|  |
| --- |
| **CANADIAN SHETLAND SHEEPDOG ASSOCIATION** |
| **CSSA FANCIERS INC****GUIDELINES****FOR HOSTING THE CSSA****NATIONAL SPECIALTY** |

PREPARED FOR: EXECUTIVE COMMITTEE APPROVAL

PREPARED BY: SHOW RULES COMMITTEE

Melissa Fancey -Chairperson

Jill Nickerson-Smith

Maureen Butler

Anne Bellefeuille

Diamond Martin

Shawn Ramey

**Accepted by CSSA Executive April 30, 1995**

**AMENDED JUNE 2015**

PREPARED FOR: EXECUTIVE COMMITTEE APPROVAL

PREPARED BY: SHOW RULES COMMITTEE

Sherrie Sparling - Chairperson

Elaine Inkster

Clarice Matthews

Janet McGillivray

**Accepted by the CSSA Fanciers Inc. Executive June 24, 2015**

 **TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
|  |  | Page No. |
|  | SYNOPSIS | 3 |
|  | INTRODUCTION/SHOW RULES COMMITTEE | 4 |
|  | GENERAL POLICIES | 4 |
|  | HOST SELECTIONINVITATIONSBIDS | 445 |
|  | RESPONSIBILITIES | 5 |
|  | OBLIGATIONS  CANADIAN SHETLAND SHEEPDOG ASSOCIATION HOST | 66 |
|  | COMMITTEE HEADS AND THEIR ROLES | 8 |
|  | JUDGES’ CONTROLS | 9 |
|  | JUDGES’ NOMINATIONS AND SELECTION | 10 |
|  | JUDGES’ ASSIGNMENTS | 10 |
|  | CONFORMATION CLASSES | 11 |
|  | OBEDIENCE CLASSES | 11 |
|  | RALLY OBEDIENCE CLASSES | 12 |
|  | SWEEPSTAKES CLASSES | 12 |
|  | JUNIOR HANDLING | 13 |
|  | HERDING TRIALS | 13 |
|  | PREMIUM LIST | 13 |
|  | TROPHIES AND ROSETTESTROPHY DONATIONS | 1314 |
|  | PHOTOGRAPHY REQUIREMENTS | 14 |
|  | CONFORMATION JUDGE NOMINATION FORM – APPENDIX A | 15 |
|  | CONFORMATION JUDGE’S CONTRACT – APPENDIX B | 16 |

***SYNOPSIS***

***It is recommended that any region considering hosting a National Specialty Show read the entire***

***GUIDELINES FOR HOSTING A NATIONAL SPECIALTY SHOW***

***prior to submitting an application.***

1. For the purpose of hosting the biennial National Specialty Show and Trial, Canada is divided into three regions: East, Central and West.
2. Ideally, the CSSA National Show and Trial will rotate from region to region in order to encourage participation from all areas of Canada. (Section II)
3. The venue selected for the National Specialty Show shall be appropriate to the event. The Host shall provide a copy of the CSSA Insurance Policy to the venue manager. (Section IV:2:m)
4. Additional events such as Herding, Agility, Rally, CGN testing etc. may be included in the event listing.
5. An Event Treasurer shall be appointed, and a separate bank account set up with three signatories as follows: Event Treasurer, Event Chairperson and a third committee member. Any 2 of the three signatories to the account must be on all cheques drawn on the account.
6. The Premium List shall contain information on all classes/events/awards as per CKC regulations.
7. Any region wishing to host the National should make application 3 years in advance:
8. Application should state venue, date, location and include a proposed budget as follows:
9. Budget should include estimates for:
* judges’ expenses (airfare, hotel, meals etc.)
* Rosettes/Ribbons
* Trophies/Awards
* Venue costs/fees
1. Ideally, the show will be a separate event, however it being held in conjunction with an all-breed show in order to offset expenses is an option.
2. If held in conjunction with an all-breed show, the all-breed show secretary and superintendent may serve as the CSSA National Specialty Show and Trial Secretary and Superintendent.
3. The Specialty Show and Obedience Trial length shall not exceed 2 days. Other related events may take place outside the 2-day limit as needed.
4. Committees for the National shall be set up as necessary according to the COMPLETE GUIDELINES (attached).
5. Judges shall be selected as per the Guidelines. Only judges who have bred and successfully shown Shetland Sheepdogs in the Conformation ring will be considered for conformation judges. (Section VI).
6. The Host shall arrange for a logo to be designed for the National, to be used on all souvenir items.
7. Rosettes and awards shall be in compliance with CKC regulations, and be appropriate to the event. (Guidelines Item XVI)
8. Sweepstakes prizes shall be awarded as per CKC regulations. (Section XI, XV:8)
9. A Hospitality Chairperson is essential to arrange accommodation at an appropriate facility and to assist exhibitors as they arrive. (Section V)
10. A Venue Chairperson will be needed to Work in conjunction with the all-breed Show Superintendent in order to layout appropriately sized grooming spaces. (Guidelines Item V)
11. A complete financial statement shall be submitted to the executive within 3 months of the closing of the event, along with remittance of 65% of any profit earned. The remaining 35% of any profit earned shall remain with the host. (Section I:57, Section III)

**INTRODUCTION:**

The Canadian Shetland Sheepdog Association (CSSA FANCIERS INC.) may hold a National Specialty Show and Obedience biennially. A National CSSA Herding Trial and additional performance events (agility, Rally etc.) may be held in conjunction with, or separately, as conditions dictate. These shows will be presented in accordance with CKC Rules and Regulations and the CSSA rules as stated herein.

Ideally, the National Specialty will be held in conjunction with an all-breed show in order to save on venue costs.

The CSSA is the Sponsor of the National Specialty and is responsible for all obligations in its presentation.

The Host is responsible for its presentation as defined in Section IV, Obligations.

"Show" throughout this publication shall refer to "The National Specialty Show and Obedience Trial".

Canadian Shetland Sheepdog Association shall refer to CSSA Fanciers Inc., and vice versa.

"CKC Rules" shall refer to CKC's DOG SHOW RULES and/or REGULATIONS AND STANDARDS FOR OBEDIENCE TRIALS.

"Host" throughout this publication shall refer to "Host club(s) or Host Group(s)".

 "Guidelines" throughout this publication shall refer to “GUIDELINES **FOR HOSTING THE CSSA NATIONAL SPECIALTY SHOW**".

**I GENERAL POLICIES**

1. The Canadian Shetland Sheepdog Association (CSSA Fanciers Inc.) Specialty Show will be held once in each even numbered calendar year. The events may be held indoors or outdoors, or a combination of both.

2. An Obedience Trial shall be held in conjunction with the Specialty Show.

3. Additional Performance Events (Agility, Rally etc.), Herding Test(s) and/or Trial(s) may be held in conjunction with the Specialty Show if so desired by the Host.

4. The CSSA Specialty Show and Trial~~s~~ shall be approved by the Canadian Kennel Club (CKC) and the CKC rules will apply~~.~~

5. As this is the CSSA National Specialty, all profits and losses shall remain with the CSSA. However, the Host shall receive thirty-five percent (35%) of all profits in recognition of their hard work and devotion to the breed.

The National Show Chairperson will forward a complete financial statement indicating all income/expenses to the executive, and a cheque for 65% of any profit earned to the CSSA Treasurer (retaining 35% for the local host) within three (3) months of the closing of the National Specialty Show. The CSSA Treasurer shall deposit all such funds in an interest bearing CSSA Account.

6. The method to revise these rules are:

1. Any CSSA member, in good standing, may submit proposed revisions of the GUIDELINES to the CSSA President, who will then submit all recommendations to the Executive Committee.

b.) If approved by the Executive, these revisions will be incorporated into the current GUIDELINES.

c.) The revised GUIDELINES will become the Policies & Procedures of the CSSA National Specialty, and shall supersede any previous GUIDELINES.

d.) All persons who submit proposed revisions shall receive a copy of the revised GUIDELINES.

**II HOST SELECTION**

1. The location of the Show, within a zone, shall be determined by a vote of the Executive Committee.

2. For the purpose of rotation of the National Specialty, Canada is divided into 3 zones, identified as East, Central and West.

**3. INVITATIONS**

a.) Two (2) years prior to the proposed date of a National Specialty, clubs/groups interested in hosting the National Specialty, shall apply to the CSSA Secretary. The Host bids shall be received by the CSSA Secretary no later than October 31.

1. If no Club or Group is willing to serve as Host, the CSSA may apply for its own show date and perform the host functions, relying on individual CSSA members, within the zone, for assistance OR the Show may be moved to another zone. (Time element is considered). THESE PROVISIONS ARE SUBJECT TO EXECUTIVE APPROVAL.

**4. BIDS**

Bids to serve as Host for a National Specialty should be thoroughly presented if possible. They need not be elaborate but should include the following

* + 1. Name and location of the club(s) or group submitting the invitation
		2. Proposed Chairperson, Superintendent & Show Secretary
		3. A list of members in each club/group and their addresses, indicating which members are members of the Canadian Shetland Sheepdog Association
		4. If a club(s) is to act as Host, a list of club(s) officers and directors, indicating offices held
		5. Proposed Show date. It does not have to be the local club's usual date. The National Show Secretary will apply to CKC for the recommended Show date, if the bid is accepted
		6. Show Site Address
		7. Motel/hotel address and accommodations with availability of rooms.
		8. A reasonable number to assure accommodations for exhibitors and dogs.)
		9. Adequate facilities for Annual Meeting and Banquet
		10. Trophy suggestions
		11. A draft budget.

**5**. Bids will be presented to the Executive Committee for review, discussion, and voting. The decision of the Executive Committee shall be announced in the Spring Newsletter.

**6**. The CSSA Secretary shall notify all local club(s) or group having submitted bids of the results of the Executive Committee voting.

**7**. Within six (6) months of the Executive Committee approval, the Show Chairperson shall submit a complete written proposal for the show. This proposal shall include location within the zone, budget, headquarters and facilities~~.~~

The Executive Committee is encouraged to review this proposal and give their suggestions to the Host.

Included in this proposal, the Chairperson shall indicate the following committee heads

a.) Show Secretary

b.) Show Superintendent

c.) Obedience Chairperson

d.) Show Treasurer

e.) any other committees, deemed necessary.

**APPOINTMENTS ARE SUBJECT TO EXECUTIVE COMMITTEE APPROVAL**.

**III RESPONSIBILITIES**

1. The Canadian Shetland Sheepdog Association shall have the responsibility for the National Specialty Show and Trial, (including ALL FINANCIAL).

2. The HOST shall have ALL physical responsibility.

**IV OBLIGATIONS**

1. **CANADIAN SHETLAND SHEEPDOG ASSOCIATION**

1. The CSSA Secretary shall notify the "Host" that it has been selected to hold the National Specialty.

b.) The CSSA will only permit judges that have bred and successfully exhibited Shetland Sheepdogs in Conformation to judge Conformation and Puppy Sweepstakes at a National Specialty Show.

c.) The CSSA Secretary shall provide a list of Breeder Judges who are NOT eligible (see Section VI, Judges Controls) to judge this particular National Specialty. The same list shall also be included in the Executive Committee Communiqué for reference when nominating and voting for the Breeder Judges of the National Specialty.

d.) The CSSA Show Rules Committee Chairperson will be responsible for the Rules and interpret any questionable areas and will work with the Host to ascertain complete compliance with the current GUIDELINES. In case of a disagreement or dispute between the Show Rules Committee and the Host, the CSSA Executive will have the final say.

e.) The CSSA, through its own publication, shall provide continuous publicity for the National Specialty as requested by the Host, free of charge.

f.) The CSSA shall assist the Show Committee in publicizing the show by making its membership list available to the Show Committee and the Show Secretary. All costs to be borne by the CSSA.

g.) The CSSA will offer various trophies (See Trophies and Rosettes - Section XV).

h.) The CSSA shall provide the Host Treasurer, upon request, not less than $2500.00 and not more than $4000 for up front expenses, to be handled as a loan. These funds must be repaid to the CSSA Fanciers Inc.

i.) All profits/losses from the show will be handled in accordance with Section 1:5.

**2. HOST COMMITTEE**

 **The Host shall:**

a.) Make all arrangements for the presentation of the show: the show site, motel/hotel, banquet facilities, meeting rooms, etc.

b.) Prepare a layout of the show site and forward to the CSSA Secretary for submission to the Executive Committee along with the proposed dates.

c.) Arrange for show Headquarters

i.) Set aside rooms in advance for CSSA members, in consultation with the hotel.

ii.) Prearrange all details with the hotel regarding room rates, deposits, cancellations, number of dogs allowed in the rooms, inspections for damages, etc. (To be included in the premium list)

iii.) Arrange for a banquet room to be set up with a double head table, podium and public address system.

 (N.B: If alcoholic beverages are being served at the banquet, the Host shall arrange for all permits, licenses and insurance as may be required.)

iv.) Arrange for meeting rooms as necessary for the various official CSSA committees. These rooms should handle 20 to 100 people.

d.) Provide ample facilities for photographing all placements. It should be an easily accessible area with sufficient outlets for good lighting, and have a pleasant background.

e.) Prepare and distribute to the CSSA membership, an agenda of all events scheduled for the Show.

f.) If the Host does not already have a bank account in place, it will establish a separate bank account (Specialty Operating Account) for the Show operations.

1. Three local CSSA Members’ signatures (the National Specialty Chairperson, the National Specialty Treasurer and a third National Committee member) shall be obtained on the account authorization card, located at the bank. Two (2) of these signatures shall be required on all cheques written against the account.

ii.) Maintain a complete and accurate record of all Show income. The CSSA advance shall be recorded as a loan to be repaid before the final accounting, if monies permit).

iii.) Maintain a complete and accurate record of all expenses, supported by receipts or written documentation. All reimbursement of unsupported expenses must be approved by the Show Committee.

iv.) Forward a full and complete financial statement of profit/loss along with a cheque for 65% of any profit earned, not later than three (3) months following the Show. The CSSA Treasurer shall deposit all such funds in an interest bearing CSSA Account.

v.) If applicable, the Host's Specialty Operating Account shall remain open until the CSSA Year End to accommodate the further sale of National Specialty items. At such time a revised set of statements will be produced and sent to the CSSA Treasurer for publication in an upcoming newsletter.)

g.) Arrange for a Show Site that is sufficient enough to meet and handle the following requirements:

i.) a show area to satisfy CKC Rules

ii.) a grooming area which will allow private exercise pens. (The Host Show Committee shall provide full information regarding grooming spaces in all advertising, and in the premium list.

iii.) space for operating show ring(s), according to needs

* Obedience and Junior Handling judging MAY be conducted simultaneously with the conformation judging.
* Ring size may NOT be altered between classes during regular Conformation, Obedience and Rally class judging.
* Arrange for a minimum of two (2) experienced stewards for each Conformation judging ring.
* Arrange for three (3) experienced stewards for each Obedience judging ring (one of which will act as secretary for the judge).

iv.) space for holding and/or waiting areas for the Conformation and Obedience rings

v.) an Obedience/Rally ring that conforms to the minimum requirements of the CKC Obedience Regulations.

 vi.) ample space for equipment set-up and grooming.

* The grooming area should be easily accessible for unloading and loading.
	+ The grooming area should be easily accessible to the show rings.
	+ The grooming area must have an abundance of trash containers to allow exhibitors to keep their areas clean.

 vii.) adequate and clean restrooms.

viii.) seating, with good visibility for spectators and provisions for handicap access.

 h) Arrange for Show Superintendent and/or Show Secretary

 i.) Arrange for Show Secretary to complete necessary documents to hold Licensed CKC Events and submit same to the CKC for approval.

 ii.) The Show Superintendent/Secretary will assure that all duties are performed on schedule and in accordance with CKC Rules.

* + All entries must be at Show Secretary's table for the duration of the show.
	+ The Show Report and Show Results must be submitted to the CKC within the prescribed time of 21 days after the show.

 iii.) Prior to publication, the Show Secretary will provide the National Coordinator with a draft of the Premium List not less than 6 months prior to the event date, and the Judge's Schedule as soon as it becomes available.

 i) Assure that the show and grooming areas are maintained and clean at all times.

 j) Assure that ample garbage containers are strategically placed throughout the show area.

 k) Provide a clean-up crew to function continuously during the show to keep all areas clean, including emergency clean-up in the rings as quickly as possible.

 l) Make all necessary arrangements for the judges, to include

i.) nominated Judges are qualified, willing and available to accept the assignment

 ii.) fees (see Judges Controls Section VI)

 iii.) necessary transportation and accommodation for Judges

 m) The Host shall provide a copy of the CSSA Insurance Policy to the venue manager. (Guidelines Item IV: 2)

**V. COMMITTEES AND THEIR ROLES**

It is essential that details be managed in an orderly fashion. The Host Committee should be aware of the following areas which will need to be delegated and managed.

**NATIONAL SHOW COORDINATOR** is to be a CSSA member, familiar with the conduct of dog shows. This person should be a Past National Specialty Chairperson. It shall be the duty of the President to select this person. Should none of these people be willing, or able to accept this position, the President is advised to select a person from a former National Specialty Committee. This person acts as a liaison between the HOST and the CSSA.

**NATIONAL SHOW CHAIRPERSON** will be responsible for the overall planning, physical preparations, and actual production of the show, and other functions at the National Specialty. This individual must be familiar with the conduct of dog shows, having the time and willingness to give to the National Specialty. The National Show Chairperson, the Show Treasurer and the CSSA President should be the only persons authorized to sign any charges pertaining to the Show. The National Chairperson shall designate a CSSA member, when possible, to take the judge to and from the different functions of the Show.

**NATIONAL SHOW SECRETARY** to be an individual with proper qualifications. This person, not necessarily a CSSA member, must be knowledgeable of all CKC regulations concerning application, and production of, a dog show. This person must be decided upon before bids are submitted to hold the Show. The National Show Secretary and National Show Chairperson shall be responsible for scheduling all CKC events.

**NATIONAL SHOW SUPERINTENDENT** is to be an individual with proper qualifications but need not be a CSSA member. This person must be knowledgeable of CKC regulations and act in accordance with CKC rules.

**OBEDIENCE CHAIRPERSON** works with National Show Chairperson. This person to oversee Obedience/Rally Ring set up, obtaining experienced Ring Stewards, etc. This individual should be knowledgeable in the area of obedience trials, and, have equipment on hand as required by CKC Rules.

**OPTIONAL ACTIVITIES CHAIRPERSON** handles all arrangements for any optional national activities such as agility, herding etc.

**SHOW TREASURER** handles all show funds. Sets up a separate Specialty Operating Account for the National as per Item 2.f) 1. Above. and submits accounts for all show income and expenses to CSSA. The Treasurer shall deposit all cheques early so that non-sufficient fund cheques are returned before the Show. The Treasurer shall keep the National Show Committee advised on the current financial status of the Show on a regular basis.

**CHIEF RING STEWARD** shall arrange for all necessary ring stewards for all events, and shall escort the judges to and from the ring as necessary, including all judges breaks and meals.

**HOTEL LIAISON** should be an especially diplomatic person to take on the task of being the liaison with the hotel. This person shall be in charge of all bookings pertaining to the hotel, and, will maintain close contact with the hotel.

**HOSPITALITY CHAIRPERSON** works with Show Chairperson and Hotel Liaison, arranging for dinners, staffing for the hospitality room, provides dinner favors, etc.

The person in charge should have all details of the Show facilities, highways, air transportation, camping, motel, all committee heads and show details and should line up manpower for a Hospitality Table with leaflets of activities, hotel rules, and "Goody Bags". Hospitality begins with the first arrival.

The Hospitality Chairperson should have someone available when exhibitors begin to arrive to answer any questions or help out if they have any problems (perhaps at Hospitality Table). He/she has the responsibility for purchasing gifts for the judges and may appoint a sub-committee delegated to be in charge of Dog Food and Water for exhibitors' needs.

**TROPHY & RIBBON CHAIRPERSON** As a member of the Host committee, this person is responsible for ordering and displaying ribbons and trophies. When ordering trophies consideration should be given to ordering appropriate trophies as given in the Host's bid, keeping in mind Section XV of this document "Trophies and Rosettes". Any trophies and ribbons that are unused may be sent at the Host’s discretion, to the next Trophy and Ribbon Chairperson, as soon as one is appointed.

**SYMPOSIUM CHAIRPERSON** arranges the seminar, panel schedule and visiting hours. This person works with the Show Chairperson and provides information for the pre-show publicity.

**PUPPY, VETERAN/BREEDER SWEEPSTAKES CHAIRPERSON** is responsible for setting up Puppy Sweepstakes as per CKC Rules. He/she will work with the Show Treasurer in providing Sweepstake winners with their cash awards.

**FUND RAISING CHAIRPERSON** organizes raffles and/or ANY other ideas the Host can think of to help offset the cost of the Show. Takes care of ordering, and sale of National Souvenir items (i.e. sweatshirts, t-shirts, video tapes, etc.) Provides all accounting to the Show Treasurer of income and expenses.

**ADVERTISING, DONATION AND SPONSORSHIP CHAIRPERSON** is responsible for soliciting advertisements for the Show catalogue, donations of money and/or product from individuals and/or companies and sponsorships for planned events. (i.e. Symposium, Breeder's Panel, Hospitality Events). Provides all accounting to the Show Treasurer of Income and expenses.

**NATIONAL SHOW OBSERVER** should be the prospective next National Specialty Chairperson. It shall be the duty of the appointee to observe the current National Chairperson and Host Committee, as they plan their National. This person would not have responsibilities, or input, in the current National. They would receive information pertaining to the planning, and conducting of a National. **This is a learning position**. The idea is that this person would take back knowledge and ideas that would help in planning the next National. This appointment is to be made by the CSSA Executive Committee.

**VI JUDGES' CONTROLS**

1. Conformation/Obedience/Rally Judges for the National Specialty shall be authorized judges in good standing with CKC or AKC. The conformation judge shall be a Shetland Sheepdog breeder/judge**who has bred and successfully exhibited Shetland Sheepdogs in Canada or the USA. Judges nominated must neither be slated to judge the ASSA National in the year prior to, nor in the year of the CSSA National.**

2. No judge shall be eligible to judge the regular classes (dogs, bitches, intersex) of a National Specialty until the sixth (6th) Specialty following their previous National Specialty assignment. (i.e. The Judges of the 1992 Specialty will NOT be eligible again for judging a National Specialty until the 2002 show).

3. Judges selected to judge the conformation classes shall not have judged Shetland Sheepdogs at the Breed level in Canada for six (6) months preceding the show~~.~~

4. The Obedience Judge shall be a qualified judge, in good standing with the CKC or AKC, and shall be approved by the CKC for all obedience classes that are offered for competition at the National Specialty. He/she need not be a member of the CSSA.

5. The Sweepstakes Judges shall be persons in good standing with the CKC or AKC who have bred and successfully exhibited Shetland Sheepdogs in Conformation for a minimum period of five (5) years. This person need not be a member of the CSSA.

6. The Junior Handling Judge shall be in good standing with the CKC or AKC and need not be a member of the CSSA.

7. The Herding Tester(s)/Judge(s) will be nominated by the Herding Shetland Sheepdog Committee in consultation with the National Specialty Chairperson. Testers/Judges need not be CSSA member(s). Herding Tester(s)/Judge(s), if non CSSA member, may require an honourarium for their services.

8. One Judge shall be selected to judge the Conformation classes.

9. The Host shall assist all Judges with travel arrangements, and reach an agreement on expenses, which shall include, and be limited to, the following:

1. round trip economy airfare, for Judge only, to the airport nearest the Headquarters hotel

b) room expenses only (no long distance calls, room service or bar bills) for the Judge only for the nights deemed necessary by the Host (i.e.: reduced airfares). We suggest a per diem be established to assist with meals.

10. Judging expenses are considered a part of the show cost and shall be paid by the host area.

11. Judging the CSSA National Specialty is considered to be an honour and expenses should be kept minimal. The judges for the CSSA National shall not receive remuneration for their judging.

12. The Host committee shall provide a contract to all judges detailing all pertinent information from the "Judges' Controls". All contracts shall be completed in duplicate with the judge retaining one copy and the National Show Secretary retaining the other copy.

**See Judges' Contract - Appendix** B

**VII JUDGES' NOMINATION AND SELECTION**

1. The CSSA Secretary shall supply the Host with a list of Judges who are **NOT** eligible (see Section VI, Judges Controls) to judge the specific Show.

2. The Conformation judges for the CSSA National Specialty Show and Trial shall be nominated as follows:

a) Any Regular CSSA member may submit his/her **choices (maximum two names)**

 for nomination to the Host Chairperson within 30 days of the publication of the selected Host in the CSSA Spring newsletter.

b) The Host committee shall then tally the nominations and submit a short list containing the names of the three most nominated and eligible judges to the CSSA Secretary. Determining the judges’ eligibility, according to CKC Rules, is the responsibility of the Host committee. The National Show Secretary shall contact the three judges to verify availability should they be chosen.

c) The CSSA Secretary shall then produce a ballot for the general membership which shall be mailed to all Regular members. All ballots must be returned to the CSSA Secretary by the date specified on the ballot. In the event the return date on the ballot falls on a holiday or weekend, ballots received in the next regular mail delivery following the stated date of return shall be accepted and counted.

d) The CSSA Secretary, in the company of at least two witnesses (CSSA Members preferred) will tally the votes and inform the Host Chairperson of the membership's choice. In the event of a tie, the following officers, the Vice-President, Secretary, Treasurer and Past President, will be polled to break it. Should a further tie exist the CSSA President will break it.

4. The National Chairperson shall notify the selected Judges by telephone within 48 hours following their selection. This is to be followed with written confirmation within ten (10) days with two (2) copies. One (1) copy will be signed by the Judge and returned to the National Show Secretary.

5. The National Show Secretary shall submit the name(s) of selected judge(s) to the CKC, on the proper forms, for approval. Upon receipt of this approval, notice shall be given to Executive members, and published in the upcoming newsletter.

6. The Host will select the Junior Handling Judge as per section VI.6.

7. The Herding Shetland Sheepdog Committee, in consultation with the National Chairperson, shall select the Herding Tester(s)/Judge(s).

8. The Obedience/Rally judge and Sweepstakes Judge shall be selected by the Host Committee.

**VIII JUDGES' ASSIGNMENTS**

1. One (1) Judge shall be selected for Conformation judging.

2. The National Show Secretary shall contact the Judge to determine his/her willingness to accept the arrangements as specified in Section VI.

3. The Judge receiving the second (2nd) highest number of votes in the final balloting shall serve as a Stand-by Judge.

a) This Judge shall not be bound by any "bans on judging assignments".

b) If he/she replaces a regular Judge Section VI #2 and 3 will apply for subsequent National Specialties.

4. One (1) Judge shall be selected for the Obedience Trial by the Host.

5. One (1) Judge shall be selected for the Sweepstakes by the Host.

6. One (1) Judge shall be selected for the Junior Handling by the Host.

7. Herding Tester(s)/Judge(s) shall be selected by the Herding Shetland Sheepdog Committee in consultation with the National Chairperson.

**IX CONFORMATION CLASSES**

 **Regular Specialty Show**

1. All Judging should be completed no later than 5:00 p. m.
2. The following Official Conformation Classes, in both sexes will be offered, according to CKC Rules, at all CSSA National Specialty Shows:
	1. Junior Puppy
	2. Senior Puppy
	3. 12 to 18 Months
	4. Canadian Bred
	5. Bred by Exhibitor
	6. Open, Sable and White
	7. Open, Any Other Allowed Color (May be divided into Open Black and Open Blue if Host deems desirable.)
	8. Veterans (7 to 9 years)
	9. Veterans (10 years or older)
	10. Specials Only
	11. Baby Puppy (Unofficial Class)
	12. Exhibition Only
3. An AWARD OF MERIT will be awarded, at the Judge’s discretion, up to 10% (rounded down) of dogs competing for Best of Breed, according to CKC Rules.
4. The following Non-Regular Conformation classes, involving multiple dog entries, may be offered according to CKC Rules:
	1. Brace
	2. Team
	3. Stud Dog and Get
	4. Brood Bitch and Progeny
5. The following Parades may be offered according to CKC Rules:

a) Parade of Champions

b) Parade of Performance Title Holders

c) Parade of Veterans

 **Altered Specialty Show**

At the discretion of the Host, a CKC Altered Specialty Show for Shetland Sheepdogs may be held in conjunction with the CSSA National Specialty Shows and Trials, as per CKC regulations.

**X OBEDIENCE CLASSES**

1. All Judging should be completed no later than 5:00 p. m.

2. The following classes of Obedience judging shall be offered, according to CKC Rules, at all CSSA National Specialty Obedience Trials.

1. Utility A
2. Utility B
3. Open A
4. Open B
5. Novice Intermediate
6. Novice A
7. Novice B
8. Novice C
9. Pre-Novice
10. Exhibition Only

3. The following unofficial Obedience classes may be offered, according to CKC Rules, at all CSSA National Specialty Obedience Trials:

a) Graduate Novice

b) Veterans

c) Brace

d) Team

1. The following classes of Rally Obedience judging may be offered, according to CKC Rules, at all CSSA National Specialty Obedience Trials.
	1. Rally Novice
	2. Rally Novice B
	3. Rally Intermediate
	4. Rally Advanced A
	5. Rally Advanced B
	6. Rally Excellent A
	7. Rally Excellent B
	8. Exhibition Only

5. The following unofficial Rally Obedience classes may be offered, according to CKC Rules, at all CSSA National Specialty Rally Obedience Trials:

1. Rally Brace
2. Rally Team

 Other unofficial classes may be offered by the Host, subject to CKC approval and must be listed with the unofficial classes in the Premium List.

6. Obedience/Rally participation is open only to Shetland Sheepdogs. An obedience entry need not be entered in the Conformation classes.

**N.B. In accordance with CKC regulations, all dogs entered in unofficial classes must also be entered in the regular show, or for exhibition only.**

**XI SWEEPSTAKES**

1. Puppy Sweepstakes

 The following Official Puppy Sweepstake Classes, in both sexes will be offered, according to CKC Rules, at all CSSA National Specialty Shows:

* 1. Baby Puppy (Optional)
	2. Junior Puppy

c) Senior Puppy

d) 12 to 18 months

1. Veteran Sweepstakes

The following Veteran Sweepstakes Classes, in both sexes, will be offered, according to CKC Rules, at all CSSA National Specialty Shows. Entry will be open to all CKC registered/eligible for registration Shetland Sheepdogs over 7 years of age. Classes will be divided by sex, and may be further divided as follows:

* 1. 7-9 years
	2. 10+ years
1. Breeder Sweepstakes

Breeder Sweepstakes will be offered at all CSSA National Specialty Shows as follows:

Each entry must be handled by its breeder. If multiple dogs bred by the same person are entered, one of the breeders/co-breeders must be the dog’s handler.

**XII JUNIOR HANDLING**

1. Junior Handling classes may be offered at each National Specialty, according to CKC Junior Handling Rules.

**XIII HERDING TRIALS**

1. If Herding Test(s) and/or Trial(s) are held in conjunction with a National Specialty, they are open to other breeds. The Chairperson of the Herding events may also set limits on the entry. Shetland Sheepdogs will be given first priority.

**XIV PREMIUM LIST**

1. The Premium List shall be formatted according to CKC rules. All classes offered (both official and unofficial) must appear on the premium list. If the Veteran Sweepstakes classes are divided by age, such division shall appear on the premium list. There shall be a space for Junior Handling.

2. All Unofficial Classes shall be subject to an entry fee which shall be stipulated both in the premium list and on the entry forms. This includes all Sweepstakes Classes, Parade Classes and any other Unofficial Conformation classes being offered, as well as all Unofficial Obedience Classes.

3. The Premium List shall contain information regarding acceptance of on-line entries.

**XV TROPHIES AND ROSETTES**

1. The display/presentation of all Conformation, Obedience, Sweepstakes, Herding and Junior Handling class trophies and rosettes are the responsibility of the Host.

2. The colours of Rosettes are to be in accordance with CKC Rules.

3. Trophies and/or Rosettes will be distributed, for Obedience and Conformation, as follows:

|  |  |
| --- | --- |
| CONFORMATION | OBEDIENCE |
| Best of BreedBest of Opposite Sex Best of WinnersWinners MaleWinners FemaleReserve Winners MaleReserve Winners FemaleBest PuppySelect DogSelect BitchBest Baby PuppyAward of Merit - Rosette onlyBreeder of Best of Breed - Rosette only | High in TrialHigh in Class (each class)Qualifying ScoreBreeder of High in Trial -Rosette only |
| RALLYHigh in Class (each class) |

4. In addition, Trophies and/or Rosettes shall be awarded through the first four (4) placements in each regular class (Obedience and Conformation).

5. Trophies and Rosettes will be awarded for any offered Non-Regular Conformation Classes, through the first four (4) placements. One brace is one paid entry so should receive one rosette.

6. Trophies and Rosettes will be awarded for any offered Unofficial Obedience Classes, through the first four (4) placements.

7. Rosettes will be provided for each dog entered in the following parades, if offered:

a) Parade of Champions

b) Parade of Obedience Titles

c) Parade of Veterans

8. Cash Awards and Rosettes will be awarded through the first four (4) placements in each regular Puppy, Veteran and Breeder Sweepstakes Class.

The Cash Awards for the Sweepstakes may be divided in the following manner:

a) Best in Sweepstakes: 5% of all entry fees received

b) Runner-up in Sweepstakes: 3% of all entry fees received.

c) 1ST in Each Class: 25% of entry fees received for the class

d) 2ND in Each Class: 20% of entry fees received for the Class

e) 3RD in Each Class: 15% of entry fees received for the Class

f) 4TH in Each Class: 10% of entry fees received for the Class

The Host shall not retain more than 25% of the total entry fees to cover expenses according to CKC Rules.

Prizes may be awarded at the discretion of the Host and according to CKC Rules. The following statement, placed in the premium list, should cover this item. "Suitable prizes and/or rosettes will be awarded for each of the following placements:"

9. A trophy and rosette will be offered for first place in each Junior Handling class. A rosette will be offered for 2nd through 4th place in each class.

10. A trophy and rosette will be offered for Best Junior Handler.

11. Memorial Trophies will be allowed, subject to Executive approval.

12. The National Chairperson shall be the custodian of the official CSSA banner and trophy table cover. He/she shall make them available for proper display for the duration of the show. They shall be presented to the incumbent National Chairperson for the forthcoming Specialty, at the National Banquet.

**XVI TROPHY DONATIONS**

 Trophy donations shall be solicited by the Host**.** All donations to the Trophy Fund received prior to printing date, shall be acknowledged in the Specialty Catalogue. The Host shall determine the amount required to sponsor an individual trophy.

**XVII PHOTOGRAPHY REQUIREMENTS**

1. Bids for photography shall be solicited.

2. The Host will set aside a photography area.

3. Picture requirements are:

1. Best of Breed
2. Best of Opposite Sex
3. Winners Male **One of these will be**
4. Winners Female  **Best of Winners**
5. Reserve Winners Male
6. Reserve Winners Female
7. Best Puppy
8. High in Trial
9. Best in Sweepstakes (Puppy Veteran and Breeder)
10. Runners Up in Sweepstakes (Puppy Veteran and Breeder)
11. Best Junior Handler

(It shall be at the Host's discretion as to whether first place in **ALL** classes shall be required)

4. The Photographer shall forward one set of all photos on disk to the CSSA Newsletter Editor, as soon as possible, for insertion in the CSSA Newsletter (Specialty Issue).

5. The Newsletter Editor, in turn, will send them to the CSSA Archivist.

6. The Newsletter front cover of the Specialty issue will be for the Best of Breed. The back cover will be for the Best of Opposite Sex to Best of Breed. The inside front cover will be for High in Trial. The inside back cover will be for Best in Sweepstakes. These pages will be donated by the Canadian Shetland Sheepdog Association. No commercial advertising.

**APPENDIX A – JUDGE NOMINATION FORM**

**NATIONAL SPECIALTY SHOW JUDGE NOMINATION FORM**

Hosted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Selection of the Conformation Judge**

**For the (insert year) CSSA National Specialty**

 Any FULL (voting) CSSA Member in good standing can submit his/her choice of Judge to the Host.

 The top 3 nominees are identified and contacted to ensure their availability to judge the National.

 These top 3 choices are then sent back out to the CSSA membership in a ballot form for voting.

 Judges can originate/live in any country but must be approved by the CKC to Judge Shelties in Canada.

**Your input is invaluable in this process.**

**Please take a moment to tell us the name of your Judge of choice.**

I nominate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to judge the (insert year) National Specialty to be held in (**insert location**).

**Deadline for receipt of submissions is (insert date)**

**Mail completed nomination form to:**

CSSA National Judge’s Selection Committee

c/o (National Specialty Chairperson Name)

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX B - JUDGES' CONTRACT**

CANADIAN SHETLAND SHEEPDOG ASSOCIATION

NATIONAL SPECIALTY SHOW AND TRIALS

This is to certify that I agree to judge the following class(es) and award(s):

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

for the Canadian Shetland Sheepdog Association on the following date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following are the conditions of my engagement with the Canadian Shetland Sheepdog Association.

|  |
| --- |
|  |
|  |
|  |
|  |

General

I agree that the CSSA will be responsible for the following expenses:

a) Round trip economy airfare, for judge only, from the airport nearest to his/her residence, to the airport nearest to Headquarters Hotel.

b) Room expenses, for judge only (excluding long distance calls, bar bills, and room service), for the number of nights deemed necessary by the Host.

c) Banquet Ticket

d) Meals, while a guest of the CSSA, for the Judge only.

e) Additional expenses, not to exceed a sum to be determined by the Host, for supportable and justifiable additional expenses (e.g. ground transportation from Judge's home to nearest airport).

Judging the CSSA National Specialty Show and Trials is considered to be an honour and the expenses should be kept minimal.

I further agree to submit a written critique/synopsis of the dogs I have judged to the CSSA President and Newsletter Editor no later than 2 weeks after the judging assignment has been completed.

By my signature, I hereby accept the above specified conditions and agree to Judge the Canadian Shetland Sheepdog Association National Specialty Show.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Judge’s Signature

Accepted on behalf of the Canadian Shetland Sheepdog Association (National Specialty Show)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature and Title

Please sign both copies and return one to the National Chairperson.

Your nearest airport is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_