

# POLICIES AND GUIDELINES FOR A BCOA NATIONAL SPECIALTY

## Introduction

These **policies** (highlighted) and guidelines are set up as a suggested timetable and check list for the various aspects of hosting the National Specialty. The National Specialty may be awarded on a regionally rotating basis (six regions), with the Board notifying the next region approximately three years in advance. At a stipulated deadline, if no proposals have been received from that region, then the awarding of the site will be at the discretion of the BCOA Board, usually to the next sequential region.

The BCOA Board has approved a National Show Committee where the Show Chairman, as well as a number of other committees, will be on a permanent/semi-permanent basis and the local area need not find a chairman for those committees. The Facility Coordinator will act as the local chairman and may show at the Specialty.

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### TWO and ONE-HALF YEARS (2 1/2) PRIOR:

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A group of BCOA members in a given area must come together and decide that they would like to host a National Specialty. It is not necessary for there to be a local Borzoi club in the area, just willing BCOA members. A brief outline of the guidelines should be requested from the National Show Chairman. If at this time the region, in rotation, does not desire to host the Specialty, the Regional Governor should notify the National Show Chairman and the BCOA Board.

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### DATE OF SPECIALTY

The show date **should not conflict** with any Borzoi Specialty or event. Currently, mid-late May seem like good weeks. There are no restrictions for having the Specialty in the fall.

**National Specialties should try and avoid scheduling in the months of June through August** due to some areas of the country may pose shipping/transportation problems due to flight restrictions of heat. Exceptions to this policy will be looked at on an individual basis and other dates will be considered, dependent on the area of the country.

The average National Specialty should be a minimum of six days, and includes Obedience/Rally, Lure Coursing, Straight Racing, Junior Showmanship, Futurity, Sweepstakes and Conformation classes, with **Regular classes and Best of Breed Thursday through Saturday. All performance events will be held prior to any/all conformation and companion classes.** Ending the Specialty on Saturday allows for a travel day and seems to please most exhibitors.

The Futurity, traditionally the Specialty opening reception/event, will be held the evening prior to other conformation classes.

The dates SHOULD NOT be dependent on other Borzoi specialties or all-breed shows. The entry will not be reduced by being independent of other shows and does actually benefit local shows and specialties.

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### LOCATION

The location (city, town, area) of the Specialty in any given region should have access to a major airport and be within close proximity to the Specialty hotel headquarters and the show site. Airlines are trying to avoid flying dogs as excess baggage and it is becoming cost prohibitive. Only a very small percentage of exhibitors are flying dogs.

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## SPECIALTY SITE AND HEADQUARTERS

Determine whether it will be an indoor or outdoor show, depending on past history of predictable weather on the chosen week and the availability of tenting. Outdoor shows are preferred and, ideally, on the grounds of the designated Specialty hotel. The application to the AKC can state indoors/outdoors, weather permitting. Consideration should be taken that the Specialty is now an entire week and weather in the spring in most areas, excluding the southern portion of the United States, may be too unpredictable for exhibiting outdoors. Issues like security and displaying bronze challenge trophies (carrying heavy trophies to outdoor ringside during show hours and returning them to secure quarters), Specialty Sales tables at ringside and vendors, etc. will need to be addressed at an outdoor show.

The host hotel should have a minimum of 100 rooms available with other hotels in close proximity for possible overflow. Consideration should be given to the established policy that the Futurity is an evening formal event, and under normal conditions, held in a ballroom. If the Futurity is to be held outdoors for lack of a ballroom, lighting will need to be provided.

An indoor show will require a ballroom of a **minimum of 7500 square feet**, with a **minimum 60' width**. (Obedience regulations require a 40' x 50' ring.) Additional breakout rooms must be available for the auction, annual meeting, health clinics, seminars, and meals, to avoid tearing down and setting up of the ring equipment, trophy tables, etc. **THERE SHOULD BE ADEQUATE AREAS TO EXERCISE THE NUMBER OF DOGS A SPECIALTY BRINGS.** It is best if these areas are owned by the hotel, if not permission must be obtained from the owner.

Location of field events and its proximity to the hotel headquarters should also be taken into consideration and be a reasonable distance.

Once you have determined that a hotel has the space required, there are a few questions that need to be asked before a proposal is submitted to the National Show Chairman. Most hotels will make available the ballroom at no cost, which is linked to the number of hotel room nights occupied, meals, and, basically, the amount of money they will make off the specialty. Currently, 400 room nights is our guarantee and a fair estimate of an average Specialty for a weeklong event. It's best to get the required number of room nights as low as possible and still maintain a free ballroom and breakout rooms. The maximum room rate we have had in the past is \$124. We, of course, would like to have the highest quality for the most reasonable price.

Make sure that the hotel is aware that we will need the ballroom on a 24-hour basis and that they will be unable to rent it out to other groups during our stay. Also, add an extra day at the beginning and end for setup and cleanup. Hotels will normally offer two complimentary suites and one free room night for every 35 to 50 room nights occupied. These free room nights are normally used to offset the cost of the judges rooms/expenses. The National Show Chairman will do a site visit and negotiate final details with the hotel.

Some questions to ask but are not deal-breakers:

1. Do they offer shuttle service from the airport for dogs and owners?
2. How many skirted tables are at our disposal?
3. Will they provide easels (#?) & a rolling or large cork board?
4. Do they have RV parking space (flat area)?
5. What are the room rates considering we can off them a guarantee of 400 room nights and \$10,000 food and beverage?
6. How many suites and adjoining sets of rooms do they have?
6. Is there a refundable room deposit for dogs?
7. Will they provide two stripped room for bathing and grooming and/or outdoor bathing with warm water?
8. How many complimentary suites or guestrooms do they offer?
9. What is the ratio of free room to reserved rooms? (This can be one free room night for every 35 or 50 room nights occupied. Make sure it is inclusive and not a per night.)
10. What is the penalty if the estimated number of room nights is not met?

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## Show Committees

Some committees may be combined, separated or eliminated. Individual committee responsibilities outlined later. The following, in alphabetical order, are recommended committees:

- 1) Auction
- 2) Grounds
- 3) Hospitality
- 4) Field Events (Lure Trial & LGRA Race Meet)
- 5) Obedience/Rally
- 6) Publicity
- 7) Vendors
- 8) Other (Canine Good Citizen Testing, Raffles, Agility demonstration, etc.)

All committees may have additional committee members and/or subcommittees to take care of the various duties to be outlined later. All committee chairpersons must be BCOA members.

The National Show Committee which is are permanent/semi-permanent appointments are:

- 1) Futurity Event
- 2) Trophy Chair
- 3) Catalog Advertising
- 4) Catalog Memorial Page
- 5) Chief Ring Steward
- 6) Costume Contest & Companion Parade
- 7) Health Clinics & Seminar
- 8) Specialty Sales
- 9) Website Design

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