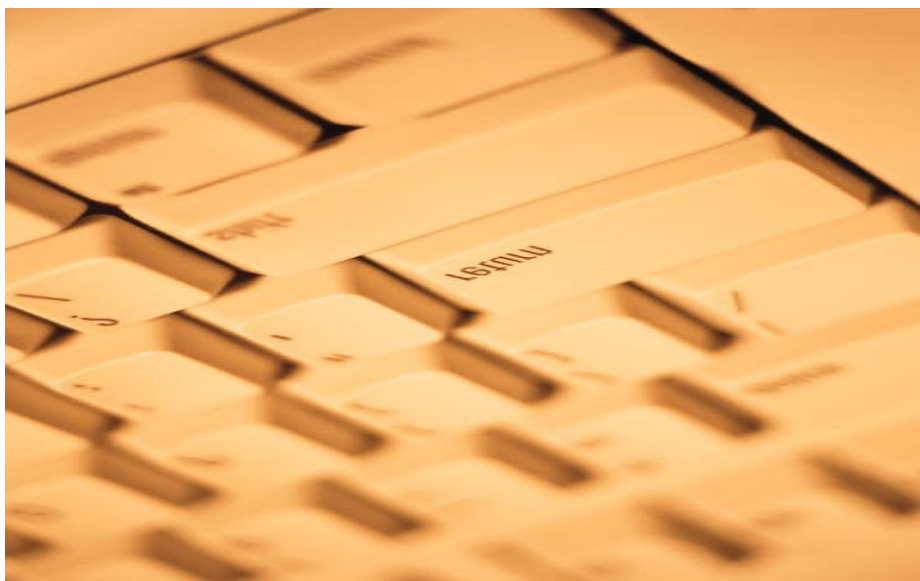




SOUTH AUSTRALIAN CANINE ASSOCIATION Inc.

Guide for

**SHOW CONVENORS/
SECRETARIES AND
TRIAL SECRETARIES**



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

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

www.dogssa.com.au

JUDGES – CONTACT, CONTRACTS & COMMUNICATION

Following selection of Judges by your Club committee, contact with the Judge(s) should be made promptly, preferably by phone to ascertain if they are available for your Club's date.

A listing of all Championship Show/Trialling/Competition Judges in Australia, with addresses and phone numbers are available from the ANKC Ltd website www.ANKC Ltd.org.au or local Judges on the Dogs SA website www.dogssa.com.au

The phone contact should be quickly followed by a letter or email with information about the assignment and a completed contract. Any embargo placed on Judges by the Club is at the Club's discretion and should be on the contract. The Judge retains the right to decline an invitation with an unreasonable embargo. The same right applies to the Club, when a Judge specifies an unreasonable fee or expenses.

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

Overseas Judges - (ANKC Ltd requirement except for New Zealand Judges)

In the case of an Overseas Judge - after initial contact has been made, a "Judging Application For A Person Not a Resident of Australia" "Breed Listing" and an "ANKC Ltd Form of Agreement For an Overseas Resident" (which replaces the normal ANKC Ltd Judges Contract) should be obtained from the Dogs SA office or website. These forms are to be completed by the invitee, and returned with an authority in writing from the Canine Controlling

Body in his/her country of residence, stating that he/she is approved by them, and has awarded Challenge Certificates or their equivalent, in that country.

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

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

If this Judge is to be sub-contracted to another Club, this information is to be included on the letter of invitation and the Judge's Contract to enable the ANKC Ltd to process clearance to cover these appointments.

Official verification of the invitee's judging status is to be obtained from the appropriate Control of the country of residence and attached to the application. If this verification is not attached to the application, the ANKC Ltd will need to obtain the information and an extra fee applies.

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

Communication

It is very important to keep your Judges informed of arrangements for their assignment with your Club.

Travel

- ❖ Discuss the most suitable travel bookings, as some Judges have work commitments i.e. time of flights to and from Adelaide – and then ensure they receive their tickets. Overseas Judges are to be advised that they will need to apply for a "holiday" visa to visit Australia.

Accommodation

- ❖ Judges like to leave contact details of their accommodation at home in case of emergencies – advise them of the name of hotel, contact number for hotel and/or Secretary.

Judging Assignment

- ❖ After the entries have closed, the Show Secretary **SHOULD** advise all Judges **IN WRITING OR ELECTRONICALLY** of their entry and the breeds involved, for all Conformation Show.
- ❖ South Australian Judges must also be advised of what time they are required to be in attendance to sign Best of Breed and Challenge Certificates etc.

Transport

- ❖ Inform them of arrangements for arrival in Adelaide – being met or take a shuttle to hotel.
- ❖ Collection times and by whom, for travel to show venue on judging days.
- ❖ After-show function arrangements, if applicable.

PREPARATION OF THE SCHEDULES

A Schedule form is available from the Dogs SA Office or website.

SACA RULES - PART V SCHEDULES

A. GENERAL

Draft Schedules

1. (a) Where an Exhibition is to be held by an Affiliate Member a copy of the draft schedule for the Exhibition shall be lodged with the SACA not later than three months prior to the proposed date thereof, except in the case of Retrieving, Field, Tracking and Lure Coursing Exhibitions which shall be lodged not later than two months prior to the date thereof, for consideration by the Executive Officer. **(01/16)**
- (b) The draft schedule shall be accompanied by a copy of the contracts for the Judges who are to be involved in the Exhibition and the SACA Representative agreement. **(03/11)**
- (c) A copy of the contracts for the Stewards who are involved in the Exhibition shall be lodged with the SACA thirty days prior to the proposed date thereof. **(03/11)**
2. (a) Where a draft schedule is submitted late and is not in accordance with 1 (b), the Affiliate Member shall be guilty of a breach of these Rules and shall pay a fine as prescribed.
- (b) Where an Affiliate Member has been penalised in accordance with sub-paragraph (a) of this Rule and subsequently submits a draft schedule late for another Exhibition, the Exhibition to which the draft schedule relates, may be cancelled.
3. The Executive Officer may approve the draft schedule submitted or may make such additions and alterations thereto as he considers appropriate and shall thereupon return

the draft schedule to the Affiliate Member setting out any alteration or addition which is required.

4. A schedule will not be accepted for publication in the Journal if entries for the Exhibition to which it relates close in the same month as the publication of that edition of the Journal.
5. The conditions and particulars set out in the approved schedule must be strictly adhered to.

Distribution of Schedules

6. A schedule for any Exhibition may only be distributed;
 - (a) when the Secretary or Convenor of the Affiliate Member conducting the Exhibition has been informed by the Executive Officer that the draft schedule has been approved; and
 - (b) it conforms to the draft copy as approved by the Executive Officer.
7. Once a Schedule has been approved by the Executive Officer it may only be amended or altered with the express permission of the Executive Officer.
8. Upon return of the schedule the Affiliate Member conducting the Exhibition shall publish portions of, and information from, the schedule as the Executive Officer may require.
9. Where on the day of the Exhibition the Affiliate Member makes any changes to the persons listed in the Schedule as Judges or Veterinary Stewards, written notification of any change and the reasons therefore, shall be forwarded to the SACA within seven days of the date of the Exhibition.

B. SCHEDULES FOR CONFORMATION (CHAMPIONSHIP SHOWS, OPEN SHOWS AND PARADES), OBEDIENCE, AGILITY, TRACKING, RETRIEVING, FIELD, ENDURANCE, HERDING, EARTHDOG, DANCES WITH DOGS AND LURE COURSING

1. The Schedules for Conformation, Obedience, Agility, Tracking, Retrieving, Field, Endurance, Herding, Earthdog, Dances with Dogs and Lure Coursing. **(01/16)**
 - (a) the type of Exhibition and the date time and place where it is to be conducted;
 - (b) that the body conducting the Exhibition is an Affiliate Member;
 - (c) that the Exhibition is to be conducted under the Rules of the SACA;
 - (d) the name of the Judge for each breed or group of breeds of dogs, trial, trial class, competition or test, for Retrieving and Field; the name of the Judge and the Stakes he will judge;
 - (e) the Club reserves the right to appoint a reserve Judge or replacement if necessary;
 - (f) order of judging;
 - (g) the name of the Show/Trial/Competition Manager and Convenor;

- (h) the name of the SACA Representative/s;
 - (i) the place, time and closing date for the receipt of entries and Lure Coursing in accordance with ANKC Ltd rules; **(01/16)**
 - (j) a full list of the various classes for which entries are invited;
 - (k) the entry fees to be charged;
 - (l) that a copy of the Rules of the SACA will be provided at the place where entries are received and at the Exhibition for the use and information of exhibitors;
 - (m) whether catering will be available at the Exhibition;
 - (n) the prize money, if any, to be awarded;
 - (o) the conditions under which trophies are offered for competition;
 - (p) the Hot Weather Rules when applicable **(07/10)**
 - (q) the date upon which the Affiliate Member's financial year ends (Conformation);
 - (r) full breeding is required on Conformation entry forms;
 - (s) Affiliates (Conformation) are to provide Exhibitors the option of online entries in addition to paper entries. The name of the online service provider is to be published in the schedule; **(01/16)**
 - (t) the name of the Veterinary Surgeon (where appointed);
 - (u) the manner in which and the time at which the Veterinary examination shall be conducted;
 - (v) the time by which the exhibits must pass a given check point;
 - (w) that exhibitors shall comply with all applicable firearms and gun legislation (Retrieving and Field only); and
 - (x) such other statements and information as Council may prescribe.
2. If it is intended that undersized rings be used in Obedience Trials a request for authority to do so must be submitted to the Executive Officer.

Entries Close With

Show Convenor/Secretary or Trial Secretary, name and address. Recommend that a Post Office Box be used for security reasons. There have been instances of mail being removed from letterboxes.

Entries MUST not close at the residence or postal address of one of the Judges i.e. Mr Brown judging, Mrs Brown Show Secretary.

SACA RULES PART VIII EXHIBITIONS

Late Entries

31. Unless the closing date has been extended by approval of the Executive Officer, no entry shall be accepted after the closing date advertised in the Schedule.
32. It shall be a breach of these Rules for any Affiliate Member to accept a late entry.
33. Any late entry admitted by an Affiliate Member shall be disqualified and the owner or lessee of the disqualified dog shall forfeit any prize or award won by that exhibit.

Acceptance of Lost Entries

34. Paper entries which have been sent by an exhibitor but not received by the Convenor/Trial Secretary prior to the closing date of entries shall not be accepted by the Convenor/Trial Secretary. Electronic entries not received by the Convenor/Trial Secretary shall be accepted by the Convenor/Trial Secretary where the exhibitor can provide the receipt (hard copy/Electronic) issued by the electronic service provider detailing the following:

- (a) Date entry submitted to the online entry system;
- (b) Name and date of the exhibition;
- (c) Name of the exhibitor;
- (d) Dogs details;
- (e) Name and date of the exhibition; and
- (f) Class entered.

Where the catalogue has already been printed the exhibit shall be given an "A" number after the preceding exhibit. (07/16)

Judges

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

If the Judge is from interstate or overseas, indicate by inclusion abbreviation i.e. (NSW), (USA).

Ensure all Groups, Sweepstakes, Special Classes and General Specials have a Judge allocated to them.

The Judge must be qualified to judge their assignments.

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

e.g. Mrs G White - Group 5A (German Shepherd Dogs, Shetland Sheepdogs)

Mrs P Gold - Group 5B (Balance of Breeds and GROUP SPECIALS)

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

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

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

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

Conformation Stewards/Chief Stewards

Must be financial Ordinary Members of the SACA. For trialling disciplines, a Steward's Assistant must be 18 years of age and a current financial member of an Affiliated Club.

Stewards are to be appointed in accordance with the SACA Rules

Refer to DOGS SA Website www.dogssa.com.au for the SACA Rules for Stewards

SACA REPRESENTATIVES

To be appointed in accordance with the SACA Rules

PART XI SACA REPRESENTATIVES

A GENERAL

1. At the beginning of each calendar year, Council shall appoint, for a period of twelve months, appropriately qualified Ordinary Members of the SACA, as SACA Representatives to undertake the duties of that role outlined in these rules.
2. **A Judge, Steward or Steward's Assistant** who has a function to perform at an Exhibition, and the Show Manager, Trial Manager, Show Convener or Committee

Member of an Affiliate conducting the Exhibition shall not be assigned the duties of a SACA Representative at that Exhibition. **(07/16)**

3. A SACA Representative shall be over 18 years of age and a financial Ordinary Member of the Association for a period not less than five years at the time of application. They shall attend any training session/s convened by Council each year. **(01/15)**
4. The SACA Representative will have the authority of Council to ensure that the Rules of the SACA are adhered to. They shall have the authority to report a person who refuses to obey the SACA Representative's direction so long as the direction is in accordance with the SACA Rules.
5. In the event that a SACA Representative is unable to, due to extenuating circumstances, attend an Exhibition for which he has signed an Agreement, he shall within seven days of the Exhibition, advise the Executive Officer of the circumstances in writing.
6. Should the appointed SACA Representative on the day of the Exhibition advise that he is unable to attend or complete his duties; as an emergency procedure, an Exhibition official, as outlined in (2), who is an Ordinary SACA Member may complete the duties for that day.

Refer to the DOGS SA WEBSITE www.dogssa.com.au Guide for Club Management for the -

ROLE OF THE SACA REPRESENTATIVE, SHOW/TRIAL MANAGER AND THE SHOW CONVENOR.

GUIDELINES FOR SHOW/TRIAL/COMPETITION MANAGER/SHOW CONVENOR
Where the appointed SACA Representative is unable to attend or complete their duties.

Schedule of Classes

Refer to ANKC LTD Ltd Website www.ANKC Ltd.org.au for

Conformation Classes 'Regulations Part 5 Show'

No classes other than the following shall be provided in any schedule of any Sanctioned show without the special permission of the Council. The age of all dogs is calculated in calendar months from midnight of the day preceding the date of birth to the first day of a Sanctioned Show, Trial or Test.

Ordinary Classes:

Class 1 **Baby Puppy** - Dogs of three (3) and under six (6) months of age.

Class 2 **Minor Puppy** - Dogs of six (6) and under nine (9) months of age.

Class 3 **Puppy** - Dogs of six (6) and under twelve (12) months of age.

Class 4 **Junior** - Dogs of nine (9) and under eighteen (18) months of age.

Class 5 **Intermediate** - Dogs of eighteen (18) and under thirty six (36) months of age.

Class 6 **Novice** - Dogs of six (6) months of age or over which have not won first prize at any Parade/Open Show or Championship Show excluding wins in Baby Puppy and Local Classes.

Class 7 **Graduate** - Dogs of six (6) months of age or over which have not won a Challenge Certificate.

Class 8 **Limit** - Dogs over twelve (12) months of age which are not Champions nor have gained sufficient points to qualify as a Champion.

Note: The qualifications for the NOVICE, GRADUATE and LIMIT classes, shall only include "wins up to and including the day before the date of entry close".

Class 9 **State Bred** - Dogs six (6) months of age or over whelped in the State or Territory in which it is exhibited.

Class 10 **Australian Bred** - Dogs six (6) months of age or over whelped in Australia.

Class 11 **Open** - All dogs six (6) months of age or over, and of a breed or variety recognised by the Australian Kennel Council Ltd.

Note: 1 Only winners of Ordinary Classes 2 to 11 may compete for Challenge Certificates.

Note 2: The Standard numbering as above for male classes - bitch classes to be numbered as above with the letter "A" (e.g. 1A, 2A etc.).

Other Classes:

Also refer to SACA Rules Part VIII Exhibitions B Classes

AS THE ENTRIES ARRIVE

All entries should be checked for:

- ❖ Correct money enclosed (entry fee, catalogue if required, membership subscriptions)
- ❖ Entered in correct class
- ❖ Dogs SA Dog Registration number "Pending" is permitted, return entry.
- ❖

Correcting Errors in Entries in accordance with the SACA rules Part VIII Exhibitions

35. (a) If a dog or bitch is entered under the wrong sex, but otherwise in the appropriate class, the exhibit shall be transferred to the correct sex class by an official of the Affiliate Member.
- (b) If a mistake has been caused by the Affiliate Member conducting the Exhibition, it shall be corrected by an official of the Affiliate Member.
- (c) If an Exhibit entered in an incorrect class or one for which it becomes ineligible (other than the wrong sex) shall be transferred to the Open Class.
- (d) An Exhibit that is entered in more than one class and is found to be ineligible for one of those classes shall only forfeit the prizes and awards for the class for which it was found to be ineligible.
- (e) Baby puppies entered in an incorrect class shall be transferred to the appropriate baby puppy class.

All cheques should be banked and cleared well before the day of the show. Should any cheque be returned unpaid – the exhibitor needs to be advised in writing/email to bring cash to the show and the exhibit numbers relating to that exhibitor should be held pending reimbursement to the Club of all costs involved i.e. bank fees. The exhibitor is not permitted to participate in the show until the full amount owing is reimbursed. In the event that the exhibitor refuses to reimburse the Club, the matter should be placed before Dogs SA.

MAXIMUM NUMBERS FOR JUDGES

ANKC LTD Regulations Part 2 Judges 3.2

“The number of dogs any one judge may judge on any day (excluding Sweepstakes, Group and General Specials) is 250 exhibits except with the consent of the Member Body.”

At All Breeds Championship Shows held over a period of three consecutive days or less, a Judge shall not adjudicate on more than 250 entries on any one day.

In a Conformation Show under NO circumstances shall any Club transfer dogs from one Judge to another to balance the number of dogs to be judged by each Judge.

Where the Club wishes to reserve the right to reallocate breeds among the named Judges on the Schedule, this **MUST** be stated on the schedule and in such a case an exhibitor will not be entitled to a refund of entry fee.

CATALOGUES

SACA RULES - PART VI CATALOGUES

A GENERAL

Content

1. (e) An official of any Affiliate Member shall not disclose information as to the entries or entrants for a Conformation Exhibition prior to the commencement of the Conformation Exhibition, other than in accordance with the Rules. This Rule shall not apply to the Adelaide Royal (RA&HS) where the catalogue may be published online not before the day preceding the commencement of the Conformation Exhibition.
(05/16)

CATERING

The Club will need to arrange catering for the Judges, Stewards, SACA Representatives and Club Officials

SHOW REQUISITES

Establish what Exhibition stationary is on hand (ANKC Ltd Certificates for Conformation, Trialling Qualification Certificates, Breed Sheets, Stewards' Charts, Trialling Judges Sheets, number cards etc.

Please ensure that you order any "Requisites" from the Dogs SA office and allow a minimum of two (2) days for your order to be prepared and collected. (Costs including postage costs will be invoiced to the Club).

Well in advance of the date of the Show, exhibit numbers should be obtained and these can be pre-numbered.

Sashes and Rosettes

These should be ordered from the supplier early (at least six weeks prior to the Exhibition date) to ensure that they are on hand prior to the date of the Exhibition so they can be checked for correctness.

CHECK LIST

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

- ❖ Copy of Schedule
- ❖ Judges' Contracts
- ❖ Judges' Fees
- ❖ Copy of Dogs SA (SACA Rules)
- ❖ Copy of ANKC Ltd Trialling Rules
- ❖ Entry Forms
- ❖ Exhibit Numbers
- ❖ Spare Exhibit numbers and marking pen
- ❖ Spare ANKC Ltd Certificates
- ❖ Completed Judges' and Stewards' Sheets (and spares)
- ❖ Catalogues
- ❖ Trophies, Sashes, Prize Money, Ribbons etc.
- ❖ Catering items – detergent, tea towels, drinks, tea/coffee etc
- ❖ Hand washing supplies and towels
- ❖ First Aid Kit

ON THE DAY

Trophies and Sashes/Rosettes

It is usual for these to be set up for display along with any product donated by the sponsor.

Judges' Fees

Judges' Fees must be paid before the end of the day, and in **NO CIRCUMSTANCES** should it be necessary for a Judge to have to ask for his/her fee.

Conformation Judging Sheets

The Judges' Sheets must be returned to the Office, check for any notations i.e. non-entire exhibits and the Affiliate will be required to be reported in writing to the Executive Officer.

Catalogues

Conformation Judges should be provided with a marked catalogue at the completion of the group/s they have judged. Marked Catalogues for all disciplines must be forwarded to the Dogs SA office within 14 days of the conclusion of the Exhibition.

CONCLUSION

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

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