

**Gordon Setter Club of America, Inc.
Policies & Procedures Manual**

Revised Edition

Published by the Gordon Setter Club of America, Inc.
1259 Grace Court, Downers Grove, IL 60516

Gordon Setter Club of America, Inc.

Policies & Procedures Manual

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The initial release of this manual was made in May 1998. Subsequent editions bear the date of release on each page. This December 2010 edition of the manual supersedes the January 2009 edition and all previous versions. Page numbers below indicate the first page where a topic is discussed.

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Changes/Updates In This Edition

December 2010

- **Additional Classes at Specialty Shows.** AKC has created a new conformation class - Amateur Owner Handler. Class is for dogs six months old or older and dog must be handled by the registered owner of the dog. Handler must not, at any point in time, have been a professional handler, AKC approved conformation judge or employed as an assistant to a professional handler. Members of the family or household of a current professional handler are also ineligible for this class. GSCA independent specialties, including National Specialties, may offer this class (p 15ff).
- **AKC Gazette Columnist.** Updates the position description to show the length for articles has been reduced to 500 words (down from 800) and the columns are now published only four times yearly, p. 81.
- **Area Committee Financial Reporting Requirements.** Area Committees are now required to send quarterly bank statements (September, December, March & June) to the GSCA Treasurer. Formerly only an annual bank statement (June) was required (p. 6)
- **Awards.** Gordons earning a Grand Championship title are eligible to receive a Certificate of Merit (Motion 10-27), p. 61.
- **Corresponding Secretary's Information Updated** with the name address and other contact information for Corresponding Secretary elect for 2011-12, Denise Dunham Schiele.
- **Designated Specialties.** AKC now requires an application and application fees for these shows (pp 14-15).
- **Event Approval Checklist (Appendix 1)** has been replaced by three separate checklists (Appendix 1A, 1B & 1C for conformation, field events and other performance events respectively).
- **Event Reporting Requirements (Appendix 22).** This information, from newsletter editor Susan Drum, is based on the article that Sue wrote for the August 2009 *Gordon Setter News* outlining the requirements for submission of event reports to the newsletter.
- **Gazette Columnist.** The GSCA appointed *AKC Gazette* columnist is required to provide copies of the columns (post-publication in the *Gazette*) for publication in the *Gordon Setter News* (10-006), p 81. A Change in the publication schedule/frequency of this column is also noted.
- **Grand Championship Competition.** Page 16 outlines the additional responsibilities for the show-giving group for this new competition (effective May 12, 2010).
- **Health & Genetics Committee.** Updates/changes in the description of this Committee from the H&G Chair (p. 66 ff).
- **Judge's Affirmation Form.** Effective March 29, 2009, event committees will no longer obtain Judge's Affirmation forms. Accordingly, this has been removed from GSCA requirements as well. See *AKC website* at http://www.akc.org/pdfs/events/judges_affirmation_process.pdf . (pp 36, 42).
- **Junior Showmanship Trophies.** Trophies for Best Junior with a Gordon Setter may not be offered at Supported Entries or Designated Specialties (AKC change) (pp 14-15).
- **Membership Committee.** No policy changes, some updates to stay current with today's technology (p. 71ff).
- **National Event Profit & Loss Statements will be published in the Gordon Setter News.** This is not a policy change, it simply puts the rule in writing (p 26).
- **Newsletter Advertising Changes.** Non member advertising rate reduced and Rescue groups advertise free of charge, depending on space availability (Appendix 18).
- **Treasurer's Responsibilities** (p 57). A new requirement that any check drawn on the GSCA General Account for \$500 or more requires a second signature.
- **Website.** Updated the information on the website to show Health & Genetics pages have been added to the site (p 80ff)
- **Typo corrected to show GSCA Financial Reporting Form is Appendix 3** (p 10).
- **Appendix 21** (A list of the updates/changes in the 2009 P&P Manual) was deleted from this edition as it is obsolete.
- **Appendix 22** (New). Specialty & Performance Results Newsletter Reporting Information for all Area Committees & Independent Clubs. New appendix.

INTRODUCTION

The Gordon Setter Club of America first published club committee guidelines in January 1978. That booklet was 13 pages long and served the Club until the late 1980's. At that time, the Board of Governors decided a more detailed document was needed and published *Committee Policies & Procedures*. That booklet was 25 pages in length.

Because the intervening years have seen the birth and growth of new activities for our Club, a revised (and much larger) manual was issued in May 1998. It was intended to be a permanent manual, with updates issued as needed. It was formatted to be stored in a binder which would allow replacement of pages as revisions were issued.

This did not prove workable. Revised editions were published in June 2000, April 2004 and March 2007, and, most recently, in January 2009. This latest edition incorporates Club policy changes through October 2010. When possible, policy changes since the last edition are referenced with the motion number enacting the change.

This manual provides Area Committees and the GSCA Board of Governors with guidelines to follow regarding GSCA sponsored functions. The goal is that these events will be carried out in an efficient and consistent manner under the Rules and Regulations of the American Kennel Club, Inc. and established policies and procedures of the Gordon Setter Club of America.

The manual is designed primarily for use by Area Committees, GSCA Committee Chairs, those performing Special Assignments for the Club, and for the Officers & Governors of GSCA. Though GSCA procedures are not binding on licensed independent Gordon Setter Clubs, this manual is shared with those groups, as the advice herein on successful event planning and operation should be useful to all fanciers.

The intent of this book is to help individuals and groups in their work on GSCA events and committees. Opinions and suggestions from the membership are actively solicited. Direct suggestions for revision, correction or other changes to the Policies & Procedures Committee Chair (a list of the committees is found in the back of this manual as Appendix 13).

We have tried to present the most complete and accurate information about applying for, holding and complying with AKC and GSCA requirements but it should be noted that deadlines, fees, and rules and regulations change. Please refer to the newsletter [*Gordon Setter News*], the GSCA website (gsca.org), the AKC *Gazette* or the AKC website (akc.org) for the most current information on AKC fees, rules and procedural changes.

A word about the organization of the "Standing Committees" and "Special Assignments" section: although the Table of Contents divides these into two parts, some special assignments are included in the section on Standing Committees, others are in the Special Assignment section that follows. This organizational device was to avoid moving sections from the spot where they appeared in earlier editions. Use the table of contents to locate the appropriate section.

This manual should assist in the smooth and successful running of GSCA events. We welcome notification of errors, omissions or just things you would like to see in future updates. Contact any member of the Policies & Procedures Committee with your suggestions.

NOTE: Each GSCA Area Committee should maintain its own copy of this manual. To obtain a copy, see Where to Get Help in the Appendix Section.

The Policies & Procedures Committee
Beni Levi, Chair
Dianne Avery, Lynn Petterson

GENERAL INFORMATION ABOUT GSCA POLICIES & PROCEDURES

The Gordon Setter Club of America, Inc., an AKC member club, is a national organization and referred to by the American Kennel Club as the “parent” club. While the national club is responsible for publishing a monthly newsletter and other Club publications, the work involved in holding AKC events for Gordon Setters rests with local Gordon Setter fanciers. In many areas of the country, these events are held under the GSCA banner by local groups of GSCA members known as “Area Committees.” In other areas, independent Gordon Setter Clubs, licensed by AKC, perform this function. Events held by local independent clubs carry their club name, not GSCA’s.

Area Committees are responsible to the GSCA Board of Governors. In turn, the GSCA is responsible for the area committee’s actions at AKC/GSCA events. Area Committees are the local extensions of the GSCA. These guidelines provide a uniform guide for planning and operating all GSCA sponsored events. The guidelines also describe the responsibilities of the Committee Chair jobs and the Special Assignments given to members.

Needs and times change and this may necessitate changes in GSCA’s policies and procedures to ensure applicability and relevance. This manual will be reviewed and updated periodically, keeping this a viable tool for the members of the Gordon Setter Club of America, Inc.

Since the guidelines are a mixture of policy, procedural checklists and job descriptions, there are bound to be redundancies. The responsibilities in such jobs as Newsletter Editor, Membership Chair and Awards Chair are isolated enough to be fairly clear-cut. However, with the Area Committees, Field Trial and Specialty Shows, there is enough overlap to cause some repetition, but hopefully, no contradictions.

These guidelines are organized with general information in this section regarding Area Committees and pertain to all committees whether Field Trial, Hunting Test or Specialty. The sections that follow deal in specifics.

FAILURE TO COMPLY WITH THESE GUIDELINES WILL PRECLUDE GSCA APPROVAL FOR AKC LICENSED EVENTS.

AREA/EVENT COMMITTEES

Area Committees Defined. Area Committees are those local committees responsible for GSCA sponsored AKC events, including Specialty Shows, Booster Shows, Supported Entries, Obedience and Rally Trials, Field Trials, Hunting Tests, Agility Trials and other events. They may also hold GSCA Working Certificate Tests. GSCA members in a given geographical area must show sufficient interest at a Supported Entry or sanctioned field event before approval for a new Specialty Show or field event can be granted. *See the following section “Forming An Area Committee.”* An Area Committee is sometimes referred to as an “event committee.” For the purpose of this manual, the term Area Committee will be used to designate an event committee made up of GSCA members to hold events sponsored by the Gordon Setter Club of America.

Area Committee Duties & Responsibilities. Area Committees shall:

- Encourage the participation of Gordon Setters in AKC events (specialty shows, obedience trials, field trials, hunting tests, etc.).
- Conduct these events in an orderly and sportsmanlike manner according to AKC Rules and Regulations and GSCA policies and procedures.
- Review the checklists provided in this manual to ensure that all required actions are planned for and done promptly.
- Conform to pre-event and post event requirements of GSCA and AKC as outlined in this manual.

- A. Area/Event Committee Composition. All committee members for AKC events hosted by an area committee on behalf of GSCA must be GSCA members in good standing. The officers of an Area Committee shall be elected by the area membership. A list of these officers, including name, address and telephone number are to be submitted to the GSCA president and Recording Secretary within 30 days of their election.

- B. Fundraising Activities. Area Committees are responsible for raising funds necessary to hold any AKC events requested by the Committee.
- C. Insurance Requirements. All workers at AKC/GSCA events held by Area Committees are covered under the GSCA's insurance policy, provided they are GSCA members in good standing. Effective with October 1, 2003, it is no longer necessary for Area Committees to carry a separate policy or binder for GSCA events. Please note that this applies only to AKC/GSCA events (such as specialties, field trials, hunting tests). The local club/group is not covered by the GSCA insurance policy for non-GSCA events. If your group will hold other events (picnics, fun matches, eye clinics), it is strongly recommended you consider obtaining insurance to cover your local group for these activities.
- D. Financial Requirements. The Area Committee shall supply the GSCA Treasurer with:
 1. An annual report of all income and expenditures
 2. A copy of bank statements quarterly (Sept, Dec, Mar, Jun). [Change from former requirement to report annually, **09-014**.]
 3. A financial statement of all AKC licensed functions held under the name of GSCA within sixty (60) days of the completion of that event.
 4. All bank accounts maintained for GSCA events shall have the GSCA Treasurer as a signer on the account.
 5. It is strongly recommended that the account require two local signatures.
 6. The name on the account must read "Gordon Setter Club of America, Inc. (Local Committee Name)." Funds in the local GSCA account are the property of the Gordon Setter Club of America, Inc., though they shall be kept in the local area to operate area events and maintain the committee operating costs.
 7. Funds received from GSCA events must not be commingled with funds from other activities.
 8. All accounts maintained in the name of GSCA are the property of the Gordon Setter Club of America, Inc.
- E. Financial Responsibility. Financial responsibility for AKC events is the burden of the Area Committee. The GSCA is not directly responsible for losses resulting from an Area Committee's decision to hold an event or for penalties assessed by AKC due to late filing of required paperwork or other errors connected with an event.

FORMING AN AREA COMMITTEE

This section summarizes the process by which a new group of Gordon Setter fanciers becomes a GSCA "Area Committee." In order to explain the process, some definitions are necessary.

Definitions

- **Area Committee.** An area committee is defined above. There is often confusion about Area Committees and unlicensed specialty clubs and their relationship to GSCA. Most Area Committees also have the structure of a "club," however the club itself is not recognized by GSCA until licensed by AKC.
- **Area Specialty Club (Licensed).** A Club that has met the AKC's requirements to hold licensed events (specialties, field trials, hunting tests) in a specific geographic area. The term "specialty" in the name specialty club does not refer to a dog show but to the fact that the club is not an all-breed organization but "specializes" in a single breed or related breeds (for example the American Spaniel Club is a specialty club). As of 2008 only these independent clubs for Gordons are licensed by AKC: TarTan GSC (New England), Paumanauk GSC (Long Island, New York); Gordon Setter Club of Hawaii (Hawaii); Golden Gate GSC (north central California), Nodrog Gordon Setter Club of Michigan, Inc. (Michigan) and the North Country Gordon Setter Club (Minnesota).
- **Area Specialty Club (Unlicensed).** A group of fanciers in an area that put on "fun" events in a specific geographic area and has not met the AKC requirements to hold licensed events. These groups often function as Area/Event Committees for GSCA events. The Area Committees are an extension of the GSCA. They are not an extension of the unlicensed club which has no status with AKC. Each AKC event run by an Area Committee is a GSCA event and is held under AKC

rules for member clubs. Examples of groups in this category are Brandywine (Pennsylvania), High Plains (Colorado), Miami Valley (Ohio), Badgerland (Wisconsin), and Southern California GSF. GSCA does not license “clubs,” that is the domain of the AKC. The GSCA authorizes Area/Event Committees to serve the GSCA in a specific area.

- **Event Committees.** The GSCA members in a specific area are responsible for the running of a specific event. All members of an event committee for AKC/GSCA events must be GSCA members in good standing. Event committees are the local sponsors of an event and are directly responsible to the GSCA for each event.
- **GSCA Liaison.** Every two years the GSCA Board of Governors appoints from among its members, liaisons to area committees and licensed Gordon clubs. These liaisons are also responsible for areas of the US where there is no current club or area committee. The GSCA liaison should be knowledgeable about AKC procedures, GSCA policies and procedures and the smooth and successful running of AKC events. This person is a resource for your group. If the liaison cannot answer your questions, they are responsible for finding someone who can. The names of the current liaisons are found in the back of this manual in the “Where To Help” appendix (Appendix 13). Feel free to consult these individuals as needed.
- **Member Club.** The GSCA as a recognized parent club is an AKC member club and has a delegate to the AKC. Area specialty clubs can hold licensed AKC events, but must get approval for the dates of those events from the GSCA (parent club). Licensed area specialty clubs do not have AKC delegates.
- **AKC Events.** Specialties, Hunting Tests, Field Trials, Obedience Trials, Agility, etc. are all AKC events and must be approved by the GSCA and AKC.
- **“Fun” Events:** Walkathons, Fun Matches, Pet Fairs, Fun Field Days, etc. are neither GSCA nor AKC events and are not governed by the policies and procedures described in this manual.

Requirements for an Area Committee

Understanding the aforementioned definitions is critical to understanding the relationship between the GSCA and area/event committees and licensed clubs. The goal of the GSCA is to serve as an incubator for Area Committees until such time as they can meet the criteria of AKC to become licensed clubs. The GSCA has established the following requirements for Area Committees:

- **Geographic Area.** Area/Event committees must function in a defined geographic area. GSCA has been flexible with respect to the size of this area. However, AKC limits the size of the region that a group of fanciers may claim to a specific area, generally a metropolitan area or portion of a state. Since the goal for such a group is licensure, a newly formed group seeking to become an area committee shall be mindful of AKC’s suggested guidelines as to the size and limits of its area. This information should be obtained directly from AKC. Because GSCA does not intend to have “competing” Gordon Setter groups in the same geographic area, GSCA considers the territory already covered by existing committees when new requests to form a local Area Committee come in. In a situation where the area covered by an existing committee is too large/broad, the GSCA Board may reduce that committee’s area should it be in the best interests of GSCA members. The GSCA will not approve a request for a new committee based on personal conflicts between members. Members must work together, not splinter off and form new groups. When proposing a new Area Committee that is in an area covered by an existing committee, the newly formed group should request permission from the existing Area Committee to form a new group. In situations where there are great distances between groups, existing committees should consider ceding the territory requested. The final determination on the area covered shall be left to the GSCA Board of Governors, acting on behalf of the membership of the club.
- **Membership.** All GSCA members in the area must be allowed the opportunity to participate in the running and discussion of GSCA events. There must be sufficient interest in an area to support events with a strong core group of volunteers. A rule of thumb is that 25 members in an area is a minimum to form and run an Area Committee.
- **Management.** In order to show that an area/event committee can operate in an efficient manner, the GSCA requires that each Area Committee elect officers (president, vice president, secretary and treasurer as well as directors) and a list of these officers, including name, address and telephone number are to be submitted to the GSCA President and Recording Secretary within 30 days of their election. These officers report to the GSCA Board of Governors. Area

Committees are expected to aim to break even financially on all events, recognizing that inclement weather, or other unusual circumstances, may prevent this in individual cases.

- **Bylaws.** An area committee should establish a constitution and bylaws. It is strongly suggested that local groups obtain and follow AKC's sample documents as a pattern. Once documents have been drafted and approved by the local group, these should be submitted to the GSCA Board of Governors for review. Any provisions that appear to be exclusionary or biased will not be approved. The purpose of a group's constitution, bylaws and other operating documents is to insure the smooth running and management of the Committee and to form a foundation for eventual licensure by AKC.
- **Organizational meeting.** The first thing to do in order to form an Area Committee is to sit down with the GSCA members in the area at an organizational meeting. At that meeting the group should elect officers, establish committees for tasks such as drawing up bylaws, events and fundraising. Common interests and needs in the area should be discussed.
- **Set mutual goals.** What types of activities does the group want to hold? Start out slowly, have a plan, but be ready to adjust goals if necessary. Usually it takes a couple of years for a group to get organized, don't rush it.
- **Try working together.** If there is sufficient interest to form an Area Committee, try putting on some fun events first. Suggestions: hold a picnic, do a training session on anything (grooming, handling - field or conformation), hold a seminar on a health-related topic. See if you can all get along and work together.
- **GSCA Recognition.** Once a set of bylaws has been developed and the group has held at least three meetings which were attended by at least ten people, application can be made to the GSCA Board of Governors for recognition as an Area Committee. Requests for approval must be complete. Incomplete requests will be denied or held in suspense. Before submitting a package to the Board, it is advisable to discuss the request with the GSCA Treasurer who is in charge of reviewing banking requirements for GSCA accounts. A checking account in the name of the GSCA is necessary. The GSCA Treasurer must be an authorized signer on the account. Put together a plan explaining your goals. Will the group hold a supported entry or a sanctioned field event, or both? This request, complete with documents, including a membership list containing the names, addresses and phone numbers of the members of your group, should be submitted to the GSCA Corresponding Secretary, with a copy to the Recording Secretary. The Board will review the request and respond to it at the first meeting following its receipt. The Board of Governors only meets three times a year so it might take six months or more for an answer. The sections in this manual covering different types of events in this manual list the requirements for new committees wishing to hold their first event. Generally at least one sanctioned event is required before approval for a licensed/member event will be granted. Please see Specialty, Hunting Test and Field Trial sections of this manual.

New Area Committee Checklist.

- Make a written request for approval to form a new Area Committee to the GSCA Board. Include goals and plans in the request. This should be addressed the GSCA Corresponding Secretary with a copy to the Recording Secretary.
- Set up a bank account in the name of GSCA, with the GSCA Treasurer as an authorized signer on the account.
- Draft a constitution and by-laws for the group. Follow the AKC sample constitution and by-laws for breed clubs.
- Elect Area Committee officers and directors and forward names addresses and phone numbers to GSCA.
- Prepare a membership list (all must be GSCA members).
- Provide a map showing the concentration of local membership.

A personal presentation to the GSCA Board by a representative of the group is preferred. If this is not possible, make the request as self-explanatory as possible and detail the actions taken to comply with GSCA requirements. Be specific.

Keys to Success

Teamwork. A successful Area Committee must work as a team. Infighting and feuding is the death of an Area Committee and may prevent Gordon fanciers in an area from enjoying and participating in AKC events. The purpose of the Committee is to serve the best interests of the breed.

Welcome New Members. It is extremely important to bring newcomers into the group. Typically people are involved in dog club activities for a period of five years or less, so new members (some of whom will stick it out for the “duration”) are the future of the fancy. Bring new people in and make them feel welcome. Give them responsibilities and help them get things done. An Area Committee is also a social group, so keep it fun!

Delegate. No one person or “select few” can do everything for the committee. The most successful committees rotate duties and positions so that everyone has a turn at different jobs. Offer help, not criticism. We are all volunteers!

Ask for help. Most of the people in GSCA will be happy to help you. The members of the GSCA Board of Governors are elected to help you. Make use of your area’s GSCA liaison. [A list of current liaisons is found in the Appendix Section of this Manual in the “Where to Get Help?” appendix.] Keep in mind that Board members (and liaisons) are not paid for their work for the club and have a lot of responsibility. Use this resource wisely.

Develop an adequate treasury before planning to put on AKC events. The GSCA does not assist financially in the operation of regional AKC events such as specialties, field trials or hunting tests put on by Area Committees. These events often cost thousands of dollars to put on. While it is expected that income from entries and other sources will defray expenses, the first time your group holds such an event, plan to have an adequate fund to cover “up front costs” (expenses incurred before income comes in).

Have fun. This is a hobby. It is supposed to be fun. Now and then step back and take a deep breath. Bring a sense of humor!

EVENTS OVERVIEW (Show & Field Events)

This section of the manual explains how to apply to GSCA to hold an event and the paperwork necessary for AKC approval. It also describes the post event reporting requirements. Be aware that AKC requirements change. While we try to keep the membership informed of these changes via the newsletter and website, revisions to the manual will, naturally, lag. Make pen & ink changes to your manual until revisions are made and distributed. Note that while AKC considers specialty obedience and rally trials to be separate events, GSCA past practice has been that they are always held with a specialty show. When planning an obedience/rally trial with a specialty show, be sure to read the specialty and obedience (and rally if appropriate) sections of this manual.

All events run by GSCA Area Committees and licensed Gordon Setter Specialty Clubs require approval of the GSCA. The GSCA Corresponding Secretary grants approval. The process for attaining this approval is critical to a smooth operation of events and the performance of the Corresponding Secretary's duties. Events are a major undertaking and require a huge investment in time for the GSCA. Due to a large workload, it may not always be possible for the Corresponding Secretary to immediately act on your event. The burden of securing approval for your event falls on the local event committee and should move along smoothly, as long as some simple rules are followed.

Paperwork. Familiarize yourself with the paperwork required by AKC and the GSCA. Don't wait until the last minute to know what is required and how to complete the appropriate forms. If you are taking over an event from another Chair or assuming the responsibility for the Event Secretary position, talk to the person who performed the duties previously. Read the appropriate sections of this manual. If you still have questions after you have completed this research, contact the GSCA Corresponding Secretary for assistance.

Deadlines. Timely submission of the appropriate paperwork is vital to the process. Review the appropriate event sections of this manual for the timing of submitting documentation. Last minute requests are often filled with errors and slow the process for those who have submitted in a timely fashion. Any fines levied by the AKC for late submission of paperwork associated with the event are the responsibility of the Event Committee. In extreme cases the GSCA may assess additional fines against the Event Committee or deny future event approvals. **Event applications submitted to the Corresponding Secretary after the AKC deadline will be denied by GSCA and not forwarded to AKC.**

Financial Reporting. After each GSCA event, a complete and accurate financial report must be filed with the GSCA Treasurer within 60 days of the event. Failure to comply with reporting requirements may lead to fines or denial of requests to hold future events. A copy of the GSCA Event Financial Reporting form is found in the Appendix section of this manual (Appendix 3).

Record Keeping. Copies of all paperwork for GSCA events and correspondence relating to GSCA events must be maintained by the Event Committee. When the event Chair or Secretary changes, all information should be maintained by the Area Committee in an accessible and orderly fashion and copies forwarded to the new Chair or Secretary. All Area Committee Event documentation must be made available to the GSCA Board of Governors upon request.

ADDITIONAL OR NEW EVENTS. Area Committees wishing to hold the first event or additional event of a specific type (i.e. Specialty, Field Trial, Hunting Test, etc.) must petition the GSCA Board of Governors for approval. Area Committees will be required to show competency in each type of Event through the completion of Sanctioned Events or Supported Entries. Sanctioned Events and Supported Entries must show that an Area Committee has sufficient ability, knowledge, interest, and teamwork to properly fulfill the requirements of both the GSCA and the AKC. The GSCA Board of Governors must approve the holding of all Sanctioned Events or Supported Entries in order for them to count toward Event approval requirements. The GSCA Board of Governors may impose other requirements on Area Committees as a condition for Event approval, as deemed appropriate.

Additional or New Specialty Requirements. Committees wishing to hold a new or additional Specialty must petition the GSCA Board of Governors for approval. The GSCA Board will first review the Area Committee's compliance with requirements for Area Committees. If permission to hold the event is granted, the GSCA Board will set up a plan for approval based on the successful completion of GSCA supported entries and other requirements, as deemed necessary. Typically these requirements include holding two successful supported entries in conjunction with area all-breed shows not less than six months apart.

Additional or New Field Trial Requirements. Committees wishing to hold a new or additional Field Trial must petition the GSCA Board of Governors for approval. The GSCA Board of Governors will review the Area Committee's compliance as described above. If permission is granted, the Board will set out a plan for approval based on the successful completion of GSCA sanctioned Field Trials and other requirements, as deemed necessary. Typically the requirements include holding of two GSCA sanctioned Field Trials not less than six months apart.

Additional or New Hunting Test Requirements. Committees wishing to hold a new or additional Hunting Tests must petition the GSCA Board of Governors for approval. The GSCA Board of Governors will first review the Area Committee's compliance with requirements for Area Committees. Typically these requirements include holding one successful GSCA sanctioned Hunting Test.

Other AKC Events. Committees wishing to hold other AKC Events not covered by this section must petition the GSCA Board of Governors for approval. If the event is new to GSCA, the AKC may have specific requirements for approval in addition to the requirements set forth by the GSCA. The GSCA encourages and supports all events which showcase the abilities, and furthers the interests of, the breed of Gordon Setters.

Non-AKC Events. The focus of the GSCA is AKC events, however, local Gordon Setter groups should consider activities which will serve the community and the interests of the breed of Gordon Setters, such activities as Fun Matches, Charity Events, Adoption clinics, CERF clinics and Fun Field days. Activities such as these serve the interests of the Breed and its fanciers and may benefit dogs in general. These non-AKC events do not require GSCA approval and should be conducted under the name of the local group not the GSCA. These events should not, however, be held on dates which conflict with official GSCA functions or events in the same area.

Alcoholic Beverages. The GSCA master liability insurance policy does not include coverage for accidents, incidents or occurrences which are proximately caused as a result of the dispensing and consumption of alcoholic beverages provided by the GSCA during and on the grounds of any of its events. Therefore, the GSCA will no longer allow its area committees and regional groups to *provide* alcoholic beverages for consumption by anyone on the grounds at any GSCA sponsored events. However, alcoholic beverages can be offered by a non-GSCA entity (such as a host hotel) for *purchase* by individuals attending a GSCA-sponsored event. At no event sponsored by GSCA will an 'open bar' (alcohol served at the expense of the Club) be permitted **(08-035)**.

Banners. All GSCA events hosted by Area Committees (including National Specialty & National Championships if hosted by a licensed club) must display a banner. The Event Committee is responsible for the cost of purchasing the banner. Information on purchase may be obtained from the Club Recording Secretary (by action of the GSCA Board of Governors, August 2008).

Requirements for All AKC/GSCA Events

This section summarizes the requirements that are common to all GSCA events. Specific event requirements and operating guidelines for events follow.

Before the Event

- Permission must be requested to hold the event. GSCA's Corresponding Secretary grants the approval and the event application, with any accompanying paperwork and the application fee must be sent to him/her for signature and forwarding to AKC. Time frames for submission vary by type of event (*see below*) but the request for approval must reach the Corresponding Secretary at least 4 weeks before the application is due at AKC. **Please note: incomplete event paperwork will be returned to the sender for correction and/or completion. Any fines incurred due to delays caused by incomplete event paperwork shall be borne by the event committee (04-04).** Event applications received by the Corresponding Secretary after the AKC deadline will be denied.
- The premium list must contain the names of the current GSCA Officers, Governors & AKC Delegate. The complete address of the Club Corresponding Secretary must also be included. (Additional information on event premiums is found in Appendix 6).
- The premium list must contain the AKC logo. At the local committee's option it may also show the GSCA logo. AKC does not permit the use of any logos unless the club is an AKC member or licensed club, so, if your group is not licensed, leave your local logo off.
- The local club name should not appear on the premium in any "official" context. You may say "Hospitality at this event is courtesy of YOUR LOCAL GROUP NAME."
- A copy of the premium list must be sent to the Corresponding Secretary or his/her designee and to the newsletter editor at the time the premium is mailed to potential exhibitors. At your option you may mail a copy of the premium to the Webmaster and it is recommended that you do so.
- AKC must also receive copies of all event premiums and these must be mailed when your general mailing is done. See event sections below for the number of premiums needed by AKC.
- All judges and workers not on your regular mailing list (such as stewards, marshals, etc.) must receive a copy of the event premium as well.
- Optional (but recommended): Send a write up announcing your event to the *Gordon Setter NEWS* at least 60 days before the event is scheduled.
- The catalog must contain the AKC logo, may contain the GSCA logo, may not include the local group logo (unless your group is AKC licensed). The same restrictions on the use of your local group's name apply as for premium lists.

After the Event

Within 7 days:

- Send the official results (marked catalog with judges' books for conformation events, marked catalog or official judges book for field events) to AKC together with a check for appropriate recording fees. Additional requirements for submitting records to AKC are listed below.
- Send a copy of the official results to the Recording Secretary or his/her designee. For conformation, obedience and agility events, this is a completely marked catalog, to include any absentees. The tear sheets from the Judges' books shall also be included. For field events, this will be a completely marked catalog or, if no catalog is printed, a copy of the Judges' Book including the event secretary's report.
- Send a report of the event results to the newsletter editor (if the report cannot be completed in the 7 day time frame, notify the editor of when you expect to send the report and whether photographs will accompany the submission). The event report must include date and place of the event, names of judges who officiated, the number of entrants (including any absentees) and the placements in competitive events or any Gordons earning qualifying scores in non-competitive events.
- Send a copy of the event report to the Archives Committee Chair.
- Optional (but recommended): Send a copy of the event report to the webmaster.
- Optional (but recommended): Send a copy of the event report to the *REVIEW* staff.

Within 60 days:

- Send a copy of the event financial report to the GSCA Treasurer.

Retain a copy of all official results locally and maintain these records for at least one year.

Any fines imposed by the AKC as a result of an event shall be paid by the local Area Committee promptly and prior to GSCA approval for another event.

Additional Hunting Test and Field Trial Paperwork/Requirements

The requirements listed below are in addition to, or expand on, the requirements shown in the section above entitled "Requirements for All AKC/GSCA Events."

Before your event:

Send the following to the GSCA Corresponding Secretary **at least 4 weeks** before the AKC deadline for the event:

- The AKC application, which includes the judges' questionnaire, for the event. Also send any additional paperwork, such as the Event Emergency Plan. Note that you are required to include the judges' AKC numbers on the application. Send directly to the Corresponding Secretary for signature. Include a check payable to AKC for the appropriate fee (see AKC website for schedule of fees). Licensed clubs need only send a written request for parent club approval. Please provide an addressed and stamped envelope for the Corresponding Secretary to forward the application or parent club approval to AKC. GSCA will not pay the postage for your events. **Please note: incomplete event paperwork will be returned to the sender for correction and/or completion. Any fines incurred due to delays caused by incomplete event paperwork shall be borne by the event committee (04-04).**

After the Event:

Within 7 days

- Mail the official results to AKC (marked catalog if one was printed or the original of the judges' book) with appropriate fees. The report to AKC must reach AKC within 7 days of the close of the event. It is recommended that you use Priority Mail with delivery confirmation.
- Mail copies of the event results/report to appropriate GSCA designees, as outlined above in the section "Requirements for All AKC/GSCA Events."

Within 60 days

- Mail a financial report to the GSCA Treasurer.

Additional Specialty Paperwork/Requirements

Before your event:

- Send the following to the GSCA Corresponding Secretary **at least 4 weeks before the AKC deadline for your event** (if you will be using a judge who is not licensed by the AKC, foreign judges fall in this category, the application must be sent to the Corresponding Secretary **at least 8 months before the event**): AKC application for the event and any necessary paperwork (Judging Panel, Emergency Plan, etc.). You must provide the AKC judges' identification number. Include a check payable to AKC for the appropriate fee (see the AKC website for schedule of fees). Remember, if you will be offering Obedience Classes at your specialty, this is considered a separate event by AKC and an additional application fee is required. Licensed clubs need only send a written request for parent club approval. Please provide an addressed and stamped envelope for the Corresponding Secretary to forward the application or parent club approval to AKC. GSCA will not pay the postage for your events. **Please note: incomplete event paperwork will be returned to the sender for correction and/or completion. Any fines incurred due to delays caused by incomplete event paperwork shall be borne by the event committee (04-04).**
- All Area Committees must have a copy of the AKC's **SHOW/TRIAL MANUAL**, a guide for planning AKC dog shows and obedience trials. Most questions will be answered in this publication. It can be obtained by writing to the American Kennel Club. The cost is approximately \$30.

After Your Event

Within 7 days:

- Send the official results to AKC. This includes the original judges' books and two copies of the show catalog, one must be marked. The report must be accompanied by the appropriate recording fees (see Appendix or AKC website). The report to AKC must reach AKC within 7 days of the close of the event. It is recommended that you use Priority Mail with delivery confirmation.
- Send copies of the event results/report to GSCA designees as described above in the section "Requirements for All AKC/GSCA Events"

Within 60 days:

- Send the Financial Reporting form (see Appendix 3) to the GSCA Treasurer.

Supported Entries

Except as it applies to a new Area Committee holding supported entries as a requirement for obtaining approval to hold a specialty show, it is not necessary to request permission from GSCA to hold a supported entry. Supported entries may only be held by member (GSCA) or licensed AKC clubs. If an area committee wishes to hold a supported entry, all publicity for the event (premium list) and the official show catalog must list GSCA, not the local club, as the supporting Club. Since approval for these events is not necessary, if your group wishes the event to be listed on the GSCA calendar, you must send this information to the Corresponding Secretary or Newsletter Editor. A report of these events is not required but the report may be sent to the newsletter editor who will publish said report if space permits.

Specialty & Supported Entry Definitions

The Guidelines in this section apply to Specialties held in conjunction with an all-breed show and/or Independent Specialties sponsored by the GSCA. Supported entries/booster shows are also discussed. There are three types of specialty conformation events.

The first is the **Supported Entry** or "**Booster.**" A group of Gordon fanciers in an area may support the Gordon Setter entry at their local all-breed show. Established Area Committees already approved to hold specialty shows do not need permission from GSCA to hold such an event (see above section *Supported Entries*). Publicity regarding this event will use the following language "The Gordon Setter Club of America, Inc. will support the entry of Gordon Setters at the Name of Kennel Club Show." Offering trophies is optional but funding for any trophies offered will be provided through the local GSCA account. Trophies for the following awards are usually offered at supported entries: Best of Breed, Best of Opposite Sex, Best of Winners and Winner's Dog and Bitch. Reserve Winners and first in each class may also be offered. Trophies for Best Junior with a Gordon Setter can not be offered at supported entry shows or at designated specialties (described below). The judges are hired by the all breed club and there is little or no contact with the judge. While it is a nice gesture to present a gift to the judge, it is not mandatory. Sweepstakes classes may not be offered at a supported entry or booster show.

Although Area Committees that have held specialty shows do not require permission/approval from GSCA for a supported entry, as a courtesy, you should notify the Corresponding Secretary with the date of your event and you may publicize the show in the *Gordon Setter News* and on the website.

There is no distance requirement for a supported entry. That is a group may hold a supported entry on the same date as an approved GSCA event. However, common sense suggests that events in close proximity on the same date are likely to diminish entries for each.

Newly formed Area Committees intending to hold a specialty show must first request permission to hold a supported entry or booster. In these cases the booster serves as a "test drive" for a future specialty. In these cases possible date conflicts should be discussed with GSCA to set the stage for the future events.

The second type of conformation event is the **Specialty held in conjunction with an all-breed show, known as a "designated specialty."** This requires approval from the GSCA (the

request should be made to the GSCA Corresponding Secretary). Due to a change in AKC requirements, a separate application (in addition to that completed by the all-breed club) for the event is now required. The GSCA Area Committee must complete an application and pay a fee for a designated specialty. The application must include a letter from the all-breed club hosting the show approving the inclusion of a designated specialty with their event. The entry in the premium list will read "The Gordon Setter Club of America, Inc. will consider the Gordon Setter classes at this show as its Specialty Show." The officers, governors and AKC delegate of the GSCA are listed in Premium list, as well as a listing of the trophies offered. Trophies offered should include Best of Breed, Best of Opposite, Winners Dog, Winners Bitch, Best of Winners, Reserve Winners Dog and Bitch and first in each class. Additional trophies may be offered at the discretion of the Event Committee. Sweepstakes may be offered at this event. The judges are hired by the all breed club and are a part of their judging panel, although their Specialty coordinator should work with your local committee to select a judge for the event. GSCA Specialty Show, all GSCA post event requirements must be met (*see p. 12 above*).

The third conformation event is an **Independent Specialty Show**. Permission to hold an Independent Specialty Show requires GSCA approval. The AKC requires a minimum of five show/trial Committee members to put on a licensed point show or obedience trial. In addition to a Show Chair, you will need at least chairs for trophies, advertising, hospitality, grounds and if you offer obedience, an obedience chair. Add publicity, parking and concessions chairs if your specialty size warrants.

Remember that **all committee members must be members in good standing with the GSCA**. The Area Committee must decide whether to contract with a show superintendent licensed with the AKC or appoint a show secretary. Either way, a signed contract is crucial.

Before GSCA will grant approval for an independent specialty show, it is necessary for GSCA members in a given geographical area to show sufficient interest by holding a minimum of two (2) supported entries with an all breed shows prior to applying for approval to hold a specialty show. These shall be held at reasonable time intervals, a minimum of six (6) months apart.

SPECIALTY SHOW GUIDELINES

- Be certain all pre-event paperwork has been sent to the GSCA Corresponding Secretary (*see p. 7 above*, **Requirements for All AKC/GSCA Events**)
- Make certain you have a signed contract with your show superintendent or show secretary.
- Make certain you have a signed contract with your judges.
- All members of the show committee should be named and assigned their tasks. The trophy and advertising chairs should be ready to go to work immediately.
- The Specialty Show Chair should NOT show dogs at the event. If the chair desires to have his/her dogs exhibited at the show, he/she should hire a handler or have a friend or family member show the dog. The Chairperson will be busy running the show.
- By AKC regulations, the Show Secretary may not show dogs and no dog owned or co-owned by the Show Secretary may be exhibited at the event at which he/she serves as secretary.
- The following classes may be offered at all GSCA independent specialty shows.

Puppy Dog (6-9 months)	Puppy Bitch (6-9 months)
Puppy Dog (9-12 months)	Puppy Bitch (9-12 months)
Junior Dog (12-18 months)	Junior Bitch (12-18 months)
Novice Dog	Novice Bitch
Amateur Owner Handled Dog	Amateur Owner Handled Bitch
Bred By Exhibitor Dog	Bred by Exhibitor Bitch
American Bred Dog	American Bred Bitch
Open Dog	Open Bitch
Best of Breed Competition/Grand Championship Competition	
- Specialties may include puppy sweepstakes, obedience, rally and junior showmanship classes.
- The following non-regular classes involving single dog entries may be offered at all GSCA independent specialty shows: Field Trial Dog/Bitch (for this class a placement in a Senior Stake OR a first place in a Derby Stake at a licensed or member club AKC field trial is required); Hunting Dog/Bitch (for this class a GSCA W.D. or W.D.R. title OR the AKC Junior Hunter, Senior Hunter or Master Hunter title is required); Veteran Dog/Bitch (for Gordons seven years and older. Dogs in the Veteran class may be neutered).

NOTE: WINNERS OF THESE CLASSES ARE ELIGIBLE TO COMPETE IN BEST OF BREED COMPETITION PROVIDING THEY REMAIN UNDEFEATED IN ANY REGULAR CLASS ENTERED IN THIS SHOW.

ALSO NOTE: VETERAN SWEEPSTAKES CLASSES MAY BE OFFERED ONLY AT THE NATIONAL SPECIALTY SHOW.

- The following non-regular classes involving multiple dog entries may be offered at all GSCA Independent Specialty shows: Stud Dog, Brood Bitch, Brace, and Team. Because these classes involve multiple dog entries, class winners are not eligible to compete in Best of Breed and it is suggested, but not required, that these classes be held following Best of Breed competition. **Note that this recommendation does not apply to the National Specialty show. Beginning in 2006, GSCA policy is that Stud Dog and Brood Bitch classes will precede Best of Breed judging at the National Specialty** (*By action of the Board of Governors, 2005*).
- Beginning May 12, 2010, **Grand Championship** may be awarded at all AKC shows (including independent specialty shows). This is not a separate class but is judged concurrently with Best of Breed competition. Up to four dogs in a breed can be eligible to earn Grand Championship points at each show. Judges need not award Grand Championship points to any dog unworthy of the award. Best of Breed, Best of Opposite, Select Dog and Select Bitch are eligible for Grand Championship points. Select Dog and Bitch are champions recognized as top quality after the BOB and BOS winners. Complete requirements for this new AKC title may be found at the AKC website (akc.org) or by contacting AKC in writing. Show giving committees should order two additional ribbons/rosettes for potential Select Dog and Select Bitch awards to be given out at the show.
- An Area Committee may, at its discretion, offer a Parade of Titleholders. This Parade shall be open to those Gordon Setters who have achieved an AKC show championship; field trial or hunting test title; obedience trial titles, or the GSCA WD. or W.D.R. titles.
- The GSCA approves the holding of a Parade of Rescue Dogs at area specialties. This is at the discretion of the host committee.

Although date conflicts should be avoided whenever possible, the distance between GSCA specialties falling on the same day shall be greater than five hundred (500) miles. The exception to this is the National Specialty, Obedience Trial & Hunting Test and National Championships. GSCA will not approve AKC events, regardless of distance, that conflict with National events without prior approval by the GSCA Board. Event Committees requesting waiver of this requirement must provide a detailed rationale for the waiver request to the GSCA Corresponding Secretary well before the event approval deadline. Waiver will only be granted in special circumstances determined by the Board.

As noted above, supported entries are not subject to these distance requirements (except in the case of National event conflicts).

Specialty/Supported Entry Committee Responsibilities

The following lists the most common specialty committees and their areas of responsibility. Individual show committees may assign duties differently as long as all vital functions are accomplished.

OBEDIENCE: This committee is responsible for obedience equipment, obedience judge selection, securing obedience Stewards (three minimum), checking *Obedience Regulations* for classes that may be offered and other rules/regulations that apply. If Rally will be offered, this committee will be responsible for Rally obedience as well.

GROUND: This committee is responsible for preparation of grounds, ring set up, equipment/place markers, parking, clean up - before and after the show, telephone/cellular phone for emergencies.

HOSPITALITY: This committee is responsible for luncheon/breakfast if any, after-show dinner, judges' hospitality and gifts, flower arrangements.

ADVERTISING/PUBLICITY: This committee handles forwarding information about the specialty to the newsletter, the Website, information to local newspapers (if appropriate), solicits advertising for show catalog.

TROPHIES: This committee develops budget for trophies; does trophy solicitation; purchases trophies; purchases ribbons; arranges for and sets up trophy table; secures any unclaimed trophies.

CHAIR: The specialty chair is responsible for all arrangements for the judges, *confirms the assignment IN WRITING*; contracts with Show Secretary/Superintendent; arranges for show photographer; arranges for Veterinarian either on the premises or on call; assigns ring stewards; organizes all committees; sets up a timetable for all tasks; establishes a budget for the Specialty; reviews and complies with AKC Event Emergency requirements; files financial report with GSCA Treasurer within 60 days after the event; sends the results of the Specialty to the *Gordon Setter News* within seven (7) days after the event is over. Information may also be submitted to the Website. If possible, make arrangements for show photographer to ship directly to newsletter editor (*consult with editor about preferred photo format*).

The Chair should request two copies of the specialty photos. Retain one set locally. The other belongs to the GSCA and can be sent to the newsletter for publication. Thereafter this set is forwarded to the REVIEW section editor and will be sent to the Archives after REVIEW is published.

SHOW SECRETARY: The Show Secretary need not be a GSCA member and it is important to select a secretary who has thorough familiarity with AKC requirements. Secretary accepts entries and records all entry information for publication in the catalog. Secretary must be on site the day of the show. Secretary completes all necessary AKC paperwork, ensures that judges sign all necessary forms and forwards to AKC with any appropriate recording or other fees so that it reaches AKC by their deadline. The show secretary must have at least one copy of the official *Gordon Setter Standard* available at the show. Additional required publications are enumerated in the checklist section. Make photocopies of all paperwork sent to AKC. **KEEP COMPLETE AND ACCURATE RECORDS.**

SPECIALTY CHAIR'S CHECKLIST & TIMETABLE

General Duties/Reminders

- Keep copies of all information sent to AKC, GSCA and other clubs.
- TO BE ABLE TO PREPARE AN ACCURATE FINANCIAL STATEMENT, KEEP "RUNNING RECORDS" OF EXPENDITURES AND INCOME GENERATED.
- A good chair delegates nearly all the jobs, but stays on top to make sure everything is running smoothly and that anyone who needs help, gets it. The chair is the one with the "big picture" and is responsible for making sure things don't get lost in the shuffle. Many of the deadlines are for the various committee chairs, but it is the chairperson's job to let the committee chair know what the deadline is and to help them meet it.
- Keep the membership informed, throughout the year, of the progress on the specialty. Generally, your "publicity" person will handle internal and "external" (to GSCA) publicity. Keep him or her informed of anything you want the membership to know about.
- THE EVENT NUMBER ASSIGNED TO YOUR SHOW BY AKC MUST GO ON ALL CORRESPONDENCE DEALING WITH THE SPECIALTY. Be sure the person(s) preparing premium list, catalog, etc. have this number.

- Plan to attend all scheduled board meetings of your local group during the year preceding your specialty. If you cannot attend, be sure to submit a written report.
- Try to schedule at least two meetings of your committee during the year. These can be fairly short and could even be done in conjunction with another event.

At least eleven months before your event.

- Contact judges for availability and determine their fees/expenses. Remember, a sweeps judge may not charge “fees.”
- Find/appoint show secretary or superintendent. A rule of thumb for obtaining non-member secretaries is about \$150 per specialty up to 150 dogs entered, \$1 for each additional dog for this job. In some areas, this figure may be substantially higher. Do not use someone who has never done the job before if it can be avoided.
- Determine show site to be used and ascertain cost.
- If a new site is used, show site plan must be submitted to AKC with the application. Contact any club member who has previously prepared a site plan for assistance.

At least 10 months before your event

- Verify with the Corresponding Secretary that AKC closed out the prior year show and issued an application for the current year. Check with the Corresponding Secretary for this information if it has not already been forwarded to your local group. If you have never completed an AKC event application, be sure to get someone with experience to help you. If forms are not received by 9 months before your event, obtain a blank application form and complete it. These can be downloaded from the AKC website or obtained from the Corresponding Secretary.
- Verify that no all-breed club within 200 miles is scheduled to hold shows on “your” date. If so, request permission from that club for Gordons to be excused or your event can co-exist with theirs (in this latter case they do not excuse Gordons from the all-breed event). This can be a very time-consuming (and sometimes frustrating) process. The all-breed club has the right to say “no,” so be prepared to change your date, your location or cancel your show if you have a conflict. A new all-breed show may not “take” your specialty date once it is established. If permission from the all-breed club is required, it must be given in writing and forwarded to AKC.
- Name your committee chairs and, if possible, the remainder of each committee. Trophies, publicity, catalog & hospitality chairs should be named as soon as possible. Someone who might not be an “official” committee member but who must be incorporated in all specialty doings is the area committee/local club treasurer. Keep him or her informed and request financial information and monies well in advance of the time you need them. Another “unofficial” member of the committee who needs to be in on things is the Property Chair if your group has one. See the list above for the most common committees used at a specialty show.

At least 9 months before your event

- Confirm assignment with judges, pending AKC approval, in writing. Request judges who agree to judge send written acknowledgment of the assignment.
- Determine travel arrangements and accommodations needed for the judges.
- It can be difficult to get some judges to acknowledge in writing. Do not delay in sending your application to the Corresponding Secretary, but do send “gentle” reminder to them that they need to jot a note accepting assignment.
- Until the specialty and the judging panel are approved by AKC, all advertising must say “pending AKC approval.”
- Secure Photographer (willing to donate one set of “top winners” -- BOB, BOS, WD, WB, Best in Sweeps, HIT -- to club) Under AKC rules, the photographer himself may not own a dog that is exhibited. If possible use a photographer who has previously photographed dog shows, if you use someone who hasn’t done this before, set up a “practice” session and ask to see the results.
- Secure show veterinarian, on site or on call. A standard arrangement is \$125/day on call. Get complete information from them including directions to their clinic, phone number and assurance that someone will be available during advertised show hours if needed.

At least 8 months before your show

- Request written budgets from the various “major” committee heads: (hospitality, trophies, catalog, etc.)
- Secure Chief Ring Steward and other stewards. You’ll need three obedience stewards, two for sweeps and two for regular classes. Anyone showing cannot steward. The job of securing

obedience stewards is usually the responsibility of the Obedience Chair. Check that they have their stewards. Be sure you have at least one “experienced” steward in each pairing. Stewards need not be GSCA members.

- Verify show veterinarian's availability.
- Secure listing of motels that exhibitors can stay at, motels judges can stay at. Try for discounted group rates. This job is usually handled by the Hospitality Chair who will report back to you. **DO NOT ASSUME THAT A MOTEL LISTED IN LAST YEAR'S PREMIUM IS OKAY AGAIN FOR THIS YEAR.** Recontact to assure availability.

At least 7 months before

- Forward your completed application, which includes the judging panel, to the Corresponding Secretary. Be sure to include the appropriate fees. Make check payable to AKC. Do not sign the space for approving official. That must be signed by the Corresponding Secretary or other GSCA officer. If you will use a foreign judge who is not AKC licensed, application must be received by Corresponding Secretary at least 8 months before the event.
- The application must be signed by an officer of the show-giving club. GSCA is the show-giving club, not the local Area Committee. Do NOT have a local club officer sign it. The Corresponding Secretary will sign your application before forwarding to AKC.
- An EMERGENCY PLAN must be completed and mailed with the application. This plan requires names and phone numbers of local area services such as the fire department and ambulance service.

At least 6 months before

- Be sure AKC has approved the specialty (they will send a form to the Corresponding Secretary with a copy to the show secretary notifying you of this). Once an event is approved, AKC assigns an event number. Be sure the people who need this number have it and notify the publicity chair and the editor of the *NEWS* that the event no longer needs to be advertised as “pending AKC approval.”
- Review budgets from various committee people and prepare budget on specialty
- Be sure trophy chair has complete trophy list and you have a copy.
- Confirm that ribbons have been ordered.
- Order armbands & judges books (unless Show Secretary will supply those)
- Confirm that the person preparing the premium list has all information to prepare draft premium (need trophy list, judges’ addresses, event # etc.) and ask to have draft premium list prepared for review
- Remind publicity chair to send information to GSCA for “Coming Events” and request trophy donations and catalog advertising.
- This is the time to arrange for tent, tables and chairs if needed.

At least 5 months before

- Determine where the specialty will be advertised and be sure publicity chair has all information necessary to prepare ads and is aware of deadlines for the *Gordon Setter News* and any other publications where you will advertise. If you will be doing a paid ad (Area Committees/Gordon clubs get a special rate) for the *News*, be sure it gets sent.
- **IF YOU HAVE QUESTIONS FOR AKC, CALL OR SEND AN E-MAIL or FAX -- THEY DON'T ALWAYS RESPOND PROMPTLY TO LETTERS. BE SURE TO INCLUDE EVENT # IN ANY CORRESPONDENCE OR WHEN CALLING.**
- Set date for pre-specialty inspection of the site, usually the week before. What this involves will depend on the site.

At least 4 months before

- See that draft premium (see Appendix 6) is completed and mailed to Area Committee president/chair and all committee chairs. Request that it be returned with changes/corrections within 2 weeks. AKC suggests that premium lists contain language indicating that the show-giving club reserves the right to remove animals in distress from crates or vehicles and will be held harmless for so doing. For sample language, contact AKC. All shows offering Junior Showmanship must contain language regarding Juniors (not) showing for pay/profit.
- Obtain mailing labels for premium list (can be purchased from GSCA, see *Where to Get Help* listing for current contact for labels).
- Verify travel and accommodation arrangements for all judges.

- Send reminder to stewards about their assignment.

At least 3 months before

- Check with trophy chair on trophy donations. If the cost of trophies has not been covered, help solicit donations or get together a group to do this.
- Notify show secretary of armband sequences to use.

At least 2 months before

- Check to be sure ribbons have been received.
- Confirm that premium lists will be mailed no later than 6 weeks before the closing date. AKC needs four copies, all judges and stewards should receive a copy. A copy must also be sent to the Corresponding Secretary (or designee) and the newsletter editor.
- Choose judges' gifts. Check with prior year show chair for price range.
- Check with committee chairs, especially hospitality, advertising/catalog and trophies, to make sure everything is "set".
- Verify photographer knows show location/directions and time to be at the show.

One month before

- Make arrangement with show secretary to have entry and meal checks deposited by the club treasurer at least one time prior to closing date. This insures that you will have money to work with and that any "bad checks" can be collected the day of the show.

Two weeks before your show

- Check to be sure site clean-up crew has enough workers.
- Verify location of ring equipment and someone to get it there.
- If you will be using tents or other rental equipment, find out what time tents will be delivered and arrange to have someone there to pay them and tell them where to set up.
- Check with Hospitality and Trophy chairs to be sure they have all equipment and enough helpers.
- Make final arrangements with Property Manager to pick up any equipment needed.
- Check to be sure whoever is preparing the catalog has all necessary information.

The week before the specialty

- Be sure secretary has made up judges' books. These must either be typed or done in a very legible handwriting.
- Sort armbands by number if preprinted. Have someone number if you are using blank armbands.
- Prepare judging program (good idea to phone judges with size of entry and as a "last check."). AKC requires that the judging program include the name, address and phone of the "show vet" and whether he/she is on premises or "on call."
- Arrange for judges' transportation to the site. If they need to be picked up from the hotel/motel, Chair or someone else who is not showing should do this.
- If there will be any deliveries (tent, etc.) at the show site prior to the show time, arrange to have someone there to meet them or to be there yourself. If a key is needed to any building, make sure you have arranged for that.

The day of the specialty

- You're the "host" that day and the primary focus of your attention is the judges, their comfort and convenience. Prior to the show date, you will have determined what, if any meals, they will stay for and arranged with the Hospitality Chair for any "special needs."
- Be certain the show secretary (or other designated individual) has a copy of the official standard for Gordon Setters available at the site during judging hours. Additionally AKC requires that the following publications must be available at your event: *The Rules Applying to Dog Shows*, *The Rules Applying to Registration and Discipline*; *Dealing with Misconduct*; *Regulations*, *Judging Guidelines & Guidelines for Juniors*, *The Show/Trial Manual* and *Obedience Regulations and Guidelines for Judges*.
- Be sure any bills due the day of the specialty (judges, etc.) are paid by the treasurer (you will have notified him or her well in advance of what is needed).
- Be sure to get check for AKC recording fee from treasurer that day as it must be mailed with paperwork to AKC immediately.

After the Specialty

- Be sure all necessary paperwork and recording fees are sent to AKC to reach them **within 7 days** of the close of the event. (Show Secretary normally takes care of this)
- The club retains the entry forms for at least 6 months in the event of a complaint or inquiry.
- **Within 7 days**, mail copies of all necessary paperwork to GSCA personnel (see above).
- Send thank you notes to judges, stewards, and committee chairs.
- **Within 60 days** of the close of the event, prepare a written financial report and mail it to the GSCA Treasurer.
- Sit down, put your feet up and congratulate yourself for a job well done.

GSCA National Specialty

The information immediately following pertains to GSCA Area Committees wishing to host a National Specialty Show. Information pertaining to licensed clubs (independent Gordon Setter clubs recognized by the AKC) that wish to host a GSCA National Specialty is found at the end of this section.

In applying to host the National Specialty, consider the following: does the group as a whole want to do it? Is there a group of experienced, dedicated workers with a superior sense of humor? If not, hosting a National may not be for you.

Prospective committee members should read the following guidelines carefully. If everyone is willing to put forth the necessary effort and hard work to host the National, submit a letter of intent to the GSCA Corresponding Secretary by January 1 at least **two years prior** to the proposed date. Following the receipt of the letter of intent, the group may be invited to submit a bid packet to the Board at its next meeting. The packet will be discussed and voted upon by the GSCA Board of Governors at the first meeting following its receipt. The following criteria should be considered when preparing the bid packet.

Coordination With the Standing National Specialty. By action of the Board of Governors, August 2005, a GSCA standing National Specialty Committee was created. See the Committee section in this manual regarding the function of this group which serves to assist groups wishing to host a national specialty. If there is no bid to host the National Specialty from a local group (Area Committee or independent club), the Standing National Specialty Committee will serve as the event committee for the National Specialty.

Dates: Beginning in 2011, the National Specialty must be held between April 1 and June 30 (**08-029**). The National Specialty must be held independently and not as a part of an all-breed show, except by waiver by the Board of Governors. An obedience trial will be held with the national specialty. Rally obedience may also be offered. An Agility Trial may be offered in conjunction with the National Specialty. An AKC Hunting Test may be offered in conjunction with the National Specialty but is not mandatory (**05-42**). The Area Committee may also hold a regional specialty.

Location: The show site must be within two hours of a major airport. Indoor ring facilities should be considered if seasonal weather conditions warrant.

Hotel/Motel: Hereafter reference will be made to the "host hotel." It is understood that this facility may be hotel or motel. If the specialty will not be held at the host hotel, the hotel should be reasonably close to the show site. The host hotel must be able to provide a sufficient number of rooms. Additional nearby motels should be listed with prices and phone numbers. Check to make certain well-mannered pets can be accommodated. **MAKE CERTAIN THE MANAGEMENT & STAFF OF THE HOST HOTEL UNDERSTAND WHAT THEY ARE GETTING INTO.** Assign a club member to act as a liaison between the Club and the host hotel. Make certain that club member understands the job includes policing the grounds to ensure all participants abide by the rules. Prepare a handout to be given out upon registration with the names, telephone numbers and directions to the nearest emergency veterinary clinic and local hospital emergency room. Other items to include are supermarkets, closest restaurants and laundromats. You are hosting an event for the entire country and most of the exhibitors will be unfamiliar with the area. Arrange for a table in the lobby with show information and information regarding various area attractions. The local chamber of commerce or office of tourism is usually quite happy to provide free information about the area.

Provide plastic bags/sheeting for use under dog crates to help protect the hotel's carpeting. Make certain the registration desk informs their guests that they are to use the plastic for the purpose intended. Arrange facilities for dog bathing. Make provision for a hospitality room. If the show site is at the host hotel (the ideal arrangement), the ring site must be large (minimum 100' x 150') and level with no trees or other obstacles inside the ring itself. There should also be a regulation ring for Obedience. Find out if motor homes, vans, etc. are allowed at the host hotel and publish any related fees. Provide a list of the nearest RV parks and their fees.

Secure a suitable place for the **Archives Exhibit**. It must be easily accessible with enough room for circulation to allow proper viewing. The current hosting committee is responsible for seeing that the archive boards are shipped via UPS or a similarly insured carrier to the following year's National Specialty Chairperson. Coordinate shipping with the Archives Chair. A member of the Archives Committee will be responsible for setting up and taking down the display itself.

Judges: By action of the GSCA Board, August 2005, effective for the 2007 National Specialty, the judge for the National Specialty will be chosen as follows: the Event Committee will submit 10 proposed

judges' names with the bid packet. This list will be sent to the Chair of the National Specialty Standing Committee for approval. The list will then be submitted to the Board for approval. If the Board approves the list, it will be sent to the newsletter editor for publication and vote by the membership. Members may vote for five judges, in order of preference. This process changes in 2011. *See the following paragraph.*

By action of the GSCA Board in August 2008, beginning in 2011, the process by which the National Specialty breed judge is chosen changes as follows: the host committee will submit a list of 10 names for consideration. The membership will vote for no more than three judges in a weighted ballot. The first choice shall be weighted three points, second choice weighted two points, third choice weighted one point. The ballots will be sent to the Recording Secretary. The Recording Secretary or his/her designee will tally the ballots. The voting will then be certified by the Standing National Specialty Committee. If the Standing National Specialty Committee will host the National, the certification of the tally will be done by two GSCA Board members selected by the president of the Club.

The top five (5) vote getters will be submitted to the host committee who will then contact the judges regarding National events. **(08-033).** Only the National Specialty Chairperson is to make contact with the National Specialty judges **(08-034).** This process supersedes the process covering events through 2010 which was effectuated by motion **05-45.**

By action of the GSCA Board in August 2008, ballots for National Specialty judge will be retained for six months from the date of initial publication of the ballot tally results in the *Gordon Setter News* **(08-032).**

Judges must be contacted in writing. Total breed judge fees and expenses are not to exceed \$2,500 without Board approval. The breed judge shall agree not to judge Gordon Setters at an all-breed show anywhere in the country within six (6) months prior to the National Specialty. The selected breed judge shall agree not to judge Gordon Setters at any area independent Specialty shows for one year prior to judging the National Specialty show. These stipulations must be part of the contract. Ask the judge to provide a written critique of his/her assignment suitable for publication in the *NEWS*.

- ❖ **SWEEPSTAKES JUDGE(S):** Effective August 2005, National Specialty Sweepstakes judges need not be Gordon Setter breeders **(05-46).** The event committee shall provide the Board the names of three individuals, in order of the committee's preference, living at least 200 air miles from the show site who have agreed to judge the Puppy and/or Veteran Sweepstakes if selected. Total Sweepstakes judges' expenses shall include, dinner, gift and a minimum of one night's lodging per assignment.
- ❖ **JUNIOR SHOWMANSHIP JUDGE:** The breed judge and/or obedience judge may be asked if they are available and willing to judge the Juniors. If neither judge can judge Juniors, a local judge should be contacted. Fees/expenses shall be moderate.
- ❖ **OBEDIENCE & RALLY JUDGES:** The judges for these events must be licensed for all obedience classes and rally classes and should preferably be local. The expenses and fees for these judges should not exceed \$150.00 without prior GSCA Board approval. Veteran Obedience may be offered.
- ❖ **AGILITY JUDGE:** Consult the National Specialty Standing Committee for Agility judging fee guidelines.

Finances: An account separate from your area committee GSCA account (or licensed club account) should be set up to handle all transactions relating to the National Specialty, Obedience Trial, Hunting Test and any other related events. Designate a treasurer or financial officer (the person must be a GSCA member in good standing). The GSCA Treasurer must also be a signer on this account. The local treasurer/financial officer will be required to make regular financial reports to the Board of Governors (at least as often as the Board meets) during the period of time from the date the bid is accepted until the final financial report is filed.

Budget: The Host Committee must submit a proposed budget to the Board of Governors for their approval with the bid to host the event. The Host Committee may apply for a \$2,000 advance from GSCA General Fund. After repayment of any advanced funds, all net proceeds will be split 50/50 between the Host Committee and the GSCA. Fund-raising is encouraged to help with local expenses. Prior National Specialty committee members are a prime source for funding ideas. Effective August 2005, fund raising which involves the use of "logo" items for the following year's National may not begin until the current National begins. However, non-logo fundraising may begin prior to the current year

National. Non-logo fundraising cannot compete or conflict with current National logo fund-raising, either in venue or type (05-43). A financial statement should be sent to the GSCA Treasurer within 90 days after the completion of the event. Notify the Treasurer if additional time will be needed to complete the final report.

Superintendent/Show Secretary: Determine the superintendent's fee and prepare a written agreement regarding the superintendent's service (most superintendents have standard prepared agreements). If using a Show Secretary rather than a licensed Superintendent, it is imperative that someone outside of the Host Committee and without connection to the Breed be selected as the Show Secretary. A written copy of the contract should be submitted with the bid packet.

Committees: AKC requires a minimum of five Event Committee members for a licensed point show. You will need at least: Trophy, Advertising, Hospitality, Grounds, Fund Raising and Publicity committees; as well as an Obedience Chairperson and Hunting Test Chairperson (if a Hunting Test is held in conjunction with the National Specialty). You may wish to include a Special Events Coordinator, someone responsible for Concessions and Parking as well as Finance chairpersons. It is suggested that the National Specialty Event Committee include both the previous and upcoming National Specialty Chairs.

Hospitality: This committee is one of the most important for a successful National Specialty. It is responsible for the flowers, other decorations for the show site, banquet(s) and all catering arrangements. It is suggested that boxed lunches be made available for the days of the show. Morning hospitality should be offered. This committee is also in charge of the Hospitality room at the host hotel. Ask your members to circulate during and after show hours to introduce people and answer questions. This is our annual "party." Ensuring the judges' hospitality is imperative. A club member, who will not be exhibiting, should be assigned the responsibility for judges' hospitality.

Advertising: While this is listed as a committee, it usually is a one or two person job. **ALL ADS MUST BE PAID FOR IN ADVANCE.** The host committee for the GSCA National Specialty for the following year is allowed to use the **back cover of the catalog at no charge** to announce that National Specialty. The advertising chair should contact that Committee for information as soon as possible. **THE FRONT COVER AND INSIDE FRONT COVER IS RESERVED FOR THE WINNER OF THE NATIONAL COVER DOG LOTTERY** (an ongoing fund raiser). See rules pertaining to Cover Dog in the Committees and Special Assignments section of this manual.

Trophies: Trophies must be of high quality. Keep in mind that the winners must be able to carry/ship them home. Contact other area committees to ask for help in soliciting/pledging donations. Get information to the *Gordon Setter News* at least nine months before the National. You may also advertise the event and solicit donations on the GSCA Website. Rosettes should be used for all placements in all classes. Any unused trophies become the property of the Host committee. Perpetual (in memorial, etc.) trophies are accepted. It is, however, the sole responsibility of the **DONOR** to maintain and arrange transportation for the trophy **EACH YEAR.**

Publicity: Most publicity is done through the *Gordon Setter News* and the GSCA Website. There is no charge for advertising/publicity in the newsletter or the Website. Keep the membership well informed about the National Specialty plans. Use the newsletter monthly and be sure to list all closing dates and deadlines for such things as room reservations, meal reservations, etc. Start publicity early enough so that vacations can be planned around the National. Coordinate timing and space needed with the editor of the *NEWS*.

Catalog: National catalogs become collectors' items, so plenty should be ordered. Pictures of the previous year's National Specialty BISS, BOS, WD, WB, Best in Sweeps (Veteran and Puppy), High in Trial and Best Junior Handler must be included (if available) with a minimum of 1/4 page photo of each. No more than one photo of each winner will be published in the section on the prior year's winners. Effective August 2005, at the discretion of the National Specialty Committee, winners' names from the past ten (10) national specialties may be printed in the current year catalog (*Board minutes, August 18, 2005*).

Dedication of the National: Dedicating the National is optional and can only be done with Board approval.

ARCHIVES: One member of the Show Committee should be assigned the responsibility of working with the members of the Archives committee to help make the arrangements for a display of the GSCA archives.

JUDGES' EDUCATION: Designate one member of the Show Committee to act as liaison to the GSCA Judges' Education Coordinator. Ask the Coordinator what educational activities are planned for judges during the specialty and what facilities and materials are needed for those activities. **Observer judges are not permitted at the National Specialty [01-036].**

PARENTAGE IDENTIFICATION REQUIRED. Commencing in 2008, GSCA requires that all entrants at all GSCA National Specialties and National Championships have AKC DNA parentage identification and that proof of this be provided. This is also referred to as an AKC DNA Profile. It is different from the DNA collection done the Canine Health Information Center also known as CHIC DNA. Complete information about AKC DNA identification is found at the weblink: <http://www.akc.org/dna/index.cfm>. Owners or agents will provide this information on the entry form (05-51). The only exception to this requirement is that owners of ILP registered dogs entered in performance events which allow ILP entries or in non-regular classes or stakes will not be required to have proof of DNA parentage (*by action of the Board of Governors, April 22-23, 2006*).

CLASSES: The following classes must be offered at the GSCA National Specialty. These regular classes for dogs and bitches must be offered.

6 months and under 9 months (puppy)

9 months and under 12 months (puppy)

Junior, 12 months and under 18 months

Novice, Amateur Owner Handler, Bred by Exhibitor, American Bred, Open, Winners, Best of Breed

These non-regular classes must also be offered

Field Trial, Hunting, Veteran, Stud Dog, Brood Bitch, Brace

Additionally the National Specialty shall offer the following classes (unless optional is indicated)

Junior Showmanship (fees should be lower than regular entry fee or free if an additional entry)

Obedience Classes: Novice A and B, Open A and B, Utility A and B

Rally Obedience classes may be offered

Veteran Obedience (optional, a non-regular class)

Brace Obedience (optional)

Team Obedience (optional)

Puppy Sweepstakes Classes (dogs and bitches) must be offered.

6 months and under 9 months

9 months and under 12 months

12 months and under 15 months

15 months and under 18 months

Veteran Sweepstakes Classes offered for both dogs and bitches.

7 years and under 8 years

8 years and under 9 years

9 years and under 10 years

10 years and under 13 years (this class may be broken down further at the discretion of the local committee)

over 13 years

VETERAN SWEEPSTAKES MAY BE OFFERED ONLY AT THE NATIONAL SPECIALTY.

NO DOG OWNED OR CO-OWNED BY THE SHOW CHAIR SHALL BE EXHIBITED AT THE NATIONAL SPECIALTY.

AT THE DISCRETION OF THE JUDGE, AN AWARD OF MERIT MAY BE GIVEN, WITH A MAXIMUM OF ONE AWARD FOR EACH 10 DOGS ELIGIBLE TO COMPETE IN BEST OF BREED. A rosette will be given to each recipient of the Award of Merit following the awarding of Best of Breed, Best of Winners and Best of Opposite Sex.

JUDGING SCHEDULE. Effective with the 2006 National Specialty, Stud Dog and Brood Bitch classes will be judged before Best of Breed, preferably on the day before best of breed judging (**05-44**).

ADDITIONAL INFORMATION REGARDING THE NATIONAL SPECIALTY

- All post event reporting requirements and the deadlines to comply with those requirements that apply to regional specialties apply to the National Specialty except that deadline for the financial close out is 90 days after the close of the event.
- The Treasurer of the National Specialty must send the final P&L to the GSCA Treasurer and Recording Secretary. After the Board approves the final P&L, the Treasurer will send the statement to the newsletter editor for publication (**09-10**).
- Effective August 2005, an AKC Hunting Test offered in conjunction with the National Specialty is optional (**05-42**).
- Judges' Education will be conducted at the event.
- The Chair must keep a complete file on the National. This is to be sent to the next GSCA National Chair upon completion of the event.
- A theme is optional and left up to the Host committee.
- The local Chamber of Commerce should be contacted for area information, maps, etc.
- It is recommended that the upcoming National Specialty Chair and/or members of the Host committee attend the National Specialty the year before so they can see first hand what is needed and how to solve any problems which may arise.
- In the event of multiple bids, the Board's decision as to which bid is accepted shall be based upon the quality of the bid package being offered. Geographic rotation will also be a consideration.

BID PACKET TO HOLD A GSCA NATIONAL SPECIALTY

The following information must be included in the bid packet.

- **DATES/TIMES:** Date of the proposed National Specialty, Obedience Trial, Rally Obedience (if offered) Puppy and Veteran Sweepstakes, Hunting Test (if offered), Agility Trial (if offered), other Setter Specialties, other all breed shows or other field events.
- **LOCATION:** This section will include area map of show site, motel(s), airport, RV campgrounds, restaurants, etc. A detailed show site diagram includes ring(s) with sizes, rest rooms, parking for autos and RV's, etc. Pictures of the site must be included.
- **JUDGES:** List of proposed judges for Breed, Veteran Sweeps, Puppy Sweeps, Junior Showmanship, Obedience & Rally (if offered), Agility (if offered) and any companion field events.
- **BUDGET:** A projected budget must be submitted. A form for this submission may be obtained from the GSCA Treasurer.
- **SUPERINTENDENT/SHOW SECRETARY:** The name of the superintendent and proposed contract terms must be included.
- **BANQUET & MEETING:** Date, time and location of the annual membership meeting and the National Specialty banquet must be included.
- **CHAIR:** The name, address and telephone numbers of all event chairs must be included.
- **LOCAL FINANCIAL OFFICER:** The name, address and telephone of the treasurer/financial officer for the event must be included.

See the following page for additional information regarding independent clubs who wish to host a National Specialty.

ADDITIONAL INFORMATION FOR LICENSED GORDON SETTER CLUBS WISHING TO HOST A GSCA NATIONAL SPECIALTY

AKC licensed specialty clubs wishing to host a Gordon Setter Club of America National Specialty must remember it is a GSCA event. The following are a few basic rules for such events relative to licensed clubs.

GSCA Compliance. In order for a Licensed club to host the GSCA National Specialty, the Club must meet the Area Committee Compliance requirements as follows:

Finances. An account for the event must be set up in the name of the GSCA and segregated from the other funds of the licensed club. Any seed money received from the GSCA must be deposited into this GSCA account. The Treasurer of the GSCA must be an authorized signer on the account and must approve final disbursement of funds.

Paperwork. The AKC approval must be issued to the Gordon Setter Club of America. A Specialty approval form must be obtained from AKC and special care should be taken that all references to the event are in the name of the GSCA. Licensed clubs should not use an event close-out form for the approval because this form is coded for the licensed club (not GSCA). An Officer of the GSCA must sign the event request form, officers of the licensed club do not have the authority to authorize this event.

Advertising and fundraising. All references to the event must be in the name of the Gordon Setter Club of America. Advertising space will be provided in the *Gordon Setter News* and the GSCA website based on the current policy pertaining to Area Committees hosting a National (no charge to the hosting group). Check with the newsletter editor and webmaster for requirements. It is strongly recommended that national logos used for the event not be similar to that used by the licensed club. Rules regarding fundraising activities are the same as for Area Committees. Logo fund-raising activities cannot begin earlier than the commencement of the current year National, non-logo fund-raising can begin at any time provided it does not conflict with current year national fund-raising.

Premium & Catalog. All references to the event must clearly state that it is the GSCA National Specialty and not the licensed club's National Specialty. Any reference to the licensed club must be secondary and not detract from the emphasis on GSCA. Any logo used must be the official GSCA logo or one specifically designed for the event and approved by GSCA. A licensed club may not use its own club logo for such an event. Officers listed are to be the GSCA Officers and Directors not those of the licensed club

Field Trials

Guidelines & Responsibilities of Area Field Trial Committees

Refer to the requirements for requesting permission to hold a field trial, pre-event publicity and the post-event reporting requirements listed above.

GSCA field trial committees have the option of offering the GSCA Working Certificate Test according to the GSCA Working Certificate Guidelines. No placements shall be given. See section on Working Certificate Tests for more information about this program.

Date conflicts should be avoided whenever possible. The distance between GSCA field events offered on the same date shall be greater than two hundred (200) miles. The exception to this is the National Specialty, Obedience Trial & Hunting Test and National Championships. GSCA will not approve AKC events, regardless of distance, that conflict with National events without prior approval by the GSCA Board. Event Committees requesting waiver of this requirement must provide a detailed rationale for the waiver request to the GSCA Corresponding Secretary well before the event approval deadline. Waiver will only be granted in special circumstances determined by the Board.

NEW AREA/REGIONAL FIELD TRIAL COMMITTEES

A new area field trial committee shall request information pertaining to GSCA sponsored field trials from the Board of Governors and obtain a copy of these guidelines, including a field trial checklist. Review the requirements for forming a new Area Committee above.

- Requests for a new regional field trial must contain the name of the area committee members, proposed trial date, location, stakes offered, the potential number of Gordons that may be entered and any other data that the committee feels is appropriate.
- A new area committee will be required to hold two AKC sanctioned trials at a reasonable time interval, but not less than four months apart, before an area committee may request permission to host a GSCA member field trial.
- The area committee must adhere to AKC Rules and Procedures. It is the duty of the field trial chair and secretary to carefully read the AKC Rules and Procedures for Pointing Breed Field Trials and to be sure all members of the committee are familiar with the rules. Use these guidelines and the field trial checklist to ensure that required actions are promptly and properly completed.

FIELD TRIAL CHECKLIST

It is wise to divide the primary responsibilities of running a trial between the Chair and the Secretary. The division of duties below is a suggestion. Responsibilities may be delegated in any way that works for the committee, providing everything gets done and everyone knows what they are supposed to be doing and provided that duties specifically assigned to the Secretary or Chair by AKC are adhered to.

Chair

All responsibilities pertaining to

- *Securing dates*
- *Grounds and insurance*
- *State paperwork*
- *Committee, including scheduling*
- *Judges, including gifts*
- *Judges' dinner and hospitality*
- *Accommodations*
- *Kitchen or caterer*
- *Horses*
- *Birds*

Secretary

All responsibilities pertaining to

- *All AKC paperwork*
- *All required GSCA submissions, reports*
- *All official correspondence*
- *Announcements to the newsletter*
- *Trophies & rosettes*
- *Mailing list (maintenance of)*
- *Premium list (produce and mail)*
- *Accept entries*
- *Drawing*
- *Running order and judges' books*
- *Recording and forwarding results to AKC and GSCA*

Field Trial Committee Responsibilities & Timetable

At least six months prior to the desired date, request the "application to Hold a Member Club Pointing Breed Field Trial" from the GSCA Corresponding Secretary or from the AKC Performance Events Division. This form is available on the AKC website (akc.org) If you have previously held a trial, AKC should send the application to the previous trial secretary when the prior event is closed out.

At least six months prior to your planned event

- Arrange for possible dates at your selected grounds.
- Reserve horses. A guide to the number of horses to reserve is that, for example, two judges, bird planter and marshal will need a total of four horses. If horseback handling is permitted, handler horses should be available for rental if possible.
- Reserve birds. For spring trials, reserve birds the previous fall.
- Call for judges (a listing of judges is available from AKC Performance Events Division). In practice it is a good idea to contact potential judges much earlier.
 - confirm correct address/phone for judge
 - avoid scheduling a judge in back to back stakes (if possible)
 - avoid having the same judge do all gun dog stakes
 - determine their accommodation needs
 - determine if they will require a rented horse
 - inquire as to whether they will have entries

At least five months before the event

- Complete the application, including the judges' numbers. These can be obtained from AKC.
- Forward the Application to hold a member club "Pointing Breed Field Trial" to the GSCA Corresponding Secretary. Enclose a check for the appropriate application fee, payable to AKC, and a stamped envelope so that the GSCA Corresponding Secretary can forward the approved form to AKC. Include the EMERGENCY PLAN, listing local police, fire and paramedic contacts. Retain a copy of all paperwork for your files.

At least four months before the event

- Reserve judges' motel rooms and/or a block of rooms for trialers
- Appoint a kitchen committee or reserve a caterer.
- Order ribbons or rosettes for regular stakes and qualifying ribbons or rosettes for working certificate stakes. If trophies are offered, these must also be ordered.

- Prepare a premium list and have it printed. The premium list must contain a map and written directions to the trial, information about accommodations, and description of hospitality offered. (A sample premium can be found on the GSCA website).
- Get mailing labels, envelopes (optional) and stamps.
- Get judges' gifts, the value should approximately equal the cost of an entry.
- Send confirmation letter, phone call or e-mail to all judges advising them of which stakes they are judging and the details of their accommodations.

Approximate five weeks before the trial.

- Mail premium. ALL must be mailed at the same time. Send two copies of the premium list to AKC, a premium to the Corresponding Secretary or his/her designee and one to the editor of the *News*.
- Set up a book to record all entries received. Each stake should have a separate sheet which records the following information:
 - date the entry was received
 - entry forms correctly completed and signed?
 - entry fees received and amount
 - dog's name, breed, age and sex. Check puppy and derby entries to make sure they are not over (or under) age for the stake
 - owner and handler
 - telephone number

Keep a daily record of entries received in each stake. **MAKE A COURTESY CALL TO REMIND JUDGES TO SEND THEIR ENTRIES.**

- If you will limit entry you may specify a numerical limit or "all available daylight hours" but not both. To determine limits: 7:00 AM - 5:00 PM is 10 hours or 600 minutes per day. 1200 minutes for two days.
 - For each brace in a stake allow:
 - 35 minutes for adult stakes (Gun Dog or All Age)
 - 25-30 minutes for Derby stakes
 - 20-25 minutes for Puppy stakes
 - 20-25 minutes for each Working Certificate brace (if applicable)
 - Allow time for lunch breaks, call backs, transition between braces, and adverse weather.
- Once entries are full, notify all entrants who did not get in that they are on a waiting list, if they so choose, and keep a record of entries in the order received for the waiting list. As scratches are received, fill available vacancies from the waiting list.
- Keep an accurate record of entrants needing to correct their entry fees.

One week before the trial:

- Confirm judges, horses, delivery of birds and the kitchen committee or caterer.
- Set up a work schedule for committee members. Check to see which members will be available to work in which stakes. **GET COMMITMENTS.** Make a work sheet listing tasks, Marshal, Line Marshal, Bird Planter etc. for each stake so everyone knows what they're doing.

At Closing

- Drawing. Handlers having multiple entries in a stake should not be braced back to back, unless absolutely necessary. Avoid bracing the same handler in the last brace of one stake and first brace of the next. These suggestions make for a smoother running trial.
 - Type a running order and make 60-100 photocopies, depending on the size of the entry.
 - Make up a notebook for each judge that contains the bracing for all stakes he is scheduled to judge. One brace with call name and breed of each dog listed should be on each page. Do these in pencil or waterproof ink (in case of rain).

Bring to the trial

- Judges' notebooks (pocket sized) and pencils for judges
- Running orders
- AKC paperwork - Blue AKC Judges Books
- State paperwork (if applicable)
- Area committee checkbook
- Working Certificate Guidelines and & Certificates (if applicable)
- First aid kit

- Trophies and ribbons
- Bird bags
- Field Trial signs
- Committee work sheets
- AKC Rules & Procedures for Pointing Breed Field Trials
- Notify local law enforcement officials of date, time and location of trial and have emergency phone numbers for police, fire and ambulance clearly posted.

After the trial

- Submit all necessary post event reports to AKC and GSCA (as outlined in this document). Include the per dog recording fee with report to AKC.
- Complete the paperwork required by the grounds or the state (if any).

See also the section on National Field Trial for these items of general interest to all field trial committees. **See also Appendix section** of this manual for “Guidelines for planting birds on the course” and “Field Trial Gallery Etiquette.” A sample premium list is posted to the website (gsca.org)

Standing National Field Trial Committee
Gordon Setter National Championships & Field Trial
Rules & Guidelines

Revision submitted by SNFTC. Approved/revised by the GSCA Board of Governors, February 2008
(Motions **08-007, 08-009, 08-010ff**).

Section I: Committee & Mission

1.1. The Standing National Field Trial Committee (hereinafter referred to as the SNFTC) shall be appointed by the GSCA Board of Governors. It shall be comprised of GSCA members with interest and experience in hunting and field trialing and dedicated to the promotion and advancement of the Gordon Setter as a premier AKC Pointing Dog and an exemplary upland game bird dog.

1.2 The Committee's mission is:

- To promote and coordinate the annual GSCA National Championships and Field Trial;
- To serve and advise the GSCA Board of Governors (at their request) on matters related to field events and activities.

1.3 The SNFTC serves the Club and reports to the GSCA Board of Governors. The SNFTC is charged with the supervision and general management of the annual GSCA National Championships and Field Trial (referred to as NC&FT).

1.4 If a GSCA area committee or independent club has been approved to staff and manage an NC&FT event, the SNFTC shall act as the primary advisor for matters pertaining to the event. If no local GSCA area committee or independent club submits a bid for any given year, the SNFTC, with the approval of the GSCA Board of Governors, shall determine the date and location for that upcoming NC&FT, and will convene an Event Committee, which will be responsible for staffing and managing the event.

Section 2: Committee Structure & Operation

2.1 The SNFTC shall be composed of no fewer than ten GSCA members in good standing, each of whom shall have interest and experience in AKC Pointing Breed Field Trials. The GSCA Board of Governors shall appoint a Chairperson who shall preside at all SNFTC meetings and shall have the usual functions and duties of a presiding officer.

2.2 The SNFTC Chairperson shall recommend a candidate for SNFTC Secretary to the GSCA Board of Governors for appointment. The Committee Secretary will insure that records are kept of all committee meetings and correspondence. The SNFTC Secretary shall forward copies of all minutes to SNFTC members within 30 days and upon approval, to the GSCA Recording Secretary. The SNFTC Secretary and/or approved designee shall:

- a. maintain the NC&FT Premium Mailing List
- b. maintain the NC&FT Approved Judges List
- c. make timely submissions to the SNFTC and the GSCA newsletter.

The SNFTC Secretary shall send marked catalogs to: GSCA Newsletter Editor, the GSCA Review Editor, and the GSCA Archives Chair within 14 days of the completion of the NC and FT.

2.3 The SNFTC Chairperson shall recommend a candidate for SNFTC Treasurer to the GSCA Board of Directors for appointment. The SNFTC Treasurer shall keep records of all SNFTC financial matters and pay all bills pertaining to the SNFTC operations. If a NC and FT Event Committee does not designate an event treasurer, the SNFTC Treasurer shall act in their behalf as "event treasurer."

2.4 The SNFTC shall maintain a separate operating account, with a beginning balance of \$7,000. Upon GSCA approval of the bid and upon request of the Event Committee, \$2000.00 advance funds from the Standing National Field Trial Committee account will be placed in the Event Committee's

account at least one year prior to the date of the event to be used as seed money and advance working capital.

The SNFTC Operating Account shall have the GSCA Treasurer and President as a co-signer. The SNFTC Treasurer shall forward a Financial Report, which includes at a minimum a Balance Sheet & Income Statement, to the GSCA Treasurer three times annually in advance of GSCA Board meetings. The SNFTC Operating Account shall be reconciled and the resulting End of Year Balance Sheet and Income Statement forwarded to the GSCA Treasurer for inclusion in the GSCA Combined Financial statement.

Within 90 days after the completion of the National Championship and Field Trial, an Event financial statement including a Balance Sheet and Income statement will be submitted to the GSCA Treasurer, together with an Operating Account reconciliation. 30 days after the submission of the Event financial statement, any money in excess of the approved \$7,000 cap shall be remitted to the GSCA Treasurer. Prior to remitting SNFTC treasury funds in excess of \$7,000, the SNFTC may submit a proposal to the GSCA Board of Directors recommending a donation of all or a portion of those funds to a SNFTC-endorsed program in support of Gordon Setter/canine health, research, field event, or education.

2.5 The SNFTC shall meet annually during the NC&FT event. Additional meetings and discussions of the SNFTC may occur at other times during the year at the discretion of the Chair. The SNFTC Chair will submit notice of meetings to be published in the *Gordon Setter News* indicating the agenda for the next SNFTC annual meeting and soliciting input from the general membership on additional agenda items. Such notices must appear two months in advance of the meeting to allow the GSCA membership the opportunity to submit suggestions.

2.6 This committee may conduct its business by meeting in person, by mail, by telephone conference call, or by other electronic means of communication where the identities of the individuals can be reasonably assured. Recommendations to the GSCA Board of Governors shall be by committee consensus, except for issues requiring a vote. Two thirds (2/3) of active committee members will constitute a quorum. Results of all committee voting shall be decided by a simple majority of those participating in the meeting. Voting by hand-written proxy shall be permitted. The results of all votes and committee recommendations shall be recorded by the Committee Secretary/Chairperson and a summary shall be included as a part of the report submitted to the GSCA Board of Governors for approval.

Section 3: GSCA National Championships and Event Guidelines

3.1 The Gordon Setter Club of America (GSCA) shall conduct a Pointing Breed Field Trial at which National Championship and National Amateur Championship stakes for Gordon Setters are offered (as defined by the AKC Field Trial Guidelines) between September 1 and December 31 each year (**03-028**). This event shall be run under the *AKC Field Trial Rules and Standard Procedures for Pointing Breeds*.

3.2 The stakes offered at this event (referred to as NC&FT) shall be governed by Section 4 of this document which are a part of the GSCA Policies and Procedures Manual, and have been approved by the GSCA Board of Governors, and the AKC Board of Directors.

3.3 Local GSCA area committees or independent clubs wishing to present a bid to host, staff and manage a National Championships & Field Trial shall submit their bid as described in Section 11 of this document. When a GSCA area committee or independent club bid is approved for an upcoming NC&FT, they shall form an official Event Committee. The Event Committee will be composed of current GSCA Members in good standing. The Event Committee will be responsible for the basic staffing and managing of the event, subject to the requirements herein. The names of the proposed Event Chairperson, Secretary, and committee members shall be submitted for consideration by the SNFTC and approval by the GSCA Board of Governors.

3.4 A description of the recommended venue for an anticipated NC&FT shall be submitted to the SNFTC for their review during the bid approval process. The grounds must be suitable for holding horseback handled stakes of 60 minute duration, and offer adequate cover and objectives for the dogs to demonstrate their ability to hunt upland game birds. Dates and locations shall also be considered in an effort to provide optimal conditions for the competition. The SNFTC Chair will forward the Committee's recommendations to the GSCA Board of Governors for consideration and approval.

3.5 The Event Secretary must keep complete records of the event and shall send copies of all records and marked catalogs to the AKC, the GSCA Recording Secretary and the Standing National Field Trial Committee Secretary within 7 days of the completion of the event.

Section 4: NC&FT Stakes & Qualifications

4.1 National Championship. Open to any AKC registered Gordon Setter, six months of age and over on the first advertised day of the trial, that has placed first in any Gun Dog or All-age stake with four (4) or more starters at an AKC licensed or member field trial; or has placed second, third or fourth in any Gun Dog or All-Age stake with thirteen (13) or more entries at any AKC licensed or member field trial.

4.2 National Amateur Championship. Open to any AKC registered Gordon Setter, six months of age and over on the first advertised day of the trial, which have placed first in any Gun Dog or All-age stake with four (4) or more starters at an AKC licensed or member field trial; or has placed second, third or fourth in any Gun Dog or All-Age stake with thirteen (13) or more entries at any AKC licensed or member field trial. The handler and scout of each dog in an Amateur stake shall meet the definition of an Amateur as defined in the *AKC Field Trial Rules and Standard Procedure for Pointing Breeds*.

Mandatory Companion Stakes

4.3 Open Derby. Open to any AKC registered Gordon Setter, at least six months of age and under twenty four months of age on the first advertised day of the trial.

4.4 OPEN PUPPY. Open to any AKC registered Gordon Setter, at least six months of age and under fifteen months of age on the first advertised day of the trial.

Optional Stakes

4.5. Any AKC regular stake, open to Gordon Setters only, or the GSCA Working Certificate stake (non-regular) may be offered at the discretion of the Event Committee with the approval of the SNFTC and the GSCA Board of Governors. For any retrieving stake offered, AKC safety standards and procedures will be strictly enforced.

Section 5: General Requirements

5.1 All Championship and companion stakes will be run under AKC rules and procedures as defined in the current issue of the *AKC Field Trial Rules and Standard Procedure for Pointing Breeds*. Shotguns with blanks are NOT permitted.

5.2 Entries will close at a date decided by the Event Committee and far enough in advance to accommodate the catalog printer's schedule. It is the responsibility of the owner and/or handler to prove any qualifications for stakes entered, and to provide required AKC DNA certification number by the closing date listed on the premium. **AKC DNA Parentage Identification is Required of all entrants at the NC&FT.** Commencing in 2008, GSCA requires that all entrants at all GSCA National Specialties and National Championships have AKC DNA parentage identification and that proof of this be provided. This is also referred to as an AKC DNA Profile and should not be confused

with CHIC DNA. Complete information about the AKC DNA profile may be found at this link: <http://www.akc.org/dna/index.cfm>. Owners or agents will provide this information on the entry form (05-51). The only exception to this requirement is that owners of ILP registered dogs entered in non-regular classes or stakes will not be required to have proof of DNA parentage (*Minutes of the Board of Governors, April 22-23, 2006*).

5.3 The National Championship and National Amateur Championship Stakes shall be 60 minutes in duration, single or continuous course, without bird field. Horseback handling will be permitted. Any second series will be at the discretion of the judges.

5.4 Open Derby must be at a minimum 25-minutes and not longer than 30 minutes in duration, single course, without bird field. Horseback handling will be permitted.

5.5 Open Puppy must be at a minimum 20-minutes and not longer than 25 minutes in duration, single course, without bird field. Horseback handling will be permitted. The Event Committee will publicize in the premium whether blanks will be fired in the puppy stake.

5.6 AKC approved tracking collars will be allowed in all regular stakes, but are not provided by the Event Committee.

5.7 For all stakes, birds will be liberated on course as decided by the judges and the Event Committee. Adjustments in bird liberation may be made at the discretion of the judges.

5.8 All dogs competing shall wear colored flash collars with the A dog wearing either orange or red and the B dog wearing either yellow or green. Championship line marshals shall announce each brace using only the registered name (no titles) or call name of the dog, the handler's name, and scout's name.

5.9 Stakes will be judged in accordance with the AKC Standards of Performance for each stake. The National and National Amateur Championship stakes will be judged in accordance with the AKC Standard of Performance for Gun Dogs. The running order of the stakes shall be set by the Event Committee with the approval of the SNFTC.

5.10 Two members of the Event Committee and at least two members of the SNFTC shall approve the courses prior to the start of each championship.

5.11 Bitches in season are eligible to compete only in the National Championship and National Amateur Championship Stakes in accordance with the appropriate sections of the *AKC Field Trial Rules and Standard Procedure for Pointing Breeds*.

5.12 The Event Committee will appoint Scribes for the Championship Stakes and for the Companion stakes. Scribes should be provided with recorders and/or voice recognition software to assist them. All Scribes agree to send a completed transcription, preferably in electronic format, of stakes they have recorded to the SNFTC chairperson within seven days of the completion of the event. The SNFTC chairperson shall distribute copies of the final scribe's reports to the editor of the *Gordon Setter News*, the GSCA Webmaster, editor of the *Gordon Setter Review* and to the curator of the GSCA Archives.

Section 6: Selection of Judges

6.1 Judges for the National Championships are selected from a list maintained by the SNFTC Secretary/approved designee of the SNFTC. Candidates remain eligible to judge at National events until they become ineligible through death, disability, by action of the AKC, by action of the SNFTC, or by personal request from the individual judge. Past judging assignments at Gordon Setter National events are noted on the list but a prior judging assignment at a Gordon Setter National event does not affect a judge's eligibility for subsequent selection.

6.2 Additions to the list may be made once a year by any GSCA member in good standing by submitting in writing, the name of one candidate of their choice, along with that individual's qualifications, to the Secretary of the SNFTC, or his/her designee by August 1. Solicitation for nominations shall be published in the *Gordon Setter News* each year. After the deadline has passed for new nominations, the SNFTC Secretary/approved designee shall compile all the names and qualifications submitted and forward this list to the other members of the SNFTC. The SNFTC shall review the list of submitted names, and direct the SNFTC Secretary/approved designee to add those names that are appropriate to the existing list of eligible judges. The updated list will be forwarded to the Event Chairperson of any upcoming NC&FT for which a judging panel has not been selected.

6.3 From the list, the Event Committee may submit a proposed slate of six to eight judges to the SNFTC at least fourteen months prior to the event.

6.4 The SNFTC shall consider the proposed slate and return it to the Event Chairperson within eight weeks of receipt. The slate may include additional candidates which the SNFTC has determined meet the requirements for the event. Companion stakes judges who are not on the master list may be approved if no other judges are available. The Event Chairperson will then contact the prospective judges in the order listed on the approved judges list until all required judging assignments have been filled.

A package will be mailed to each judge containing an Agreement letter describing the stakes that person has agreed to judge along with other pertinent information about the event such as date, place, and accommodations that will be provided. Each judge should sign and return a copy of the Agreement letter to the Event Secretary prior to the publishing of the Event Premium. The Event Secretary will file these documents with the other records of the Event.

Section 7: Marshals & Bird Planters

7.1 Each Championship stake shall have a Judges' Marshal and Head Marshal approved by the SNFTC. Additional marshals for the Companion stakes are at the discretion of the Event Committee.

7.2 Judges' Marshals shall be selected from individuals fully qualified to judge senior stakes. They must be willing to serve the duration of the stake for which they are assigned, and be prepared to take over a judging position if necessary. They are responsible to serve the immediate needs of the judges and should the brace become separated, the judge's marshal will remain with one judge while a Gallery Marshal will accompany the other judge. All Marshals shall be responsible for keeping the gallery under control at all times and to prevent any actions which may interfere with or distract the judges, handlers, scouts, or dogs. Marshals have the authority to remove anyone from the gallery who fails to heed their instructions.

7.3 Gallery Marshals shall be selected from individuals experienced in working on field trial committees. Other Gallery Marshals may relieve them during a stake. Gallery marshals must be familiar with the AKC Appendix on Gallery Etiquette, and a copy of this document should be available at the event. Gallery marshals shall wear orange vests to identify them.

7.4 Bird Planters must be experienced and familiar with the *Guidelines for Planting Birds on Course*, which is included in these Guidelines.

Section 8: Trophies, Ribbons, and Reimbursements

8.1 Trophies and standard rosettes will be presented to the first four placed dogs in each stake offered at a GSCA National Championships and Field Trial. Trophies for first place should be at least equal in value to the price of an entry.

8.2 Gifts to Judges should reflect tasteful and appropriate gratitude, at least equivalent to an entry fee.

8.3 Gifts and accommodations should also be presented to the Judges' Marshals and Scribe

8.4 Allowable expenses for Judges shall not exceed single round trip coach airfare, (or usual and customary mileage), lodging, and meals from the day preceding the start of the stakes to be judged to the day after the conclusion of the stakes judged. Judges who provide their own horses shall be compensated at a reasonable and customary rate. The Event Chair or designee will coordinate all transportation and lodging accommodations for the judges.

Section 9: Risk Management and Incident Response Preparedness

9.1 As required by the AKC, emergency plans must be submitted with the trial application, and prominently displayed during the event. It is advisable to establish written pre-event communication with local authorities and EMS personnel, including dates, locations, type of event, and access points.

9.2 When possible, on-site EMS personnel, first responders, or people trained in administering First Aid should be identified during the event. They may include competitors or attendees.

9.3 An emergency communication system must be in place and operational during the running of the stakes. This may include but is not limited to: portable radios, cell phones, pagers, satellite phones, or designated outriders. During each brace, a marshal or committee member must have the responsibility for operation and implementation of the communication system.

9.4 It is advisable that a marshal, committee member or other designee carry an easily accessible emergency medical aid kit, including supplies for basic wound management, gloves, bandages, dressings, splints, instant cold-packs, saline, emergency blanket, and water.

Section 10: Catalog & Advertising

10.1 One catalog will be published for all Championship and Companion stakes. This catalog will contain complete information on all dogs entered and a list of exhibitors with names and addresses. Additional information to be included: GSCA Officers & Governors, event committee names and positions, SNFTC members, prizes, emergency information, schedule of events, previous year's winners with photos, judges biographies and photos, recognition of donors, and any corporate sponsors.

10.2 The Event Committee will select a Catalog Chair, with approval of the SNFTC, from the local GSCA area committee or the GSCA membership at large.

10.3 The Catalog Chair will be responsible for soliciting catalog advertising, preparing the catalog for publication, and arranging for printing.

10.4 Catalog advertising must be paid in advance.

10.5 The back cover of each year's catalog shall be donated to advertise the next year's National Championships and Field Trial.

10.6 Within 14 days of the conclusion of the event, the catalog chair will send copies of the catalog to commercial donors and corporate sponsors with advertisements in the catalog and, within 7 days to all GSCA personnel indicated in this manual in the section entitled "Requirements for all AKC/GSCA Events" (pp. 11ff).

10.7 The front cover of the catalog is reserved for the "Cover Dog," a fundraiser for the NC & FT and the GSCA Board appoints the Cover Dog chair, who maintains the pool of nominees and supervises the selection of the annual Cover Dog.

Section 11: Bid Packet Guidelines

The following information must be included in a bid packet that shall be submitted to the Standing National Field Trial Committee and GSCA Board of Governors for their approval. The bid packet should be submitted at least two years prior to the event and include, at a minimum, the following items:

11.1 The dates proposed for the entire event, including information on the Judges' Dinner and any other events that are proposed.

11.2 A description of the grounds, with estimate of acreage and fees if applicable.

11.3 Photographs of all aspects relating to the proposed site.

11.4 A map of area with information about the motels, airport, RV camping facilities, and restaurants.

11.5 A proposed budget for the event. This budget should indicate major items of projected income and expense based upon recent financial reports from regular club trials previously held in the area or on financial reports from prior National Championships and Field Trials.

11.6 Contact information for all proposed committee members.

Supplemental Event Committee Information

Appendix A to SNFTC Section

A-1 The Event Committee shall be responsible all aspects of the NC and FT. At the discretion of the Event Chair, sub-committees may be appointed for hospitality, grounds, special events, birds, publicity, trophies, fundraising, and horses. The Event Chair should attend the prior year's NC&FT to observe, firsthand, the workings of a National event. Fund-raising which involves the use of 'logo' items for the following year's National may not begin until the current National begins. However, non-logo fundraising may begin prior to the current year National. Non-logo fundraising cannot complete or conflict with current National logo fundraising, either in venue or type (*by action of the Board of Governors, February 2008*).

A-2 Volunteers to serve in various capacities should be sought from the GSCA membership at large, even if they reside outside the local area. The Event Committee, with the approval of the SNFTC and the GSCA Board of Governors, shall make appointments.

A-3 The Event Committee should address the following list to meet the needs of competitors and dogs: potable water, hoses, tanks, tubs, water on course, designated parking areas for judges/marshals, dog wagon, horse stake-out area, stalls, hay, pre-ordering horse/dog food, farrier service, vehicle repair, cell phone service, toilet facilities/porta-potties, disposable of manure and dog waste, trash cans/dumpster, motel availability and reservations, parking at grounds and hotels for big rigs, whether dogs allowed in hotel rooms, RV parking, electrical hook-ups, grounds and safety conditions, course clearly marked, camping fees/parking fees if applicable, hospitality bags, clubhouse clean-up, grounds clean-up after the event, contacting the Chamber of Commerce for local info, press release for local media.

A-4 Availability of safe horses must be a primary consideration. One (or more) wranglers must be secured who will be able to provide horses for club and participant use. Several horses should be reserved for club to support the functions of the judges, marshals, bird liberators, scribes, and others as designated by the event committee. Additional horses should be available for reservation by participants. The method of reservation and payment is to be decided between the wrangler and the Event Committee and printed in the premium.

A-5 Publicity shall be conducted on a regular basis through submissions to the *Gordon Setter News* and the GSCA Website. Contact the editor(s) of the *Gordon Setter News* and the GSCA Webmaster for submission policies. The membership should be kept informed on the progress of the event. A listing of all closing dates, as well as all deadlines for room reservations, banquet reservations, catalog advertising, etc. should be published in the *Gordon Setter News* and on the GSCA Website.

A-6 The SNFTC is available to assist and provide support, as well as governance, over the NC&FT events. Any questions relating to protocol or other uncertainties encountered during the planning of an event should be directed to the SNFTC. The consistent quality of these events is a shared responsibility for all members of the event committee and the SNFTC. Erring on the side of caution is preferable to offending judges and competitors.

A-7 Guidelines for Handling and Planting Birds (Appendix B in this section) and Field Trial Gallery Etiquette (P&P Appendix 9) should be available to the committee and be publicly posted at each NC&FT event.

A-8 The Trophy Chair should insure that a copy of the form required upon award of the Pam Backman Memorial Trophy for the National Amateur Championship is available. A copy of this form is found at the back of this manual as P&P Appendix 11.

SNFTC Appendix B
Bird Planting and Handling Procedures
(Replaces P&P Appendix 10)

B-1 The bird planter is a critical player at field trials. It is not a job for a novice, but rather an experienced field trialer. Cover, wind direction, temperature, course layout, and the stake being run must be carefully considered by the designated bird planter, and closely monitored throughout the stake.

B-2 Following consultation with the judges and Event Chair, the bird planter will develop a strategy for the locations and quantity of birds to be released. All persons handling birds must wear gloves while moving or planting birds. The bird planter should choose several natural area/coverts in which to place birds, and make every effort to free fly the birds into cover from the upwind side.

B-3 The bird planter should meet with the wrangler before the stake (preferably the previous day), to discuss which horses will be best suited for the assignment. During the running of the stake, the bird planter will at all times ride well behind the gallery.

B-4 The bird planter must have the course planted at least 15 minutes prior to the start of the first brace. Depending on the duration of breaks during the running of the stake, the bird planter should discuss re-seeding of the course with the Event Chair and Judges.

B-5 Bird Handling: Game birds must be handled carefully and be in good physical condition in order to hold a successful field trial. Respect for the game resource must be demonstrated at all times. It is critical that birds have adequate fresh water and food. Medication shall be available. Keeping game birds in boxes used for transport is ill advised, as they need room to move about and preferably fly. Relocate birds to larger holding pens or bird trailers if at all possible. If a game bird supplier is located close by and birds can be delivered each morning, transport boxes may be adequate provided that temperature, access to water, and space to move about is monitored closely. Transporting game birds is highly stressful to the birds and occasionally adding medication or electrolytes to their drinking water may be beneficial.

SNFTC Appendix C
Checklist & Sample Event Timeline

Note: Letters of intent to host the NC&FT must be received by the GSCA at least 24 months prior to the proposed event date. After a National Championships & Field Trial (NC&FT) has been approved by the GSCA Board and an Event Committee Chair and Secretary has been named, the following timeline and actions may be used as a guide:

Immediately after Board Approval

1. Confirm the approved grounds for the dates of the trial. The span of time should include sufficient time to affect the required pre-trial and post-trial activities. If the date for the NC&FT falls during a local GSCA area committee's usual date for the grounds the NC&FT will take precedence. The Standing National Field Trial Committee (SNFTC) should be consulted prior to the reservations actually being made.
2. Arrange for a host hotel and accommodations. Easy accessibility to the grounds should be kept in mind.
3. In choosing a site, be sure it is one exhibitors can easily reach the area by air and that ground transportation is available for those who may require it.

4. Additional requirements for grounds on which to hold a Championship are found in the National Championships and Field Trial Guidelines portion of this document.
5. The Event Committee Chairperson should insure that all subcommittee Chairs are in place and that each understands their area of responsibility. These positions should be filled by persons with prior experience in these types of tasks or who have worked on previous NC&FT committees. It is recommended that the Event Committee compose an Event Plan outlining tasks, dates, and assignments for the various items that need to be accomplished.
6. Negotiate a contact with the proposed host hotel. Request a special room rate for exhibitors & guests and reserve a block of rooms. Inquire if ground transportation from the local airport to the hotel is normally provided.
7. Locate a reliable wrangler and negotiate a contract. Horses will be needed for judges, scribes, marshals and bird planters. These will to be paid for by the Club. Handler, scout, and gallery horses should also be available. These are to be paid for by the riders and may require prior reservations.
8. Negotiate an agreement with a caterer/location for the Judges' Dinner. Make arrangements for some type of morning coffee, juice & rolls for the judges and attendees. Plan for a lunch to be served on the grounds each day.
9. Locate a reliable bird provider and negotiate a contract.
10. Design a logo for the event.
11. Obtain a sponsor for the event. Both Purina and Iams have sponsored prior GSCA National events but both require substantial "lead time" to agree to sponsor. Get your request in early.
12. Obtain any necessary state/local permits.
13. Apply for the event with AKC (through GSCA Corresponding Secretary)
14. Begin researching possible fund-raising items (e.g. shirts, hats, raffles)
15. Have a pin-maker review the logo to see if it is suitable for making a "keepsake" pin.
16. Begin assembling items that can be offered at the silent auction.
17. Reserve any tents, tables chairs, etc. that will be needed at the grounds.
18. If indoor bathroom facilities are not available (or insufficient), locate a porta-potty vendor and establish a reservation.

Fourteen Months Prior to the Event

1. Submit a proposed slate of judges for the event to the SNFTC for their consideration. After the SNFTC has voted on and returned their official list of approved judges, contact the judges by phone in the order listed to inquire as to their interest and availability.

2. For those judges who have agreed, follow up the phone call with a formal letter. This letter should include:
 - Thanks for accepting the assignment,
 - Dates and location of the event,
 - List stakes they have agreed to judge,
 - Indicate whether a horse will be provided or they have agreed to provide their own,
 - State the dates and location where reservations have been made for their lodging,
 - Reiterate any special dietary requirements or accommodations they have requested,
 - Request that they return the enclosed copy of your letter,
 - To facilitate a speedy response, enclose a self-addressed, stamped envelope with your letter.
3. Begin placing orders for fund-raising items (shirts, hats, pins, etc.)
4. Arrange for the printing of any raffle tickets.

One Year Prior to the Event

1. Fund-raising. Be sure to have items available for sale at the current year's NC&FT event. Have adequate supplies, as this will be your best fund-raising opportunity. Have order forms available to take orders for those items you cannot supply at the event itself. Fund-raising which involves the use of "logo" items for the following year's National Championship may not begin until the current National Championship begins. However, non-logo fundraising may begin prior the current National Championship. Non-logo fundraising cannot compete or conflict with current National logo fundraising, either in venue or type.
2. Prepare information about the fund-raising items for the *Gordon Setter News* and arrange a publication schedule with the Publicity Chair. This information should appear several times during the year and should feature the event logo.
3. If you intend to have a raffle and/or silent auction as a fund-raiser, begin requesting donations.
4. Contact federal/state/local agencies (Fish & Wildlife, Dept. of Agriculture) to determine laws/regulations governing the following:
 - Horses from out of state,
 - Restrictions on non-native game birds from out-of-state which might be used for training prior to the start of a trial,
 - hay or other feed for horses and/or birds from out of state
5. If there are no stabling facilities on the grounds, attempt to locate a stable or other facility near the trial grounds that can board out-of-state horses.
6. If a Retrieve stake will be offered, arrange for proficient gunners. Insure that the gunners chosen are experienced hunters and have any required permits/licenses.
7. Locate local large and small animal veterinarian(s) who will agree to be available during the trial. Determine office hours and have back up emergency clinic information for times when the local veterinarian may not be available. Note that a written Emergency Plan was required by AKC when your event application was filed which listed the veterinarians as well as emergency medical personnel for human participants.

Eight Months Prior to the Event

1. Select a vendor and order trophies (trophies will be offered for all stakes, all placements)
2. Select a vendor and order ribbons/rosettes. Confirm the availability of the “Championship” trophies.
3. Select a printer for the catalog. Insure that they are reliable and fully understand your requirements and deadline. Also, if a printer is used who has not done previous publications with photos of Gordons, be sure to request that the printer provide some samples so that you can review photo reproduction quality.
4. Submit event application and Judges Questionnaire to GSCA Corresponding Secretary for approval and forwarding to AKC, including postage and fees. Confirm all needed premium information and agree on a mailing date.
5. Obtain and update the NC&FT mailing database.

Six Months Prior to the Event

1. Make sure the person managing the catalog advertising has a clear plan to meet the printer’s requirements and deadline.
2. Check that the Judges Confirmation letters have been returned to the Event Secretary.
3. Begin assembling the premium. The premium list should include the following:
 - Entry fees must be paid in advance for any dog to be entered.
 - Bitches beginning their seasons after the closing date and which are entered in stakes having no provision for bitches in season shall be entitled to a refund upon documentation to the satisfaction of the Event Committee.
 - Hospitality information (meal reservation forms, organized social events such as cocktail hour, welcome party, etc.)
 - Hotel information for the primary and any “overflow” hotels.
 - RV/camping information.
 - Horse rental reservation form, hay reservation form and stable information.
 - Airline travel information.
 - A map and directions to the grounds and the host hotel.
 - Catalog purchase and advertising information.
 - Date, time, and location of the Standing National Field Trial Committee’s annual meeting (also published in the GSCA Newsletter)
 - Emergency information regarding hospitals, veterinarians, State Equine transportation and inoculation regulations.
 - Include all information required by GSCA (*see Requirements for all AKC/GSCA events above*)

Four Months Prior to the Event

1. Distribute Premiums
2. Construct an inventory list of required equipment for the event:
 - Bird bags (at least four)
 - Gloves for bird planting (at least 3-pair)
 - Reflective dog collars (one of each)
 - Stop watches for keeping time on the field (at least 2)
 - Water tubs
 - Flags for cast off area designation
3. If Retrieving stakes are offered:
 - Blaze orange safety items (vest and/or hats)
 - Extra shells for gunners
4. If the local group does not have some of the above items, arrangements should be made to purchase them or borrow them from a neighboring breed club.
5. Confirm that you have people who are very familiar with the grounds to be used. They should be experienced trialers or judges and familiar with the requirements for a Championship course.
6. Make a work grid of the tasks required during the event and insure that volunteers are assigned to each task. At a minimum following jobs need to be covered: judges' marshals, gallery marshal, line marshals, bird planters, bird baggers, and (if needed) dog wagon drivers.
7. If the club is responsible for participant horse rentals, ensure that money is collected and properly accounted for.
8. Hospitality chores (welcome party, breakfast each day, tenting, tables, chairs, judges' hospitality, ticket taker for meals).
9. Assign an on-site person to take charge of raffle ticket sales, displaying raffle items.
10. Assign an on-site person to manage silent auction item transport and display.
11. Assign an on-site person to sell "left over" fundraisers at the event.
12. Designate announcers/line marshals, and when possible, an official photographer.

Six Weeks Prior to the Event

1. After the entries have closed, the following should be done:
 - Insure that the running order is available to all exhibitors by email and/or GSCA website.
2. Confirm bird numbers.
3. Confirm hay to be delivered to grounds.
4. Confirm stable reservations (if applicable).
5. Confirm porta-potties.

6. Confirm the number of horses needed (refer to the section above indicating those horses that the Club is responsible to supply and pay for).
7. Contact prior year's Amateur Championship winner and arrange for them to bring the Pamela Backman trophy to the event. Be sure to arrange for a copy of the trophy to be given to the prior year winner.
8. Prepare receipt for the current winner of the Backman trophy to be signed by that individual when the trophy is taken from the grounds.
9. Check to be sure catalog information has been sent to the printer. This will include all advertising and entry information.

Four Weeks Prior to Event

1. Prepare Judges' Books (actual bracing may be delayed until later).
2. Be sure trophies/ribbons are received or on the way.
3. Confirm all "group meal numbers" and meal reservations, judge's dinner location, judges' transportation, wrangler, water, birds, grounds, facilities.
4. Prepare exhibitors' bags for pickup at the grounds. Items should include maps, location of a drug store, supermarket, veterinarian (including emergency clinic), a "people" hospital/emergency clinic, local attractions and schedule of NC&FT events. If there is an official sponsor, check with them prior to including samples from competing companies. The local Chamber of Commerce is usually a good source for maps and information pamphlets on local attractions.

One Week Prior to the Event

1. Do a "run through" of this checklist (and any of your own) to make sure all items are covered.
2. Arrange to have someone on the Committee make sure that the grounds are in acceptable condition by physical inspection.
3. Telephone everyone --- judges, wranglers, bird providers, Committee members, to be sure there are no last minutes glitches.

After the Event

All deadlines for submitting paperwork and financial records are outlined elsewhere in this manual, confirm that the necessary reports have been submitted to AKC, the *Gordon Setter News*, the GSCA Recording Secretary, and maintain file copies. Accurately marked copies of catalogs should be sent to AKC, the Gordon Setter News, the GSCA Webmaster, the GSCA Recording Secretary, the Archives, and sponsors.

WORKING CERTIFICATE TEST PROGRAM

The Working Certificate Test program was designed by GSCA members and approved by the GSCA Board of Governors on August 15, 1982. Since that time, Area Committees have been able to offer the test at field trials or as stand-alone events. Two GSCA recognized titles are given, a “W.D.” (Working Dog) and a “W.D.R.” (Working Dog, Retrieve). Please see the Awards section of this manual for information on how to record this information and forward it to the Awards committee so that dogs earning “legs” toward their title can be credited and, when the requirements for the title are completed, it can be awarded. See the Appendix 12 to this manual for the test requirements, test committee procedures and scoring. This material may be photocopied for distribution to test judges. A sample certificate and score sheets are posted on the website.

AKC HUNTING TESTS HUNTING TEST COMMITTEE GUIDELINES

Date conflicts are to be avoided whenever possible. The distance between a GSCA Hunting Test and other GSCA events should be greater than 200 air miles. Please discuss the timing of your event with Area Committees in adjoining regions when scheduling events. The exception to this is the National Specialty, Obedience Trial & Hunting Test and National Championships. GSCA will not approve AKC events, regardless of distance, that conflict with National events without prior approval by the GSCA Board. Event Committees requesting waiver of this requirement must provide a detailed rationale for the waiver request to the GSCA Corresponding Secretary well before the event approval deadline. Waiver will only be granted in special circumstances determined by the Board.

If your Area Committee has not previously run a Hunting Test or is requesting to hold additional tests, the Area Committee must petition the GSCA Board of Governors for permission to hold a test. If the Area Committee has not held any hunting tests in the past, the GSCA Board of Governors will require that the Area Committee hold at least one (1) Sanctioned Hunting Test to demonstrate the Area Committee's ability to comply with AKC Rules and Regulations and GSCA Policies and Procedures.

HUNTING TEST CHECKLIST

AT LEAST SIX MONTHS PRIOR TO THE DESIRED DATE, be sure you have done the following:

- **FORMS.** The AKC *Application to hold a Member Club Hunting* is available on the AKC website (akc.org). You will also need to complete an Emergency Plan for your event. This form is also available at akc.org.
- **REQUIRED PUBLICATIONS.** Obtain current copies of the *Regulations for AKC Hunting Tests for Pointing Breeds; Rules Applying to Registration and Field Trials for pointing Breeds; and Guide for Field Trial and Hunting Test Committees in Dealing with Misconduct at Field Trials and Hunting Tests*. Note that some regulations for Hunting Tests refer to the appropriate section of the *Field Trial Rules* so be sure to obtain both pamphlets.
- **GROUND.** Arrange for your grounds. Usually you will want to arrange for grounds much earlier than six months before the event. Hunting Test grounds are in high demand. Be certain that shooting and killing birds is allowed, based on the time of year your event is planned, the species of birds and the grounds chosen. Some grounds allow the use of horses and others don't, so if you plan to have judges and birdplanters on horseback, verify that is acceptable. All states have requirements which must be met. Contact the state Wildlife Office in the Test area to be certain you are in compliance with the appropriate regulations. If this is the first test for an area you will need to start your grounds search much earlier. Your available choices are usually: state run areas which allow Hunting Tests, private shooting preserves and property under private ownership. State run grounds may be scheduled by an independent association of dog clubs. Begin working on finding test grounds a year in advance if your Area Committee has not held a test before or if you need to find new grounds. A signed contract with the landowner or approved application from a state agency is strongly recommended.

WHEN CHOOSING GROUNDS walk them thoroughly. Take along a dog that runs at a moderate to fast pace and time the courses you have in mind. If you are using a backcourse and a birdfield, decide where the birdfield is to be and verify it is an acceptable place for shooting with the landowner. When laying out a course you should typically split the time allotted to a Junior brace equally between back course and bird field (7.5 minutes each or 10 minutes each whichever you will specify in your premium). In Senior/Master a 20-minute back course works well leaving 10 minutes in the bird field. Don't design a course which a slow dog can't make it to the birdfield or that a fast dog has to run twice. Usually the handler of a fast dog won't mind spending extra time in the birdfield. The owner of a slow dog will not be happy if he doesn't get there. Ideally, a course starts and ends in close proximity to a central staging area. If multiple courses are being run or a course starts or ends more than a ten-minute walk away from your central area, you will need to arrange for transportation to shuttle people back and forth. In inclement weather

this might mean someone with a van that doesn't mind the mud, in good weather an open pickup works fine. Be careful who you select to do this task, as safety is vital. On large or multiple courses you may want to get some sort of communication equipment (two-way radios or Citizen Band radios, try them out on the course ahead of time, especially in treed or hilly country).

- **BIRDS-** Contact a licensed game bird farm and reserve the birds needed. When purchasing birds it is of utmost importance that they are healthy and strong fliers. Know your suppliers and the quality of their birds. It is good to have a backup plan should your chosen supplier not be able to provide the required birds. A signed contract is strongly recommended. Be sure to get the proper paperwork from the bird supplier, so check with the state on what you need.
- **RESPONSIBILITIES-** The Event Chair and the Test Secretary for the event should thoroughly discuss and work out the details of who is doing what for the test. Different committees split tasks differently so don't just assume things are the responsibility of the Chairperson or the Event Secretary. It is best to make a detailed outline as to who shall be responsible for which task and stick to it. The Chair and Secretary must develop a solid working relationship.
- **JUDGES-** Contact and arrange for judges. AKC requires that you confirm judging assignments in writing and that the Test Committee have a signed acknowledgment from the judge, on file, for each assignment. Should you need to change the judges' assignment(s), date, grounds etc. reconfirm in writing with the judge. Verify the judges' mailing address and ask if they need a motel room and for which nights. Ask if they will be judging from their own horse or will need the committee to provide one. Some clubs have judges on horseback and others don't, so make sure the judge is aware of your committee's intent up front. The AKC has experience requirements for judges, so be certain the judges you choose have the appropriate level of experience needed. Don't pair two relatively inexperienced judges. If you are having apprentice judges, confirm with them just as you would a regular judge. Only one apprentice is allowed per test level or team of judges.
- **SUBMIT APPLICATIONS.** See above for the procedures for submitting the event application, fees and Emergency Plan. If you are running two tests on the same weekend each must have a separate application form and check.

FIVE MONTHS before your event

- **ADVERTISING-** Send information for Coming Events/Upfront or paid ad to the Editor of the *Gordon Setter News* as soon as possible.
- **ACCOMMODATIONS-** Reserve motel rooms as needed by the judges. Be certain the motel is aware of dogs and/or horse trailers and confirm acceptance. Make arrangements for the payment of accommodations for your judges. It is best to inspect hotels in person unless you are familiar with them. Often tests are held in remote areas and accommodations will vary significantly, know where and what you are sending people to and provide accurate directions.
- **HORSES-** Reserve horses as necessary. Make certain your wrangler is aware that guns will be fired and that horses and equipment are safe and appropriate. Written confirmation of your requirements and a signed contract is recommended.

FOUR MONTHS before the event

- **COMMITTEE-** Contact and confirm the event committee members. Make sure everyone is aware of what you need them to do and when. Make sure you schedule enough people to help and have backups available in case they are needed. The committee should all review the *Regulations for AKC Hunting Tests, for Pointing Breeds* as well as the *Guide for Field Trial and Hunting Test Committees in Dealing with Misconduct at Field Trials and Hunting Tests*. Know what to do if you have a problem.
- **GUNNERS-** Arrange for gunners for the advanced levels of your test. Make certain your gunners are aware that safety is the ultimate goal, not marksmanship. Confirm that gunners are aware that AKC regulations do not permit closed action firearms to be used at a hunting test and that they have an appropriate break action firearm. A 12 or 20 gauge shotgun is necessary. Find out which they will be using and if they have specific requirements with regards to the load. Generally the committee provides ammunition for the gunners [though local custom on this should be followed]. It is best to use gunners who have done this before or hunters who are known to be very safety conscious. Shooting at Hunting Tests can be very difficult and stressful so choose your gunners as carefully as you do your judges.

- **RIBBONS.** Order qualifying ribbons or rosettes. Remember they must say Gordon Setter Club of America and not bear the name of the Area Committee.
- **HOSPITALITY.** Arrange for hospitality and kitchen as necessary. Your entrants and judges will expect some sort of food to be available. Many committees raise funds from the sale of simple lunch and/or breakfast fare. Know what facilities and services are available at the grounds and plan accordingly. Determine if toilet facilities are available on the grounds and if not get permission to bring in a portable toilet. Contract with a portable toilet provider if needed.

TWO MONTHS PRIOR TO THE DATE OF THE TEST:

- **RECONFIRM COMMITTEE.** Verify that everyone is still able to attend the event and are aware of their responsibilities. Fill in any needed areas with volunteers.
- **RECONFIRM JUDGES.** Remind judges in writing of their commitment to judge, when they should arrive and advise them of motel arrangements and provide directions to the motel and Test site.
- **GIFTS.** Obtain judges' and gunners' gifts. A rule of thumb is a judges' or gunners' gift should approximately equal the value of an advanced level entry.
- **COMPILE MAILING LIST.** Other local pointing breed clubs are a good resource for names of past entrants in your area. As a GSCA event committee your mailing list should include all GSCA members within your area active in hunting tests.
- **SUPPLIES.** Obtain mailing labels, stamps, envelopes (optional), judges' books and score sheets as needed. AKC no longer provides the judges' books for recording the qualifying dogs. However, you should follow the sample AKC form for this book. Judges will record the dogs' scores on score sheets listing each required element for a qualifying performance. A sample of this form is found in the AKC rule book for Hunting Tests. These sheets must be produced locally.
- **PREMIUM LIST.** Prepare premium list and have it printed or photocopied (see sample Hunting Test Premium List on the GSCA website).

4-5 WEEKS PRIOR TO THE DATE OF THE TEST:

- **MAIL PREMIUMS.** All premiums must be mailed at the same time. Four (4) copies must be sent to AKC and a copy must be sent to GSCA Corresponding Secretary/designee and newsletter editor.
- **GET ORGANIZED.** Set up a book to record all entries and the date received. As entries are received verify the information is accurate and/or complete including: Test level entered, correct entry fees included; dogs' name, age, breed, registration number and sex are complete and legible; owner(s) name, address and telephone number are complete and legible
- **KEEP AN ACCURATE LIST OF ANYONE NEEDING TO CORRECT AN ENTRY OR FEE.**
- **DETERMINE WHEN LIMIT IS REACHED.** Premium should list that entries will be limited based on available daylight hours or a specific numerical limit. Determine the approximate number of daylight hours on the day of your test then allow at least 35-40 minutes per brace for advanced levels (Senior and Master) and at least 25 to 30 minutes for Juniors. Allow time for callbacks, judges' breaks, time needed to get back to the breakaway and adverse weather. Do not schedule dogs to run every 30 minutes all day long. If you don't start on time or have a problem you may run out of daylight and you can't run in the dark! When entries are full, keep a log of entries on a waiting list based on when they were received and notify these entries by telephone if at all possible. Then if you receive scratches before closing, take entries from the waiting list in the order they were received and notify them again.
- **EQUIPMENT.** What equipment will you need?
 - Hunter orange vests- enough for Judges, Gunners, Birdplanters, marshals, entrants and a few extra. Most Judges and Gunners will bring their own but be prepared.
 - First Aid kit- Make sure it is appropriately stocked. Bring sunscreen
 - Water Containers- Is there water available? You may need a lot.
 - Horse Troughs- If it's hot you need them for horses and to cool down dogs.
 - Signage- Have directional signs so people can find the grounds.
 - Bird bags- At least two.
 - Ammunition. Gunners Ammo, check their needs.
 - Shotguns. Bring at least one good quality backup and be prepared to shoot if needed.
 - Blank Pistol and Ammo. Someone always forgets, bring a loaner and keep track of it.
 - Trash Bags. Keep the grounds clean and keep dead birds out of sight.

- Portable file system. Some method to keep records organized at the test.
- Pens and Pencils. Enough for judges and Secretary.
- Notebooks. For judges (pocket sized and spiral bound)
- Collars. 1 or 2 quick attach colored collars to help differentiate braced mates.
- Rain/Snow gear, Hats, Gloves. Have at least an EXTRA set available.
- Communications Equipment. Radios, cellular phone for emergencies.
- Chairs/ Tables, Canopy. What is available? What do you need?
- Kitchen Equipment. How will you cook and keep things warm?
- Coolers. Beverages, food, condiments, etc.
- Surveyors Tape/ Markers. Mark your course, lost people slow you down.
- Porta john(s). If indoor bathroom facilities not available at the site

ONE WEEK PRIOR TO DATE OF THE EVENT:

- **SCHEDULE-** Set up a work schedule for workers. If you have people who are willing to work, put them to work, most people prefer not to stand around waiting for something to do.
- **CALL, CALL, CALL-** Call and confirm committee members, workers, judges, gunners, wrangler.
- **WHAT FLOOD?-** Check the grounds for condition, walk the course. You may need to rethink your courses so bring along a dog.

CLOSING DAY:

- **DRAWING-** Make up a blank running order to fill in as you draw. Separate entries by test levels and begin your drawing. If people have made requests on running time or order, try and accommodate them. You are not required to do anything more than draw braces, but you may make accommodations when it doesn't hamper the running of the test. A handler can't handle more than one dog in the same brace. Do not brace handlers with multiple entries at the same test level back to back unless absolutely necessary, it's a hassle for them and will slow you down. If someone has two entries, don't schedule them 10 braces apart, try to keep them no more than four braces apart. If you are running two or more courses, don't schedule handlers with multiple level entries at the same time. AKC allows flexibility in your running in order to facilitate the smooth running of the Test.
- **RUNNING ORDER-** Type up a running order and make copies. Make up a master and post it in a conspicuous place, then you can put the scores and Q=Qualify or NQ= Non-Qualify on the board for the information of entrants and spectators.
- **THINK-** Recheck equipment and supplies, charge radios, review your plan. Know how to contact Police, Fire and Ambulance services. Where is the nearest phone? If there's no phone on site, be sure someone brings a cellular.

DAY OF THE TEST:

- No matter how well you plan, something will go wrong or be forgotten. Just hope it is not critical and **BRING A SENSE OF HUMOR!**

BRING:

- Judges Books/ Scoresheets
- Running Orders
- AKC Paperwork
- Grounds Paperwork
- Pens/Pencils
- AKC Publications
- First Aid Kit/ Sunscreen
- Rosettes/Ribbons
- Bird Bags
- Birds
- Signage
- Committee checkbook
- Communications equipment
- Trash Bags
- Food /Beverages/Coolers
- Kitchen Equipment

Check your equipment list one last time, for other needs, check your entry/fees list, and **GET THERE EARLY!**

- **GET ORGANIZED-** If you get off to a good start, you have a better chance of staying on track. Is your course marked? Do the judges and marshals know the course? Do the workers know their jobs? Set up the Secretary's table. Post the running order. Plant your birds, call the first brace to the line and have fun!
- **PAPERWORK-** Don't let the Judges leave without signing their books, keep the paperwork going as the test progresses, don't make the Judge wait while you fill it out at the end of the day. Did you get everything you needed from exhibitors -paperwork/ money?

THE DAY AFTER:

- Submit AKC paperwork with recording fees.
- Forward reports to GSCA personnel (Corresponding Secretary/Designee, newsletter editor and GSCA Treasurer as provided above).
- **GROUND'S PAPERWORK-** Complete and submit any paperwork required for the grounds.

OBEDIENCE TRIALS

Breed specific obedience trials for Gordon Setters have historically been held in conjunction with specialties. Although AKC considers these separate events for number and fee purposes, they may share premium lists, entry forms and show catalogs. Many of the procedures necessary to schedule and run an obedience trial are covered in the Specialty section. This portion of the manual deals only with specifics pertaining to the Obedience portion of an event.

OBEDIENCE COMMITTEE GUIDELINES

- The Obedience Trial Secretary may not enter a dog belonging to him or her, nor handle a dog at the show. An individual may show in obedience, and aid as a steward, provided the class he is competing in is completed prior to stewarding.
- The Obedience Chair should read and be familiar with *Obedience Regulations* as published by AKC.
- JUDGES. At least six months before the event, obtain judges. Once they have agreed to the judging assignment, send them a letter confirming their assignment and requesting a written response. If they are from out of town, send maps of the area and airline and hotel information. Other policies/procedures relating to the treatment of judges are found in the Specialty section of this manual.
- JUDGING PROGRAM. Any club holding a Licensed or Member Obedience trial must prepare a program showing the time schedule for the judging of each class. If the total obedience entry is less than 30, then a starting time for only the first obedience class need be given. A copy of this program shall be mailed to the owner of each entered dog and each judge and shall also be printed in the catalog. This program is based on the judging of no more than 8 Novice entries, 7 Open entries or 6 Utility entries per hour. No judge shall be scheduled to exceed this rate of judging. In addition, one-half to one hour for rest or meals must be allowed if it will take more than five hours of actual judging to judge dogs entered. This includes any breed judging assignments. If non-regular classes are offered, they are judged after regular classes.
- REGULAR CLASSES. Novice A & B; Open A & B; Utility A & B
- NON-REGULAR CLASSES. Graduate Novice, Brace, Veterans, Versatility, and Team Class. These classes are optional.

OBEDIENCE RIBBONS.

(Regular Classes)		(Non-Regular Classes)	
First	Blue	First	Rose
Second	Red	Second	Brown
Third	Yellow	Third	Lt. Gray
Fourth	White	Fourth	Green
Qualifying Prize	Dark Green		
Highest Scoring Dog in the Regular Classes		Blue & Gold.	
Highest Combined Score in Open & Utility		Blue & Green	

- CATALOG. The catalog should include the Obedience Trial Championship Point Schedule.
- RING CONDITIONS. If the judging takes place indoors, the ring should be about 40' wide and 50' long for all obedience classes. In no case shall the ring for a Utility class be less than 35' by 50', and in no case shall the ring for a Novice or Open class be less than 30' by 40'. The floor shall have a surface or covering that provides firm footing. Rubber or similar nonslip material totaling at least four feet in width must be laid for the takeoff and landing at all jumps. At an outdoor show, the rings shall be about 40' wide and 50' long. The ground shall be clean and level, and the grass, if any, shall be cut short. An appropriate place for the handlers to go completely out of sight of their dogs must be available for the Open class. The judge's table and chairs should not interfere with the dog and handler's performance while in the ring. At an outdoor show, a separate ring shall be provided for Obedience, and a sign posted forbidding anyone to use the ring, except while being judged. At an indoor show where limited space does not permit the exclusive use of any ring for Obedience, the same Regulation will apply after the obedience rings have been set up. The material used for enclosing the obedience rings shall be at least equal to

the material used for enclosing the breed rings. The ring must be thoroughly cleaned before the obedience judging starts if it has previously been used for breed judging.

EQUIPMENT.

- NOVICE: A Copy of the AKC's Obedience Regulations, Judges' Books & Score Sheets, Pencils/chalk, Stop Watch (optional-judge may carry), Folding Ruler or Steel Tape Measure (optional), Paper towels & spray disinfectant
- OPEN: All supplies listed for Novice plus: Extra Folding Ruler for measuring, High Jump: The side posts of the High Jump shall be 4' high and the jump shall be 5' wide. It should be painted flat white. Broad Jump: It shall consist of 4 hurdles, built to telescope. The boards are 8" wide, the largest measuring about 5' in length and 6" high at the highest point. It should be painted flat white.
- UTILITY: All supplies listed for Open plus: A chair for placing the utility articles on, Tongs (optional-judge may carry), Bar Jump: This jump shall consist of a bar between 2 & 2 1/2 " square and painted a flat black & white. It shall be supported by two unconnected 4' upright posts about 5' apart.

STEWARDS: Ideally four stewards are needed. Two ring stewards, one book steward, and one gate steward. If you are short of help, one of the ring stewards may also serve as a gate steward. If possible stewards should be assigned to those classes with which they are familiar.

PLEASE REFER TO THE AKC'S OBEDIENCE REGULATIONS

RALLY OBEDIENCE

Breed specific Rally events may be held in conjunction with specialties. At this time, GSCA permits only breed specific rally events. Rally is a separate event from the obedience trial and requires a separate AKC application. However a group may not offer a rally trial unless it will also offer obedience. If your obedience and rally entries are expected to be small, it may be possible to use the same judge for both rally and obedience, provided the judge is licensed for all levels offered.

Rally is a sport in which the dog and handler complete a course that has been designed by the rally judge. The judge tells the handler to begin, and the dog and handler proceed at their own pace through a course of designated stations (10 - 20, depending on the level). Each of these stations has a sign providing instructions regarding the next skill that is to be performed. Scoring is not as rigorous as traditional obedience.

Rally provides a link from the Canine Good Citizen® (CGC) program to obedience or agility competition, both for dogs and handlers. In addition, rally promotes fun and enjoyment for dogs at all levels of competition

The *Obedience Regulations and Rules Applying to Dog Shows*, where applicable, shall govern the conduct of rally trials and shall apply to all persons and dogs participating in them, except as these *Rally Regulations* may otherwise provide.

Complete information regarding Rally events can be found at the AKC website (akc.org). Here are some basic requirements, as well as those requirements that pertain to GSCA rally events:

- ❖ **Application to Hold a Rally Trial.** Groups that wish to hold a rally trial must submit the form provided by AKC with the appropriate application fee. A rally trial is a separate event, with a separate event number, and the rally application with appropriate fee must be submitted to AKC at least **TWENTY-FOUR (24) WEEKS** before the closing date for entries to the event.
- ❖ **Submission of application to GSCA Corresponding Secretary.** Since the application must be received by AKC six months before the event, the application for the rally trial must be submitted to the GSCA Corresponding Secretary for approval and signature **at least Seven (7) months before the proposed trial.**
- ❖ In order for a club to receive AKC approval to hold a rally trial, the club must hold an obedience trial with all regular obedience classes offered in conjunction with the rally trial. If the obedience trial is to be limited, the rally trial must also be limited to not exceed the number of hours as the limited obedience trial. The rally trial must have the same format as the obedience trial, i.e. All-Breed, Group, or Breed Specialty. One rally trial will be approved for each obedience trial.
- ❖ **Premium list and catalog.** A premium list and a catalog must be provided for a rally trial. However, they may be included with the specialty and obedience premium list and catalog.
- ❖ **Recording Fees.** At every licensed or member club rally trial, a recording fee of \$3.00 shall be required for each entry of each dog. A marked catalog and all recording fees must be sent to AKC so as to reach its office within seven (7) days after the close of the trial.
- ❖ **Section 1 - Space Requirements.** The required minimum area for a rally course is 40 x 50 feet, however 40 x 80 feet is recommended. The floor covering or ground surface must be the same as would be suitable for traditional AKC obedience trials
- ❖ **Entry Limits.** Entry limits may be based on ring availability, or as specified by the club offering the event. The judging program will schedule no more than **22** dogs per hour. No judge will be allowed to exceed this number, nor will any judge be assigned for more than eight hours in one day. Judges may take breaks for rest or meals at their discretion. **Note: After each two-hour period of class judging, judges should allow a 10-minute walk-through for the next two-hour block of dogs to be judged in the class.**

Before applying to hold a rally trial in conjunction with your specialty, carefully review all AKC rules and regulations regarding rally.

AGILITY

June 2000 marked the first breed specific Agility Trial for Gordon Setters. Area Committees that put on breed-specific agility trials, will likely do so in conjunction with a specialty show. Refer to the Specialty section of this manual for instructions regarding applying for, conducting and meeting the requirements to hold an event. In September 2002, the Board of Governors granted approval for Area Committees to hold all-breed Agility Trials, using GSCA's name. Requests for these events shall follow the same approval procedures as for other AKC performance events hosted by GSCA. The following rules apply to breed specific (Gordon Setter) Agility Trials. Groups wishing to offer all breed trials shall refer to AKC guidelines for such events, as well as the information at the end of this section.

Breed Specific Agility Trials

- **The Agility Trial Secretary and Chairperson** may enter a dog belonging to him/her but are ineligible to judge at the event at which they are acting in these capacities. The Agility Trial Committee must consist of at least five club members, including chair, and is responsible for compliance with AKC Agility Regulations.
 - **Agility Trials** may be held as an all-breed stand-alone event under the GSCA name with approval of the Board.
 - **Classes Offered:** Any approved by AKC. The Agility Committee should be mindful of the time it takes to conduct multiple classes and the impact on the schedule for the overall event.
 - **Agility Ribbons:** first (blue), second (red), third (yellow), fourth (white) and qualifying prize (dark green). These ribbons will be awarded in each jump height category.
 - **Catalog.** The catalog is prepared after entries have been closed and drawn. It must list the dogs in the order drawn in each class by jump height, along with the full AKC registered name, AKC registration number, breed, date of birth, sex and name of owner (and handler, if different from owner). See Chapter 1, Section 14 of the AKC agility regulations for complete catalog preparation guidelines.
 - **Ring conditions.** Minimum course area should be 4000 square feet, moderately level and clear and should be suitable for the type of equipment used. Surface may be packed dirt, grass, carpet or a completely padded and matted ring. The area should not be used by anyone except while being judged, during equipment familiarization or walk-throughs and should be thoroughly cleaned before judging starts if previously used for breed judging. The material used for enclosing the ring shall be at least equal to the material used for enclosing obedience or breed rings.
 - **Equipment.** See Chapter 2, Section 5 for a listing of acceptable obstacles. Additional equipment needed:
 - A copy of the AKC's Regulations for Agility trials
 - Score sheets
 - pencils, pens, tape, markers
 - calculator
 - stop watch & whistle
 - steel tape measure or folding ruler
 - ground preparation tools
 - first aid kit
- Staff.** In addition to the judge, the following personnel are needed:
- 1 gate steward and 2-3 ring stewards (reset jumps, straighten chute tunnel)
 - 1 scribe
 - 1 timer
 - 1 scorekeeper

It is preferable to have the scribe and timer work in that capacity for the entire trial. Stewards may not compete in the class for which they are stewarding. Judges, timers and scribes may not compete in the event where they act in those capacities.

All-Breed Agility Trials Hosted by the GSCA

Permission for these events is granted by the Parent Club, as with any other GSCA event. The event committee must consist of GSCA members in good standing but workers may be drawn from local agility clubs or organizations. Proceeds (or a portion thereof) may be retained by the local committee. It is suggested that proceeds from these events be directed to special needs, such as rescue, fund-raising for a national, etc. Losses on these events, if any, are the responsibility of the local committee.

REFER TO AKC REGULATIONS FOR AGILITY TRIALS FOR ADDITIONAL INFORMATION

RESPONSIBILITIES OF OFFICERS AND GOVERNORS OF THE GSCA

The Club's officers, consisting of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and American Kennel Club Delegate, shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings. Each of the officers of the club shall be empowered to conduct meetings in the above-mentioned order of succession in case of the absence, death or inability to act. Should none of the aforementioned officers be present at a meeting of the Board, a Chair shall be elected from, and by, the remaining members of the board to preside over the meeting.

PRESIDENT. The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in the Bylaws of the GSCA.

VICE-PRESIDENT. The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.

RECORDING SECRETARY. The Recording Secretary shall keep a record of all meetings of the Club and of the Board, and of all votes taken by mail, and of all matters of which a record shall be ordered by the Club, and carry out such other duties as are prescribed in the Bylaws of the GSCA.

CORRESPONDING SECRETARY. The Corresponding Secretary shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify Officers and Governors of their election to office, keep a roll of the members of the Club with their addresses and carry out such other duties as are prescribed in the Bylaws of the GSCA.

NOTE: The duties of the two Secretaries, as described above, are meant to be an outline. These two positions are demanding and the Secretaries should divide the responsibilities of the two positions as equally as reasonably possible. Additional members may be recruited, by the Secretaries and confirmed by the Board of Governors, to assist in these duties as needed.

TREASURER. The Treasurer shall collect and receive all monies due or belonging to the Club. Funds shall be deposited in a bank as approved by the Board, in the name of the Club. The books shall at all times be open to inspection of the Board and a report shall be given at every meeting of the condition of the club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all monies received and expended during the previous fiscal year. The Board of Governors may by a majority vote order an audit of the Club's books and accountings by a person or persons who is not a member of the Board of Governors. The Treasurer shall be bonded in such amount as the Board of Governors shall determine. Like the Secretaries, the Treasurer may be assisted in his/her duties by other Club members (e.g. dues collection). The Treasurer is also responsible for annually filing the Club's tax return or overseeing this filing. By action of the Board of Governors (January 2009), any check drawn on the GSCA general account for \$500 or more, must have a second signer.

AKC DELEGATE. The American Kennel Club Delegate shall endeavor to attend all meetings of the American Kennel Club, conduct liaison activity for the promotion of the Club's interests in the American Kennel Club and shall bring to the attention of the Club any important issues pertinent to American Kennel Club activities. The Delegate shall cast the Club's vote in American Kennel Club elections and balloting as directed by the Board of Governors and/or the membership of the Club.

GOVERNORS OF THE GSCA. Officers and members of the Board of Governors of the GSCA shall endeavor to attend all meetings of the Board during their elected term in office. The elected members of the Board of Governors are responsible for the sound management of the GSCA. Personal interests must be put aside in order to accomplish this task. Each member of the Board of Governors is expected to attend at least two of the three Board meetings held each year, and commit themselves to the work and interests of the GSCA during their elected term.

Officers and members of the Board of Governors receive a yearly stipend of \$200.00 if they attend the annual working meeting each year and at least one other meeting during the calendar year. Members of the Board must make themselves available to the membership and bring forward ideas and input from the membership for consideration of the Board. Membership on the Board is not just a matter of attending meetings, but a willingness to devote a significant amount of time to Board matters during one's term in office. Committee service before, during and after service on the Board is strongly encouraged. Officers and Members of the Board of Governors are not compensated for their time and commitment in any fashion other than the small stipend listed above. It is a large commitment in both time and expense to serve on the Board. Members interested in serving should carefully consider the obligation before committing.

WORKING BOARD MEETING EXPENSES. "Hospitality" expenses drawn from the general account for Board meetings shall be limited to the working meeting and that they shall not exceed \$30/person per meeting, nor the total of \$400 (any expenses above that shall be borne by the individual Board members).

GSCA LIAISONS are appointed by the Board from among their members or other GSCA members in good standing to assist area committees and licensed clubs in holding successful GSCA events (for licensed clubs this assistance would normally be limited to help in hosting a National Specialty or National Championship & Field Trial). While the ultimate responsibility for the successful running of an event rests with the Area Committee or local host club, the liaison may act as a resource person, providing information, guiding groups toward appropriate resources and providing a "personal link" to the Board. The use of the GSCA liaison is at the discretion of the local group and the liaison is not responsible to contact the Area Committee or Club in his/her area but rather the Committee/Club should contact the liaison. A complete list of GSCA Liaisons is found in the "Where to Get Help" section of the Appendices.

GSCA STANDING COMMITTEES & SPECIAL ASSIGNMENTS

The Board may appoint standing committees to advance the work of the Club in such matters as dog shows, field trials, hunting tests, obedience trials, trophies, annual prizes, membership and other things which may be served by committees. Such committees shall always be subject to the final authority of the Board. Some tasks are best performed by a single individual. In those cases, the Board shall make special assignment to a member willing to perform the task.

Standing committees and special assignees are appointed for two-year terms which run concurrently with the terms of officers/governors. Committees are appointed at the first meeting after elections, if possible, and not later than the second meeting after elections. Vacancies on committees are filled as needed.

Special committees may also be appointed by the Board to aid it on particular projects.

CHAIR- Committee Chairs are responsible for the management and coordination of the work assigned their committee by the Board of Governors. Chairs must commit themselves to conducting the work assigned in a timely and professional manner. The involvement of all committee members is critical to the successful performance of committee work. The Chair is responsible for keeping the committee informed of direction given by the Board and maintaining records of the proceedings of the committee. Correspondence relating to the committee's work should be shared with each member of the committee. Regular written reports to the Board of Governors are required. Reports should be forwarded to the Recording Secretary not later than thirty days prior to a meeting of the Board of Governors, unless otherwise specified. Other committee progress reports should be forwarded to the Board of Governors as appropriate. If a Committee maintains a separate account, accurate financial reports must be submitted to the Treasurer of the GSCA at least 45 days prior to meeting of the Board of Governors and 45 days prior to the end of the GSCA's fiscal year (June 30th).

COMMITTEE MEMBERS- Appointees must commit to respond to the tasks assigned to the committee in a timely and professional manner. Committee members must devote significant time and energy to the work at hand. Review of committee appointments and service will be conducted, at a minimum, with the election and seating of each new Board at the first regular meeting of the Board of Governors. Board oversight, however, should be ongoing.

TERMINATION - Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint successors to those persons whose service has been terminated.

ARCHIVES COMMITTEE

The Archives Committee is responsible for collecting, protecting and preserving GSCA memorabilia. The Archives store photographs, catalogs, newsletters and just about anything else pertaining to Gordon Setters. Other items that may be stored in Archives include Club records (completed application forms, meeting minutes, founding/operation/membership of regional area committees/regional clubs).

The Archives Committee is responsible for choosing the theme for the annual displays at the National Specialty and National Championships and arranging for the set-up of those displays.

The Archives Committee will coordinate the shipping of Archives displays via UPS or similarly insured carrier to the following year's National Specialty Chair and National Championships Chair.

Copies of catalogs should also be sent Archives at the conclusion of each event. Photos are forwarded by REVIEW editors to Archives after they have been published. The Archives Committee should also receive regional club and area committee newsletters, samples of all souvenirs from national events (t-shirts, mugs, etc.), copies of any national videos produced. The committee should also have national promotional materials and premium lists.

The Archives Committee maintains a separate checking account for expenses incurred in storing and displaying the Club's archives. The GSCA Treasurer is a signer on this account. The committee chair or his/her designee must make regular reports to the Board on the status of this account, at least prior to each Board meeting, more frequently if requested.

AWARDS COMMITTEE GUIDELINES

The Board of Governors of the GSCA shall appoint an Awards Chairperson for the purpose of processing annual and achievement awards. The Awards Chairperson is responsible for the compilation and distribution of all GSCA awards presented to Gordon Setters that are owned or co-owned by members of the GSCA, Inc. In addition, the Awards Chairperson shall keep track of the perpetual trophies offered at the GSCA National Specialty.

Achievement Awards

The GSCA offers awards for achievement of AKC and GSCA titles earned by Gordon Setters that are owned or co-owned by GSCA members in good standing when the title is completed. Effective January 1, 2006, only titles offered by AKC and GSCA will count toward GSCA Annual Awards and Achievement Awards (05-43). Those awards are made automatically on the basis of records published in the AKC *Awards*, except that the owner of a dog completing requirements for a GSCA Working Dog title (WD or WDR) must send copies of proof of three passing scores to the Awards Chairperson.

Club medallions are awarded for the first AKC or GSCA title earned by each Gordon in these categories:

- ❖ AKC Bench Championship (CH)
- ❖ AKC Companion Dog (CD)
- ❖ AKC Tracking Dog (TD)
- ❖ AKC Novice Agility (NA) or Novice Agility Jumper (NAJ)
- ❖ GSCA Working Dog or Working Dog Retrieve (WD or WDR)
- ❖ AKC Hunting Test Title (JH, SH or MH)
- ❖ AKC Field Championship (FC or AFC)
- ❖ AKC Rally Excellent (RE)

Certificates of Merit are awarded in recognition of subsequent titles in each of the categories above, as follows:

- ❖ AKC Companion Dog Excellent (CDX)
- ❖ AKC Utility Dog
- ❖ AKC Tracking Dog Excellent (TDX)
- ❖ Variable Surface Tracking Dog (VST)
- ❖ Subsequent Agility titles (OA, OAJ, etc)
- ❖ Subsequent AKC Hunting Test Titles (SH or MH)
- ❖ Subsequent GSCA Working Dog title (WD or WDR as second title)
- ❖ Second AKC Field Championship (FC or AFC)
- ❖ AKC Best in Show at an all-breed show
- ❖ AKC High in Trial at an all-breed show

Effective with Award Year 2010 (Awards given in 2011), a Certificate of Merit will be awarded to all Gordon Setters who achieve the Grand Champion title (**10-27**)

Plaques will be awarded for those Gordon Setters completing requirements for the following titles or achievements:

- ❖ AKC Dual Champion (DC)
- ❖ AKC Obedience Trial Champion (OTCH)
- ❖ AKC Utility Dog Excellent (UDX)
- ❖ AKC Champion Tracker (CT)
- ❖ AKC Master Agility Champion (MACH)
- ❖ Beauty, Brains, and Birdsense Award. Awarded to the owner of any Gordon that has attained an AKC Championship, Obedience title, including Tracking, Agility or Rally title at or above the Rally Excellent level (**06-60**), and either a Field Championship, AKC Hunting Dog title or GSCA Working Certificate title. This award is granted automatically except for those dogs using the Working Dog certificate to fulfill the “Birdsense” category. Because this

award is presented at the annual awards banquet, copies of pass certificates for WD/WDR titles must be sent to the Field Awards Chairperson by April 1 following the year in which the requirements for the award are completed.

- ❖ **Top Producers.** Six champion produce for bitches, 10 champion get for dogs. Effective 1/1/06, only AKC bench, field, obedience or agility championship titles may be counted toward this award (**05-43**). Effective for Awards' year 2008, Champion Tracker (CT) is a qualifying title for Top Producer status (**08-012**).

ANNUAL AWARDS

Annual Awards are based on the calendar year, January 1-December 31. Annual Awards will be presented once a year at a General Membership meeting (preferably the meeting held at the National Specialty), and published in the newsletter. Except as noted below, Annual Awards will be automatically awarded to the owner-co-owner of the Gordon Setter achieving the award if the owner or co-owner has been a member in good standing of the GSCA for the entire calendar year for which the award is presented. Consecutive ownership of a dog by two or more owners is acceptable, provided that all owners are members throughout their period of ownership. Unless otherwise indicated, there will be four placements in each award category. First place awards in the form of a plaque, and certificates for second through fourth places (except Bench and Breed Gordons of the year, see below), will be presented for the following categories:

Conformation Show Awards

Show Dog of the Year. Effective for Award Year 2006 (to be presented in 2007) and thereafter. Awarded to the Gordon Setter defeating the most dogs (breed and all-breed wins). (06-71). Only first place is awarded in this category. The winner of this award is determined using the AKC "Overall" report which includes dogs defeated at all levels of competition: breed (including all-breed shows and independent breed specialty shows), Group and Best in Show.

Bench Gordon Setter of the Year. Awarded to the Gordon Setter accumulating the highest number of points from AKC Group & Best in Show placements. 10 placements are awarded. The winners in this category are determined using the AKC "BIS and Group" report which includes dogs defeated at all breed shows where dog goes on to place in the Group. Wins at independent specialty shows are not included in computing points for this award. Certificates will be awarded to 2nd through 10th place bench winners.

Breed Gordon Setter of the Year. Awarded to the Gordon Setter winning Best of Breed over the largest number of Gordons in AKC point shows. 10 placements are awarded. The winners in this category are determined using the AKC "Breed" report which includes Gordon Setters defeated at both all breed shows and independent specialty shows. Certificates will be awarded to 2nd through 10th place breed winners.

Producer Awards

Stud Dog of the Year & Brood Bitch of the Year. Presented to the dog and bitch that produced the most offspring earning championship titles during the preceding year. "Championship titles" include AKC field, obedience, conformation and agility champions. There are four placements for these awards. These awards are automatic.

Obedience & Rally Awards

Black & Tan Obedience Award. Awarded to the Gordon Setter with the highest average score using the top five scores achieved that year. Each Gordon Setter earning at least five obedience qualifying scores will automatically be considered for this award. These scores can be from any level of obedience (Novice, Open or Utility). The winner will receive a framed print which will include a

plate with award name. The award will first be offered for competitors earning scores in 2006 (07-004).

High Scoring Novice, Open & Utility Dogs Awards. Based on the first three qualifying scores at each level, regardless of the year(s) in which they were earned as long as the third qualifying score falls within the award year.

High Scoring Advanced Obedience Dog Award. For Gordons that have already earned a CDX or UD title. Based on points tabulated by *First and Foremost* (Shuman) system for scores earned in Open and Utility classes.

High Scoring Rally Obedience Dog. Based on the first three qualifying scores at the Rally Excellent level regardless of the year(s) in which they were earned as long as the third qualifying score falls within the award year.

Field Trial Awards

Puppy of the Year, for points earned in open or amateur walking puppy stakes.

Derby of the Year, for points earned in open or amateur walking derby stakes.

Gun Dog of the Year, for points earned in gun dog, all age, limited gun dog, limited all age, and shooting dog stakes (open or amateur).

Gun Dog of the Year, Retrieve, as above, but points must be earned in a stake requiring a retrieve to hand.

For details on requirements and procedures and deadlines for field awards, please see the Field Trial Awards information sheet that is shown in the Appendix.

Junior Showmanship Awards

Junior of the Year. Presented to the Club member accumulating the highest number of points while showing a Gordon in Junior Showmanship competition during the calendar year. One point will be awarded for each dog/handler team defeated. Only wins earned while the applicant was a member of the Club in good standing can be counted. Effective with award year 2006 (presented in 2007), juniors must apply for the annual award by providing their name, show where award was won, date of show, placement and class entered. Four placements will be awarded in this category (06-070).

Agility Awards

High Scoring Novice, Open, Agility Excellent and Master Agility Awards. Based on the first three qualifying scores at each level, regardless of the year(s) in which they were earned as long as the third qualifying score falls within the award year. These are automatic awards with four placements. Ties will be decided by course completion times. In the case of a tie, the actual course total (i.e., the actual course times for the first three qualifying scores) will be subtracted from the standard course total (i.e., the allotted course times for those scores) to get the total seconds under course time. The dog with the most seconds under time is the higher-ranking dog.

Awards Timing & Procedures

1. Annual Awards are based on the calendar year, January 1-December 31.
2. For all achievement or annual awards that are not automatic, members must submit application materials to the Awards Chairperson by April 1 following the year in which the award is earned.
3. A complete description of the rules governing GSCA Awards is available, at no charge, to members from the Awards Chairperson.

4. For Annual Awards issued automatically: after tabulations are complete, written notification will be sent to members who may be eligible for placements in annual obedience, field and/or bench awards. Members will be asked to verify the award committee's point count. Any corrections must be sent to the Awards Chairperson by April 30.
5. Certificates or medallions for Achievement Awards will be sent to the owners or co-owners of new titleholders as soon as possible after the award is published in the AKC *Awards* magazine. Certificates/medallions will be sent to the owner/co-owner as listed in the AKC *Awards*. In cases where more than one owner is listed, certificates/medallions will be sent only to the first owner listed who is a GSCA member.
6. Annual Awards and plaques for Achievement Awards will be presented at the Annual Awards banquet, and published in the *Gordon Setter News*.
7. It is the responsibility of the owner/co-owner to report to the Awards Chairperson the information needed to determine the winners of non-automatic awards. Information thus supplied will be checked against published show results in the AKC *Awards* where possible.
8. Only wins made by a Gordon Setter while owned or co-owned by a member in good standing of the GSCA can be counted in calculating awards. New members may count wins made after the postmark or delivery date of their application to join, and are eligible to receive awards after their acceptance as members. In the case where the dog's ownership has changed during the award year, only those points accumulated during the time that a GSCA member in good standing is a registered owner or co-owner will count toward awards. Disputes concerning the awards made by the Awards Committee should be addressed to the Awards Chairperson. If the dispute is not resolved after communicating with the Awards Chairperson, the Awards Chair will refer the matter to the Board of Governors for resolution.
9. Annual Awards winner (also BBBs, Top Producers, and any other winners receiving plaques) are encouraged to furnish photographs of their dogs for publication in the Awards issue of the newsletter. Send photos directly to the newsletter editor.

Breeders' Education

The GSCA Breeders' Education Committee is dedicated to assisting all levels of Gordon Setter breeders, those with decades of experience and those breeding their first litter, with the tools necessary to make wise decisions concerning reproductive techniques, suitable breeding stock, and the rearing and training of litters. In addition, the Breeders' Education Committee will work closely with Health and Genetics, to assist breeders in those choices of healthy breeding stock that will reproduce sound and vigorous Gordons to take us into the future. *(Revised by the Committee October 31, 2008).*

Financial Planning

The Financial Planning Committee shall be responsible for periodically reviewing the Club's financial situation with an eye toward keeping the Club solvent and in a position to fund needed special projects including, but not limited to, health research and special rescue funding. The Committee shall consist of at least four members, of which at least one shall be a current Board member. It is recommended that the Club Treasurer serve on this committee. The committee will make recommendations to the Board regarding expenditures and may suggest income producing ideas to the Club.

Health & Genetics Committee

The GSCA Health & Genetics Committee serves the membership by identifying and addressing health and genetics problems affecting Gordon Setters. The committee shall consist of a chairperson, chosen by the GSCA Board from one of the current Board of Governors, and a number of committee members to be determined and selected by the chairperson. If no such person is available from the Board of Governors, the Board may choose someone from the general membership for the chair position. The chairperson should strive for geographical representation and qualified individuals in determining the make-up of the Committee (Board of Governors minutes September 2005). The Committee shall be comprised of three subcommittees: Registry, Research, and Fundraising; the number of members on each subcommittee shall be left to the discretion of the chairperson, but shall be no fewer than one person each (2010 addition from H&G Chair). The Committee shall also include as members the GSCA OFA Liaison and the GSCA CERF Liaison (action of the Board of Governors, December 2006).

Attributes of the Chair and committee members should include:

- Understanding of how to conduct surveys
- Ability to analyze and interpret survey data
- Ability to convey survey results to the membership
- Ability to interpret medical and veterinary research and documents
- Compassion and trustworthiness toward members and their dogs with health problems
- Ability to execute plans and programs

The main functions of the Committee are to:

- Identify major health problems in Gordon Setters. This may be accomplished by maintenance of an ongoing health registry; developing and administering periodic health surveys, either general or disease-specific; review of veterinary research; partnering with AKC Canine Health Foundation (CHF); partnering with other breeds with similar/related health problems; reviewing data from Canine Health Information Center (CHIC) and other data collection sources
- Oversee related research projects
- Support fund-raising activities for research and other health related projects, DNA testing, CERF clinics, etc.
- Serve as GSCA liaison with the AKC CHF and coordinate activities in developing grants for research studies and associated funding
- Ensure attendance at and participating in the AKC CHF National Parent Club Canine Health Conference
- Provide informational support to GSCA members who inquire about specific health issues. In addition to providing such support, the committee will collect data about the health issue(s) identified within the constraints of confidentiality. (The confidentiality statement is found as Appendix 19.)
- Collect and disseminate information to Club members about any important medical developments which affect Gordon Setters, usually through the Gordon Setter News or Club website (including specific Health and Genetics pages within the GSCA website).
- Manage the AKC CHF Gordon Setter Donor Advised Fund. This includes quarterly fund updates provided to the GSCA Treasurer. It may also include a needs assessment as to how, when, where and why to spend funds on Gordon Setter related health and genetic issues and fund raising.
- Develop and plan health and genetics related seminars, training, clinics, etc. at major GSCA or independent Gordon club events such as specialties, field trials and hunting tests.
- Oversee and coordinate health and genetics related activities between GSCA and independent Gordon Setter Clubs.
- Coordinate health and genetics information and activities with other GSCA standing committees, e.g. Breeders Education Committee, Judges Education Committee.
- The Committee shall remain cognizant of health and genetics problems, issues, research, etc. with Gordon Setters world-wide.

All members of this Committee shall be GSCA members and shall sign a confidentiality agreement which requires them to protect the privacy of anyone who seeks information about a health and genetic problem associated with Gordon Setters. Committee members may discuss the nature of health and genetic problems associated with Gordon Setters among themselves without divulging the identity(ies) of the dogs involved. A copy of the confidentiality agreement is found at Appendix 19 and must be submitted to the GSCA Recording Secretary upon appointment to the Committee.

CERF Liaison

The CERF Liaison is appointed by the Board. The main responsibility of the liaison is to receive correspondence from the Canine Eye Registration Foundation (mainly periodic reports) and maintain CERF cleared dogs in a database. The CERF liaison also forwards the reports to the newsletter editor for publication. Building a database of CERF cleared Gordons is underway. A CERF listing from the database is available to the members for a nominal fee.

OFA Liaison

The OFA Liaison is appointed by the Board. The main responsibility of the liaison is to receive correspondence from the Orthopedic Foundation for Animals (mainly quarterly reports) and maintain the club's OFA database. The OFA liaison also forwards the quarterly reports to the newsletter editor for publication and makes available an OFA listing from the database to the members for a nominal fee.

Independence Advisory Committee

GSCA policy is to encourage all local GSCA groups (known in our Club structure as Area Committees) to actively pursue independent Club status with the AKC. Currently there are five AKC recognized independent Gordon Setter clubs (TarTan, Paumanauk, Nodrog, North Country and Golden Gate). The Independence Advisory Committee, formed in 2008, is strictly advisory and groups seeking independence need only consult the committee if they wish to do so. The Committee offers these services:

- “Getting Started” information to include what you need from GSCA and assistance in getting that information. Information on what you will need to supply to AKC to be considered by that group for independent status.
- Data to support your group’s request for independence (this is usually historical information including events held under GSCA’s banner that may be counted toward expediting the process toward independence, listing of your group’s other organizing efforts) which is required by AKC. The Committee maintains a fairly large library of this information that may save local groups some legwork.
- Review of your proposed constitution & bylaws (your group is required to submit a constitution and bylaws to AKC)
- General advice on incorporation (referral to an legal specialist in this area)
- Information on the financial aspects of independence, specifically what happens to your Area Committee GSCA account in the process and the process of obtaining insurance for your events and rescue efforts.

The Committee will not:

- File your paperwork with AKC
- Draft your constitution & bylaws

If your group would like assistance in achieving independence, contact the Committee Chair at Wyttsend@yahoo.com or at 10650 E 200 South, Avilla, IN 46710. Please designate one individual from your group as the point of contact for the Committee.

Judges' Education

The Judges' Education Coordinator shall be responsible for representing GSCA in educating current and prospective conformation judges of Gordon Setters. The Coordinator shall be the chairperson of the Judges' Education Committee. At present, the primary task of this committee is to organize and host an annual Judges' Breed Study seminar. The coordinator shall assign tasks and responsibilities to committee members.

The American Kennel Club currently recommends that this seminar be held yearly, in conjunction with the National Specialty. AKC suggests that a breed study program have the following three components: (1) Breed seminar (2) Ringside tutoring and (3) Hands-on evaluation of dogs

However, the organization of the study group is left to the discretion of the Judges' Education coordinator and the local specialty committee.

Breed seminar

The breed seminar focuses attention on the breed standard, with in depth discussion by seminar participants and clarification of the significant features of Gordon Setters. Actual dogs will be used to demonstrate the standard.

Ringside tutoring

The purpose of ringside tutoring is to allow participants to evaluate as many dogs as possible. It is expected that a wide range of quality will be available, thus giving judges and prospective judges the opportunity to apply breed knowledge. Participants should be given the opportunity to make their own assessments of dogs in the classes, followed up by expert feedback. Additionally, the ringside experience allows participants to see Gordon Setters in the various stages of development, from puppyhood to advanced maturity.

AKC suggests that a small roped-off area be provided at ringside to allow privacy required for discussion. Club-appointed breed experts shall provide immediate feedback to judges. Their function is to assist the judges in interpreting and applying the standard through explanation and observation.

Hands on evaluation

The purpose of the hands on evaluation is to permit participants to apply their knowledge of the breed by individually examining several specimens and comparing their evaluations with those of breed experts. These experts will provide immediate feedback to the participants on their observations.

Planning A Breed Study Group

Allow sufficient time in planning this event to notify the membership at large and to include an announcement in the national specialty premium list. Breed experts should be selected by the committee with board approval. Effective breed experts must be comfortable speaking in front of an audience.

Arranging A Breed Study Group

Prepare and distribute publicity on the study group to interested participants. This should include date, time, place, program, contact person, cost, and registration coupon and should be prepared well in advance of the event. A variety of formats may be used including direct mail flyers, letters of invitation to judges who have filed a letter of intent on Gordons, and the *Gazette* seminar listing.

Information mailed to prospective participants should be sent on GSCA stationery.

AKC will provide a list of individuals who have filed an intent to judge your breed upon request. If utilizing the *Gazette* seminar listing, remember that all copy must be submitted to the *Gazette* at least four months before the event. AKC has a suggested worksheet with which to provide this information. AKC will also provide, at no charge, address labels for all approved and provisional judges. Regional judges' workshop groups are another venue in which to advertise an upcoming event.

Details

- Arrange a meeting room or meeting area for the seminar and set up ringside observation and an area for hands on practice.
- Prepare printed educational materials for participants. The use of videos and photographs is strongly encouraged. If actual dogs are used in these materials, the photographic representation shall be limited to the dog (should not include people). These should be sent to participants three to four weeks before the event.
 - AKC can provide copies of the text of the Gordon Setter video.
 - The packet should include: copies of the standard, an illustrated standard or printed commentary, visualizations, drawings, and photographs of quality dogs, copies of important reference materials on the breed (copyright permission must first be obtained), an annotated bibliography, a history of the breed, a list of breed publications, list of local breed clubs/area committees with secretary's address.
- Schedule the study group itinerary in coordination with the national specialty chair.
- Arrange hospitality for participants, including any pertinent meals and snacks. A hospitality packet with information about transportation to the site and points of interest in the area shall be provided, in advance, to all participants. It is suggested that the committee work with the show committee to secure this information.
- Plan the agenda for the breed seminar.
- Select dogs for the seminar and hands on evaluation. By action of the Board at its September 1997 meeting, the lottery system for choosing these dogs was eliminated. Dogs will now be chosen by the committee members. The breeders of dogs selected, as well as the owners, are strongly encouraged to attend.
- Coordinate ringside tutoring and hands-on evaluation.
- Prepare a written evaluation of the study group and report to the GSCA Board of Governors and the AKC's Judges' Education Department.

Note: Observer judges are not permitted at the National Specialty.

Additional information is available from the AKC Judges' Education Department. Realizing that AKC's guidelines for judges' education may be revised periodically, the Judges' Education Coordinator must establish an ongoing relationship with this department and keep the membership informed of the direction of judges' education.

Membership Committee

The Membership Committee is appointed by the GSCA Board of Governors. Its purpose is to assist and support the Treasurer and the Secretaries in serving the membership. Functions of the Committee members are:

- a. To answer inquiries pertaining to membership;
- b. To process applications for membership;
- c. To collect dues and record renewals for current members at the start of each fiscal year;
- d. To maintain the club membership list, and to produce lists for GSCA and AKC use;
- e. To produce mailing labels/files for the newsletter, and for club functions as required.

The first responsibility of the Membership Chair is to see that the functions named above, and described below, are performed and to report on them to the Board. For each annual report to the Board, more often if necessary, the chair should ask each member to report on his/her activities, with relevant statistics and a financial summary. The Chair then compiles the Committee's report. When a member of the committee cannot continue the work she/he has been doing, the Chair shall suggest a replacement candidate to the Board.

Answering Inquiries. These may come directly, or through AKC, the GSCA Secretaries, Website, Rescue co-ordinator, or other members. They should be answered as promptly as possible.

- a. Write cordial letter thanking inquirer for his/her interest (this may be a "traditional" letter or an e-mail note). Try to answer any specific queries about the breed and the club, and enclose Breed Standard, Introduction leaflet, a recent newsletter, club materials price list, and anything else available that may be helpful. Send an application form if inquirer has expressed a wish to join; otherwise just state that new members are welcome, and offer to send an application on request.
- b. Supplies needed are GSCA stationery, publicity materials as above, and postage.
- c. Equipment needed: computer and Internet access.

Processing applications for membership. This is the chief function of the "Membership Chair." For convenience, the member performing this and related jobs is referred to below as the chair, but the title need not go with that job. Any committee member may be designated as chair.

- a. When applications are received, check each application form for signatures of the applicant(s) and of the two sponsors required. Make sure sponsors are current members and that dues and fees in the correct amounts have been enclosed. Payment may be by check, money order or credit card (currently only Visa and MasterCard are accepted). Motion **07-001** permits sponsors to sign a membership application electronically by sending an email to the Membership Chair.
- b. Note postmark date (or date of receipt if by hand), amount of dues enclosed, and date of receipt in upper right corner of form, and store checks for each month's applicants securely.
- c. Mail all checks and credit card payments sent by pending applicants to the GSCA Treasurer immediately, or as soon as practical, but in all cases within 60 days of receipt.
- d. Write letter of welcome to applicants and send membership materials:
 - Standard, Breed Description, GSCA Constitution & by-laws, sample newsletter.
 - Awards announcement, Club materials price list, and any other announcements or flyers that may be appropriate.
 - *PICTORIAL* or *Handbook*, mailed separately. Mail *Pictorials* and *Handbook* until supply is exhausted or new *Pictorial* is published.
- e. If application is incomplete (e.g. sponsors lacking or not qualified) or included insufficient dues, writ/email and ask for the amount needed, or offer help in securing sponsors. Enclose newsletter, Standard and Description, and publications list; send balance of new member packet when application is complete. When writing, enclose stamped addressed envelope; it speeds replies.
- f. Once a month, in time for each newsletter deadline, make a list of all applications completed, and send to the editor and to the person maintaining the Club's membership list.

(Send on computer disk or by e-mail). Also send a copy of the list to the person responsible for mailing labels, the Awards Chair and the dues collector.

- g. Thirty (30) days after publication of each month's list (provided no objections have been received), write formal letter of acceptance to each applicant, enclosing membership card. If objections are received, refer them to the Corresponding Secretary. When members have been accepted, send a copy of each month's list, and the original application forms, to the Recording Secretary.
- h. At least twice a year, review uncompleted applications; write to ask if applicant is still interested, and offer whatever help you can, e.g. in securing sponsors. To any who have not replied after a year, write expressing regrets and return any held checks.
- i. Quarterly, send purchase receipts and a report of expenses for postage and supplies to the Treasurer, for reimbursement.
- j. Supplies needed include GSCA stationery, mailing envelopes, membership applications, membership cards, Breed Standard and Breed Description leaflets; Constitution/bylaws; Pictorials, extra newsletters, Awards announcements; Club promotional materials order forms; postage stamps.
- k. Helpful equipment: computer, fax, photocopier.

4. Collecting and recording membership renewals. Work begins in May when renewal notices are mailed and peaks July through September, tapering off in October. An accountant's skills are helpful; a computer, with GSCA current membership list installed, is a necessity. Hard copy of the current membership arranged alphabetically is also very helpful (see below).

By action of the Board in September 1997, effective with the 1998-99 membership year (dues payable on and after July 1, 1998), each GSCA member in good standing shall receive a membership renewal letter by first class mail. These are to be mailed in the late spring, but no later than May 15.

- a. When renewal payments are received, mark the accompanying form "Paid," and the amount, check number, and date. If payment is made by credit card, this is indicated by the member on the form. If no form or other membership information is enclosed, make out a blank form from the current membership list and the information on the check. (When no form is submitted, assume that membership status and address information has not changed, unless the member indicates otherwise.)
- b. Enter payment information in computer list.
- c. Monthly, send checks and list of payments to the Treasurer, or if directed by the Treasurer, directly to the bank at which the Club's general funds are held.
- d. Also monthly, send copy of payments list and original renewal forms to keeper of the membership list so that any changes in status, name, address, etc. can be entered in the membership list. (These are needed so that mailing labels and published lists can be updated.)
- e. In mid-August, the status of renewals should be obtained from the dues collector. On or before September 1 (not later than August 15 is recommended), a reminder letter shall be sent to all members who have not renewed, reminding them of the deadline (October 1) at which time, if membership is not renewed, their membership terminates.
- f. After October 1, renewals are no longer accepted. Return checks, enclosing an application form and form letter explaining that membership has now lapsed and former members must re-apply.
- g. After the October 1 final deadline (end of grace period), make up "drop list" of unpaid members and send to Treasurer, the Corresponding Secretary, the Newsletter editor, and all Membership Committee members. The last newsletter to be received by non-renewing members is the October issue, for which the deadline is September 12.

5. Maintaining membership list. For safety, several committee members keep the GSCA membership list on computers. At present, one is the "Chair," who processes new membership applications; another maintains the Club database and produces alphabetical lists for AKC and GSCA use and a state-by-state list for publication in the Handbook and the Pictorial. One or more other GSCA members (usually a Club officer) will maintain a current copy of the membership list at all times as backup.

- a. Membership chair sends a list of new applicants and address changes to the newsletter each month. Copies of this list go to committee members responsible for maintaining the list and for producing mailing labels, and each updates her/his list accordingly.
- b. Club members send address changes to the person responsible for mailing labels. By action of the Board of Governors in 2006, these address changes are no longer published in the newsletter.
- c. Undeliverable newsletter “covers” returned to the editor or his/her designee are sent to the keeper of the membership list who updates the Club database.

6. Producing membership lists.

- a. AKC requires an alphabetical list once a year. The best time to produce this is at the end of each fiscal year (June or early July), when all members for the current year have been entered, and before non-renewing members are dropped. This ensures that all who have joined the club during that fiscal year are on record. Copies of this list are sent to the GSCA Secretary for AKC and GSCA use, to GSCA officers and committee chairs; and a few extras kept on hand to fill requests.
- b. GSCA publishes the membership list for distribution to the membership once a year. At present it is included in the Handbook section of the Pictorial or in the stand-alone Handbook if the Pictorial is not published. The list includes all members for the current fiscal year; plus new members to date. To increase the list’s usefulness as a directory, it is accompanied by alphabetical indexes of the membership by surname and state. A listing of kennel prefixes is also included.
- c. The membership list is produced for GSCA and AKC organizational purposes, and as a directory of the membership, for the members. It is not available for commercial or private use, unless by order of the Board of Governors.

7. Producing mailing labels for the newsletter and for club events. A computer and printer suitable for quantity production of labels are essential. Additions and changes to the membership list are received directly from the members and from the membership chair to keep the mailing list up to date. After entering changes from members, they are forwarded to the keeper of the membership list for list maintenance.

- a. Monthly, after receiving new applicant update, produce a mailing list and send to person responsible for mailing newsletter. Sort order and format should be determined by consultation with the mailer. In recent years this list is an Excel file sent electronically to the *NEWS* editor who forwards to the newsletter printer.
- b. GSCA events chairs may request labels for premium lists/publicity mailings, for the entire membership or for a geographical segment, by giving at least four weeks’ notice before the scheduled mailing date, and sending check made out to GSCA for \$13.00. There is no charge for groups that will accept an electronic mailing label file in Excel.
- c. Mailing labels are not furnished to individuals, or to any organization other than GSCA and affiliated committees, unless by order of the Board of Governors.

Policies & Procedures

The Policies & Procedures Committee is responsible for assuring the Club’s current policies and procedures are disseminated to the membership. The chief mode of transmission is the *Policies & Procedures Manual*. The Committee shall regularly review Club policies and procedures and, as appropriate, prepare updates for the manual and see that they are disseminated. As needed the manual will be updated with relevant information regarding new club officers and governors, changes to Club policy and procedures and any other relevant new or revised information. Suggestions from the membership to make this manual more useful are welcome. Direct suggestions for changes/improvements to the Committee Chair or to one of the GSCA Secretaries.

Publications

The Gordon Setter Club of America shall publish material, both on a regular and as needed basis. Items published by the Club include the *Gordon Setter NEWS* (published 11 times a year), the *Pictorial* (a bi-annual soft-cover book including membership information, photos and pedigrees), a *Members' Handbook* (published in alternating years which contains membership information); the *Policy & Procedures* manual, the *Gordon Setter Review* (published periodically), informational brochures (such as those describing breed characteristics) and such items needing updating, revising or reformatting including the club's constitution and by-laws, the standard of the breed, etc. The primary Club publication issued on a regular basis, the newsletter, is addressed in a separate section of this manual.

So that these materials may be published in a cost effective, consistent, and professional manner, the Club has designated the Publications Committee to supervise the publication of all material published by the GSCA. The Publications Committee shall consist of the newsletter editor, the *Pictorial* editor, the *REVIEW* editor, and any other individuals as the Board deems appropriate. Candidates for additional positions on this committee might include former newsletter editors, *Pictorial*, and *Review* editors, and the membership chair.

The club may publish materials to educate, to inform or to serve as fund-raisers. It is clearly understood that certain publications, such as the newsletter, are unlikely to ever achieve "break even" status.

Club publications shall be produced and distributed in the following manner:

- All material published by the Gordon Setter Club of America must be pre-approved by the Board of Governors. In the case of ongoing publications, the editor of a publication will submit a proposal to the Board which will include a proposed publication budget, including the cost of all materials needed, printing and mailing or shipping expenses. If the item will be sold to the membership and/or other parties, the anticipated income generated by the publication shall also be included.
- In the case of new publications or infrequently published material (such as a breed standard update), the member responsible for this task shall contact the Publications Committee for assistance in preparing the proposal for the Board of Governors.
- The Board and/or the Publications Committee may delegate any individual to prepare a proposal for the Board's consideration.
- Any Club member may suggest material to be published by the Club. This suggestion should be routed to the president or secretary for the review and recommendation of the Publications Committee. The authority to approve any publication rests with the Board.
- All materials published by the Gordon Setter Club of America shall be made available to the membership on a timely basis. Editors or coordinators of publications shall notify the Board and the membership of expected shipping/ mailing dates for publications. If that date is expected to slip by more than 30 days, the Board and membership shall be informed of these changes and the new shipping/ mailing date.
- The editor, coordinator or other supervisor of any GSCA publication must prepare for the Board of Governors a financial report within 90 days of the date of publication. When, in the case of a publication such as the *REVIEW*, a report is necessarily interim at this stage, it shall be so designated and at least yearly financial reports to the Board on the financial status of such publications shall be made.

The Pictorial and Members' Handbook

1. The GSCA shall annually print and distribute to all members a membership list.
2. In alternating years this list shall be published in the form of a *Pictorial* book. This book shall contain membership handbook information, including the Code of Ethics and relevant statistics pertaining to Gordon Setters. It shall also contain paid advertising pages, in a standard format. In years when the *Pictorial* is not published a stand-alone publication entitled the *Members' Handbook* will contain club information but not advertising photos or pedigrees. The Board may revise this schedule such that the *Pictorial* is published less frequently.
3. The following sections will be featured in the *Pictorial*:
 - Membership Handbook which includes: Code of Ethics, GSCA "Who's Who," Beauty, Brains & Birdsense listing to include those dogs who earned the final title in the relevant calendar year; a listing of dogs completing the Working Dog (WD) or Working Dog, Retrieve (WDR) title in the relevant calendar year, GSCA Annual Award winners, GSCA Specialty Winners, AKC titles earned by Gordons during the calendar year, a listing of club promotional materials, a listing of regional clubs and area committees of the GSCA, membership listing. Items in the membership handbook section of the book may be modified at the direction of the Board of Governors.
 - Pedigree pages. These pages shall be printed in standard format, one photo per page. All sections, except "Friends" and "In Tribute" shall follow this format: photo, dog's DOB, call name, sex, OFA and/or CERF number (must be verified), a three generation pedigree, owner(s) name, address, and phone; breeder's name. "Friends" and "In Tribute" shall be free format pages to include no more than one photo and up to 100 words (excluding owner's name and address). Pedigree pages shall include these sections: New Faces, New Titles, GSCA Award Winners, Stud Dogs/Brood Bitches, Friends, In Tribute. These sections may be supplemented or reduced at the direction of the Board.
4. Responsibility for producing the Membership Handbook pages shall rest with the Membership chair who may, at his or her discretion, delegate some or all of the assembly of this section of the book.
5. Responsibility for the Pedigree pages shall rest with the *Pictorial* editor who shall be appointed by the Board of Governors. The *Pictorial* editor will prepare and submit a proposed budget for the following year's book to the Board at the first meeting of the calendar year.
6. The *Pictorial* editor shall select the printer and will, in cooperation with the Membership chair or his/her designee, determine the format of the book. The size is 6"x9", soft-cover bound. Changes to this size and binding must be approved by the Board of Governors.
7. Membership handbook information shall be collected and prepared by the Membership chair or his/her designee from information found in the *NEWS*, the *AKC GAZETTE*, and any other relevant references.
8. Pedigree information shall be obtained through solicitation in the newsletter. It is suggested that this form appear in the April issue of the newsletter with submission of materials due on or before July 31. Advertisers bear full responsibility for the accuracy of the information contained in their submissions.
9. The Membership Chair and the *Pictorial* editor shall mutually agree on deadline for submission of completed material to printer.
10. Distribution to the membership shall be by bulk mail, excepting for non-U.S. members.
11. The club shall print copies for all current GSCA members as well as an overage number to be determined by the Membership chair annually for distribution to new members.
12. The book shall not be made available for sale until after the next *Pictorial* is published.
13. There shall be no *Pictorial* printed in the year prior to publication of a *REVIEW* so that the two publications do not compete for advertising dollars.
14. The goal is for the *Pictorial* to break even or realize a net gain each year.
15. Should the *Pictorial* suffer a loss, that loss should not exceed the cost to print and mail the membership list alone.
16. Advertising rates shall be set by the *Pictorial* editor with the concurrence of the Board of Governors. Rates shall be reasonable with an eye to providing a break-even or better level for the book. It is understood that during the years the Membership Handbook is printed as a stand-alone document, it cannot pay for itself since no revenue will be generated.

In alternating years, the Club shall produce a stand-alone *Members' Handbook*, a 5 ½ x 8 soft-cover book. The responsibility for this publication lies with the Membership Committee. This publication shall contain all information described above except that it shall not contain photo and pedigree pages. Advertising from local Gordon groups or members of GSCA is encouraged.

The Review

Before 1990, the Gordon Setter Club of America periodically issued a publication entitled "The Yearbook" or "Yearbook/Review." This publication contained information about Gordon Setters, the activities of the Gordon Setter Club of America and paid advertising. Due to the infrequent nature of this publication, the name "yearbook" was replaced in with the title "Review" for the book that covered the period 1978-1988 and those volumes that followed. The purpose of this publication shall be to inform the interested fanciers of the achievements of Gordon Setters during the relevant period, and to offer the opportunity to advertise dogs or services. The GSCA does not underwrite or otherwise financially support this publication which is totally self-funded. The Club does lend its name for copyright purposes but has no other responsibilities, financially or otherwise, for the publication and no oversight function.

The following guidelines apply to this publication:

- It shall be published periodically. The suggested time frame for publication is every five years.
- It shall be a hard-cover publication.
- It shall be financially self-sustaining and, to that end, monies from this publication shall be kept and held in a separate account to be maintained by the Club treasurer or his/her designee.
- Authority for the production of this publication will rest with an editorial staff.
- Supervisory staff may include a co-ordinator and managing editor. The co-ordinator shall be responsible for financial recommendations regarding the book and the managing editor shall be responsible for the book's production. These supervisors may delegate tasks falling under their authority to others as they see fit.
- The editorial staff shall be selected by managing editor.
- The content of the book shall include achievements by Gordon Setters on the bench, in the obedience and agility rings and in the field; and production records of outstanding sires and dams. Activities of Gordon Setter fanciers in other countries may also be included. Other content may be articles of interest to Gordon Setter fanciers on a variety of topics including grooming, nutrition, training, etc. and feature pieces.
- Advertising in this publication is open to all and is not limited to members of GSCA.
- The editorial staff reserves the right to refuse advertising or other items submitted for publication if it contains false or misleading information or expresses ideas in conflict with the GSCA Code of Ethics.
- All advertising shall be pre-paid. Advertisements not accompanied by payment in full by deadline shall be returned to the submitter.
- The book may be pre-ordered by members and non-members at a discounted rate. Club members do not receive special pricing or special advertising rates. Prices will be announced in advance to the membership.
- Advertising in the Club newsletter will be paid. However, as space permits, small articles soliciting material or photos may be printed free of charge.
- Quantities of this publication shall be limited to the number pre-ordered plus a certain number of copies above this amount to be suggested by the co-ordinator and/or managing editor.
- The co-ordinator and managing editor shall report to the Board on at least an annual basis regarding the balance in the REVIEW account, income generated, stocks of unsold books on hand and any other matters concerning the REVIEW as deemed appropriate.
- Clubs and Area Committees are encouraged to offer this book as judges' gifts for events including specialties and obedience trials, field trials, and hunting test in an attempt to contribute to the continuing education of those who judge our breed.

Rescue Committee

GSCA Rescue is a national committee that serves as an umbrella organization for regional Gordon rescue programs. Regional rescue programs are independently run. Actual rescue of dogs occurs primarily through regional programs.

GSCA Rescue was established by the Board of Governors in May of 1991 as a 3-5 person committee to support local and regional Gordon Setter rescue programs and to develop programs to reduce the need for rescue in the future. In 2000, at the suggestion of the Rescue Committee, the Board approved the creation of a separate position on this committee, the **Rescue Fund-Raising Chair**. GSCA Rescue functions as a self-supporting committee, raising funds specifically for rescue and maintaining a separate GSCA bank account for these funds. The fund raising operations of GSCA Rescue are to be overseen by the Rescue Fund-raising chair. That individual is responsible for maintaining and reporting on the GSCA Rescue account. A financial statement for the year July 1 through June 30 is submitted to the GSCA Treasurer annually, and financial activity reports are submitted to the GSCA Board at every Board meeting. The GSCA Rescue mission statement reads as follows:

The purpose of the GSCA Rescue Committee is to provide informational support for local and regional rescue programs. The GSCA Rescue Committee was created as an umbrella organization for Gordon Setter rescue efforts. The committee has two goals: (1) to establish and maintain a national network of Gordon Setter rescue programs; and (2) to serve as a clearinghouse for the collection and dissemination of information on rescue procedures, placement, prevention, and other related issues.

Because rescue is most effectively accomplished at the local level, GSCA Rescue does not enforce specific standards of operation on local rescue programs, nor rescue dogs directly (with the exception: of the instance when a dog needs to be rescued in an area where there is no local Gordon group providing rescue. In those cases GSCA Rescue can help by preparing the dog for travel and transporting the dog to an area where there is a program). GSCA Rescue works to promote communication among local rescue programs, and to develop literature and programs to support those directly involved in rescuing the dogs (e.g. information brochures that all local clubs/area committees can use).

Regional Gordon Setter rescue programs are individually organized and operated. Most operate by establishing a network of foster homes, promoting the existence of the program by mailing contact cards to veterinarians and animal shelters in areas covered by the program, providing medical care, including spay/neuter and evaluation for all dogs that are rescued, finding new homes for these dogs, and arranging transportation to new homes. If the adoption does not work out, by contract the dogs are returned to the rescue program.

The following guidelines are recommended for use in every Gordon Setter rescue effort. HOWEVER, these guidelines are NOT rules. GSCA Rescue was founded on the principle that rescue must occur at the local level if it is to be effective, including fundraising, which means that policies and procedures will vary depending on the local situation and the resources available to the people involved in rescue. Local and regional rescue programs operate independently, so it expected that these guidelines will be adapted to fit the local situation.

Suggested Guidelines For Regional Rescue Programs

1. Dogs should be spayed or neutered as condition of placement.
2. Rescue resources should not be used to purchase dogs that an owner wants to sell.
3. If the breeder of a rescue dog is known, the breeder should be contacted and asked to take responsibility for the dog or pay for its placement.
4. It is appropriate for rescue programs to help responsible breeders place dogs (i.e., those that take back dogs of their breeding) if the following conditions exist:
 - The rescue program has a list of homes waiting for Gordons but no rescue dogs needing placement.
 - The breeder assumes all expenses associated with the placement, and spays or neuters the dog before placement.
 - The breeder does not sell the dog to the adoptive home. The adoptive home makes a donation to the rescue program.
5. Individuals associated with rescue are expected to act exclusively on behalf of the rescue effort when receiving rescue inquiries or referrals. In other words, rescue inquiries should not be converted into puppy referrals. To protect the integrity of the rescue program, it is recommended that puppy inquiries received by the rescue contact be referred to someone else in the local group if at all possible.
6. Notify the GSCA Rescue Committee and the Newsletter Editor when stray Gordon Setters are found.

A document detailing specific issues associated with rescue (e.g., steps in setting up a program, sample contracts to use in placement) is available from the GSCA Rescue Committee.

In January 1998 the Rescue Committee asked for and obtained Board permission to establish a grant program to assist local rescue efforts. This grant program was established and money was first disbursed in April/May 1998. Details on this program are available from the Rescue Committee Chair.

Standing National Field Trial Committee (SNFTC)

Description of this Committee and its functions has been moved to the section on the National Championships & Field Trial, beginning at p. 32, at the request of the SNFTC

Standing National Specialty Committee

(new section with 2007 edition)

Mission & Purpose: Support an independent club or Area Committee or group of GSCA members in conducting a National Specialty. If needed, when there is no host committee, arrange for and run the National Specialty.

This committee will assist the host committee as needed. Guidelines and requirements for holding a National should be reviewed with host committees. This review would include but is not limited to:

- GSCA deadlines
- AKC deadlines
- Financial reporting requirements
- How to find a host hotel
- How to find a suitable location
- Finding a photographer and videographer
- How to fund a National (proven methods and also ones that did not work so well)
- Timetables, tasks and decisions pertaining to a National, such as whether to use a show service or to superintend the show themselves, contacting judges, getting contracts, ordering fund raisers, getting stewards, arranging meals, applying to local breed clubs for exclusion if necessary, meeting needs etc.
- Minimum requirements for show secretary/superintendent if nationally recognized superintendent is not used
- Things to watch out for
- Determining what occurrences need to be addressed and which are really no big deal

The Committee will solicit a report from each year's National Specialty Chair, which focuses on the event's successes, and any trouble spots. This will be kept on file for reference for future chairs. This will help future committees get through some of the 'bad' times. The Committee will also retain the following:

- Copies of National Specialty final financial report for at least five years. These reports can be used to provide a snapshot of financing for future committees
- Lists of the previous year's winners (for use in the show catalog)
- A list of all individuals who have judged the national specialty and related events

When no local group steps forward to host a National, the Committee will be responsible for selecting date, location and working Committee to host the National Specialty. Members of the working committee may be solicited from the Club's membership at large. Chair and event treasurer must be approved by the Board of Governors.

Website

Primary responsibility for constructing and maintaining the site rests with the Webmaster. Policies and procedures for information posted to the site are made by the Board of Governors. The Website posts information from Area Committees and independent Gordon Setter Clubs. By action of the Board of Governors (2005), all submissions for the Website must be directed to the Corresponding Secretary, who will review material before forwarding. It is not the responsibility of the Webmaster to obtain this information.

The GSCA Website links to the AKC site and to local Gordon Setter organization sites (provided these local entities concur with the linkage). Links to private breeder/kennel sites or other commercial sites are not permitted. In 2010 the Club added Health & Genetics Information to the website, including links to health-related sites such as the Orthopedic Foundation for Animals and the Canine Eye Registry (CERF). Links to other Gordon Setter organizations and the AKC website are permitted. It is recognized that other organizations may link to our site, as we are unable to control linkages in this direction.

Inquiries (other than inquiries regarding locating or obtaining Gordon Setter pups, adults or adopting a rescue dog) are forwarded to the GSCA Secretaries (Recording or Corresponding) depending on the nature of the inquiry if Club policy is involved. The Webmaster makes referrals to appropriate individuals (such as the Membership Chair) in response to non-policy inquiries.

The Website publishes, for the convenience of the membership, a listing of members' e-mail addresses. Permission to list on the website must be explicitly given to the Webmaster before the address will be listed on the site. An e-mail listing in another GSCA publication, such as the newsletter or *Pictorial*, is not considered express permission to be listed on the site.

Results of Gordon Setter events (both those held by GSCA and independent Gordon clubs) may be posted to the website. Responsibility for forwarding this information to the Webmaster rests with the hosting group.

Special Assignments

Some ongoing work of the Club is performed by individuals rather than by Committees.

AKC Gazette Columnist

The AKC has guidelines for its breed columnists as follows: *"It is important to remember that your breed column is not your breed club's newsletter. 'Insider' news about what's happening in your club is just fine for a newsletter, but many people outside your club, and even outside your breed, will be reading your breed column. Many readers tell us that they read every breed column every month. Others skim for columns that cover topics of interest to them. People read breed columns when they are considering a new breed. That's why articles of more general interest about the breed, and about dogs, are most welcome. Remember that your role is to inform and educate, about your breed and about the fancy, your readership is very broad. The breed columns are given a finite section of the Gazette. Articles should be kept to 500 words or three double spaced typed pages. AKC reserves the right to edit as needed or to split the article and publish it [in two issues] covering the breed."*

Currently, the columns are published four times each year. The *Gazette* also has guidelines about National Specialty coverage in which breed columnists are encouraged to cover the national specialty in no more than one article per year. Because the delay from the time the event is held until the information can be published may be up to five months, they point out that winners' names will be "stale" news. They ask that the columnist list only the following winners: Sweepstakes & Futurity Best and Best of Opposite; Best of Breed, BOS, BOW, WD, RWD, WB, RWB, Brood Bitch, Stud Dog, Veteran Dog and Bitch, High in Trial, High Combined, Best Junior and other performance event qualifiers and new titles.

Columnists are instructed to include a copy of the marked catalog so that they can check spelling of names (dogs, owners, handlers and judges). The *Gazette* also encourages publication of other events connected with the National such as educational seminars. They caution columnists not to use the column for political discussions regarding judges, handlers, etc.

The GSCA member who is appointed to the position of AKC Gazette columnist for the GSCA must provide a copy of all articles submitted to the AKC Gazette breed column for subsequent publication in the *Gordon Setter News*. These articles will not be published in the *News* until after they are published by the *AKC Gazette*. If the *Gazette* columnist fails to provide a copy of the article to the GSCA newsletter editor, the editor may scan the article directly from the *Gazette* for publication in the *Gordon Setter News*. (10-006)

AKC Gun Dog Championship Representative

The AKC Gun Dog Championship representative is appointed by the GSCA Board and serves as the liaison between the parent club and the AKC Gun Dog Championship. The representative shall inform the membership regarding the annual championship and shall solicit membership input as to proposed judges and any other information pertinent to the championship. The representative reports on the status of the event at every Board meeting.

Agility Advisor

The Agility Advisor shall be appointed by the Board. This special assignment involves keeping current on AKC Agility regulations and reporting on them to the membership via the newsletter and/or website. Additionally the Agility Advisor may serve as a mentor/helper to area committees hosting agility events under GSCA auspices. The Agility Advisor shall report regularly to the Board on issues and concerns in the area of Agility competition.

Breeder Referral

The GSCA offers a Breeder Referral service to its members in good standing. Inquiries regarding how and where to locate a pup or adult Gordon Setter come via telephone, regular mail and e-mail. The responsibilities of the Breeder Referral person are as follows:

- All inquiries will be promptly answered. Responses may be by telephone, regular mail or e-mail.
- Referrals will only be made to breeders who are GSCA members in good standing and who subscribe to the referral service. This service is offered free to any member of the GSCA in good standing with the Club (*by Board action 2007*).
- The responsibility for updating listings lies with the breeders and does not fall to the referral chair.
- Each response will be accompanied by the following statement: *The breeders listed in this directory [or named in the oral response from a referral chair] are members in good standing of the Gordon Setter Club of America, Inc. However, the GSCA does not endorse, supervise, or guarantee the practices of these breeders. In no event shall the GSCA be liable for any damages which might be incurred as a result of any dealings with any breeder listed in this directory.*
- The referral chair shall make it clear to both the prospective buyer and seller that all transactions between buyers and sellers shall be conducted between them, without the intervention of the GSCA or its representative(s).

Additionally it is suggested that responses to request for referrals include:

- Information on membership in the Gordon Setter Club of America, Inc.
- A copy of the Gordon Setter standard and the pamphlet “Introducing the Gordon Setter.”

In making referrals, the referring individual should not recommend one breeder over another or denigrate any breeder.

CERF Liaison. See Health & Genetics

Condolences

The Board shall designate a member whose duty it will be to send cards wishing a speedy recovery to members who are ill or injured and cards of sympathy to the family of members who die. Cards are only sent to members (or to the survivors of a deceased member). The card shall be signed by the Condolence Chair on behalf of the membership of GSCA and expenses for cards and postage shall be reimbursed from GSCA general funds.

The Condolence Chair shall ask the newsletter editor to periodically publish his/her name in the *NEWS* with instructions that members shall notify him/her in the event of illness, injury or death of a GSCA member.

Cover Dog (National Specialty)

The cover of the National Specialty catalog shall feature the winner of the National Specialty Cover Dog lottery.

For additional information regarding the Cover Dog lottery, see the National Specialty section of this manual. A GSCA member will be assigned to take charge of the National Specialty Cover Dog procedures.

These are the rules for the National Specialty Cover Dog Lottery.

1. The dog nominated must be (or have been) owned or co-owned by a GSCA member.
2. The dog must be either deceased or over seven (7) years of age **AND** no longer being actively campaigned. This would include appearances in the Veterans class at Specialty Shows.
3. To be eligible, a dog must be nominated by its owner or co-owner (the dog will be "credited" to the person making the nomination in the event of multiple owners).
4. Cost of the nomination is \$50.00 per dog.
5. Each GSCA member may nominate up to two (2) dogs (one dog/one bitch) every seven (7) years. The dog's name will stay in the "hat" as long as GSCA continues to host a National Specialty Show.
6. Each year, the name of one dog will be drawn from the "hat". That dog will be the featured cover dog for the year's National. A nomination form will be printed in the *Gordon Setter News*. Each year, members who have not previously nominated dogs will have the opportunity to add their names to the "hat".

At least one year before each National, the following decisions shall be made:

1. The nomination deadline shall be set.
2. Timing for article to be run in the *Gordon Setter News* should be decided. Two (2) Nomination insertions to be run in the newsletter. Article should specify cut off date for nominations for that year. Article should also specify date by which response from the winner is needed.
3. Date of drawing of winner with notification to participants immediately following should be chosen.
4. Deadline for mailing photo, layout design, and inside cover write-up to the National Specialty committee should be chosen.

Suggested Cover Dog Schedule for use by Chairperson

- **Approximately 10 months before the event**, send a letter to the National Specialty chairperson reminding them to reserve the front and inside front cover for the Lottery winner.
- Determine a cut-off date for the nominations, approximately four months prior to the event.
- **Nine months prior to the event**, submit an article for inclusion in the *Gordon Setter News* for publication eight months prior to the National.
- **Seven and eight months prior** to the National, submit the guidelines with nomination form to the **NEWS** for publication six and seven months prior to the event.
- **Six months prior** to the National, submit a reminder of the upcoming close of nominations for publication five months prior to the National.
- Allow approximately 10 - 15 days past the close of nominations before drawing for a winner to allow for any mail delays.
- Following the drawing, immediately notify the "winner" requesting 100-125 words of copy and a photo suitable for the cover (it does NOT have to be a show photo) to be received within 30 days.
- Edit text to approximately 100 words and mail with photo and layout design to arrive at the Advertising Chairperson's address eight (8) weeks prior to the National.
- Request that a copy of the catalog, upon completion of the National, be mailed to the lottery chairperson and to the owner of the dog featured on the cover.
- Request that the National Committee return cover photo directly to owner.

Cover Dog (National Championships & Field Trial)

The National Championship cover dog lottery was initiated in 1997. A GSCA member, designated by the Board, maintains the listing of nominated dogs and solicits new nominees. The Cover Dog (NCH) Chair is also responsible for arranging for a yearly drawing to choose the cover dog for the year, for notifying the owner/nominator of the winning dog, obtaining photo and text for catalog and arranging for materials to be forwarded to the person preparing the National Championship catalog in a timely fashion.

The rules governing the Cover Dog lottery are as follows:

- nominees must be deceased or no longer actively campaigned at field trials.
- nominees must be AKC field trial champions or amateur field trial champions (dual champions also qualify).
- a photo of the dog must be available, either in the possession of the nominator or with breeder, owner or in the GSCA Archives collection.
- nominator need not be owner or breeder of the dog.
- nomination should include the dog's full AKC registered name and any titles earned, the name of the owner (if known) and the name of the breeder (if known). Nomination should not be accompanied by photo or descriptive text. Those will be solicited after the winner is selected.
- a \$50 fee must accompany each nomination (check or money order payable to GSCA)
- there is no limit on the number of dogs an individual may nominate
- only one nomination will be accepted for each dog. Duplicate nominations will be returned.
- once a dog is nominated, it remains in the pool until it is chosen or the Club no longer holds national championship events.
- deadline for receipt of nomination for consideration for the catalog cover is August 15 of the year of the event. Nominations received after that date will automatically be considered for the following year's event.

Timetable for National Specialty Cover Dog Solicitations, Lottery Drawing, Notification to Winner and Publication of Cover Dog

- By February 12 (for March *Gordon Setter News*), send article to the newsletter outlining the cover dog lottery rules and soliciting new nominations. The article may include a listing of dogs already nominated (including previously chosen cover dogs) and should clearly outline the rules listed above. Deadline for nominations should be included in the article.
- By February 12, request that the newsletter editor list the August 15 deadline in each issue of the *NEWS* from January through July editions.
- Between February 12 and July 12, submit at least two "reminder" articles to the *NEWS* which include nomination fee, deadline and the address to send the nomination to.
- After August 15 (and not later than August 20), ask another GSCA member to draw the winner's name from a "hat" which will include all eligibles.
- Not later than August 21, notify the owner/nominator of the winning dog by telephone, mail or e-mail and ask that they submit a photo of the winner, accompanied by text of approximately 150 words directly to the individual preparing the National Championships cover. Ask that these materials be submitted within 15 days. Ask that the person not reveal the name of the winner until the date of the Championships.
- Instruct the person preparing the catalog to return photo to owner, nominator or (if appropriate) GSCA Archives. Ask that the person preparing the catalog keep the name of the winner secret until the catalog is published.

Other Duties:

- The person responsible for the National Championship Cover Dog shall maintain an up to date listing of all nominated dogs as well as a listing of all eligible dogs (field and amateur field champions, deceased or retired from competition).

Legislative Liaison

The GSCA Board of Governors appoints the Legislative Liaison. The main responsibility of the liaison is to inform the membership, through the newsletter and/or the website, of proposed and pending legislation related to the welfare of dogs and to the ownership and keeping of dogs. The liaison will receive information from the American Kennel Club and should review the information and forward pertinent information to the membership via the *NEWS* or website. From time to time, the liaison may suggest or organize a campaign by Club members to inform legislators on the local, state or federal level of support or opposition to a particular piece of legislation, either detrimental or favorable to the owners of purebred dogs.

Mailing Labels. See Membership section.

Newsletter Editor

It is the duty of the newsletter editor to produce and publish the *Gordon Setter News*. The editor shall be appointed by the Board of Governors. The editorial staff shall be appointed by the editor with the approval of the Board of Governors. The following guidelines apply:

1. The newsletter is the publication of record for the club. It publishes events/achievements that may not be recorded anywhere else (for example Sweepstakes results, GSCA Working Certificate Test results -- i.e. Working Dog/Working Dog Retrieve -- WD/WDR) as well as information that may be found in other publications including Gordons earning group placements, field placements, obedience placements and a listing of Gordons earning AKC titles.
2. Effective in 2008, the *Gordon Setter News* shall be printed eleven months each year, February through December (*Board action December 2006*).
3. The annual newsletter budget for the fiscal year shall be submitted by the editor to the Board of Governors for their approval.
4. The *Gordon Setter News* is included as part of the membership service provided by the GSCA.
5. Individuals who are not GSCA members may subscribe to the newsletter for the cost of annual membership, less the enrollment fee.
6. GSCA's specialty shows, field trials, and hunting tests results are to be printed in total. Reports of events given by other Gordon Setter clubs may be published if submitted and as space allows.
7. The editor shall publish on a timely basis any corrections to erroneously published results or information in a subsequent edition of the NEWS.
8. Complimentary copies are to be sent to the AKC Librarian.
9. Complimentary copies of the NEWS issue featuring the report of the national event at which they judged may be sent to the judges of both the annual National Specialty and National Championships & Field Trial.
10. The newsletter shall contain a statement that articles may not be reprinted without permission from the editor.
11. The editor should ensure that all pictures and articles or reprints from other publications submitted to the NEWS are accompanied by the appropriate permissions prior to publication.
12. Material may be submitted to the NEWS by mail, e-mail, CD/DVD or other media with the Editor's prior approval.
13. Each issue will contain a Calendar of Events.
14. A courtesy exchange program shall be maintained with the interested editors of other national/parent club newsletters.
15. The NEWS shall provide space for officers and board members' reports, AKC Delegate's reports, and CERF and OFA liaisons' reports as appropriate.
16. Each issue shall contain a monthly Membership report. The editor or person maintaining the membership address lists will send extra copies of the newsletter to the membership chairperson for mailing to new or prospective members.
17. Editorial decisions are at the prerogative of the editor.
18. Photos of GSCA field trials, specialties, obedience trials and hunting tests used in the newsletter shall be forwarded for use in upcoming REVIEW publications and then donated to the GSCA Archives. *See Appendix 18 for the policy on photo submission.*

The policy on letters to the editor is found at Appendix 16 to this manual.

Additional reference information relative to the newsletter layout, content, terminology, Club events, past precedents, etc., is provided in Appendix 18 of this manual.

Obedience Advisor

The Obedience Advisor is appointed by the Board of Governors. This assignment entails keeping current on new and proposed changes in AKC regulations and keeping the GSCA Board and the membership at large advised of such changes. The Advisor is encouraged to make recommendations to the Board on proposed changes in the Obedience Regulations. The Advisor shall make regular reports to the Board, at least three times yearly to coincide with Board meetings. The Advisor is strongly encouraged to write a regular column for the *Gordon Setter News* on obedience matters, with an eye toward encouraging members to participate in obedience with their Gordons.

OFA Liaison. See Health & Genetics

Promotional Materials

The purpose of this committee is to locate and maintain an inventory of materials relating to Gordon Setters that may be of interest to the membership. Items include, but are not limited to, GSCA Publications such as the *REVIEWS* and *Pictorials*, copies of the Gordon Setter Standard and any pamphlets about Gordon Setters published by the Club. This committee may also obtain artwork, books, stationery and other items featuring Gordon Setters for resale. All items are offered for sale to interested Gordon Setter fanciers.

The Chair of this Committee maintains a separate checking account to accommodate ongoing purchase and shipping expenses and to deposit proceeds from the sale of promotional items. The GSCA Treasurer must be a signer on this account. The Chair shall regularly (at least prior to every board meeting) report the status of the account and the pending inventory.

The Chair is encouraged to seek out and obtain new items and any Club member with items to sell is encouraged to contact this committee for a possible commission arrangement.

At least once each year the Promotional Materials Committee shall publish in the newsletter a listing of items available for sale and make available to the Membership Committee such a list which shall be included in new member packets.

Public Education Coordinator

The primary function of the Public Education Coordinator (PEC) is to promote public education as an integral part of the sport of dogs, encouraging GSCA members to share their expertise with a wider audience of pet owners. While providing breed information is one aspect of the PEC's duties, the responsibilities of dog ownership -- care, training, spay/neuter, etc. -- should be a major focus.

The PEC should:

- Write a regular column (perhaps bimonthly) for the newsletter, offering information and advice to members interested in public education or reporting on useful items from the AKC PEC Newsletter. Ideally, this column should offer a forum for all members involved in educational efforts, in order to encourage the exchange of ideas.
- Encourage area committees, independent specialty clubs, and individuals to participate in informational events such as breed showcases, school assemblies, Scottish Games and other public gatherings.
- Support local educational efforts by providing a list of helpful publications which can be obtained from the AKC, GSCA, and other organizations.

Set up a public information table at the National Specialty Show and National Championships with samples of available informational materials.

Standards of Conduct & Discipline

The GSCA has high expectations for the conduct of its members and participants in GSCA events. Adherence to the GSCA Code of Ethics is a condition of Club membership. In the following section some very basic information will be presented. This section should not replace good judgment and familiarity with the AKC publications dealing with misconduct. There are pamphlets available from AKC relative to the requirements and duties of committees for each type of event. Event committees must have the appropriate AKC publications available at each event and be familiar with their contents.

CONDUCT AT EVENTS

SPORTSMANLIKE CONDUCT AT EVENTS. Many of the activities of the GSCA deal with the sport of dogs. Good sportsmanship is imperative to the preservation of the GSCA and the sport itself. GSCA requires that all members and participants in GSCA events conduct themselves in a sportsmanlike and respectful manner. The AKC publications dealing with conduct present standards of behavior of which every member participating in events should be aware. A basic rule of thumb for conduct is - if a family were watching an event, would the conduct of the participants, Committee and Judges present the picture of a wholesome family oriented activity? The use of profanity or abusive language is clearly a violation of this principle, other examples are any demonstration of dissatisfaction with the Judge's decision, including, but not limited to, throwing a ribbon on the ground, refusal to accept a ribbon, discarding a ribbon in a trash receptacle in view of the Judge or spectators, any altercation with Officials, other competitors, entrants or spectators and mistreatment of animals. If there is any indication of abuse of an animal, it is the duty of the committee to have it examined by a Veterinarian, as soon as possible and a report made of any injuries. It is not necessary for an event committee to wait for a formal complaint to be made. Should a complaint be made, it need not be in writing, but a record of the complaint must be made stating specifics by the committee. No fee is required to allege misconduct at an event.

Conduct that is prejudicial to the sport can take many forms, too numerous to list here. Sound judgment and high standards must be applied by Committees, Judges, participants and spectators.

DEALING WITH MISCONDUCT AT EVENTS - Should an incident arise at an event, it is the responsibility of the committee to investigate the incident, and if necessary, hold a disciplinary hearing. If a hearing is held, the committee shall call witnesses, keep a record of the Hearing, make a decision on the charges and report the findings of the Hearing to the AKC and the GSCA promptly. The GSCA endorses the requirements for dealing with misconduct at events as published in the AKC publications and any suspensions of AKC privileges as a result of a Committee action will result in a concurrent suspension of privileges from the GSCA.

DISCIPLINE AND THE GSCA

ARTICLE VI DISCIPLINE. (reprinted from the Bylaws of the GSCA)

SECTION 1. AMERICAN KENNEL CLUB SUSPENSION. Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

SECTION 2. CHARGES. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the breed. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$50 which shall be forfeited if such charges are not sustained by the Board or a Trial Committee following a hearing. The Corresponding Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting, and the Board shall first consider whether the actions alleged in

the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or the breed. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or the breed, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board or a Trial committee of not less than three members of the Board (who shall be appointed by the Board to hear the charges), not less than three weeks and not later than the next scheduled Board meeting thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by certified mail together with a notice of the hearing and an assurance that the defendant may personally appear in his or her own defense and bring witnesses if he or she wishes. Should the Board deem it necessary, it may appoint an investigating committee to look into the charges and report its findings to the Board.

SECTION 3. BOARD HEARING. The Board or Trial Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board or Trial Committee may by a majority vote of those present suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing, or until the next Annual meeting if that will occur after six months. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before fellow members at the ensuing Annual Club meeting which considers the recommendation of the Board or Trial Committee. Immediately after the Board or Trial Committee has reached a decision, its findings shall be put in written form and filed with the Recording Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

SECTION 4. EXPULSION. Expulsion of a member from the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon the recommendation of the Board or Committee as provided in Section 3. of this Article. The Defendant shall have the privilege of appearing in their own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the defendant if present, to speak in his or her own behalf. The meeting shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those present and voting at the annual meeting shall be necessary for expulsion. If expulsion is not so voted the suspension shall stand.

Appendix 1A

Conformation/Obedience Event Approval Checklist

Gordon Setter Club of America (GSCA) Checklist Reminder For Event Approval

Submit Event Applications to the GSCA Corresponding Secretary, ***along with this checklist***, to help guarantee accuracy of applications, to: Denise Dunham Schiele, 1259 Grace Court, Downers Grove, IL 60516
Email: savoy72@yahoo.com Phone: 630/971-0861

Gordon Setter Club of America Board of Governors has determined that Specialty/Obedience applications require submission, to the GSCA Corresponding Secretary, 7 months in advance of the event date (1 month more than AKC's requirement of 6 months). Incorrect applications will be returned to you for correction. The use of this checklist will help to guarantee that your application is prepared correctly, so it may be processed and submitted immediately to AKC. **NO EVENT APPLICATION WILL BE SUBMITTED TO AKC THAT IS RECEIVED BY THE CORRESPONDING SECRETARY PAST THE AKC DEADLINE.**

Please check the column at the right of each item listed to indicate the requirement has been complied with and completed.

For Independent Clubs

<ul style="list-style-type: none"> AKC and GSCA require DATE/EVENT approval on all events with the exception of HUNT TESTS. (To list a Hunt Test on the Master Calendar, notify the GSCA Corresponding Secretary via email.) 	
<ul style="list-style-type: none"> Requests for approval must be made, in writing, to the GSCA Corresponding Secretary. Please allow TWO WEEKS for the Corresponding Secretary send permission for your event to AKC. 	
<ul style="list-style-type: none"> AKC now requires that the Date/Event Approval letter be submitted directly to them via email from the GSCA Corresponding Secretary to the appropriate department. This Date/Event approval letter will enable the Corresponding Secretary to place your event on the GSCA Master Calendar, which is submitted to the newsletter and the website the 15th and the 30th of each month. 	

For GSCA Area Committees

<ul style="list-style-type: none"> The following AKC forms should be in the packet sent to the Corresponding Secretary: Application, Judges' Panel, Disaster and Emergency Plan. The Application and Disaster and Emergency Plan forms must be signed by the GSCA Corresponding Secretary. Do not have an area committee member sign these forms. 	
<ul style="list-style-type: none"> Be certain that the check is made payable to AKC and that the check is for the correct amount. Since GSCA is a member club, the fee for a specialty is \$15 or \$30 if obedience is offered. Make a copy of the check and forward both the original check and a photocopy, along with your completed Application Packet, to the GSCA Corresponding Secretary. 	
<ul style="list-style-type: none"> On a separate sheet of paper please list the current GSCA Officers and Board of Directors as they will appear in the premium list. Provide a list of all event committee members. All members must be GSCA members in good standing. Spell (print legibly) names correctly. Do not use nicknames, unless that is how the person's name appears in the GSCA membership database. (If there is a question of membership status, check with Dianne Avery, who maintains the Club database or the Corresponding Secretary). 	
<ul style="list-style-type: none"> Send the original plus a file copy of the packet to the GSCA Corresponding Secretary for GSCA files. Be sure to include the original check payable to AKC <u>AND</u> a photocopy of the completed check in your Application Packet. 	
<ul style="list-style-type: none"> Include a LARGE envelope (8 x 10), addressed to AKC, bearing the correct postage. (The white business envelopes are too small for the application packet once it is folded). 	
<ul style="list-style-type: none"> <i>If your judging panel is incomplete, submit your application with the Judges' area marked "Pending." The list of judges can be submitted to AKC later. You do NOT need the Event Number to submit the Event Application. This checklist is posted on the GSCA website (www.GSCA.org) should you need additional copies.</i> 	

Gordon Setter Club of America Board of Governors, last revised October 2009

Appendix 1B

Field Event (Hunting Test and Field Trial) Approval Checklist

Gordon Setter Club of America (GSCA) Checklist Reminder For Event Approval

Submit Event Applications to the GSCA Corresponding Secretary, ***along with this checklist***, to help guarantee accuracy of applications, to: Denise Dunham Schiele, 1259 Grace Court, Downers Grove, IL 60516
Email: savoy72@yahoo.com Phone: 630/971-0861

Gordon Setter Club of America Board of Governors has determined that Field Event applications, both Hunting Tests (HT) and Field Trials (FT) submitted to the GSCA Corresponding Secretary for processing, require submissions 4 months in advance of the event (1 month more than the AKC requirement of 3 months). Incorrect applications will be returned for correction. The use of this checklist will help to guarantee that your application is prepared correctly, so it may be processed and submitted immediately to AKC. **NO EVENT APPLICATION WILL BE SUBMITTED TO AKC THAT IS RECEIVED BY THE CORRESPONDING SECRETARY PAST THE AKC DEADLINE. Please check the column at the right of each item listed to indicate the requirement has been complied with and completed.**

For Independent Clubs

<ul style="list-style-type: none"> AKC and GSCA require DATE/EVENT approval on all events with the exception of HUNTING TESTS. (To list a Hunting Test on the Master Calendar, notify the GSCA Corresponding Secretary via email.) 	
<ul style="list-style-type: none"> Requests for approval must be made, in writing, to the GSCA Corresponding Secretary. Please allow TWO WEEKS for the Corresponding Secretary to send permission for your event to AKC. 	
<ul style="list-style-type: none"> AKC now requires that the Date/Event Approval letter be submitted directly to them via email from the GSCA Corresponding Secretary to the appropriate department. This Date/Event approval letter will enable the Corresponding Secretary to place your event on the GSCA Master Calendar, which is submitted to the newsletter and the website the 15th and the 30th of each month. 	

For GSCA Area Committees

<ul style="list-style-type: none"> The following AKC forms should be in the packet sent to the Corresponding Secretary: Application, Judges' Panel, Disaster and Emergency Plan. The Application and Disaster and Emergency Plan forms must be signed by the GSCA Corresponding Secretary. Do not have an area committee member sign these forms. 	
<ul style="list-style-type: none"> Be certain that the check is made payable to AKC and that the check is for the correct amount. Since GSCA is a member club, the fee for a field trial or hunting test is \$15. Make a copy of the check and forward both the original check and a photocopy, along with your completed Application Packet, to the GSCA Corresponding Secretary. 	
<ul style="list-style-type: none"> For Hunting Tests, two separate Applications, Judges' Panels and Disaster & Emergency Plans must be submitted to AKC, even though the events are on the same weekend; the Hunting Tests are two separate events. A Field Trial is considered a single event, even though may it occur over multiple days. Therefore a Field Trial requires only one set of paperwork for AKC. 	
<ul style="list-style-type: none"> For Field Trials, please include a separate sheet of paper listing the names of the current GSCA Officers and Board Members as they will appear in the premium list. The Hunting Test Application asks for a list of Officers. Please include a complete list of current GSCA Officers and Board Members. 	
<ul style="list-style-type: none"> Hunting Test and Field Trial Applications require a list of all committee members. All members of the event committee must be current GSCA members in good standing. Please spell (print legibly) the names correctly. Do NOT use nicknames, unless that is how the person's name appears on the GSCA membership database. (If there is a question of membership status, please check with Dianne Avery, who maintains the GSCA membership database or the Corresponding Secretary). 	
<ul style="list-style-type: none"> Send the original plus a file copy of the packet to the GSCA Corresponding Secretary for GSCA files. Be sure to include the original check payable to AKC <u>AND</u> a photocopy of the completed check in your Application Packet. 	
<ul style="list-style-type: none"> Include a LARGE envelope (8 x 10), addressed to AKC, bearing the correct postage. (The white business envelopes sent by AKC are too small once the application is folded. 	
<ul style="list-style-type: none"> <i>If your judging panel is incomplete, submit your application with the Judges' area marked "Pending." The list of judges can be submitted to AKC later. You do NOT need the Event Number</i> to submit the Event Application. This checklist is posted on the GSCA website (www.GSCA.org) should you need additional copies. 	

Appendix 1C

Performance (Agility and Rally) Event Approval Checklist

Gordon Setter Club of America (GSCA) Checklist Reminder For Event Approval

Submit Event Applications to the GSCA Corresponding Secretary, ***along with this checklist***, to help guarantee accuracy of applications, to: Denise Dunham Schiele, 1259 Grace Court, Downers Grove, IL 60516
Email: savoy72@yahoo.com Phone: 630/971-0861

Gordon Setter Club of America Board of Governors has determined that Rally and Agility applications require submission to the GSCA Corresponding Secretary 7 months in advance of the event (1 month more than the AKC requirement of 6 months). Incorrect applications will be returned for correction. The use of this checklist will help to guarantee that your application is prepared correctly, so it may be processed and submitted immediately to AKC.

NO EVENT APPLICATION WILL BE SUBMITTED TO AKC THAT IS RECEIVED BY THE CORRESPONDING SECRETARY PAST THE AKC DEADLINE.

Please check the column at the right of each item listed to indicate the requirement has been complied with and completed.

For Independent Clubs

• AKC and GSCA require DATE/EVENT approval on all events with the exception of HUNTING TESTS .	
• Requests for approval must be made, in writing, to the GSCA Corresponding Secretary. Please allow TWO WEEKS for the Corresponding Secretary to send permission for your event to AKC.	
• AKC now requires that the Date/Event Approval letter be submitted directly to them via email from the GSCA Corresponding Secretary to the appropriate department. This Date/Event approval letter will enable the Corresponding Secretary to place your event on the GSCA Master Calendar, which is submitted to the newsletter the 15th and the 30th of each month.	

For GSCA Area Committees

• The following AKC forms should be in the packet sent to the Corresponding Secretary: Application, Judges' Panel, Disaster and Emergency Plan. The Application and Disaster and Emergency Plan forms must be signed by the GSCA Corresponding Secretary . Do not have an area committee member sign these forms.	
• Be certain that the check is made payable to AKC and that the check is for the correct amount. Since GSCA is a member club, the fee for an Agility Trial or a Rally Trial is \$100. Make a copy of the check and forward both the original check and a photocopy, along with your completed Application Packet, to the GSCA Corresponding Secretary.	
• On a separate sheet of paper please list the current GSCA Officers and Board of Directors as they will appear in the premium list. Provide a list of all event committee members. All members must be GSCA members in good standing. Spell (print legibly) names correctly. Do not use nicknames , unless that is how the person's name appears in the GSCA membership database. (If there is a question of membership status, check with Dianne Avery, who maintains the Club database or the Corresponding Secretary).	
• Send the original plus a file copy of the packet to the GSCA Corresponding Secretary for GSCA files. Be sure to include the original check payable to AKC <u>AND</u> a photocopy of the completed check in your Application Packet.	
• Include a LARGE envelope (8 x 10), addressed to AKC, bearing the correct postage. (The white business envelopes sent by AKC are too small once the application is folded).	
• <i>If your judging panel is incomplete, submit your application with the Judges' area marked "Pending." The list of judges can be submitted to AKC later. You do NOT need the Event Number</i> to submit the Event Application. This checklist is posted on the GSCA website (www.GSCA.org) should you need additional copies.	

Gordon Setter Club of America Board of Governors, last revised October 2009

Appendix 2

Sample Request for Event Approval Acknowledgment from GSCA

TO (Club or Area Committee):

FROM: GSCA Corresponding Secretary

RE: EVENT REQUEST

Your request was received and

____ The event received GSCA approval and was forwarded to AKC ON: _____

____ Request returned for completion of one or more of the following as indicated below:

____ Fee of _____ not included.

____ Photocopies of paperwork not included, copies were made at GSCA expense please send copies in the future for the GSCA files.

____ Postage not included on envelope addressed to AKC. GSCA paid the postage for your event. Please send an addressed, STAMPED, envelope with future event requests. (Address envelope to AKC Event Plans or Show Plans, 5580 Centerview Dr., Raleigh, NC 27606)

____ Other
(specify) _____

Should you have any problems do not hesitate to contact me. I'll help you with anything I can.

GSCA Corresponding Secretary:

Address:

Phone:

E-Mail:

Please note: Paperwork submitted to GSCA after the AKC deadline will not be approved and will not be forwarded to GSCA. Any fines imposed by AKC due to late submission of post event paperwork are the responsibility of the local event committee.

Appendix 3

GSCA Financial Reporting Form

(this form or a facsimile must be completed and forwarded to the GSCA Treasurer within 60 days of the close of your event)
if category is not applicable, indicate NA

Area Committee _____

Date of Event _____

Event _____

Location _____

INCOME

Entry fees	_____
Donations (trophy, other)	_____
Catalog Sales	_____
Catalog Advertising	_____
Food Sales	_____
Raffle Sales	_____
Birds (sales or returns)	_____
Allowance (from Kennel Club for Judges)	_____
Miscellaneous (specify)	_____
_____	_____
_____	_____
_____	_____

Total Income _____

EXPENSE

Trophies & Ribbons	_____
Cash Prizes	_____
Catalogs or Running Orders	_____
Judges' Fees	_____
Judges' Expenses (hotels, meals, travel)	_____
Hospitality (food, catering, hall)	_____
Premium List	_____
Judging Schedules	_____
Postage	_____
Birds	_____
Horses	_____
Site Expenses (fees, rent)	_____
Equipment	_____
Veterinarian	_____
AKC fees (application, recording fees)	_____
Event Secretary fees/expenses	_____
Telephone	_____
Miscellaneous (specify)	_____
_____	_____
_____	_____
_____	_____

Total Expense _____

Net Gain/Loss _____

Appendix 5

GSCA Field Trial Awards Information

The GSCA will annually make the following field trial awards:

- Gun Dog:** For points earned in all open or amateur gun dog, limited gun dog, limited all age and shooting gun dog stakes sanctioned by the AKC, American Field or AFTCA.
- Gun Dog Retrieve:** As above, but points must be earned in stakes requiring a retrieve to hand. Points in this category may be counted toward the Gun Dog award, but they will not be counted toward both.
- Derby:** For points earned in open or amateur walking derby stakes.
- Puppy:** For points earned in open or amateur walking puppy stakes

To receive an award, a dog must be owned or co-owned by a GSCA member, and only those points earned while a member will count. The awards are made on a calendar-year basis. Award winners will be announced and presented in conjunction with the conformation, obedience and junior showmanship awards. Four placements are given in each category. Rotating trophies are presented for first place in each category.

Application for American Field - AFTCA Points

<p>No application is necessary for points earned in AKC events. The Field Awards Chair will calculate all AKC points. For points earned in American Field or AFTCA events, the application form below must be completed in full. The issue and page number on which the results appear must be listed. In the event that the results of a field trial are not published, a letter from the trial secretary certifying the results must be included. In the latter case, the issue and page number of the advertisement for the trial must be listed. Make extra copies of the application if necessary.</p>	<p style="text-align: center;">Point Schedule</p> <p style="text-align: center;">Points for all awards are calculated as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>First place</td><td>5 x dogs defeated</td></tr> <tr> <td>Second place</td><td>3 x dogs defeated</td></tr> <tr> <td>Third place</td><td>2 x dogs defeated</td></tr> <tr> <td>Fourth place</td><td>1 x dogs defeated</td></tr> </table>	First place	5 x dogs defeated	Second place	3 x dogs defeated	Third place	2 x dogs defeated	Fourth place	1 x dogs defeated
First place	5 x dogs defeated								
Second place	3 x dogs defeated								
Third place	2 x dogs defeated								
Fourth place	1 x dogs defeated								

Application deadline is April 1 - no exceptions

AFTCA Points Application

Mail to Kerin Elduen, 30639 168th Ave SE, Auburn, WA 98092

Check one: ☐ Gun Dog ☐ Gun Dog, Retrieve ☐ Derby ☐ Puppy

Name of Dog _____

FDSB# _____ AKC# _____ Breeder _____

Sire _____ Dam _____

Owner(s) _____

Host Club	Date	Stake	Placement	Starters	Issue/Page

Deadline is April 1

Please note: This form appears annually in the *Gordon Setter News* (usually in the January/February issue). Please verify current Field Trial Awards Chair's name and address before sending application.

Appendix 6

Notes on Preparing Premium Lists

If you use a commercial show secretary for your event (Moss-Bow, Onofrio, etc.), they will take care of premium list preparation. However, many area committees superintend their own events and, as such field trial and hunting test premium list templates are available on the website (gsca.org). Plans are to add specialty and obedience trial premiums in the future.

AKC has fairly strict requirements for what material must be contained in a premium list. While it may be tempting to “experiment,” changing the look and format of the “standard” premium, we suggest that you follow a standard format. The ones on the website have been carefully checked and should contain all necessary information to comply with AKC requirements.

The premium list must contain the AKC logo. At the local committee’s option it may also show the GSCA logo. AKC does not permit the use of logos unless the club is an AKC member or licensed club, so leave your local logo off.

AKC suggests that premium lists contain language indicating that the event-giving club reserves the right to remove animals in distress from crates or vehicles and will be held harmless for so doing. For sample language, contact AKC. All shows offering Junior Showmanship must contain language regarding Juniors (not) showing for pay/profit.

The sample field trial and hunting test premiums on the website do not include maps (since these will be dependent on the site chosen). AKC requires that all field event premiums contain, not just written directions to the test/trial site, but an actual map. Generally if you use grounds which are used by other dog clubs, someone will have already developed a map. Check with them before drawing your own. Although not required, it is helpful to print “hospitality” information (accommodations, whether food will be available, etc.) in a field trial/hunting test premium. Since the inclusion of a map will make an extra page in the premium, take this opportunity to use the additional space for hospitality information. This may appear on the back of the map if you print the map as an insert only or on the facing page if you make the map a “regular” premium page.

AKC will supply an event number. Be sure to include this number on your premium and on all correspondence with AKC and GSCA.

All officers and the AKC delegate must be listed on premiums for events sponsored by GSCA. This is a “tight squeeze” on a premium list, but very small type for this kind of information is perfectly acceptable. The Corresponding Secretary or his/her designee and the newsletter editor must receive a copy of your premium list.

Whether you will permit bitches in season to run at your field trial is optional but you must indicate the policy in the premium. Bitches in season are not permitted to run at hunting tests. There are special rules for bitches in season at the National Championships (please see that section of the manual). Whatever you decide, it must be clearly stated on the premium.

A numerical limit on entries may be specified OR the event committee may limit entries to the “number of dogs that can run in available daylight hours.” The latter option gives you a bit more flexibility, but you should decide on a reasonable limit prior to closing. You cannot show both a numerical limit and the “daylight hours” option.

PLEASE NOTE THAT AKC REQUIRES THAT CLUBS POST DIRECTIONAL SIGNS TO ALL AKC EVENTS.

Appendix 9

Field Trial Gallery Etiquette

The following suggestions for field trial gallery etiquette should help make everyone's experience at the annual National Championships a good one. Riding in a large gallery at a National means everyone should bone up on the basics. Thirty or more riders in a gallery is quite a difference from galleries at regional trials that rarely number more than ten riders.

Members of the field trial gallery must remember that they are only spectators. They should do nothing to distract the dogs in competition, the handlers, or the judges. When riding in a large gallery it is important to stay together. The gallery must not fan out across the field or straggle too far behind. It is important to be courteous to the other members of the gallery. Ride quietly and do not volunteer information that is not asked for.

Handlers must appoint their scouts prior to breakaway. Scouts should ride to the front of the gallery and behind the judges' marshal. They may not leave the gallery unless they are sent by the handler with the permission of the judge. They may not, at any time, handle the dog they are scouting and may only hold the dog while the handler remounts his horse after bird work. Remember that only amateurs may scout in an amateur stake. After scouting, remember to slow down when returning to the gallery and warn gallery members that a horse is coming up.

The marshal is in control of the gallery at all times. The gallery may not move in front of the marshal, the judges or the handler. Do not ride past a handler when he is mounting his horse after casting off or after bird work. Only the appointed scout may proceed forward with the handler and the judge if dogs become separated on course. In the case of the National, the scribe and judges' marshal may also move up. Other members of the gallery must remain behind the marshal unless a judge gives permission to move on.

If a dog or handler are trying to come up through a mounted gallery, move aside and let them through. When a dog is called on point, do not gallop to the dog but ride quietly behind the marshal to a place where you can observe bird work. Can you imagine what 120 thundering hooves must sound and feel like to the birds - or the dog?

Members of the gallery are prohibited from talking to the judges by AKC. Please remember this and do not distract the judges. It only takes a split second to miss seeing an error made by a dog. AKC also prohibits the roading or working of dogs behind the gallery.

Be sure to practice good sportsmanship and safe horsemanship. Riding in the gallery should be fun for all.

Appendix 11

The Pamela Backman Memorial Trophy - National Amateur Championship Stake

Dear _____,

Congratulations on having earned the National Amateur Championship of the year, _____. You have truly made a commitment to improving our breed.

With this win, you have been awarded the Pam Backman Memorial Trophy. This trophy may stay in your possession from the time of your win until the next National Amateur Championship.

The name of the winning dog and the date should be engraved on one of the plates provided on the base of the statue. Please have the style of engraving match the previous winners as closely as possible.

At the conclusion of the next National Amateur Championship, you will be awarded a replica of the statue to commemorate the win.

Please sign below to acknowledge that you have received the trophy and that it is in proper order. If there is any damage noticed upon receipt, please note in the space provided; otherwise the trophy will be deemed to be in good condition upon receipt.

Received by:

Date:

Noted damage (if any):

I, _____, agree to return this perpetual trophy to _____,

20__ GSCA National Field Trial Chair, no later than _____, 20__ in the same condition in which it was received.

Agreed to by:

Date:

Appendix 12

Working Certificate Program

FIELD STANDARD OF PERFORMANCE AND EXPLANATION OF REQUIREMENTS

POINT. ON LOCATING GAME THE: DOG MUST ESTABLISH AN INTENSE POINT. (TO QUALIFY FOR THE WORKING CERTIFICATE, THE DOG MUST FIND GAME).

A pointing dog points, not only to indicate the presence of game for the hunter, but also to frighten the bird into holding at that place. Most game birds will run or fly from suspected danger if they are given the opportunity. A flushing dog moves rapidly up on the bird and forces it to fly. The pointing dog must also move rapidly, but instead of diving in on the bird and putting it in the air, the pointing dog runs to the near location of the bird and freezes on the point. The rapid movement is important as it startles the bird, and the bird also freezes, hoping that it has not been seen, and trusting that its natural camouflage will hide it from the dog and hunter. If the dog points close to the bird, (an eyeball-to-eyeball confrontation) the bird is hypnotized by the dog into remaining still, rather like the paralysis of a snake's prey.

It must be remembered that it is not only mandatory that the Gordon, as a pointing breed, must point, it should also be understood that the manner in which it works is vital. Most hunters derive a great deal of pleasure in watching their dogs work, and in many instances, the actual shooting of the game is secondary to the enjoyment of the dog's performance. Therefore, the style and the intensity of the performance must be evaluated also. While style, like beauty, may be in the eyes of the beholder, intensity to make game contact (the burning desire to work) cannot be relegated to merely "desired" status, it must be mandatory as well. To refer again to the "eyeball-to-eyeball confrontation", there is not much "confrontation" if the dog is listlessly staring at the scenery about him instead of freezing the bird to the ground with the intensity of his interest. There will soon be no bird as well, since the bird will take advantage of the dog's mental absence to quietly leave the area.

RUN. THE RUN IS THE MANNER IN WHICH THE DOG MOVES ACROSS THE GROUND AS IT SEARCHES FOR GAME. THE RUN MUST CONSIST OF BOTH STYLE AND INTENSITY. UPON BEING CAST OFF, THE DOG MUST COVER THE AREA IT IS TO HUNT RAPIDLY AND EAGERLY, AND SHOULD OBVIOUSLY BE RUNNING FOR THE PURPOSE OF FINDING GAME. THE DOG MUST NEVER RUN JUST TO BE RUNNING.

Run is not merely the means of conveying the dog's nose from one place to another. The way that the dog moves must be as important as the fact that he moves at all, not only because it is pleasant to watch, but because the effortless, floating movement with the flowing, even stride does not jar the dog's body, or put a stress or strain on him the way a heavy, lumbering gait does. The "rocking horse" up and down movement, commonly seen on many of the larger setters of all three breeds (English, Irish and Gordon) is not only unattractive, it is also wasted motion. The dog should be expending effort in going forward, not up and down. If the dog is working in cover so heavy that it requires bounding through, he should do so gracefully, like a deer, collected and eager. His tail should be cracking, moving constantly, and should be an exclamation point on the dog's motion.

The grace of his movement may be described as "style" in running, but you can see that it has purpose, since the stylish run is also the easiest on the dog, and permits him to work harder, longer. The cracking tail is considered stylish also, but it too has purpose. The moving tail acts as a source of information to the hunter, and tells him what the dog is working. If he is searching for game, the tail will move in one manner, but as he approaches scent, and starts to work the bird down, the tail speeds up. Experience with his dog will tell a hunter just how close to a bird his dog is, whether he is working fresh scent, etc. The hunter is more prepared to expect the dog to come on point and becomes more alert himself.

Intensity in the run is the driving purpose a dog displays in his search for game. Before he is released, the dog should be trembling, and when cast off he should take off as though shot from the gun. His manner should be all business, and he should pattern his run based on wind and cover. AT NO TIME should he appear indifferent or casual. He should work in front of the hunter, and work in a searching pattern so that he covers every possible area that a bird might be. Intensity is a mandatory characteristic, since the dog that is intense will work quickly and will work all kinds of cover, including briars and areas that a less eager dog will refuse to search. He will remain as interested in the hunt as his handler, and will not quit when tired, nor become bored.

RANGE. RANGE IS THE DISTANCE THE DOG WORKS FROM THE HANDLER. RANGE IS DETERMINED BY THE TYPE OF COVER THE DOG IS WORKING. HE SHOULD WORK FAR ENOUGH OUT IN OPEN COVER TO CHECK DISTANT OBJECTIVES, MOVE FAST ENOUGH TO COVER A LOT OF GROUND, USING THE WIND TO HIS ADVANTAGE. THE RANGE SHOULD BE ADEQUATE TO MINIMIZE THE AMOUNT OF WALKING FOR THE HANDLER. IN HEAVY COVER, THE DOG SHOULD WORK CORRESPONDINGLY CLOSER. THE DOG MUST NEVER RUN PAST COVER HE SHOULD WORK.

There is a tremendous variation in the type of hunting areas that exist throughout the United States. The dog should be intelligent enough to understand when he is working different types of cover and take that into consideration, adjusting his range correspondingly as he is working.

HONOR. THE DOG SHOULD HONOR HIS BRACEMATE AS SOON AS HE BECOMES AWARE THAT THE DOG IS ON POINT. IT SHOULD BE AN AUTOMATIC REACTION. HE SHOULD CONCENTRATE ON THE POINTING DOG, WATCHING WITH INTEREST. HE SHOULD NOT MOVE FROM THE HONOR UNLESS DIRECTED TO DO SO BY HIS HANDLER.

An honor is not just a nicety for field trialing, it is an absolute requirement. When one dog in the field is on point, it is sloppy at best, rude at worst, for another dog to continue to work. In addition, for the hunter working in some of the crowded conditions found at many game farms and hunt clubs today, it is also a safety factor. It is not necessarily an acquired, or trained response. A dog that must be trained to stop when he sees another dog on point is not "honoring", he is "backing." MANY Gordons honor naturally, without field training, the natural honor should be encouraged in breeding programs.

RETRIEVE. WHEN THE BIRD HAS BEEN SHOT, THE DOG SHOULD MARK ITS FALL AND GO PROMPTLY AND EAGERLY TO THE AREA FOR THE RETRIEVE. IF THE BIRD HAS FALLEN IN HEAVY COVER, REGARDLESS OF DIFFICULTY, HE SHOULD IMMEDIATELY BEGIN TO SEARCH FOR THE BIRD. UPON FINDING THE BIRD HE SHOULD PICK IT UP TENDERLY AND RETURN DIRECTLY TO THE HANDLER. HE SHOULD NOT STOP OR DROP THE BIRD ON THE WAY AND HE SHOULD NOT AT ANY TIME PLAY WITH OR DAMAGE THE BIRD.

The retrieve is a popular requirement for a personal hunting dog. Very few hunters wish to have to go through briars, or poison ivy to pick up a shot bird. In addition, if the bird is only winged and lands running, the dog's willingness to make a fast retrieve is going to mean the difference between having or losing many birds. From an ecological (*conservation*) standpoint, the retrieve is desired. Retrieving may be taught to any dog. Gordons will retrieve naturally, especially if encouraged to do so as puppies.

RESPONSIVENESS. THE RESPONSIVENESS TO THE HANDLER'S DIRECTIONS. THE DOG SHOULD TAKE DIRECTION WILLINGLY AND SHOULD OBVIOUSLY BE COOPERATING WITH THE HANDLER. IF WORKING IN OPEN COVER THE DOG SHOULD CHECK WITH THE HANDLER FOR DIRECTION BY GLANCING IN THE HANDLER'S DIRECTION. IN MODERATE COVER, THE DOG SHOULD POP IN THE AIR ABOVE THE COVER, GLANCING AT THE HANDLER FOR DIRECTION. IN VERY HEAVY COVER THE DOG SHOULD BE PERMITTED

TO COME BACK TO THE HANDLER FAR ENOUGH TO SEE HIM FOR DIRECTION. THE DOG SHOULD NOT YO-YO BACK AND FORTH ALL THE WAY TO THE HANDLER.

One of the finest natural attributes the Gordon Setter has is his responsiveness to his owner. Of all the pointing breeds, the Gordon has the most rapport with his handler on a partnership basis. MOST Gordons will NOT self-hunt. A Gordon that will leave his handler for a few minutes at the beginning of the day will do so to run off some of the excess energy he has accumulated in today's society of leash laws and little exercise. He will return to his handler in a few minutes, and will work willingly for him the rest of the day. When the human member of the partnership leaves the field, the Gordon will leave it, too.

Responsiveness does NOT mean that the dog should become a robot, working the field without any independent thought of his own. He should not be expected to leave a scent he is working simply because the hunter decided to give another direction. The hunter should be watching his dog. He should be aware that the dog is the one in the field with the nose, which is why he has the dog in the first place. He should not call the dog off when he is working scent.

It is not necessary for a dog to check all the way back in with his handler. The reason that a dog should not yo-yo back and forth is three-fold. First, the dog should not depend that heavily upon the handler for every decision in the field that must be made. The dog is an intelligent hunter, and should demonstrate his capability to make correct decisions regarding the working of game. A dog that must come all the way back to the handler for direction, even though he could see him easily some distance away is either insecure, or not very bright. The second reason yo-yoing is not desirable is that it is a waste of your time and his energy.

The third reason is that, in constantly running back and forth to you for direction, he interrupts his hunting pattern, and may miss working areas he by-passed to come in to you, leaving gaps in his pattern. When he decides to come back in, he is not concentrating on finding game, he is thinking about getting direction. He could flush wild game, or cause it to run out of the area without either one of you being aware that it was ever there.

PROCEDURES FOR WORKING CERTIFICATE COMMITTEES

PURPOSE - To demonstrate the Hunting Characteristics of the Gordon Setter.

INTRODUCTION - A Working Certificate, to be a useful and a valuable yardstick of the breed's field ability, has to be set up in a way that measures the natural ability of the dogs tested on any given day against the Field Standard.

The dog must meet a specific requirement, and perform to a specific standard. The Working Certificate should be neither "easy" to qualify for, nor should it be unobtainable to anyone who wishes to spend the time and effort PROVIDED that those requirements and standard of performance are met. A Working Certificate's availability and accessibility should be limited only by the dog's lack of ability, or the owner's lack of interest. Merely showing up and entering a Working Certificate test stake should not guarantee earning a "leg," any more than presence at an Obedience Trial will qualify a dog. The amount of time and effort spent to obtain the W. D. should be similar to that of obtaining a C.D. obedience degree.

TESTING LOCATIONS - Although it is no longer mandatory that all GSCA sponsored field events offer a Working Certificate test, all area committees have the option to hold such a test(s) in conjunction with a trial. Alternatively a Working Certificate Test may be run as a "stand alone" event. If the test is to be run as a non-regular stake with a member club field trial, permission will be granted when the field trial application is approved by the GSCA. If the event is to be held as a "stand alone" event, application must be made to the appropriate GSCA official (currently the Corresponding Secretary).

Working Certificate stake information will be included in premium lists for the trial. Dogs must be pre-entered to enable the Field Trial Committee to schedule adequate time, and to purchase the number of birds needed. If held as a separate event, an "information sheet" containing pertinent information and entry blank will be mailed to local GSCA members and any other interested Gordon owners. Dogs may not be entered the day of the event.

The brace time should be 20 minutes. If grounds and time are limited, it may be necessary to place a limit on the number of entries that will be accepted in the test(s).

JUDGES' names must be published in the Premium List for the field trial or Information Sheet for the independent test. Judges should be chosen on their receptiveness to the Gordon Setter as a personal hunting dog. The judges should be aware that they will be grading the dog's performance for a Working Certificate. The Working Certificate Committee will see to it that the judges have the performance requirements in sufficient time before the trial so that they may become familiar with them. The judges must understand that in order to qualify the dog for a "leg" on his W.D., the dog must pass the requirements. "Courtesy" qualifying scores are no courtesy to our breed.

Although in its original version the Working Certificate Test program permitted judges to place dogs first through fourth in a test, by action of the Board of Governors, this provision was eliminated. No placements are awarded in this test and the dog "competes" only against the standard of performance.

If at all possible, the judges should explain to a handler why his dog did not pass the test. In many cases a novice may not understand why the dog did not pass. An explanation will give the handler information on where the dog was weak in his performance and should encourage him to correct those mistakes. Frequently, sheer luck and not a lack of natural ability may have played a part in the dog's score. The goal should be that of encouragement and clarification to a person who may be uncertain or confused.

CERTIFICATION - The secretary of the Field Trial or stand-alone test will be responsible for certifying the qualified dogs. Certificates of Qualification shall be presented, and shall be filled out and signed by the Field Trial Chair or Working Certificate Chair, the Field Trial or Working Certificate Secretary as part of the regular records, and the original certificate will be given to the dog's owner/handler. The Working Certificate or Field Trial Secretary must indicate on the qualifying certificate whether or not the dog fulfilled the retrieving requirement. Test secretaries must forward copies of all qualifying certificates to the Field Awards Chair (designated by the GSCA Awards Committee).

The dog's owner will also be responsible for keeping track of his/her qualifying certificates. Upon receiving three qualifying certificates, the owner must send copies to the Awards Committee Chair to receive official GSCA recognition of the title completion. The Awards Committee Chair will issue the appropriate achievement award (i.e. medallion or certificate) and notify the *Pictorial/Members' Handbook* editor of the dogs earning WD/WDR titles in each calendar year.

[Note that there are plans to make awarding WD/WDR titles "automatic" by the year 2003, that is that the Field Chair will notify the Awards Chair when a dog has earned the three required legs for a title.]

TITLES - The Working Certificate title (W.D.) shall be awarded to dogs which have completed the requirements on at least three separate occasions, under at least three different pairs of judges.

EARNING A QUALIFYING SCORE

In order to pass the test, the dog must earn at least 50% of the points in each of the required judging-criteria. Points are available *awarded* as follows:

point	30 pts. (maximum)
honor*	20 pts.
responsiveness	30
run	20
range	20
retrieve (for W.D.R. leg)	20

A "perfect" score in a W.D. test would total 100

A "perfect" score in a W.D.R. test would total 120

*An honor is "extra credit." A dog performing perfectly and also honoring would earn a score of 120 on the WD or 140 on the WDR.

Any Gordon Setter which has completed the requirements for a Working Certificate is entitled to have "WD" (Working Dog) or "WDR" (Working Dog Retrieving - qualified in retrieving stakes) written after his name, and the title "WD" or "WDR" may be included in advertising, and on pedigrees. *However as this is not an AKC title, it will not be published by the American Kennel Club or listed at AKC functions.*

While one or two certificates earned in Retrieving Stakes-may be credited to a regular Working Certificate, (example: 2 "legs" earned in retrieving stakes and one "leg" earned in a non-retrieving stake would qualify the dog for the title of "WD" only), in order for a dog to qualify for the "WDR", three qualifying scores must be earned in retrieving stakes. A dog who has one or two qualifying scores in retrieving stakes and has earned the "WD" title, may run in additional retrieving stakes, and upon earning his remaining necessary qualifying score(s) in retrieving stakes is entitled to be designated as a "WDR".

WORKING CERTIFICATE AWARDS CHAIR - The WCAC will be designated by the GSCA and will be responsible for making out the award and mailing it to the dog's owner. He/she will keep a record of all dogs that have qualified. The WCAC will notify the newsletter editor of each Gordon who has completed the requirements for the Working Certificate and will include information on: dog's name, sire, dam, owner and the qualifying scores.

The WCAC shall keep information on hand regarding Working Certificate requirements and shall mail information and requirements to all interested parties, i.e. individuals and Field Trial and Working Certificate Committees.

The information available to all those interested will be: Field Standard and explanation of requirements, Judging Criteria and Scale of Points, and Working Certificate procedures for the Field Trial and Working Certificate Committee. Certificates of Qualifying Scores and Judges books will be sent only to the Field Trial and Working Certificate Committees.

JUDGING CRITERIA AND SCALE OF POINTS

- There shall be no horseback handling. Bitches in season shall not be permitted to run.
- When judging, the judge should have in mind a perfect performance and deduct points accordingly, with emphasis placed on the dog's natural ability and field quality.
- Perfect score in non-retrieving stakes is 100 points. Additional points awarded for honor and retrieve could "boost" a perfect score to 140 points.
- The judges will score the dog on the following performance:

POINT Maximum score, 30 points, minimum (qualifying score), 15 points

To qualify for a Working Certificate the dog must find game and point it. FAILURE TO POINT IS AUTOMATICALLY FAILURE TO PASS THE TEST. On locating game he must establish point. He should be steady until the game flushes, but need not hold beyond that. A blank pistol MUST be fired in non-retrieving stakes.

Excellent Performance for maximum points - The dog should work the game down and lock on point. He should be both intense and stylish. He should not creep excessively once point has been established. Should he be at some distance from the bird, some moving up closer is acceptable.

Penalize - Sloppy point, lack of intensity, excessive creeping which may result in bumping the bird.

RESPONSIVENESS Maximum score, 30 points, minimum, 15 points

Responsiveness - Attention to the handler's directions.

Excellent performance for maximum points - The dog should be cooperating willingly with the handler. When working open cover, he should occasionally glance at the handler for direction or respond by glancing at whistle or call. In moderate cover, he should pop up for direction. In heavy cover, he may return to handler far enough to see him for direction.

Penalize - Yo-yoing, too much dependence on handler, excessively independent, self-hunting, or ignoring the handler.

RUN Maximum score, 20 points; minimum, 10 points

Run is defined as the manner in which the dog moves across the ground. The run MUST indicate desire to locate game and should be stylish.

Excellent performance for maximum points - The dog should run in a stylish, effortless manner, using the wind and cover.

Penalize - Lack of style, excessive trailing, lack of intensity. A dog that lacks the instinct to work cover correctly must be penalized, no matter how stylish or graceful the dog is. Lack of endurance.

RANGE - Maximum score, 20 points, minimum, 10 points

Range is the distance the dog works from the handler. It should be determined by the type of cover available.

Excellent performance for maximum points - The dog should work far enough out in open cover to check distant objectives, move fast enough to cover a lot of ground, using the wind to his advantage. The range should be adequate to minimize the amount of walking for the handler. In heavy cover, the dog should work correspondingly closer.

Penalize - Dogs that have the following faults should be heavily penalized: a dog that runs past objectives and runs past cover he should be working, lack of range, a dog that refuses to work well in front of the handler, a dog that refuses to leave his handler and work at a suitable gunning range.

DISQUALIFICATION OF ENTIRE TEST - Gun shyness, failure to find game, failure to point game if found, overt interference with brace mate, overt aggressiveness toward brace mate, failure to finish course.

Special Circumstances - On a non-productive point, no score if it is the only find the dog has. Penalize the non-productive point or blink but award a minimum score should the dog have an additional successful find. The non-productive could be the result of lack of experience, or a dog that is trying too hard to please its handler.

ADDITIONAL POINTS FOR EXTRA CREDIT

These points do not count toward the minimum qualifying score of 50 points, but may be credited as extra points.

HONOR Maximum score, 20 points; minimum, 10 points

The dog should honor the brace mate's point as soon as he becomes aware that the dog is on point.

Excellent performance for maximum points - A dog that honors naturally, promptly, and stylishly upon seeing the brace mate on point, without having to be whoa'd by his handler.

Penalize - creeping on honor, harassment on the part of the handler.

RETRIEVE Maximum score, 20 points; minimum, 10 points

Excellent performance for maximum points - The dog should go directly to the bird, seek it if it is lost in heavy cover, enter water if necessary, and bring the bird back directly to the handler, carrying the bird tenderly, and with obvious enthusiasm.

Penalize - Mouthing the bird, dropping the bird and picking it back up, not bringing the bird to hand, chewing on or damaging the bird, excessive hacking by the handler.

SPECIAL CIRCUMSTANCES - Should the dog not have the opportunity to retrieve through no fault of his own, call back for retrieve is acceptable.

Please Note

Working Certificates and test score sheets are now available on the GSCA website (gsca.org)

Appendix 13

Where to get Help

Committee appointments and special assignments change. Use this appendix as a guide. If an individual is no longer in a position, they can usually direct you to their successor. Other resources for this information are the GSCA Website and the newsletter. Contact information is current through December 2010 but changes in many positions may occur beginning in January 2011. Consult the newsletter or the Corresponding Secretary for updated information.

Address Changes (Postal)

Dianne Avery,
10650 E 200 South, Avilla IN 46710
wyttsend@yahoo.com

Awards

Anna Albers, Chair
1024 Oak Knoll Dr, Blythewood, SC 29016
anna@albannachgordons.com
Kerin Elduen, Field Awards
Julia Ashley, Agility & Obedience Awards
Dianne Avery, Junior Awards
Heather Fiedler, Rally Awards
Anita Lustenberger, Top Producer Awards

Event Approvals

Denise Dunham Schiele, Corresponding Secretary
1259 Grace Court, Downers Grove, IL 60516
630/971-0861 - savoy72@yahoo.com

Officers & Governors

2011-2012

President – Amy Johnson-Edwards
Vice-president – Alison Rosskamp
Treasurer – Jane Matteson
Corresponding Secretary – Denise Schiele, 1259
Grace Court, Downers Grove, IL 60516
Recording Secretary – Denise Paquette
AKC Delegate – Nance Skoglund
Governors: Kristi Boehm, Janie Bristow, Barbara
Burns, Margaret DaValt, Jan Ruggles, Rosanne
Schwiegerath, Laurie Ward, Frank Watters

GSCA Liaisons

2011-2012

Badgerland (Wisconsin, upper peninsula of
Michigan). Peggy DaValt
Golden Gate (independent, north/central California).
Frank Watters
Gordon Highlanders (Illinois, Wisconsin). Peggy
DaValt
Greater Atlanta (Georgia). Janie Bristow
High Plains (Colorado). Laurie Ward
Mason-Dixon (Maryland, Pennsylvania, Delaware,
field trials only). Frank Watters
Miami Valley (Ohio, Indiana). Laurie Ward
Mid-Atlantic (Pennsylvania, New Jersey, Delaware,
Maryland). Jan Ruggles
Missouri Valley (Iowa, Nebraska, Kansas,
Missouri). Barbara Burns

New Mexico Gordonites (New Mexico). Rosanne
Schwiegerath

Nodrog (independent, Michigan). Jan Ruggles

North Country (independent, Minnesota). Nance
Skoglund

Pacific Northwest GSC (Oregon, Washing,
independent). Denise Paquette

Paumanauk (independent, Long Island, NY). Alison
Rosskamp

Southern California GS Fanciers (S. California).
Jane Matteson

Sunbelt (Texas). Rosanne Schwiegerath

TarTan (independent, New England). Alison
Rosskamp

Membership

Denise Schiele, Membership Chair
1259 Grace Court, Downers Grove, IL 60516
630/971-0861 - gscamembership@comcast.net

Newsletter Editor

Susan Drum
21601 Lookout Point, Lago Vista TX 78645
and
8345 Graves Pt., Wolcott NY 14590
(check the *NEWS* for which address to use)
SetterEditor@austin.rr.com

Policies & Procedures Manual

Carolyn Gold (CA)

Publications

Dianne Avery (IN)

Standing National Championships & Field Trial Committee

Anne Boyd (CA)

Standing National Specialty Committee

Barbara Burns (IL) & Jane Matteson (CA),
Co-Chairs

Website

<http://www.gsca.org>

This appendix contains only committees most frequently contacted. A complete listing of GSCA Committees is published yearly in the GSCA Pictorial or Members' Handbook.

Area Committees

A listing with the Area Committee and Licensed Gordon Setter contacts is published yearly in the GSCA Members' Handbook or Pictorial.

Badgerland GSC. Wisconsin, upper peninsula of Michigan

Blue Ridge GSC. Maryland, District of Columbia, Virginia (Rescue only).

Central Florida GSC. Florida

Gordon Highlanders. Illinois, southern Wisconsin, northwest Indiana

Gordon Setter Club of Greater Atlanta. Atlanta, Georgia metropolitan area

High Plains. Colorado, Wyoming, Utah, Kansas

Miami Valley. Ohio, northeastern Indiana, northwestern Pennsylvania, Kentucky

Mid-Atlantic. Pennsylvania, New Jersey, Delaware, Maryland.

Missouri Valley. Iowa, Missouri, Kansas, Nebraska

New Mexico Gordonites. New Mexico

Southern California. southern California, Nevada

Sun Belt. Texas.

Licensed Gordon Setter Clubs

Golden Gate GSC. northern California

Gordon Setter Club of Hawaii. Hawaii

Nodrog Gordon Setter Club of Michigan. Michigan.

North Country Gordon Setter Club. Minnesota

Pacific Northwest GSC. Oregon & Washington

Paumanauk GSC. Long Island, New York.

TarTan GSC. New England

AKC

The most up to date contact information is available from the AKC website (akc.org).

GSCA's AKC Delegate
Nance Skoglund

AKC's New York Address
260 Madison Ave., New York, NY 10016
212-696-8200

AKC's North Carolina Address
5580 Centerview Dr., Raleigh, NC 27606
919-233-9767

Companion Animal Recovery (lost dogs)
800-252-7894
FAX: 919-233-1290
email: found@akc.org

New Clubs Department
for Area Committees seeking independent status
New York, NY
212-696-8207

AKC Weekend Club Hotline
for Clubs needing assistance/advice at an event
when no AKC field rep is present
Hotline is available Saturday & Sunday from 8-5
Eastern Time
800-252-7894

Other Information

Canine Eye Registry Foundation (CERF)
screening for diseases of the eye and certification

1717 Philo Rd
PO Box 3007
Urbana IL 61803-3007
217-693-4800
CERF@vmdb.org

Orthopedic Foundation for Animals (OFA)
hip, elbow and other health screening information

2300 E Nifong Blvd
Columbia MO 65201
573-442-0418
ofa@offa.org

Appendix 15

Helpful Publications

A complete list of publications our members might find useful would be longer than this entire manual but we do recommend that you acquaint yourself with the following publications. Since prices for these publications change, check with the source for current pricing.

Booklets, pamphlets or manuals dealing with holding and AKC event or AKC procedures

Many of the following publications are available from AKC free in single copy. Others are available at a nominal charge. Consult customer service at AKC for ordering information (see “Where to Get Help”). Please refer to the section on specialties for publications that AKC requires event-giving groups have available at their show/obedience trial.

- Dealing with Misconduct. Published by AKC. Updated periodically. **You must have a copy of this publication at any AKC event hosted by GSCA.**
- Dog Show & Obedience Trial Judges. Published annually by AKC this publication lists all provisional and fully approved conformation and obedience judges with their judge’s number, address and phone. Order from AKC
- Obedience Regulations and Guidelines for Judges. Published by AKC. Updated regularly. Be sure to have a copy of this available if you will be holding an obedience trial.
- Registration and Field Trial Rules and Standard Procedure for Pointing Breeds. Published by AKC. Updated regularly. A copy of this booklet must be available at all AKC field trials.
- Rules Applying To Registration. Published by AKC. Covers registration matters such as contracts, leasing a bitch, regulations for record keeping and identification of dogs. What to do in the event of the death of an owner, etc.
- Rules Applying to Dog Shows. Published by AKC. Updated regularly. Be sure to have a copy of this publication at Specialty shows.
- Rules Applying to Pointing Breed Hunting Tests. Published by AKC. Updated regularly. A copy of this pamphlet must be available at all AKC Hunting Tests.
- Rules Applying to Registration and Discipline. Published by AKC. Updated periodically. Must be available at specialties/obedience trials.
- Judges Guidelines and Guidelines for Juniors. Must be available at specialty shows.
- Show/Trial Manual. Must be available at specialty shows and obedience trials. Order from AKC.

Books, pamphlets or manuals published by the Gordon Setter Club of America, Inc. Contact the Promotional Materials Chair for copies of these publications (except the newsletter and *Gordon Setter Yearbook*).

- *Standard & Description of the Gordon Setter* (Breed Standard)
- *Introducing the Gordon Setter*
- *Gordon Setter Pictorial* (usually published in alternating years)
- *Members Handbook* (published in any year a *Pictorial* is not published)
- *Gordon Setter News* (monthly newsletter)
- *Gordon Setter REVIEW.* Published periodically, most recently every five years
- *Gordon Setter Yearbooks.* Out of print but used copies may be found on eBay and other resale sites.

Appendix 16

Editorial Policy on Letters to the Editor

approved February 21, 2004

The GSCA NEWS welcomes your thoughts, comments and opinions on topics covered in the newsletter or on issues relating to Gordon Setters. A lively letters column gives credibility to the publication and allows readers to participate in the newsletter. The Club supports free and open debate among people of good will in the pages of the NEWS, but reserves the final decision on publication of any letter.

In order to maintain a high standard of journalistic integrity, the following points of policy shall guide the NEWS editor in the decision-making about individual letters. The editor reserves the right to reject letters or edit for clarity, grammar, punctuation, brevity, good taste and factual accuracy. At the discretion of the editor, writers may be asked to submit revised versions of letters or to approve editorial changes made by the NEWS staff.

Letters containing special requests or instructions for editing, including, but not limited to, demands that letters be published in their entirety or not at all, will not be considered for publication. The NEWS does not discriminate based on the views expressed in letters. However, letters containing obvious factual inaccuracies, un-attributed facts and quotes, insulting comments or libelous statements will not be printed. Responses to writers or columnists that contain demeaning comments will not be printed.

Any time a member writes a letter that names another club member, the protocol is as follows: (1) a copy of that letter is sent to the member named in the letter, giving him or her a chance to respond to the letter in the same issue; (2) if the member chooses to respond, a copy of the response is sent to the author of the original letter; (3) both the original letter and the response appear in the same issue of the newsletter.

There is no guarantee that all letters received will be published. The editors may decide to publish a representative sample of letters on a subject.

The suggested maximum length for letters is 500 words. Longer letters will only be accepted at the editor's discretion, and under extraordinary circumstances.

The NEWS may publish letters responding to an article or issue, and letters responding to those letters. Generally, letters responding to an article or editorial will not be printed more than two months after the publication of the original material. The Letters to the Editor feature is not a battleground for repeated arguing between opposing parties. Rebuttals are welcome; successive volleys are not. After several issues, the editor may choose to end debate on any topic. An editor's note may be appended to a letter to clarify or correct the issue discussed in the letter or to explain policy.

Opinions expressed in The GSCA NEWS do not necessarily reflect those of The Gordon Setter Club of America, the NEWS editor or the GSCA Board.

Questions or comments about this policy should be directed to the editor.

Appendix 17
Sample Judge Contract/Letter
GORDON SETTER CLUB OF AMERICA

(this may be used for Regional Specialties only, National Specialties require additional contract language)

Date _____
Name _____
Address _____
City, State Zip _____

Dear _____,

I am pleased to confirm your Gordon Setter judging assignment for our specialty on _____.
Our show is held at the _____
in _____. The closest airport is the _____.

Please take a moment to fill in the information below including your confirmation of the agreed upon fee of _____ and return one copy to me.

Sincerely,

_____,
Show Chairman
Phone/e-mail or other contact information _____

Agreement to Judge Your Specialty Show

I agree to judge the Gordon Setter Club of America specialty on the above date. My expenses (to include coach air fare, club designated hotel, meals, etc.) and other charges to the club are:

___ Fee: _____ plus expenses
___ Expenses only
___ \$ _____ per dog entered under me
___ Expenses and a donation of \$ _____ to _____

Special Requests regarding assignment or hospitality (indicate if you will require transportation to and from an airport and/or your accommodations):

Signed: _____ Date: _____

Note: Receipts are required for reimbursement of expenses. No reimbursement for alcohol/bar bills.

Appendix 18

Newsletter - Other Helpful Information

Since the NEWS reports on many facets of Gordon Setter ownership and interests, such as conformation, field, performance events, health and genetics, etc., the following information has been assembled to serve as a reference. The Newsletter Editor may find it helpful to familiarize himself/herself with past precedents, policy, layout information, etc.

Photo Policy

- ❖ **Specialty Photos.** Specialty committees may submit up to seven pictures per specialty date to the Newsletter Editor. Six photos will typically be published; however, a seventh may be published if space permits. Typically, these pictures are published: Best In Puppy Sweeps, Best Opposite in Puppy Sweeps OR Best Jr. Handler OR Obedience HIT, Winners Dog or Winners Bitch, Best of Winners, Best of Breed, and Best of Opposite. **Note:** To save printing costs, if the same dog wins more than one of the above classes either on the same day or the next day (in back-to-back specialties), that dog's picture will only be published ONCE in the newsletter issue; another picture cannot be substituted. The Show Chair should select which of the pictures should be published.
- ❖ **Picture format.** In order to publish the best quality pictures for the newsletter, it is imperative that you tell the photographer that the pictures must be delivered in publication-quality format. This is typically a high-resolution picture of 150-300 dpi. The preferred method of transmission to the editor is via CD or, where possible, direct download from photographer's website. Hardcopy pictures risk damage or loss in the mail, and must be scanned whereby dust particles and the technical limitations of the scanner create a less than desirable result. Hard copy will be accepted; but it is not the preferred method.
- ❖ **Photo labeling.** Photos must be labeled or they will be returned by the editor. The photographer can either name the file directly with the category of win (e.g., BOB) AND the DATE of the win, or enclose a paper list that matches the picture file number to the dog's name/win. Hard copy pictures should be labelled on the back. When labeling hardcopy photos, use a paper mailing label (do not write directly on the photo) and label either with printed label or, if handwritten, with pencil or ballpoint (no "gel pens"). Label should identify dog, win, date.
- ❖ **Photo returns.** GSCA event photos are the property of the Club. After publication in the NEWS, they will be forwarded either to the Review editors if requested or to GSCA Archives.

Titles

The NEWS follows the AKC title formats and rules. The following titles may appear from time to time in the newsletter, but are not official AKC titles of record.

Miscellaneous Titles

Am.Can. Ch.—American/Canadian Champion--this can be used in advertisements or if reporting on foreign show results; however, AKC (and NEWS) only lists American titles.

BIS—Best in Show (not part of any official title; not proper to list in front of dog's name when reporting AKC results; can be used by the owner in advertisements, article contributions about the dog, or memorials)

BISS—Best in Specialty Show (see BIS above). Allowed in advertising, but not in formal AKC designations.

Brood Bitch of the Year—An annual award offered by the GSCA. *See Awards section of this manual for complete description.*

CGC—Canine Good Citizen. An AKC recognized title, but one that is not "recorded." It can be used in advertisements or memorials but is not an official title of record.

Stud Dog of the Year—An annual award offered by the GSCA. *See Awards section of this manual for complete description.*

Top Producer— A designation bestowed by the GSCA. *See Awards section of this manual for complete description.*

U-CD—United Kennel Club (UKC) Companion Dog title. UKC puts their performance titles in front of the dog's name. UKC offers other performance titles as well.

WD/WDR—Working Dog/Working Dog Retrieve. Titles granted by GSCA to test hunting ability. This is not an AKC title. *See Working Certificate section of this manual for full description.*

AKC Championship Titles For Gordon Setters *Championship titles precede the dog's registered name.*

AFC	Amateur Field Champion
CH	Champion. Designates a “bench” or “conformation” champion
CT	Tracking Champion
DC	Dual Champion. Awarded to a dog that has two championship titles. In the Gordon Setter breed, a dog may be designated a dual champion if it has a conformation title (CH) coupled with a field championship title (FC)
FC	Field Champion
NAFC	National Amateur Field Champion
NFC	National Field Champion.
MACH	Master Agility Champion. <i>A MACH title can be achieved many times over, with a numeric number at the end of the MACH indicating the number of times the dog achieved the feat—e.g., MACH 4)</i>
OTCH	Obedience Trial Champion
TC	Triple Champion. In the Gordon Setter breed, a dog is awarded a TC if it is a Dual Champion (bench & field) and has earned a third championship title (OTCH, CT or MACH)

Performance Titles *Non-championship titles follow the dog's name*

Obedience, Rally & Tracking

In Obedience and Rally titling, only the highest title earned in a series is shown after the dog's name. Thus when Snoopy CD earns his CDX title, he's Snoopy CDX not Snoopy CD, CDX

CD	Companion Dog
CDX	Companion Dog Excellent
RN	Rally Novice
RA	Rally Advanced
RE	Rally Excellent
UD	Utility Dog
UDX	Utility Dog Excellent
TD	Tracking Dog
TDX	Tracking Dog Excellent

Hunting Titles

Hunting dog titles follow the same convention as obedience and rally titles.

JH	Junior Hunter
SH	Senior Hunter
MH	Master Hunter

Agility

The highest Agility title in the same “series” is shown after the dog’s name.

NA	Novice Agility
NAP	Novice Agility Preferred
NAJ	Novice Agility Jumper
NJP	Novice Jumpers Preferred
OA	Open Agility
OAP	Open Agility Preferred
OAJ	Open Agility Jumper
OJP	Open Agility Jumper Preferred
AX	Excellent Agility
AXP	Excellent Agility Preferred
AJP	Excellent Jumper Preferred
AXJ	Excellent Agility Jumper
MX	Master Agility Excellent
MXJ	Master Agility Jumper
MP	Master Agility Preferred
MJP	Master Excellent Jumpers Preferred
PAX	Preferred Agility Champion. Can have additional numbers after it (PAX2, etc.)

AKC Conventions for Listing Titles (regardless of dates actually earned)

Prefix titles: Champion (CH), Field Champion (FC), Amateur Field Champion (AFC), Obedience Champion (OTCH), Master Agility Champion (MACH) and Dual Champion (DC).

Suffix titles (*all non-championship titles*): in the following order: Obedience, Rally, Tracking, Hunting, Agility. Additionally, the WD, WDR title offered by GSCA is shown as a suffix. E.g., CH & AFC Dog’s Name CD RE MH NA WD

COMMONLY USED ACRONYMS/TERMINOLOGY:

Acronyms

CERF Canine Eye Registration Foundation

CHIC Canine Health Information Center

CHIC DNA Repository A storage bank strictly for research purposes which is a joint project of the AKC Canine Health Foundation (CHF), OFA, and CHIC, which is open to all breeds of dogs.

HIT—High In Trial (top obedience winner); the equivalent (in prestige) to Best in Show in conformation.

ILP A registration number issued by AKC, at the request of the owner, when the dog's parents cannot be confirmed. ILP registered dogs cannot compete in conformation, but are allowed in performance events (hunting, obedience, agility).

NAVHDA (North American Versatile Hunting Dog Association) Nonprofit organization dedicated to fostering, improving, promoting, and protecting the versatile hunting dog
<<http://www.navhda.com/breeds.html>> in North America.

NQ —non-qualifying performance

OFA—Orthopedic Foundation for Animals—a private, non-profit organization whose stated mission is “To improve the health and well-being of companion animals through a reduction in the incidence of genetic disease.” OFA currently provides quarterly reports to GSCA for five registries: Cardiac, Elbow, Hips, Patella and Thyroid.

Q—qualifying score in performance events.

Terminology

Area Committees - A GSCA designation for local groups holding AKC events under GSCA's banner. *See the section of the manual describing the AC's in detail.*

Call Name. What the owner "calls" the dog (as opposed to the AKC registered name). Thus Ch Gordonola Imprimatur may be known at home as "Bob." Call names are not shown in official event reports but may be included in features and advertising.

Errata sheet - a page that shows errors and omissions in a publication.

Indicia—the information required by the post office if a piece is being mailed using a postal permit number. In the case of the GSCA newsletter, the indicia should read: Presorted; Standard (or First Class, depending on Club policy); Mail; U.S. Postage; Paid; (name of originating postal city/state); Permit No. XXX. Note: The semicolons indicate typical line breaks.

Member, Licensed or Independent Gordon Setter Club: *see the General Information section*

Proofing—an obedience term meaning to train by working with distractions.

National Specialty—GSCA's annual national conformation dog show. Only one is held yearly.

National Championships & Field Trial—GSCA's annual national field trial event. Only one is held yearly.

Pointer—formerly known as the English Pointer; now known simply as Pointer.

Signature—a printing term for a sheet of paper that is folded in such a way as to equal a set of pages. Pages in the newsletter must be added and subtracted in four page-increments. Thus, a 32 page newsletter equals 8 signatures.

Stake—a competitive category in a field trial. There are puppy stakes, derby stakes, open gun dog, amateur gun dog, etc. There are four available placements. First place, if awarded, wins the stake and may earn championship points. In some stakes, points may also be earned for second place. *See AKC Field Trial Rules for additional information.*

Supported Entries - *See Specialty & Supported Entry section of the manual.*

TRADITIONAL CONTENT OF THE NEWS

The editor has the right to recommend new policies which the Board may adopt. It is important to know the history/precedents. Keep in mind that whatever you do will be perceived as a precedent by your successor

Dare Trophy (awarded annually by member Gwynne McDevitt). A highly coveted, perpetual trophy for the year long competition offered by Gwynne in memory of Doubledee Highland Dare. This trophy honors the best performances in field trial amateur stakes the Mid-Atlantic Region.

Old Friends. Tributes honoring dogs more than 12 years of age. Allows members to read about some of the old "kids" and see their pictures while they are still alive. The format is a photo and about ½ page of text, focusing on what the dog means personally to its owner, rather than a list of accomplishments. Printed at no charge.

Memorials. Short memorials are printed free of charge. Anything over ¼ page is considered an ad. Typically, the memorial will contain the dog's registered name, call name, and the dates of birth and death, a short tribute (two or three lines) and the name of the person providing the tribute.

Obedience & Rally Trials held in connection with specialties are reported. These are "Gordon Setter events" like a field trial, specialty, hunting test, etc.

Pam Backman Trophy. Trophy honoring Pam Backman, past president of GSCA, and a driving force behind the founding of our National Championships. Trophy is awarded to the National Amateur Champion.

Specialty event results. These should be published immediately. The editor should receive a copy of the catalog. Historically the newsletter publishes six photos per specialty—usually BOB, BOS, WD, WB, Best in Sweeps and either High In Trial or Best Junior. This may vary. Effective December 2006, only ONE specialty picture per dog will be published per issue.

Field Trial and/or Hunting Test results. These should be published immediately. Send editor copy of judges' book. Submit any placing or candid event photos.

Event advertisements (short) from area committees or licensed clubs (published free of charge).

NEWSLETTER STAFF CONTRIBUTORS/SOURCES OF INFORMATION/ REPEATING CONTENT

AKC Delegate. The delegate prepares written reports following each AKC Delegates' meeting for submission to the newsletter.

AKC Gazette. GSCA has blanket permission from AKC to reprint any of the "About The Breed" (Gordon) articles. The GAZETTE should be cited as the original source of the material, and the citation should include the month and year of publication. (*See AKC Gazette Columnist section for the columnist's responsibility regarding publication in the NEWS.*)

AKC Canine Health Foundation GS Donor Advised Fund Memorial or Honorarium

Donation recognitions—Chair, Health & Genetics

"AKC® Syndicate" — features content about dogs, available to dog breed clubs free of charge by the AKC. To obtain your user ID and password for access to the AKC Syndicate contact AKC at 212-696-8360 or lxp@akc.org. Then visit the syndicate website where you will find the following: Ask AKC (dog owner advice column), Features (Articles and news stories) and Book Reviews.

Agility Placements

Canadian News

CERF Information from the CERF Liaison

Coming Events—Gordon groups are welcome to send SHORT articles for this page announcing their event, listing judges, etc. Anything over ½ a page is considered an ad.

Field Placements

Field Points—column consisting of feature articles which are submitted approximately quarterly. A Field Points logo accompanies the column.

Group and BIS Wins

Legislative Liaison—Legislative Liaison's submissions should be published as space permits.

Reports are geared more to local all-breed clubs because most legislation affecting dogs is on the state, county or municipal level but AKC requires that each member club have a liaison.

Mark Your Calendar—Must be published (should be in the same place each month so that members readily know where to find it). The Corresponding Secretary provides the information for this section. Only events whose applications have been submitted to AKC will appear on the calendar. [Exception is GSCA Working Certificate Tests which are not submitted to AKC].

Membership Address Lists. Not published in the NEWS but provided by a member of the Membership Committee who also prepares mailing labels or mailing label file as needed.

New Membership Applications

New AKC Titleholders

Obedience Placements (AKC)

OFA Information from the OFA Liaison.

Rescue—All rescue submissions (other than the monthly available for adoption updates) should be referred to the National Rescue Chair for approval prior to publication.

H&G: All Health & Genetics articles should be submitted to the H&G Chair for approval prior to publication.

Repeating items—Maintain a calendar of repeating items to ensure that perpetual topics/events/notifications are not left out.

- ❖ **January/February.** Solicitation for National Specialty Catalog Cover Dog Nominations. Description of the Annual Awards process.
- ❖ **March.** Solicitation for National Championship Cover Dog nominations & subsequent year National Championship judge nominees.
- ❖ **April.** Initial membership renewal article. Reminder articles on renewal will appear in May-September issues.
- ❖ **May.** Updated AKC Point Schedule
- ❖ **June.** Annual awards
- ❖ **September.** Final membership renewal reminder
- ❖ **October.** Last issue of NEWS notification for members who have not renewed.
- ❖ Balloting for the upcoming National Specialty judges is also a repeating item but the issue is determined by the timing of the event.

ADVERTISING RATES/POLICY. Advertising rates should be published in the newsletter. The licensed Gordon Setter clubs and area committees receive discounted advertising rates; commercial rates should be quoted upon request. Editor is responsible for collecting ad payments and remitting them on a monthly basis to the GSCA Treasurer. Black & white ad rates as of September 2010 are as follows:

Member Rates:

Full page:\$90 - Half page: \$55 - Quarter page: \$50 - Less than 1/4 page: \$25

Gordon Setter Area Committee and Independent Club Rates

Full page:\$45 - Half page: \$30 - Quarter page: No charge - Less than 1/4 page: No charge

Non-Member Rates

Full page:\$110 - Half page: \$65 - Quarter page: \$50

(Non-members must pay a minimum of the 1/4 page rate, regardless of ad size).

Rescue groups may advertise their fund-raisers or other events at no charge, subject to space availability, consult the newsletter editor.

Please note advertising rates change. Consult with the newsletter editor to verify advertising rates before submitting your advertisement and payment. Color advertising is available with the concurrence of the newsletter editor. Consult the editor before submitting color advertising.

NEWSLETTER LAYOUT. The newsletter is printed on 11 x 17 paper, folded in half to make four 8½" x 11" pages per double-sided sheet. You can only add or subtract pages in multiples of four. If an issue is 29 pages, either defer something to the next month, squeeze everything down to make 28 pages or add three pages to make another signature.

- ❖ **Margins:** Layout is double-sided facing pages with margins of .5 for the outside, .375" for the top and bottom; and .625 for the inside margin.
- ❖ **Text:** For readability and a professional look, it is best to limit the number of fonts you use.
- ❖ **Numbering the issues:** Newsletters are numbered sequentially on the front cover.

COVERS. Reserved covers: National Specialty, National Championships & Field Trial, Annual Awards. The following achievements are typically recognized with a cover. The owner of the winning dog can opt to wait for the next available cover or have the article/pictures featured on the inside of an earlier issue. No dog ever gets the cover twice for the same achievement.

- ❖ **AKC Best In Show** (first occurrence for a dog is entitled to a cover. Regardless of the number of BIS wins, only one cover per dog)
- ❖ **All breed High in Trial** winners
- ❖ **Dual Champion, Field Champion, Amateur Field Champion, Obedience Trial Champion, Tracking Champion or Master Agility Champion**
- ❖ **Master Hunter, Utility Dog**
- ❖ **Other cover possibilities: Search & Rescue Gordons, Therapy Gordons**
- ❖ **December** cover is usually a rescue or other "feel good" story

Deadlines: Unless otherwise indicated by the editor, the deadline is the 12th of the previous month. Rescue ads, litter announcements, time-sensitive Board announcements do not have to adhere to the deadline. Try to accommodate late submissions whenever possible and space permitting.

Appendix 19

GSCA Health & Genetics Committee Confidentiality Statement

The Gordon Setter Club of America (GSCA) Health and Genetics Committee chairperson and its committee members acknowledge and confirm that:

1. The matters covered by this agreement are subject in all respects to the privacy of the individuals and their dogs, whether GSCA members or not, who discuss health and genetic matters to the same extent of attorney-client/doctor-patient relationships.
2. They (the chairperson and any of its committee members) shall keep all information they learn in the course of their work confidential; committee members may discuss among themselves the nature of the health and genetics issue without, however, divulging the identity(ies) of the dog(s) involved.
3. They (the chairperson and any of its committee members) will not work on behalf of, cooperate with, or assist any other individual, or other third party with respect to the matters covered by this agreement, nor provide any information obtained for their work hereunder to any outside parties, or take an action adverse to the individual(s) or dog(s) as a result of, or related to, their activities hereunder.
4. They (the chairperson and any of its committee members) may collect and disseminate generic data of general interest to the general membership, or to be used to focus activities and directions to be taken to mitigate major health and genetic problems in Gordon Setters.

Appendix 20

The Gordon Setter Club of America, Inc. Health & Genetics Committee

American Kennel Club (AKC) Canine Health Foundation (CHF)
Gordon Setter Donor Advised Fund

Your kind gift honoring the memory of a special friend, recognizing an occasion or achievement, will assist us in reaching our goal of a genetically healthy breed of Gordon Setter.

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Donation: _____ Date: _____

Method of Payment (checks or money order payable to: AKC CHF/Gordon Setter Donor Advised Fund)

Check: Mastercard/Visa: _____ Number: _____ Exp. Date: _____

This donation is made (choose one & please be sure to specify whether honoree is a person or a dog – thank you):

In honor of: _____

In memory of: _____

For the special occasion of: _____

Please send acknowledgement to:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Please send this form, along with method of payment to:

Dianne Avery
10650 E 200 South, Avilla, IN 46710
Questions? wyttsend@yahoo.com

All donors and memorials will be acknowledged by letter and will be listed in the GSCA Newsletter. If you do not wish the recognition in the GSCA Newsletter, please check here__

Appendix 22

Specialty & Performance Results Newsletter Reporting Information For All Area Committees and Independent Clubs

Newsletter Editor Susan Drum has asked that reporters of event results follow the guidelines below in order to keep the newsletter on a timely schedule. Properly compiled and formatted materials will allow the editor to produce the newsletter more efficiently. This Appendix summarizes an article that appeared in the August 2009 Gordon Setter News.

Requirements for Specialty & Field Event Reporting:

- a) the results must be compiled and typed in proper format prior to sending them to the NEWS and
- b) the finished file must be transmitted via email or mailed to the editor on a CD or DVD.

Event Reporting Do's And Don'ts

- ***Do not postal mail field trial report sheets, Specialty show judge's book tear sheets, or marked catalogs.***
- ***Do not postal mail typed results.***
- ***Do not transmit the information using a PDF file.*** Not all PDF files can be converted a usable format for the newsletter.
- ***Do not copy/paste results information directly from a website***(e.g., AKC or licensed dog show superintendent). These results websites typically use underlying tables in the formatting of the information, which then have to be converted, usually line by line and often contain unnecessary information that must be deleted manually.
- ***Do not postal mail specialty show pictures.*** These must be electronically transmitted—either via email attachments, CDs or direct download from the photographer's website. If the event will not supply digital photos, contact the editor. Scanning paper photos is time-consuming and, usually degrades quality.
- ***Do not ask the editor to review Specialty show pictures and choose which ones to publish.*** The show chair or secretary is responsible for communicating to the photographer which pictures to send to the NEWS. Feel free to direct the show photographer to email the Editor (**SetterEditor@austin.rr.com**) to discuss the photo submission process, including format/size/resolution/transmittal method *after you have selected the best pictures for publication*. If the photographer did not use signs to designate the win category, you must supply the name of the dog/win in each picture.
- ***DO feel free to send one or two extra pictures*** (e.g., Best Bred By Exhibitor, Best Veteran, Best Puppy in Regular Classes or a candid) *in addition to the standard win categories*. Sometimes additional photos are needed to round out a page.
- ***DO type the event results in Microsoft Word or a compatible software and send as an email attachment.*** In the alternative, results can be typed directly into an email. If the sender does not have email, save the file to a CD/DVD and postal mail them.
- ***DO follow the standard format in typing the results.*** Sue Drum has a template made up and will be happy to send it to you.

The NEWS editor is aware that many of our members don't have access to a computer or email. If you are an event chair or secretary and do not have access to a computer, please find a committee member who will volunteer to compile/type the results for you and email them to the newsletter on your behalf. If you cannot find a volunteer for this job, contact the editor as there is a newsletter staff member who will 'pinch hit' if all else fails.

Keep in mind the importance of cross training new members and eager new volunteers. Oftentimes, after contacting someone who sent the info incorrectly, we hear "this is the first time I ever did this and didn't know what you needed." GSCA has got great club members who are anxious to help—we just have to be sure to pass along our knowledge!