



Ibizan Hound Club of the United States

Supported Entry Procedures

These procedures approved by IHCUS on December 7, 2011.

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1. Purpose

The purpose of holding an IHCUS Supported Entry is to create camaraderie for the breed, build points in conformation and performance events and encourage Ibizan fanciers to support the breed in a positive manner.

2. Applicants (Those Who May Apply)

IHCUS Regional Clubs or a committee of IHCUS Members may apply for Supported Entries. Regional clubs have established procedures and volunteers to put on the entry. When committees of IHCUS club members apply they are agents of IHCUS and work directly with the IHCUS Board as needed. The member applying is presumed to be the "Coordinator" for the supported entry and is responsible for synchronizing with IHCUS and the host kennel club.

Applicants are responsible for following these procedures. Knowledge of those portions of the *AKC Rules Applying to Dog Shows* governing their event and *The AKC A Guide for Planning AKC Dog Shows and Obedience Trials* is also recommended.

3. Required Paperwork

- 3.1. The IHCUS *Supported Entry Application* must be submitted to IHCUS no later than six months prior to show date.
- 3.2. Approval by Host Kennel Club(s) 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 supported entry to request that IHCUS hold a Supported Entry at that 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. Upon approval by IHCUS, the IHCUS secretary will notify the Host KC and the IHCUS Coordinator of Approval.

4. Exhibiting Restrictions

There are no restrictions regarding Supported Entries since the IHCUS "coordinator" is not the Chairman of the event.

"For IHCUS Supported Entries dogs owned or co-owned by the "Coordinator" and members of their household will be eligible for entry in these events."

5. Finances

- 5.1. **Budget.** *The Coordinator understands this event must be self-supporting through trophy donations etc.. Expenses include trophies, upgrading of "ribbons" to "Rosettes" for all placements and any hospitality you may offer etc.*
- 5.1.1. IHCUS may be able to help with the Ribbon to Rosette upgrade. Each request will be considered on an individual basis and IHCUS finances will be taken into consideration.
- 5.2. **Financial Records.** A financial statement along with copies of receipts and donations, must be submitted to the IHCUS treasurer within two weeks following the event along with a check to IHCUS for any proceeds.
- 5.3. **Contracts.** Regional Clubs have contracting authority. Committees of IHCUS members acting as IHCUS agents do not. Therefore if any contracts are associated with the event they must be approved and signed by an officer of IHCUS.
- 5.4. **Judges.** IHCUS provides no compensation or expenses to Supported entry judges.

6. Supported Entry Judge

Find out from the Host Kennel Club when you can coordinate with them to select a judge based on who they have available from their judges panel. The Host Kennel Club contracts and pays for this judge. If you are considering a judge not already on their panel, you must demonstrate the ability to pay this judge and their expenses from projected income from your event and the contract must be approved and signed by an officer from IHCUS.

7. Publicity

In addition to your own efforts, if notified well in advance, IHCUS will post show information and links to your trophy donations: on the website; in the newsletter; and upon request loan the IHCUS table banner for the ringside trophy table. Contact webmaster@ihcus.org, thirdeye@ihcus.org, and secretary@ihcus.org respectively.

8. Show Catalog

Purchase a show catalog for the IHCUS Historian. Mark results in the catalog prior to sending to Historian.

9. Newsletter

Prepare and submit an article (including results and marked catalog), to the *Third Eye* Editor for publication. Obtain photos of the Winners from Host Kennel Club if their photographer provided them for publication in the newsletter. Include the photos with your submitted article.

10. Coordination with Host Kennel Clubs

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

- When to expect notice from them for review of judge options from their panel.
- When the list of trophies and donors is due for input to their premium, requests for ring time and ring size.
- When you can review the premium list draft to ensure trophies, names etc. are correct.
- Can you request a table for hospitality, trophies etc.
- What does the Host Kennel Club require from you and when.

11. 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.