

Rules are referenced (AKC) (BCOA) (MBC Standing Rule). If not a rule, statements of who does what, and how to do the tasks, are recommendations based on what has worked successfully at past specialties.

The President selects the show committee, sees that decisions get made (either by the show committee or by an individual), delegates responsibilities and make sure all jobs get done on time. The President, the Corresponding Secretary, the Show Chairperson and the Trophy Chairperson should be on the Show Committee. For an independent specialty, may need a Hospitality Chairperson, and a Grounds/Hotel Chairperson.

A. Scheduling.

Date, location, and type of specialty must be approved by the MBC Board (MBC Standing Rules). This should be done at least 2 years, preferably 3 years, in advance. The Annual Membership Meeting is held with the first specialty of the year (SR G1). The membership votes 2 years in advance, where and when that meeting will be held. (MBC Constitution).

A supported entry show (TSE) also needs approval by the MBC Board. The approval just needs to be done in time to meet the schedule of the host all-breed club.

It is traditional, but not a rule, that when an MBC member passes away, a specialty is dedicated to their memory. The statement "This specialty is dedicated to the memory of _____" is put on the front page of the premium and the catalog. Since few people purchase catalogs, the picture of the deceased member and a brief bio are published in the MBC Bulletin, rather than in the show catalog.

B. Contracts for the Show superintendent/secretary (to take care of premium, entries, catalog, judges' books, ribbons, results to the AKC).

B1. Independent Specialty. Get a contract with a show secretary (such as Erie K9 Events Services in Cleveland ErieK9events@gmail.com) or with a show superintendent (either limited services or full services). Order ribbons and rosettes from the superintendent or from a ribbon company. The MBC Show Committee sets the entry fees. MBC owns indoor/outdoor ring gates which are in the MBC storage unit.

B2. Designated Specialty: the borzoi classes at an all-breed show are "designated" as the MBC specialty. The superintendent is selected by the all-breed club. The all-breed club sets the entry fees. The MBC Show Chairperson (preferably a member of the all-breed kennel club), works with the show committee of the all-breed show. MBC should have an agreement with the all-breed show committee. Will MBC get a rebate based on the borzoi entry ? Will the all-breed club hire a borzoi judge from the MBC list of judges ?

Depending on what the MBC show committee decides they want: Will the all-breed club order rosettes for the major awards (see paragraph F6 below), and will MBC be charged for the rosettes ? Can the MBC specialty offer: a Puppy Sweepstakes, a Veteran Sweepstakes, non-regular veteran classes, Awards of Merit ? Can MBC have trophy tables ringside ? Can MBC have a reserved crating/grooming area ? Can MBC have a raffle or sales table ringside ? Can MBC have food ringside ?

The MBC Show Chairperson collects the MBC specialty information and gives to the person in the all-breed club responsible for the premium & catalog. Specialty information includes names and addresses of breed judge and sweeps judge, list of MBC officers, list of trophy donors, trophy list, and if offered, sweepstakes classes and prize money percentages, rules for Awards of Merit, rules for non-regular classes. In the premium under Breed Prizes, it will state "The Midwest Borzoi Club will consider the borzoi classes as its specialty show".

A Supported Entry, or TSE, is similar to a designated specialty. In the premium under Breed Prizes, it would state "The Midwest Borzoi Club will support the entry of borzoi at this show". The premium will not list the MBC officers. There may, or may not, be a borzoi sweepstakes. There is less paperwork (see paragraph D5 below).

B3. Concurrent Specialty: what the AKC calls an independent specialty held on the same day, and at the same site as an all-breed show. Borzoi can be entered at the all-breed show that day under the borzoi judge hired by the all-breed club, and also entered at the MBC concurrent specialty. The AKC limits the borzoi entry to 100 in both the specialty & in the all-breed event.

It is typical that the all-breed club will require that MBC get a contract with the same superintendent. An MBC officer signs the contract and gives a copy to the MBC Treasurer. MBC will have its own premium and catalog. Usually, the entry fees for the MBC specialty will have to be the same as the entry fees for the other shows in that cluster. The superintendent will create the premium. An MBC member will have to send the superintendent the

names & addresses of the MBC officers, MBC show chairperson, chief ring steward, judges, plus the entry fees and the list of trophy donors and the trophy list. An MBC member will have to proof read the final premium. The MBC show chairperson is responsible for communicating with the superintendent. The MBC show chairperson may want to delegate this job to a person who can be available to talk to the superintendent during their business hours, as last minute problems do occur. Contact the superintendent to get their deadlines for the premium, and who to send the MBC information to, for the premium.

When the show superintendent is MB-F: the premium department is pldept@infodog.com 336-379-9352. MB-F keeps a digital file of the prior year's MBC premium. Updates to this premium can be snail mailed, emailed to the premium department or entered online. To update the premium online, go to infodog.com, select "Show Information", select "Show Calendar", select the date of the MBC show, click on "Midwest Borzoi Club" in the left column. This brings up a screen for the MBC show. Go to the bottom and follow the instructions for "Premium List Editor".

Some catalogs have to be printed (for the ring steward, for the AKC, for each judge, for the MBC archives). Printed catalogs are costly for MBC, especially if pictures are included. The show committee should decide how many catalogs to print for exhibitors. Recommend printing no more than 1 catalog per exhibitor, and giving the catalog free to each exhibitor. Since this catalog will be small, most exhibitors will not purchase it. If the show committee wants to sell catalogs, a person will have to have change and the time to sell the catalogs.

B4. The Michigan Cluster Contract. If the MBC specialty is with the May Kalamazoo cluster, their Specialty Coordinator will email a "Cluster Contract" to an MBC officer. MBC will get a rebate from that Cluster, based on our specialty's entry and whether or not, we use a breed judge from their judges panel. The contract should be signed by a MBC officer, and a copy given to the MBC Treasurer. If the MBC specialty is a designated specialty, the trophy list and other information are written on the contract and sent back to the Specialty Coordinator by 1 December. For a concurrent specialty, fill out the contract, check the box for "concurrent specialty" for the correct date, and send the signed contract back to the Specialty Coordinator. The trophy list and other premium information will go directly to the superintendent (see paragraph B3 above).

C. Judges.

Per the MBC Constitution and the MBC Standing Rules, the Corresponding Secretary contacts the judges.

At a Designated Specialty, and at a Concurrent Specialty where the MBC breed judge is also on the all-breed club's judges panel, the all-breed show committee should take care of the breed judge's transportation, hotel, meals. The breed judge's contract is usually with the all-breed club, not with MBC.

At an Independent Specialty, and at a Concurrent Specialty where the MBC breed judge is not on the all-breed's club judges panel, the Corresponding Secretary should work with the breed judge on transportation, hotel, meals. What MBC is responsible for, depends on the contract that MBC has with the breed judge. Even if the judge is not judging for the all-breed club, the Corresponding Secretary may be able to work out a deal with the all-breed club's show committee to have the MBC judge stay at the hotel with the other judges (at a group rate) and be transported along with the other judges.

The MBC specialty's ring steward, may be able to assist with picking up the judge at the airport, taking the judge to lunch, etc. A person providing hospitality or transportation for any judge may not show at that particular specialty under that judge (SR L1). The Corresponding Secretary should make sure that the breed judge and the sweeps judge are sent the premium and the judging program.

For any specialty that has a sweeps judge, the MBC contract usually states that MBC will reimburse one night's hotel room and a meal. Allocate one night lodging and a club dinner for the sweepstakes judge (SR M13). The Corresponding Secretary should remind the sweeps judge to make his/her own hotel reservation and to give the receipt to the MBC Treasurer for reimbursement. If MBC is holding a club lunch or dinner that day, the Corresponding Secretary should invite the sweep judge to attend, and coordinate with the MBC Show Chairperson.

Judges Critique. Our specialty and sweepstakes judges will not be asked to give either a written or verbal critique (SR M14).

Judges gifts. The MBC show chairperson should arrange for a gift to the sweeps judge, and to the borzoi-breeder judge. (For example: A borzoi pin or tie-tack, or a tote bag with a borzoi on it). It is optional to give a gift to a breed judge who is a non-borzoi owner, especially if that breed judge is getting all his expenses paid, and perhaps is also getting a fee for his time. Gift for the specialty judge shall not to exceed \$100.00 unless approved by the Board of Directors (SR M12).

D. Show Application.

The Corresponding Secretary is responsible for the Show Application (MBC Constitution) and for the associated paperwork. Midwest Borzoi Club is AKC club number 058. Get needed forms from the AKC website, "Sports & Events" "Downloadable Forms" "Conformation".

D1. All specialties require an application to be filed with the AKC, and a fee paid at least 18 weeks prior to the closing date (AKC). The application fee is \$15 for a designated specialty and \$50 for a concurrent or independent specialty. If the specialty will be on the same corresponding date and in the same city as the previous year, recommend using the online AKC Event Management system, and a credit card to pay the application fee. The AKC assigns the user-id and password to access the MBC records on the Event Management system. The AKC will email a receipt for the fee, to the email address used when signing into the Event Management system. Send that receipt to the MBC Treasurer for reimbursement.

D2. For a specialty on a different date and/or at a different city, the application will have to be mailed to the AKC. Get a MBC check from the treasurer to pay the application fee. An alternate method is to contact the AKC Event Operations Representative and ask to have the date and/or city updated on the MBC records so that the Event Management system can be used. As of August 2019, that person was Michelle Trexler Michelle.Trexler@akc.org

D3. MBC needs permission from the Borzoi Club of America for any specialty (AKC). The Corresponding Secretary should fill out the BCOA Regional Specialty application, which can be downloaded from the BCOA website. Sign the BCOA application and send to the BCOA corresponding secretary, at least 6 months prior to the closing date of the show (BCOA). The AKC will not process the MBC application until the AKC has the Permission Letter from BCOA.

D4. For a concurrent specialty and for a designated specialty, MBC has to have written permission from the all-breed club hosting the specialty (AKC). The Corresponding Secretary should contact the all-breed club, and ask for an officer or the show chairperson of the all-breed club to sign the AKC Host Consent form and to send the form to the AKC. The Host Consent form can be downloaded from the AKC website.

D5. An application is not required for a "supported entry". When there is a sweepstakes with the supported entry, an application has to be mailed to the AKC. Check the box for "Sweepstakes Stand Alone". There is no application fee. A supported entry, with or without a sweepstakes, does not need BCOA permission, nor a Host Consent form. The AKC requires a permission letter, or email, from the host club before approving the application for a Sweepstakes Stand Alone.

E. Classes are decided on by the MBC Show Committee.

E1. Sweepstakes: MBC offers Puppy Sweepstakes and Veteran Sweepstakes at each specialty. Best Puppy in Sweepstakes and BOS Puppy in Sweepstakes are awarded. Classes are divided by sex. Classes to be offered are 6-9, 9-12, 12-15 and 15-18 months (SR Q2). Puppy Sweepstakes: 35% of entry fee for club expenses. The remaining entry fee (65%) to be awarded First place 40%, Second place 30%, Third place 20% and Fourth Place 10% (SR Q3). Dogs entered in Puppy Sweepstakes must be entered in a regular class. In Veteran Sweepstakes, Best Veteran and BOS Veteran are awarded. Spayed and neutered veterans can be entered, and do not need to be entered in a regular class. Veteran Sweepstakes classes are divided by sex and age: 7 years to under 9 years, 9 to under 11 years and 11 years and older. (SR Q5). Veteran Sweepstakes: 35% of entry fee for club expenses. The remaining entry fee (65%) to be awarded First place 40%, Second place 30%, Third place 20% and Fourth Place 10% (SR Q4).

E2. Regular Classes.

For an Independent or Concurrent Specialty, the MBC show committee decides on what regular classes to be offered. The AKC allows dog and bitch classes for: Puppy (which can be divided into 6 months & under 9 months and 9 months & under 12 months), Twelve-to-Eighteen Month (which can be divided into 12 & under 15 months, and 15 months & under 18 months), Novice, Amateur-Owner-Handler, Bred-by-Exhibitor, American-bred, Open, Winners. The age of a dog shall be calculated up to and inclusive of the first day of a show (AKC). Consider not offering Novice and Amateur-Owner-Handler, due to no entries in these classes at past specialties. But for a concurrent specialty, consider offering the same regular classes as the all-breed show.

E3. Non-Regular Classes. For any specialty, the MBC Show Committee decides on what non-regular classes (if any), to offer.

E3a. Non-Regular Veteran classes.

At a Designated Specialty, dogs entered in the non-regular veteran classes can NOT be spayed or neutered (AKC). That's because the winners of each veteran class can compete for BOB, and the BOB winner competes in the Hound Group. The non-regular veteran borzoi classes have to be listed in the premium (AKC).

At a Concurrent Specialty, veterans can be spayed/neutered. That's because the BOB winner at our concurrent specialty does not compete in the Hound Group at the all-breed show that day. The premium must state if neutered veterans can enter in the non-regular veteran class (AKC).

At an Independent or Concurrent Specialty, recommend offering veteran classes to increase the specialty entry. Veterans have to be 7 years or older (BCOA). Classes are divided by sex, and can be divided by age. Recommend same non-regular veteran classes by age, as the veteran sweepstakes classes (see paragraph E1).

E3b. Non-Regular Stud Dog/Brood Bitch classes. If offered, Limit the number of get to be shown with stud dog and brood bitch at four, hence the number to be shown would be at least 2 and not more than 4 (SR L3). We have not been offering these classes due to lack of entries at past specialties.

F. Awards.

F1. Trophies.

F1a. The Trophy Chairperson is responsible for selecting & purchasing the trophies, providing the list of trophies to the person responsible for the premium, and having all the trophies at the show. It is recommended to have trophy cards available for the judge to give to the winners, especially if the trophies are large and/or break-able. It is recommended to put ID tags on each trophy, unless the trophy chairperson wants to remain at the trophy table during the show, to hand out each trophy. Receipts for trophies purchased should be given to the MBC Treasurer for reimbursement. Any trophy money not spent, goes into the general fund (SR N7). Left over trophies should be given to the trophy chairperson of the next specialty (SR N6).

F1b. Trophy Donors. Any member donating trophy money before November 1, will be published alphabetically on the Trophy Donor page for the specialties the following year (SR N1). Trophy money is divided equally between the two specialties (SR N7). Since the trophy donation checks are sent to the Recording Secretary along with the dues checks, the Recording Secretary provides the list of donors. Trophy donors are also published in the Bulletin.

F2. MBC usually offers Awards of Merit. MBC will allow up to 4 Awards of Merit to be given at the discretion of the Judge at any MBC specialty show. These awards are not given to BOB, BOS, Select Dog, Select Bitch, Winner Dog or Winners Bitch (SR L5). In the MBC storage unit are the paper Award of Merit certificates, that the specialty breed judge signs and gives to each Award of Merit winner. The Trophy Chairperson is responsible for getting the certificates to the show. The Trophy Chairperson may offer additional prizes for the Awards of Merit.

F3. MBC Medallions. Per Standing Rules N2, N3 & N4, BOB and BOS get a 3" medallion. WD, WB, Best in Puppy Sweeps, BOS puppy sweeps, Best in Veteran sweeps, BOS Veteran sweeps get a 1.5" medallion. \$175 can be used from general funds to pay for the 8 plagues (SR N4). The Trophy Chairperson gets the medallions from the MBC storage unit, and arranges to have the medallions mounted on plagues engraved with the date and win.

F4. Challenge trophies. The two challenge trophies are offered at the first specialty of the calendar year. They are not "given out" at the show, until a member wins the trophy for the third time. The actual challenge trophies are in the MBC storage unit. They are large, heavy, and break-able, and they take one entire table to display. The show committee can decide whether or not, to display them. After the show, the Inventory Chairperson is responsible for getting the winners names engraved on the trophies' plagues. Here are the descriptions for the premium and catalog:

"Best of Breed. The Dr Charles Conally Memorial Challenge Trophy is offered by Grace Conally, Jon Steele and Jennifer Steele, through the Midwest Borzoi Club, Inc. for competition at its Annual Specialty Show only. Competition is open to any member(s) in good standing at the time of the win, and must be won 3 times by the same owner(s) not necessarily with the same dog, nor in consecutive years, for permanent possession and retirement. A commemorative wall plague will accompany the trophy with an engraved name plague to be attached each year designating the owner(s) and name of the Best of Breed Borzoi. The trophy will remain in the hands of the Midwest Borzoi Club, Inc until permanently retired. The trophy is a Danny Quest design with two borzoi in the chase after a wolf. Material is cold-cast mounted to a wood base, approximately 20" by 7".

Best of Winners. The Auroral Challenge Trophy is offered by Laura Hyatt, Meyta, through the Midwest Borzoi Club, Inc. for competition at its Annual Specialty Show only. Competition is open to any member(s) in good standing at

the time of the win, and must be won 3 times by the same owner(s) not necessarily with the same dog, nor in consecutive years, for permanent possession and retirement. A commemorative wall plaque will accompany the trophy with an engraved name plaque to be attached each year designating the owner(s) and name of the Best of Winners Borzoi. The trophy will remain in the hands of the Midwest Borzoi Club, Inc until permanently retired. The trophy is a hand crafted 18" x 20" piece of glass, scalloped with iceberg edging, with a borzoi etched in relief detail, situated on a lighted custom wood base."

F5. BCOA Medallions. Starting in 2019, the Borzoi Club of America wants regional clubs at their specialties, to offer a BCOA gold medallion for BOB and a BCOA silver medallion for BOS. BCOA provides the medallions at no charge, and mails them to the MBC Specialty Show Chairperson. The medallions should be listed in the premium as "offered by the Borzoi Club of America". The Trophy Chairperson is responsible for having these medallions at the show.

F6. Rosettes. At designated specialties, the all-breed club might provide rosettes for the major winners. It is traditional for MBC to provide rosettes to some, if not all, of the major winners: BOB, BW, BOS, SD, SB, Awards of Merit, WD, WB, RWD, RWB, Best in Puppy sweeps, BOS Puppy sweeps, Best in Veteran sweeps, BOS Veteran sweeps. The MBC show committee decides what rosettes to offer.

F7. Special awards at Independent/Concurrent Specialties. The MBC show committee may decide to offer Best Puppy, Best Veteran, Best Bred-By-Exhibitor, Best Owner Handler. Rules to win these awards must be described in the premium. See AKC rules for the National Owner Handler Series (NOHS) rules.

F8. Trophies for a Supported Entry (TSE) Show. Paragraphs F1 through F7 only apply to specialties. MBC will donate \$100.00 for trophies at an Midwest trophy supported event (SR P1). All expenses for the monies must cover supported shows solicited for that event. MBC is not responsible for any deficiency that may occur in the course of the supported show. Any excess money after payment of all bills for that show will be turned over to the MBC treasurer to be credited back to that show for its next supported show (SR P3). Trophies not given out at a specialty can be used.

8. Advertising.

MBC usually does not provide a club mailing list, and pay the superintendent to mail premiums to our members. For designated specialties, members who show in this area, are already on the superintendent's mailing list and should get the all-breed club's premium. The premium will be on the superintendent's website, and should be put on the MBC website by the MBC webmaster. The MBC Show Chairperson should provide the show information to the MBC Bulletin editor. The MBC Bulletin should be published 1 – 2 months before the Specialty's closing date. Notices about the specialty should be put on the MBC Facebook page. The Recording Secretary is responsible for mailing the Annual Meeting Notice. It is recommended that that mailing be several weeks before the show's closing date, and include an ad for the Specialty.

9. Show Results and Winners' Photos.

The show chairperson is responsible for getting marked catalogs of specialty, match and sweepstakes to the MBC Bulletin editor and Archive Committee Chairperson (SR L4). For designated specialties, and supported entry shows, recommend that a member copy the online results from the superintendent's website, and give to the MBC Bulletin editor to publish, and then those printed results can be given to the Archives

Photographs of the BOB, BOS, WD, WB, Best in Sweeps and Best Opposite Sex in Sweeps, Best Veteran In Sweeps & Best Opposite Sex Veteran in Sweeps at an MBC Specialty will be purchased, put on the MBC website and placed in the archives (SR L6). Since the show photographers have their photos on their websites, the Show Chairperson or Corresponding Secretary should select the photos from the photographer's website, and write a letter to the show photographer, requesting to purchase the selected photos for MBC. Booth Photography either gives MBC the photos at no charge, or charges us much less than the standard price per photo. It is recommended that the photos (digital or printed) be sent to the MBC webmaster.