

## **NSDTRC (USA) Supported Entry GUIDELINES**

### **TEN MONTHS TO ONE YEAR IN ADVANCE**

- Contact Regional Director to discuss doing a club sponsored Supported Entry in Region. Obtain NSDTRC (USA) Policy for Supported Entries and Application form . Documents can be downloaded from club website Forms page or request from Show/Trial National Events Chair.
- Ascertain from the members in the Region if there is enough interest and support in the Region to do a Supported Entry to build majors in conformation.
- Eleven to twelve months before show date contact the chair of the kennel club offering the AKC conformation show to request that the NSDTRC (USA) hold a Supported Entry at that show.
  - Inform the kennel club Chair that the Supported Entry is tentative until approved by the Club.
  - Ascertain from the Show Chair if the non-regular Hunting Retriever or Veteran Classes can be offered for Tollers.
  - Ascertain from the Show Chair if any special judging will be done for All Breeds on the day of your Supported Entry> Best Puppy, Best Bred-by, Best Veteran.
  - Request confirmation that the kennel club approves the supported entry.
  - Ascertain whether kennel club will provide rosettes and whether Region is responsible for paying for them.
  - Ascertain whether the kennel club requires a written agreement or contract.
  - Ask the kennel club for deadline dates for submitting information to them, i.e. choosing judge, submitting list of trophies.
- Send in application for Supported Entry to NSDTRC (USA) Secretary, Regional Director, and National Events Chair for approval using the downloaded Club form. Application must be submitted by the deadlines outlined in the Supported Entry Policy to be considered. After approval, the Club Secretary will inform the kennel club of such, with a copy going to the SE Chair and Regional Director.

### **SEVEN TO TEN MONTHS IN ADVANCE**

- If hiring judge for the Supported Entry - the Region is responsible for raising funds to pay the judge.
  - Contact judge to ascertain availability and willingness to judge.
  - Inform kennel club that Region is hiring the judge.
  - Prepare contract and have judge sign and return.
  - Forward a copy of contract to the kennel club.
- If not hiring the judge, review judge options with kennel club chair. Select appropriate judge for the Supported Entry (~7 months in advance).
- Committee should decide on trophies and request invoice estimates for costs of trophies (9 months in advance)
- Contact potential trophy donors. *As a courtesy, consider asking trophy donors from previous year if they wish to sponsor trophies again.*
- Send open letter/or email to members in your Region & ones surrounding your Region to request trophy sponsors. *IF you are still having problems getting sponsors for your trophies you might consider using the club website to call for sponsors.*
- Develop list of trophies and donors names to give to kennel club Chair (usually 7 months in advance) for their premium.
- Request appropriate show times from hosting kennel club for the weekend depending on other Toller events scheduled for the weekend (field, agility etc) (~7 months in advance).
- If offering the non-regular Hunting Retriever and/or Veteran Classes, provide the Show Chair with the following approved wording to define the class to put in the premium.
  - *Hunting Retriever Class: A Class for Nova Scotia Duck Tolling Retriever Dogs/Bitches that have a Working Certificate (WC), Working Certificate Intermediate (WCI) or Working Certificate Excellent (WCX) from the NSDTRC(USA) or an AKC Junior Hunter Title (JH), Senior Hunter title (SH) or Master Hunter title (MH) . This is a single dog entry class, eligible for Best of Breed (if otherwise undefeated). Dogs must be intact– no spayed or neutered dogs are allowed.*
  - *Veterans Class: A class for Nova Scotia Duck Tolling Retriever Dogs/Bitches that are seven (7) years old & over. This is a single dog entry class, eligible for Best of Breed (if otherwise undefeated). Dogs must be intact – no spayed or neutered dogs are allowed.*
- If seed money is required, you may request an advance from club Treasurer for up to \$200 and open a checking account for the event. Follow policies developed for event finances. Obtain Resolution for opening an account from club Secretary if bank requires it. Photocopy checks and deposit slips.

- Note: Advances provided by the Club must be repaid and are provided to assist in opening an account and to pay upfront expenses incurred prior to collecting trophy donations.

### **TWO TO SIX MONTHS IN ADVANCE**

- Have the Trophy Chair order the trophies in plenty of time to allow for correction of mix-ups etc.
- Coordinate with chairs of other planned activities like club field tests.
- Arrange for any other activities such as raffle, reservations for dinner after show, reserving a block of rooms at a specific hotel, etc.
- Advertise Supported Entry in Quackers (1/2 page allotted for show info and ½ additional page if field event is being hosted in conjunction with the SE weekend). Be sure to send all information to Web Master to be put and on club website. Notify club members in Region and surrounding states. Regional Emailing Lists are great for this – contact the other Regional Directors for their help in getting out the word on your SE.
- Check premium list when it comes out to make sure that trophies and names are listed correctly.
- Select a conformation judge's gift (s).

### **DAY OF SUPPORTED ENTRY**

#### **TROPHY CHAIR**

- Arrive early and bring trophies to site and work with the steward the morning of the show.
- Take obedience trophies to obedience chair with a reminder that trophies are available for Tollers.

#### **SE CHAIR**

- Be available during the show to help the steward hand out trophies and potentially be in pictures if requested.
- Thank judge and give judge's gift after judging is completed.
- Purchase catalog for the NSDTRC (USA) Historian. Mark results in the catalog prior to sending to Historian.

### **AFTER SUPPORTED ENTRY**

- Send letter to trophy donors thanking them for making the show possible
- Prepare article including results and submit to Quackers for publication.
- Send marked catalog to club Historian.
- Submit receipts for trophies and copies of donation checks to Event Treasurer or SE Chair.
- Submit Post Event Committee Report to Show/Trial Events Coordinator with appropriate documents.
- Event Treasurer or SE Chair submits Event Finance Report to club Treasurer and closes out bank account. Any proceeds from the event should be sent to the club Treasurer.
- Decide whether the Region wants to do the Supported Entry again next year. If so, start the process over.
- Hosting a yearly event at the same location will work in your regional members' favor ... people will know that majors can be had at your event and will plan on attending next year.