



## PROCEDURES FOR A BCOA TROPHY SUPPORTED ENTRY

### Following are the steps to take in order to host a BCOA Trophy Supported Entry (TSE)

1. Select an all-breed or hound-group show in your region that you think will attract a large entry of Borzoi.
2. Notify your Regional Governor of your intentions, so he/she can determine whether there are any other events which might conflict with your proposed TSE. The BCOA Board of Directors will not usually approve more than one TSE per region for the same show weekend, nor approve a TSE on the same weekend as a specialty in that region. **Your TSE application must be submitted to your Regional Governor and to the BCOA Corresponding Secretary at least 6 months in advance of the show.**
3. **Determine if this show had a major entry in Borzoi in the previous year. If not, why do you think holding a TSE will improve the entry? This is required information for the TSE application.**
4. Contact the Show Chairman for the show you are interested in supporting. Ask if that club is interested in having a Borzoi supported entry, and if so, what will the club provide in exchange for the support. Will they, for example, return \$1.00 per entry to BCOA? Provide a large ring? Allow input of judge or choice of contracted judge, for the regular Borzoi classes ?
5. **In order to hold a TSE, the host club must send notification to the AKC, giving permission to hold the Borzoi TSE event, along with a copy of the permission letter to the BCOA Corresponding Secretary. This is required.**
6. Ask that the host club provide rosettes for major placements, i.e. Best of Breed, Best of Opposite Sex, Winners Dog and Winners Bitch, (and if offered) Best in Puppy Sweepstakes, Best in Veteran Sweepstakes, and High-Scoring Borzoi in Obedience Trial.
7. Request a table at ringside for the Borzoi trophies.
8. Find out the deadline for trophy descriptions to be included in the host club's premium list, and who in the host club to send the trophy descriptions and names of the donators to. (This person may, or may not, be the Show Chairperson). The TSE medallions donated by BCOA must be listed in the premium list. Find out the entry fees, the closing date for the show, and the name & contact information of the superintendent, or the show secretary who will be taking the entries.
9. Will obedience be offered at this show ? If so, do you want to offer a BCOA medallion for High Scoring Borzoi in obedience? This is optional, but if offered, must be checked on the TSE application, and the BCOA medallion must be included in the premium list.
10. Do you want to hold a sweepstakes (puppy and/or veteran) with this TSE ? If so, you need to contact a person knowledgeable about Borzoi, to judge the sweepstakes. **The name and address of your Borzoi sweepstakes judge is required to be on the TSE application.** Any person, in good standing with the AKC, can judge a sweepstakes. BCOA maintains a list on its website of BCOA members who are interested in judging sweepstakes. Your host club's show chairperson may be able to assist you in locating a person to judge a Borzoi sweepstakes. Dogs owned or co-owned by the sweepstakes judge cannot be entered in this show, nor can the sweepstakes judge handle dogs at this show (per AKC rules). Usually the host club will provide lunch for the sweepstakes judge but will not pay for hotel or travel expenses, unless that person is also judging other breeds at that show. It is not the policy of BCOA to have the general membership select the regular breed judge for a TSE, as most all-breed clubs select their judges two years in advance. However, when securing/suggesting a TSE judge, Sweepstakes or Regular, it must be understood that the BCOA provides no compensation to these judges. It is recommended that either you, or the host club, have a written contract with your sweepstakes judge, stating the date, location, classes to be judged, and that no compensation for expenses will be given to the sweepstakes judge by BCOA.
11. If a sweepstakes is to be offered, and upon approval of the BCOA Board, the Corresponding Secretary will complete the AKC application for approval of the Sweepstakes Judge and will send the application to the AKC.
12. After obtaining all the information needed, submit a TSE application to your Regional Governor and to the BCOA Corresponding Secretary, **at least six months** prior to the show. All TSE applications must be approved by the BCOA Board of Directors. The Corresponding Secretary will notify you as the TSE Chairperson and the TSE Medals/Trophies chairperson of the approved TSE, and will notify the BCOA webmaster to add your show's date, location and judges to the BCOA online calendar.

13. It is recommended that you notify other Borzoi exhibitors in your area of when and where the TSE will be held and ask them to support this show with their entries. You may also want to ask for donations of items for trophies or cash for you to purchase trophies. Your Regional Governor can assist you with publicizing this event. At least a month before this show closes, remind exhibitors again about this show, and give them the information about entry fees, superintendent, & closing date.
14. BCOA donates 4 BCOA medallions, which must be awarded for Best of Breed, Best of Opposite Sex, Winners Dog and Winners Bitch. BCOA will also donate, if these classes are offered, a medallion for Best in Puppy Sweepstakes, a medallion for Best in Veteran Sweepstakes, and a medallion for High-Scoring Borzoi in Obedience Trial. These medallions must be listed in the premium list as donated by BCOA. The BCOA medallions are mailed to the TSE chairperson about 4 weeks before the show. Any medallions remaining after the TSE must be returned to the BCOA Medals Chairman. It is suggested that you offer additional trophies for some of the class placements, and perhaps for Reserve Winners Dog, Reserve Winners Bitch, Best of Winners, Select Dog, Select Bitch and (if sweepstakes is to be held) Best Opposite Sex in Puppy Sweepstakes, Best Opposite Sex in Veteran Sweepstakes. **All trophies must be available to be presented at the event in accordance with AKC guidelines.**
15. Ringside hospitality is appreciated by exhibitors. Consider having beverages and snacks available ringside during the judging, if the host club will allow this.
16. **It is optional** to hold a puppy sweepstakes and/or a veteran sweepstakes with a BCOA TSE. If you are offering a sweepstakes, BCOA suggests the following wording for sweepstakes classes:

**Puppy Sweepstakes:**

Puppy Sweepstakes will be open to all Borzoi who are at least six months and under 18 months of age on the date of the Sweepstakes. All dogs must also be entered in a regular class or in Best of Breed competition at the show, at the required entry fee. There are no other restrictions. Sweepstakes classes shall be divided, as follows, for both sexes: 6-9 month puppy; 9-12 month puppy; 12-15 month junior; and 15-18 month junior. Winners of these eight classes shall return to the ring and the judge shall choose Best in Puppy Sweepstakes, and Best of Opposite Sex to Best in Puppy Sweepstakes.

**Veteran Sweepstakes:**

Veteran Sweepstakes will be open to all Borzoi who are least seven years of age. Veterans can be spayed or neutered. Veterans are not required to be entered in a regular class. Classes divided by sex and age: 7 to under 9 years, 9 to under 11 years, and 11 years and older. Winners of each class shall return to the ring and the judge shall choose Best in Veteran Sweepstakes and Best of Opposite Sex to Best in Veteran Sweepstakes.

17. In addition, you may need to provide the entry fee and the breakout of sweepstakes money. It is suggested that the entry fee for sweepstakes be between \$10 and \$15. Most host clubs receive 35% of the entry fees to cover expenses, such as the ribbons. Here is a suggested way to have the sweepstakes money divided:

**Puppy Sweepstakes:** 35% of entry fee for the host club's expenses. The remaining entry fee (65%) in each class to be awarded First place - 40%, Second place - 30%, Third place - 20% and Fourth Place - 10%.

**Veteran Sweepstakes:** 35% of entry fee for the host club's expenses. The remaining entry fee (65%) in each class to be awarded to First Place.