

BMDCC NATIONAL/REGIONAL SPECIALTY GUIDELINES

How often should a National Specialty be held:

A national specialty is held to showcase our breed. They should be held once a year. The BMDCC Board sponsors a Specialty so that newcomers, avid fanciers and breeders can come together in a relaxed and friendly atmosphere to share, learn and enjoy our wonderful breed. A national Specialty is not held as a money making, venture but breaking even or a slight profit is highly encouraged.

Where should the specialty be held:

The specialty should rotate every year from east to west, in or close to a major centre. As our breed becomes more popular and more fanciers are showing their dogs the specialty could rotate between **British Columbia, Ontario, Quebec and Alberta**. This does not rule out a Specialty being held in a smaller center, if the numbers warrant it. Each application will be evaluated on an individual basis by the BMDCC board.

Who can volunteer to host a specialty:

A regional/provincial club or members in good standing who will 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 be club members.**

What if there are no volunteers:

If no one steps up to the plate then it is the responsibility of the national board to host the specialty. The Board will request **the director and other board members from that province to head the committee**. All board members will participate in some form. They can solicit volunteers from the general membership to form the committee and all other breed fanciers are allowed to volunteer and help.

Can a regional/provincial club hold a specialty in conjunction with the national specialty:

Yes. They can be held on consecutive days.

What should the venue be:

The venue can be either in conjunction with an all-breed club show or a stand-alone venue. The cost of the stand-alone venue must be included in the business plan. It is strongly encouraged that if held in conjunction with a multi day all-breed show that the committee also sponsor a booster on at least one day.

How does one volunteer to host a specialty:

The individual members or regional/provincial club shall submit an application form at least one year in advance of the proposed show date to the BMDCC Board for approval. (see attached approval form under separate cover) Any application to hold a specialty will be acknowledged by the BMDCC Board within 30 days.

Application Form:

Consists of (as a minimum):

- Date:
- Venue:
- Business Plan: (see below)
- Committee members

N.B. The chair from the previous specialty will sit as an ad hoc advisory member of the new committee

The business plan will consist of:

1. Preliminary budget to include:
 - cost of venue
 - cost of judges (fees) & their expenses (travel, accommodation, meals)
 - cost of ribbons
 - cost of trophies
 - cost associate with venue - rings, equipment, tents
 - cost of professional show secretary, if using
 - cost of planning booklet or premium list
 - cost of catalogue
 - advise if any sponsorship plans
2. proposed events e.g. draft, obedience, rally, agility
3. proposed classes for conformation e.g. regular and non regular, sweepstakes
4. proposed fundraising activities

Committee Members must include:

- Chair
- Treasurer
- Secretary
- Advertising
- Fundraising
- Trophies
- Ribbons
- Draft Test Secretary (if included)
- Sieger Show Chair (if included)

One member can hold more than one position. **The chair and the treasurer must be members of the BMDCC.** Along with the business plan proposed fund-raising activities must also be submitted, as well as the logo for the specialty, for Board approval. Keeping with the east/west rotation the Board will approve or veto the application within 30 days.

Individual member/committees who host a specialty will have to have **all expenditures over \$500.00** approved by the board. The Specialty committee is responsible for accounting for and providing receipts for all expense to the Club Treasurer. An initial seed fund of **\$2,000.00** will be provided to the Specialty Committee to cover costs.

N.B. Post Mortem from each specialty must be submitted to the Board with in 6 (six) weeks of a specialty, by the specialty chair and committee. The post mortem will be available to the membership through publication in ***The Bernese Please*** and a copy made available to the next committee.

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
- Obedience: two judges to choose from
- Sweeps: two judges to choose from

Judges biographies must also be included.

N.B. required events are conformation, obedience and sweeps.

A conformation judge cannot judge twice in the same area of the country within a span of four years.

Draft Test Judges: does not need approval, as judges are scarce. Judges should be different though for each specialty with only one judge being allowed to judge two consecutive specialties.

N.B. Draft Tests do not have to be held in conjunction with a National Specialty but they are strongly encouraged. Agility Trials Tracking and Herding Instinct Test or trials are also encouraged.

Sieger Shows:

A Sieger Show can be held in conjunction with a national specialty, but it must be held on at a different time from the specialty conformation, to better facilitate the show. 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 a separate ring on an additional day can be difficult. The general membership or the Board must also approve Sieger Show judge. The previous Sieger Chair will be an ad hoc member of the committee.

Paperwork: (CKC and other)

Will be the responsibility of the committee. If the committee does not feel comfortable with the paperwork, and there is not a professional show secretary doing the specialty, then the BMDCC secretary will be in charge of the paperwork. The BMDCC secretary will have on hand a standard judge's contract, and samples of all CKC paperwork in a planning booklet format for the committee putting on the specialty. The secretary will also keep on file those items that are regularly in the planning booklet and the catalogue so the committee will not have to duplicate the work. Copies must be sent to the National Club Secretary and all copies of expenditures must be forwarded to the National Club Treasurer. 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 6 (six) weeks following the specialty. It is suggested that planning booklets be out and advertising (web and other) at least 5 (five) months prior to the specialty (pending CKC approval) The National web site will be available for hosting. Proper advertising of the event is encouraged and the committee should prepare ads for *The Alpenhorn*, *The Bernese Please*, regional club newsletters, *Dogs in Canada* events, etc. and internet advertising through mail lists.

Ways and Means:

The committee members in charge of ways and means/fundraising must liaison with the National Ways and Means Chair. Surplus ways and means or fundraising efforts are to be available to be sold at the specialty along with the unique new items exclusive to the specialty. N.B. Any expense over \$500 must have Board approval.

Trophies: (National Specialty Only)

The trophy chair is responsible for obtaining the perpetual trophies and ordering new appropriate trophies and ribbons. If a professional show secretary is used they might have ribbons as part of their contract. Trophies will be given for and maximum budget amount is as indicated. Solicitation for trophy donations will be made through the planning booklet, the website and ***The Bernese Please*** and other publications.

N.B Any expense over \$500 must have Board approval.

Estimated Cost for Trophies:

Best of Breed: \$100

BOS: \$70

BW: \$70

BP: \$70

Best Vet: \$70

Winners Male/Female: \$50

First in each Class: \$30

HIT: \$50 to \$70

Best in Sweeps: \$40

BOS in Sweeps \$30

Best Altered: \$40

BOS Altered: \$30

Regional Specialties

A regional specialty hosted by a member/committee of the National club and not as a member of a regional club (e.g. someone in Alberta or Saskatchewan where there is no regional/provincial club) must have board approval and will be held to the specialty guidelines as 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.

Funding:

The National Board will forward to the committee/regional club \$2,000 to fund the specialty. Once the Board approves the business plan with the preliminary budget those expenses are deemed approved. Anything above that comes under the \$500 board approval proviso. Any expense over \$500 approved by the Board will also be paid upon submission of the receipts to the national Treasurer. The committee has the option of having their bills paid at the end of the specialty within six weeks of receipt or forwarding their receipts once the \$2,000 is exhausted of any Board approved expense immediately to the national Treasurer. It is highly recommended that a fundraising effort be mounted to help offset costs for the Specialty. Fundraising should be done prior as well as during the Specialty weekend. (e.g. raffles, auction, bake sale, etc.)