

BMDCC NATIONAL SPECIALTY FAQ & GUIDELINES

1. How often should a National Specialty be held?

The National Specialty is held once each year with the primary purpose of showcasing the Bernese Mountain Dog. The BMDCC sponsors a Specialty show so that club members, breeders, avid fanciers and new comers can come together in a relaxed and friendly atmosphere to share, learn, enjoy and celebrate our wonderful breed.

2. Where should the Specialty be held?

The Specialty should rotate between different regions of the country. Ideally, the site will alternate between provinces in eastern and western Canada, and be held in a location that will draw enough entries to make it a financially viable event. Each application will be evaluated on an individual basis by the BMDCC board.

Note: When choosing a date and location for the Canadian National, committee members should try to avoid scheduling the show in the same time frame as the BMDCA National (end-April to mid-May) or at the same time as an American Regional Specialty in the same area. This will help maximize participation in your events.

3. Who can volunteer to host a Specialty?

A group of BMDCC members in good standing or one of the regional clubs can form a committee under the Specialty guidelines. **Only the Specialty Chair and the Treasurer must be BMDCC members, but it is recommended that as many of the committee members as possible are members of the national club.**

Please Note: The growing popularity of the Bernese Mountain Dog over the years has resulted in increasingly larger entries in the National Specialty events. As a result, the National has grown into a large and sometime complex undertaking that can stretch resources (people, time, money) to the limit. With this in mind, we suggest that anyone thinking of chairing the National Specialty consider what their available resources are, then scale the event planning to match them. It isn't necessary to keep increasing the size and complexity of the Specialty every year, as this may lead to unrealistic expectations of volunteers in their efforts to run the show. **A small intimate National Specialty is just as good an experience as those on a grander scale** – many people actually prefer a more casual atmosphere. Please be advised not to take on more than you or your committee members can manage.

4. Can a regional club hold a Specialty in conjunction with the National Specialty?

Yes. They can be held on consecutive days.

5. What should the venue be?

The venue can be either in conjunction with an all-breed club show or a stand-alone venue. A stand-alone Specialty is a much greater undertaking in terms of additional expenses, equipment, people and planning required, and these factors need to be considered when preparing the business plan. When investigating a show site consider that you will need room for a large conformation ring, preferably 50' X 100', and one or two obedience/rally rings 40' X 50' each. If a draft test is being planned, an appropriate location that is suitable for both DD and DDX test should be located on or close to the National Specialty show site. Also consider the availability of banquet/catering services, suitable hotels that allow dogs, and camping on or near the show site, when selecting your venue.

6. How does one volunteer to host a Specialty?

The members forming the National Specialty committee shall submit an application form **at least one year in advance of the proposed show date** to the BMDCC Board for approval (see approval form at the end of this document). Any application to hold a Specialty will be acknowledged by the BMDCC Board within 30 days.

Keeping with the east/west rotation the Board will approve or veto the application within 30 days. If no application is received from the region designated to hold the next year's National Specialty by 30 May of the preceding year, applications submitted by other regions of the country will be considered. The current planned rotation is as follows:

2013 – Western province

2014 – Eastern province

2015 - Western province

2016 – Eastern province

7. Application Form (attached below):

Consists of (as a minimum):

- Date:
- Venue:
- Committee members
- Planned Events
- Basic Business Plan (see the application form below for an outline)

8. Specialty Committee:

You will need a core group of at least 5 people, who can make a one-year commitment to planning, organizing and executing all of the activities that go into hosting a successful Specialty. It should be noted that it is strongly recommended that this core group, including the Chair, limits their participation in the events they are responsible for managing, to ensure that appropriate attention is given to the smooth running of the show and/or trials on the day.

The committee should ensure that they are familiar with the associated CKC Rules for any events they are organizing. Copies of the CKC rule books can be downloaded from the CKC website.

9. Committee Members should include:

- Chair (must be a BMDCC member)
 - Treasurer (must be a BMDCC member)
 - Advertising
 - Fundraising
 - Trophies
 - Ribbons
 - Draft Test Secretary (if included)
 - Obedience / Rally Trial Chair (if included)
 - Sieger Show Chair (if included)
- (One person can hold multiple positions, within reason)

Note: The chair from the previous Specialty will sit as an ad hoc advisory member of the new Committee

10. Finances:

The Specialty committee is responsible for accounting for and providing receipts for all expenses to the Club Treasurer. A seed fund of **\$3,000.00** will be provided to the Specialty Committee to cover initial costs. Beyond those expenses stated and approved in the Specialty business plan, the approval of the BMDCC is needed for any additional expenditure over **\$500.00**. Once the \$3,000.00 advance is exhausted, the committee has the option of having their additional bills paid at the end of the Specialty or forwarding any receipts as they occur to the national Treasurer for

immediate reimbursement. The committee is strongly encouraged to utilize the National Club treasurer as their Show Treasurer. This will save time and effort in bill paying, budget-planning etc. A Profit & Loss statement must be forwarded to the Club Treasurer within eight weeks following the Specialty.

Although the National Specialty is not held as a money making venture, the organizers should aim to break even or show slight profit. It is highly recommended that a fundraising effort be mounted to help offset costs for the Specialty. Fundraising should be done prior to, as well as during the Specialty weekend. (e.g. raffles, auction, yard or bake sales, etc.) Proposed fundraising activities must also be submitted to the Board for approval as part of the business plan when making an application to hold the Specialty.

11. Judges:

Judges for a National Specialty will be approved by a vote by the BMDCC Board.

A roster of judges must be present to the board as follows:

- Conformation: three judges to choose from
- Sweeps: two judges to choose from
- Obedience & Rally: one judge for each trial planned.
- Draft Test: three judges

Judges biographies and estimate of associate expenses must also be included.

12. Event Planning:

The minimum required events when planning the National are a specialty conformation show and sweepstakes, but you are strongly encourage to also consider holding Specialty Rally and Obedience Trials, and a Draft Test. If another local club is qualified and willing to hold Agility trials, a Tracking test or Herding event in conjunction with the National Specialty, Bernese entries in these other activities can be coordinated and encouraged. Scheduling of all events should be planned to allow maximum participations in multiple event be the same exhibitors. It is strongly encouraged that if held in conjunction with a multi-day all-breed show that the committee also sponsors a booster on at least one day. If you have the time, personnel and proper facilities need to offer additional activities, consider organizing information seminars and/or health clinics in conjunction with the Specialty events. These types of events can be coordinated with other breed or all breed clubs in the area to increase participation.

13. Sieger Shows:

A Sieger Show can be held in conjunction with a National Specialty, but it must be scheduled at a different time from the Specialty conformation and sweepstakes classes. The Sieger Show is an educational tool for all fanciers. It is sometimes not possible to hold a Sieger in conjunction with an all breed show as booking a separate ring on an additional day can be difficult. The BMDCC Board must also approve the Sieger Show judge. It is recommended that a previous Sieger Chair be an ad hoc member of the Specialty committee.

14. Paperwork: (CKC and other)

Submission of the required paper work to the CKC (ie, Event Date Application and Judging Panel Forms) is the responsibility of the Specialty committee. If you are unsure of the process, the board will designate a knowledgeable member to assists the Specialty show chair. The BMDCC executive will provide the committee with the BMDCC Specialty Chair Guidelines which includes examples of the standard judge's contract, CKC paperwork, sponsorship letters, and other templates so the committee will not have to duplicate work that has already been completed in the past. The National Club Secretary must copied on all Specialty-related paperwork sent to the CKC.

15. Advertising:

It is suggested that planning booklets and advertising (web and other) be out at least six months prior to the Specialty (pending CKC approval)—sooner, if possible. Details of the National Specialty should be posted on the club web site and Facebook page as soon as CKC approval

for events is received. Wide advertising of Specialty events is encouraged and the committee should prepare ads for *The Alpenhorn*, *The Bernese Please*, Canuck Dogs website, Canadian and American regional club newsletters, *Dogs in Canada* upcoming events, etc. as well as internet advertising through the various Bernese related mailing lists.

16. Trophies & Ribbon:

The trophy chair is responsible for locating and obtaining the perpetual trophies (which will be with the previous year's winners) and ordering new appropriate trophies and ribbons. If a professional show secretary is used they might have ordering ribbons as part of their contract. The club usually has a number of ribbons left over from the previous specialty and effort should be made to use these ribbons where possible. Solicitation for trophy sponsors/donations will be made through the planning booklet, the website, *The Bernese Please* and other publications. Budget planning for ribbons and trophies will vary significantly depending on the number of events planned and prizes offered. List of costs for past trophies can be request from the board for budget planning purposes.

17. Regional Specialties

A regional Specialty hosted by the National club must have board approval and will follow the Specialty application guidelines as described above. Initial funding for a regional Specialty will be one half (1/2) the funding for a national Specialty and the trophy budget will also be one half (1/2). While regional specialties don't take as long to plan as a National Specialty, they should have a substantial lead-time.

18. Specialty Chair Report:

A Post Mortem for the Specialty must be submitted to the Board by the National Specialty Chair within twelve weeks of date on which the Specialty was held. In addition to the financial report, the post mortem should include observations, recommendation, and lessons learned by the show committee to help improved the management of future Specialties. A copy of this report will be made available to the next Specialty committee chair. Suggestions to improve the Specialty Chair Guidelines would also be greatly appreciated.

BMDCC NATIONAL SPECIALTY APPLICATION FORM

YEAR APPLYING FOR: _____

SUGGESTED DATES: _____

WITH AN ALL-BREED SHOW OR STAND-ALONE: _____

NAME OF ALL-BREED CLUB: _____

VENUE LOCATION: _____

COMMITTEE MEMBERS:

CHAIR (MUST BE BMDCC MEMBER): _____

SHOW SECRETARY: _____

TREASURER (MUST BE BMDCC MEMBER): _____

ADVERTISING: _____

TROPHIES: _____

RIBBONS: _____

WILL A REGIONAL SPECIALTY BE HELD WITH THE NATIONAL SPECIALTY?
YES/NO

IF YES, NAME OF CLUB: _____

WILL OBEDIENCE TRIALS BE HELD WITH THE SPECIALTY?

ALL BREED: YES/NO

SPECIALTY: YES/NO

NAME OF OBEDIENCE CHAIR: _____

WILL RALLY TRIALS BE HELD WITH THE SPECIALTY?

ALL BREED: YES/NO

SPECIALTY: YES/NO

NAME OF RALLY CHAIR: _____

WILL A DRAFT TEST BE HELD WITH THE SPECIALTY?

ALL BREED: YES/NO

SPECIALTY: YES/NO

NAME OF DRAFT TEST CHAIR: _____

WILL A SIEGER SHOW BE HELD WITH THE SPECIALTY?

YES/NO

NAME OF SIEGER SHOW CHAIR: _____

WILL ANY OTHER EVENT BE HELD AND SPONSORED BY THE BMDCC WITH THIS SPECIALTY? YES/NO

IF YES, DESCRIBE EVENTS: _____

A BUSINESS PLAN MUST BE ATTACHED TO THIS APPLICATION FORM.

The business plan will consist of:

1. Preliminary budget to include cost for:
 - venue and associated rentals - rings, equipment, tents, tables etc.
 - judges (fees) & their expenses (travel, accommodation, meals)
 - ribbons
 - trophies
 - professional show secretary (if using)
 - planning booklet or premium list (printing and mailing)
 - catalogue (if separate from show secretary costs)
 - banquet (if planned)
 - entry income or rebate (offered by all breed club) for each event

2. List proposed classes for planned events e.g. regular and non regular, sweepstakes (this information is required for your Event date Application)

3. Proposed fundraising activities and sponsorship plans (any other possible source of income)

I have read and understand the BMDCC Specialty Guidelines and agree to abide by them.

Please mail or e-mail application along with a business plan to the Secretary of the BMDCC for Board Approval.

SIGNATURE OF CHAIR _____

DATE: _____