



Ibizan Hound Club of the United States Designated Specialty Procedures

Applications must be received by the Secretary no later than 12 months before the closing date of the event.

1. A Designated Specialty: Where IHCUS approves and considers as an IHCUS Specialty Show the Ibizan classes at an all-breed show under the all-breed Kennel Club, superintendent and show secretary. (AKC Rules Applying to Dog Shows, Chapter 2, Section 13)

- 1.1. Applications must be received by the IHCUS Secretary no later than 12 months before the closing date of the event using the IHCUS Application for a Designated Specialty available on the IHCUS Website or directly from the Secretary.

2. Applicants (Those Who May Apply)

Any member in good standing may apply to coordinate a Designated Specialty. The member applying is termed the “Coordinator” for the Specialty. **The Coordinator** is responsible for coordinating with IHCUS and the host kennel club **and for organizing a committee to make plans for the Designated Specialty.**

The Coordinator and his/her committee are representing IHCUS and work under the oversight of the IHCUS Board.

Submission of an Application signifies knowledge of and agreement to follow IHCUS Guidelines and Procedures and the AKC “Rules Applying to Dog Shows”. IHCUS will loan **upon request** “The AKC Guide to Planning AKC Dog Shows and Obedience Trials” upon receipt of a \$40 Deposit which will be refunded if the Manual is returned within three weeks after the event.

The timelines for planning actions in the “AKC Guide” are highly recommended.

Required Paperwork with the Application:

- 2.1. The **IHCUS Designated Specialty Application**, available on the IHCUS website or requested from the Secretary must be submitted to IHCUS no later than 12 months prior to the closing date of the event.
- 2.2. **Written Approval by the All-Breed Kennel Club** must be submitted with your application to IHCUS. Contact the Show Chair of the All-Breed Kennel Club offering the AKC conformation show where you wish to hold a Designated Specialty and request written approval for your holding a Designated Specialty at their show. Inform the Kennel Club Chair that your request to them is tentative until approved by IHCUS and that you need written confirmation of their approval which must be submitted by you with your application to IHCUS. IHCUS will notify the All-Breed KC when your application is approved with a copy to you.
- 2.3. **Optional Entry/Class Types:** You do not have to submit a separate application to IHCUS if you offer any of the following in conjunction with an IHCUS Specialty. However, you must include all information with the application for the Designated Specialty. You are still responsible for following all IHCUS application guidelines which are posted on the IHCUS website for these events.
 - 2.3.1. **Supported Entries:** All-Breed Clubs, and your exhibitors, appreciate Supported Entries. You are encouraged, if you have volunteers, to hold Supported Entries during one or more of the other days of the All Breed Cluster if applicable. If you plan to offer IHCUS Supported Entries during any of the other days of the All-Breed Cluster you will need to include written permission from the All-Breed Club for those also.

- 2.4. **AKC Application For Show/Trial** (Form available on the IHCUS website or from AKC). You must submit the completed form with your Event Application. This form will then be signed by an Officer of IHCUS (AKC requirement). IHCUS will submit this form to the AKC along with payment of the application fee. Upon receipt of approval and assignment of an Event Number from the AKC, IHCUS will provide this to you and the All-Breed KC. The event number will be included in your submission to the All-Breed Premium.

3. Exhibiting Restrictions

Unlike IHCUS's policy for the Show Chair of National or Independent Specialties, there are no restrictions on the IHCUS Coordinator or any of the Committee members, regarding Designated Specialties and associated Supported Entries. You and anyone who co-own dogs with you may exhibit. *However, you are to refrain from any associations which might appear to represent an advantage to yourself or favoritism from the judge etc.*

4. Date and Location Restrictions.

- 4.1. **Regarding Designated Specialty.** All specialties are restricted to at least **90** days before or after an IHCUS National Specialty if that specialty is within 1,000 air miles of the National Specialty location for that year
- 4.2. **Regarding any Ibizan Specialty.** IHCUS will not approve any specialty whose date is during the same week and within 1000 air miles of the show site of an IHCUS or AKC licensed club's Ibizan Hound Specialty. A club seeking IHCUS permission to hold a specialty during the same week within the 1000 mile limit must obtain written permission from the specialty giving club and submit it to the IHCUS Secretary with the application. No exceptions will be considered.

5. Finances

- 5.1. **Budget.** *The Coordinator understands that all expenses generated in association with this event must be covered through income generated via your trophy donations or other fund raising efforts.* IHCUS is too small to provide financial support to your event but will, on a case by case basis, assess if any support can be provided. Expenses might include trophies, a judge's gift, or any hospitality that may offer etc.
- 5.2. **Financial Records.** A financial statement that provides ***all*** income/expense documentation (copies of receipts and donations) related only to the IHCUS event must be submitted to the IHCUS treasurer within two weeks following the event. A check, payable to IHCUS, for any proceeds ***must accompany*** the financial statement. IHCUS policy is to set aside proceeds from such events to assist future events whenever resources permit.
- 5.3. **Contracts.** The Event Coordinator is not authorized to sign contracts obligating IHCUS unless authorized in writing by IHCUS. Therefore if any contracts are associated with the event they must be submitted to IHCUS for approval.
- 5.4. **Judges.** IHCUS provides no compensation or expenses to Designated Specialty judges which are expected to be provided from the Host All-Breed KC judging panel.

6. Premium List Requirements

6.1. Content: The AKC states specific content for Designated Specialties which must be included in the All-Breed Club's premium.

6.1.1. Check list:

- _____ "The Ibizan Hound Club of the United States will consider the Ibizan Classes at this show as a Regional Specialty Show"
- _____ Event Number
- _____ List of Officers of the Club including the address of the Club Secretary
- _____ List "Specialty Coordinator" name and contact information. (*Optional but recommended*)
- _____ Prizes and Trophies for the Ibizan Hounds

6.2 Approval of Content.

- 6.2.1** The IHCUS Board must approve the content before it is submitted to the All-Breed Club.
- 6.2.2** Submit your proposed content to the IHCUS Board no later than 2 weeks before the All-Breed Club's deadline for the 1st draft. (Contact the All-Breed club to find the date that they need the information by for their 1st draft.)

7. Designated Specialty Judge

- 7.1.** Find out from the Chair of the All-Breed Kennel Club show when you can coordinate with them to recommend judges based on who they have available from their judges panel.
- 7.2.** The All-Breed contracts and pays for this judge.

8. Publicity

8.1 Publicly solicit trophy donations for the event

8.1.1 Plan ahead! If given enough advance notice, IHCUS will:

Post show information and links to your trophy donations:

- On the IHCUS website (webmaster@ihcus.org)
- In the *Third Eye* -- Note newsletter deadlines. (thirdeye@ihcus.org)
- Upon request, IHCUS will loan the table banner for the ringside trophy table (secretary@ihcus.org)

8.2 IHCUS Table Banner and Hanging Banner: Please contact the IHCUS secretary to borrow the IHCUS banner(s) for the event. IHCUS will mail them to you and they must be returned within 14 days after the event.

9. Show Results: Submit official results, obtained from the AKC website, **within 30 days of the Specialty. The Coordinator should verify that the results posted by AKC are accurate and follow up with the AKC if there are any discrepancies.** The results are to include all entries that were listed in the catalog, Judges Name, Location and Date of the Designated Specialty.

9.1. Provide a copy to the IHCUS Historian and the IHCUS *Third Eye* editor.

- 9.1.1.** This should include the total number of dogs competing in Best of Breed and all Dog and Bitch classes..
- 9.1.2.** Also include any Supported entry classes that were held on subsequent days of the All-Breed show.

9.2 Newsletter: Prepare and submit an article (along with the above mentioned show results) to the *Third Eye* Editor for publication. Include available candid's and/or obtain photos of the Winners, from the Owners or the Host Kennel Club, if their photographer provided them, for publication in the newsletter.

10. Coordination with Host Kennel Clubs

The Coordinator is responsible for arranging their event with the Host Kennel Club. Useful information to request is (but not limited to):

- When to expect a list of their judges' panel so that you can state preferences from that panel.
- Classes and Divisions. Coordinate with the All Breed Club to request what you would like and what their usual practices are (puppy classes divided (6-9 month and 9 to 12 month and 12 , division of smooth and wire open classes, etc.)
- Request a ring time that is compatible with whatever other events you may be including.
- Request (Suggest) a ring size that is appropriate for our breed and the expected breed entry.
- When is their deadline for premium information (draft and final), list of trophies and donors etc. is due for input to their premium.
- Ask when you can review the premium list draft to ensure trophies, names etc. are correct.
- Host Kennel Club catalog: what is their deadline should you, or other exhibitors, wish to advertise etc.
- Request a table for hospitality, trophies etc.
- What else will you need the day of your event?
- What does the Host Kennel Club require from you and when.

11. Trophies: Trophies must be offered. The expenses and expected income associated with trophy plans **must** be included in your budget.

11.1. The following trophies must be provided, minimally, BOB, BOS, BOW, WD, WB, RWD and RWB.

11.2. Payment arrangements for trophies: If contacted no later than six months before the closing date,

11.2.1. The IHCUS webmaster will post your trophy list on the IHCUS website store to permit payment through PayPal or providing instruction how to pay the IHCUS Treasurer by check.

11.2.2. If contacted no later than six months before the event the IHCUS Treasurer will offer to receive payments for trophies for your event and remit payments for you as directed.

11.3. Breed Prizes/Trophies: Trophies and Prizes **MUST** be included in the premium list. Therefore, you are responsible for providing this list to the All-Breed Club at least one week prior to their "draft" deadline for inclusion in their premium.

12. Ribbons: Let the All-Breed Club know that IHCUS will pay to upgrade the ribbons to Rosettes for BOB, BOS, BOW, WD, WB, RWD, RWB and all placements in classes offered, Regular and Non-Regular classes for Specialties and Supported Entries.

12.1. The show Coordinator and ribbon person should decide on what price the rosettes should be. The cost should stay within a reasonable price.

13. Hospitality. Ringside hospitality is encouraged by IHCUS and appreciated by exhibitors. Try to provide a table with beverages and food, determined by the time of day of judging.

14. Other: You are not limited to activities and events stated here and you are encouraged to offer other activities whether performance, fund raising, or social as long as your projected budget demonstrates income to cover the expenses for these. Such should be included as planned in your application.