

NATIONAL SPECIALTY GUIDELINES

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1.0 PURPOSE: These Guidelines, and the attached Appendix, set forth the procedures to be followed in putting on a National Specialty. All applicable motions, up to the time of printing these guidelines, of the TTCA Board of Directors relating to the National Specialty are included in the Appendix.

2.0 OBTAINING PERMISSION TO HOST A NATIONAL SPECIALTY: An application to host a National Specialty may be made by a local Tibetan Terrier club or by an independent group of TTCA members. The local club or independent group must first make application to the National Show Committee Chair (the “National Show Advisor”) with information concerning the proposed dates, hotel venue and the names of the principal persons who will be responsible for coordinating the Specialty. Upon approval by the National Show Committee, the application to host the Specialty shall then be submitted to the TTCA Board of Directors for their approval. The Corresponding Secretary of the Board shall notify the local club or group when the Board has approved the application.

3.0 APPOINTMENT OF SPECIALTY SHOW CHAIR: The National Specialty Show Chair (the “Specialty Show Chair”) must be a member in good standing of the TTCA. If there is no local club to serve as host, the proposed Specialty Show Chair must be submitted to and approved by the TTCA Board of Directors prior to receiving approval to host the Specialty. If a local club will act as host, a Specialty Show Chair must be named at least 18 months before the event. The Specialty Show Chair may not exhibit, and no dog owned, co-owned or living in the same household can be shown at the Specialty. The Specialty Show Chair shall have overall responsibility for coordinating the Specialty. Upon acceptance of the appointment the Specialty Show Chair shall sign and send to the National Show Advisor the agreement letter (Attachment 1) agreeing to follow these Guidelines and all motions and directives.

3.1 APPOINTMENT OF SPECIALTY SHOW TREASURER: The Specialty Show Treasurer must be a member in good standing of the TTCA, The proposed Specialty Show Treasurer’s name must be submitted for approval by the TTCA Board of Directors. The Specialty Show Treasurer shall have overall responsibility for the financial administration of the Specialty Show under the direction of the TTCA Treasurer

4.0 FORMATION OF A SHOW COMMITTEE: Upon receipt of approval to host the Specialty a Specialty Show Committee (the “Show Committee”) shall immediately be formed to handle the various tasks involved in putting on the Specialty. One of the first needs of the Show Committee is to find someone who can design a distinctive logo which will be used to promote the Specialty and also on promotional items to be sold to raise money for the Specialty. In addition, the Committee must coordinate all functions and arrangements for judges other than the breed and futurity judge, photographers, meal selections, and trophies. The Specialty Show Committee Chair and at least four other members of the committee must be members of the TTCA. Other volunteers need not be members of the TTCA. Pet owners in the area are a useful source of manpower and often serve on these Committees. The following Committee Chairs are necessary in order to successfully put on the Specialty:

- 4.1 Obedience Chair:** Responsible for arranging and putting on the Obedience events. This position should be held by someone involved in obedience and familiar with the requirements of the obedience events.
- 4.2 Trophy Chair:** Responsible for fund-raising, selecting, acquiring the trophies, and having them ready at ringside for distribution.
- 4.3 Hospitality Chair:** Responsible for staffing of hospitality room, stocking with refreshments if provided.
- 4.4 Judges Hospitality Chair:** Responsible for taking care of Judge's comforts before and during show. Responsibility shall include picking up the Judge from the airport and arranging for Judge's meals if required. The person appointed to be in charge of Judge's Hospitality may not show dogs.
- 4.5 Catalog Advertising Chair:** Responsible for soliciting catalog ads and transmitting copy to Show Superintendent, Secretary, or a printer.
- 4.6 Grounds Chair:** Responsible for verifying exercise areas are setup and kept clean, arranging for setup and taking down of rings, arranging for any carpet covering required by Hotel if not provided by Superintendent; and arranging for proper receptacles to be placed on hotel grounds for dog waste. The Grounds Chair is also responsible for responding to complaints regarding hotel guests who fail to follow Hotel and Club rules in the Hotel contract or in the TTCA Premium List.
- 4.7 Chief Steward:** Responsible for providing stewards as required for the competitions.
- 4.8 Publicity Chair:** Responsible for publicizing the Specialty in the Newsletter, Website, and by fliers, as well as preparing the program brochure for the Specialty to include the schedule of events, meal orders, and other necessary information.
- 4.9 Auction Chair:** Responsible for soliciting auction items, arranging for their receipt, designating an Auctioneer and sufficient runners. The auction is the primary means of funding the National Specialty and it is held at the prior year Specialty to benefit the following year Specialty.
- 4.10 Miscellaneous Functions:** Other functions that should be assigned to volunteers include reserved seating, distributing catalogs, and marking catalogs.

5.0 SPECIALTY DATES: The dates selected for the Specialty must provide for the Annual Meeting, which is required by the Constitution to occur between March and September. The week during which the Specialty takes place should usually precede an all-breed show on the

following weekend unless otherwise approved by the Board. The Specialty shall take place over a three-day period to allow for the customary events consisting of (i) Obedience; (ii) Puppy and Veterans Sweepstakes, (iii) Futurity, (iv) Invitational Evening of Champions, and (v) the Breed Competition and (vi) non regular classes (Stud Dog, Brood Bitch, and Brace). In addition, other special events including Rally Obedience, Agility, Breeder's Class, and Grand Sire/Dam Class may be included at the discretion of the Show Committee. Awards should also be made for Best Puppy and Best Bred-by-Exhibitor. Awards of Merit are based on the number of entries in the competition. One day should be devoted to Education Seminars with topics selected and arranged for by the Breeder Education Committee. The Auction Dinner shall be held on one of the evenings and the Annual Meeting in conjunction with the Annual Dinner shall be held on the evening of the Breed Competition. The scheduling of the Invitational Evening of Champions, and arrangements for the meal function in conjunction with that event, shall be made by the Invitational Chairperson in coordination with the Show Committee.

6.0 SPECIALTY HEADQUARTERS HOTEL: The Hotel selected must take dogs, which may be subject to a reasonable pet damage deposit. Most hotels prohibit washing dogs in the rooms, and it is desirable to establish an area and facilities for a washing station at or adjacent to the Hotel for this purpose. It is preferable that all events, including exhibition, meetings and meal functions take place in the Hotel. A copy of the AKC Show Site requirements specifying the minimum area needed for rings is in the Appendix and must be carefully reviewed before settling on the exhibition area. Sufficient space must be available in a convenient place for grooming and for the photographer stand. Most hotels now require some type of carpet covering in the show and grooming areas that will have to be installed. If the show site is not at the Hotel, it should be nearby. Audiovisual equipment may also be needed for the educational program and will be charged against the Breeder Education Committee Budget. In addition to the event functions, a meeting room must be made available for the Board of Directors meeting which will normally take place on the day before the Specialty events commence. The room rate as well as the cost for the exhibition area and the meeting rooms maybe dependant on the size of the room block and room block guaranty, although other formulas such as room reservation and meal revenue credits are sometimes used by hotels. Hotels customarily provide complimentary rooms based on a specified number of rooms booked, and these can be used for Judges, photographers, etc. The National Show Committee is available to assist the Specialty Show Chair in negotiating the terms of the Hotel contract and must be consulted before any agreements are made. The Hotel proposal including all terms and conditions should be forwarded to the National Show Advisor and the TTCA Treasurer for approval. Upon such approval, the Specialty Show Chair may then sign the Hotel Contract on behalf of the TTCA. The following is a checklist of necessary information to be obtained concerning the Hotel:

- Room Rates and reservation date deadline
- Room Block and any Guaranty
- Complimentary Rooms
- Exhibition area dimensions
- Grooming area location
- Vendor space location

- Function room charges (exhibition areas, meeting rooms)
- Audiovisual equipment
- Meal charges, menu options and deadlines
- Hospitality Room and any restrictions on bringing in snacks/beverages
- Pet deposits
- Dog washing area and facilities
- Cancellation dates and fees
- Carpet coverings
- RV parking
- Airport transportation

7.0 AKC EVENT APPLICATION: The Specialty Show Chair will be responsible for preparation and filing the Application for holding the Specialty Show with the AKC with the assistance of the National Show Advisor. An Officer of the TTCA must sign the Event Application.

8.0 SHOW SUPERINTENDENT OR SECRETARY: A Show Superintendent or Secretary will be required. Expenses will vary depending on which choice is made. The following options are:

8.1 Superintendent: This is the simplest alternative but also the most costly. The Show Superintendent will handle the entries, ring equipment, ribbons, judges books as well as the preparation and mailing of the Premium List, Judging Program and Show Catalog. The Superintendent will provide a representative at the show site to deal with problems arising at the show with respect to AKC rules. The Superintendent will file the show report with the AKC. A contract must be entered into with the Superintendent, and it may be possible to obtain a better rate where the Superintendent is also handling the following All-Breed show. The National Show Advisor must approve the contract before signing and copies must be provided to both the Specialty Show Chair and the TTCA Treasurer within 30 days.

8.2 Independent Secretary: In some areas there are individuals who can serve as Secretary. An Independent Secretary can file the show report with the AKC and can take care of the premium list, entries, judge's books, and catalog printing in the same manner as a Superintendent but at a lower fee. It will usually be necessary for the Specialty Committee to provide the ring equipment and ribbons. The contract with the Secretary must be handled in the same manner as a contract with a Superintendent.

8.3 Self-Secretary: This will require someone in the host Club or group sufficiently capable of performing the functions of Secretary and who is knowledgeable about the AKC rules. However, it will be necessary to arrange for ring equipment and ribbons including all Obedience mats, jumps, etc. Although this arrangement would result in substantial cost savings, it requires a lot of work.

9.0 JUDGES:

9.1 Breed Judge: The Breed Judge for the National Specialty is selected by vote of the membership. Aside from the Judge with the most votes, there will be four additional Judges named in order of their votes. The Specialty Show Chair must contact the Judge with the most votes within 30 days of the election. If that Judge is not available then the remaining Judges should be contacted in the order of their votes until there is a Judge willing to agree to the Club's requirements. Upon acceptance of the assignment the Specialty Show Chair must notify the National Show Advisor and Board of Directors. Judges are required not to judge Tibetan Terriers for six months prior to the Specialty and the Non-Sporting Group for one month prior to the Specialty. The Board has set a maximum fee limit of \$500 for the Breed Judge exclusive of expenses. The All-Breed Club holding shows the following weekend should be contacted to see whether they will hire the same Judge in order to share travel expenses. A sample contract letter is included in the Appendix, and copies must be sent to the National Show Advisor and the TTCA Treasurer. If a Judge cannot be found who will accept the maximum fee, the National Show Advisor should be informed and the matter will be referred to the Board. Upon prior approval by the Board, the TTCA shall be responsible for the payment of the Judge's fee and related expenses.

9.2 Sweepstakes Judge: The local host Club or group is free to select anyone they wish as Sweepstakes Judge. The person so selected must be in good standing with the AKC, and they should sign a contract letter. There is no fee paid by the TTCA for Sweepstakes Judge. The Sweepstakes Judge is responsible for the expenses incurred in performing this assignment. However, if additional complimentary rooms are available, the Show Committee may consider using one for the Sweepstakes Judge if the Judge is not local. The Judge is provided meals on the day of judging and for the Annual Dinner if the judge wishes to attend. Expenses for such are payable by the TTCA.

9.3 Obedience and Rally Judge: The local host Club or group is also free to select anyone they wish as Obedience and Rally Obedience Judge. Such Judge or Judges should sign a contract letter with copies to the National Show Advisor and the TTCA Treasurer. Upon prior approval, the TTCA will be responsible for the payment of the Judge's fees and related expenses.

9.4 Futurity Judge: The Futurity Judge is voted on by the Membership and must be a member in good standing. He or she must also be in good standing with the AKC. No fees are paid for Futurity Judges. The Futurity Judge is responsible for the expenses incurred in performing this assignment.

A list of Judges who have accepted TTCA Member-Breeders' and Member-Owners' nominations in the most recent 12 months will be compiled by the Futurity Stakes Chair. The initial voting ballot, with instructions, will be disseminated to all TTCA Member-Breeders and Member-Owners who have made Futurity Stakes nominations in the past 3 years. Those members will vote for their top 2 choices in order. The 3 Judges with the

highest number of votes via the nomination forms and all Judges nominated by 3 members of the TTCA membership will go on to a written ballot vote of the General Membership, and be elected by the highest number of votes. The candidate who is second in the balloting shall be designated Alternate Judge, should the first nominee be unable to judge. All voting must be completed by one year prior to the year of the National Specialty Futurity Stakes judging assignment. All candidates will be notified of the election results in writing.

9.5 Agility Judge: At the discretion of the local host Club or Group agility may be offered either as limited to Tibetan Terriers or open to all breeds in conjunction with an All-Breed Club. If the TTCA is the sponsoring Club such Judge should sign a contract letter with copies to the National Show Advisor and the TTCA Treasurer. Upon prior approval, the TTCA shall be responsible for the payment of the Judge's fee.

9.6 Special Events Judges: At the discretion of the Specialty Show Committee Breeders Class and Grand Sire/Grand Dam Class may be offered. The Judges selected for these classes should sign a contract letter with copies to the National Show Advisor and the TTCA Treasurer. Upon prior approval, the TTCA will be responsible for the payment of the Judge's fee. Fun events, if offered, such as a costume contest shall be at the sole expense of the local host Club or group.

9.7 Judges Comments: All judges should be invited to the Annual Dinner to offer their comments.

9.8 Advertising: The identity of the Judges may not be advertised publicly until the AKC approves the Panel.

9.9 Accommodations: Arrangements must be made for the Breed Judge's meals and accommodations. If made in the Headquarters Hotel, the room should be as far from the Exhibitors as possible. If possible a complimentary room provided by the Hotel may be used for this purpose. Transportation to and from the airport and to and from the show site (if away from the Hotel) must also be provided for preferably with a volunteer member who is not exhibiting before that Judge. All such expenses shall be paid for by the TTCA.

10.0 SHOW SITE REQUIREMENTS: The following AKC publications and items must be available at the show site:

- Rules Applying to Dog Shows
- Dealing with Misconduct at AKC Events guide for Bench Show and Obedience Trial Committees. (Five TTCA Members familiar with this guide should be appointed to serve as a "Bench Committee" if necessary).
- AKC Obedience & Rally Regulations
- Regulations for Agility Trials
- Junior Showmanship Regulations
- Conformation Show Judges Guidelines

- The Complete Dog Book
- Most current AKC Show/Trial Manual
- Red Cross approved emergency first aid kit
- At least one working cellular telephone

11.0 ADDITIONAL SERVICES:

11.1 Emergency Procedures: The AKC requires all clubs holding a licensed event to provide a detailed Disaster and Emergency Plan. The Disaster and Emergency Plan form must be filed with the application to hold the event. Clubs must advise local authorities (police, fire department, medical services, etc) of their event, including the exact location, ingress, egress and duration, within thirty days prior to the event. Please refer to the AKC Emergency Procedures at Dog Events for further requirements.

11.2 Show Photographer: Arrangements should be made in advance and in writing. It may be necessary to provide accommodations or pay some of the expenses of the photographer. Such expenses are payable by the TTCA. A complimentary set of photos should be sent to the Club Historian.

11.3 Video Photographer: Normally a video photographer can be found to work for no fee other than what is paid by the purchaser's of the video CD/DVD. If a fee is required, the TTCA Treasurer must approve it in advance. It may be necessary to provide accommodations or pay some of the expenses of the photographer. Such expenses are payable by the TTCA. A complimentary video copy should be sent to the Club Historian.

11.4 Veterinarian: Veterinarian can either be on site or on call. This information must be provided to the AKC on their Disasters and Emergencies Plan Form before the Specialty Show can be approved.

11.5 Insurance: The Specialty Show Chair should check with the TTCA Treasurer to confirm that the liability insurance covering the events is in force. The Hotel may require a certificate of insurance verifying that insurance is in force from the TTCA Treasurer.

11.6 Table Space: The Specialty Show Chair should check with the Sales Committee Chair, the Club Historian, the Health Committee Chair, and the Tibetan Terrier Health and Welfare Foundation Secretary to ascertain the table space requirements, if any, of each of them and to make the necessary arrangements for such tables at the show site.

12.0 PUBLICITY: One year in advance a flier should be prepared providing basic information concerning the location of the Specialty and other pertinent information and distributed at the previous Specialty. The flier containing this information can also be included or attached to a Newsletter. The TTCA Newsletter and Website Manager should also be sent the calendar of events for publication and posting. Six months in advance information concerning the Specialty in the form of a flier may be mailed to the membership at the

expense of the TTCA. Additional items should also be transmitted to the Newsletter Editor and Website Content Editor for publication from time to time along with trophy and auction solicitations. Three months in advance a brochure containing the schedule of events, hotel information, and an ordering form covering meal functions should be printed and mailed to the membership.

13.0 FINANCING THE NATIONAL SPECIALTY:

13.1 Specialty Checking Account: The TTCA Board of Directors shall authorize the TTCA Treasurer, with an appropriate resolution, to open a TTCA National Specialty checking account. All revenues shall be deposited into this account and all expenses shall be paid from this account. The TTCA Treasurer, National Specialty Treasurer and the TTCA President will be named on the account and each may individually sign checks on this account. Upon the approval of the Specialty budget the TTCA Treasurer shall direct up to \$3,000 in seed money to this account. Not later than 60 days after the conclusion of the National Specialty all funds remaining in the account shall be sent to the Treasurer of the TTCA to support future specialties.

13.2 Revenues: Revenues received by individuals on behalf of the TTCA must be forwarded to the Specialty Show Treasurer within two weeks of receipt with an itemized accounting. The sources of revenue for financing the costs of a National Specialty are:

13.2.1 Auction: The Auction takes place at the Auction Dinner during the prior year's Specialty and is an important source of revenue. It is important for the Show Committee to solicit items for the Auction; to confirm that these items arrive by the date set for the Auction, and to encourage bidding. Auction revenues are for TTCA specialty expenses.

13.2.2 Trophy Fund: The host club or group should establish a trophy fund within the Specialty checking account where individuals can make contributions. Solicitations for this fund can also be made through the TTCA Newsletter and the TTCA Website. All funds contributed to this fund shall be used for the purchase of trophies or awards for the Specialty. Donors should be credited in the Premium List and Specialty Show Catalog.

13.2.3 Dinners: Meal charges at a minimum must cover the cost of the meal, tips, fees, and taxes. Up-charges on meals above the actual cost are permissible up to a maximum of \$5.00 per meal to cover expense. Any surpluses are used for TTCA specialty expenses.

13.2.4 Show Entries: All revenues from entries received in excess of the expense of the Superintendent or Secretary are available for TTCA Specialty expenses. In some cases, entry fees will not exceed the fees of the Show Superintendent. In cases where the Show Superintendent fees exceed entry revenues the additional costs are a TTCA Specialty expense.

13.2.5 Catalog Sales and Ads: Revenues received in excess of the cost of the Catalog printing are available for TTCA Specialty expenses.

13.2.6 Reserved Seating: All revenues from the sale of reserved seating are available for extras provided by the host club or group

13.2.7 Vendor Space Rentals: All revenues derived from vendor space rentals are available for extras provided by the host club or group

13.2.8 Raffles: The local Club or group can raise money by holding raffles. At the prior year's Specialty, there will be an opportunity at the Annual Dinner to sell 50/50 raffle tickets for the benefit of the next year's Specialty. The host club or group should provide raffle tickets for this purpose. Raffle proceeds are available for extra expenses.

13.2.9 Sale of Promotional Items: Most host clubs or groups have items made containing their distinctive logo. Examples are tee shirts; sweat shirts; cards or other items. Purchases of such items are at the expense of the host club or group. Proceeds from the sale of promotional items may be used to pay for extras not covered by Specialty revenues. Promotional items for the Specialty can be placed on sale on the last day of the prior year's Specialty and can be advertised in the Newsletter after that Specialty. Upon written request of the host club or group, the TTCA will advance funds for the cost of promotional merchandise in an amount not in excess of \$750.00 which amount will be reimbursed upon sale of the promotional merchandise. (Attachment 15)

13.3 Expenses: The expenses in putting on a National Specialty include, but are not limited to, the following:

13.3.1 Printing and Mailing Costs: This includes fliers, informational material distributed at the show and the event brochure, which is mailed to the membership.

13.3.2 Show Site: The cost will be dependant on the Hotel contract agreement, which takes into account the room rates the amount of the room block and the anticipated revenues to the Hotel from the meal functions. Sometimes the Hotel will negotiate a sliding scale based on room nights or their overall revenues. In the event of non-payment for meals or a hotel charge by an attending TTCA member, such member shall be deemed to be not in good standing in the TTCA until such debt is paid in full. If the show site is at a Fairground, it will normally be a flat cost per day. For Agility, it is often necessary to find a location outside of the Hotel and there may be an additional cost for such a facility.

13.3.3 Judges Fees and Expenses: These are as noted under "Judges" above and include travel, lodging, and hospitality if applicable

13.3.4 Trophies: A budget for trophies for the Specialty and any Supported Entry at the adjacent All-Breed Shows should be established by the Specialty Show Committee based on the estimated funds available from trophy donations. Trophies can be donated in memory of a dog or for a particular class.

13.3.5 Floor Coverings: Depending on where the exhibition area is in the Hotel they will often require carpet covering. This can be expensive if provided and installed by a Show Superintendent. Stick-on plastic suitable for carpet coverings can be purchased and laid by volunteers.

13.3.6 Equipment: If a Superintendent is used as part of their fee they will normally provide rings and all equipment necessary for obedience and conformation events. If a Secretary is used, it will be necessary to rent this equipment from an all-breed or obedience club in the area. Agility requires special equipment that can best be rented from an Agility Club in the area, and there may be a cost for transporting it. If the agility event is offered for all-breeds, an agility club may provide the equipment if the event is sponsored by the TTCA. The Hotel (or the Fairgrounds) normally provides tables and chairs

13.3.7 Miscellaneous Supplies: Pooper scoops and bags, plastic for use under crates, tape, markers, tacks, pens, pencils, wet wipes, tissues, paper, note pads, etc should be available.

13.3.8 Dinners and Lunches: Meals are paid for by the attendees and should be charged for as noted in Revenues.

13.3.9 Hospitality Room: The Specialty Show Committee, should establish and maintain a hospitality room. They should try to arrange with the Hotel for permission to bring in snacks and beverages; otherwise, the room service cost can be prohibitive. Refreshments are at the option of the host club or group and the expenses for such payable by the host club or group. The Hospitality Room should be staffed by Volunteers and the room should be locked during Show hours.

13.3.10 Board of Directors Expenses: Usually coffee and pastries will be requested for the Directors at their meeting and on occasion lunches if they do not break. Sometimes special telephone arrangements are necessary for missing Directors and Committee Chairs. All of these expenses are the responsibility of the TTCA and will not be charged against the Specialty Budget The Corresponding Secretary shall work with the Specialty Show Chair or Hotel Liaison to make sure that the room and these items are provided.

13.3.11 Flowers: Arrangements should be made for suitable flowers for the Photographer's stand.

13.3.12 Welcome Package: Welcome packages and other special amenities area an optional expense that may be provided at the option of the host club or group and expenses for such payable by the host club or group. It is customary for the host club or group to distribute these packages upon check-in or in the hospitality room containing information about the Specialty and the local area. Many companies will provide free samples of their dog-related products that can be included in the Welcome Package.

14.0 DISBURSEMENTS AND PERMISSIBLE USES OF REVENUES:

The National Specialty is an event of the TTCA, which is legally responsible for the functions taking place at the Hotel and Fairgrounds (if applicable). Individual room charges are the responsibility of the attendees and are not to be included in the Hotel Master Account. The Specialty Show Treasurer must be provided with copies of everything having a financial bearing on the Club or which constitutes an obligation of the Club including the Hotel and Superintendent contracts.. It is the obligation of the Specialty Show Chair to make sure that no significant costs not authorized by these Guidelines are incurred without the prior consent of the National Show Advisor and the Specialty Show Treasurer. Complimentary rooms, transportation or meals may not be committed other than for Judges or photographers without the prior approval of the. National Show Advisor. Complimentary rooms may be used for judges, photographers, education speakers, hospitality or other related purposes. They are not to be used for Show Committee, Officers or Board Members or other individual benefit. - A Budget Form showing the projected items of revenues and expenses is included in the Appendix. A copy of the Budget shall be submitted to the TTCA Treasurer as soon as sufficient information is available. The Budget shall be updated and sent to the Treasurer as changes become necessary.

The following is a summary of Specialty expenses, payable by the TTCA, and Extra Specialty expenses that-should be borne by the host club or group:

14.1 Regular Expenses Payable by the TTCA:

- Trophies (for the Specialty and supported entries for the adjacent all-breed shows)
- Judges Fees and related travel and hospitality expenses
- Ring refreshments for Judges and Stewards
- Stewards lunches during show
- Refreshments for show staff volunteers
- Superintendent or Secretary fees and expenses
- Hotel Charges- e.g. function rooms, plastic floor covering, electrical service, dumpsters
- Show and Video Photographer
- All expenses for an Agility event.

- Equipment Rental- e.g. Audio Visual
- Temporary Help- e.g. bartender fee
- Printing and Postage: e.g. fliers, event brochure, informational material, trophy letter
- Flowers for the Ring and Photographer's stand
- Miscellaneous Supplies- e.g. plastic for hotel guest rooms

The Host Club or Group may at its discretion provide "extras" that are not covered above at its own expense through fund-raising, examples of which are listed below

"Extra" Optional Expenses

- Hospitality Bags (Welcome packages)
- Refreshments including morning coffee
- Table Decorations
- Table Favors
- Candy baskets and Dog treats

15.0 BUDGET & ACCOUNTING:

The Specialty Show Chairman and the Specialty Show Treasurer shall develop and submit to the TTCA Treasurer and National Show Advisor, for approval, a detailed budget (attachments 11 & 12) at least nine months prior to the National Specialty. Upon such approval by the National Show Advisor and TTCA Treasurer the Treasurer shall provide the necessary seed money for the upcoming National Specialty.

The checking account for and all account records should be maintained in an electronic format. It is highly preferable that the Specialty Show Treasurer use Quicken or other basic accounting program that the treasurer is familiar with for the checking account. The TTCA will provide or purchase the accounting program.

The National Show Treasurer will submit regular financial updates and progress reports to the TTCA Treasurer, The National Show Advisor and the TTCA President as requested at appropriate intervals prior to the Specialty.

Within 60 days after the National Specialty, the Specialty Show Treasurer shall provide a final accounting including a comparison to budget of all revenues generated and all expenses disbursed in connection with the Specialty to the Treasurer of the TTCA with copies to the Specialty Show Chairman and National Show Advisor.

Attachment 1 – Job Description: National Show Chair

The National Show Chair shall serve as the National Show Advisor as provided in these Guidelines.

The primary function of the National Show Advisor is to assist and provide guidance to the Specialty Show Chair for either the annual National Specialty or any Regional Specialty, and to monitor and report to the Board of Directors on the status of all Specialties, both National and Regional on an as needed basis.

The National Show Advisor shall solicit regional clubs, or TTCA membership groups, to conduct National and Regional Specialties and shall coordinate the dates of these proposed events, subject to the final approval of the Board. The Chairman shall advise and assist each Specialty Show Chair in: complying with the TTCA National Specialty Guidelines and the AKC Show Manual; setting up budgets; filing AKC applications; negotiating contracts with hotels, sites and show superintendents; preparing publicity materials; and scheduling of the programs and other functions to be conducted or held.

The National Show Advisor or a committee member shall be required to attend all National Specialties, and, insofar as possible, to attend Regional Specialties.

NATIONAL SPECIALTY SHOW CHAIR AGREEMENT LETTER

TO: Specialty Chair

FROM: National Show Committee

Now that you have decided to Host the National Specialty we want you to read these Guidelines and hopefully they will help you and the club to have a successful Specialty. There are many things that the Board expects you to do and many things that are left for you and your committee to decide.

The Guidelines have been arranged to be user friendly and provide a comprehensive review of the many features involved with putting on a Specialty. You will find a variety of attachments such as sample letters to judges, checklists, budget forms, and a collection of motions and consensuses. They have been provided for your convenience and we recommend that you make full use of these documents.

You will also be provided with copies of the most recent Specialty financial reports and a budget form showing the various items of revenue and expense for your guidance. A "Hotel Data Form" is also included. It is to be completed after your Specialty. Although we expect you to be fiscally responsible, the goal is to have a successful Specialty rather than to be a fund raiser for the Club.. If you have any suggestions for improvements, please pass them on to me.

Read these Guidelines carefully. If you have any questions please call and talk them over with me. If you find anything that you feel you cannot follow, or does not work in your situation, you are to bring it to me and I will present it to the Board to see if it can be worked out. The Board is always available to assist you and to help prevent problems.

National Show Committee Chair

I have read these Guidelines and agree to follow them. If I have any problems I will come back to the National Show Committee Chair and the Board for their guidance.

Specialty Chair

(Two copies - sign both copies, one for your records and mail the other to me)

Attachment 3 – National Specialty Checklist

NATIONAL SPECIALTY CHECKLIST

_____ **Judge:** Confirmation letter received
Name, Address, Phone and Email:

_____ **Hotel:** Contract signed
Name, Address, Phone and Email

_____ Sales Representative/Contact Person
Name, Phone and Email

_____ **Emergency Services:** (see AKC Emergency Procedures)

_____ **Veterinarian**

_____ **Financial Arrangements:** (credit info from TTCA Treasurer and binder if required by Hotel)

_____ **Trophies:** (make plans for donations and fund raisers)

_____ **Photographer:** (make sure available both show days)

_____ **Video Photographer**

_____ **All-Breed Show Contact:**

(check on use of Specialty Judge on their panel to share travel expenses;
check on Supported Entry--if any)

_____ **Dinner Menus:** (confirm arrangements with Hotel Catering Dept)

_____ **Other Functions/Special Events**

_____ **Liability Insurance:** (certificate from TTCA Treasurer for Hotel or Fairgrounds)

_____ **Superintendent or Show Secretary Contract**

_____ **Stewards:** (at least 2 for breed and 2 or 3 for Obedience)

_____ **Publicity:** (assign someone to prepare or arrange for necessary publications and publicity)

Attachment 4 – AKC Checklist

AKC CHECKLIST

- _____ **Show Date** (make sure there are no conflicts)
- _____ **Submit Show Layout**
- _____ **File Disaster and Emergency Plan**
- _____ **File Application** (at least 24 weeks prior to closing date)
- _____ **File Judges Panel**
(Including name and address of Superintendent 18 weeks prior to closing)

THE FOLLOWING ITEMS WILL BE HANDLED BY THE SUPERINTENDENT/SHOW SECRETARY:

- _____ **Premium List:** (Sent at least 4 weeks prior to closing date via usps)
- _____ **Judging Program:** (one week prior to show date)
- _____ **Show Records:** Judges books and marked catalog
(to be received by AKC within 7 days)*
- _____ **Show Report Form:**
(to reach AKC Events Records Dept within 7 days from show)*
- _____ **Recording Fee and Service Fee:** (to reach AKC within 7 days from show)*
- _____ **Agility and Rally:** Are considered separate events and therefore require their records to be sent separately to AKC. Marked catalog, judge's book, report and recording and services fees must be sent to AKC separate from conformation and obedience documents.

*Records, Report Form, and Fees submitted to AKC should be sent using some type of delivery confirmation such as certified mail. These items may all be sent to AKC together.

Attachment 5 – Equipment Checklist

EQUIPMENT CHECKLIST

- P.A. System
- Armbands (and elastics)
- Portable toilets and Tenting (if outdoors)
- Tables and Chairs
- Ring Setups (carpet coverings for ring and grooming areas if required)
- Obedience and Rally Equipment
- Water and Ice
- First Aid Kit (Red Cross approved)
- Ring Markers
- Ribbons and Badges
- Judges Books
- Trophies
- Exercise Pens and Pooper Scoopers
- Cleanup Tools (mop, bucket, broom, paper towels and sawdust if indoors)
- Bleach or Disinfectant (either indoors or outdoors for Obedience)
- Directional Arrows (and outdoor signs)

FORM LETTER TO JUDGE RE AVAILABILITY

TIBETAN TERRIER CLUB OF AMERICA, INC.

RETURN ADDRESS
DATE

JUDGES ADDRESS

Dear _____:

I am pleased to inform you that you were selected by a membership vote of the Tibetan Terrier Club of America to judge our _____ National Specialty, which is to be held at _____ on _____.

If you are available will you kindly provide us with your terms for judging this show. We ask that you agree not to judge the breed for six months before the show and the Non-Sporting Group for one month prior to this assignment.

If the terms are mutually agreed upon, we will submit your name to the AKC for approval. Please sign one copy of this letter and return it to me as soon as possible to advise if you are interested in accepting this assignment.

Very truly yours,

NAME, ADDRESS TELEPHONE NUMBER, AND EMAIL ADDRESS.

(Two copies to be sent- one to keep and one to return)

Attachment 7 – Judges Confirmation of Assignment Letter

FORM LETTER TO JUDGE CONFIRMING ASSIGNMENT

TIBETAN TERRIER CLUB OF AMERICA, INC.

RETURN ADDRESS
DATE

JUDGES ADDRESS

Dear _____:

I am pleased to confirm your judging assignment at our National Specialty to be held on (DATE) at (LOCATION)].

As per our telephone conversation, the Club will pay you \$_____ plus expenses for judging at our show, and you agree not to accept any Tibetan Terrier judging assignments for six months prior to this assignment and the Non-Sporting Group for one month prior to the assignment.

We are submitting your name to the AKC for approval of this assignment and I will be in touch with you as soon as I receive approval from them.

Upon completion of the assignment the Club would greatly appreciate a brief written critique of the entry for our Newsletter.

Will you kindly indicate your agreement to the conditions set forth in this letter by signing and returning one copy to me as soon as possible. We look forward to having you as a Judge at our National Specialty.

Very truly yours,

NAME, ADDRESS TELEPHONE NUMBER AND EMAIL ADDRESS.

(Two copies to be sent- one to keep and one to return)

Attachment 8 – Judges AKC Confirmation Letter

FORM LETTER TO JUDGE CONFIRMING AKC APPROVAL

TIBETAN TERRIER CLUB OF AMERICA, INC.

RETURN ADDRESS
DATE

JUDGES ADDRESS

Dear _____:

I am pleased to inform you that the American Kennel Club has approved your judging assignment at our National Specialty on (DATE) at (LOCATION).

We will be in touch with you closer to the show date to complete all travel and accommodation details. I am enclosing an ACCOMODATION AND HOSPITALITY SHEET for you to complete and return to me whenever your travel arrangements have been made.

Thank you again for your participation and I am looking forward to seeing you at our show.

Very truly yours,

NAME, ADDRESS TELEPHONE NUMBER AND EMAIL ADDRESS.

Attachment 9 – Accommodations and Hospitality Sheet

ACCOMMODATION AND HOSPITALITY SHEET
TIBETAN TERRIER CLUB OF AMERICA, INC.

I (will, will not) need transportation as furnished by the Club

ARRIVAL

Date _____ Airport _____ Carrier _____ at _____
from _____ Flight # _____

DEPARTURE

Date _____ Airport _____ Carrier _____ at _____
to _____ Flight # _____

Other transportation required: _____

I (will, will not) require you to make reservations in my name at the Host Hotel

Single Room _____ Double Room _____

Rooms will be reserved for the nights of (include dates) and if additional accommodations are required please state:

Do you have any special dietary requirements or requests?

If there are additional requests or changes in the above please contact

NAME, ADDRESS, TELEPHONE, EMAIL

Attachment 10 – Judges Expense Statement

JUDGES FEE AND EXPENSE STATEMENT
TIBETAN TERRIER CLUB OF AMERICA, INC.

DATES _____
SHOW _____
NAME OF JUDGE _____

We hope your assignment will be pleasant and enjoyable. If you will present this statement of fee and expenses to the Specialty Show Chair or TTCA Treasurer before judging your check will be ready at the close of your day.

FEE	\$ _____
AIR FARE	\$ _____
AIRPORT PARKING	\$ _____
MILES @ CENTS PER MILE	\$ _____
LIMOUSINE OR TAXI	\$ _____
MOTEL (OR HOTEL)	\$ _____
MEALS	\$ _____
MISCELLANEOUS (TIPS, ETC)	\$ _____
OTHER	\$ _____
 TOTAL	 \$ _____

REMARKS: _____

(We welcome your input!)

Signature

[Please attach all receipts with this form when submitting for reimbursement. Please be advised that we are required to report income exceeding \$600 to the IRS on form 1099-MISC at the end of the year, and any expenses that are not substantiated are considered as income.]

<u>REVENUES</u>	Projected	Actual	Prior Year
Auction			
Trophy Donations			
Individual Contributions			
Entry Fees			
Catalog Sales			
Catalog Advertising			
Dinner Sales			
Hotel Rebate (if applicable)			
TOTAL REVENUES			
<u>EXPENSES</u>	Projected	Actual	Prior Year
AKC Fees			
Judges Fees & Expenses			
Superintendent/Secretary Fees			
Exhibition Area Room Rental			
Floor Coverings			
Miscellaneous Hotel Charges			
Equipment Rental			
Agility Equipment Rental			
Trophies			
Awards/Ribbons			
Dinner Charges			
Judge and Guest Hospitality			
Catalog			
Postage			
Printing and Copying			
Equipment & Supplies			
Photographer			
Flowers			
TOTAL EXPENSES			

Attachment 12 – Host Club/Group Budget Worksheet

REVENUES	Projected	Actual	Prior Year
Raffles			
Merchandise Sales			
Reserved Seating Sales			
Vendor Space Rentals			
TTCA Support			
TOTAL REVENUES			
EXPENSES	Projected	Actual	Prior Year
Welcome Package			
Refreshments			
Morning Coffee			
Table Favors			
Decorations			
Miscellaneous			
Exhibitors Hospitality			
TOTAL EXPENSES			

Tibetan Terrier Club of America, Inc.
 Administrative Procedure
 National Specialty Guidelines

TTCA-AP-011
 Revision 2
 January 23, 2018

Site Location	Rate	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Total	Gty	Food & Bev
Denver 1998 Block	\$75.00	0	0	25	75	75	75	25	0	0	275		
Denver 1998 Occupancy		6	9	31	72	78	65	28	6	4	304	200	\$8,800.00
Maryland 2000 Block	\$85.00	0	0	0	100	100	100	50	0	0	350		
Maryland 2000 Occupancy												250	
Ft Worth 2001 Block	\$85.00	0	0	20	50	50	50	20	0	0	140		
Ft Worth 2001 Occupancy			12	27	55	70	61	50	13	0	288	160	\$12,397.00
Wisconsin 2002 Block	\$89.00	0	12	35	75	95	90	70	0	0	377		
Wisconsin 2002 Occupancy		4	18	46	80	78	67	33	6	0	342	264	\$6,468.00
Sturbridge 2003 Block	\$92.00	75	100	100	125	125	20	0	0	0	545		
Sturbridge 2003 Occupancy												388	4/\$14,656.88
Denver 2004 Block	\$94.00	0	15	40	70	75	65	40	10	0	321		
Denver 2004 Occupancy											240	252	3/\$7811.87
Lancaster 2005 Block	\$99.00	0	0	117	117	117	23	23	23	117	537		
Lancaster 2005 Occupancy				40	75	65	2	8	33	42	265		3/\$7256.83
San Francisco 2006 Block	\$99.00	2	15	50	75	75	75	11	1	0	304		
San Francisco 2006 Occupancy											263		2/\$7,456.52
Kentucky 2007 Block	\$87.00	20	35	50	65	110	100	0	0	0	370		no
Kentucky 2007 Occupancy		9	35	65	81	80	59				329*		3/\$10,367.97
Syracuse 2008 Block	\$109.00	10	50	100	100	50	50	0	0	0	360		no
Syracuse 2008 Occupancy		13	24	61	70	62	42	26	2	1	301		3/\$10,088.18
*Room total count per invoice													

Attachment 14 – Hotel Data Sheet

Show Chair should complete this Data Sheet as soon after the Specialty as possible, and submit the form to the TTCA National Show Committee Administrator. **THIS IS FOR THE BENEFIT OF FUTURE NATIONAL SPECIALTY CHAIRS IN PLANNING THEIR EVENT.**

Date of National Specialty	
Name of Hotel	
Location of Hotel	
Total Number of Rooms	
Room Rate	
Room Block	
Room Night Guaranty	
Room Night Occupancy - Totals	
• Sunday	
• Monday	
• Tuesday	
• Wednesday	
• Thursday	
• Friday	
• Saturday	
Complimentary Room Formula	
Meeting Room Charges	
Exhibition Room Charges	
Number of Meals – Auction Dinner	
Number of Meals – Annual Dinner	
Total Meal Expense	
Equipment Rental	

COMMENTS CONCERNING FACILITY:

Attachment 15 – Request for Promotional Merchandise Advance

Tibetan Terrier Club of America, Inc.

Date:

Treasurer TTCA

We hereby request an advance in the sum of _____ (not to exceed \$750) for the purpose of purchasing promotional merchandise to be offered for sale by our host club or group with the proceeds to be used as payment for extra amenities to be provided at the _____ National Specialty.

We agree to reimburse the TTCA for the amount advanced promptly upon sale of the promotional merchandise.

Specialty Show Chair

- April 26, 2016. Moved by Claire and seconded by Rene to have the Corresponding Secretary request a brief bio from the five finalist conformation judges on the ballot and published in the newsletter and on the website. Motion approved. Minutes of the TTCA Board Meeting, April 26, 2016
- May 15, 2006. Victoria White made a motion that the Invitational Committee be reorganized under the direction of the National Show Chair. Linda Immel seconded. Motion carried. Minutes of the TTCA Board Meeting, May 24, 2006.
- May 24, 2004. Seed money for National Specialties Proposed motion: The host group/club/individual for the TTCA National Specialty may request a \$500.00 advance from the club Treasurer to be used for national expenses which may include but are not limited to dinner table decorations and hospitality room supplies. Host is expected to provide TTCA with receipts totaling at least the amount of the advance to verify that the funds were used appropriately. Funds may be requested after the hotel/show site and the superintendent are under contract. Motion approved by consensus. Minutes of TTCA Board Meeting, May 24, 2006.
- May 14, 2002. Linda Immel made the following motion, seconded by Carol Van Pelt: I move that all fundraising activities at National Specialty shows shall be under the approval of the host club, with the exception of next year's club having the option of doing a 50/50 raffle and selling promotional merchandise on the day of the conformation judging. The motion was approved by consensus. Minutes of TTCA Board Meeting, May 14, 2002.
- March 20, 2001. Agreed by consensus to limit the sale of items in support of upcoming specialties at the National Specialty be limited to sales by the club or host of the current year and only the next following year. Minutes of TTCA Board Meeting, March 20, 2001.
- March 20, 2001. Discussion on the possibility of implementing a National Trophy Chair to lessen the burden on the show chair and to obtain a consistency in trophy offerings. The consensus was that continuing to have the local club or host to arrange the trophies made for more interesting and unique trophies than a National Chair would likely be able to do. Minutes of TTCA Board Meeting, March 20, 2001.
- March 20, 2001: Consensus was that all areas of the country should continue to be considered for Specialties as in addition to actual entries there is value to educating – and attracting TTCA membership and activity – the owners in less populous areas. Minutes of TTCA Board Meeting, March 20, 2001.
- April 19, 2000: Specialty Promotional Items: There was discussion of how proceeds from the sale of souvenir type items by the host clubs or individuals should be allocated. The consensus was that funds raised by the local people should remain with

the local people to pay items such as hospitality, flowers and other miscellaneous expenses. Minutes of TTCA Board Meeting, April 19, 2000.

- April 19, 2000: Moved by Sue Carr and seconded by Mark Bair to establish a Committee to continue holding an Invitational event consisting of the Top Twenty in conjunction with the National Specialties; the Committee will be self-supporting and continue using the guidelines used by the Bay Colony Club in 1999. Motion carried. Minutes of TTCA Board Meeting, April 19, 2000.
- November 12, 1999: Moved that after the election of the Specialty Judge, the Chairperson for that show has thirty (30) days to contact the Judge with the majority of votes cast by the Membership. The Show Chairperson shall contact the Judges in the order of the vote, the majority votes first and descending. If the Show Chairperson does not contact the Judge within the thirty (30) day period, the responsibility for doing so will then fall to the National Show Committee Chairperson. In addition, the group hosting the Specialty will have a date ready for the show by the time of the election so there will be no delay in plans.
- May 5, 1999: Moved that effective 2002 there will be a cap on the price of Specialty judges of \$500. And that members of the same household will not judge within 5 years of each other. (If the host club wishes to pay the difference from their budget, they may use a judge from the list whose fee is higher than the \$500.)
- June 3, 1998: Board Consensus: Trophy donations by nonmembers, acceptance of trophy donations by non-members is at the discretion of the Specialty Show Chairman.
- June 12, 1996: Moved that the Tibetan Terrier Club allow up to three Regionals a year and they have to be approved by the Board.
- June 12, 1996: Moved that 25% of the futurity nomination fee goes to the Grand Futurity Winner starting with the 1997 Futurity; of the 25% of the futurity nomination fee, 50% goes to the Grand Futurity Winner, 25% goes to the Puppy Futurity Winner, and 25 % goes to the Adult Futurity Winner.
- May 23, 1995: Moved that the TTCA Historical Records be sent to the Show Chairman of the National Specialty and that the Show Chairman/Host Club be responsible for the management, display and timely return of the records.
- 1994-95 Mail Ballot: Moved that the TTCA restore/repair all TTCA National Specialty Challenge/Perpetual Trophies, at a cost not to exceed the replacement value.
- 1994-95 Mail Ballot: Moved that it shall be the obligation of the National Show Committee Chairman to ship/deliver all National Specialty Challenge/Perpetual Trophies in acceptable maintained condition to the subsequent year's National Show

Specialty Committee.

- May 14, 1994: Moved we increase the number of Superior Quality Specimen Awards to four when up to 30 specials are entered. For over 30 specials entered, six dogs would be awarded. Winners dog and Winners bitches are not eligible for the Superior Quality Specimen Award.
- May 14, 1994: Moved that Judges not be allowed to judge National Specialties within a 10 year period or Regional Specialties within a 3 year period.
- May 14, 1994: Moved that all Sweepstakes and the Futurity will be held within the two day time frame of the National Specialty.
- August 18, 1993: Moved that the following directives for selection of specialty judge. To maximize member input, the voting and nomination process will be included on the TTCA election ballot. To help assure judges availability, the selection process will be maintained with a two year plus leeway to assure judges availability.
NOMINATIONS: Nominations will be solicited for the future while simultaneously voting for the next judge. List ineligible judges, or those who have judged a National within the last 10 years, or a Regional within the last 5 years. Allow for two nominations per member.
VOTING: Include only 5 judges on the list to be voted on. Include on ballot – “Vote for only one”. If top vote getter becomes unavailable, the 2nd, 3rd, etc. choices will be used. So as not to eliminate top candidates, the 1st and 2nd runners up will automatically be carried over to the voting list for the next year. Therefore, the voting list will include 2 election runners up and 3 top nominees. In the case of ties, some flexibility may be necessary to include an extra judge on the voting list. The Futurity judge voting can be included on this ballot also. These nominations must be a separate function, as specific rules regarding the Futurity nomination process.
- April 21, 1993: Moved that the same judges cannot do a National Specialty for 10 years, nor a Regional Specialty for 3 years.
- June 6, 1990: Moved to purchase regional videos, as available, for historical records.
- June 6, 1990: Move that individuals receiving checks on behalf of the TTCA should forward them to the Treasurer with tally sheets within 2 weeks.
- June 6, 1990: Move a Separate Financial statement be made within 60 days of the National Specialty.
- March 3, 1988: Move that offers by or on behalf of club members for 3-time Challenge trophies to be awarded at the TTCA National Specialty will be considered if the donor endows commemorative awards for 15 years or more. If the Challenge trophy is retired

in less than 15 years, the commemoratives will be returned to the donor. (I will see if this is the last motion I can find on this, because I think it was changed to 10 years or the money to cover 10 years.)

- 1987: A motion that Specialty information be available to TTCA members 3 months in advance when available.
- 1985: The Show Chairperson is to consider the judge with the highest number of votes as his first choice and if this judge is not available then work his way down the list. Proposed and passed by the 1985 TTCA Board
- 1985: The Sweepstakes and Obedience judges' selection are left to the discretion of the Show Chairperson and his Committee. Proposed and passed by the 1985 TTCA Board
- 1985: Dates should concur. The National Specialty and the National Meeting if possible, will happen on the same date. A Constitution amendment proposed that these events will occur during the first half of the fiscal year. Proposed and passed by the 1985 TTCA Board
- 1985: The videotapes from each National Specialty to date and from all future National Specialties be secured by the TTCA and stored with the historian. Proposed and passed by the 1985 TTCA Board
- 1985: Ribbons and trophies for the entire show weekend of the National be donated or subsidized by donations so that every show day of the weekend is well supported. A list will be printed to acknowledge donors. Proposed and passed by the 1985 TTCA Board
- 1985: Funds for the Specialty and all activities required funding surrounding the Specialty will be directed through the National Treasurer. Proposed and passed by the 1985 TTCA Board
- 1985: The National Specialty is not a money making proposition. However, it must remain fiscally responsible. Proposed and passed by the 1985 TTCA Board
- 1985: Location and accommodation should be carefully considered for participants. Future shows will take into consideration that the ring be available to spectators on all four sides. Also, the ring must be appropriate in size for the number of dogs. Minimum size for the ring will be 40' - 50' under any circumstances. Proposed and passed by the 1985 TTCA Board
- 1985: Two rooms, one for hospitality and one for the meeting of the Board, will be

provided for. Proposed and passed by the 1985 TTCA Board

- 1985: The National Specialty be held so that it is convenient to the other shows that occur on the same weekend. Proposed and passed by the 1985 TTCA Board