

# The Bulldog Club of America, Inc.

Established 1890

Member of the American Kennel Club, Inc.

## AMENDED AND RESTATED NATIONAL SHOW RULES AND PROCEDURES

(AS OF NOVEMBER, 2025)

*Approved by the BCA Council at its 2025 Annual Meeting  
Amended and Restated as proposed by the  
National Show Rules and Procedures Committee*

Proposed by the National Show Rules and Procedures Committee Members:

Jeff Ryman (Chair)  
Robin Stowell  
Pat Ropp  
Annette Nobles  
Ashley Miller  
Joan Johnson

This manual is a resource for Clubs and Show Committees to manage the BCA National Specialty and surrounding events. The Executive Committee will consider the Host Club's requests for flexibility on certain items. However certain rules and procedures are mandatory to ensure a successful event.

Other resources for show chairs are available on the AKC website:

<https://www.akc.org/clubs-delegates/clubs/resources/show-trial-chairperson-tools/>

### BCA NATIONAL SHOW RULES AND PROCEDURES TABLE OF CONTENTS

I.	DEFINITIONS	Page 4
II.	BCA NATIONAL SHOW DIVISION AND YEAR ROTATION PLAN	Page 5
	A. Rotation Plan	Page 5
	B. Odd Year Rotation	Page 5
	C. Even Year Rotation	Page 5
	D. Role of Show Chair and Authority of Show Committee	Page 6
	E. National Show Dates	Page 6
	F. Step by Step Summary of the Process for a Member Club to be a National Show Host Club	Page 6
III.	APPROVALS FROM THE EXECUTIVE COMMITTEE	Page 7

A.	Executive Committee Approval of Show Committee	Page 7
B.	Executive Committee Approval of the Hotel Venue	Page 7
C.	Executive Committee Approval of the Hotel Contract	Page 8
IV.	FEE FOR USE OF THE BCA NAME AND LOGO (“National Show Fee”)	Page 8
V.	VENUE/HOTEL	Page 8
A.	Selection Process	Page 8
B.	Venue Requirements	Page 9
C.	Hotel Contract Requirements/Suggestions	Page 9
VI.	SHOW REQUIREMENTS	Page 10
A.	National Show Schedule	Page 10
B.	Pre-Show and Back Up Show Schedule	Page 11
C.	Entry Fees	Page 12
D.	Classifications	Page 12
E.	Trophies	Page 13
VII.	SHOW COMMITTEE	Page 15
A.	Show Chair	Page 15
B.	Show Treasurer	Page 15
C.	Advertising	Page 15
D.	Audit Committee	Page 15
E.	Banquet	Page 16
F.	Crating and Grooming	Page 17
G.	Grounds & Rings	Page 17
H.	Hospitality	Page 17
I.	Judges’ Hospitality	Page 17
J.	Publicity/Website	Page 17
K.	Trophies	Page 18
L.	Ways and Means/Fundraising	Page 18
VIII.	JUDGES	Page 18
A.	Selection Process	Page 18
B.	Criteria for National Show Judges	Page 18
C.	Criteria for Sweepstakes Judges	Page 19
D.	Non Standard judges restrictions	Page 19
E.	Communication with Judges	Page 19
F.	Judges’ Gifts for National Show	Page 19
IX.	PREMIUM LIST, JUDGING PROGRAM AND CATALOGS	Page 19
A.	Premium List	Page 19
B.	Premium List and Show Catalog	Page 20
C.	Judging Schedule	Page 20
D.	Show Catalogs	Page 21
X.	REPORTS	Page 21
A.	Show Committee Reports	Page 21
B.	Show Treasurer Reports	Page 21

<b>XI.</b>	<b>FINANCIAL MATTERS</b>	<b>Page 21</b>
	A. Sponsorships	Page 21
	B. Distribution of Show Profit	Page 21
	C. Risk of Insolvency	Page 22
	D. Gallery Paintings	Page 22
	E. Deposit Standard	Page 22
<b>XII.</b>	<b>BCA NEEDS DURING NATIONAL SHOW WEEK AND RELATED BCA MATTERS</b>	<b>Page 22</b>
	A. Show Office	Page 22
	B. National Gallery	Page 22
	C. BCA Committee Meetings	Page 23
	D. Judges Seminar	Page 23
	E. Education Seminar	Page 23
<b>XIII.</b>	<b>OTHER NATIONAL SHOW MATTERS</b>	<b>Page 23</b>
	A. Attendee Registration	Page 23
	B. Veterinarian	Page 23
	C. Chief Steward and Stewards	Page 23
	D. Photographer	Page 24
	E. Day of the Show	Page 24
	<b>ATTACHMENT 1: BCA NATIONAL SHOW AGREEMENT</b>	<b>Page 25</b>
	<b>ATTACHMENT 2: BCA LETTER OF AUTHORIZATION</b>	<b>Page 27</b>
	<b>ATTACHMENT 3: CONTRACT ACKNOWLEDGEMENT LETTER TO SHOW CHAIRPERSON</b>	<b>Page 28</b>
	<b>ATTACHMENT 4: BCA NATIONAL SHOW INTERSEX JUDGES</b>	<b>Page 29</b>
	<b>ATTACHMENT 5: BCA NATIONAL SHOW CONTRACT NEGOTIATION SUGGESTIONS</b>	<b>Page 30</b>
	<b>ATTACHMENT 6: EXHIBITOR'S STATEMENT OF RESPONSIBILITY TO THE NATIONAL SHOW HOTEL</b>	<b>Page 33</b>
	<b>ATTACHMENT 7: SAMPLE NATIONAL SHOW INCOME STATEMENT</b>	<b>Page 34</b>
	<b>ATTACHMENT 8: SAMPLE NATIONAL SHOW AUDIT REPORT</b>	<b>Page 35</b>
	<b>ATTACHMENT 9: SAMPLE REQUEST FOR PROPOSAL (RFP)</b>	<b>Page 37</b>
	<b>ATTACHMENT 10: INFORMATION SHEET FOR FUTURE NATIONAL SHOWS</b>	<b>Page 41</b>

## I. DEFINITIONS

The following defined terms are used throughout these Show Rules:

- A. **Assistant Show Chair** – The Assistant Show Chair for the National Show, if one has been appointed by the Show Committee and approved by the Division Board/Executive Committee.
- B. **Banquet or National Banquet** – The annual Club awards banquet held during the National Show Week.
- C. **Banquet Chair** – The individual responsible for overseeing the National Banquet and also a member of the Show Committee.
- D. **BCA, the Club or National Club** – Bulldog Club of America, Inc. with National Club referring to the National Officers and Executive Committee
- E. **BCARN** – Bulldog Club of America Rescue Network, a 501(c)(3) charity organized for the purpose of rescuing, rehabilitating and rehoming bulldogs. BCARN was established through the efforts of BCA members and remains closely affiliated with BCA.
- F. **Champion of Record** - Any dog which shall have won fifteen points (including 2 majors) shall become a Champion of Record. A dog becomes a champion when it is so officially recorded by The American Kennel Club. *(amendment approved by council Nov 2025)*
- G. **Charitable Fund** – Bulldog Club of America Charitable Fund, a 501(c)(3) charity organized for the betterment of the Bulldog breed through the funding and support of health research and education. The Charitable Fund was established through the efforts of BCA members and remains closely affiliated with BCA.
- H. **Division Board** – The Board of Governors of one of the eight Divisions of BCA, which includes its officers (other than councilors) and governors.
- I. **Education Chair** – Chair of BCA’s Education Committee
- J. **Executive Committee** – The managing leadership of BCA consisting of the National Officers plus the Councilors from the Division in which the National Officers reside.
- K. **Gallery or National Gallery** – The BCA National Gallery of Winners which includes original oil portraits of the Best of Breed and Best of Opposite Sex winners from every BCA National Show. The reference also includes the BCA Hall of Fame plaques containing the names of Hall of Fame inductees.
- L. **Hall of Fame/Gallery Chair** – The Chair of BCA’s Hall of Fame/National Gallery Committee, a standing committee of BCA.
- M. **Hall of Fame/Gallery Committee** – BCA’s Hall of Fame/National Gallery Committee, a standing committee of BCA.
- N. **Host Club** – The BCA member club or Division Board that has been selected to be the host club for a BCA National Show. The selection should be confirmed by the appropriate Division Board.
- O. **National President** – The individual serving as the President of the Club.
- P. **National Secretary** – The individual serving as the Secretary of the Club.
- Q. **National Show** – The annual Bulldog Club of America National Specialty Show.
- R. **National Show Fee** – The fee payable by a Host Club to BCA for the right to hold the National Show using the BCA name and logo.
- S. **National Show Week** – The week that includes the National Show, plus two back up shows, and at the discretion of the Show Committee, a Pre-Show, in addition to being the week of the annual Council meeting and various other BCA meetings and activities occurring only during this week each year.
- T. **National Treasurer** – The individual serving as the Treasurer of the Club.
- U. **Pre-Show** – A specialty show held immediately preceding the National Show at the same site as the National Show.

- V. **Show Chair** – The Show Chairperson of the National Show and National Show Week as selected by the Host Club and confirmed by the Division Board and approved by the Executive Committee.
- W. **Show Committee** – The Show Committee for the National Show and National Show Week as selected by the Host Club and confirmed by the Division Board and approved by the Executive Committee. The Show Committee in odd-numbered years includes all the members of the Executive Committee plus others.
- X. **Show Rules Chair** – The Chair of the National Show Rules and Procedures Committee, a standing committee of BCA.
- Y. **Show Rules Committee** – The National Show Rules and Procedures Committee, a standing committee of BCA.
- Z. **Show Rules** – The National Show Rules and Procedures as approved by the Council.
- AA. **Show Treasurer** – The Treasurer for the National Show and also a member of the Show Committee.
- BB. **Trophy Chair** – The individual responsible for getting trophies for the shows being held during the National Show Week

## II. BCA NATIONAL SHOW DIVISION AND YEAR ROTATION PLAN

### A. Rotation Plan

YEAR	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
DIVISION	8	5	1	6	2	7	3	8	4	1

Under the BCA National Show Division rotation plan, when a Division is home to the National Officers, it will host the National Show in the second year of their term of office. That Division will host the National Show again nine years later and again seven years after that when it has the National Officers again. The rotation repeats itself year after year. If at any time prior to the occurrence of a planned National Show, an act of God such as a natural disaster or pandemic or other unforeseeable condition may make it impossible or imprudent, as a practical matter, to hold that National Show as planned (example, effect of Covid-19 pandemic on the 2020 National), such situation should be evaluated in a collaborative manner by the Show Committee and the Executive Committee. Any final decision to postpone, cancel or otherwise materially revise plans for such National Show shall be made by the Executive Committee, with input from the Show Committee, based on all relevant facts and circumstances available at the time.

### B. Odd Year Rotation

Each BCA Executive Committee hosts the National Show in its respective Division in odd-numbered years (the second year of their term of office). The Executive Committee shall select a member club in that Division, or the Division Board itself, to be the Host Club. With the advice and consent of the Host Club, the Executive Committee shall appoint a Show Chair and approve a Show Committee. The Show Committee in odd-numbered years includes the Executive Committee, the Show Chair, an Assistant Show Chair (if applicable) and a reasonable number of other show committee volunteers. Before the Executive Committee from a particular Division takes office, the Division Board from that Division shall have authority to commence reasonable planning for the National Show, which could include selecting a show site and/or identifying a Show Chair. Key decisions about the National Show made by the Division Board before the Executive Committee takes office should be ratified or modified (if and as necessary) by the Executive Committee from that Division at its first meeting after taking office.

### C. Even Year Rotation

The National Show Week during even-numbered years is hosted by the appointed Division according to the Show Rules rotation plan shown above. For each year in the rotation, the applicable Division Board shall choose the Host Club for the National Show, which can be either a member club in that Division or the Division Board itself. The Division Board also shall appoint, or confirm the appointment by the Host Club of,

the Show Chair, the Assistant Show Chair (if applicable) and the members of the Show Committee. If a Division has reasonable grounds to elect to pass on hosting the National Show in a particular even-numbered year, the Division must advise the Executive Committee of that decision, and the basis for it, by no later than March 1<sup>st</sup> of the immediately preceding even-numbered year. After that date, the Club is entitled to assume that the Division is prepared to host the National Show as provided in the rotation plan. This rule does not apply to situations involving an act of God or other unforeseeable condition affecting the National Show as described above.

In the event a Division in the even-numbered year rotation is not prepared to host the National Show, either as a result of their declining in the manner described above or the Executive Committee not approving its request to host, the sequence of all subsequent Divisions in even-numbered years shall be modified by the Executive Committee in its reasonable discretion, taking into consideration the desire and capacity of other Divisions to host the National Show at least two years earlier than anticipated. In making this decision, the Executive Committee shall assess the impact of any hotel contracts for future National Shows that may already be in negotiation or executed at the time of the decision, as well as any other relevant considerations about the timing of future National Shows. After making a decision, the Executive Committee shall have the National Secretary notify each Division Secretary of any change in the assigned years from the rotation plan. The Division that has passed its opportunity to host shall be placed at its normal place in the next rotation; however, the Executive Committee shall have the authority to insert the skipped Division in the rotation plan so that it may host the National Show in the next even-numbered year. Subsequent Division rotations shall continue in the manner shown above.

#### **D. Role of Show Chair and Authority of Show Committee**

For each National Show, the Executive Committee and the Division Board delegate the responsibility and authority to plan and conduct the National Show to the Show Chair (who must be approved by both the Division Board and the Executive Committee). The approved 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 are to work together to provide a cohesive and cooperative effort in the planning and conduct of the National Show Week.

#### **E. National Show Dates**

The National Show shall be held between the dates of September 1 and December 1 of each year. The Show Rules Committee suggests that the following items 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 dates of the French Bulldog Club National Specialty (due to the number of exhibitors that show both breeds)

#### **F. Step by Step Summary of the Process for a Member Club to be a National Show Host Club**

1. Determine the year in which that member club's Division is expected to host the National Show based on the Show Rule's rotation plan. If it's an odd-numbered year, the National Officers will be from that same Division and will be part of the Show Committee.
2. Between 3 and 5 years before the event, the member club should express interest in hosting the National Show to the Division Board and agree with them on a selection process with set milestones.

3. A Division Board should select a Host Club at least two years before the event. That Host Club should propose a Show Chair and initial National Show Committee for approval by the Division Board. The Host Club must also obtain the Division Board's approval of the show venue before proposing it to the Executive Committee.
4. The Show Chair will be responsible for finding a hotel venue that satisfies the requirements of the Show Rules (or have an acceptable basis to waive or modify any such requirement) and for proposing initial terms for a contract between either the Host Club or BCA and the chosen hotel. The Show Rules require the Show Chair to use the attached RFP in the site selection process.
5. The Host Club should submit for Executive Committee consideration the names of the Show Chair and the rest of the Show Committee; and the proposed show venue, including the room rate, pet fee, food/beverage commitment and other key terms. These items can be placed on the Executive Committee agenda for one meeting or in parts for multiple meetings, but the Host Club should obtain final approval no later than the first meeting of the Executive Committee in the year immediately preceding the proposed National Show year. Under the Show Rules, the Executive Committee reviews the proposed show site to ensure it conforms with the Show Rules' requirements (or there are grounds for a waiver).
6. Pursuant to an agreement that an approved Host Club must sign with BCA (first attachment to the Show Rules), the Host Club agrees to certain conditions for hosting a National Show. The Executive Committee will provide the Host Club, once approved, with a letter authorizing the Host Club to negotiate with hotels and contract with show sponsors for that National Show.
7. The Show Chair must provide a draft of the hotel contract to the Executive Committee for comment at least a month prior to signature.
8. Under the Show Rules, only the National President can sign a hotel contract in the name of BCA and if the contract is instead in the name of the Host Club, that contract must still be approved in writing by the National President before it can be signed.

### **III. APPROVALS FROM THE EXECUTIVE COMMITTEE**

#### **A. Executive Committee Approval of Show Committee**

Once appointed, the Show Chair is authorized, on behalf of the Host Club, to identify possible members of the Show Committee and begin the process of locating a hotel suitable to hold the National Show. Pursuant to the Show Rules, the Host Club is required to obtain certain approvals for the National Show from the Executive Committee. The Host Club can seek those approvals at one time in one presentation or at different times depending on when the necessary information becomes available. The Host Club should submit the names of the Division-approved Show Chair (or interim Show Chair in some situations), Assistant Show Chair (if applicable) and members of the Show Committee for the National Show to the Executive Committee for approval at least 18 months prior to the proposed date of the show (the "**EC Show Committee Approval**"). As part of the Host Club's proposal, the Host Club must submit a signed statement agreeing to conform to the mandatory items as stated in the current edition of the Show Rules. See BCA National Show Agreement, Show Rules Attachment 1. Under the Show Rules, the Executive Committee has the authority to decline approval of a Division's plan to host the National Show in an even-numbered year. See Even Year Rotation above.

If the Executive Committee gives the Host Club the EC Show Committee Approval, the Executive Committee shall provide a letter (see Show Rules Attachment 2) authorizing the Show Chair (or interim Show Chair) to act as the BCA's designated representative for the conduct of the National Show, including in the negotiation of any hotel contracts or letters of agreement that the Host Club may desire with any group, or groups, that provide sponsorships for the National Show Week.

#### **B. Executive Committee Approval of the Hotel Venue**

The Show Rules provide that hotel contracts for the National Show should in most circumstances be negotiated and signed at least two years and up to four years before that National Show. If a Host Club wishes to secure a hotel venue four years before the National Show, the Host Club may want the Executive Committee's approval of the venue and of the hotel contract before requesting the EC Show Committee Approval (to allow more time to identify members of the Show Committee). The Host Club should under any circumstance request approval of the proposed Show Chair in the first request it makes to the Executive Committee. Once the Host Club has identified a suitable hotel venue and is ready to negotiate the hotel contract, the Host Club should provide specific information to the Executive Committee that demonstrates that the proposed show venue satisfies the venue requirements in the Show Rules (or, if necessary, the Host Club may request a waiver or modification of a requirement in accordance with these Show Rules). Before a Host Club submits a hotel contract for consideration by the Executive Committee, the Host Club should request an acknowledgement from the Executive Committee that the proposed show site is consistent with the requirements of the Show Rules (see Show Rules Attachment 3) , subject to any waivers or other exceptions that have been approved for the show by the Executive Committee pursuant to the flexibility permitted under these Show Rules (the "**EC Hotel Venue Approval**").

*Notwithstanding anything to the contrary in these Show Rules, beginning with the National Show to be held in 2027, the Host Club shall have the option to choose a hotel venue outside the geographical area of the Division holding the show. This option could be selected, for example, if the Host Club believes that the financial outcome for the National Show will be more favorable if the show is held in a geographical area outside that Division. (amendment approved by council Nov 2024)*

### **C. Executive Committee Approval of the Hotel Contract**

After receiving the EC Hotel Venue Approval, the Show Chair is required to then send drafts of the proposed contract or contracts for the National Show hotel and any other facilities to be used for the show to the National Secretary at least two and not more than four years prior to the scheduled date of the National Show Week, with a copy to the Show Rules Chair. Under the Show Rules, National Show hotel contracts in the name of BCA (which includes any Division) can only be signed by the National President. If the contract is to be signed by an individual Host Club and not BCA, no National President's signature is required, but in that case, the Host Club must still get a written approval from the National President before signing. The Executive Committee, and its designated expert, shall review the proposed contract and provide any comments, suggestions, or recommended changes to the Show Chair within 30 days of receipt of the proposed contract or contracts. Once the Executive Committee is satisfied with the responses to its comments and approves the contract(s), the Executive Committee shall authorize the National President to sign the hotel contract on behalf of BCA and the Host Club or if BCA is not a party to the contract, to approve the contract for signature by an officer of the Host Club (the "EC Hotel Contract Approval").

## **IV. FEE FOR USE OF THE BCA NAME AND LOGO ("National Show Fee")**

Pursuant to the BCA National Show Agreement (see Show Rules Attachment 1), for the right to host the National Show and use the BCA name and logo, the Show Committee, on behalf of the Host Club, shall be liable for a National Show Fee payable to the Bulldog Club of America in an amount equal to \$10 per dog entered at the BCA National Show, *including dogs entered in any event at the BCA National Show other than Sweepstakes and Junior Showmanship or any other special attraction. (amendment approved by council Nov 2024)*. The Show Committee shall pay BCA \$2,000 (check sent to the National Treasurer) as an estimate of such fee before the end of the third quarter of the show year. Once the number of dogs entered for the National Show has been determined, the National Treasurer shall either refund the excess fee to the Show Committee in the event the entered dogs are below 200 or bill the additional amount due from the Show Committee if the entered dogs are greater than 200. Payment of any refund to the Show Committee, or

payment by the Show Committee of any additional amount due, as the case may be, shall be made within 30 days after the National Show.

## **V. VENUE/HOTEL**

### **A. Selection Process**

All National Shows are to be held at a hotel able to accommodate a large group, including a hotel with an adjacent convention or event center. No National Show shall be held at a casino connected to an Indian tribe where tribal law would apply.

To initiate the host hotel selection process, the Host Club for a National Show should add the details about their National Show into the hotel Request for Proposal (RFP) (Show Rules Attachment 9), and the Host Club is then required to use the RFP with any hotel being considered as a possible National Show site. One purpose of the RFP is to communicate the venue requirements of these Show Rules to each hotel candidate. The Show Chair may provide up to three RFPs that have been submitted by hotel candidates for review by the Show Committee, Host Club, Division Board or Executive Committee as appropriate depending on whether the National Show is being held in an even or odd-numbered year. After such review, the final decision about the selection of a hotel will be made by the Show Committee, taking into consideration the venue requirements set forth in these Show Rules, along with any recommendations from the Host Club, Division Board or Executive Committee.

### **B. Venue Requirements**

1. Fairly large area or separate room close to the show rings for crating and grooming (whether offering reserved spaces or not). An area of approximately 2000 – 4000 square feet is recommended.
2. One large show room of 8,000 square feet or more to accommodate the show rings, spectator seating, and show secretary or superintendent. This does not include the space needed for grooming above.
3. Sufficient space outside for exercise pens or sufficient grass areas to accommodate the projected number of dogs entered at the show and located in as close a proximity as possible to the closest exits from the show room. Exercise pens, if necessary, should also be located in the vicinity of the motor home/RV parking area.
4. Banquet room large enough to seat approximately 200 to 300 persons depending upon the area of the country and the projected entry for the show.
5. A meeting room for the Council to accommodate approximately 80 people in classroom seating format with a podium and microphone at the front along with a head table for the National President and if desired the other National Officers.
6. Additional meeting room space to accommodate various committee meetings held prior to the Council meeting and other meetings that may be scheduled during the week as requested by the Executive Committee, host Division Board, Host Club, Charitable Fund or BCARN.
7. A small room that can be set up as an office for Show Committee business and for BCA Committee Chairs to prepare and copy reports.
8. A room of approximately 3,000 square ft. for the Gallery and Hall of Fame plaques. The room needs to be lockable and secure. Any variance of the room size below the 3,000 square feet shall be discussed with the Hall of Fame/Gallery Chair, and a reasonable plan for exhibition of the Gallery shall be made by the Show Chair with the consent of the Hall of Fame/Gallery Chair (whose consent cannot be unreasonably withheld) before the hotel contract is signed.
9. A designated space in a prominent location for the Performance committee to provide educational materials, and to serve as a base for performance activities such as CGC and Trick Dog evaluations throughout the week. This space will include two adjacent 6-8 foot tables, end to end, at a minimum. Early communication with Performance committee chairman is necessary if this element cannot be met.

This space will not be the only space needed for Performance activities, but should be considered the bare minimum needed for a staging area for the group's materials and supplies. *(amendment approved by council Nov 2025)*

The venue requirements above can be modified or waived as appropriate upon presentation of a rationale and appropriate plan which is agreed to by the then current Executive Committee. The Executive Committee should not approve any modification or waiver that could reasonably be expected to have a material adverse effect on the financial result or overall attendee experience at the National Show Week.

### **C. Hotel Contract Requirements/Suggestions**

Attachment 5 to these Show Rules contains important suggestions and considerations for negotiating the hotel contract for the National Show. Please review carefully.

1. The RFP should request that the hotel contract for the National Show include a fee for cancellation of reservations equal to one night's lodging plus tax if a reservation is not canceled by an agreed to cancellation date with the hotel or, alternatively, the hotel will collect a deposit in the same amount at the time a reservation is made which shall be refundable only if the reservation is cancelled before the same date. The Show Committee needs to remind attendees of this cancellation policy. The purpose of this provision is to encourage any attendee that needs to cancel a room reservation to do so before an agreed upon cancellation deadline so that the Show Committee can better assess the number of room nights likely to be realized and compare that number to the hotel contract requirement.
2. No Show Chair or person signing the hotel contract shall receive from the hotel any remuneration, financial benefits or hotel reward points for their personal benefit.
3. The Host Club must obtain the EC Hotel Contract Approval before the hotel contract can be signed. See Approvals from the Executive Committee above. A copy of the final signed hotel contract shall be sent in a timely manner to the Show Rules Chair.
4. A few weeks before the agreed reservation cancellation deadline, the Show Chair should 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 to determine duplicate reservations or reservations not needed based on all information available, focusing in particular on any one person with multiple rooms. Subject to the hotel's acceptance, any individual making reservations for multiple rooms in the same name could be required to pay a deposit of one night's lodging plus tax for each room reserved at the time the reservation was made.
5. It is mandatory that all hotel guests with dogs sign a statement of responsibility for damage to rooms upon check-in. A form of such statement is shown in Attachment 6.

## **VI. SHOW REQUIREMENTS**

### **A. National Show Schedule**

1. Unless the National Show Week includes what is referred to as a "Pre-Show" (see below), the National Show shall be the first show of the National Show Week and the schedule for the National Show shall be as follows:

Day 1 (A.M.)	Obedience and Rally
Day 1 (P.M.)	Sweepstakes
Day 2	Dog and Bitch class judging
Day 3 (P.M.)	Junior Handling, Veterans, Intersex and Non-regular classes

Unless otherwise decided by the Executive Committee, the BCA Council Meeting shall be held on Day 3 (A.M.). Time to be determined by the Executive Committee.

- Obedience, Rally and Junior Showmanship shall be offered once as part of the National Show, but they may also be offered, at the discretion of the Show Committee, as part of a pre-show or back up show or in the case of obedience and rally, be offered as a standalone event. There will be only one Sweepstakes during the National Show Week offered on the first day of the National Show. Sweepstakes preferably will not be held at night since puppies could be exhibited very early the next morning.
- Notwithstanding the National Show schedule shown above, the Show Committee shall have the discretion, based on its entry expectation and other relevant factors, to condense the schedule for the National Show to two days as long as the morning of the last day or the morning of the day after the last day is left open for the Council Meeting. The Show Committee shall be required to advise the National Secretary promptly following any final decision to hold the National Show over two days.
- Conformation judging for dog and bitch classes in sweepstakes and class judging at the National Show shall be conducted sequentially in one ring unless in the judgement of the Show Committee, the entry is too large to accommodate all of such judging in one ring within the schedule as planned.

#### **B. Pre-Show and Back Up Show Schedules**

- Pre-Show** - The Show Committee shall be entitled in its discretion to hold a one-day conformation show at the National Show site on the day immediately preceding the first day of the National Show (under these Show Rules, a "Pre-Show"). One positive outcome of the Show Committee hosting a Pre-Show is an increase in hotel room nights used by the group, and there could be other attractive financial benefits for the overall National Show Week. If the Show Committee decides to hold a Pre-Show prior to the start of the National Show at the National Show site, they must consider the BCA committee meetings typically 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 with minimal conflict due to the Pre-Show.
- Back Up Shows** – Due to the recent decline in entries during National Show Week, especially for back up shows, the following rule shall be effective beginning with the National Show Week in 2025. Beginning with the National Show Week in 2025, each back up show, as well as any preshow, should be held on a single day unless the Executive Committee approves a two-day schedule for one back up show on justifiable grounds. One day can easily accommodate current back up show entries, using two rings for class judging if necessary.
- Number of Shows** – The Show Committee shall have the discretion to schedule no more than one Pre-Show as provided above and up to three back up shows following the National Show provided that each of such shows can be scheduled to occur on a single day. FOR THE SAKE OF ILLUSTRATION ONLY, the following Thanksgiving week schedules for a National Show Week would each be permissible:  
Example One

Sunday – One day preshow with committee meetings in the evening

Monday—National Show with two rings with obedience/rally in one ring and sweepstakes in the other. Class judging in one ring in the afternoon.

Tuesday—Council meeting in the morning, National Show intersex, nonregular classes in the afternoon and National Banquet in the evening

Wednesday—One day back up show

Allows participants to possibly be home for Thanksgiving.

Example Two

Sunday – Only committee meetings

Monday—One day preshow

Tuesday—National Show with two rings with obedience/rally in one ring and sweepstakes in the other. Class judging in one ring in the afternoon.

Wednesday—Council meeting in the morning with National Show intersex/nonregular classes in the afternoon

Thursday—One day backup

Friday—One day backup and National Banquet

Saturday—One day backup

These examples deliver what BCA members want, maximum number of chances to compete over whatever period is chosen for the National Show Week.

#### **4. Additional scheduling requirements and options.**

- a. The National Banquet cannot be scheduled for Thanksgiving evening and must be scheduled so that at least one back up show is to be held following the National Banquet.
- b. Beginning in 2023, the Show Committee shall have the discretion to schedule a second obedience and rally trial (not part of National Show itself) or other performance events during the National Show Week as they see fit.
- c. Show Committees are encouraged to match the number of judges hired with the expected entry and be creative in using judges so as to reduce overall costs. For example, if a Show Committee expects fewer than 175 entries at a back up show, it can hire one judge for the entire conformation event. If entries are expected to be between 175 and 200, the Show Committee could hire one judge to do classes at one back up show and intersex at another back up show the next day and hire one additional judge to do the opposite over the two days. These creative solutions to the entries we are experiencing today have the potential to save significant dollars for the Show Committee and for the exhibitors who attend the National Show Week.
- d. Show Committees are encouraged to discuss their proposed schedule early in the process, before signing a hotel contract or hiring judges, with their respective Division Boards and with the Executive Committee in office at the time. A shorter schedule for the National Show Week

could have significant implications for what would be the acceptable terms in a National Show hotel contract and must be well considered before final decisions are made.

- e. Show Committees are encouraged to discuss possible non-core (besides Obedience and Rally) Performance trials and tests with the Performance Committee early in the process to assess additions of 2 or more performance events for the week. The Show Committee should consider adding events such as, but not limited to: ATT Tests, Scent Work, Agility, Fetch, Farm Dog, and/or FCAT Trials. Some of these events can bring in significant additional revenue to support the National. The Performance Committee should be consulted about space and time requirements for each of these events. The inclusion of such events should be taken into consideration when choosing among potential event sites and while setting up the overall show schedule.

### C. Entry Fees

1. The Show Committee shall have the authority to set the entry fees for each event held as part of the National Show Week; provided, that there shall be a reduced entry fee at each show for Puppy and Bred-by Classes (as set by the Show Committee in its discretion). No entry fee is to be charged for Junior Showmanship.
2. A \$1.00 per dog entered at the National Show shall be divided in half and donated in equal amounts to the Charitable Fund and BCARN. The Show Treasurer shall mail checks for these donations to the respective treasurers no later than 30 days following the show. These donations shall be referenced in the Premium List for the National Show.

### D. Classifications

1. **Sweepstakes** - Sexes are divided and classes will be 6-9 months, 9-12 months, 12-18 months, and 18 - 24 months with a 3 month division of the latter two being at the discretion of the Show Committee. Champions of Record are not eligible for competition in Sweepstakes. *(amendment approved by council Nov 2025)* To avoid 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.
2. **12-18 Month Class**—shall be divided at the discretion of the Show Committee into 12 months and under 15 months and 15 months and under 18 months.
3. **Best Puppy**—Shall be offered at each show during National Show Week from the puppy class winners of each sex and the winner of the puppy division of the Bred-By class of each sex.
4. **Best Bred By** – Shall be offered at each Nationals Show Week from the Bred by Puppy and Bred by Adult classes of each sex. *(amendment approved by council Nov 2025)*
5. **Veteran Dog and Bitch Classes** - Eligibility is seven (7) years of age and older for every show held during the National Show Week. At the National Show, dog and bitch classes are judged by the National Intersex Judge prior to Intersex judging.
6. **Stud Dog Class** shall consist of two (2) get.

7. **Brood Bitch Class** shall consist of two (2) get.
8. **National Owner Handled Series** shall be offered as part of the National Show.
9. **Award of Merit** Certificates may be given, at the judge's discretion, to no more than 5 deserving dogs or bitches in the ring for BOB competition. It is not mandatory that the judge award any certificates. Because of their higher placement, the dogs awarded Best of Breed, Best of Opposite, Select Dog and Select Bitch are not-eligible for Award of Merit Certificates.
10. The **4-6 month puppy** class may be offered during the BCA National Show Week at the discretion of the Show Committee.

**E. Trophies**

1. **National Show** -- A standardized medal, consisting of the BCA medallion, is used for awards at the National Show. They shall be unique and of good quality, and cost should not be prohibitive. The Show Rules Committee selects the design for the BCA medallions, and it is the same each succeeding year.

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:**

*Medallions will be awarded for all placements in non-regular classes except Sweepstakes..*  
**(amendment approved by council Nov 2024)**

Veteran Dog	Antique Copper Finish Medal
Veteran Bitch	Antique Copper Finish Medal
Brace Class (if offered)	Antique Bronze Finish Medal
Stud Dog	Antique Bronze Finish Medal
Brood Bitch	Antique Bronze Finish Medal
Best Puppy in Classes	Antique Bronze Finish Medal
<b>Best Bred By from Classes</b>	<b>Antique Bronze Finish Medal</b>
Best Owner-Handled (NOHS)	Antique Bronze Finish Medal
Best Junior Handler	Antique Bronze Finish Medal
Reserve Best Junior Handler	Antique Copper Finish Medal
Select Dog	Gold on Satin Silver Medal
Select Bitch	Gold on Satin Silver Medal
Award of Merit	Bronze High Polish Finish Medal
4-6 Month Puppy BIS (if offered)	Antique Bronze Finish Medal

4-6 Month Puppy BOS (if offered)      Antique Bronze Finish Medal

### **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**

High Triple	Antique Copper Finish Medal with Red/Blue neck ribbon
High Combined Score	Antique Copper Finish Medal with Green/Blue neck ribbon
First thru fourth place in each regular class	Antique Bronze Finish Medal

### **Sweepstakes**

Best in Sweepstakes	Antique Copper Finish Medal
Best of Opposite in Sweeps	Antique Copper Finish Medal

Other than BCA medallions, only cash prizes may be offered as prizes for the National Show; provided that in accordance with AKC regulations, no money prizes shall be offered for Junior Showmanship.

2. **Back Up Shows** -- Trophies to be offered for other shows held during the National Show Week shall be as selected by the Show Committee.
3. As soon as possible after entries close, the Show Chair (or, at the request of the Show Chair, the Show Secretary) will advise the BCA Awards Chair and the Show's Trophy Chair of any and all classes with fewer than 4 entries in conformation, obedience or rally.
4. The Show Committee shall decide in its discretion whether to list individually the donors of the top awards in the premium list and catalog. All monies donated for other awards and general class placements will be recognized as part of a general show fund with all donors' names listed in the catalog. This allows for late donations and for those in a position to give less to still donate to the fund.
5. National Show Winners Portraits - A post card or letter shall be given to the Best of Breed and Best of Opposite winners at ringside upon winning at the National Show, explaining the procedure and providing contact information for the Hall of Fame/Gallery Chair and the artist, simplifying the process for having these portraits made for the Gallery.

## **VII. SHOW COMMITTEE**

### **A. Show Chair**

Pursuant to these Show Rules, the Executive Committee in odd-numbered years and the Division Board in even-numbered years (in both cases with the advice and consent of the Host Club) shall appoint a Show Chair who shall be responsible for planning and conducting the National Show. If desired, an Assistant Show Chair can also be appointed to assist the Show Chair. For even-numbered years, if the Division Board that appointed the Show Chair and in some cases an Assistant Show Chair believes in its opinion that a Show Chair and/or Assistant Show Chair has failed to perform their responsibilities in the proper manner and/or are guilty of gross misconduct in the performance of their duties, or believes that a Show Chair and/or

Assistant Show Chair have been unable to work effectively with a newly elected Division Board, that Division Board shall have the authority to replace the Show Chair and/or Assistant Show Chair, so long as this action has received the prior approval of the Host Club by a two-third's vote taken at a general membership meeting. Any change in the Show Chair or Assistant Show Chair pursuant to this paragraph must be submitted immediately to the then current Executive Committee and shall require their final approval before it can be made effective. For odd-numbered years, the Executive Committee shall have the authority to replace the Show Chair and any Assistant Show Chair appointed by that Executive Committee (or the Division Board acting on its behalf) under the same circumstances and conditions described above for even-numbered years. The Executive Committee, Division Board and Host Club should take all reasonable precautions to avoid any chance of jeopardizing the hotel/site contracts when taking any action to change the Show Chair, Assistant Show Chair or any other member of the Show Committee.

#### **B. Show Treasurer**

The Host Club shall appoint a Show Treasurer for each National Show. If the National Show bank account is set up with the BCA taxpayer ID number, the Show Treasurer will be a covered position under the BCA Crime Insurance Policy and as a result must follow the requirements of that policy. The Show Chair will verify that the Show Treasurer has conferred with the National Treasurer as to whether this position is covered by the then current Crime Insurance Policy. In the event the Show Treasurer position for a particular National Show is not covered by this policy for any reason, the Host Club shall be required to secure comparable coverage up to an appropriate dollar amount from a crime bond or insurance policy purchased at the Host Club's own expense.

It is strongly suggested that the Show Committee assign the following functions or responsibilities to specific members of the Show Committee or otherwise as indicated below:

#### **C. Advertising**

Develop advertising materials for the Bulldogger, prominent social media platforms and any other desired media. Start ad campaign as soon as possible after the previous year's show is held.

#### **D. Audit Committee**

The Show Committee will appoint an independent audit committee to audit the final financial report for the National Show Week. The Audit Committee shall include two members from the Division that held the show and one member from the BCA National Audit Committee. The Audit Committee shall complete their audit report, shown by example in Show Rules Attachment 8, no later than the date of the following year's National Show.

Audit procedures to be performed by this Audit Committee:

1. Review the "Statement of Income & Expenses" (see example Show Rules Attachment 7) prepared by the Show Treasurer covering the period from the first day funds are received by the Show Committee through the last day of final funds disbursement.
2. Review bank account reconciliations and confirm reconciliation and sign-off by a person other than the Show Treasurer.
3. Review significant income amounts against documentation.
4. Review significant expense amounts as appropriate against invoices presented for payment.
5. Confirm that required payments to BCA have been paid. These payments shall include the National Show Fee, Gallery painting cost, and the reimbursement to BCA for National Show trophy costs (medallions) and National Show judges' gifts.
6. Confirm that required donation of \$1.00 per dog entered in the National Show has been donated as directed by the Council, and that any newly required payments added to the Show Rules have been properly paid and accounted for.

7. Confirm that all required payments to the host hotel have been made.
8. Confirm 990 questionnaire was completed annually and forwarded to National Treasurer if required.
9. Verify final disbursements were made to legitimate Bulldog Clubs, which could include bulldog rescue clubs or groups.

The financial reporting requirements in the Show Rules, and the audit of the final financial report, are intended to serve strictly as a matter of communication to an interested party, BCA, and these reports can be extremely valuable to future show committees. It is not the intent of these Show Rules to control any aspect of how shows are financed, or importantly, how the final monies are distributed (as long as these funds are distributed to Bulldog Clubs and not individual members).

#### **E. Banquet**

Work with the hotel to plan the menu, procure either doggy items or local area table favors, and establish the ways in which tickets can be purchased and table seating arranged as desired by attendees.

1. The Banquet Chair shall be responsible for preparing a printed National Banquet program which shall be distributed at each banquet seat and shall include a schedule of the evening's speakers and presentations. The Banquet Chair shall coordinate well in advance of the event with the Hall of Fame/Gallery Chair to ensure that the National Banquet program includes a listing of all new inductees into the BCA Hall of Fame. The banquet program should also list the names of the Diamond and Platinum Ambassador of Health awards that will be awarded during the event.
2. National Banquet agenda must include recognition of each Division and must allot time to recognize any and all inductees to the Hall of Fame, the ~~and~~ recipients of Diamond and Platinum tier Ambassador of Health awards **and the Top 5 Junior recognition with qualifying dates 1 July of the preceding year to 30 June of the current year.(amendment approved by council Nov 2025)** The National Show Best of Breed and Best of Opposite shall be recognized after the following days judges have exited the banquet room.
3. The Host Club must provide time near the end of the banquet for the following year's Show Committee to present their National Show, including the dates, location and judge.
4. Head table seating is required for the National President, Judges, Master of Ceremonies, **Show Chair**, designated guest of honor (if any) and their spouses
5. IF requested by the Hall of Fame/Gallery Committee, allot time to hold a live auction to raise additional funding for transportation of the Gallery, and in years when no such request is made, the BCA Charitable Fund may request that an item provided by the Charitable Fund be auctioned for its benefit. If neither wishes to hold a Banquet live auction, the Show Committee may hold a live auction of no more than a select few unique items to raise funds for the National Show.
6. The Show Committee may choose a person to honor at the National Banquet with a seat at the Head Table and acknowledgement in the National Banquet program. The criteria for selection should include 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.

#### **F. Crating and Grooming**

Manage the crating and grooming area/room, including reserved spaces (if offered at the discretion of the Show Committee) and open grooming areas. The Show Committee may choose to offer reserved crate spaces exclusively as part of the show packages being offered to exhibitors. In addition to reserved crating (if offered), the Club shall provide open spaces for grooming that is available to all exhibitors on a first come, first serve basis. By the first morning of the National Show, a grid plan showing reserved crate spaces should be available, and reserved spaces should be clearly designated on the floor with markers or tape.

### **G. Grounds & Rings**

Responsible for show rings, exercise pens, and other exercise areas, and hotel clean up and sanitizing. The Show Chair or his/her designee shall be responsible for show ring layout and for purchasing and having installed plastic sheeting over the carpet in the show rings and other high traffic areas. The Show Committee should use Permanent Place Markers that belong to the Club and are shipped each year with the Gallery.

Make sure ice is available at all times in the show rings. Because hotel ice machines may not be able to handle the demand, arrangements should be made to haul in extra ice

### **H. Hospitality**

The extent of hospitality offered at any National Show is with consideration of budget and available manpower. The Show Committee should enlist help from all Member Clubs in the Division where the show is being held. Hospitality is intended not to just be a function to feed everyone. Hospitality is held one to three evenings with food and beverages, preferably from host area. The number of nights and types of food are determined by the Show Committee's budget and hotel contract requirements. Other suggested actions:

1. Organize a welcome table in venue lobby
2. Welcome package given out when checking into the motel/hotel, with a list of the locations of the meeting rooms, show rings, Gallery, etc, list of hotel rules for dogs, complete schedule for weekend, location of nearest shopping center and restaurants. Package could also include name tags if desired, a local area map and the name, address and phone number of local veterinarian in case of emergency.
3. Early breakfast of coffee, juices, and simple breakfast items chosen by the Hospitality team for exhibitors the morning of the show
4. Availability of quick lunch items for purchase by exhibitors.

### **I. Judges' Hospitality**

Show Chair should designate a person responsible for the judges' hospitality and available to answer questions. Show Committee should address all major needs that the judges will have, including airport transportation to and from the show site, a room at the National Show hotel for the number of nights contracted and hospitality and other meals as has been agreed in the judges' contracts.

### **J. Publicity/Website**

Publicity for the National Show Week shall not commence until the Banquet of the National Show the preceding year. Time will be allotted at the preceding year's National Banquet for the Show Committee to publicize its event (announce judges, describe venue, etc.). National Show Websites shall be set up in advance and be ready to go following the preceding year banquet. All official information posted at any time on Facebook by the Show Committee must be included on the National Show Website so that it will be accessible to everyone.

### **K. Trophies**

Responsible for ensuring that trophies are available for all shows as described in premium list, with the understanding that for the National Show itself, the only trophies awarded will be BCA medallions. See details above under Trophies. Trophy Chair will be available to the Chief Steward on the day of the show for any distribution questions and/or assistance with the day's trophies.

## L. Ways and Means/Fundraising

Develop fundraising ideas for the National Show Week. Fund raisers could include silent auctions, raffles, 50/50 drawings, generic Division dog shows, etc. Fund Raising for a National Show may not begin earlier than four years prior to the show, and until the National Banquet the year before the show, fund-raising shall only be done within the Division of the National Show so as not to compete with earlier National Shows.

## VIII. JUDGES

### A. Selection Process

The Show Committee shall choose all the judges for the National Show Week as soon as possible after it receives the EC Show Committee Approval, but not until the preceding year's Show Committee has announced their National Show Week judging panel. The Show Committee shall select their judges after consulting with the Division Board and Host Club for suggestions. A Host Club or Division Board may submit a list of acceptable judges to the Show Committee if they wish. However, it should be kept in mind that many judges may decline the selection (especially for the last show), and the Show Committee may be required to consider other judges not on the list of acceptable judges. The list of proposed judges and alternates for the National Show must be sent to the National Secretary for verification of eligibility.

### B. Criteria for National Show Judges

Criteria for 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 or Lawful Permanent Residents
4. Judges for the National Show shall have judged at least one *pre-show* or **(amendment approved by council Nov 2024)** backup show during a National Show Week prior to judging at the National Show.
5. A judge 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 Show Rules Attachment 4)
7. National Show Judges must agree not to judge Bulldog classes or BOB competition in the United States, Canada or Mexico for one (1) year prior to the National Show, and this restriction shall be so stated in each judge's contract.

### C. Criteria for Sweepstakes Judges

1. The Show Committee shall decide in its discretion the number of sweepstakes judges to be hired. If two sweepstakes judges are hired, one will judge dogs and one will judge bitches, with one judging Best in Sweeps.
2. Sweepstakes judges shall not be currently approved AKC Bulldog judges.

3. Sweepstakes judges shall be BCA members in good standing with the BCA.
4. Sweepstakes judges cannot judge bulldogs (sweeps, matches, etc.) in the United States, Canada, or Mexico six (6) months before the National Show, and this restriction shall be so stated in each judge's contract.

**D. Non Standard judges restrictions:** *sweeps, futurity, maturity, and 4-6 mo. judges, if any, may show at those events in the Show Week held after the event he/she judges. (amendment approved by council Nov 2024)*

#### **E. Communication with Judges**

Within 15 days after judges have been selected, and notified of their selection by phone or email, the Show Chair (or a designee) shall send each judge a confirmation letter or email, along with the contract detailing what the Club is offering. Judges should be instructed to return signed contracts by email or mail to the Show Chair or a designee by a specific deadline.

It is helpful to include the following information in the appropriate judge's confirmation letter:

1. For National Show BOB - Award of Merit Certificates may be given to no more than 5 deserving dogs or bitches in the ring for BOB competition, at the judge's discretion. It is not mandatory that the judge award any certificates. Because of their higher placement, the dogs awarded Best of Breed, Best of Opposite, Select Dog and Select Bitch are not be eligible for Award of Merit Certificates.
2. Requirement for semi-formal or formal dress for National Show judging will be included in the letter.
3. No judge, regular or sweepstakes, shall enter or exhibit at any show during the National Show Week.

#### **F. Judges' Gifts for National Show**

Judge's Gifts for the National Show shall be plaques with the BCA medallion. The plaques shall be procured by the BCA Awards Committee, and the Show Treasurer shall reimburse BCA for their cost out of National Show funds.

## **IX. PREMIUM LIST, JUDGING PROGRAM AND CATALOGS**

#### **A. Premium List**

1. The Show Committee shall produce and distribute a premium list for the National Show Week in accordance with Chapter 6 of the AKC Rules Applying to Dog Shows. At the discretion of the Show Committee, the information for a Pre-Show can be included within the same premium list as the other National Show Week shows.
2. A draft copy of the complete, not condensed, proposed National Show Week Premium List must be submitted to the Rules Chair for review before printing and distribution, and shall be returned by the Rules Chair with any comments, corrections or additions to the Show Committee within ten (10) days of receipt. Failure to comply with this requirement will result in a \$500.00 fine imposed on the Host Club, 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.

3. Items or trophies offered by a significant show sponsor may be listed on a separate page of the premium list or show catalog but not with the listing of breed trophies, and these items must be awarded outside of the show ring.
4. The premium list should include information about the host hotel, including how to make a room reservation within the Show Committee's room block, along with reminders of the hotel's charge for room cancellations made after the agreed cancellation deadline.
5. The \$1.00 per dog entered at the National Show donated to the BCA Charitable Fund and BCARN should be listed in the premium list.

**B. Premium List and Show Catalog**

1. The type of metal for each individual medal shall be listed in the premium list and show catalog as detailed above under Trophies.
2. Trophy donors should be listed in the premium list and show catalog as determined by the Show Committee. See discussion under Trophies above.
3. The following notice must be printed in the National Show premium list and show catalog:

**NOTICE TO EXHIBITORS and CARE OF SHOW SITE**

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 exhibitor's conduct to be prejudicial to the sport, an event hearing will be conducted. Should charges be upheld, restitution shall immediately be made to said hotel/motel by the violator(s), and the following actions may also be taken:

- a. The person, or persons, found in violation of the hotel/motel policies and/or AKC/BCA rules shall be asked to leave the premises immediately;
- b. The violating exhibitor shall be subject to additional penalties from BCA and AKC, up to and including suspension. As appropriate, the offending name(s) shall be published in the *AKC Gazette* and *The Bulldogger* as having been found guilty of violating cited AKC/BCA rules.

**C. Judging Schedule**

1. A Judging Schedule and Schedule of Events shall be sent by mail or email to all Officers, Officials, Judges, Show Committee Members, Stewards, Veterinarians and Photographers. Schedule of Events should list the hours in which the Gallery is planned to be open.
2. A veterinarian must be on call during show hours of the National Show, and the name and telephone number of that veterinarian must be included in the premium list and in the judging schedule.

**D. Show Catalogs**

1. Three ring binders shall be used for the show catalogs. The Show Chair must send a marked catalog to the Historian/Archives Chair, editor of *The Bulldogger*, and webmaster.

2. In accordance with American Kennel Club rules, the official Bulldog Standard shall be published in the show catalog.

## **X. REPORTS**

### **A. Show Committee Reports**

1. During the period that the National Show Week is being planned, the Show Chair shall provide periodic reports about the status of the National Show Week to the Host Club and the Division Board. During the one-year period prior to the National Show Week, before each scheduled quarterly meeting of the Executive Committee, the Show Chair shall provide the National Secretary with a comprehensive progress report on the status of the National Show, with a copy of such report sent to the Division Board and the Show Rules Chair. This report should be accompanied by a financial report from the Show Treasurer as described below.
2. Within 30 days from the end of the National Show, the Show Chair shall submit a completed information sheet (see Show Rules Attachment 10) to the Show Rules Chair. Within 120 days from the end of the National Show, the Show Chair shall provide the Executive Committee (copy to the Show Rules Chair) with a final show report which shall include the final version of the Show Treasurer's financial report (as described in the next paragraph which may be subject to audit).

### **B. Show Treasurer Reports**

1. The Show Treasurer is required to prepare a standard financial report for the Show Committee for the National Show, an example of which is shown in Show Rules Attachment 7. 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 (e.g., "Banquet Sales" or "Hospitality"). The final version of this financial report, along with relevant supporting documentation, are subject to audit following the National Show as provided above under Audit Committee.
2. In addition, during the year of the National Show, the Show Treasurer is required to send a quarterly financial report to the National Secretary before each quarterly meeting of the Executive Committee, with a copy to the Division Board and Show Rules Chair. This financial report should accompany the Show Chair's show report to the Executive Committee as required above.

## **XI. FINANCIAL MATTERS**

### **A. Sponsorships**

The National Show Week shall have only one title dog food sponsor for the week if an exclusive contract is in place. No other (additional) dog food sponsors shall be allowed. Items or trophies offered by a significant show sponsor will be permitted in appreciation of their financial contribution to the Club. These items are not included in the listing of breed trophies published in the show premium list and catalog. They may be listed on a separate page of the premium list or catalog and awarded outside of the show ring.

### **B. Distribution of Show Profit**

Any and all profits and/or losses shall be retained by the Host Club and/or distributed as determined by the Show Committee with oversight from the Host Club. The Show Committee should document in writing, as early as possible, any agreement with respect to finances or profit distribution made between or among the Division Board, Host Club and any other member club within the Division that participated in hosting or fundraising for the National Show Week. It is recommended that the Show Committee record in particular

the terms of any loan, deposit, donation, advance or other funding provided at any time to the Show Committee to ensure that any such funding is treated in the manner agreed.

### **C. Risk of Insolvency**

If at any time there is a reasonable chance that a Host Club may incur liabilities greater than their projected assets, the Show Committee must notify the BCA Executive Committee of this risk as soon as they become aware of it.

### **D. Gallery Paintings**

Original paintings of the Best of Breed and Best of Opposite Sex at the National Show shall be procured by the Hall of Fame/Gallery Committee and displayed for the first time in the Gallery at the following year's National Show. If a dog winning Best of Breed or Best of Opposite Sex at any National Show is already in the Gallery as a result of a prior win, no additional painting of that dog shall be added to the Gallery. The Hall of Fame/Gallery Committee shall be responsible for choosing an artist and making all the necessary arrangements for the painting(s). A post card or letter shall be given to the exhibitors of the winning dogs upon winning as provided above under Trophies. For any National Show that will have paintings of two winning dogs added to the Gallery, the Host Club and the National Club shall share equally the total cost of the two paintings. The cost for each painting is not to exceed **\$1,350.00**, subject to change with inflation. If there is only one new painting to be added from a particular National Show, the Host Club shall bear the entire cost of that painting.

### **F. Deposit Standard**

Members of the Show Committee or anyone else accepting money for any purpose related to the National Show Week, other than entry fees payable to a Show Superintendent or Show Secretary, shall provide the money to the Show Treasurer or deposit it into a Show Committee bank account for the National Show within two weeks of receipt.

## **XII. BCA NEEDS DURING NATIONAL SHOW WEEK AND RELATED BCA MATTERS**

### **A. Show Office**

The Show Committee shall set up a small room at the show venue to be used by the Show Committee and other BCA members as an office for the National Show and other BCA events such as the Council meeting. The room should have wifi access and must include at least one table, a copy machine/printer, a computer, copy paper, ink or toner, stapler, etc. The Show Committee may also store supplies and other show materials in this office. The Show Committee shall be entitled to seek reimbursement from the National Club for expenses incurred by the Show Committee for the copier and copy paper in the show office as appropriate based on the National Club's approximate actual usage. Because the Club may need a significant number of copies, the Show Committee should not rely on the front desk at the show hotel or the hotel's business center as a means of satisfying this requirement, unless the Show Committee is able to ensure that the hotel understands and accepts the potential disruption from making such copies and is willing to make them at a reasonable cost.

### **B. National Gallery**

The Hall of Fame/Gallery Committee will use its best efforts to display a list of the hours that the Gallery will be open at the entrance to the Gallery room.

### **C. BCA Committee Meetings**

BCA Committee Chairs deciding to hold a committee meeting at the host hotel must request a meeting room from the Show Chair, in ample time for rooms to be assigned and included in the schedule for the

week. Requests must specify the date and time they plan to have their committee meeting, the number of attendees and any special requirements for the meeting. The Show Chair shall coordinate with BCA Committee Chairs to provide any necessary audio-visual equipment and ensure adequate space.

#### **D. Judges Seminar**

A Judges' Breed Seminar is conducted at every National Show. The Show Chair shall assist and collaborate with the BCA Judges Education Chair to provide the necessary audio/visual equipment, meeting space and dogs for examination.

#### **E. Education Seminar**

A BCA Education Committee Seminar shall be held one evening during the week with the topic to be selected at the discretion of the Education Chair.

### **XIII. OTHER NATIONAL SHOW MATTERS**

#### **A. Attendee Registration**

To reduce the risk that the Host Club fails to satisfy its room night commitment under the hotel contract, it is essential under the hotel contract that the hotel be required to credit the Host Club with all room nights consumed by 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 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 for attendees that appear to be missing from the hotel's reservation list. When attendees register, the Show Committee is also able to share beneficial information about the National Show by email with the registered attendees.

#### **B. Veterinarian**

Should it be necessary, a local person must be available to transport an exhibitor and affected bulldog to the listed "on call" veterinary clinic unless an onsite facility is provided. In accordance with AKC Rules, "the official (show) Veterinarian shall not exhibit, act as an agent or handler at the show, and dogs owned wholly or in part by him shall not be eligible to be entered at that show." This shall include any "on call" veterinarian listed in the premium list and judging schedule.

#### **C. Chief Steward and Stewards**

The Chief Steward (CS) is appointed by the Show Chair and will select individuals with stewarding experience to steward for all events at the National Show. The Chief Steward must 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 relevant Rules (Dog Show Rules, Obedience, Junior showmanship, Judge's Rules and Procedures, Stewards, Dealing with Misconduct, etc.) available for reference purposes, if necessary.

It is suggested that there be a minimum of two stewards per ring for regular classes and three stewards for Best of Breed. These guidelines should be followed:

1. All stewards will be dressed professionally during show hours. Formal or Semi-formal wear expected for the National Show.
2. The CS will steward only to relieve another steward or for Best of Breed if needed.

3. The CS will not enter or exhibit at any of the shows during the National Week, and other stewards will not enter dogs owned or co-owned by them at any show they are scheduled to steward. No steward will enter the ring as a handler or agent at any show they are stewarding.
4. The CS will coordinate with the Show Committee to have trophies set up in an orderly manner at least 30 minutes before start of judging, and the Trophy Chair will be available for any distribution questions and / or assistance about the day's trophies.
5. Stewards shall report to ringside for any last-minute instructions from the Chief Steward 45 minutes to 1 hour before scheduled judging. Armbands are distributed at least 30 minutes before scheduled start time.
6. Stewards will give results (including absentees, excusals and move ups) to the Chief Steward or announcer upon completion of each class.
7. 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.
8. 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.
9. The CS will coordinate with the Show/Grounds Committee for an individual always 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.
10. The CS will coordinate with the Judge's Education Chair for special requests concerning ringside seminar attendees.
11. Catalogs, lunches, snacks and refreshments will be supplied by the Show Committee to all stewards. Show Committee to determine in its discretion if banquet tickets are to be provided free of charge to stewards.
12. It is suggested that the 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.

#### **D. Photographer**

The show shall be photographed by a professional dog show photographer. When choosing the photographer, consider the prior experience of the photographer taking bulldog show win photos.

#### **E. Day of the Show**

1. The United States of America flag should be on display in the show room, and the Star-Spangled Banner is played or performed to start each show.
2. Announce and/or post:
  - No smoking is allowed in the grooming area or the show room during the National Show Week. If the National Show Week is being held in a No Smoking venue, that should be announced or posted.
  - Cell phones and tablets shall be allowed in the show room only if muted or off and an announcement stating this shall be made prior to and periodically during the show.

## **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 Show Rules 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 Show Rules Chair, 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 as Host Club executed the hotel agreement, the local Host Club, including any Division 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 Fee of \$10 per dog entered in the National Show shall be submitted to the National Treasurer by the dates and in the manner required in the Show Rules. (Changed 11/5/2015 Council meeting)
- D. Prior to any Division changes in the person serving as National Show Chair and/or any members of the Show Committee, 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 the Show Rules), shall be submitted on a quarterly basis to the National Secretary prior to the scheduled meetings of BCA's Executive Committee with copies to the Show Rules Chair 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 Show Rules Chair for review before printing and distribution, and shall be returned by the Show Rules Chair 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

(SHEET 1 OF 2)

ATTACHMENT 1

**AGREED to on:** \_\_\_\_\_ **20** \_\_\_\_\_ **BY:**

**National Show Chair:** \_\_\_\_\_

(PRINTED NAME)

(SIGNATURE)

**Host Club President:** \_\_\_\_\_

(PRINTED NAME)

(SIGNATURE)

**Division President:** \_\_\_\_\_

(PRINTED NAME)

(SIGNATURE)

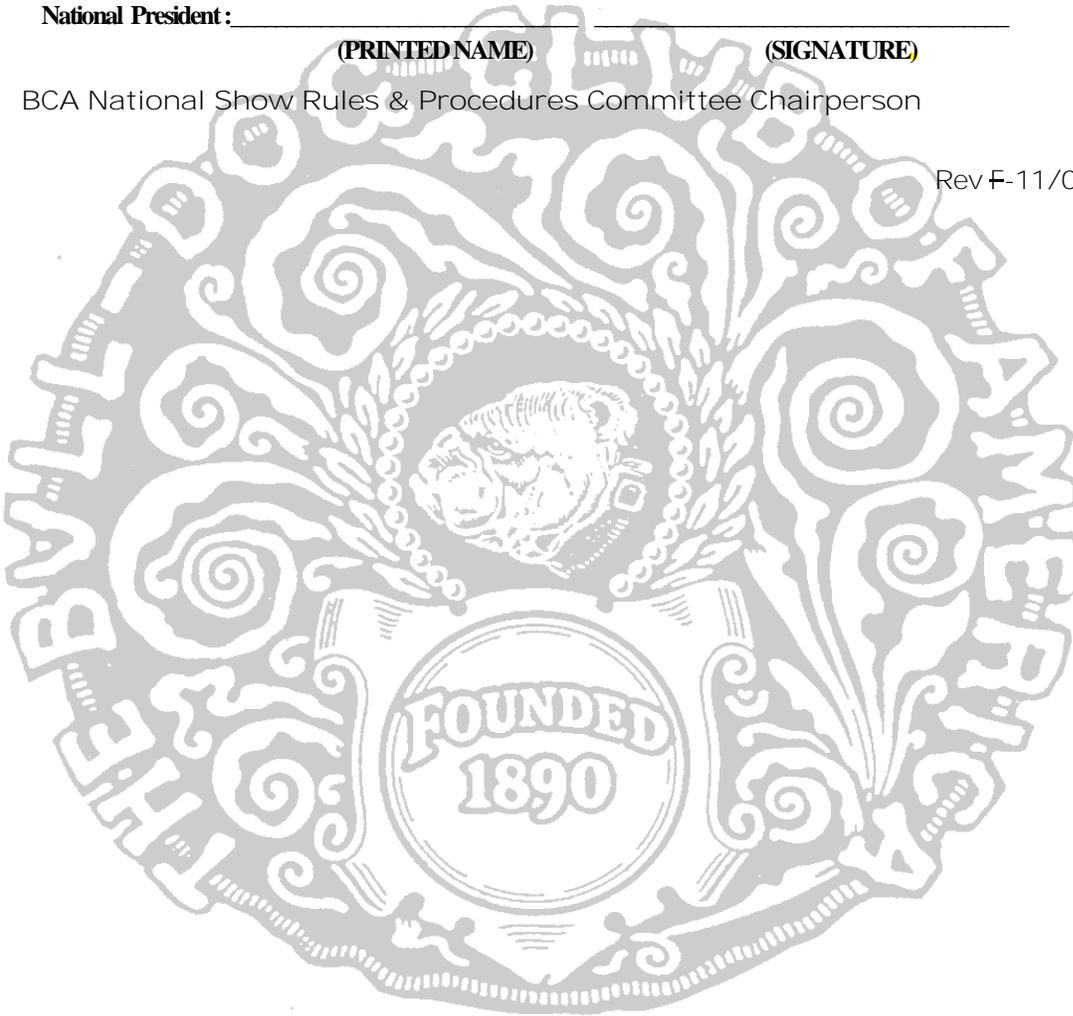
**National President:** \_\_\_\_\_

(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:

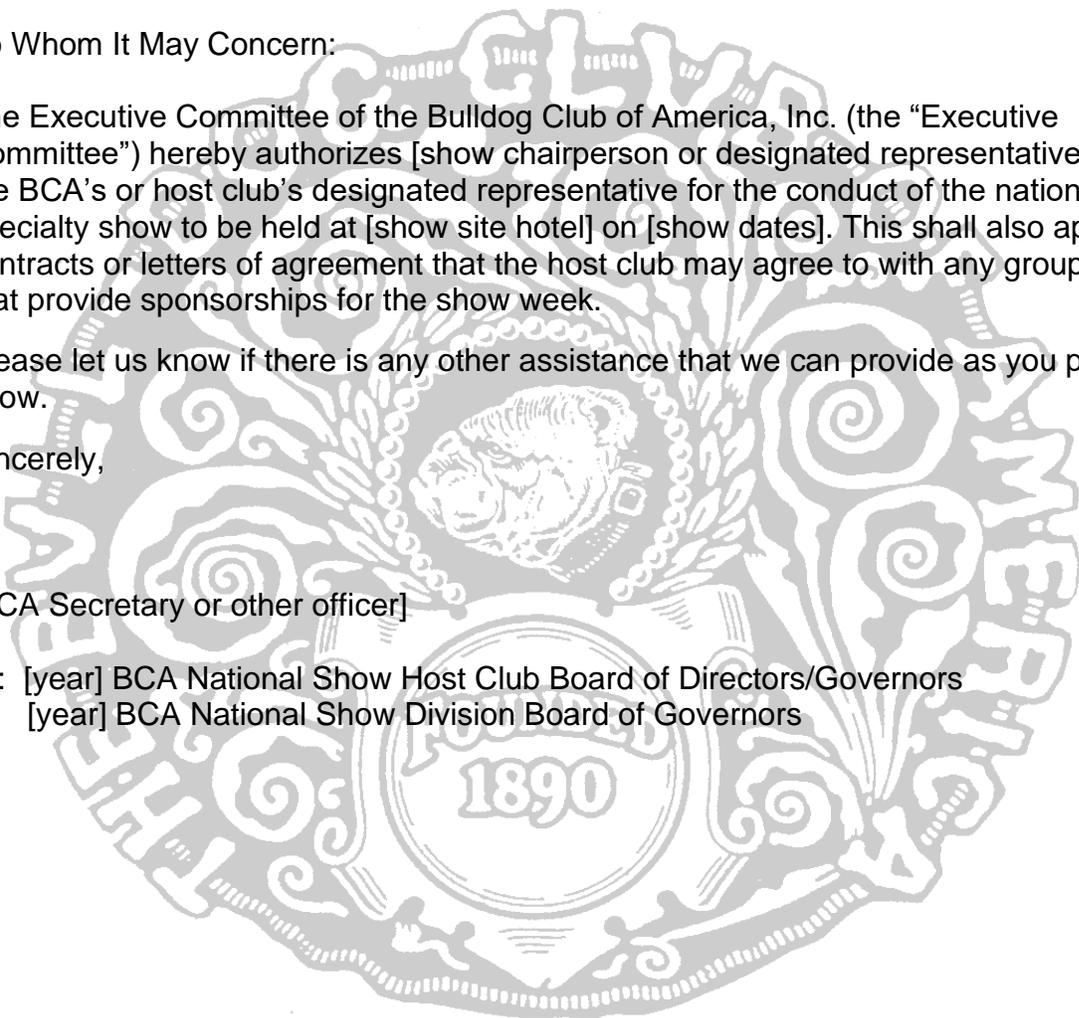
The Executive Committee of the Bulldog Club of America, Inc. (the "Executive Committee") hereby authorizes [show chairperson or designated representative] to act as the BCA's or host club's designated representative for the conduct of the national specialty show to be held at [show site hotel] on [show 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	2022	Caroline Miller
		2023	Cody Sickle

## BCA NATIONAL SHOW CONTRACT NEGOTIATION 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.

## **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.

**EXHIBITOR’S STATEMENT OF RESPONSIBILITY  
TO THE NATIONAL SHOW HOTEL**

The owner of the dog(s) is liable for the health, safety, and welfare of dogs staying on property.

Dog(s) must be on a leash at all times when in public areas, hallways or the outside grounds of the hotel.

Dogs are not permitted in dining areas, swimming pool areas, fitness and business centers.

All dogs must be registered at the front desk as they are allowed in designated rooms only. This is for servicing your room and for the safety of our team members.

- Your dog must be crated in guestrooms at all times when owners are not present. Plastic or protective sheets are required under all crates. Hotel staff will not enter any room that has an unrestrained dog.
- Housekeeping will be suspended if dogs are discovered left unattended in a guestroom.
- No more than four dogs are permitted in any guestroom.
- Any damage caused by dog(s) must be reported to management immediately so proper action can be taken to avoid inconvenience to other guests. The owner is liable for any damage or injury caused by dog(s).

Noise/Disruptive Complaints – barking and noise that is disruptive to other guests in the hotel is not acceptable. Upon receipt of two (2) noise or disruptive complaints, the guest may be asked to make alternate arrangements for their dog.

In accordance with local laws, please ensure that you pick up after your dog at all times. All litter is to be disposed of properly by guests. Additionally, Dogs must be walked only in an area designated by the hotel.

Failure to comply with any of the above rules will result in exiting the hotel, charges for damages and/or a bench committee per AKC guidelines in “Dealing with Misconduct”

BULLDOG CLUB OF AMERICA Guests signature to acknowledge these rules and conditions:

Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT 6**

**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>
<b>Total Expenses</b>	<b>\$104,245.21</b>

**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>
<b>Total Funds Disbursement</b>	<b>\$13,181.37</b>

**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 National Show Fee (as defined in the Show Rules), National Gallery painting cost, and the reimbursement to BCA for National Show Trophy costs and Judges’ gifts.**
- F. Confirm that the donation of \$1.00 per dog entered in the National Show has 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]**

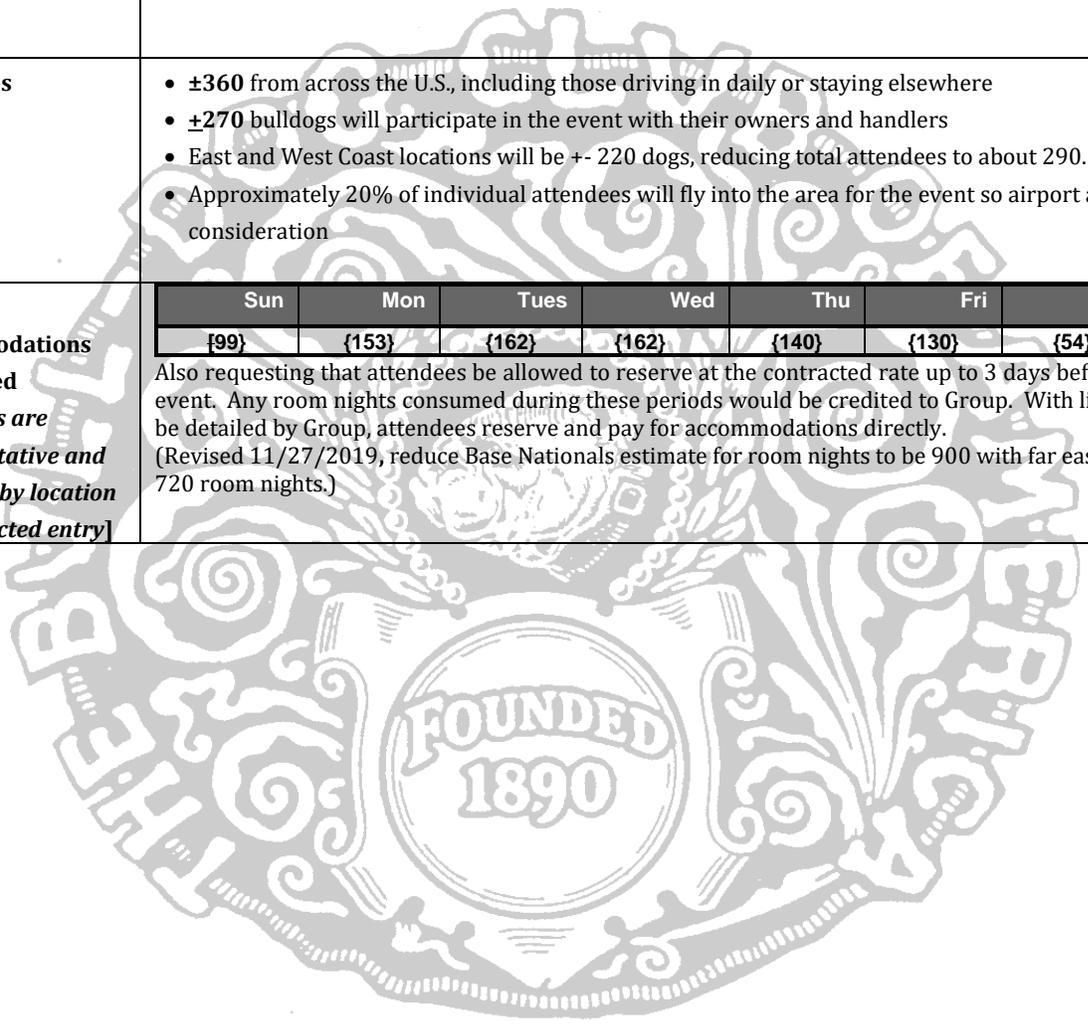
**[Requested Dates for Event: [insert week or weeks requested]**

Submitted by [insert name], [Interim] Show Chairman  
[Today's Date]

**(PAGE 1 of 4)  
ATTACHMENT 9**

## BCA National Show Week Request for Proposal

<b>Introduction</b>	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.																
<b>Preferred dates</b>	<p><i>The following weeks are preferred in a Sunday to Saturday (first choice) or Monday to Sunday (second choice) pattern:</i></p> <ul style="list-style-type: none"> <li>• [insert each week of interest to the host club]</li> </ul>																
<b>Attendees</b>	<ul style="list-style-type: none"> <li>• ±360 from across the U.S., including those driving in daily or staying elsewhere</li> <li>• ±270 bulldogs will participate in the event with their owners and handlers</li> <li>• East and West Coast locations will be +- 220 dogs, reducing total attendees to about 290.</li> <li>• Approximately 20% of individual attendees will fly into the area for the event so airport access is a consideration</li> </ul>																
<b>Guest Accommodations Requested</b> [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}										



Function Space Requirements (assumes Sun to Sat schedule, adjust one day for Mon to Sun)	Event	Number	Set Up	Days Needed	Comments ( <b>bold requires catering</b> )
	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
	<b>Dog Crating Room (can be &gt; 1 room)</b>	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	<b>Plated banquet (need pre-function for cocktail reception)</b>
	Evening Hospitality	300	Rounds	Varies—1 to 3 nights	<b>Buffet appetizers or dinner (limited funding)</b>
	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><b>Preferred concessions</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Pet fee of no more than \$50 per room with one or more dogs for whole week</li> <li>• Room block daily numbers (within room block total) subject to adjustment by Group based on reservation flow and prior event history</li> <li>• 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</li> <li>• [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.]</li> <li>• 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</li> <li>• Early departure fees and cancellation fees for Group attendees credited to room block performance</li> <li>• No greater than 80% attrition for room block</li> <li>• Complimentary self-parking for attendees, including those not staying at site</li> <li>• Complimentary wi-fi in guest rooms and meeting space including Show Room</li> <li>• Waived resort fee and complimentary gym access as applicable</li> <li>• Complimentary function space use for Group event subject only to room block pick up</li> <li>• Comp rooms (to be used at Group's discretion) of 1 per 40 paid attendee room nights cumulative</li> <li>• 15% discount from standard banquet food &amp; beverage pricing</li> <li>• No charge for use of outside A/V company with discounted pricing available on in-house AV</li> <li>• 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</li> <li>• Reasonable negotiated food and beverage minimum</li> <li>• No charge for motor home parking as requested</li> <li>• Late check out as possible last day of Group event</li> <li>• No deposits required in advance</li> <li>• Waive incoming shipping charges for principal event sponsor (could include dog food and trade show materials)</li> </ul>
<p><b>Preferred contract terms</b></p>	<ul style="list-style-type: none"> <li>• Hotel recognizes Group is nonprofit with limited credit history and will consider other factors to grant credit to Group</li> <li>• Mutual successors and assigns</li> <li>• Reasonable cancellation penalties, including in event Hotel should cancel without right</li> <li>• 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</li> </ul>
<p><b>Other Information</b></p>	<ul style="list-style-type: none"> <li>• Group evaluation process and contract review and approval can be expected to take up to two months.</li> <li>• Event history and references available upon request.</li> <li>• Interim Show Chairman [Contact Information]</li> </ul>

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: \_\_\_\_\_ Dates of Show: \_\_\_\_\_  
Person Filling Out Form: \_\_\_\_\_ Email: \_\_\_\_\_

**National Show Entries:**

Total number of entries: \_\_\_\_\_  
Obedience \_\_\_\_\_  
Rally \_\_\_\_\_  
Juniors \_\_\_\_\_  
Sweepstakes \_\_\_\_\_  
Class Dogs: \_\_\_\_\_  
Class Bitches: \_\_\_\_\_  
Best of Breed \_\_\_\_\_

**Hotel:**

Number of nights in block \_\_\_\_\_  
Number of nights needed to avoid penalties in contract \_\_\_\_\_  
Number of rooms booked one month before event \_\_\_\_\_  
Number of total room nights at conclusion of event \_\_\_\_\_  
Room Rates: \_\_\_\_\_  
Number of nights required for each complimentary night \_\_\_\_\_  
Number of rooms needed for committee meetings \_\_\_\_\_

**Advanced Savings for Nationals:**

Funds in hand 2 years before \_\_\_\_\_  
Funds in hand 1 year before \_\_\_\_\_

**Merchandise: (spreadsheet of purchases would be helpful)**

Total spent (possibly provide invoice for orders) \_\_\_\_\_  
Amount sold at the preceding national \_\_\_\_\_  
Most popular items \_\_\_\_\_  
Most popular sizes \_\_\_\_\_

**Banquet:**

Number attended \_\_\_\_\_ Ticket Price: \_\_\_\_\_  
Cost per plate all in \_\_\_\_\_ (please note differences per item if any)  
Total Cost with gratuity and taxes \_\_\_\_\_

**Catalogs:**

Superintendent Coordinated \_\_\_\_\_ Coordinated by Specialty Committee \_\_\_\_\_  
Number ordered \_\_\_\_\_ Cost per binder \_\_\_\_\_

**Promotional Packets: Paper or USB**

Number prepared \_\_\_\_\_ Cost \_\_\_\_\_

**Vendors:**

Number of vendors \_\_\_\_\_ Cost per vendor \_\_\_\_\_

**Office set up:**

Was copy machine rented Y/N  
if financed (how) \_\_\_\_\_ Cost \_\_\_\_\_

Was separate room used or business center: Y/N

Appropriate supplies were made available: Y/N Missing Items \_\_\_\_\_

**Direct Billing (meaning BCA credit was approved and payment made after show):**

Y \_\_\_ N \_\_\_ Any comment about process: \_\_\_\_\_

**Goody Bags:**

Purchased Y/N Donated Y/N

Total cost of items purchased \_\_\_\_\_

**Hospitality:**

Number of hospitality nights \_\_\_\_\_ Fed approximately \_\_\_\_\_ people

Approximate cost / night: \_\_\_\_\_

Approximate cost of morning hospitality \_\_\_\_\_ or furnished by clubs \_\_\_\_\_

**Ex Pens:**

Type used: \_\_\_\_\_ Cost if purchased or rented \_\_\_\_\_

**Name Tags and holders: (optional)**

Number of holders purchased \_\_\_\_\_ Cost \_\_\_\_\_

**Judges Expenses:**

Total expenses (transportation, hotel, meals, etc.) \_\_\_\_\_

**Steward Expenses: (if offered)** \_\_\_\_\_

**Name of Superintendent or Show Secretary:** \_\_\_\_\_

Was Ring Equipment rented \_\_\_\_\_ Cost \_\_\_\_\_

Was Obedience/Rally equipment rented \_\_\_\_\_ Cost \_\_\_\_\_

**New innovations tried** \_\_\_\_\_

**Things that worked particularly well** \_\_\_\_\_

**Things that did not work as well as planned** \_\_\_\_\_

**Any suggestions for future show committees** \_\_\_\_\_