for all the AKC events held each year at the national specialty to the BCOA Secretary. The Chair of the NSOC shall obtain these documents from the Secretary. Additional forms may be obtained from the AKC website [www.akc.org]
2. **ASFA Application** – This application may be obtained from the ASFA Scheduling Committee or can be downloaded from the ASFA website [www.asfa.org].
3. **Other Event Organizations** – Each organization shall supply event applications. The Specialty Chair shall advise the NSOC of any additional competition events requiring applications.

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- B. Emergency Disaster Plan** – No AKC event will be approved unless each application is accompanied by an Emergency Disaster Plan which covers emergency contacts for people and dogs.
1. The name of the Emergency Response Coordinator shall be submitted to the NSOC by the Specialty Chairperson.
    - a. This person shall prepare written procedures which must be available during the specialty and shall include an Emergency Plan for Dogs; Emergency Plan for People; a Mass Disaster Plan, and Security Personnel.
    - b. A map of the nearest hospital, day-time veterinarian facility and emergency veterinary clinic shall be available along with a diagram or photographs of the specialty site.
    - c. Advise local authorities (police, fire department, medical services, etc.) of the event, including the exact location of all entrances/exits, within 30 days of the specialty.
- C. Deadlines for AKC Applications.**
1. Conformation & Sweepstakes – Twenty-four (24) weeks prior to the Close date of the show.
  2. African Stock Exhibition – must be included with the Conformation Application on the **Special Attractions** form.
  3. Parade of Title Holders – if offered, must be included with the Conformation application on a Special Attractions Form or on the class listing in the show application. This is entered as an Additional Class on the entry form.
  4. Obedience Trial – Twenty-four (24) weeks prior to the Close date of the trial
  5. Agility and Jumpers/with Weaves – Twenty-four (24) weeks prior to the Close date of the trial if this event is offered as a stand-alone trial.
  6. AKC Lure Coursing Trial and JC Tests – 90 days prior to the event date.
  7. All AKC events applications must include a completed **AKC Emergency Disaster Plan** which covers the emergency contacts for people and dogs.
    - a. An Emergency Response Coordinator shall be appointed by the NSC. This person shall prepare and make available during the Specialty.
      - Emergency Plan for People
      - Emergency Plan for Dogs
      - Mass Disaster Plan
      - Security Personnel
    - b. The Coordinator shall have a map of the nearest hospital, day-time veterinarian facility and emergency veterinarian clinic. If possible, have a diagram or photographs available.
    - c. Advise local authorities (police, fire department, medical services, etc.) of all entrances/exits within 30 days of the specialty.
- D. Deadline for ASFA Application** – The application must be filed with the ASFA Scheduling Committee no less than 45 days from the date of the trial.
- E. Deadlines for other Event Organizations** – The Specialty Chair shall provide the name(s) of any additional events under other organizations and their deadlines for filing applications.
- F. Submitting the applications forms:** The applications require the signature of a BCOA Officer. The applications, along with the required fees, shall be given to a BCOA Officer for signing. That Officer shall then be responsible for mailing the documents to the appropriate organizations.
- G. Events and Classes that must be stated on the applications –SEE APPENDIX E.**
- H. Superintendents –**
1. A licensed AKC superintendent shall be used for all the AKC events. A list of those eligible is printed in the AKC Events magazine. The following events are excluded from this requirement:

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- a. An AKC Field Trial, AKC JC Test or an ASFA Field Trial.
  - b. The AKC Agility & Jumpers w/Weaves Trial
  - c. The African Stock Exhibition.
  - d. Other non-AKC competition events.
2. The NSOC shall secure a contract for an acceptable Superintendent at least 12 months in advance of the specialty. This Committee shall work closely with the Superintendent to ensure all deadlines for the premium list, catalog, advertising and show schedule are met.
  3. A qualified Superintendent should be able to supply all ring equipment, ring numbers, and matting where required, judges' tables, trophy tables, ring award signs, obedience rings and equipment and exercising rings.
  4. Basic services provided by a Superintendent should include:
    - Preparation and distribution of premium lists;
    - Receiving and recording entries and fees;
    - Compiling catalogues;
    - Preparing and mailing acknowledgement of entry, tickets, & judging programs to the exhibitors, handlers and other officials;
    - Furnishing show badges for officials;
    - Preparing judges books;
    - Arm bands;
    - Computing cash prizes such as sweepstakes premiums, Best Bred-By Exhibitor, etc.;
    - Preparing such cash prizes for payment in the judging ring;
    - Sending marked catalogs to the Club Secretary and the AKC;
    - Making all reports to the AKC at the conclusion of the show;
    - Furnishing an itemized accounting of all funds handled by the Superintendent;
    - Supplying the basic prize ribbons and rosettes. [Basic package includes rosettes for BOB, BOS, WD, RWD, WB, RWB, BOW. Class ribbons supplied are flats.] All other rosettes are an additional charge.
  5. If tenting is needed, Superintendents can supply these at an additional cost. Tenting may also be acquired locally and may be less costly

## **VI. COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES**

### **A. NATIONAL SPECIALTY CHAIRPERSON (NSC)**

1. **Qualifications:** Shall be a member in good standing with the Basenji Club of America, Inc. and must be approved by the BCOA Board. Should the NSC be unable to fulfill the duties of this assignment, subsequent candidates shall be submitted to the Chair of the Oversight Committee who shall recommend a successor to the BCOA Board. The BCOA Board shall approve a new NSC.
2. **Authority:** Assumes full responsibility for the conduct of the specialty. The Chairperson shall appoint a core group of people to serve on the Specialty Committee. These committee chairs shall report directly to the NSC.
3. **Key Positions:** Submits to the BCOA President the name of a person eligible to serve as Specialty Treasurer. This person must be approved by the BCOA Board. Should the Specialty Treasurer be unable to fulfill the duties of this assignment, subsequent candidates shall be submitted to the Chair of the Oversight Committee who shall recommend a successor to the BCOA Board. The BCOA Board shall approve a new Specialty Treasurer.
4. **Committees:** In addition, the Chair shall appoint standing committees to perform the many functions of the national specialty. All committee chairs shall report directly to the National Specialty Chair and shall operate within a budgeted amount set by the NSC. These committees will be responsible for these areas, but not limited to:

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Auction	Catalog Ads	Merchandise
Awards	Grounds Maintenance	Publicity/Public Relations
Banquet (& other meals)	Hospitality	RV Camping
Booth Rental	Judges' Hospitality	Specialty Store
		Web Site

5. **Budget:** The NSC shall work with the Specialty Treasurer to establish a budget which shall be submitted to the NSOC one year prior to the specialty date.
  1. All committee heads shall be informed of the funds available for each activity.
  2. Each committee is responsible for keeping expenditures in line with the budgeted amount for that activity.
  3. If any committee is unable to meet the budgeted amount for their activity, the Chair of that committee shall notify the NSC as soon as possible.
6. **Rates and fees:** The NSC shall set the rates for entry fees and activities such as banquet meals, catalog advertising, seminars and other activities.
7. The NSC shall obtain the *AKC Show Manual* from the American Kennel Club.
8. The NSC shall work directly with the NSOC in the coordinating of the events and setting a tentative schedule of events and activities.
9. The NSC shall distribute copies of all committee descriptions and responsibilities contained herein to all committee Chairs.
10. The Chairperson and Specialty Committee shall develop a theme and design, or arrange to have designed, a specialty logo symbolizing the theme.
  - a. The logo artwork shall be available for many sources such as tee shirts, web advertising, premium and catalog cover, specialty flyer, ribbons, etc.
  - b. The artwork should be fairly simple in design that will be readable in both small and large images.
  - c. Artwork created on behalf of BCOA for events or activities shall not consist of images or photographs of living basenjis so as to avoid the appearance of bias or influence.
  - d. Images of well-known basenjis that are deceased may be used as drawings, but not their actual photographs.
  - e. Written permission to use photographs and drawings shall be provided by the owner of the dog or artist of any drawings.
  - f. The BCOA Board shall approve all artwork.
  - g. All artwork shall become the property of the Basenji Club of America.
11. **Contracts:** The Chair shall secure Site contracts and have them reviewed by the Club Attorney before signing. Contracts should stipulate:
  - The total cost for rental of the facility.
  - The dates and times of rental and size of space to be used, if not renting the entire facility.
  - The security deposit and conditions and time frame for its return to the specialty fund.
  - Any additional required insurance
  - If security personnel are required.
  - Any cleanup costs
  - Any additional costs such as a penalty for late departure or any damage.

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- Any utility costs.
  - If RV parking is allowed on the grounds, any parking fees required by the facility owner for those vehicles.
  - Charges for extra equipment i.e. tables, chairs, public address system
12. **Additional Space Requirements:** The NSC shall arrange for space for the annual BCOA meeting, seminars and clinics, banquet, hospitality, and other scheduled meetings.
  13. **Lodging for Officials** – NSC 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.
    - a) Judges
    - b) AKC Representative
    - c) Show superintendent and staff
    - d) Photographers; Videographer
  14. **Other Professional Services:** NSC is responsible for contracting 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 that will be published in the next edition of the official BCOA publication.
    - b) **Videographer** – shall provide two copies of the filmed event to the NSC. These copies will be retained by the BCOA Historian.
    - c) Food services – to cover lunches and banquet.
    - d) **Ring stewards** – people serving in this position may not exhibit at the event, nor may dogs owned by them be entered.
    - e) **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.
  15. **Mailing List:** The NSC shall arrange to have mailing list prepared for all the required mailings.
    - a) Sources may be from Indexes from prior specialty catalogs.
    - b) BCOA current membership
    - c) Membership rosters from BCOA affiliated clubs
    - d) Superintendent breed lists
  16. **Premium List:** The NSC and the Oversight Committee shall work together to prepare all the information needed for the specialty premium lists. See Appendix A for a description of requirements.
    - a) The draft of the premium list shall be reviewed by the Oversight Committee and the BCOA Vice-president prior to submitting it to the superintendent.
    - b) Superintendents will need all the materials 16 weeks prior to the close date of the specialty for all events that will be included in the AKC premium list.
    - c) ASFA Premium lists must be completed and in the mail to exhibitors four (4) weeks prior to the close date of a field trial.
    - d) Other event sanctioning organizations will have specific time frames for their premium lists.
  17. **Scheduling the Events** – After the closing date, the NSC and the superintendent shall develop a judging schedule based on the number of entries received.
    - a) If performance events and conformation judging will be held in the same ring, schedule performance events first to ensure the ring does not have any food/bait remaining.
    - b) Supply the superintendent a map and written directions to the show site for inclusion in the judging schedule.

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18. **Ring side materials:** The NSC shall ensure that all required materials are available at ringside. At a minimum at least one copy of:
- The latest edition of the AKC The Complete Dog Book or a current set of the breed standards.
  - "Rules Applying to Dog Shows"
  - "Rules Applying to Registration and Discipline."
  - "Dealing with Misconduct"
  - "Regulations, Judging Guidelines:
  - "Guidelines for Juniors"
  - Show/Trial Manual
  - Obedience Regulations
  - Agility Regulations
  - "Guidelines, Judges"
  - Tables for awards
  - Tables and chairs for judges and ring stewards
  - Writing materials
  - Refreshments for judges
  - Rubber bands
  - Cleanup materials
  - Trash bag or waste container
19. **Awards of Merit:** NSC shall inform the Conformation judge of the requirements for giving Awards of Merit during the Best of Breed competition.
- a. Up to 10 Awards of Merit may be awarded.
  - b. May be given to any dog during the Breed judging the judge deems is worthy of breed merit other than the recipients of **Best of Breed, Best of Opposite Sex and Best of Winners.**
20. The NSC shall make arrangements to publicly thank all the volunteers before the conclusion of the national specialty.
21. **Reports:** The NSC shall submit a report to the National Specialty Oversight Committee after the completion of the specialty. Any suggestions for improvements to the events or changes to the Procedures will be appreciated.
22. **Disposition of Prizes:** The NSC shall arrange for the disposition of all unclaimed prizes and merchandise.
- a. These items may be sold during the Specialty Auction or to individuals or clubs at the cost of the item.
  - b. Revenue, less any expenses i.e. shipping, from these sales shall be sent to the BCOA Treasurer to apply towards that specialty's financial report.
  - c. Any items not sold at the end of 90 days from the conclusion of the specialty may be further discounted until sold.
23. The NSC will receive a complete set of Win photos from the specialty photographer(s) and shall mail them to the BCOA Bulletin Editor for publication in the next edition.

## **B. NATIONAL SPECIALTY TREASURER**

1. **Responsibility:** The National Specialty Treasurer shall maintain the financial records for the specialty using accounting software and Chart of Accounts provided by the BCOA. The current year's NS Treasurer shall issue financial reports on a periodic basis, as determined by the NSOC Chair, to the NSC and the National Specialty Oversight Committee.

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2. **Approval:** The National Specialty Treasurer, referred to as Treasurer, shall be approved by the BCOA Board. The Treasurer shall not be related to the National Specialty Chairperson or live in the same household.
3. The Treasurer shall contact the BCOA Treasurer with regard to bonding.
4. The NSC and the Treasurer shall ensure that expenditures and revenue are well documented and shall coordinate the flow of these items to match the budget as closely as possible.
5. The NSC shall provide the Treasurer copies of all contractual agreements with judges, food vendors, rental facilities and any other predetermined financial commitments. The Treasurer is authorized to pay for all commitments upon completion of the service.
6. **Reimbursements:** Committee members shall not receive reimbursement for any expenses related to their own personal travel, lodging, and communications that may have been incurred while working on the national specialty unless approved in advance by the BCOA Board.
  - a. No payment will be made without a receipt describing the expenditure, the date the expense was made, and the amount, and an authorization from the NSC to reimburse the expense.
  - b. All receipts, expenditures, and cash received must be submitted directly to the Treasurer by the committee chairs and approved by the NSC, not through a third party.
  - c. The Treasurer shall provide a written receipt for all money received from committee chairs.
  - d. Each month the Treasurer shall provide an income statement, a list of deposits and checks written (including payee, purpose & check number) and submit these reports to the NSC, the NSOC, and the BCOA Treasurer. Failure to comply may result in removal from this position.
7. All bills are to be paid by check promptly by the Treasurer.
8. All receipts, invoices, and financial reports shall be retained as a permanent record of the financial history of the national specialty and become the property of the BCOA.
9. The Treasurer shall deposit all checks in a timely manner but no longer than seven (7) days from their receipt. The BCOA Treasurer will provide the Treasurer with a list of those people who must pay for any goods and/or services on a Cash-only basis.
10. The Treasurer shall collect a \$25.00 service fee (per check) to the writer of a check that is returned from the bank as Non-Sufficient Funds (NSF). Until the NSF check and service fee are paid in full that person shall not receive any benefits from the national specialty nor be allowed to participate in any BCOA events. If this person is a BCOA member, that membership will be suspended until full payment is made. Payment must be made by cash, a cashier's check, or money order.
11. The Treasurer shall be present at the show site and at the conclusion of the event to receive receipts and to pay any outstanding bills that are authorized for payment.
12. During the event, the Treasurer shall ensure the security of any cash received by providing a means to safely store the money. Utilization of a hotel safe is one recommended practice.
13. The Treasurer shall provide a cash box supplied with a specified amount of cash for making change to those who will be handling money on behalf of the BCOA i.e. catalogs, eye clinics, specialty merchandise, specialty store, etc.
  - a. Anyone assigned to selling these items is responsible for returning the cash box directly to the Treasurer.
  - b. Payment for any goods must be for the amount of the purchase only.
  - c. All checks must be made payable to the BCOA and the year of the specialty, i.e. BCOA 2004.
14. The Treasurer shall inform all vendors that all bills must be submitted within 15 days of the conclusion of the specialty. If this is not possible for a vendor to present a bill within this time frame a written explanation of the circumstances must be submitted or payment may not be made.

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15. The Treasurer shall receive a full accounting of all sales from the Specialty Store, if one is offered. All sellers shall receive payment for their sales less their commission rate no more than 30 days following the conclusion of the specialty.
16. The Treasurer shall organize and store all documentation covering the national specialty i.e. receipts, deposits, expenditures, etc. for the purpose of reconstructing the financial events of the show should an audit be required. Materials shall be stored for a period of one year.
17. The Treasurer shall submit all final financial reports to the BCOA Treasurer, BCOA President and the Chair of the NSOC within 60 days after the conclusion of the national specialty. The copy to the BCOA Treasurer shall include a statement of the balance of funds remaining in that year's Specialty Fund. The Cash Advance must be returned at this time.
  - a. Outstanding bills shall not prevent the completion of the final report and the closing of the specialty account for that year.
  - b. Any remaining unpaid bills will be transmitted to the BCOA Treasurer, along with the final report, for disposition.
  - c. The accounting must be completed promptly to allow the next host group access to the funds for the next year's specialty.
18. In the event the Specialty is held within the sixty (60) days of the end of the BCOA fiscal year, December 31st, the Treasurer shall submit all current financial reports to the BCOA Treasurer and the Chair of the NSOC by December 31<sup>st</sup>. A complete financial report shall be submitted at the end of sixty (60) days from the date of the national specialty.
- 19. All profits earned from the National Specialty events and activities are the property of the BCOA.**

### **C. AUCTION COMMITTEE**

1. **Responsibility:** The Auction Committee is responsible for planning, organizing, cataloging and selling auction items during the national specialty. Because this is an excellent source of revenue for the specialty, every effort should be made by the Auction Committee to solicit donated items for the event.
2. **Duties:**
  - a. Decides what type of auction will be held.
    - i) Use of a "live" auction only.
    - ii) Use of a "silent" auction only.
    - iii) Combination of both a "silent" and a "live" auction.
  - b. Acquires the volunteer services of an auctioneer, usually someone from the club.
  - c. Determines the final day that donated items will be accepted for the auction.
  - d. Arranges for a staff to prepare the items for the auction.
  - e. Has all the items catalogued with an identifying number and description.
  - f. Displays all the items for the Auction. The Auction is typically held following the banquet.
  - g. Prepares Bidder Numbering method. Use of a numbered signup sheet and corresponding numbered cards identifying each bidder is a recommended method.
  - h. Arranges for several people to act as "spotters" during the bidding process if a "live" auction is used.
  - i. Establishes a method of processing payments by winning bidders.
  - j. Arranges for one or two people to distribute the sold items to winning bidders once bidders have paid for their goods.
  - k. Packs all unsold items or returns those items to their respective donors.

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- I. Any unsold and unclaimed items are the property of the BCOA and may be used at the next year's Specialty Auction.

### **D. AWARDS COMMITTEE**

1. **Responsibility:** The Awards Committee is responsible for arranging for the purchase of all the awards and ribbons/rosettes for all the competitive events held during the national specialty, and is also responsible for soliciting donations to help defray the expense of buying awards.
  - NOTE: BCOA does not have tax-exempt status for sales tax. All purchases are subject to the sales tax assigned by each state.
2. **Duties:**
  - a. Works within the budget set by the NSC to purchase awards and ribbons/rosettes.
    - i. Any cash prize money offered for Sweepstakes or from private donors shall not be included in this budgeted amount.
    - ii. See Appendix B for a list of all required prizes and ribbon colors.
    - iii. See Appendix B for awarding of BCOA Bronze Medallions.
  - b. If the ribbons/rosettes will be acquired from the show superintendent, provide the superintendent a complete list of required ribbons for all events along with the specialty logo artwork. Ref. Appendix B.
  - c. If ribbons are being purchased from a private company, prepare a list what is needed and submit it for a quote. Prices vary from company to company.
    - i. Arrange for the order to be placed with the company immediately following the close date for the show.
    - ii. If the company requires a longer lead time, use the Class Averages spreadsheet for determining the number of ribbons to order. It is not necessary to order a full compliment of ribbons for each class.
    - iii. See Appendix B for ribbon printing requirements.
    - iv. When ribbon order arrives, proofread the printing and verify the number of placements needed based on entries received against the number of ribbons ordered. Order any additional ribbons if necessary.
  - d. Develop a theme for the awards. Prizes may be functional or decorative.
  - e. Provide the NSC a list of all the awards and the total cost.
  - f. Actively solicit donations to the Specialty Trophy Fund. If necessary contact potential donors personally.
    - i. A dog must be deceased in order to honor that dog with a trophy or in the premium list. A person can still be living and be honored but they must be retired from showing and breeding dogs.
    - ii. All donors who pledge funds before the premium list deadline shall have their names published in the premium list.
    - iii. People who donate to the Specialty Trophy Fund after the deadline will have their names included in the Specialty Catalog.
    - iii. People who are donating a specific prize must notify the Awards Committee and provide a complete description of the prize prior to the deadline of the premium list. Donors are responsible for delivery of their items at their cost. *(No prizes may be awarded ringside that are not published in the premium list.)*
    - iv. All money donations must be given to the Specialty Treasurer. Checks must be made payable to "**BCOA 2xxx**" (year of the specialty).

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- g. Present invoices for all prizes to the Treasurer for payment.
- h. Store all awards and ribbons until the specialty and will be responsible for transporting them to the show site.
- i. Label each prize with the name of the class and prize designation and also may include the name of the donor or class sponsor.
- j. Display all the prizes and rosettes for each event at ringside.
- k. Pack all left over prizes. These are property of the BCOA. Any unclaimed prizes may be added to the Auction or sold to individuals or the hosting group/club at no less than actual cost. All proceeds from these sales belong to the Specialty Fund.
- l. At the conclusion of the specialty, the Awards Committee shall pack any remaining prizes and ribbons and give them to the NSC. (See VI, A.22)

### **E. BANQUET COMMITTEE**

1. **Responsibility:** The Banquet Committee is responsible for coordinating the annual banquet held during the specialty and working with the caterer.
2. **Duties:**
  - a. Works within the budget for the banquet as set by the NSC.
  - b. Selects a caterer.
  - c. Gets a selection of menus along with cost of each meal, including tax and gratuity from the caterer. Select choices that are acceptable for the budget.
  - d. Has the NSC approve the menu and cost per person that will be charged.
  - e. Signs the contracts for the caterer and determines if and how much deposit is required. All contracts must be approved by the NSC before signing a commitment.
  - f. When a menu is selected, provides the Publicity Committee with all the information.
  - g. Gets the number of reservations from the Specialty Treasurer.
  - h. Counts the number of gratis meals for judges and other invited guests and include that number with the total reservations given to the caterer.
  - i. Coordinates the time for the banquet with that day's judging schedule.
  - j. Arranges for the banquet room to be available in the afternoon for the Auction Committee.
  - k. Arranges for several tables to display the Auction items.
  - l. Develops a method for checking in the reservations.
    - i. Use a list prepared by the Specialty Treasurer who have paid for a banquet meal.
    - ii. Use some method of identification: Name names, wrist bands, stamped marked on the arm, etc.
    - iii. Do not allow anyone in the banquet room that does not have a paid reservation.
  - m. Sets up a means for allow people who are not attending the banquet to view the Auction Items prior to the banquet.
  - n. Arranges for a podium and microphone.
  - o. Submit receipts for expenditures to the Specialty Treasurer for reimbursement. NSC approvals payment of all reimbursements.

### **F. BOOTH VENDOR COMMITTEE**

1. **Responsibility:** The Booth Rental Committee is responsible for taking booth vendor reservations and preparing the individual space locations for each vendor setup. Rental fees are determined by the NSC.

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### **2. Duties:**

- a. Determines the standard booth space allowed for each vendor.
- b. Determines if any state or local permits are required by the BCOA for allowing vendors to conduct business.
- c. Vendors are required to obtain and pay for their own state or local permit fees and taxes.
- d. Provides the Publicity Committee with all the booth rental information for its inclusion in the promotional flyer and website.
- e. Determines what requirements are needed by booth vendors such as tables and chairs, electricity or tents. If this equipment is not included in the rental charge, vendors are responsible for their own costs of tent and fixture rental.
- f. Sends each vendor a contract explaining the terms of the rental agreement. The contract shall include: (see Sample in Appendix)
  - i. Rental fee.
  - ii. Date and time the site is available.
  - iii. Space and equipment provided.
  - iv. Responsibility for municipal taxing regulations.
  - v. Date and time for vacating the premises.
  - vi. Hold harmless clause.
- g. Receives signed contracts and payments for booth space from each vendor.
- h. Just prior to the specialty prepares and marks the floor layout for each vendor's space.
- i. Issues booth permits which shall be displayed by each vendor for the duration of their contract agreement. Permit should include:
  - i. The number of days.
  - ii. Date of arrival
  - iii. Date of Departure
  - iv. Name of Vendor
- j. Supervises the removal of all booth materials from the premises.

### **G. CATALOG ADVERTISING COMMITTEE**

1. **Responsibility:** The Catalog Advertising Committee is responsible for all advertising placed by breeders and commercial concerns in the specialty catalogs.
2. **Duties:**
  - a. Prepares a general guideline for submitting ads. Information should include:
  - b. Size of ads allowed and advertising prices.
  - c. Requirements for material sent in for reproduction.
  - d. Types of acceptable media and file formats.
  - e. Methods of submitting ad materials i.e. standard mail, express carriers, electronic.
  - f. Payment methods. Payment should be directed to the Specialty Treasurer.
  - g. Deadline for submission.
  - h. Accepts advertising materials.
  - i. Prepares a list of advertisers.

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- j. Submits the package of advertising materials and list of advertisers and sends to the superintendent prior to the deadline.
- k. Sends the list of advertisers along with their ad sizes to the Specialty Treasurer.
- l. At the conclusion of the national specialty, received all advertising materials back from the superintendent and distributes to the original advertisers.

### **H. GROUNDS COMMITTEE**

1. **Responsibility:** The Grounds Committee is responsible for grounds maintenance which includes set up of tables, chairs, and other equipment and materials prior to the specialty and clean-up of the grounds at the conclusion of the specialty.
2. **Duties:**
  - a. Works within the budget for grounds maintenance as set by the NSC.
  - b. Assists with the layout for the grooming and crating area.
  - c. Sets aside an area used as reserved parking for show officials and judges.
  - d. Designates exercising areas, if necessary, and space for day parking.
  - e. Appoints a cleanup crew to police the grounds during the specialty.
  - f. Prepares and posts informational signs for events and activities.
  - g. Sets out trash receptacles around the grounds and arranges to have them emptied when necessary.
  - h. Arranges for a supply of plastic baggies to be placed throughout the area for dog cleanup.
  - i. Checks and supplies portable restroom facilities daily.
  - j. Arranges for the removal of all equipment rented or borrowed for the specialty at the conclusion of the event.

### **I. HOSPITALITY COMMITTEE**

1. **Responsibility:** The Hospitality Committee is responsible for providing a gathering place to make attendees welcome during the days of the event by offering complimentary beverages and snacks each morning. NOTE: Some host hotels will not allow food/beverages to be used from outside sources.
2. **Duties:**
  - a. Works within the budget for Hospitality as set by the NSC.
  - b. Sets the hours for the Hospitality Room and post throughout the grounds.
  - c. If the group is allowed to purchase goods from outside sources, purchases from local sources each day.
  - d. Arranges for tables and chairs for the guests.
  - e. Sets aside space to store any complimentary handouts.
  - f. Sets up a communication board.
  - g. Cleans and disposes of waste materials in the Hospitality area at the conclusion of the specialty.
  - f. Keep receipts of all purchases and turn in to the Specialty Treasurer for reimbursement.

### **J. JUDGES' HOSPITALITY COMMITTEE**

1. **Responsibility:** The Judges' Hospitality Committee assists the judges in travel arrangements and lodging and may need to escort the judges to the events for their assignments. Judges' Hospitality Committee shall not exhibit at the specialty.
2. **Duties:**

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- a. Contact the judges prior to the specialty to offer assistance.
- b. Arrangement for transportation to and from the hotel, if needed.
- c. Introduce judges to other show officials and ring stewards.
- d. Arrange for lunches during judging.
- e. Provide refreshments at ringside for judges.
- f. Provide the judges with the Schedule of Events and Activities. All seminars and banquets are complimentary to the judges.
- g. Invite judges to attend the BCOA Judging Seminar held in conjunction with the specialty.
- h. Purchase gifts for all judges officiating at events during the specialty

### **K. MERCHANDISING COMMITTEE**

1. **Responsibility:** The Merchandising Committee is responsible for ordering, selling, and distributing all merchandise, such as tee shirts, sweatshirts, hats, etc. bearing the specialty logo for the express purpose of raising funds for the national specialty.
2. **Duties:**
  - a. Works within the budget as set by the NSC when purchasing items for sale.
  - b. Assists the NSC to determine what merchandise to sell and the selling price(s).
  - c. Provides the Publicity Chair with all the information needed for the promotional flyer and the website.
  - d. Gets quotes from vendors on all merchandise
  - e. Places orders for merchandise with a vendor that can provide the merchandise at the lowest price with relationship to quality. Provides the selected vendor with the artwork for the specialty logo.
  - f. Requests money needed for deposits and the final amounts due from the Specialty Treasurer.
  - g. Submits all invoices to the Specialty Treasurer upon receipt of merchandise.
  - h. Receives the merchandise from the vendors.
  - i. Ships any merchandise sold prior to the specialty or organizes all prepaid orders that will be picked up at the specialty. Gives all postal receipts to the Specialty Treasurer in order to receive reimbursement.
  - j. Packs all unsold items and gives to the NSC. These unsold goods shall be offered for sale at a reduced price after the conclusion of the specialty.

### **L. PUBLICITY/PUBLIC RELATIONS COMMITTEE**

1. **Responsibility:** The Publicity Committee is responsible for all the advertising and promotion of the National Specialty. This activity should begin one year prior to the beginning date of that specialty.
2. **Duties:**
  - a. Use all available resource media.
    - i. Official BCOA publications which will provide space at no charge.
    - ii. The Basenji magazine
    - iii. The Specialty Website
    - iv. Advertisement in the current year's specialty catalog.
    - v. Handouts that may be given to exhibitors during the current year's events.
    - vi. Any all-breed show that may be holding events in conjunction with the national specialty and may directly benefit from entries to their shows.

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- b. Advertise specialty dates and names of judges once they have been approved by the AKC. In the event information is circulated about the specialty prior to approval, the notation "Pending AKC Approval" shall appear on all materials.
- c. Gather and distribute materials that would be helpful for exhibitors and guests such as tourist brochures, maps of the surrounding area, directions from the closest major airports, access to public and private transportation, etc.
- d. Assist in preparing the specialty promotional flyer and website.
- e. Confirm that all events are approved by the event sanctioning organizations prior to the publication of the specialty flyer.
- f. Arrange for the promotional flyer to be mailed at least 8 weeks prior to the deadline for the premium list to the superintendent (refer to the Superintendent's contract for specific dates.)
- g. The flyer should include the following information (See APPENDIX D)
  - i. The specialty dates
    - ii. A tentative schedule of events. Note on flyer: "Subject to change."
    - iii. A description, address, and directions for the show site and coursing field.
    - iv. A list of alternate lodging and campgrounds.
    - v. Superintendent, address, and contact information.
    - vi. Committee Chairs along with their contact information.
    - vii. RV on-site parking arrangements and prices.
    - viii. Details for the banquet, any luncheons, cookouts and the cost for each. Include the deadline for reservations and payment.
    - ix. Catalog advertising rates and deadline for submission
    - x. Health Seminars and clinics; contact information, and prices.
    - xi. Vendor space rental.
    - xii. Information for contributing to the Specialty Trophy Fund, class sponsorships, and prize donations.
    - xiii. Description of specialty merchandise offered for sale including prices, sizes, and deadline for payment.
    - xiv. Information on a BCOA Store, if one is being offered. Include commission percentages, work requirements, pricing requirements.
    - xv. Include a separate reservation/signup form as an insert with payment information and total amount due. All checks must be made payable to BCOA 2XXX (year of that specialty.)
- h. Have the promotional flyer reviewed by the NSC before it is printed.
- i. Obtain the mailing list from the NSC. (See Section VI. A.15) to make labels.
- j. The Publicity Committee should arrange to have a "mailing party" to fold, label, tape edges, and stamp the flyers. Approximately 850 flyers will be needed.

### **M. RV CAMPING COMMITTEE**

1. **Responsibility:** The RV and Camping Committee is responsible for taking parking reservations, designating parking areas, and collecting camping fees. The NSC will set the fees for RV parking sites.
2. **Duties:**
  - a. Contacts the Publicity Chair with information on RV Camping during the specialty for inclusion to the promotional flyer, website and other advertising venue.
  - b. Posts signs designating the RV camping area and individual camp sites at least 24 hours prior to the beginning of the specialty.
  - c. Issues camping site locations.
  - d. Collects fees on the day of check-in if RV campers have not paid in advance.

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- e. If RV parking is on the host hotel grounds, provides the hotel with a diagram of the RV parking area at least 24 hours prior to the start of the specialty.
- f. Issues RV parking permits which shall be displayed visibility on each unit designating the date of arrival and date of departure.
- g. Arranges for a local waste disposal company to provide a pumping service to the RV units about mid-week. Each camper is responsible for paying the company for this service.
- h. Police the RV parking area at the conclusion of the specialty to make sure everyone has cleaned up their sites and have removed all their personal property.

### **N. SPECIALTY STORE COMMITTEE (Optional)**

1. **Responsibility:** The Store Committee organizes the BCOA Store which may be held during the national specialty.
2. **Duties:**
  - a. Coordinates information about the store with the Specialty Webmaster and provides the Store Contracts, Inventory Sheets and Price Tag forms that can be displayed on the website.
  - b. Assigns seller numbers to individuals wanting to put merchandise in the store and directs sellers to the specialty website for the contract, inventory sheet, and price tags. Mails forms to those sellers who do not have Internet access.
  - c. Posts the hours of the store in conspicuous places around the show site.
  - d. Prepares a schedule of work hours for each seller.
    - i) Sellers pay a 15 percent commission for putting goods in the store if they work a minimum of 3 hours in the store.
    - ii) Sellers who do not work in the store pay a 30 percent commission.
    - iii) Sellers who do not attend the national specialty, but send goods to be sold in the store pay a 20 percent commission rate.
  - e. Arranges for space to display merchandise supplied by individual sellers.
  - f. Provides tables for sellers to display their merchandise and designates how much space each seller may use.
  - g. Obtains a cash box from the Specialty Treasurer at the start of each day.
  - h. Oversees the daily management of the store.
  - i. Reconciles the cash box at the conclusion of each shift change and at the end of the day.
  - j. Gives the cash box to the Specialty Treasurer at the end of each day.
  - k. At the conclusion of the store, reconciles all the sellers' inventory sheets against their remaining items.
  - l. Supervises the packing of all merchandise owned by the sellers. Any goods not claimed are subject to fees required to return merchandise to sellers.
  - m. Cleans the room or allotted space.
  - n. Gives a complete accounting of all sellers' merchandise to the Specialty Treasurer.
  - o. Submits receipts or invoices for any expenditures incurred on behalf of the Store to the Specialty Treasurer for payment.

### **O. SPECIALTY WEBMASTER**

1. **Responsibility:** The Webmaster is responsible for the design, management, and application of all the information on the specialty website. The Webmaster works closely with the NSC to coordinate all the information covering the national specialty.
2. **Duties:**

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- a. Develops the theme for the website.
- b. Procures the web space.
- c. Uploads all text, graphics, and downloadable files.
- d. Makes continual improvement to the website.
- e. Updates information as it changes.
- f. Posts the results of each event in a timely manner.
- g. Archives the website files.

**VII SUPPORTING DOCUMENTS:**

- 1. Appendix A – Information Required For The Premium List
- 2. Appendix B – Awards Listing
- 3. Appendix C – Schedule of Dates
- 4. Appendix D – Specialty Site Proposal Form
- 5. Appendix E – Events & Classes Stated in Premium Lists
- 6. Appendix F – Chart of Accounts
- 7. Perpetual Specialty Calendar

DATE ORIGINATED	REV. LETTER	BALLOT #	NAME
03-22-05	NEW	2004-09	W Pooley
12-31-04	A	2004-49	W Pooley
08-09-05	B	2005-29	W Pooley
08-09-05	C	2005-30	W Pooley
09-28-05	D	2005-43 2005-44 2005-45 2005-46 2005-49 2005-50	W Pooley
01-15-06	E	2006-02	W Pooley
06-12-06	F	2006-34	W. Pooley
07-02-07	G	2007-26 2007-27 2007-28 2007-29 2007-30 2007-31	W. Pooley
04-27-08	H	2008-14	W. Pooley
09-19-08	I	2008-38	W.Pooley
03-30-09	J	2009-28	W.Pooley
06-03-09	K	2009-33	WPooley