



Hosting a Labrador Retriever Club of Canada Specialty



These guidelines cover both Regional and National Specialties. Details specific to or applicable to a National specialty will be printed in ***bold italics and underlined***.

The most important part of hosting a specialty, obedience/rally obedience trial or working certificate test is to know the Canadian Kennel Club rules thoroughly. It is imperative that the regulations be followed to the letter. Every detail is spelled out from application timelines to approved colours for the ribbons. Failure to comply may result in discipline from the Canadian Kennel Club. All CKC rule books are available online or they may be ordered in hard copy from the CKC office.

WHAT TO DO BEFORE YOU APPLY.....

Who can host an LRCC Specialty?

- A specialty can be hosted by a Regional Club, or by individuals that are members of the Labrador Retriever Club of Canada. The entire specialty committee does not need to have LRCC membership, just the person making the application with the Canadian Kennel Club.
- Discuss the specialty details with the Regional club, or other volunteers. This is the time to determine whether you will have the required assistance to handle all aspects of the show

When will you schedule the Specialty?

- Determine the date to hold the specialty. Decide if it will be stand alone or held in conjunction with an all-breed show. If the specialty will be joining an all-breed show, ensure a date has been chosen to encourage the maximum number of entrants. This requires researching shows that will be held within 30 days of the chosen date.
- Find a date that doesn't conflict with any all-breed shows within a specified distance from the show location. If there is another show, try to determine that the judging panel won't be a bigger draw than the all-breed show and specialty judge.
- It is not recommended to hold a specialty within a month of another Labrador specialty that is regularly attended by the target exhibitors. If the planned specialty draws from the US, it is important to look at specialties there, as well.
- This is a good time to make contact with the all-breed show to determine if they would be interested in having the specialty in conjunction with their weekend. Explain the requirements the specialty will have and see if they are suitable for the all-breed club. This includes ring size, location, grooming/viewing tents, fund raising, judges' hospitality, and other details.
- It is recommended to plan the specialty at least a year in advance.
- ***National specialty planning will need to incorporate finding a venue for obedience trials and the working tests that is also available at the same time, as well as the additional volunteers needed to run these events.***
- ***If the applicant club or person is not planning to organize the obedience trials or working certificate tests, they will need to provide the name of the person or club who will be.***
- ***A National specialty must include the hosting of the Annual General Meeting, so think about how and when that will happen, and how it might affect your scheduling.***

WHEN YOU ARE READY TO APPLY TO HOST A SPECIALTY.....

1. Complete the application forms. These can be found on the LRCC website, or can be obtained from the Club Secretary.
2. Clearly indicate on the first page of the form what types of events you plan to include in your show (conformation, obedience/rally, and working certificate).
3. The application form includes a budget template for each type of event. If a budget is not submitted for a particular event, it will be assumed that you do not intend to include that event in your show.
4. Note that a ***National Specialty is required to include obedience trials and a working certificate test in their event.*** Regional Specialties may include them as well, but it is not a requirement of the Club.

Local and other club approvals:

- Once you have received approval from the LRCC, you can proceed with obtaining the rest of your approvals.
- If you are holding the specialty as an individual it is required that you request a letter from any Labrador Retriever club that has a region that encompasses your proposed show venue. This letter will be needed to include with your CKC application to show you have the local club's approval to host the specialty.
- If you are holding your specialty in conjunction with an all-breed club you are required to obtain a letter from that club giving you permission to do so. This is also to be sent to the CKC with your application.
- Submit your event application to the CKC as soon as you have all the supporting documents in place. Failure to send either of the support letters to the CKC will delay the application process. s
- ***For the National, if the obedience trials or working certificate test is being organized by someone other than the host club/person, they will need to make their own application to the CKC, assuming they have been approved to host by the LRCC.***

Working with an All Breed Club:

- It will be important to establish a good working relationship with the All Breed Club's Show Chairperson and Show Secretary, and find out which is the best one to work with from your planning stages through to the show dates.
- With respect to the show secretary, it is recommended that the specialty and all-breed club use the same show secretary to make the process more seamless.
- Find out what requirements the all-breed club may have for any specialties being held in conjunction with their shows.
- If the specialty show has any extra requirements, this would be the time to discuss them. This may include special parking, shade or grooming tents, bathing facilities, hotel, shuttle and lunch arrangements for judges, etc.
- Discuss the size and location of the ring that will be used for the specialty. It is important to make sure that the ring is large enough to accommodate all the dogs that will be entered in the Breed judging, as well as to allow plenty of room to showcase the dogs to the judge.
- Discuss the number of tables required for the judge, steward and expected awards.
- Discuss judges for the all-breed club. They may be able to use the judge you plan to hire for the specialty, thereby reducing your specialty costs. If the judges they have hired are suitable, consider hosting a booster on one of the all-breed days.

Judges:

- Obtain signed contract finalizing the assignment; travel arrangements, fees, special requirements, etc.
- It is recommended that the contract include a clause that the judge cannot judge Labradors within a certain distance and time.
- It is recommended that the judge is aware that they should obtain the most reasonable priced flights possible

Show Secretary:

- as discussed above, use the same show secretary as the all-breed club.
- The Show Secretary can do the following for your specialty:
 1. Submit the date and judge applications to the CKC (discuss classes to be held – remember that it is important to include altered classes)
 2. Prepare the premium list
 3. Order the rosettes and ribbons
 4. Prepare the catalogue

Show photographer:

- The all-breed club would hire their show photographer.
- Contact the photographer ahead of time and discuss the cost of specialty show photos for the archives.

Ring Stewards:

- The all-breed club will have a chief ring steward. All the specialty would require is a steward, or two, for their ring.
- It is important to remember that if the regular classes are being held immediately after the sweepstakes, a second steward may be needed for both events. It is recommended to give a break between sweepstakes and classes if you only have one steward available.

Premium List:

The Premium List is usually put together by the Show Secretary, but if you are required to do it, these are the items to include:

- Awards
- List all awards that have been approved by the CKC on the original application
- Banquet ticket reservation, order for promo items, other info exhibitors may require
- Sponsorship requests
- Catalogue Advertising information
- Accommodations; hotels and camping
- If selling promotional items make sure to include order information
- ***If hosting a national, include where an exhibitor would find a premium list for the working certificate***

Fund Raising:

- Raffles, silent auctions, promo items, sanction/fun matches, seminars, etc.

Ribbons:

- It is common for the Show Secretary to order the ribbons. The specialty committee should give instructions as to size and design.
- The CKC has specific colours required for every placement and award. They do not allow any deviation from these colours and not following their regulations may result in discipline for your club and/or the LRCC.
- Several companies across Canada have the die with the logo. If the show secretary you have hired does not have access to one of these companies, please contact the LRCC secretary for the necessary information.
- Each specialty committee has the option to choose their ribbon/rosette styles. ***Although flat ribbons are acceptable, it is recommended that a National specialty give rosettes for all placements.***
- It is recommended that dates, and any other specific information, not be printed on the ribbons/rosettes so that any unused ones can be used for a future specialty.

Perpetual Trophies (National Specialty)

- ***The National trophies are required to be shipped to the specialty organizers in enough time to allow for them to be inspected and repaired, if necessary.***
- ***It is the responsibility of the specialty organizers to have each trophy engraved with the current National winners prior to shipping them to the next specialty location.***

Specialty Awards:

It is recommended that the specialty organizers invite breeders and enthusiasts to sponsor the awards that will be given.

Host Hotel/Banquet/Hospitality:

- Obtain a special room rate for exhibitors; include in the premium list
- Book rooms for judges and, if necessary, stewards
- If a seminar is scheduled, book an appropriate room or space
- If there will be a hospitality room, this should also be booked
- If a banquet is planned for the exhibitors, book a room and secure a caterer; include details in the premium list

Promotional Items:

- Clothing items: sweat shirts, t-shirts, hats, etc.
- Ask for pre-paid orders, limit the extra amount to be available for sale at the show site

Show Catalogue:

- Preferable to do a specialty catalogue that is separate from the all-breed catalogue.
- Advertising can be sold to breeders, exhibitors and commercial vendors/sponsors. Advertising is an easy way to earn extra revenue.
- Allow for pages to thank sponsors, President's message, etc. It is common to put the largest commercial sponsor (dog food or money) on the outside back cover.
- It is recommended to ask for the advertising as "camera ready" format.
- Discuss the number of extra catalogues to print with your show secretary. Assume that most exhibitors will pre-order so the number that will be sold at the specialty will be minimal.

Judging Schedule:

- The show secretary will put together the schedule based on the numbers entered.
- Now is the time to make sure that plenty of time is set aside for each part; juvenile sweeps, veteran sweeps, regular and non-regular class judging, any additional features that may be included including championship parades, etc.
- All-breed judging is normally timed at 25 dogs per hour. Specialty judging is normally timed at 20 dogs per hour, allowing the judge to have time to enjoy the process. Also, keep in mind that if you are asking the judge to provide critiques, you will need to allow more time for them to make notes. Make sure you check the draft of the schedule and discuss timing with the show secretary if you feel it will rush your judge.
- The sweepstakes judge is not a professional and may take additional time that hadn't been scheduled. It is advisable to leave a gap of time between the final judging of the sweepstakes and the start of the regular classes. This is also a good time for sweepstakes photos and allows the puppies and veterans a chance to rest.
- The specialty organizers have input as to when the show should be judged. Timing may be more crucial when the specialty is outdoors in the heat. An early start time may be advantageous for sweepstakes to reduce the amount of time the puppies have to run in the heat.

WRAPPING UP THE SHOW:

- The specialty chairperson should meet with the show secretary at the end of the event to pick up marked and unsold catalogues, accounting paperwork and any other documentation that the show secretary may need to pass along.
- All paperwork related to the CKC should be taken care of by the show secretary. The specialty organizers will receive copies of all documents.
- As soon as possible after the specialty the final receipts and income should be tallied, and a financial statement should be generated. Use the budget sheet that you submitted to the LRCC executive as your template so that all amounts are accounted for.
- Send a copy of the financial statement and submit the profit share to the treasurer. Include the secretary of the LRCC when sending the financial statement. Note that the LRCC may reimburse the club/event organizers for a portion of any deficit from their event, in accordance with the Bylaws and Standing Practices of the LRCC.