

The Bulldog Club of America, Inc.

Established 1890

Member of the American Kennel Club, Inc.

BULLDOG CLUB OF AMERICA NATIONAL SHOW RULES AND PROCEDURES

Approved by Council November 23, 2021

Norman OK

Committee meeting: November 21, 2021

Chairman: Jeff Ryman

Members Attending: Robin Stowell (by phone)

Marilyn Dundas (by Phone)

Nancy Newcomb

Annette Nobles

Ashley Miller

Joan Johnson

Guests: Citty Brugalette Div V

The plan for a National Show can start years in advance so we are including the Division and Year for your information.

YEAR	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
DIVISION	7	4	8	5	1	6	2	7	3	8

I. THE FOLLOWING ITEMS ARE MANDATORY AND ANY CLUB HOSTING THE NATIONAL MUST AGREE TO:

- **Items with stars are annotated to allow Flexibility with Executive approval**

- A. The **National Show Week** shall be hosted by the Executive Committee on the odd numbered years (the National Officers in the second year of their term). The Executive Committee shall appoint a National Show Chairman/Coordinator and approve a National Show Committee. The show committee shall consist of the Executive Committee the National Show Chairperson, an Assistant Show Chairperson (if applicable), and a reasonable size show committee.
- B. The National Show Week shall be hosted in the even numbered year in the appointed Division according to the BCA National Show Rules and Procedures rotation plan. The appointed Division Board shall choose the Host Club for the National Show Week
- C. In the even numbered years the Division Board shall delegate to the selected Chairperson/Coordinator and the show committee the responsibility and authority for the planning and conduct of the show week. The show committee shall be responsible to the host club and the Division Board and shall provide periodic reports to the host club, the Division Board and in the last year give quarterly reports to the Division Board and the BCA Executive Committee in accordance with Attachment 1, Article E of these Rules and Procedures.

The host club shall be responsible for providing liaison and logistical support to the show committee but shall have no authority to override any decisions made by the show committee. The show committee, host club and Division Board shall work together to provide a cohesive and cooperative effort in the planning and conduct of the show week.

The Division Board shall have the authority to replace the show chairperson and/or assistant chairperson, with the approval of the host club with a two-thirds vote, if in its opinion they fail to perform their responsibilities in the proper manner and/or are guilty of gross misconduct in the performance of their duties, or where a new Division Board is elected subsequent to the original show chairperson/coordinator and assistant show chairperson being assigned. Any changes in the National Chairperson or assistant chairperson(s) shall be submitted to the current Executive Committee for final approval of the change(s). It should be noted that all reasonable precautions should be taken to avoid any chance of jeopardizing the hotel/site contracts when changing the committee chairperson and/or show committee personnel.

- D. Names for the Division approved Show Chairman/Coordinator (or interim show chairman) and Show Committee for the National shall then be submitted to the Executive Committee for approval at least 18 months prior to the proposed date of the show. The Executive Committee shall provide a letter (see Attachment 2) authorizing the chair (or interim show chairman) to act as the BCA's designated representative for the conduct of the show. This shall also apply to any contracts or letters of agreement that the host club may agree to with any group, or groups that provide sponsorships for the show week.
- E. A club requesting to host a National must include in their proposal a signed statement that they shall conform to the mandatory items as stated in the current edition of the BCA National Show Rules and Procedures. See attached copy of BCA National Show Agreement Rev F dated 11/05/2015 (Attachment 1).
- F. In the event a Division in the even numbered year (off year) rotation is not prepared to host the National Show, either as a result of their declining or the Executive Committee not approving their position in rotation, the sequence of all subsequent Divisions shall be advanced. The Division that has passed its opportunity shall be placed at its normal place in the next rotation; however, the Executive Committee shall have the authority to allow the skipped Division to host the National Show in the next even numbered year. Subsequent division rotation shall return to the prior sequence.
- G. The dates for the National Show shall be between the dates of September 1 and December 1 of each year. The Committee suggests that the following issues be considered when selecting the dates for the National Show:
 - 1. Conflict with traditional family holidays
 - 2. Seasonal weather conditions
 - 3. Hotel prices for dates selected
 - 4. Work schedule of participants
 - 5. School holiday schedules
 - 6. **Conflict with the French Bulldog Club National Specialty** (Revised 11/27/2019)
- H. A copy of the proposed contract for facilities shall be obtained at least two to four years prior to the scheduled date of the National Show Week and sent to the existing National Secretary with a copy to the BCA National Show Rules and Procedures chairperson. The BCA Executive Committee, or its designated representative(s), shall review the proposed contract and provide any comments, suggestions, or recommended changes to the show committee within 30 days of receipt of the proposed contract. The Executive Committee shall provide a letter (see Attachment 3) to the Show Chairperson acknowledging if true that the contract and the show site are consistent with the National Show Rules and Procedures.

- I. No National Show shall be held at a casino connected to an Indian tribe. (Revised 10/11/2017). All National Shows are to be held at a hotel, including any hotel with an adjacent convention or event center. (Revised 10/31/2018)
- J. A Specialty Show Treasurer shall be appointed for each National Show. If the National Show Treasurer uses the BCA taxpayer ID number, they shall be a covered position under the BCA Crime Insurance Policy and must follow the requirements of that policy. The National Show Treasurer shall contact the BCA National Treasurer and confirm that this position is covered by the current policy. The National Show Chairman shall confirm this action. (Revised 10/31/2018)
- K. If there is a reasonable chance that a host club could have liabilities greater than their assets, they must notify the BCA Executive Committee of this as soon as they realize that this situation exists. (Revised 10/11/2017)
- L. All committee chairpersons or anyone else accepting money and reservations for any purpose related to the National Show Week shall submit the money to the National Show Treasurer or deposit it into a show committee account for the National Show within two weeks of receipt. (Revised 10/11/2017)
- M. No show chairperson or person signing the hotel contract shall receive any remuneration, financial benefits or hotel reward points for their personal benefit. (Revised 10/11/2017)
- N. Contracts in the name of BCA or any Division shall be signed by the National President. If the contract also is signed by an individual member club, no National President's signature is required. (Revised 10/11/2017)
- O. A copy of the final signed hotel contract shall be sent to the BCA National Show R&P Chairperson. (Revised 10/11/2017)
- P. * Motel/Hotel large enough to accommodate a large group with:
Venue requirements below have the ability to be modified. Rationale and appropriate plan must be presented to the then current Executive Committee and agreed upon. The Executive Committee should not approve any modification that could reasonably be expected to have a material adverse effect on the financial result or overall attendee experience of the National Show Week. (Updated 11/27/21)
1. A large room for dogs which shall be 8,000 square feet or larger all on one floor. This shall not include the grooming and crating area. (Revised 10/31/2018)
 2. Sufficient exercise pens or areas to accommodate the projected number of dogs entered at the show and located in as close proximity to the closest exits to the hotel and show room as possible. Exercise pens, if necessary, should also be located in the vicinity of the motor home/RV parking area.
 3. Good banquet facilities with head table seating for the National President, Judges, Master of Ceremonies and spouses. The banquet room should be large enough to seat approximately 200 to 300 persons depending upon the area of the country and the projected entry for the show.
 4. Provide a meeting place (room) for Councilors' meeting. The room should be adequate to accommodate approximately 80 people in classroom seating format including a head table with a microphone for the executive committee. In addition, provisions shall be made for scheduling rooms for various committee meetings prior to the councilors' meeting and for scheduling rooms for other meetings during the week as requested for the Executive Committee, host Division Board or host Club, Charitable Fund or BCARN. The show

committee shall coordinate with BCA Committee chairpersons for providing the necessary items of audio visual equipment and space.

5. A room reserved for National Gallery of Winners and Hall of Fame plaques with someone in attendance at all hours it is open. The BCA National Gallery/HOF Committee will use its best efforts to display a list of the hours the Gallery will be open at the entrance to the room, and the gallery room shall be listed in the show week schedule/program. The room should be approximately 3,000 square feet in area. Any variance of the room size below the 3,000 square feet shall be discussed with the BCA National Gallery/Hall of Fame chairperson.
6. All motel/hotel guests with dogs must sign a statement of responsibility for damage to rooms when checking in. (Moved from strongly suggested to mandatory)
7. The following must be printed in the National Show Premium List and Catalog:

NOTICE TO EXHIBITORS

Care for show site facility is of utmost importance to B. C. A. Whenever it shall be determined that an exhibitor has caused personal property damage to the hotel or has impaired the club's ability to retain a show site, the Event Committee shall convene to conduct a preliminary investigation in accordance with AKC publication "Dealing With Misconduct." Should the investigation find the exhibitors conduct to be prejudicial to the sport, an event hearing will be conducted. Should charges be upheld, Restitution shall immediately be made to the said hotel/motel by the violator (s):

- a. In accordance with Rules Applying to Dog Shows, Chapter 11, Section 15, The person, or persons, found in violation of the hotel/motel and AKC/BCA rules shall be asked to leave the premises immediately; and,
- b. The exhibitor will be immediately suspended from participating in all AKC Events and the offender's name(s) shall be published in the AKC Gazette and *The Bulldogger* as having been found guilty in violation of the said AKC/BCA rules.

- Q. Any club wishing to host a National Show shall be required to complete and use the attached Request for Proposal (RFP) with any hotel being considered as a possible National Show site. Up to three returned RFPs shall be reviewed by the Executive Committee and the BCA National Show R&P chairperson. After a final review by the Executive Committee and the BCA National Show R&P Chairperson, the final decision will be made by the show committee based upon recommendations of the Executive Committee and the BCA National Show Chairperson. See attachment 9 for sample RFP. (Revised 11/23/2016)
- R. In the Request For Proposal (RFP) any hotel contract for the National Show regarding room reservations shall contain a cancellation penalty, or fee, equal to one nights lodging plus tax if a reservation is not canceled by an agreed to date with the hotel OR a deposit in the same amount will be collected at the time a reservation is made and be refundable only if the reservation is cancelled before the same date. (The show committees' needs to remind attendees regarding this matter.) If someone makes reservations for multiple rooms in the same name, then subject to the hotel's acceptance, that individual would be required to pay a deposit of one night's lodging plus tax for each room reserved at the time the reservation was made. (Revised 10/11/2017)
- S. It is essential under the hotel contract that the hotel credit the host club with all room nights consumed by the National Show Week attendees. Reservations made with third-party travel sites or using hotel loyalty program apps or other travel apps are frequently not credited to

the host club. It is strongly advised that about two months before the National Show Week, the host club should ask all attendees to register their attendance on the National Show website, providing an email address and indicating in the registration whether the attendee has a reservation with the host hotel. This information can then be compared to the hotel's room reservations list, and the host club can provide the hotel with any room reservations that appear to be missing from the hotel's reservation list. In addition, the host club will be able to share beneficial information about the National Show by email with the registered attendees. (Revised 11/27/2019)

- T. A few weeks before the reservation cancellation date agreed with the hotel, the Show chairperson shall review a list of the reservations provided by the hotel (subject to the hotel's agreement to provide such list) for the National Show Week and shall try to determine if any reservations are redundant or not needed based on all information available, focusing in particular on any one person with multiple rooms. (Revised 10/11/2017)
- U. The Show Committee shall choose the judges as soon as possible after said Committee has been approved by the Executive Committee, but not before the preceding years show committee has announced their judging panel for the National Show week.
- V. In both odd and even-numbered years, the selected and approved show committee shall be authorized to select judges for the three shows consulting with the Division Board and Host Club for suggestions. If a club or Division Board wishes to submit a list of acceptable judges to the show committee, they may. However, it should be kept in mind that many people will decline the nomination (especially for the third show), and the committee may be required to consider other judges not on the list of young professional acceptable judges. [The process for checking eligibility of the National Show judges shall be in accordance with this Section above.]
- W. Selection of Judges for the National Show:
1. Must be BCA members in good standing with the BCA with the exception of performance sports judges.
 2. AKC approved judges listed in the online AKC Judges' Directory
 3. United States Citizens
 4. Judges for the National Show shall have judged at least one backup show during a National Week prior to judging at the National Show.
 5. Judges shall have at least 5 years of judging experience prior to judging Intersex at the National Show.
 6. A judge cannot judge Intersex at the National Show more than once in five (5) years (List of BCA Intersex judges provided in attachment 4)
 7. No judging of Bulldog classes or BOB competition in the United States, Canada or Mexico for one (1) year prior to the National Specialty, and shall be so stated in the judge's contract. (Revised 10/11/2017)
 8. Two sweepstakes judges shall be hired, one judging dogs and one judging bitches, with one judging Best in Sweeps.
 9. Sweepstakes judges shall not be currently approved AKC Bulldog judges.

10. Sweepstakes judges shall be BCA members in good standing with the BCA.
 11. Sweepstakes judges cannot judge bulldogs (sweeps, matches, etc.) in the United States, Canada, or Mexico six (6) months before the National Show and shall be so stated in the judge's contract.
 12. A judge, regular or sweeps, cannot exhibit at any show during the National.
 13. List of proposed judges and alternates for the National Show shall be sent to the Executive Officers for verification of eligibility.
 14. As a matter of courtesy, any judge that has been contacted to do the National Show and then not chosen shall be notified so that they won't be keeping a twelve-month date open.
 15. When judges have been selected, and called, a letter to confirm and the contract (explaining what the Club is offering) shall be sent within 15 days to each of the judges. Send two copies-one to be returned and one for the judge along with a self-addressed stamped envelope.
 16. In accordance with AKC Rules and Procedures for Judges, judges are expected to avoid being present in the exhibition room observing judging at the show prior to their assignment. Additionally, persons providing direct personal contact with judges shall not exhibit at the show to avoid appearance of impropriety.
- X. Sweepstakes shall be held on Day One of the National Show and there will be only one sweepstakes. Sexes shall be divided and classes will be 6-9 months, 9-12 months, 12-15 months, and 15-18 months. Champions of Record are not eligible for competition in Sweepstakes.
- Y. So that there is no conflict for an exhibitor showing dogs and bitches from the same litter, sweepstakes dog and bitch classes shall (1) be judged in the same ring with bitches following dogs, (2) have staggered starting times as necessary to avoid the conflict or (3) be judged in an order that is not likely to result in such conflict. (Revised 11/27/2019)
- Z. Obedience, Rally and Junior Showmanship shall be offered once at the National Show. (with the approval of the then current Executive Committee, schedule can be condensed to two days as long as the morning of the last day (or the day after) is left open for the Council meeting):
- AA. * National Show Schedule shall be as follows: (with the approval of the then current Executive Committee, schedule can be condensed to two days as long as the morning of the last day (or the day after) is left open for the Council meeting): (updated 11/23/21)
- a. Day 1 (A.M) Obedience and Rally
 - b. Day 1 (P.M.) Sweepstakes
 - c. Day 2 Dog and Bitch class judging
 - d. Day 3 (P.M.) Junior Handling, Veterans, Intersex, and Non-regular classes
- BB. Unless otherwise decided by the Executive Committee, the Council Meeting shall be held on Day 3 (A.M.). Time to be determined by the Executive Committee.
- CC. Each entry in Veteran Dog and Bitch classes shall be seven (7) years of age and older. Seven shall be the required age for every National Show Veteran Class. Veteran

Dog and Bitch classes shall be judged by the National Intersex Judge. Judging shall be prior to Intersex judging.

DD. Stud Dog Class shall consist of 2 get.

EE. Brood Bitch Class shall consist of 2 get.

FF. There shall not be any 4 to 6 month puppy classes offered during the BCA National Show week. (Revised 10/11/2017)

GG. National Owner Handled Series shall be offered as part of the National Show (Updated 11/27/21)

HH. Trophies:

1. A standardized medal, consisting of the BCA medallion, shall be used for awards at the National Show. The BCA National Show Rules and Procedures Committee shall select the design and it shall be the same each succeeding year. They shall be unique and of good quality and cost should not be prohibitive.
2. The type of metal for each individual medal shall be listed in the premium list and show catalog as follows:

Regular Classes

- | | |
|-----------------------------------|--|
| • Best of Breed | Sterling Silver overlaid with 24K Gold |
| • Best of Opposite | Sterling Silver Medal |
| • Best of Winners | Satin Silver Medal |
| • Winners Dog | Antique Bronze Finish Medal |
| • Winners Bitch | Antique Bronze Finish Medal |
| • Reserve Winners Dog | Antique Copper Finish Medal |
| • Reserve Winners Bitch | Antique Copper Finish Medal |
| • First thru fourth in each class | Bronze Finish Medal |

Non-Regular Classes

- | | |
|-------------------------------|---|
| • Veteran Dog | Antique Copper Finish Medal |
| • Veteran Bitch | Antique Copper Finish Medal |
| • Stud Dog | Antique Bronze Finish Medal |
| • Brood Bitch | Antique Bronze Finish Medal |
| • Best Puppy in Classes | Aztec Bronze Finish Medal |
| • Best Junior Handler | Antique Bronze Finish Medal |
| • Reserve Best Junior Handler | Antique Copper Finish Medal |
| • Select Dog | Medal – Gold on Satin Silver Medal |
| • Select Bitch | Medal – Gold on Satin Silver Medal |
| • Best Owner-Handled (NOHS) | Antique Bronze Finish Medal
(Revised 10/11/2017) |
| • Award of Merit | Bronze High Polish Finish Medal |

Notes: 1. If a Brace Class is offered at the show, an antique bronze finish medallion will be offered for first in the class.

Obedience

- | | |
|---|-----------------------------|
| ▪ Highest Scoring Dog | Antique Copper Finish Medal |
| ▪ Highest Combined Score | Antique Copper Finish Medal |
| ▪ First thru fourth place in each regular class | Antique Bronze Finish Medal |

Rally

- be announced. Individuals requiring this service shall be responsible for scheduling and being available at the scheduled times.
- PP. The show shall be photographed by a professional dog show photographer.
- QQ. Any BCA Committee chairperson wishing to have a committee meeting at the host hotel shall request a meeting room from the Show Chairperson, specifying the date and time they plan to have their committee meeting as well as the number of people that will be in attendance and any special requirements for the meeting. The Committee chairpersons shall make their requests giving ample time for rooms to be assigned and included in the schedule for the week.
- RR. Judges' Breed Seminar shall be conducted at every National Show. The Show Chairman shall assist and cooperate with the BCA Judges Education Chairperson in providing the necessary items of audio/visual equipment, meeting space and dogs.
- SS. Fund Raising for a National Show may not begin earlier than four years prior to the show. It is imperative that until the Banquet of the immediately preceding National Show, any fund raising shall only be done within the Division of the show so as not to compete with earlier shows. Publicity is restricted to no earlier than the Banquet of the National Show the preceding year.
- TT. Permanent Place Markers, designed by Lee Ann Tate, constructed by W. J. Inman, and donated by Division IV shall be used at all National Shows. The Place markers shall be retained and shipped with the Gallery.
- UU. A Special Memento Badge shall be given to all foreign visitors as a means to recognize and welcome them.
- VV. A draft copy of the complete, not condensed, proposed National Premium List must be submitted to the Rules and Procedures Committee chairperson for review before printing and distribution, and shall be returned with any comments, corrections, or additions to the Show Committee within ten (10) days of receipt. Failure to comply will result in a \$500.00 fine, payable to BCA and sent to the National Treasurer within six months of receiving notice. The show committee and host club shall be responsible for payment of the assessed penalty, either from the proceeds of the National Show week or from the treasury of the host club.
- WW. In accordance with The American Kennel Club rules, the official Bulldog Standard shall be published in the show catalog.
- XX. National Banquet
1. Each division shall be recognized.
 2. Time shall be allotted at the National Banquet for the reading of any and all inductees to the Hall of Fame.
 3. Time shall be allotted at the National Banquet for an auction to provide additional funding for the Gallery Transportation (if requested) and in years when no such request is made, the BCA Charitable Fund may request an item provided by the Charitable Fund be auctioned for its benefit. No other live auction shall be held.
- YY. A Judging Schedule and Schedule of Events shall be sent to all Officers, Officials, Committee Members, Stewards, Veterinarians, and Photographers.
- ZZ. The Host Division and/or Club shall pay the Bulldog Club of America \$2,500 plus \$10 per dog over 250 dogs entered at the BCA National Show to host the National Show. The

\$2,500 shall be paid to the National Treasurer before the end of the second quarter of the show year. The \$10 per dog over the 250 dogs entered shall be paid within 30 days after the show. (Changed 11/5/2015 Council meeting) See BCA National Show Agreement (Attachment 1).

- AAA. Any and all profits and/or losses shall be handled and/or distributed by the host Division and/or Clubs. The host Division and/or host Club should document in writing (early) in advance any agreement with respect to finances or profit distribution made between or among the host Division, host Club or any other member club within the Division participating in hosting or fundraising for the Show.
- BBB. \$1.00 per dog entered at the National Show shall be donated to the Charitable Fund. This information shall be listed in the premium list with the entry information or as a separate item. The donation shall be paid by check within 30 days following the show to the BCACF Treasurer.
- CCC. The cost of new original paintings for the Best of Breed and Best of Opposite Sex Winners of the Annual Specialty Show shall be shared equally between the National Club and the Show Giving Host Club. Expenses for the paintings which are in excess of interest earnings from the Dedicate Fund shall be taken out of the General Operating Fund. The Artist to be chosen by the Hall of Fame/National Gallery Committees and all arrangements for same will be performed by said committees. The cost not to exceed \$1,200.00 for each painting. (This item is subject to change with inflation.) If there is only one new winner from the show, only one new painting shall be added to the Gallery. If there is only one new painting, the cost shall be borne by the Show Giving Host Club.
- A post card or letter shall be given to the Best of Breed and Best of Opposite winners at ringside explaining the procedure and contact information for the Gallery Committee and the artist, simplifying the process for having the portraits made for the Gallery.
- DDD. The show chairperson shall send a marked catalog to archives, *The Bulldogger*, and webmaster.
- EEE. A standard financial report shall be required for each BCA National Show. The R & P committee recommends that the show committee use forms for expenditures and deposits similar to the ones shown in attachment 6.
- FFF. The show treasurer shall send a quarterly financial report to the Executive Committee (copy to R&P chairperson) for the year of the Show along with the show report required in the Show Agreement (Attachment 1).
- GGG. A final financial report, similar to the one shown in attachment 7, shall be completed and sent, along with the final show report, to the Executive Committee within 120 days from the end of the Show. A copy of the report shall be sent to the BCA National Show Rules & Procedures committee chairperson. The financial report should include sufficient detail so that it can be audited and be useful to future show committees. Material show income and expense items should not be combined under general descriptions such as "other" or "PAYPAL" but instead should be included under a more descriptive income or expense item (eg, "Banquet Sales" or "Hospitality").
- HHH. An independent audit committee shall be appointed by the show committee and consist of two members from the division and one member of the BCA National Audit Committee. This committee shall complete their audit report, attachment 8, by the conclusion of the following National or before.
- III. These requirements are to serve strictly as a matter of communication to an interested party, BCA, and will be extremely valuable to future committees trying to put on a show.

It is not the intent to control any aspect of how shows are financed, or importantly, how the final monies are distributed.

III. Three ring binders shall be used as show catalogs.

JJJ. Within 30 days of the completion of the show, the show chairperson shall submit the completed information sheet (see attachment 10) to the BCA National Show R&P chairperson.

KKK. If the Show Committee makes a decision to have a preshow prior to the start of the National Show at the National Show site, they must give consideration to the committee meetings to be held on that day and the number of entries when scheduling the starting time. It is important that time be made available for the meetings. (Revised 11/27/2019)

LLL. National Show Websites shall be set up in advance and be ready to go following the banquet preceding that next year's show. (Revised 10/11/2017)

MMM. Whatever official information that is put on Facebook by the National Show Committee shall be added to the National Show Website so that it will be accessible to everyone. (Revised 10/11/2017)

II. THE FOLLOWING ARE NOT MANDATORY, BUT ARE STRONGLY SUGGESTED:

A. Committees:

1. Trophy – Duties: Complete charge of trophies for show. Division show offer trophy type trophies and the local club trophies be indigenous to their area whenever possible.
2. Advertising in all catalogues.
3. Publicity – Duties: Start ad campaign as soon as possible after the previous show. Put ads in *Bulldogger*, send out flyers and contact TV and newspapers.
4. Ways and Means to think up money making ideas for the weekend.
5. Airport Pick-up and Return – Duties: Pick-up to and from airport, usually through Monday after the shows. If more than one show site, make sure of transportation for all exhibitors.
6. Hospitality – Usually a welcome table entering motel/hotel.
7. Grounds & Rings– Responsible for show rings, exercise pens, and motel/hotel.
8. Crating and Grooming --The host club shall consider a fairly large area or separate room for crating and grooming (whether reserved spacing or not). An area of approximately 2000 – 4000 square feet of area is recommended. In addition to reserved crating (if offered) the Club shall provide open spaces for exhibitors.
9. Banquet – Duties: Plan menu, table favors, entertainment, etc. The National Banquet may honor a person chosen by the Show Committee prior to the banquet with a seat at the Head Table. The criteria for selection to this position should include, but not be limited to, the person must have made long standing contributions to BCA in the areas of leadership, time, resources, and effort to work for the good of breeders, owners, and exhibitors of Bulldogs.
10. Ice Committee to make sure there is ice available at all times. Motel/hotel ice machines are not able to handle the demand so arrangements should be made to haul extra ice.

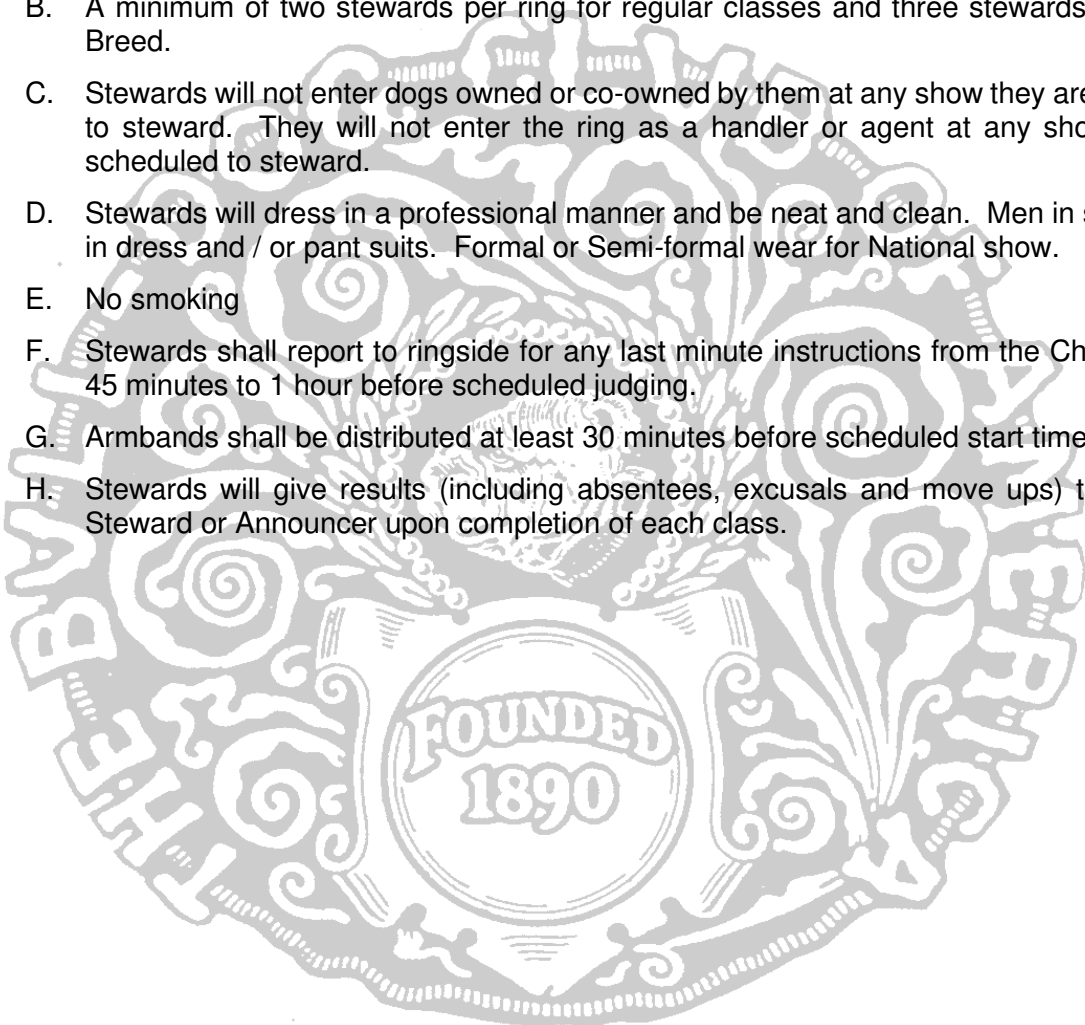
- B. Sweepstakes, preferably, should not be held at night when puppies have to be in the ring again very early the next morning.
- C. Reduced entry fees for Puppies and Bred-by Classes should be offered.
- D. Entry fees for Junior Showmanship shall be “free”.
- E. Best of Breed and Best of Opposite should be recognized at the National Banquet (After the following days judges have exited the banquet room).
- F. No smoking should be allowed in the grooming area or the show room during the National Shows.
- G. No cell phones or tablets shall be allowed in the show room unless muted or off and an announcement stating this shall be made prior to and periodically during the show.
- H. BCA Banquet to be held after the National show.
- I. The following paragraph shall be a committee decision: “Donors of the top 15 awards, above stated, will be listed in the premium list and catalog. All monies donated for general classes (1-4) in the regular classes will be placed in a general show fund with all donors’ names listed in the catalog. This way, those donations coming in late, and those in a position to give less will still be able to donate to the fund.” Persons or clubs donating an entire class shall be listed as well as those specifying a specific class.
- J. National President is to be present at the show in formal or semi-formal wear for Best of Breed competition.
- K. Judges and Ring Stewards dress formally or semi-formally for National BOB judging.
- L. The displaying of the flag of the United States of America and the playing of the Star-Spangled Banner be conducted at each BCA National Show.
- M. The Show Committee shall provide a room set up as an office for the show committee business and for committee chairpersons to prepare and copy reports. The room shall include at least one table, a copy machine, a computer, printer, paper, ink, and toner, staplers etc. Any expenses for a copier and copy paper shall be shared between the show committee and BCA budgeted funds.

III. Suggestions:

- A. Welcome package given out when checking into the motel/hotel, giving a list of location of meeting rooms, show site, gallery of winners, etc. List of hotel/motel rules for dogs, complete schedule for weekend, location of nearest shopping center and restaurants. Name tags for room door and occupant(s), city map and the name, address and phone number of veterinarian in case of emergency.
- B. Early breakfast for exhibitors and a quick lunch.
- C. Hospitality – depending on budget and manpower, hopefully getting help from all Specialty Clubs in Host Division.
- D. Hospitality shall be held 1 to 3 evenings with food and beverages, preferably from host area. The number of nights and types of food shall be determined by the show committee’s budget and hotel participation. It is intended to provide hospitality not to just be a function to feed everyone.
- E. Make sure that someone is around to take care of those not leaving until the day following the last show.

- F. Coffee, juices, and sweet rolls morning of the show.
 - G. Judges' hospitality should be addressed for each day that the judges are in attendance for the National Show including transportation, meals, and entertainment.
 - H. BCA Education Committee Seminar shall be held one evening during the week. AKC will furnish, free of charge, speakers and films.
 - I. Fund raisers – Raffles (cash, booze, painting, etc.), door prizes.
 - J. Table favors at banquet either doggy items or from local area.
 - K. Drawing for items at banquet with each person receiving a ticket.
 - L. Entertainment for banquet:
 - 1. Entertainers
 - 2. Local Artists
 - 3. Dance
- IV. The following guidelines are provided for the National Stewards.
- A. The Chief Steward (appointed by the show chairperson) will select stewards for all events at the National show. It is encouraged that they consider using individuals with previous stewarding experience at the National Show week.
 - B. The Chief Steward (CS) will be familiar with AKC Rules and regulations and the AKC Dog Show Steward's pamphlet. It is recommended that the CS have personal copies of Rules (Show, Obedience, Junior showmanship, Judge's Rules and Procedures, Stewards, Dealing with Misconduct, etc.) available for reference purposes, if necessary.
 - C. The CS will be dressed professionally during show hours.
 - D. The CS will steward only to relieve another steward or for Best of Breed if needed.
 - E. The CS will not enter or exhibit at any of the shows during the National Week.
 - F. The CS will coordinate with the Show Committee to have trophies set up in an orderly manner 30 minutes before start of judging and the Trophy Chair will be available for any distribution questions and / or assistance.
 - G. The CS will coordinate with the Show Committee to have steward's table supplied with ice water, coffee, tea, soft drinks, waste baskets, pens notepads, etc. throughout scheduled judging. A container of "tacky paw" is suggested for each Ring Clerk for armbands.
 - H. The CS will coordinate with the Show Committee to have luncheon tables reserved and immediately available at each judge's lunch / dinner break. Table reservations shall be for judges, their spouse or significant other and that judge's steward. It is highly suggested that no alcohol be consumed during judging hours.
 - I. The CS will coordinate with the Show / Grounds Committee that an individual will always be available for ring cleanup. Necessary supplies (paper towels, cleaning supplies, pooper scooper, etc.) and fresh ice will be at ringside throughout judging. This is especially important first thing in the morning with puppies and during inclement weather.
 - J. The CS will coordinate with the Judge's Education Chair for special requests concerning ringside seminar attendees.
 - K. The CS will reserve a complete show catalog for each Steward.

- L. The CS may be required to fill in “Results Board” and / or carry class results to the Announcer.
 - M. Catalogs, lunches, snacks and refreshments will be supplied by the show committee to all the stewards. Banquet tickets excluded.
 - N. It is suggested that a CS assemble a Supply Kit containing: Band-Aids, Neosporin, Aspirin / Tylenol, Kleenex, safety pins, note pads /Post Its, clock, stapler, black marking pen, paper clips, pens / pencils, alcohol, paper towels, Wet Wipes, anti static spray and Super Glue.
- V. The following are suggested Guidelines for Stewards.
- A. Only experienced stewards will be used.
 - B. A minimum of two stewards per ring for regular classes and three stewards for Best of Breed.
 - C. Stewards will not enter dogs owned or co-owned by them at any show they are scheduled to steward. They will not enter the ring as a handler or agent at any show they are scheduled to steward.
 - D. Stewards will dress in a professional manner and be neat and clean. Men in suits, ladies in dress and / or pant suits. Formal or Semi-formal wear for National show.
 - E. No smoking
 - F. Stewards shall report to ringside for any last minute instructions from the Chief Steward 45 minutes to 1 hour before scheduled judging.
 - G. Armbands shall be distributed at least 30 minutes before scheduled start time.
 - H. Stewards will give results (including absentees, excusals and move ups) to the Chief Steward or Announcer upon completion of each class.



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BCA National Show Agreement

Whereas BCA Division _____(Division) has selected the _____(Club) to host the _____National Show (Show), and that selection has been agreed to by BCA, we the undersigned, have read and agree to the following:

- A. The National Show shall be held in conformance with the current edition (dated_____/_____/_____) of the National Show Rules and Procedures and we shall not deviate from any of the Mandatory items unless such deviation has been approved by the then current Executive Committee in compliance with the conditions set forth in these Rules. Any approved deviation should include a rationale and a plan to accommodate. (Updated 11/23/21)
- B. A copy of the National Show site hotel agreement has been provided, prior to its execution, to BCA's Executive Committee, and a copy of that agreement once executed is on file with the BCA National Secretary and will be provided to the BCA Historian/Archivist or National Treasurer as required by the BCA Document Retention Policy. Regardless whether BCA, the local host club or the Division executed the hotel agreement, the local host Club, including any Division club if serving as host, agrees that the financial obligations in the hotel agreement are the responsibility of the local or Division host club except in cases in which the local or Division host club has complied with this Agreement in all material respects and a loss or obligation under the hotel agreement is directly related to BCA's license of the show.
- C. The National Show \$2,500 licensing fee shall be submitted to the National Treasurer before the end of the second quarter of the show year. (Changed 11/5/2015 Council meeting) If greater than 250 dogs are entered at the BCA National Show, an additional fee of \$10 per dog above 250 shall be assessed. The resultant portion of the additional fee shall be transferred by check to the National Treasurer within 30 days of the completion of the Show.
- D. Prior to any Division changes in the National Show Chair and/or any members of the show committee in accordance with Article I.C, paragraph 3 of the Rules and Procedures, such changes shall be submitted to the current Executive Committee for final approval of the change(s).
- E. During the 12 month period preceding the National Show, a comprehensive progress report on the status of the National Show, along with a quarterly show financial report (as required by Article I.DDD of the Rules and Procedures), shall be submitted on a quarterly basis to the National Secretary prior to the scheduled meetings of BCAs Executive Committee with copies to the BCA National Show Rules and Procedures chairperson and Division Secretary (Changed 11/5/2015 Council meeting)
- F. A draft copy of the complete, not condensed, proposed National Premium List must be submitted to the Rules and Procedures Committee chairperson for review before printing and distribution, and shall be returned with any comments, corrections, or additions to the Show Committee within ten (10) days of receipt. Failure to comply shall result in a \$500.00 fine, payable to BCA and sent to the National Treasurer within six months of receiving notice. The show committee and host club shall be responsible for payment of the assessed penalty, either from the proceeds of the National Show week or from the treasury of the host club

ATTACHMENT 1

AGREED to on: _____ 20____ BY:

National Show Chair : _____
(PRINTED NAME) (SIGNATURE)

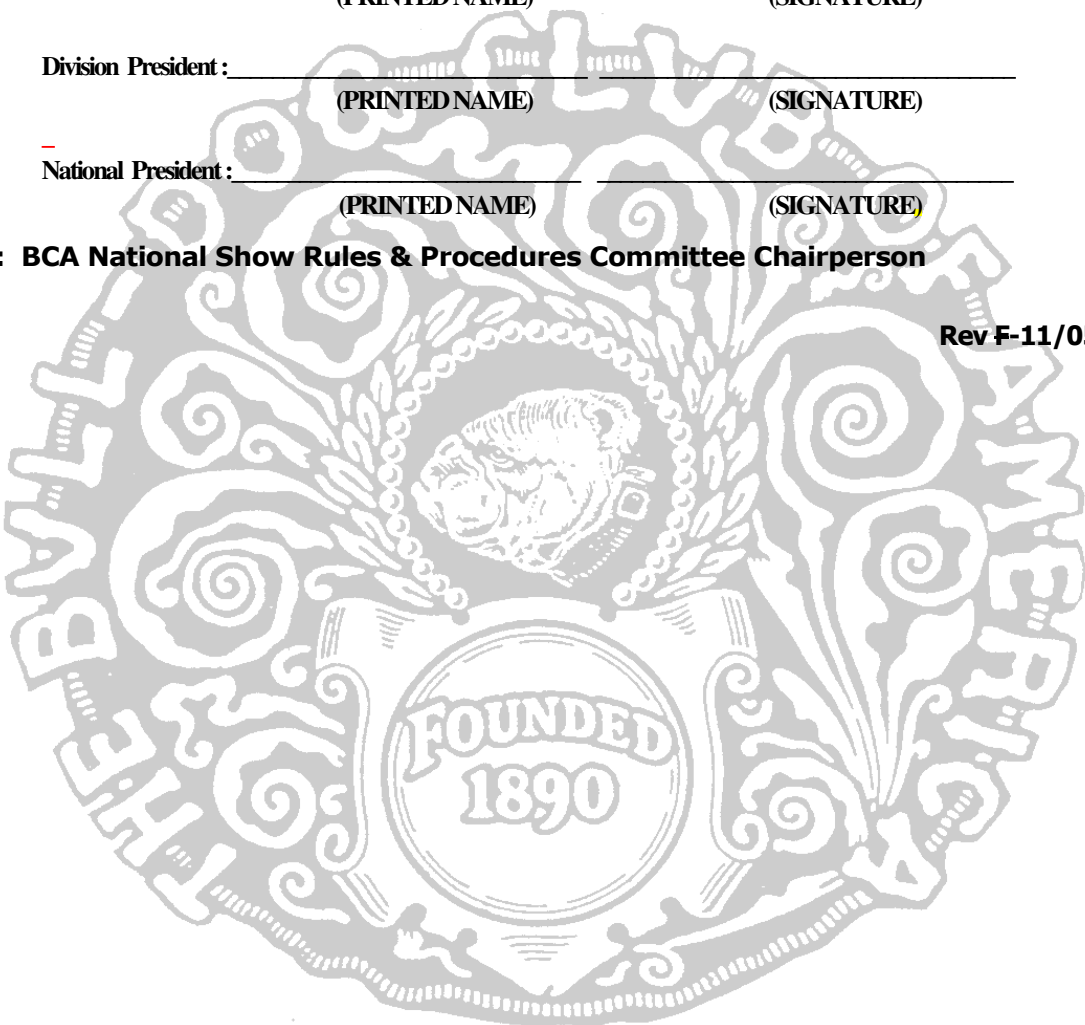
Host Club President : _____
(PRINTED NAME) (SIGNATURE)

Division President : _____
(PRINTED NAME) (SIGNATURE)

National President : _____
(PRINTED NAME) (SIGNATURE)

cc: BCA National Show Rules & Procedures Committee Chairperson

Rev F-11/05/2015



(SHEET 2 OF 2)

ATTACHMENT 1

[BCA Executive Committee Letterhead]

BCA LETTER OF AUTHORIZATION

[Date]

[BCA National Show Host Club Show Chairperson or their designated representative]
[Address]

To Whom It May Concern:

The Executive Committee of the Bulldog Club of America, Inc. (the "Executive Committee") hereby authorizes [show chairperson or designated representative] to act as the BCA's or host club's designated representative for the conduct of the national specialty show to be held at [show site hotel] on [show dates]. This shall also apply to any contracts or letters of agreement that the host club may agree to with any group or groups that provide sponsorships for the show week.

Please let us know if there is any other assistance that we can provide as you plan for the show.

Sincerely,

[BCA Secretary or other officer]

cc: [year] BCA National Show Host Club Board of Directors/Governors
[year] BCA National Show Division Board of Governors

ATTACHMENT 2

[BCA Executive Committee Letterhead]

**CONTRACT ACKNOWLEDGEMENT LETTER TO
SHOW CHAIRPERSON**

[Date]

[BCA National Show Host Club Show Chairperson or their designated representative]
[Address]

To Whom It May Concern:

The Executive Committee of the Bulldog Club of America, Inc. (the "Executive Committee") is aware that you wish to sign an agreement with [Show Site Hotel] for the Bulldog Club of America national specialty show to be held on [show dates]. As you know, the executive power of the Bulldog Club of America is vested in the Executive Committee. We have had an opportunity to review the proposed agreement and discuss it among the Executive Committee. Please be advised that by resolution duly adopted by the Executive Committee on [date], we find that the aforementioned agreement and the proposed show site referenced therein are consistent with the requirements established for holding our national specialty show as set forth in our national specialty Rules and Procedures.

Please let us know if there is any other assistance that we can provide as you plan for the show.

Sincerely,

[BCA Secretary or other officer]

cc: [year] BCA National Show Host Club Board of Directors/Governors
[year] BCA National Show Division Board of Governors

ATTACHMENT 3



BCA NATIONAL SHOW INTERSEX JUDGES

1949	William Tuten	1986	Jeanne Zalud
1950	Robert Horne	1987	Dorohy Thomas
1951	Harry Brunt	1988	Bertha Newbill
1952	John Elvin	1989	Callan Riggs
1953	William Schrader	1990	Cyril Bernfield
1954	C.L. Savage	1991	Ernest Hubbard
1955	Frank Carolin	1992	John Little
1956	Reggie Sparks	1993	Saul Schor
1957	C.L. Savage	1994	Doug Wilson
1958	Ernest Chang	1995	Cody Sickle
1959	James Allen	1996	Bob Newcomb
1960	Paul Maddux	1997	Kyle Fisher
1961	George Beckett	1998	Edythe Schor
1962	C.L. Savage	1999	Dennis Ehntholt
1963	John O'Melveny	2000	Ruth Williams
1964	C.D. Richardson	2001	Gertrude Freedman
1965	William Schrader	2002	Karl Dingman
1966	Malcomb Phelps	2003	John Little
1967	James Vaughters	2004	James Cardello
1968	Ernest Chang	2005	Cody Sickle
1969	Iris de la Torre Bueno	2006	Jean Hetherington
1970	Kenneth Branion	2007	James Dundas
1971	Howard Grimm	2008	Elizabeth Karshner
1972	Marie Andree	2009	Darlene Stuedemann
1973	Dean Anderson	2010	Elizabeth Hugo Milam
1974	Ernest Chang	2011	Dr. John Gann
1975	Nora Morton	2012	Robin Stansell
1976	Charles Bain	2013	Marilyn Dundas
1977	Nan Burke	2014	Brenda Newcomb
1978	Del Sikorske	2015	Duwane Miller
1979	James Vaughters	2016	Elaine Andrews
1980	Marilyn Dundas	2017	Dara Carr
1981	Philip Schneider	2018	Bob Newcomb
1982	C. D. Richardson	2019	James Armstrong
1983	Alfred Freedman	2020	Jean Hetherington
1984	Beryl Gould	2021	Bridgett Higginbotham
1985	Carolyn Ragan		

ATTACHMENT 4



BCA NATIONAL SHOW CONTRACT NEGOTIATIONS SUGGESTIONS

The BCA is committed to having an annual National Specialty Show. Don't become a victim of circumstance, study previous National history and be conservative in your estimations. While National attendance numbers remain steady we have no idea what the economy will bring. When you are guaranteeing a "full house" off season in the middle of the week, you are in the driver's seat. Basically, you get what you want so negotiate a realistic room block.

Commitment for total room nights:

- * Decide on a date, location, and number of expected attendees
- * Approach several facilities attempting to get the best deal from a facility that meets your requirements.
- * Negotiate for the best price for rooms. If possible keep rates the same for 1-4 persons per room.
- * The room commitment creates the biggest liability in the contract. The number of rooms required will vary in various parts of the country. Be careful when determining a room commitment.
- * Try to get some automatic relief from the commitment, meaning that no damages should be due to the hotel unless the Club falls say 80% below the total required.
- * Keep room commitment on the low side. Maybe cut current rate by 30%. Many cancellations can come in just prior to the show and leave you with rooms way below your commitment. If you have a back-up hotel, keep a waiting list and move people from there to the host hotel as cancellations are received.
- * Arrange for an early cutoff date (2-3 weeks prior to show) so hotel can sell rooms not reserved. This will save you from paying so much to the hotel.
- * Negotiate for a cancellation penalty equal to one night's stay for anyone who cancels a month or less prior to the show. Cancellation fees credited to your commitment.
- * Arrange for early departure fee of \$50.00 to be credited to your account. This done if attendee checks out earlier than stated at registration.
- * If in a resort area, try to get hotel to agree to offering the same rate three (3) days before and after the show dates.

Comp Rooms:

- * It is important to push for as many comp rooms as possible. Should try to negotiate one free room for every 40 -50 nights. These should be figured cumulatively for the week, not per night.
- * Comp rooms should be used for judges' nights and other needs (i.e. Superintendent, vets, photographer, sponsors, etc.).
- * Try to get hotel to agree to offer same rate to rooms over your commitment if rooms are available.
- * You will need rooms for the show, gallery, banquet, and meetings. These should be at no cost to the Club as long as you meet your room commitment or close to it, (about 85%)
- * It has been found it is best to ask for these comp rooms up front before the contract is signed. Be sure it is also included in the contract.

- * Designate vendor space and obtain 14-20 tables with skirts and chairs at no charge. Also negotiate rate for electricity if any will be charged for the vendors.
- * Agree up front to put ex pens outside since they may take up hotel parking spaces. Also important to agree on ex pens being in a good location not too far from the doors.

Hotel Credit Line

- * Most standard hotel contracts will state that you can apply for a credit line so you don't have to pay your obligation in advance. Most Clubs don't have a credit history. Add language to this effect "We agree to approve your credit application if you can show available cash funds or credit card lines of credit sufficient to satisfy your obligations." By the time of the show it is hoped Clubs would have raised enough for the hotel to approve credit. Clubs may be required to pay the hotel in full at departure time or may pay ½ at departure and the remainder within 30 days. If credit is not granted, the host club will need to be prepared to pay the hotel, before the event even starts, the full amount expected to be owed for the event.

Pet Fees

- * Contract for a non-refundable pet fee of approximately \$50.00 to \$75.00 for rooms having dogs. This fee to be used by the hotel for cleaning expenses.

Catering

- * Hotels generally have in the contract that the Club will commit to "x" number of room nights that will be paid for the attendees and /or to spend not less than "x" number of dollars in food and beverage functions including the banquet, judges/stewards lunches, hospitality nights, etc. during the event.
- * Since food prices vary greatly depending on location it might be good to get the hotel to agree to customize affordable menus at the Clubs request to the best of their ability.
- * Clubs will be asked to commit an amount for catering during the week. Acceptable amounts seem to range between \$18,000.00 and \$30,000.00 which includes banquet and evening hospitality. In most cases the host club would be responsible for a significant additional charge for taxes and service (range of 30%) on top of the catering minimum in the contract.
- * Clubs must realize that any amount over the banquet estimate is the responsibility of the host Club and funds must be raised.
- * Most hotels will state that you cannot bring in outside food. Negotiate very hard to get the hotel to exempt morning hospitality to be served in the hospitality area; Clubs should also negotiate for complimentary hospitality rooms.
- * When negotiating prices for evening hospitality consider ordering food and beverage on a per person bases and not in bulk. For example, a gallon of coffee runs more per cup than ordering individual cups. Decide which way is best for you.

(Page 2 of 3)

ATTACHMENT 5

Event Cancellations

- * Contracts will require the Club to pay some portion of the obligations if the contract has to be cancelled. These fees increase greatly the closer you get to the show. The fee should be fairly low if cancelled about 2 1/2 years prior to the show. (approx. \$3000), The 2 1/2 years' time frame would be the time at which the host Club would get Executive Committee approval to hold the show. If cancelled 9-12 months prior to the show, the fee could be from \$10,000.00 or more.
- * Should try for exempted cancellations due to acts of God such as earthquakes, hurricanes, terrorist attacks, or other calamities which would prevent at least 40% of attendees from attending the event.

Performance clause

- * Try not to have to pay anything for the room commitment or for catering if you generate at least 80% of your requirement. This gives you a 20% buffer.

Parking

- * Negotiate to obtain free parking for hotel guests attending the show.
- * Negotiate also to get the hotel to give up spaces for a limited number of motor homes without charge.

Misc.

- * Try to get the hotel to assist in setting up the show room at no additional cost.
- * AV equipment is costly through the hotels. Negotiate the use of microphones 1-2 each day at no cost. (Can be used for council meetings, in the ballroom, for education, the banquet, etc.)
- * Arrange for podiums for ballroom, council meeting, the banquet, etc.
- * Be sure that the ballroom has sufficient lighting.
- * Be sure there are an adequate number of elevators.
- * It is good if the hotel has washers and dryers available for the attendees and if possible a specific location where dogs can be bathed.

(Page 3 of 3)

ATTACHMENT 5

BCA National Specialty Show Check Request

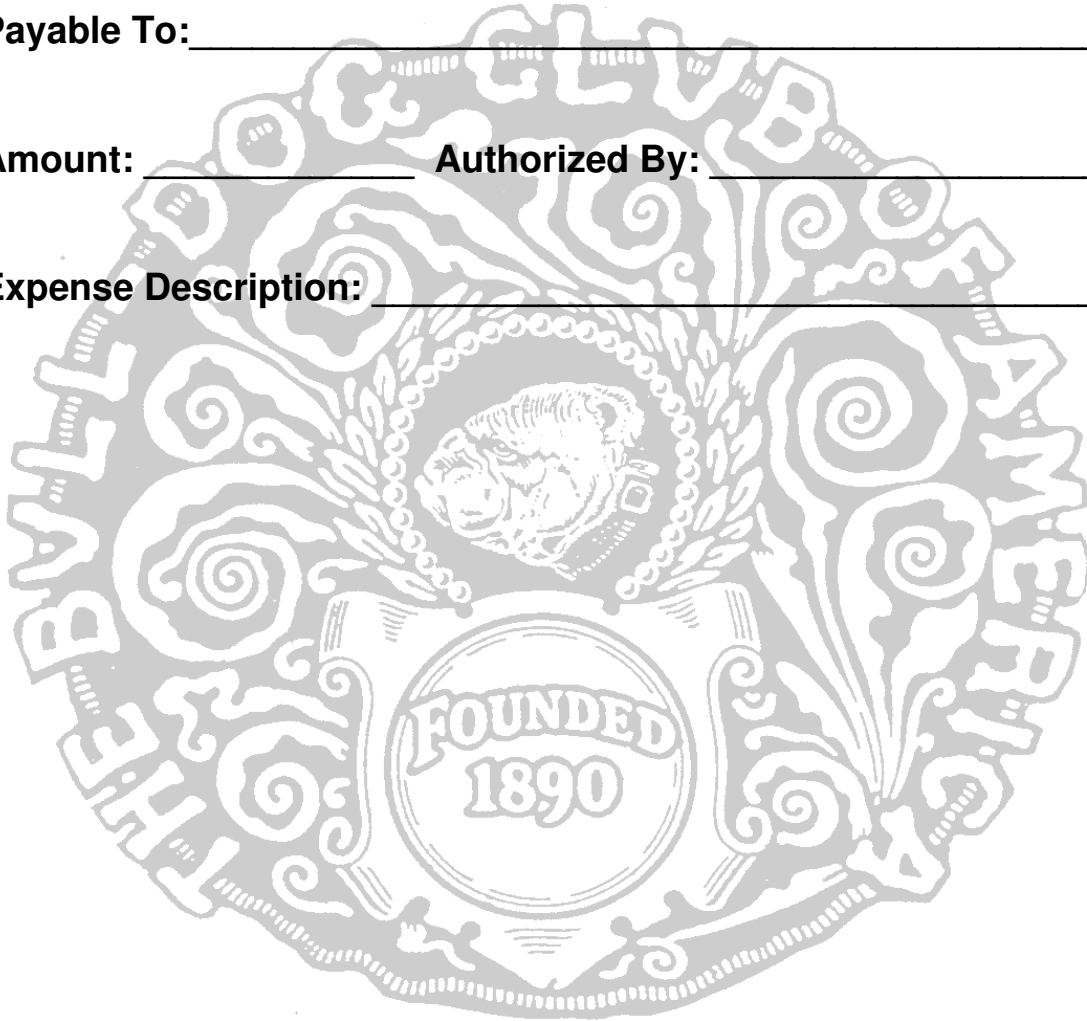
Specialty Show Year _____

Date _____ Requested By: _____

Payable To: _____

Amount: _____ Authorized By: _____

Expense Description: _____



BCA National Specialty Show

Specialty Show Year _____

Deposit Reconciliation

Deposit Date: _____

Banquet Sales _____

Donations _____

National Sponsorships _____

Raffle Sales _____

Show Catalog Sales _____

Show Entry Fees (Net) _____

Trophy Pledges _____

Vendor Space _____

Other Income _____

Total Deposit: _____



BCA National Specialty Show
Income Statement January 201X through December 201Y
(Sample Report)

Income

Banquet Sales	\$9,315.00
Donations & Other Fund Raising	12,675.50
Logo Merchandise Sales	13,928.00
National Sponsorships	12,000.00
Platinum Sponsorships	15,325.00
National Show Raffle	2,100.00
Reserved Seating/Crating	2,785.00
RV Parking	2,750.00
Show Catalog Ads	5,390.00
Show Catalog Sales	5,234.00
Show Entries, Net	20,598.00
Show Package Sales	5,450.00
Trophy Donations	6,741.08
Vendor Space	2,450.00
Other Income	<u>685.00</u>
Total Income	\$117,426.58

Expenses

Audio-Visual Expenses	\$2,125.00
Banquet Costs	14,865.25
BCA Charitable Fund Donation	281.00
BCA National Show Fee	2,810.00
Entertainment	595.00
Equipment Rental	2,087.70
Hospitality	21,896.50
Hotel Expenses (other)	1,875.78
Insurance	500.00
Judges Travel, Gifts & Expenses	7,975.00
Logo Merchandise Costs	12,317.81
National Gallery Painting	1,200.00
Show Catalogs Costs	10,682.00
Show Expenses and Supplies	8,631.00
Show Packets	1,528.35
Show Secretary Expenses	2,150.00
Trophies	9,647.00
Website Expenses	1,863.25
Other Expenses	<u>1,214.57</u>
Total Expenses	<u>\$104,245.21</u>

Net Profit **\$13,181.37**

Funds Disbursement

Funds Disbursed Div VI	\$6,590.68
Funds Disbursed Club A	2,196.90
Funds Disbursed Club B	2,196.90
Funds Disbursed Club C	<u>2,196.89</u>
Total Funds Disbursement	\$13,181.37

ATTACHMENT 7

BCA National Show Audit Committee Report

To the 20__ National Show Committee and the Executive Committee of BCA

The BCA National Show Audit Committee, consisting of members _____, _____, and _____, has reviewed the Statement of Income and Expenses (the Statement) for the 20__ BCA National Show for the period referenced in such Statement. Based on the procedures performed, as described on the attached page, we believe that the Statement accurately reflects the financial performance of such National Show in all material respects, including the disbursement of final funds. (We have the following additional comments based on our review: (to be completed if necessary)).

Name: _____
Audit Committee Chair

Date: _____



(PAGE 1 of 2)

ATTACHMENT 8

BCA National Show Audit Committee

Audit Procedures to be performed by the Committee

- A. Review the “Statement of Income & Expenses”(see example attachment 7) prepared by the BCA National Show Treasurer covering the period of time from the first day funds are received through the last day of final funds disbursement.**
- B. Review bank account reconciliations and confirm reconciliation and sign-off by a person other than the Show Treasurer.**
- C. Review significant income amounts against documentation.**
- D. Review significant expense amounts as appropriate against invoices presented for payment.**
- E. Confirm that required payments to BCA have been paid. These payments shall include the \$2,500.00 plus \$10.00 per dog over 250 dogs entered in the BCA National Show to BCA, National Gallery painting cost, and the reimbursement to BCA for National Show Trophy costs.**
- F. Confirm that required payment of \$1.00 per dog entered in the National Show to the BCA Charitable Fund and any future required payments added to the BCA National Show Rules and Procedures have been properly paid and accounted for.**
- G. Confirm that all required payments to the Host Hotel have been made.**
- H. Confirm 990 questionnaire was completed annually and forwarded to BCA Treasurer if required.**
- I. Verify final disbursements were made to legitimate Bulldog Clubs.**

(PAGE 2 of 2)

ATTACHMENT 8

[For a more user friendly format, please request a standalone copy of this RFP from the Chairperson of the BCA National Show R&P Committee or the BCA National Show Advisor. Bracketed information in RFP is to be considered & completed by Club before submitting.]

BULLDOG CLUB OF AMERICA (BCA), INC.
Represented By

[INSERT NAME OF HOST CLUB OR CLUBS]

Request for Proposal

BCA National Show Week Event

[Insert City or Geographic Area for which RFP is provided]

[Requested Dates for Event: [insert week or weeks requested]]

Submitted by [insert name], [Interim] Show Chairman

[Today's Date]

(PAGE 1 of 4)
ATTACHMENT 9

BCA National Show Week Request for Proposal

Introduction	This RFP is being provided by [Host Club] ("Group") to large hotels and resorts in this area for purposes of securing a suitable site for the Bulldog Club of America National Specialty Show, the most prestigious dog show held annually in the U.S. for bulldogs (held under rules of the American Kennel Club), and associated events and activities, including two additional bulldog specialty dog shows, which comprise a one week period usually beginning on a Sunday.																
Preferred dates	<p>The following weeks are preferred in a Sunday to Saturday (first choice) or Monday to Sunday (second choice) pattern:</p> <ul style="list-style-type: none"> • [insert each week of interest to the host club] 																
Attendees	<ul style="list-style-type: none"> • ±360 from across the U.S., including those driving in daily or staying elsewhere • ±270 bulldogs will participate in the event with their owners and handlers • East and West Coast locations will be +- 220 dogs, reducing total attendees to about 290. • Approximately 20% of individual attendees will fly into the area for the event so airport access is a consideration 																
Guest Accommodations Requested [numbers are representative and can vary by location and expected entry]	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>{99}</td> <td>{153}</td> <td>{162}</td> <td>{162}</td> <td>{140}</td> <td>{130}</td> <td>{54}</td> <td>{900}</td> </tr> </tbody> </table> <p>Also requesting that attendees be allowed to reserve at the contracted rate up to 3 days before and 3 days after event. Any room nights consumed during these periods would be credited to Group. With limited exceptions to be detailed by Group, attendees reserve and pay for accommodations directly. (Revised 11/27/2019, reduce Base Nationals estimate for room nights to be 900 with far east and west coasts at 720 room nights.)</p>	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total	{99}	{153}	{162}	{162}	{140}	{130}	{54}	{900}
Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total										
{99}	{153}	{162}	{162}	{140}	{130}	{54}	{900}										

PAGE (2 of 4)
ATTACHMENT 9

Function Space Requirements (assumes Sun to Sat schedule, adjust one day for Mon to Sun)	Event	Number	Set Up	Days Needed	Comments (bold requires catering)
	Show Office	TBD	Custom	All	Will bring in printer/copier and use for storage
	Show Room	250	Custom	Set Up Sun; out Sat night	Minimum 8,000 SF to accommodate dog show exhibition space/chairs or risers around rings
	Dog Crating Room (can be > 1 room)	TBD	Empty	All	2,000 to 4,000 SF adjacent to or near Show Room or included in Show Room as possible
	National Gallery	TBD	Custom-draped tables	Sun to Fri	Must be lockable by Group; fine art on exhibition; preferably 3,000 SF open and column free
	Committee Meetings	5 to 12 each	Meeting set up	Sun and Mon	4 rooms used at various times accommodating 12 in meeting setting
	Judges Education	50	Classroom	Probably Mon and Tues	Seminar conducted in conjunction with show
	Council Meeting	80	Classroom	Probably Wed	Annual meeting
	National Banquet	250	Rounds	Probably Fri	Plated banquet (need pre-function for cocktail reception)
	Evening Hospitality	300	Rounds	Varies—1 to 3 nights	Buffet appetizers or dinner (limited funding)
	Breakfast Hospitality	150	Custom	7:00 AM Mon to Sat	Come and go breakfast items brought in by Group (use hospitality rooms or similar)
	Vendor Space	20	Draped table with 2 chairs	All	Pre-function area to Show Room
	Educational Presentations	100	Theater	1 or 2, time varies	
	Motor Home Parking	Up to 20 RVs	Varies	All	Exhibitors bringing dogs to show in an RV setup on property
Dog Exercise Area				To be discussed with site, each situation different	

IMPORTANT: The schedule and requested meeting space requirements are typical of Group's annual event, but are subject to change in the discretion of Group in any particular year. Any such changes to be communicated to Hotel, who would agree to accommodate reasonable changes based on availability. Due to Group's special requirements for the Show Room, Hotel would agree not to change space assigned for the Show Room under any circumstance.

<p>Preferred concessions</p>	<ul style="list-style-type: none"> • Contract room rate applicable for single to quad up to room block; Hotel to accept reservations at contract rate above room block based on availability • Pet fee of no more than \$50 per room with one or more dogs for whole week • Room block daily numbers (within room block total) subject to adjustment by Group based on reservation flow and prior event history • Group can increase room block based on availability without increasing liability up to the day following the designated cut off date (approx. 30 days before event); final Group room block obligation (before attrition) will be based on the higher of initial room block total or room block reservations total on the day following the cut off date • [Any reservation cancelled by any Group attendee after the cut off date will be subject to a cancellation penalty charged by Hotel at time of cancellation equal to one night's room and tax OR Hotel will charge one night's room and tax as a deposit on each reservation made by Group attendee, which deposit shall be refundable in full for any reservation cancelled on or before the cut off date. After the cut off date, the deposit will be forfeited in the event a reservation is cancelled for any reason.] • Hotel will accept new Group reservations after the cut off date at contract rate subject to availability and such reservations will be credited to Group room block • Early departure fees and cancellation fees for Group attendees credited to room block performance • No greater than 80% attrition for room block • Complimentary self-parking for attendees, including those not staying at site • Complimentary wi-fi in guest rooms and meeting space including Show Room • Waived resort fee and complimentary gym access as applicable • Complimentary function space use for Group event subject only to room block pick up • Comp rooms (to be used at Group's discretion) of 1 per 40 paid attendee room nights cumulative • 15% discount from standard banquet food & beverage pricing • No charge for use of outside A/V company with discounted pricing available on in-house AV • Group will assist Hotel in protecting property from any damage from Group event, including laying clear plastic in dog heavy areas; no special cleaning fees charged by Hotel • Reasonable negotiated food and beverage minimum • No charge for motor home parking as requested • Late check out as possible last day of Group event • No deposits required in advance • Waive incoming shipping charges for principal event sponsor (could include dog food and trade show materials)
<p>Preferred contract terms</p>	<ul style="list-style-type: none"> • Hotel recognizes Group is nonprofit with limited credit history and will consider other factors to grant credit to Group • Mutual successors and assigns • Reasonable cancellation penalties, including in event Hotel should cancel without right • If contract is to be executed by the Bulldog Club of America, Inc. rather than an unrelated Host Club acting as representative, it must be signed by the National President of BCA
<p>Other Information</p>	<ul style="list-style-type: none"> • Group evaluation process and contract review and approval can be expected to take up to two months. • Event history and references available upon request. • Interim Show Chairman [Contact Information]

This form is only intended to serve as a helpful tool to future show committees.

**INFORMATION SHEET
FOR FUTURE NATIONAL SHOW COMMITTEES**

Name of Host Club _____

Location: _____

Date: _____

Entries:

Total number of entries: _____

Obedience _____

Rally _____

Juniors _____

Breed _____

Hotel:

Number of total room nights _____ **Number of nights in block** _____

Room Rates: _____

Number of nights required for each complimentary night _____

Number of rooms needed for committee meetings _____

Cost of plastic to cover carpeting _____

Where purchased _____

Seed Money:

Amount of seed money: _____

Merchandise:

Total spent (possibly provide invoice of order) _____

Amount sold at the preceding national _____

Most popular items _____

Most popular sizes _____

Banquet:

Number attended _____ **Cost** _____

Catalogs:

Number ordered _____

Cost per binder _____

Cheaper to order a flat rate (like 500) _____

Ordered from _____

Packets:

Number printed _____ **Cost** _____

Vendors:

Number of vendors _____ **Cost per vendor** _____

Office set up:

Was office set up with copy machine, paper, computer, staples, etc. for committee chairmen to make copies of reports for council meeting _____

Was copy machine rented _____ How much _____

How financed _____

Other _____

Credit Cards:

Expense for forms _____

Service charges _____

Goody Bags:

Total cost if items purchased _____

Most items donated _____

Hospitality:

Number of hospitality nights _____

Approximate cost of morning hospitality if furnished by Clubs _____

Ex Pens:

Type used _____

Cost if purchased or rented _____

Name Tags and holders:

Number of holders purchased _____ Cost _____

Number of holders used _____

Judges Expenses:

Total expenses (transportation, hotel meals, etc.) _____

Stewards lunches:

Number served _____

Total cost of lunches _____

Superintendent _____

Amount returned from Supt. _____

New innovations tried _____

Things that worked particularly well _____

Things that did not work as well as planned _____

Any suggestions for future show committees _____