

ABMC National Specialty Procedure Manual

Purpose:

The American Belgian Malinois Club's (ABMC) annual National Specialty show is considered the highlight of the year for Belgian Malinois fanciers. Its purpose is for club members and other fans of the Belgian Malinois to come together, exchange ideas, see and go over dogs from around the country and the world, and compete with their Belgian Malinois. This affair, spanning several days, features events in conformation, obedience, rally, herding, tracking, and agility and draws dogs from across the United States and Canada. The National Specialty has traditionally rotated between three major areas of the country, Eastern, Central and Western. Local and Regional area clubs and/or small groups of volunteers are encouraged to consider volunteering to hold the National Specialty in your area.

This manual is designed to help National Specialty Chairs and committees organize and present a successful National Specialty. Anyone interested in putting forth a proposal is encouraged to review the AKC Show, Obedience/Rally, Herding, Tracking, and Agility Manuals available at AKC.ORG. For your convenience, links to these manuals can be found in the Appendix at the end of this document.

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I. Proposal

Selection of the show site is the first step in the planning of a National Specialty. A satisfactory show site and a host hotel or a combined show site/host hotel are important for the enjoyment of the visiting exhibitors as well as the smooth conduct of the show. The final decision on show site, Show Chair, dates, and budget must be approved by the ABMC Board of Directors (BOD). Submission of a National Specialty proposal for review and approval by the BOD should be completed no later than two years prior to the proposed date. The following are required for the proposal:

- A. The name, address, phone number, email address of the Show Chair for the proposed National Specialty.
- B. The proposed dates and alternative dates if needed.
- C. The show site including photos, a diagram and written description of the facility, and area accommodations (hotels, restaurants, gas stations, RV facilities, stores, etc.). Also include a description of transportation such as major highways and airports that service the area. If agility and herding competitions are to be held at separate locations include the location of each event and a description and photos of the facility and the ring or arena. State the distance from the host hotel and the show site from these venues and the ease of access.
- D. The Host Hotel, if different than the Show Site described above, must be included and must be able to reserve a block of at least 60 rooms.
- E. Meeting rooms to accommodate the Annual Meeting, Banquet, Honor and Rescue Parades, and Judges Education should be available at the hotel or the show site and the location of each.
- F. A list of proposed Show Secretaries or Superintendents.
- G. A list of key personnel and their proposed areas of responsibility, including but not limited to the names of the show, conformation, obedience, rally, agility, herding, and other events chairs. Please see Section VI (page 8) entitled "Chairmen and their Duties" for recommended personnel.
- H. A proposed budget.
- I. A list of proposed judges for events other than conformation.
- J. List of contacts that have already been made.

II. Finances – National Specialty Treasurer

While the primary purpose of the ABMC National Specialty is education and friendly competition in celebration of our breed, fiscal responsibility shall be maintained as a matter of common sense and good business. The National Specialty Committee's goal should always be a balanced budget. The National Specialty budget shall contain best and worst income and expense estimates. Under no circumstances can a proposed budget's expense projection exceed income expectations. The ABMC Treasurer is available to assist in development of the proposed and final budget.

III. Show Site(s) and Venues

The National Specialty may be held as its own entity or in conjunction with a cluster of shows. The show site will need to accommodate competition rings for obedience and rally obedience. Other activities may be held off site but should be sufficient to handle their designated venues. If the show site is not held at the host hotel, arrangements for holding the Awards Banquet, Annual Meeting and Honor and Rescue Parades must be made in a comfortable, easy to access area (see Section V for more details).

A. Conformation and Obedience/Rally Obedience Events

a. Site Requirements

The show site will need to accommodate one large conformation ring or two smaller rings for obedience and rally obedience. Also, it will need to have adequate space for spectators, crating, grooming, and vendors. Obedience /rally is generally held on a separate day than conformation. The events may utilize the same ring space.

Concerning ring sizes and equipment, refer to the AKC regulations for each event.

The AKC Show Manual suggests the following ring sizes

	Width in Feet	Unobstructed Length in Feet	Obstructed Length in Feet
Sporting, Working and Herding Breeds	40'	48'	58'
Specialty Shows	48'	64'	74'
Obedience	40'	50'	50'

b. Additional Show Site Needs:

- Spectator seating around the ring with a special space reserved for Judges Education participants to observe the exam,
- A place for the official show videographer and/or photographer to set up where they can see the examination and movement,
- Adjacent area for crating and grooming,
- An outdoor exercise area in close proximity,
- A secured storage area for storage of trophies, ribbons and equipment,
- A space for vendors, ABMR raffle, and other ABMC sanctioned raffles near the rings, and
- Maintenance and cleaning should be available and included in the site contract. Daily cleaning as well as maintenance for the room will be necessary.

B. Additional Events at the Show Site or Host Hotel

- If held, an ABMC Board of Directors meeting will be scheduled by the ABMC President and BOD. A location for holding the meeting should allow for eight people and include chairs and a table. The date and time will be determined by the BOD.

- b. The ABMC Annual Meeting can be held at the host hotel, the show site, or other suitable location. A room accommodating at least 50 people is required with theater seating preferred. The time and date for the meeting shall be determined by the BOD and should be as close to the conformation show as possible to make sure all wanting to attend will be available. There should be no other activities planned during, immediately before, or after the annual meeting.
- c. The Annual Awards Banquet location in most years should be able to accommodate up to 100 diners.
- d. The Honor and Rescue Parades are important events that should be scheduled at a time and location that will be appropriate for the dogs to be paraded before an audience. The room used must accommodate seating for spectators and an area for staging the dogs prior to presentation. The parades can be held prior to the banquet but must be held in a place where dogs are allowed (often state law prohibits dogs being in areas where food will be served). It is wise to place several boxes of tissues in the room.

C. Educational Events

- a. Educational events are encouraged at all National Specialties. It is the largest gathering of Belgian Malinois fanciers each year and every effort should be made to offer an educational program of interest to them. Topics might include canine structure, canine movement, breeding, genetics, conformation handling, grooming, and obedience, rally, herding, or agility seminars. Appropriate indoor or outdoor space should be made available for these events.
- b. The Judges Education Committee (JE) offers the Belgian Malinois Judges Education Program at the National Specialty each year. This seminar is designed to educate AKC judges who are licensed to judge Belgian Malinois and others preparing to apply for licensure in the next year. The show chair shall coordinate with the Judges Education Committee regarding the presentation and the needs for the room requirements and on a date and time for the presentation. Although a separate session of the JE program for members is preferable, the decision to allow ABMC members to attend the JE program lies with the JE presenter alone. ABMC members attending the program will pay the same fee as the judges and will attend the full session, not entering or leaving during the presentation. Other rules for members attending the JE session will be set by the presenter.
- c. Special demonstrations such as IPO, French Ring, Military/Police or Working Dogs may be allowed at a National Specialty. If these are to be offered as education events, contact the demonstrators to confirm the area they require and to ensure the proper equipment is available. AKC may need to be contacted for approval.

D. Performance Events

- a. Herding: The National Specialty herding trial must be held in an AKC approved herding facility with stock that is appropriate for upright dogs. The herding site should be in as close proximity as possible to the show site. It is a good idea to enlist the help of local Belgian Malinois herding enthusiasts to evaluate possible herding venues.
- b. Agility: Agility trials can be held at the show site if the site will accommodate the necessary ring size and is approved by AKC. It can also be held at a nearby AKC approved agility facility with a running surface suitable for fast dogs.
- c. Tracking: If possible, tracking should be offered at all National Specialties. Tracking does require a large outdoor area and must easily accommodate the number of entries designated in the test, keeping in mind the requirement for non-vegetated

surfaces in TDU and VST tests. The committee must be extremely careful not to underestimate the space required for regulation tracks. Tracking tests may not be held at the same site within three (3) days of a previous tracking test, three days from test day to test day.

It is a good idea to enlist the help of local tracking judges and experienced tracking enthusiasts to look over possible tracking venues. Other possible tools for estimating track limits might include plotting tracks onsite and use of Google Earth satellite images.

- d. Additional events for dog participation, i.e. ATTS, Farm Dog Certification, Canine Good Citizenship test, Herding Instinct Test, Barn Hunt, Scent Work, Dock Diving, etc., may also be held at a National Specialty. Make sure there is sufficient time and space if these are to be held. Too much overlap in activities/events is frustrating to the participants and should be avoided if at all possible.

IV. Host Hotel

A. Requirements for the Host Hotel:

- Ability to reserve a block of 60 rooms,
- Grassy dog exercise area,
- Restaurants in or near the hotel,
- If hotel is to be show site, facilities to accommodate the competitions,
- Negotiated room rates to be affordable,
- Able to accommodate RV parking,
- Banquet facilities, and
- Meeting rooms.

The Show Committee is responsible for the selection of the host hotel.

Recommendations from previous National Specialty Host Hotels may be available with the assistance of the BOD. A written contract should be negotiated with the hotel to include all services needed. Hotel management (manager, staff, billing manager) will need to be involved in the planning of the Specialty and all events happening at the hotel (annual meeting, honor parade, etc.). Many hotels have standard contracts that can be amended to include all of the required hotel rooms and services.

To avoid miscommunications and misunderstandings, it is recommended that regular contact with the hotel manager (or designated contact person) is maintained. Providing updates on the planning process or negotiating changes to the contract will avoid potential problems. This regular contact will be beneficial if there are changes in hotel management.

B. Room Reservations

Attendees to the National Specialty will make their own reservations directly with the hotel. Any restrictions regarding dogs or damage deposits are to be clearly communicated. Hotel guests are personally responsible for any damages to the hotel facility by their animals. Under no circumstance will ABMC be held responsible or liable for any damage caused by individual guests. This must be clearly understood between the hosting group and the hotel/facility management. The hosting club or group has no authority to commit the ABMC to paying for damages incurred by guests at any hotel/facility.

C. Rates

The contract with the Host Hotel will specify the room rates. In addition, it is advisable to have the hotel guarantee the rates for any extra days prior or subsequent to the National Specialty.

D. Exercise Areas

Hotel management will designate the dog exercise area(s). The Show Committee will post signage that will direct exhibitors to those areas. This information should also be provided in any welcome packets provided to exhibitors. It is mandatory the exhibitors clean up after their dogs. Baggies and/or pooper-scoopers should be easily available to all exhibitors. Following the show, coordinate with the hotel for a final cleanup of the exercise area.

E. Alternate Hotels

It is wise to list alternate hotels near the Host Hotel. If the Host Hotel is full or an alternate is desired, then these options are available.

F. RVs

It is advisable to work with the management of the Host Hotel to determine whether they will allow RVs to be parked overnight in their parking lot. Some hotels do not mind; others do not allow it. If the Host Hotel allows overnight RV parking, reserve space for RVs in the Host Hotel contract. Also establish the hours for generator use if at all possible. If the Host Hotel will not allow overnight camping in their parking lot, other RV locations must be found and made available to the National Specialty attendees. Locating nearby RV parking facilities that allow dogs is mandatory.

G. Meeting Rooms

- a. A Hospitality Room or area can be provided as a space where exhibitors, club members, and guests may gather. The room is typically open during non-competition hours and may offer small refreshments and relaxation for all attending. It also serves as a central location for the dissemination of information during the National Specialty.
- b. ABMC Board of Directors Meeting will require an area allowing for eight people. See Section III B a.
- c. The Awards Banquet is held in a large room set up for dining. In most years, the room should accommodate 100 people. See Section III B c for more details.
- d. ABMC annual meeting room should accommodate up to 75 people. See Section III B, b for more details.
- e. Honor and Rescue Parades, see Section III B d for more details.

V. Selection of Conformation and Sweepstakes Judges

The ABMC membership votes annually to select the Conformation and Sweepstakes judges for the National Specialty to be held in two years. The judges selection process involves two elections, the nomination election and the final selection election. The nomination election will contain a list of all AKC judges eligible to judge Belgian Malinois as published annually by the AKC as well as any foreign judge, or breeder of Belgian Malinois. Judges who have judged or are scheduled to judge at the National Specialty for the five years preceding the Specialty being voted on will be marked on the nomination form as currently ineligible to judge per ABMC policy.

The five people receiving the most votes will be candidates in the final election. If there is a tie, all judges included in the tie will be included in the final vote.

After the votes are counted, the BOD will provide the top judge, as selected by the membership, to the National Specialty Show Chair. The judge's contact information and judge's number will be included with this communique as they will be needed for the AKC show application.

The hiring of the breed judge should take top priority on the Show Chair's agenda as most judges are often booked very far in advance. If Judge #1 is unavailable, a copy of the letter or e-mail from the judge stating this must be sent to the Corresponding Secretary who will

inform the BOD. The letter will be retained in the ABMC files. The Corresponding Secretary/BOD will then give the name and contact information for Judge #2 to the Show Chair and so on down the list. Should the list of five be exhausted without hiring a judge, the next set of five elected people will be made available to the Show Chair until the list is exhausted or a judge has been hired.

ADHERENCE TO THE MEMBERSHIP'S PREFERENCES IN HIRING THE SPECIALTY JUDGE IS ONE OF THE SHOW CHAIR'S PRIME RESPONSIBILITIES AND UNDER NO CIRCUMSTANCES WILL THE SHOW CHAIR CONTACT OR HIRE A JUDGE THAT IS NOT ON THE APPROVED LIST.

VI. Committee Chairs and their Duties

As with any event, interested and committed committee members are the essential components for a successful National Specialty.

A. Show Chair

- a. Must be an ABMC member
- b. Duties:
 - Responsible for the overall planning, conducting and reporting of the National Specialty,
 - Ensure that the event applications, judging panel, and other necessary documents are submitted to the AKC by their deadlines,
 - Contract with Show Superintendent or Show Secretary,
 - Ensure that the premium list material is submitted to the show secretary/superintendent by the deadline,
 - Coordinate with the superintendent/show secretary regarding the preparation of the show catalog and the requirements for catalog ads,
 - Assign all committee chairs, who are then responsible for their own areas,
 - Make hotel reservations for all judges who are not local to the show site,
 - Contract official photographer and videographer,
 - Determine legal requirements, such as obtaining raffle and other permits that may be required,
 - Check with local authorities. Agencies that issue permits include but are not limited to the local township, health, fire, and police departments,
 - Consider federal, state, and local taxes to avoid any possible penalties imposed for failure to follow such requirements, and
 - Review the AKC procedures detailed in Dealing with Misconduct with all members of the Show Committee in advance of the event.
 - Have at least one completed copy of the Disaster and Emergency Plan form readily accessible at the event. Have multiple copies of emergency telephone numbers, directions to the emergency facilities, the hours that the facilities operate, and information on alternate facilities. Make sure there is at least one working cell phone available during show hours.

The Show Chair must be thoroughly familiar with the planning and implementations of dog shows and have the time and willingness to give to the preparation of a National Specialty. This individual will coordinate the activities of all the committees and acts as the liaison between the BOD and the rest of the Show Committee. The Show Chair is responsible for relating all pertinent information to committee members including job descriptions and responsibilities, timelines, premium lists, judging schedules, etc. Open communication and teamwork are the key to making all volunteers feel as though they are "part of the national".

B. Assistant Show Chair

To assist in the successful planning and implementation of the National Specialty, the Show Chair may recruit an Assistant Show Chair. The Assistant Show Chair will have specific duties as assigned by the Show Chair and will assist the Show Chair in all areas. The Assistant Show Chair must be a member of ABMC.

C. National Specialty Treasurer

- a. Must be an ABMC member
- b. Duties:
 - Coordinate with Show Chair and National Specialty Chairs to establish a budget for each event/activity and for the National Specialty overall,
 - The responsibility of the National Specialty Treasurer is to receive and disperse monies. It is the responsibility of each individual chair to keep track of what has been ordered, what payments are due, and to maintain records of what has been received or ordered. The chairs must communicate with the ns treasurer sending him or her invoices and payment requests per the ABMC protocols,
 - Set up an account in a financial institution for the purposes of receiving and disbursing monies. ABMC will advance the National Specialty committee \$1500.00. It is suggested that these funds be used to begin fund raising efforts,
 - Coordinate with the website committee to accept payments online, and
 - Maintain an accurate accounting of expenses and income for the National Specialty. It is preferred that the Quick Books accounting system be used. At the close of the National Specialty accounting, the records or a copy shall be sent to the ABMC Treasurer.

It is critical that one person manage the finances for the National Specialty. This person can be the ABMC Treasurer or a member of the specialty committee but should have some knowledge of accounting principles. All monies received shall be payable to the National Specialty account. Under no circumstances should any individual be receiving payments in their name. All payments must be made out to the ABMC National Specialty account.

D. Conformation Chair

- a. Must be a member of ABMC
- b. Duties:
 - Coordinate with Show Chair in communication and contract with the Conformation and Sweepstakes Judges,
 - Coordinate with the Show Chair and Trophy Chair to secure, display, and make available for presentation the conformation trophies,
 - Have ABMC Medallions displayed and available for presentation,
 - Coordinate with the ABMC Corresponding Secretary or President to have Crufts certificates displayed and available for presentation,
 - Coordinate with the Chief Ring Steward as to the stewards' duties,
 - Verify that the placement markers will be available at the ring and that they are present the day of the show,
 - Verify that an approved AKC wicket is available at the show,
 - Confirm that the conformation perpetual trophy has been updated with the previous year's winner and is available for display,
 - Confirm with the Judge's Hospitality Chair and Show Chair that all necessary arrangements have been made for the judges, i.e., hotel rooms, transportation, judges' gifts, hospitality bags, etc.,
 - Arrange for set up of the Conformation Ring,

- Communicate the ABMC policy on Awards of Merit to the conformation judge. The policy is the that approximately 10% of all dogs eligible for Best of Breed competition can receive an Award of Merit. Dogs eligible for BOB competition include those entered in the BOB class, WD & WB, Veteran class winners and any other special class winners. The judge has the final decision on the number of AOM recipients, more than or less than 10%.
- The wording regarding Award of Merit to be placed in the premium list is **Award of Merit (National Specialty Only)** - The judge may, at his/her discretion, recall into the ring approximately 10% of all dogs eligible for Best of Breed competition to be awarded the American Belgian Malinois Club Award of Merit. These awards are reserved for those quality animals the judge feels are worthy of final consideration for Best of Breed.
- Have a copy of the AKC Conformation Rules and Regulations at ringside,
- Have a copy of the AKC Misconduct brochure available at ringside or know where one is.,
- Have cleanup supplies available at ringside,
- Arrange for lunches,
- Arrange for beverages and snacks to be available at ringside, and
- Invite the judge(s) to the Awards Banquet as guests of the club. Give them the time and location of the Banquet. Tell the Awards Banquet Chair if the judge(s) plan to attend. Invite them to speak about their assignment(s).

E. Obedience/Rally Obedience Chair

- a. Must be a member of ABMC.
- b. Obedience and Rally Obedience may have two separate Chairs although traditionally there has only been one.
- c. Duties:
 - Responsible for overall planning, presentation, and reporting of the obedience/rally obedience portion of the National Specialty,
 - Be available in the area of the obedience/rally rings throughout the trial hours,
 - Work with the Show Chair in selecting, securing, and contracting obedience/rally judges. The contracts are to be reviewed by and copied to the Show Chair and updated in the budget,
 - Secure and schedule ring stewards,
 - Arrange for judges' lunches,
 - Arrange for stewards' lunches if budgeted,
 - Arrange for beverages and snacks to be available at ringside,
 - Coordinate the obedience/rally ring layouts,
 - Procure and properly place obedience equipment that complies with AKC regulations, including proper maintenance and setup of the obedience/rally equipment in the rings on the day of the event,
 - After the event, dismantle and check condition for future events,
 - Arrange for, train if necessary, and assign stewards to the obedience/rally rings,
 - Coordinate with the Show Chair and Trophy Chair to secure, display, and make available for presentation the obedience/rally trophies,
 - Confirm that the obedience perpetual trophy has been updated with the previous year's winners and is available for display,
 - Have a copy or know how to access a copy of the Disaster and Emergency Plan that must be available at the event,
 - Have a copy of the AKC Obedience/Rally Rules and Regulations at ringside,

- Have a copy of the AKC Misconduct brochure available at ringside or know where one is,
- Have cleanup supplies available at ringside, and
- Invite the judge(s) to the Awards Banquet as guests of the club. Give them the time and location of the Banquet. Tell the Awards Banquet Chair if the judge(s) plan to attend. Invite them to speak about their assignment(s).

F. Agility Chair

- a. Must be an ABMC member.
- b. Duties:
 - Responsible for overall planning, presentation, and reporting of the agility trial,
 - Coordinate with the Show Chair in selecting the agility trial site,
 - Work with the Show Chair in selecting and contracting agility judges,
 - Coordinate with the Show Chair in selecting and contracting the agility trial secretary,
 - Procure and properly place agility equipment that complies with AKC regulations,
 - Properly maintain the agility equipment while under the ABMC responsibility,
 - After the event, clean, dismantle, and check condition before returning to the owners,
 - Arrange for and assign volunteers to serve as course builders, timers, scribes, bar setters, and others as needed ring stewards for the agility trial,
 - Coordinate with the Show Chair and Trophy Chair to secure and make available for presentation the agility awards,
 - Have a copy or know how to access a copy, of the Disaster and Emergency Plan that must be available at the event,
 - Have a copy of the AKC Agility Rules and Regulations available at the agility trial,
 - Arrange for lunches,
 - Arrange for beverages and snacks to be available at ringside,
 - Confirm that the perpetual trophy for agility has been updated with the previous year's winners and is available for display at the agility trial,
 - Invite the judge(s) to the Awards Banquet as guest of the club. Give them the time and location of the Banquet. Tell the Awards Banquet Chair if the agility judge(s) plan to attend,
 - Coordinate with Judge's Hospitality Chair regarding travel and lodging and thank you gift for the judge(s), and
 - Ask the judge(s) for written comments concerning the agility trial(s).

G. Herding Chair

- a. Must be an ABMC member.
- b. Duties:
 - Responsible for overall planning, presentation and reporting of the herding trial(s),
 - Coordinate with the Show Chair in selecting and contracting with the herding trial site,
 - If separate, contract with the trial site for stock handlers, course setup and stock,
 - Work with the Show Chair in selecting and contracting herding judges,
 - Work with the Show Chair in selecting and contracting with a herding trial secretary,
 - Remember to invite the judge(s) to the Awards Banquet as guests of the club. Give them the time and location of the Banquet. Tell the Awards Banquet Chair if the herding judge(s) plan to attend,

- Arrange for and assign volunteers to serve as timers and scribes,
- Coordinate with the Show Chair and Trophy Chair to secure and make available for presentation all herding awards,
- Coordinate with Judge's Hospitality Chair regarding travel and lodging and thank you gift for the judge(s),
- Arrange for lunches,
- Arrange for beverages and snacks to be available at ringside,
- Ask the judge(s) for written comments concerning the herding trial(s),
- Have a copy, or know how to access a copy, of the Disaster and Emergency Plan which must be available at the event,
- Confirm that the herding perpetual trophy has been updated with the previous year's herding trial winner and will be available for display at the herding trial
- Have a current copy of the AKC Herding Rules and Regulations available at the herding trial.

H. Tracking Chair

- a. Must be an ABMC member.
- b. Duties:
 - Coordinate with Show Chair regarding hiring and contracting tracking judges
 - Determine what tracking levels will be offered
 - Determine number of tracks at each level
 - Find a suitable site and send map of area to judges
 - Be responsible for obtaining trained track layers and cross-track layers if needed. If trained track layers are not available, a training session should be set up so that all track layers know what they are doing.
 - Arrange for all track layers, cross-track layers and judges be available the day before the tracking test in order to lay tracks.
 - Determine what prizes will be used for those passing their tracks.
 - Get judges approval for all tracking articles to be used on all tracks.
 - Coordinate with Judges Chair for hotel reservations for judges.
 - Make sure Judges can get to tracking site the day before and the day of the tracking tests and have someone to eat with the night before the test.
 - Coordinate with the Judges Chair for judges' gifts and judges hospitality.
 - Arrange for drinks and food before and during the tracking tests
 - Arrange for drinks and food the day before for the track layers and the judges.
 - Arrange for lunch at the tracking tests,
 - Arrange for lunches for judges,
 - Arrange for beverages and snacks to be available at staging area,
 - Invite the judge(s) to the Awards Banquet as guests of the club. Give them the time and location of the Banquet. Tell the Awards Banquet Chair if the agility judge(s) plan to attend.

I. Chief Ring Steward

- a. It is preferred that the Chief Ring Steward be an ABMC member.
- b. Duties:
 - Be familiar with ring steward duties,
 - Arrange for conformation stewards, recruitment and training if needed,
 - Consult with the judges regarding his/her ring procedure,
 - Hand out armbands and mark the stewards' catalog appropriately or assign another steward to do so,
 - Assemble classes promptly,

- Keep an accurately marked catalog, noting placements, absentees, excusals, and disqualifications,
- Prepare ribbon and trophy awards for each class,
- Keep the ring neat and clean, and
- Contact show photographer, clean-up crews and superintendent as needed.

J. Trophy Chair

- a. The Trophy Chair is responsible for all trophies, all venues, unless otherwise agreed upon by the Show Chair and other event chairs.
- b. Duties:
 - Select and purchase trophies in coordination with the Show Chair, all event chairs, and the BOD,
 - Solicit trophy sponsors,
 - Have a list of trophies to be sponsored in the National Specialty online store and
 - Publicize the need for trophy sponsorships,
 - Arrange for shipping, receipt and inspection of trophies well in advance of the show so that errors can be corrected,
 - Arrange for transportation of the trophies to the appropriate events during the National Specialty,
 - ABMC has perpetual trophies for Conformation, Obedience, Agility and Herding. These trophies are transported from one National Specialty to the next through coordination between the two NS Chairs. The blank plates on each trophy must be updated with the winner of the previous year. It is the responsibility of the National Specialty Chair and the Trophy Chair to ensure that the perpetual trophies are transported and updated and displayed at the respective events at the National Specialty.
 - Be aware of the location of the perpetual trophies and ring placement markers,
 - Arrange for transportation of the Perpetual Trophies to the show and to the following year's National Specialty, and ring placement markers.
 - Arrange for the previous year's winners to be engraved on the next blank plate on the perpetual trophies
 - Arrange for secure storage of all trophies at the show site.
- c. Trophies to be ordered
 - Best of Breed (sponsored by the ABMC and currently set at a value of \$150.00),
 - Best of Opposite Sex to Best of Breed (sponsored by the ABMC and currently set at a value of \$150.00),
 - Select Dog,
 - Select Bitch,
 - Best of Winners,
 - Winners Dog,
 - Winners Bitch,
 - Reserve Winners Dog,
 - Reserve Winners Bitch,
 - Awards of Merit (generally 10% of entry eligible for BOB but judge can select more or fewer dogs),
 - 1st through 4th Place in all classes,
 - Best Junior Handler,
 - 1st through 4th Junior Handler Classes,

- Best Reserve Junior Handler (if offered),
- Best Puppy in Sweepstakes,
- Best Opposite Sex to Best Puppy in Sweepstakes,
- Best Veteran in Sweepstakes,
- Best Opposite Sex to Best Veteran in Sweepstakes,
- Best in Working Sweepstakes,
- Best Opposite Sex to Best in Working Sweepstakes,
- Stud Dog – 1st through 4th place,
- Brood Bitch – 1st through 4th place,
- Generations – 1st through 4th place,
- High in Trial Belgian Malinois-only Herding Trial,
- Reserve High in Trial Belgian Malinois-only Herding Trial,
- High Combined Herding (to be defined by Herding Chair),
- High in Trial All-Breed Herding Trial,
- Reserve High in Trial All-Breed Herding Trial,
- High Scoring Malinois, All-Breed Herding Trial,
- 1st through 5th Placements Belgian Malinois-only Herding Trial,
- 1st through 5th Placements All-Breed Herding Trial,
- High in Trial Obedience,
- High Combined Obedience,
- 1st through 4th Place in each class Obedience,
- High in Trial Agility,
- High Combined Agility,
- Qualifiers Agility,
- High Combined Rally,
- Triple High Combined Rally, and
- 1st through 4th Place in each Rally class.

K. Rosette Chair

- a. Coordinate with the Show Chair to select and purchase rosettes.
- b. Check with all Event Chairs to see if you need to order rosettes for more than Conformation and Sweepstakes.
- c. Rosette orders should normally be placed through the show superintendent if one is hired.
- d. If rosettes cannot be ordered from the show superintendent, coordinate with the Show Chair to select vendor.
- e. Select and purchase rosettes.
- f. Receive and inspect rosettes far enough ahead of the National Specialty so that errors or damages can be fixed.
- g. Arrange for displaying rosettes at each venue as appropriate.

L. Most Versatile Malinois Chair

- a. Review Section IX. Awards, subsection A on page 18.
- b. Publish requirements in the premium list and on the web site.
- c. A sample entry and score form are available in Appendix.
- d. Must have forms available at the beginning of the National Specialty for everyone participating.
- e. After classes/venues are completed, the Chair must confirm the winning information as filled out by the participants.
- f. Calculate the winner.
- g. Announce and award the winner at the Awards Banquet unless all venues have not been completed at that time.

M. Specialty Sales Chair

- a. The Specialty Sales Chair is responsible for all specialty merchandise
- b. Duties
 - Select specialty vendor(s). Typically one that will provide clothing and accessories using the new National Specialty logo
 - Sales
 - Add all items to the National Specialty online store for purchase and publicize availability
 - Set a pre-order deadline and publicize the requirement to pre-purchase before the National
 - Order a minimum amount of goods to be sold at the National. Note – This is not always done but if there is a variety of items that can be purchased at a reasonable cost, they typically sell easily
 - Gather orders and send to vendor
 - Receive orders, inspect and validate
 - Send receipts/checks to Specialty Treasurer
 - Arrange for shipping of all items to customers than cannot pickup their items at the National.
 - Arrange for transportation of the items to the National Specialty

N. Hotel Liaison

- a. The Hotel Liaison must be an ABMC member.
- b. Duties:
 - Problem solving and negotiating skills are highly desirable in this position as issues may arise between exhibitors and hotel staff,
 - Coordinate with banquet chair, seminar chair(s), and ABMC BOD to arrange for and coordinate rooms and audio-visual equipment needed at the hotel,
 - Be sure hotel has the Hotel Liaison's phone and room numbers to deal with complaints about National Specialty hotel guests, barking dogs, damaged rooms or other issues that may arise,
 - Maintain contact with the hotel management, janitorial and housekeeping staff as needed during the event,
 - Check with the Clean-up Chair to make sure the dog exercise area is being kept clean, and
 - Follow up after the show with the Clean-up Chair to make sure the hotel grounds are completely clean.

O. Hospitality Chair

- a. General Duties:
 - Procure supplies to be inserted in Welcome Bags,
 - Assemble and distribute Welcome Bags.
 - Coordinate with Show Chair and all Event Chairs to ensure that signage and event information is posted in easily accessible areas.
- b. Hospitality Room - if offered
 - Coordinate with the Show Chair and Hotel Liaison to verify if a Hospitality Room is going to be offered,
 - Establish the dates and times the Hospitality Room will be open and make sure those times are posted and made available to attendees,
 - Arrange for staffing the Hospitality Room, and
 - Arrange for refreshments, if offered.

P. Judges Hospitality Chair

- a. This person may easily be one of the first contacts between the ABMC and the judges and should be a member of ABMC.

- b. Duties:
 - Coordinate with the Show Chair and event chairs to agree upon a scope of responsibilities,
 - Coordinate with the Show Chair and event chairs regarding gifts for each judge.
 - Coordinate with event chairs as to who will contact the judges concerning their transportation and lodging needs,
 - Coordinate with event chairs to arrange for meals the day of their event. Ensure that judges have been invited to join a committee member for meals. Snacks and drinks should also be made available at ringside for judges,
 - Arrange to have a welcome basket placed in each judge's hotel room,
 - Contact all judges, providing them with your contact information and identify your duties to them, and
 - Make arrangements for all items included in the scope of your committee.

Q. Banquet Chair

- a. Duties:
 - Contract with the facility and or the caterer. The facility should be able to serve 100 persons and the facilities rental must include a podium and a microphone,
 - If there are separate contracts for the facilities and the caterer, ensure that all details are met
 - Plan, procure and assemble table centerpieces,
 - Use the cost per meal, gratuity, tax, expenses for room rental, centerpieces, sound system rental, prizes, tables and chairs rental, and room decorations (tablecloths, etc.) to determine the cost of the banquet tickets,
 - Include banquet tickets in the online National Specialty store
 - Publicize the deadline for purchasing banquet tickets
 - Maintain a list of banquet attendees and meals selected. Work with the catering staff to communicate the needed information to them
 - Most caterers will allow for food to accommodate an extra 5% over the pre-purchased number of tickets as there may be additional people at the national who decide to attend. Check with the caterer to find out their specific requirements for adding additional meals.
- b. Coordinate with other event chairs and club members and ABMR members involved with the banquet.
 - Honor/Rescue Parade Chair,
 - Awards – may be the Award Chair or the President,
 - Emcee,
 - Silent and Live auction Chair and auctioneer,
 - All event chairs – ensuring all judges, especially the conformation judges, have been invited to the banquet as a guest of ABMC and have been invited to speak on their judging assignment, and
 - If the banquet is to be held at the Host Hotel, work closely with the Hotel Liaison.

R. Honor/Rescue Parade Chair(s)

- a. The Honor Parade is open to any wishing to showcase their dog's specific accomplishments. The Rescue Parade is to honor dogs that have been placed through ABMR and their lucky owners. Dogs placed through other organizations are welcome to participate in the Honor Parade.
- b. Duties:
 - Coordinate with the Show Chair and Committee to determine the time and location for the Honor and Rescue Parade,
 - Ensure the information regarding the Honor/Rescue Parade is published on the National Specialty website and in the Premium List. Entry to the parades shall be

available for purchase in the National Specialty online store and on the mail-in order form,

- Ensure that the cost of entry into the Parade should cover the cost of the Parade rosettes and the printing of the Parade booklet,
- Collect the information and photos for the Parade participants,
- Compile the information and photos into the Parade booklet and have it printed,
- Select and order rosettes for Parade entrants. Rosettes have traditionally been Belgian flag colors – red, yellow, and black – with the entrant’s name written on one of the streamers, and
- Arrange for an announcer/reader during the parade.

S. The Performer Chair

- a. Duties:
 - Assign volunteers to prepare reports for each event of the National Specialty for *The Performer*,
 - Remind each event chair to request a judge’s critique of their assignment to be published in *The Performer*,
 - Coordinate with the show photographer to submit photos to *The Performer* editor for publication, and
 - Request candid photos of the National Specialty for *The Performer*.
- b. Do NOT let the efforts of the Specialty Committee and the results of a fine National Specialty go unmentioned in *The Performer*! Do NOT rely on *The Performer* editor to have reporters and photographers scouting the area in order to submit articles and pictures for inclusion the National Specialty issue of *The Performer*!
- c. Coordinate with *The Performer* editor in advance of the show so that an agreement and a plan is in place as to who will be responsible for reporting on the various aspects of the Specialty and who will submit identified pictures of the winners and candid shots.
- d. Confirm that the reports from all of the judges are sent to *The Performer* for publication on schedule. Members love to hear what a judge has to say! Do not, however, expect the judges to critique individual dogs, but do encourage each judge to submit an article reviewing his impression of the entrants and anything else on which he/she cares to comment. Be sure *The Performer* deadlines are met!
- e. Confirm that someone will send all results from all events to *The Performer* editor. Make sure the editor has received them and deadlines are met.
- f. Coordinate with the editor to ensure that at least one feature article is written about the National Specialty. Conversely, different event chairs could write short articles about a particular aspect of the National Specialty – Breed, Obedience/Rally, Sweeps, etc.
- g. Since *The Performer* is published bimonthly, the National Specialty coverage should appear in the next issue after the event, providing there is enough time for the photographer to process all of the pictures before the publication deadline.

T. Advertising Chair

- a. Dates, general location, and judges can be announced as soon as all contracts or agreements are signed. It is rule of ABMC not to advertise a national specialty until after the preceding national specialty is completed.
- b. At the Annual Meeting of the previous National Specialty, a short presentation should be given by the Show Chair or his/her designated person. This can include a short slide presentation of the show site, information about the location, the show logo, and any other information intended to get people interested in attending the next National Specialty.

- c. Immediately after the previous National Specialty, but not before, a Facebook page and the Website may be opened to disseminate information and generate enthusiasm for the next National Specialty.
- d. Ads should be placed in each issue of *The Performer* leading up to the National Specialty telling the club members about what is being planned. An ad should also be placed in the show catalog of the previous year's National Specialty.

U. Website Chair

- a. A National Specialty website can be set up within the ABMC website at no charge. The ABMC website committee is available for help in setting this up. It is strongly encouraged to go through the ABMC website committee for establishing the National Specialty website in order to keep all information on the same website as other National Specialties. It is important that ABMC maintain ownership of all National Specialty website information.
- b. The Show Chair should work with the website committee to get the website set up several months in advance of the specialty dates or, preferably, as soon as the previous year's National Specialty is complete.
- c. Coordinate with the National Specialty Show Committee to supply the website committee with complete information about each event.
- d. The National Specialty web store should be set up to allow attendees to purchase the following items:
 - Banquet tickets,
 - Reception/Welcome Party tickets,
 - Trophy Donations,
 - Catalogs,
 - Catalog advertising
 - Reserved grooming (if some will be available),
 - Specialty merchandise, and
 - National Specialty donations.
- e. Electronic payment for all items should be available through a National Specialty PayPal account. If the ABMC treasurer is the National Specialty treasurer, the PayPal account may be the ABMC account. If not, a separate account needs to be set up by the National Specialty treasurer. Remember to include a 3% PayPal fee (2019 fee) with all payments.
- f. A printable order form with all of the above items included should be available on the web store.
- g. A system to order online but pay by check should be available.
- h. The webstore should not be opened until ALL items listed or to be included are ready for sale or ordering.
- i. The webstore should be open no later than three months prior to the National Specialty.

V. Catalog Sales Chair

- a. Coordinate with the Show Chair and catalog producer to determine cost of the catalog.
- b. List catalog purchasing in the webstore.
- c. Maintain a list of all who have purchased catalogs to be picked up at the National Specialty. Maintain a separate list of those wishing to have their catalogs marked and mailed after the National Specialty.
- d. At the National Specialty, determine a location where purchasers may pick up catalogs.
- e. At the National Specialty, assign a person, if the Catalog Sales chair is

unavailable, to hand out pre-purchased catalogs and sell any additional catalogs that are available.

- f. Order catalogs for each judge and for the ABMC archive. Judges catalogs will be marked by the show secretary or superintendent before being given to the judges.
- g. Order a surplus (10%) of catalogs to have available for sale at the show. Do not over order so that there are not a large number left over.
- h. Per AKC rules, catalogs can be distributed beginning on the day of the first event of the National Specialty.

W. Catalog Ads Chair

- a. Work with the catalog producer to determine size and format of ads.
- b. Establish a deadline for the Catalog Ads Chair to receive the ads in order to get them to the catalog producer in a timely manner.
- c. Establish a price for the ads.
- d. Submit information about size, format, cost, deadlines, and other information to the website committee for inclusion in the webstore.
- e. Collect ads and verify that they are paid for.

X. Reserved Grooming Chair (if offered)

- a. Sufficient grooming space/crate set-up area should be available for a large entry.
- b. If the crating area is small, reserved grooming is encouraged. Also kennels often like to set up together and this is easier done with reserved grooming areas.
- c. Determine the size of the reserved grooming spaces.
- d. Forward reserved grooming information to Show Chair and Website Committee for publication and inclusion in the webstore.
- e. Maintain a list of reserved grooming purchasers.
- f. Determine when the grooming/crating area will be open to exhibitors and make this date available online on the National Specialty webpage.
- g. Mark the reserved grooming spots. Assign reserved grooming spots and post the information.

VII. Show Photographer

- A. The Show Chair or his/her designated chair shall contract with an experienced dog show photographer to take win photographs for all events.
- B. An experienced action dog photographer should also be contracted if possible, to take candid shots and action shots at all venues.
- C. The photographer contract should stipulate that one photo of each winner (BOB, BOS, HIT, WD, and classes.) be forwarded to *The Performer* editor for publication.
- D. Try to obtain the services of an experienced photographer.
- E. For all events not held on the same day as the conformation show, the Show Chair should make arrangements for the photographer to cover these events or at least set up a time for the winners of these events to be photographed. Winners of these events should be notified of the time and place for their win pictures to be taken.
- F. If the official photographer is not available for all events, additional photographers may need to be found to take win shots with the judges. For events not held on the same day as the Conformation show, a photographer may be used. These events could be agility, herding, tracking, etc. Win pictures without the judge are not nearly as valuable as with a judge, so all effort should be made to have someone available at all venues to take win pictures with the dog, handler, and judge.
- G. *The Performer* editor offers the following guidelines:
 - a. When negotiating with the photographer, you should have a contract

stating that the ABMC should get copies of all Herding class winners, Herding High In Trial (Malinois-only), High Combined Herding, Reserve High In Trial (Malinois-only), High In Trial (agility), High Combined (agility), all Obedience class winners, High In Trial (obedience), High Combined (obedience), Double High In Trial (rally), Triple High Combined (rally), all Sweepstakes class winners (Puppy, Veterans, Working), Best In Sweeps (all Sweepstakes), Best Opposite Sex in Sweeps (all Sweepstakes), all regular and non-regular conformation class winners, WB, WD, BOW, BOS, BOB, Select Dog, Select Bitch, and all Awards of Merit. Also, Tracking passes and Dock Diving and Barn Hunt winners/qualifiers, if those events are included in the National Specialty.

- b. State a due date in the contract when all photos are due to *The Performer* editor (such as three weeks after the event).
- c. State that all photos must be at least 5x7 inches in size.
- d. Ensure that the photographer is available for all events or setup specific dates/times when photos will be taken. If possible, have additional photographers at all events and state in the contract that this will be done if the main photographer cannot make all of the events.
- e. Ensure the photographer does not sub-contract out any part of the show.
- H. Please see that the editor gets the contact information of the photographer.
- I. Remind *The Performer* editor or Show Chair to send a letter to the photographer approximately one month prior to the National Specialty which will include a copy of the last National Specialty issue for them to examine. The letter will also list the photos that will be needed. It is extremely important that all photos be well identified with at least the armband number and a listing of the win.
- J. Please ensure that the photographer send all photos digitally or on a thumb drive through the mail. *The Performer* Editor will not go to photographer's website to search for photos. Please also include any candid photos.

VIII. Videographer

- A. It is highly recommended to have the National Specialty videotaped. ABMC will cover the cost of the videographer.
- B. There are commercial videographers who specialize in dog shows (see Appendix for examples) or a local professional may be hired.
- C. Consult with the BOD for help, if there are problems.
- D. Contract with the videographer should include the videographer keeping a master of the video for future orders.
- E. If no master will be kept by the videographer, request a release from the videographer so that ABMC can make copies up to three years after the show.
- F. The Conformation and Sweepstakes classes through Best of Breed at a minimum should be videotaped. Other venues may be taped depending on the videographer and the price.

IX. Awards

- A. Most Versatile Belgian Malinois Award (MVBMA) and Reserve Most Versatile Belgian Malinois Award (RMVBMA) are given to the Belgian Malinois at the National Specialty that excels and qualifies in at least three different venues.
 - a. Dogs must earn points (i.e., qualify) in at least three of the following four venues: agility, conformation, herding (Belgian Malinois-only trial), and obedience. If tracking is offered, it becomes the fifth venue that dogs may enter to obtain their three venues. Dogs do not have to enter all venues, but **MUST** qualify and earn points in at least three different venues to qualify for MVBMA or RMVBMA.

- b. If no dog qualifies in at least three venues, no MVBMA or RVBMA will be presented.
- c. Membership in the ABMC is not required.
- d. The single highest point value earned in each venue will be used in tabulating the points earned for that venue. Example: Dog A wins the Excellent A Regular Standard Agility class (5 points) and Double Q's in Excellent Regular Standard and Regular JWW (7 points). Dog A will be awarded 7 points not 12.
- e. The dogs receiving the MVBMA or RMVBMA must be AKC registered Belgian Malinois.

Most Versatile Malinois Point Schedule (7/16/21) Dogs must earn points in at least three of the five venue areas to qualify for this award. I. Conformation/Sweepstakes II. Herding III. Obedience/Rally IV. Tracking/Scent Work V. Agility/Preferred Agility										
Points	1	2	3	4	5	6	7	8	9	10
I. Conformation		2nd-4th in class	1 st in class	RWD/RWB	WD/WB	BOW	AOM	SD/SB	BOS	BOB
I. Sweepstakes	Win Class	BOS Puppy	BOB Puppy	BOS Veteran	BOB Veteran	BOS Working	BOB Working			
II. Herding	Q HT	Q PT	Q HS	Q HI 1 st HS	1 st HI	Q HX	1 st HX	RHIT	HIT	HC (Advanced Classes, All Stock)
III. Obedience	Q BN	1 st BN	Q N	Q O 1 st N	1 st O	Q U	1 st U	Q OB & UB	HIT	HC
III. Rally	Q N	Q I 1 st N	Q A 1 st I	Q E 1 st A	Q M 1 st E	1st M	HC A & E	THC A & E & M		
IV. Tracking					P TD	P TDU	P TDX	P VST		
IV. Scent Work	P N	P A PP N	P E PP A PPP N	P M PP E PPP A PPPP N	PP M PPP E PPPP A	PPP M PPPP E	PPPP M	P D		
V. Agility	S & JWW		Q N	Q O 1 st N	Q E 1 st O	Q M 1 st E	1 st M Q Premier	QQ M 1 st Premier		
	T2B			Q		Fastest Time in Height Class				
	Other		Q N FAST	Q O FAST	Q E FAST	Q M FAST		TQX (Q same day M Standard, M JWW & M FAST)	Fastest YPS Master Q from Standard or JWW	Fastest Combined Time from Master QQ
V. Agility Preferred	S & JWW	Q N	Q O 1 st N	Q E 1 st O	Q M 1 st E	1 st M Q Premier	QQ M 1 st Premier			
	T2B		Q		Fastest Time in Height Class					
	Other	Q N FAST	Q O FAST	Q E FAST	Q M FAST			TQXP (Q same day M Standard, M JWW & M FAST)		
Tie-Breaking Criteria: In the event of a tie, the winner will be the dog participating and earning points in the most numbers of venues. For example, in a tie, the dog that had earned points in all five venues would win over a dog that earned points in only three venues. If a tie still exists, all point values earned in each venue would be combined and totaled for each dog with the highest total score being the winning dog. For example, a dog that had earned a High in Trial in Obedience by winning the Novice B class would count 9 points for High in Trial plus 4 points for winning Novice B plus 3 points for qualifying in Novice B. In the event the dogs were still tied after this tally, ABMC would recognize that an absolutely tie occurred and dual awards would be given.										

- f. The dog with the highest combined total score for all venues will be awarded Most Versatile Belgian Malinois. Reserve Most Versatile Malinois will be awarded to the second-place finisher, providing the dogs qualify or place in at least three venues.
- g. Forms will be available through the MVBMA Chair at the National Specialty. Signing up to be eligible for this award will also be available on the National Specialty webpage and webstore. There is no charge to sign up. Sign-up sheet includes:
 - Dog's registered name,
 - Owner's name, address, telephone number and address, and
 - Classes the dog is entered in.
- h. Score sheets from each venue dog is entered must be filled out and handed in at the completion of that venue:
 - Score sheets are venue specific,
 - Dog's name,
 - Handler's name,
 - Class in venue entered in,
 - Armband number for that class,
 - Score sheet will be handed to the Event Chair or Secretary for filling out the score and placement earned, and
 - The MVBMA Chair will be responsible for collecting the score sheets and keeping a tabulation of all wins for entered dogs.
- i. The winner of MVBMA and RMVBMA will be announced at the Awards Banquet. Award winners need not be present to win. If the winner is not present, awards will be mailed.
- j. A plaque, not to exceed \$50, will be awarded to the winner. This plaque will be purchased from the trophy funds for the given National Specialty.
- k. Most Versatile Malinois will receive a rosette and prize with a value matching that of Best Of Breed.
- l. Reserve Most Versatile Malinois will receive a rosette and prize with a value matching that of Best of Opposite Sex.
- m. All dogs that qualify in at least three venues will receive a rosette and a certificate honoring their achievement.
- n. Announcement and appropriate specifics of the MVBMA will be made available in the following:
 - *The Performer* issue published prior to the National Specialty,
 - In the premium list,
 - In the National Specialty catalog,

- this area left blank intentionally -

- On the National Specialty Web page, and
- In the National Specialty Webstore.
- o. After the National Specialty is over, the MVBMA Chair will be responsible for getting the information on the winner and the reserve winner to *The Performer* editor in time to be included in the National Specialty issue. This should include a picture of the winner.
- B. ABMC Honor Awards
 - a. Several awards are presented at the Awards Banquet. The ABMC BOD and the ABMC Awards Chair are responsible for ensuring that the procedures are followed to nominate and select the recipients of these awards.
 - b. A list of awards follow, but check with the ABMC President to confirm that this is the entire list.
 - OFA Champion of Health – ABMC BOD and the ABMC Health Chair are responsible for alerting the membership that it is time to submit nomination of eligible dogs to the Health Chair who will then submit them to OFA who makes the final selection.
 - Volunteer of the Year – The ABMC Awards Chair is responsible for requesting nominations for this reward and for conducting the election to select the recipient.
 - President’s Award – The ABMC BOD select the recipient from the ABMC members whose work for the club is not often recognized by the membership.
 - AKC Outstanding Sportsmanship Award – The ABMC BOD selects this recipient
 - Title certificates – members earning titles throughout the past year submit their information to the ABMC Awards Chair and are awarded a title recognition award.

X. Sweepstakes

- A. There are three Sweepstakes competitions offered at all ABMC National Specialties. Offering all three is mandatory.
- B. Cash prizes are offered. Sweepstakes moneys must be divided by the show secretary or superintendent and be available in envelopes at ring side.
- C. **Puppy Sweepstakes**
 - a. All puppy sweepstakes entries MUST be entered in a Regular Conformation class
 - b. Classes divided by sex.
 - c. Classes offered are divided by age:
 - 6 months but under 9 months,
 - 9 months but under 12 months, and
 - 12 months but under 18 months.
- D. **Veteran Sweepstakes**
 - a. Veterans need not be entered in a Regular Conformation class.
 - b. Classes divided by sex.
 - c. Classes offered are divided by age:
 - 7 years but under 9 years,
 - 9 years but under 11 years,
 - 11 years but under 13 years, and
 - 13 years and over
- E. **Working Sweepstakes**
 - a. Working Sweepstakes honors those Belgian Malinois that compete in performance, companion, and working events.

- b. To qualify to enter Working Sweepstakes at an ABMC National Specialty Show, the dog must have earned, at a minimum, an AKC Novice level title in at least one of the following venues: Obedience (CD), Rally (RN), Tracking (TD/TDU), Herding (HSAC HSAD, HSAS, HSBC, HSB, HSCC, HSCD, HSCS), Agility (NA, NAJ, NAP, NPJ, NF NFP) and/or Scent Work (SCN, SIN, SEN, SBN, SHDN). These are the same venues as for the Most Versatile Malinois Award.
- c. Working Sweepstakes entrants need not be entered in any Regular Conformation class at the National Specialty.
- d. Champions of Record may compete but a championship is not required.
- e. Spayed or neutered bitches and dogs are eligible to compete.
- f. Classes divided by sex.

F. Sweepstakes Prize Money

- a. For each Sweepstakes, the prize money will be divided by the following formula
 - i. 30% of the total entry fees will be retained by the ABMC for expenses.
 - ii. The remaining 70% will be divided as follows:
 - 1. Best in Sweeps (based on total entries) 10.0%
 - 2. Best of Opposite Sex to Best in Sweeps (based on total entries) 5.0%
 - 3. Class placements prize moneys are based on the entries for that class alone
 - First Place in class 17.5%
 - Second Place in class 15.0%
 - Third Place in class 12.5%
 - Fourth Place in class 10.0%

XI. Rescue Raffle

ABMC allows space at all National Specialties for the American Belgian Malinois Rescue (ABMR) organization to conduct a fund-raising raffle. ABMR sponsors the raffle and is responsible for all permits and raffle item solicitation.

XII. Key Dates

- A. At least 24 months (2 years) prior to the National Specialty submit initial bid to the ABMC BOD.
- B. 18 months (1.5 years) prior to the National Specialty (after dates and budget are approved by the ABMC BOD):
 - a. Hire all judges.
 - b. Contract with a Superintendent and/or Show Secretaries.
 - c. Finalize hotel contract.
 - d. Contract a Show Photographer.
 - e. Contract a Videographer.
- C. 12 months (1 year) prior to National Specialty:
 - a. Decide on trophies and place initial order.
 - b. Select rosette types.
 - c. Decide on rosette/ribbon supplier.
 - d. Place an ad in the show catalog of the current year's National Specialty advertising the upcoming event.
 - e. Plan *The Performer* ads for the coming year.

- f. Prepare a short presentation at the current year's National Specialty showing pictures of the site, local activities, and events planned.
- D. Immediately after the current year's National Specialty (the National Specialty preceding the one being worked on):
 - a. Prepare and activate the National Specialty webpage.
 - b. Prepare and activate the Facebook page.
 - c. Make sure all social media are covered with accurate information.
 - d. Begin publishing National Specialty ads in each issue of *The Performer*.
 - e. After AKC approval, begin publishing specific show information.
 - f. Monthly reporting to the ABMC BOD begins.
- E. 11 months prior to the National Specialty:
 - a. Submit event applications to the ABMC BOD for review and signature after which they will be submitted to the AKC for approval.
 - b. The AKC will identify conflicts with other clubs and contact ABMC if there is a problem. The specialty committee will have to contact those clubs asking for waivers so that there are no Belgian Malinois classes or participation at their shows.
- F. 6 (six) months prior to the National Specialty:
 - a. Start preparation of Premium List(s).
 - b. Submit the Premium list to the ABMC BOD for review and approval before publication.
- G. 3 (three) months prior to the National Specialty:
 - a. Publish premium lists availability by e-mail to all ABMC members.
 - b. Coordinate with the ABMC insurance representative to obtain Certificates of Insurance for all event sites (including but not limited to conformation, herding, agility, obedience/rally, and tracking).
- H. 1 (one) month prior to National Specialty:
 - a. Check that all trophies have arrived and are in good condition.
 - b. Check that all rosettes/ribbons have arrived and have been checked for condition and accuracy of information.
 - c. Check with all committee/event chairs to see if anyone has any questions or issues that need to be addressed.
- I. After the National Specialty:
 - a. Within seven (7) days after the National Specialty, submit all required paperwork to AKC (Show Superintendent or Secretary is responsible for this, but the Show Chair should communicate with these persons to ensure reports are sent.) This is an AKC rule.
 - b. Within 30 days, send two marked catalogs to the Archives Chair.
 - c. Submit Specialty report to the *Performer*, Archives and Webmaster following the *Performer* deadlines.
 - d. Ensure all winners' photos have been sent to the *Performer* editor (ensuring that the *Performer* editor will forward them to the Archives Chair when finished).
 - e. Inventory all club properties (perpetual trophies, placement markers, etc.) and forward them to the next year's National Specialty Show Chair.
- J. Within 3 (three) months after the National Specialty:
 - a. Submit financial report to the ABMC Treasurer along with all receipts and documentation.
 - b. Submit a copy of the financial report to the ABMC 1st Vice President.
 - c. Forward any remaining monies to the ABMC Treasurer.
 - d. Send any additional bills or monies to the ABMC Treasurer.

XIII. Appendix

- A. AKC Forms
- a. Most AKC forms can be downloaded from the AKC website
<https://www.akc.org/downloadable-forms/>
 - b. Show/Trial Application Instructions:
<https://images.akc.org/pdf/AEDAT1.pdf>
 - c. Report of Dog Show or Obedience or Rally Trial
<https://images.akc.org/pdf/JOVAL2.pdf>
 - d. Specialty Club Judges Panel
<https://images.akc.org/pdf/JEJDG8.pdf>
 - e. Statement of Compliance with AKC Policies Governing the Approval of Dog Shows
<https://images.akc.org/pdf/JE0002.pdf>
 - f. Obedience Club Judges Panel
<https://images.akc.org/pdf/AJA004.pdf>
 - g. Application for Licensed or Member Rally Trial
<https://images.akc.org/pdf/AERY01.pdf>
 - h. Application and Judges Panel Questionnaire Licensed or Member Herding Trial/Test
<https://images.akc.org/pdf/agl999.pdf>
 - i. Tracking Event Judges Panel
 - j. <https://images.akc.org/pdf/aja002.pdf>
 - k. Application and Judges Panel for AKC® Licensed or Member Agility Trial or AKC Sanctioned A or B Match
http://cdn.akc.org/Agility/AEAGIL_0818_v1.0EditExtended.pdf
 - l. AKC Code of Sportsmanship
http://images.akc.org/pdf/AKC_code_of_sportsmanship.pdf
 - m. Emergency Procedures at Dog Shows
<http://images.akc.org/pdf/JEDTR1.pdf>
 - n. AKC Show Manual
<http://images.akc.org/pdf/RESHOW.pdf>