



2021

PAPS SPECIALTY GUIDELINES

(This is not to replace the AKC Show Manual which you should download and read.)

DATE

- The PAPS Specialty has traditionally been held over two days. For 2021, both the KISS and The PAPS Classic are being held on one day in August in conjunction with the Olympic Kennel Club All-Breed in August.

PLACE

- Enumclaw Event Center (formerly known as the Enumclaw Fairgrounds).
- Address is 45224 284th Ave SE, Enumclaw, WA 98022

OLYMPIC KENNEL CLUB (OKC)

- You will be invited to the Combined Specialty Show Chair's meetings with OKC where you are given instructions, schedules and information. The meetings in 2021 have been held via ZOOM making attendance much easier for all Specialty Clubs.
 - OKC will email a packet of information and various applications that PAPS needs to provide plus a schedule of deliverables back to them to enable them to meet their internal deadlines.
- PAPS Club insurance certificate – PAPS will have to provide their Proof of Insurance certificate before August to OKC. This is obtained through our Club Treasurer.
- The AKC Show Manual requires a Disaster and Emergency Plan. Since we are combined with OKC, they provide the plan.
 - Ambulance Service – King County Ambulance (onsite 8:00 AM – 5:00 PM)
 - Fire Department – Enumclaw Fire Department (360-825-5544 or 911)
 - Police Department – Enumclaw Police Department / King County Sheriff (360-3505 or 911)
 - Hospital – St. Elizabeth Hospital (360-802-8800) located at 1459 Battersby Ave. Enumclaw, WA
- You will work very closely with the OKC Specialty Coordinator.
- No raffles, banquets, extra tables, chairs, extra canopies, or after show activities can be planned without OKC permission.
- Only two free parking passes for each specialty are given.

- Specialty Clubs must vacate the ring area one hour after their show ends unless prior permission is given.

SHOW SECRETARY

- PAPS have hired BaRay Dog Events in the past and they are very familiar with our needs. They will handle a lot of the required paperwork, reports, forms, entries and results to/from/with AKC. They also supply the Judge's Book and Ribbons.
 - BaRay will supply you with the past premium list that you will update for various categories such as trophies, club officers, and any special events. Make sure to have an experienced Board Member, Officer or former show chair help you proof the premium list changes. *It is imperative that the premium is accurate.*
 - BaRay also provides you with a timeline of what information they need by what date, such as catalog ads, trophy lists & donors, etc...
 - Sheila Raymond has been our contact – sheila@barayevents.com
- It's the club's responsibility to file for Application to Host a Show and this process is now online under "Event Management" on the AKC website. Our club's LOGIN and Password can be obtain from the past show chairs or Board members.
 - <https://www.apps.akc.org/apps/eventplans/index.cfm>

JUDGES

- Judges have already been voted on at past meetings. The Judge's Selection Committee has the names of the judges.
 - Conformation
 - Junior Showmanship – held with both the KISS and The PAPS Classic
 - Sweepstakes – only held with The PAPS Classic
- Contracts for Judges
 - You must have a signed contract for each Judge prior to filing application with AKC. A sample of the contract is at the end of this Guideline. Traditionally someone on the Judges' Selection committee has sent the contract. You should check each year as to who'll provide it. You need to ask about their transportation and if we share expenses with other clubs. Typical expenses are hotel, airfare, and food. We normally split these costs with OKC since PAPS tries to use judges that OKC is hiring. For 2021, OKC is providing Judges' Transportation and will bill the clubs.
 - Hospitality for our judges is PAPS responsibility. Check with OKC if you want to use their cordoned off lunchroom.
- If we are sharing a judge on the same day, keep abreast of their total allowable counts and schedule.

AKC

- Using the Event Management online system, you will need to make application with AKC to host our two shows, Obedience and Rally. This process is best done with help from the past show chair. Using ZOOM would be a good aid to filing the process online.
- Our shows (each will be assigned their own Event Number) –
 - KISS plus Obedience, JR Showmanship, NOHS
 - The PAPS Classic plus JR Showmanship, Sweeps, NOHS
 - Rally

- When you apply for Obedience you will find that the Event Management system and subsequent AKC letters don't approve your input. This is because we share the judge with other Specialty judges and the system thinks you are overloading the judge. This has to be overridden by Yolanda Chavis (AKC Senior Event Representative). You may have to do this several times.

PAPILLON CLUB OF AMERICA (PCA)

- You will need to request permission from PCA to hold a Specialty. Contact our Secretary to draft the letter to be sent to PCA's Corresponding Secretary. Allow for plenty of time to get this sent in as their Board meets once a month.

- Example for the letter –

*Dear Papillon Club of America,
We are requesting permission to hold two Independent Specialties that include Conformation, Obedience and Rally on August 20, 2021, in Enumclaw Washington. We have received event approval from AKC.
Thank you,
(PAPS Secretary)*

RING STEWARDS

- We provide lunch only and pay for the Conformation steward.
- Ask what arrangements are being made for the Obedience stewards. *Typically OKC will bill us for our share for Obedience and Rally.*
- Show Chairs can compete in Obedience only.

SHOW PHOTOGRAPHER

- Elaine Rushton - <https://photosbyelaine.com/>
- Randy Roberts - <http://www.randyrobertsphotos.com/>

COMMITTEES

- Get volunteers early!
- Look at prior premium lists for ideas. Keep track of those committee duties. Ask the Club Officers for help. Some committees require the chairperson to be busy during the show and these can be difficult to fill such as Raffle or Hospitality. The club does not reimburse any personal assistance you might get outside of our club unless it is approved by the Club.
- Hospitality is given a budget and the main meal is a light lunch. Beverages are typically offered in the morning. If funds allow, pastries may be available. It is up to the discretion of the Hospitality Chair on what to offer, but we traditionally try to keep it simple and easy to manage. The committee usually needs two people to help out and can be the hardest committee to fill.

TROPHIES

- One of the most important but fun committees to work on. Trophy chairs have creative license to find unique or complementary trophies that fit with our breed. This can be anywhere from butterflies, practical, purple or unique. Keep all receipts so that you can get reimbursed. Use the PAPS reimbursement form which can be obtained from the Treasurer.

- Trophies should be able to pay for themselves through sponsorship and donations. PAPS pays for the Best of Breed (Conformation), High in Trial (Obedience) and High Triple Combined (Rally).
- Trophy chairs will assign donation amounts as appropriate for sponsorship to help with covering the cost of that trophy. Also check with past trophy chairs for any excess trophies that might be available to use.

RV PARKING

- Since we are in the 'Toy Building', RV parking has typically been available alongside the back of the building.
- OKC will give Specialty Clubs and Professional Handlers first priority to sign up for RV parking. The show chair acts as the focal funneling all requests and forwards them onto the OKC RV representative.

SETUP DAY

- Typically we are allowed to enter one day earlier to set up our raffle tables, but post-COVID rules has changed a lot of this process. For 2021, we have no setup day.

DAY OF SHOW

- Make sure the judge can get to the show site and prior arrangements have been made.
- Determine how you will feed the judges and steward.
- If the club has a banquet, the judge is invited as the Club's guest. We also hope they will take the time to comment on his judging.
- Don't forget – clean up supplies for the tables, sanitizers, paper towels, etc....
- Trophy table – make sure there are at least two extra tables for trophies and one table to sell catalogs.
- Ring grooming table – BaRay Dog Events provides one.
- You must have copies of the Dog Show Rules, Rules Applying to Registration and Discipline and Dealing with Misconduct. Also, the club bench committee to resolve conflicts is the entire PAPS Board and Officers.

OTHER NOTES:

- Be prepared to receive an abundance of email and paper letters from AKC as the month's progress. Keep them all and destroy the older ones as the month's progress.
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Sample of Judge's contract

March 31, 2020

(Judge's Name and address)

Dear (Judge's Name),

Thank you for accepting our invitation to judge both Conformation and Junior Showmanship at our Specialty on Friday August 20, 2021. The show is being held in the Exhibition Hall at the Enumclaw Expo Center in Enumclaw, WA. The nearest airport is Seattle-Tacoma International. All the Judges for this weekend will be staying at the Best Western in Federal Way, WA just minutes from the airport with their complimentary shuttle.

Other than the National Specialty our club is proud to be host to one of the largest independent Papillon Specialties in the country. Because we are so grateful to our supporters and want everyone to have fun we give Award of Merits to Specials after Best of Breed, Best of Winners and Best of Opposite Sex have been chosen. Our philosophy is the more winners there are, the happier everyone is and will enter our Specialty again in the future.

We hold 2 Specialties on the same day and you will be judging our afternoon show. We do caution you to be careful on the number of other assignments you might accept for the same day. Accepting multiple assignments could cause conflicts and make a long day for you. The majority of the other breed Specialties held on the same day use the same Superintendent so timing of judging assignments is well managed.

Transportation between the hotel and the show site will be provided if needed. You will be informed of times, location and who will be picking you up. We do not pay for car rental or airfare. We do reimburse you for 1 Hotel night and up to \$25 for meals. If another club hires you to judge the same day, these expenses will be shared equally between the clubs. We will provide lunch for you on the day of your assignment if you chose.

You agree to not judge Papillons within the six (6) months prior to our show in the areas of Washington and Oregon.

We are delighted to have you be on our panel for 2021. You will be sent further information regarding your judging assignment as we draw nearer to the date of our show.

As agreed upon by your signature below, our club will pay the following expenses:

- Judging Fee: \$100
- One night Hotel (or a percentage if you judge for other clubs)
- Meals up to \$25 (or a percentage if you judge for other clubs)
- 1 day airport parking or airport shuttle fee. (or a percentage if you judge for other clubs)

This is a formal commitment to judge Conformation on August 20, 2021. Please sign and return to me by email or mail.

Sincerely,

Melinda Henderson

Emily Barnhart

Papillon Association of Puget Sound
(signed by President or Judge's Selection Chair)

Chronological Order of Duties for Show Chair (this is not a comprehensive list)

See AKC Show Manual for Event Checklist in the Appendix Section

Jan/Feb	Invitation to OKC Specialty Group Meeting
Feb	Get AKC Club Login information and preview the Event Management website Send letter to Papillon Club of America (PCA) for approval.
Apr	Submit form committing PAPS to be held in conjunction with OKC. This form is included in the informational packet that OKC provides. Submit acknowledgment back to OKC as to whether the club will be supporting the OKC with trophies at their All-Breed shows.
Apr	Premium information due to BaRay by end of month.
May	Detailed Trophy list due to BaRay
June	Ribbon requests if different than prior years due by first of the month Premium Distributed by late June.
July	Catalog ads and trophy donor list information due by two weeks prior to closing date for catalog printing.
Aug	Submit Proof of Insurance (earlier is better)
Upon issue	E-mail a copy of Premium to OKC Specialty Coordinator (if it's a different Superintendent) and Obedience Chair
Upon Issue	Copy of judging program (if it's a different Superintendent)

SHOW CHAIR CHECKLIST

PRELIMINARY ARRANGEMENTS

- Application to AKC 18 weeks prior to closing date or complete online
- Judges panel to AKC no later than 18 weeks prior to closing date or complete online
- Get Papillon Club of America (PCA) approval to hold show
- Get Superintendent contract
- Arrange Show Committee
 - Obedience Chair (this is a Combined Obedience so typically they are more a contact person, than an official chair)
 - Trophies
 - Hospitality
 - Raffle
 - Catalog Ads
 - Catalog Sales
 - Grooming Setup, if applicable
 - Banquet, if applicable
 - Judges' gifts
 - Ring Steward
 - Judges Ringside Mentoring
- Attend Olympic Kennel Club (OKC) Specialties meetings (ZOOM available in 2021)
- Get list of important closing dates from Superintendent (i.e., premium list, catalog ads, trophies, etc.)
- Make hotel arrangements for Conformation judge approximately 3 months before show date, unless OKC is handling this.
- Confirm Show Photographer
- Confirm Ring Steward
- Remind Janis McLaren to get Challenge Trophy engraved with previous years BOB

SHOW GROUNDS

Olympic Kennel Club Specialties Coordinator

- Send ring rent, if applicable
- Remind Treasurer to send Proof of Liability Insurance
- Arrange for and have Treasurer send payment for additional tables and chairs

PRIOR TO PREMIUM LIST CLOSING

- Contact Board to verify entry fees and catalog advertising rates
- Get list of trophies
- Get Banquet menu and contact information, if applicable
- Get trophy donation contact information
- Send all information to Superintendent

PROOF READ PREMIUM LIST

- Send to President, Treasurer and Trophy Chair
- Send any corrections back to Superintendent

PRIOR TO CATALOG CLOSING

- Remind Catalog Ad chair to get all ads to Superintendent

- Get previous years BOB, BOS, WD, WB, HIT, Best in Sweeps and Best JR Handler photos to Superintendent, if applicable or cost effective.
- Get list of trophy donors

JUDGING PROGRAM

- Decide with Superintendent, Obedience Chair and President on show start time. (Obedience and Rally will most likely be predetermined as they are shared with other Specialty Clubs)
- Okay the Judging Program

JUDGES

- Once ring times are posted contact the Conformation Judge with ring time and entry numbers.
- Make arrangements for transportation of judge to/from show site.
- Contact Sweepstakes and Obedience judges with ring times. Send Sweeps judge an outline of the different sweepstakes –
 - Puppy Dogs/Bitches (6 mos & under 9 mos)
 - Puppy Dogs/Bitches (9 mos & under 13 mos)
 - Best in Puppy Sweeps & Best of Opposite Sex

PRE-SHOW THINGS TO DO

- Remind Show Photographer of assignment.
- Remind Ring Steward of obligation.
- Remind Treasurer about Sweeps money.
- Remind Treasurer about cash box for catalog sales.
- Make sure Obedience has stewards, if applicable.
- Contact Club Members for location of club inventory of items for the show
- Remind Historian to bring items.
- Remind guardian of the Challenge Trophy to bring it to the Specialty.

AT THE SPECIALTY

SET-UP

- Tables and Chairs
- Table cloths and skirts
- Reserve chairs for Ringside mentors
- Grooming area, if applicable
- Banner and back drop

DAY OF SHOW

- Remind Ring Steward and Judge about Best Phalene and Award of Merits.
- Remind Judge of Sweeps cash awards.
- Paper towel and clean-up spray for ring.
- Handi-wipes™ and Kleenex™ for judges table.
- Small dish of candies and nuts for judge's table.
- Make sure judge(s) has water or other drink always available.
- Make sure judge(s) and ring steward get lunch.
- Make sure judge(s) and ring steward get paid.

AFTER THE SPECIALTY

- Thank the committee chairs and make sure they have turned in all their receipts to the Treasurer.
- Submit a Specialty summary or report to PAPS.

FOR REFERENCE ONLY!