

GUIDELINES FOR NATIONAL ROTATING SPECIALTY SERIES

Most recently revised by the author(s) and approved by the Board: August 30, 2023

The hosting Specialty Club show committee will have the planning and operational responsibility for putting on the Pekingese Club of America National Rotating Specialty Series (hereinafter "the National Series"). However, regardless of whether the hosting Specialty Club is a Regional Specialty Club or the Pekingese Club of America, the ultimate approval and responsibility for the Pekingese Club of America National Specialty Show rests with the PCA Board and PCA Show Chair.

Under the direction of the PCA Show Chair, the host Regional Specialty Club Show Committee will be responsible for coordination of all activities during the National Series. This includes ensuring that all participating groups, i.e., other Regional Specialty Clubs, meet the Guidelines for the National Series.

I. CURRENTLY POSSIBLE SCENARIOS FOR HOSTING THE NATIONAL:

- A. The National is hosted by a Regional Specialty Club and possibly additional participating Regional Specialty Clubs and PCA holds its National Specialty as the final Specialty of the National Series. The National is hosted solely by PCA and may include one or more Regional PCA Specialties prior to the PCA National Specialty.
- B. The National is hosted by PCA but one or more Regional Specialty Clubs come in with their own Specialties.
- C. The National is hosted solely by PCA and may include one or more Regional PCA Specialties prior to the PCA National Specialty.

II. REGIONAL SPECIALTY CLUB ELIGIBILITY REQUIREMENTS FOR SUBMITTING AN APPLICATION TO HOST THE PCA NATIONAL SERIES.

The Club:

1. Must be a licensed Regional Specialty Club per AKC rules.
2. Must hold regular membership meetings.
3. Must submit a membership list and current constitution and by-laws approved by the AKC.
4. Must have at least three members who are also members of PCA.
5. Must designate a member as liaison to the PCA Show Chair.
6. Must submit a financial report of solvency, i.e., the two most recent club bank statements.

III. APPLICATIONS

1. The Chairperson of the PCA National Rotating Specialty Committee will, in early September two years prior to the event, send an invitation to submit a bid to host a National Series and a copy of the Guidelines for hosting the PCA National Series to each Regional Club Secretary. The Regional Club Secretaries must acknowledge receipt of the invitation and Guidelines by return email to the PCA National Series Chairperson within ten days of their receipt of the invitation and Guidelines.
2. Written applications from each of the potential hosting clubs must be mailed to the PCA Show Chair no later than 90 days following receipt of this invitation and at least 24 months in advance of the prospective show but in no event later than December 15.
3. If no club submits a bid, PCA may choose to be the host for that year and choose a region in which to hold the show. PCA may hold any number of shows during the National Series and may invite any Regional Club in the chosen geographic region to join the National Series.

4. Any Regional Specialty Club wishing to host the National Series shall submit an application including:
 - a. The name of the hosting club.
 - b. Statement detailing whether the hosting club will function with PCA alone or with the participation of one or more additional Regional Specialty Clubs and/or all-breed clubs in the National Series.
 - c. Location and date(s) and whether separate or in conjunction with an all-breed show (separate Specialty is preferred, but not mandatory). Note: The dates for holding this event must not conflict with either the Westminster KC Show or AKC/Royal Canin National Championship.
 - d. A list of any shows that fall on the dates that are chosen for the National Series within 200 miles of the proposed show site.
 - e. Documentation of communication with any all-breed club involved as part of the National Series weekend as to how far in advance they hire their judges and whether they will allow the Specialty Club to suggest a Pekingese judge (who perhaps can also do other breeds at that show) for that date.
 - f. Proposed show facilities are to include:
 - 1) Site Plan: An air-conditioned indoor independent (not with an all-breed show) Specialty is highly recommended. Description of site including: scale drawing of the proposed site to include ring, grooming, vendor area, exercise area, restrooms, water, ventilation (HVAC), security, loading area and accommodations for parking (cars, motor homes, and other RVs) and cost of rental to include hours, insurance and cleanup. Description of show location in relation to major modes of transportation: major airport, shuttle service, interstate road exit number, shuttle service.
 - 2) Hotel Accommodations (average need is approximately forty rooms): Where is the location in relationship to the show site? If the show is to be held at a hotel, what is the access to ring from rooms? Number of rooms available for show (will these be blocked until two weeks prior to the date?). Include projected cost at time of show of rooms (single, double, suite) and any additional charge for dogs. Are discounts available if guaranteed a number of rooms? Are comp rooms given for ever so many room nights per day? Are the rooms discounted if we guarantee a banquet? Are small refrigerators available for the rooms and if so, is there a charge? Is central or individual room air-conditioning available? Are the ballroom and grooming area air-conditioned? What areas are available for exercising dogs? Will a freezer be available for exhibitor icepacks? If not, will we be able to hire a freezer for the duration of the shows? Will we be able to ship items to the site and if so, how long before the shows?
 - 3) Hotel Contract: The final contract with the hotel must list the Regional Specialty Club that is hosting the series, NOT PCA. When negotiating with the hotel the proposed contract must state **how many room nights must be met** in order to include the following at no charge: ballroom, grooming area, hospitality room, lobby welcome area, PCA board meeting room (one day), general membership meeting room if the board room will not accommodate the general membership meeting, seminar room (one afternoon), seminar room (one morning), banquet room separate from ballroom and grooming area if possible (for PCA dinner and Silent Auction) and any other dinners put on by the regional clubs. If all functions will fit in the ballroom it must be laid out in the schematic of the grand ballroom provided by the proposed hotel.
 - 4) Banquet and Restaurant Facilities: Include banquet room availability and approximate cost for meals projected for time of show. Include types of menus available for banquets. Include bar facilities costs. Include information as to whether clubs can provide their own food and drinks (hospitality, breakfast, lunch).

- 5) Meeting Rooms: For hospitality (host club must be allowed to provide snacks and beverages in the hospitality room for the duration of the show series), board and committee meetings. Availability, size and cost or will it be included.
- 6) Show Superintendent or Secretary: Recommendation of a superintendent or show secretary considering expertise, experience, and costs. A projected contract with the superintendent or show secretary must be submitted; including itemization and terms of service provided and all associated charges.
- 7) Committees: Show committee roster must include but not be limited to names and addresses of:
 - Show Chairperson* (must be a PCA member; cannot exhibit at hosting Regional Specialty, National Series and must use discretion exhibiting at other shows in the series).
 - Assistant Show Chairperson* Hospitality Chairperson
 - Trophy Chairperson Catalog Advertising Chairperson

***Note:** The PCA strongly suggests that either the Chair or Assistant Chair be the host club's designated liaison with the PCA Show Chair.
- 8) Proposed Schedule of Events: To include date, times and locations of shows (sweepstakes and regular classes, sleeve showcase, rescue parade, banquets, seminars, special events, meetings, etc. The PCA will hold its National Specialty as the final Specialty of the series.
- 9) Projected Budget: To include income and expenses for all activities with bottom line projection for income (or loss)
- 10) Selection of Judges: To include procedure for judges' selection (based on the criteria which follows).

IV. SELECTION OF JUDGES

1. General Criteria for Selecting Judges
 - a. Potential judges for any PCA National or Regional Show may **not** be considered if they have judged the PCA National or Regional within a **three-year period**. Potential judges for any PCA National or Regional Show Sweepstakes may **not** be considered if they have judged the PCA National or Regional Sweepstakes within a **two-year period**.
 - b. Must be an AKC approved judge of Pekingese and preferably be a **breeder/owner/exhibitor** or have shown considerable expertise in the breed. A list will be posted on the PCA website of all North American Pekingese judges noting that members may nominate an established **breeder/handler** that has demonstrated an extraordinary level of knowledge of the breed.
 - c. Foreign judges may be considered if they meet the AKC requirements to judge the breed in the United States.
 - d. Sweepstakes judges, as urged by the AKC, may be persons who are already judges and applying for additional breeds, i.e., Pekingese, or persons who have definite plans to apply in the near future to judge the breed. Sweepstakes judges are not reimbursed for travel or lodging.
 - e. The PCA Show Chair will provide a list of ineligible judges to the clubs participating in the National Series.
2. All-Breed Shows held in conjunction with the National Series
 - a. The hosting Regional Specialty Show Chairperson will work with the PCA Show Chair to coordinate with all-breed club(s) for appropriate Pekingese judges for the National Series.

V. SELECTION OF THE HOST CLUB BY THE PCA BOARD

1. Review: The PCA Show Chair will review applications for appropriateness and completeness and forward the applications to the board with his/her recommendations. Consideration will be based on all facts contributing to a successful Specialty. This will include consideration of all proposed participants (Specialty and all-breed clubs) which would be part of the National Series (e.g., is the all-breed show one of merit and does it encourage a supported Pekingese entry? Do the clubs display enthusiasm and a cooperative attitude?). The board will review the applications and recommendations and select a host Regional Specialty Club.
2. Facilitation: After the board has selected the host club for the National Series, the show committee should keep in mind that the PCA reserves final approval for all activities during the National Series.
 - a. The liaison of the hosting Regional Club is expected to work closely with the PCA Show Chair, consulting with the Chair before embarking on any plans that are not within the pre-approved scope of the application. This includes final approval of all contracts with facilities (show site, hotel, etc.), superintendents, etc., and approval of advertising copy, premium lists, judging schedules, catalogs, etc.
 - b. All actions are considered to be recommendations of the host club's show committee subject to the final approval of the PCA Show Chair and the PCA Board of Directors.
 - c. The PCA shall have ultimate financial responsibility for the PCA National show.

VI. GENERAL INFORMATION

1. Loan: PCA will loan the host club \$1,000.00 for startup money.
2. Auction: The proceeds from the auction held at the PCA Banquet will be split by the participating clubs
3. Bookkeeping: It will be the responsibility of the host club to keep accurate records of all expenses and income.
 - a. The host club will be responsible for all monies received and for paying all invoices.
 - b. When all invoices have been paid, the profit will be divided evenly between all participating clubs.
 - c. The \$1,000.00 loan from PCA to the host club will come out of the host club's share of the profit.
 - d. The host club will provide the PCA Treasurer with a spreadsheet of all income and expenses showing the bottom line of profit that was divided between the participating clubs.
4. Hospitality Room: The cost of the refreshments (coffee, soda, snacks) for the hospitality room will be shared by the participating clubs.
5. Classes** (PCA may offer the following classes):
 - a. Regular Classes:
 - Puppy Dogs, 6 mos. & under 9 mos.
 - Puppy Dogs, 9 mos. & under 12 mos.
 - Dogs, 12 mos. & under 18 mos.
 - Novice Dogs
 - Amateur Owner-Handler Dogs

EITHER Bred-By-Exhibitor Puppy Dogs
AND Bred-By-Exhibitor Adult Dogs
OR Bred-By-Exhibitor Dogs
American Bred Dogs

Open Dogs, under 8 lb. (if 12 mos. old or older)
Open Dogs 8 lb. and over (& under 8 lb. if less than 12 mos. old)
 Black, White, Cream, Parti-Color & Black & Tan
Open Dogs 8 lb. and over (& under 8 lb. if less than 12 mos. old)
 AOAC (Any other allowed color)

SAME CLASSES FOR BITCHES

Winners
Best of Breed Competition
AKC NOHS BOB

b. Non-Regular Classes involving single dog entries:

Veteran Dog over 7 years SAME CLASS FOR BITCHES

Open to all intact Pekingese who are 7 years of age and over on the day of the show. Judging must take place before Best of Breed competition. A champion may be entered both in a single dog entry non-Regular class and Best of Breed. If the dog is defeated in the non-Regular class, it may not compete for Best of Breed or Best of Opposite Sex to Best of Breed.

c. Non-Regular Classes involving multiple dog entries:

Stud Dog
Brood Bitch
Brace

d. Sweepstakes Classes:

Puppy Dogs, 6 mos. & under 9 mos.
Puppy Dogs, 9 mos. & under 12 mos.
Dogs, 12 mos. & under 18 mos.

SAME CLASSES FOR BITCHES

e. Beginner Puppy class (May be offered):

4-6 mos. Beginner puppy (both sexes judged together)

f. Obedience

Not offered at the National Series; can be offered (per AKC Guidelines) by the Regional Specialty Clubs (plan to be submitted to the PCA Show Chair).

g. Junior Showmanship: (May be offered per AKC Guidelines)

- Novice Class
- Open Class
- Master Class
- Novice and Open Class may be divided by age *
 - *Junior: At least 9 years old but under 12 years old on the day of the show.
 - *Intermediate: At least 12 years old but under 15 years old on the day of the show.
 - *Senior: At least 15 years old but under 18 years old on the day of the show.

****NOTE:** All clubs participating in the National Series will offer the same classes in order to share the same entry form.

6. Trophies:

- a. In addition to cash prizes (if offered) for their National Specialty Show, the PCA may also offer trophies for the following categories:
 - Best of Breed
 - Best of Opposite Sex to Best of Breed
 - Best of Winners
 - Select Dog
 - Select Bitch
 - AOM(s)
 - Winners Dog
 - Reserve Winners Dog
 - Winners Bitch
 - Reserve Winners Bitch
 - Best Bred-By-Exhibitor
 - Best Puppy
 - Best Veteran
 - Stud Dog
 - Brood Bitch
 - Brace
 - AKC NOHS BOB
 - Best in Sweeps
 - Best Opposite Sex to Best in Sweeps
 - Best Junior Showmanship
 - Best Beginner Puppy
 - 1st through 4th place in Regular and non-regular classes
 - 1st through 4th place in Sweeps classes
- b. Regional Specialty show (and all shows which are part of the National Series): The trophy chairperson of the host club will submit a trophy program for all shows (except the National) in the series to the PCA Show Chair to avoid duplication.
- c. Regional Specialty Clubs will request trophy donations from their club members.