

IBIZAN HOUND CLUB OF
THE UNITED STATES

NATIONAL SPECIALTY

GUIDELINES

NATIONAL SPECIALTY GUIDELINES

LOCATION

SPECIALTY LOCATION

- Specialty site to be selected by the membership **two years in advance** (minimum) of the year of the specialty.
 - ✓ Voted on using current applications to host specialty.
 - ✓ Voted on in conjunction with voting on judges for same year.

NATIONAL SPECIALTY GUIDELINES

JUDGES

SPECIALTY JUDGE

- Specialty judges selected by membership vote **two years in advance** (minimum) of the year of the specialty.
 - ✓ Selected from a list of judges eligible to judge Ibizan Hounds, as published in the most current AKC judges list.
 - ✓ Invited by **phone call immediately** following tally of votes.
 - ✓ Follow-up **letter within 30 days** – with date, place, financial arrangements, etc.
 - ✓ Letter to judge **four months prior to specialty** to ask judges preference in re to room (smoking/king bed/etc).
 - ✓ Letter to judge **one month prior to specialty** (minimum) to confirm accommodations, airport pickup and delivery.
 - Include invitation to lunch, dinner, etc.
 - ✓ Fee
 - How much can the club really afford?
 - The club should **not** pay a fee to a breeder/judge.
 - ✓ Travel expenses
 - How much can the club afford?
 - Who should buy the tickets, the club or the judge?
 - Should the judge be allowed to charge them (like with Onofrio)?

NATIONAL SPECIALTY GUIDELINES

JUDGES

- Airline reservations should be booked no later than **14 days in advance**.
- Airline reservations are **restricted to coach** (any upgrade to be **judge's responsibility only**).

✓ Thank you gift.

SWEEPSTAKES JUDGE

- Sweeps judges to be selected by membership vote **two years** (minimum) in advance of the year of the specialty.
- ✓ Sweeps judges selection criteria
 - Club members?
 - Ibizan Hounds breeders/owners only?
 - Any judge interested in getting license/approval for Ibizan Hounds?
 - Anyone?
- ✓ Invited by **phone call immediately** following tally of votes.
- ✓ Follow-up **letter within 30 days – days** – with date, place, financial arrangements, etc.

NATIONAL SPECIALTY GUIDELINES

JUDGES

- **Reserve hotel room for the sweeps and specialty judges**, with notification to the judges as to the specifics (hotel name, address, phone number, confirmation number).

- **Meet the specialty judge at the airport, and transport the judge to the hotel.** Remain with the judge until after check-in is complete, to be sure that there are no problems with the reservation or the room.
 - ✓ Letter to judge **four months prior to specialty** requesting judge's preference in re to room (nonsmoking/king bed/etc)
 - ✓ Letter to judge **one month prior to specialty** confirming accommodations, airport pickup and delivery.
 - ✓ Invitation to lunch, dinner, etc.
 - ✓ **NOTE: If sharing the judge with the all-breed club, work with the club and inform "our judge". Judges stay at same place, and we pay the bill. When we "share" the judge, negotiate or split with the all-breed club.**

- **Meet the sweeps judge at the airport, and transport the judge to the hotel.** Remain with the judge until after check-in is complete, to be sure that there are no problems with the reservation or the room.
 - ✓ Letter to judge **four months prior to specialty** requesting judge's preference in re to room (nonsmoking/king bed/etc).

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JUDGES HOSPITALITY

- ✓ Letter to judge **one month prior to specialty** confirming accommodations, airport pickup and delivery.
- ✓ Invitation to lunch, dinner, etc.
- ✓ **NOTE: This may not be necessary, depending on sweeps judge's residence in relation to show site (if they are a local resident) and his/her selected method of transportation (if they have opted to provide their own transportation, i.e. personal car).**
- Meet the judge at the hotel (at previously agreed upon time) the morning of the specialty and **transport the judge to the showsite, or make arrangements for judges to ride with other judges.**
- ✓ **NOTE: This will depend on whether we are sharing the judge with the all-breed club.**
- ✓ Discuss with sweeps judge whether there is need for someone to transport him/her to/from the show site, and to/from specialty luncheon/dinner.

ALWAYS make the offer ... it's just good manners.

- Periodically **check with the judge during the day** to offer any assistance needed.
- **Accompany the judge to specialty lunch** (if scheduled) or inquire as to the judge's plans for lunch.

NATIONAL SPECIALTY GUIDELINES

JUDGES HOSPITALITY

- **Transport the judge back to the hotel** after the judging is complete, or at the end of the show – as previously agreed upon with judge.
- **Transport the judge to the specialty dinner** (if scheduled).
- An appropriate “thank you” gift should be presented to the judge, either at the specialty lunch or specialty dinner.

NATIONAL SPECIALTY GUIDELINES

HOSPITALITY

▪ **Headquarters hotel**

- ✓ This NEEDS to be booked **two years in advance (one year MINIMUM)**, especially if in a major metropolitan area or where large cluster shows are held.

✓ **Hospitality room or suite**

- For use of IHCUS board/officers
- Use for conferences
- Use for committee meetings
- Use for annual meeting
- Use for silent auction
- Better than a conference room?
- N/C in conjunction with block of reservations and/or dinner at hotel?

- ✓ **Conference room** should be included without charge when reserving a block of rooms.

- Block of rooms – number?
- If dinner is at hotel, negotiate for conference room (at no charge) for annual meeting.
- If dinner is at hotel, negotiate for hospitality suite at no cost.

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HOSPITALITY

- **Specialty luncheon or dinner**

- **Trophy table**
 - ✓ Location -- in ring or at ringside

- **Silent auction**
 - ✓ Location – at specialty luncheon, specialty dinner, or annual meeting.

- **Rental car** for the day of the specialty (or weekend)

NATIONAL SPECIALTY GUIDELINES

PERFORMANCE ACTIVITIES

▪ Obedience

- ✓ Judge – share with all-breed club or other specialty groups
- ✓ Ring time – separate from general obedience
- ✓ Ring location – same as general obedience or share with other specialty groups
- ✓ Trophies

▪ Agility

- ✓ Judge share with all breed club or other specialty groups
- ✓ Ring time – separate from general agility
- ✓ Ring location – same as general agility or share with other specialty groups
- ✓ Trophies

▪ Lure Coursing

- ✓ Location – provide directions and/or maps
- ✓ Day and Time
- ✓ Equipment
- ✓ Judges
- ✓ Trophies