



Protocol for holding Poodle Club of Canada Events

The Poodle Club of Canada Executive has final approval for the following:

- Budget (including any additional costs beyond the original approved budget)
- Location of Venue
- Selection of Judges
- Selection of Show Secretary
- Inclusion in contract with Show Photographer that he/she supply at cost a digital photo of the BIS winner and HIT winner regardless of whether purchased by the dog's owner.
- All usage of the Poodle Club of Canada's official logo. (The official PCC logo must be used on advertisements for the event, premium list, catalogs and ribbons.)
- Inclusion of the Official Club Sponsor Royal Canin logo
- PCC Medallions are available for winner of all three BB and HIT.
- The National trophy will be shipped by Purolator approximately two weeks prior to the show and returned in the same manner the week after the show is held. PCC will cover the costs of shipping. A trophy for BIS will be included with the other prizes.
- PCC allots an amount of yearly membership money towards show trophies which will be available. Funds will have to be raised for any Trophy money over that amount.

All revenue/cheques received for a PCC event must be made payable to the Poodle Club of Canada.

The PCC member in charge of the PCC event will submit a report on the progress of the event to each regular meeting before the event and one final summary for the meeting held after the event. The member in charge shall also submit a financial report to the PCC Treasurer within two weeks after the event.

The Treasurer will submit a complete financial report of the event to the Club at the next regular club meeting. If the timing between meetings is longer than one month, then the Treasurer will submit the financial report to the Executive within one month of the event.

Protocol approved by PCC Executive.

Date:.....



Provisional Application to hold a Poodle Club of Canada Event

Type of event (conformation, obedience, rally etc.)

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Approximate Date or dates.....

Venue or location.....

Proposed judge/judges (if known).....

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List of trial committee members and positions, if known (trial secretary, trial superintendent etc)

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Fill in the accompanying budget outline regarding expenses that are known at the time of the application.

This is a basic outline of possible expenses for provisional approval. A more detailed application and budget will be required before final approval by the Executive of the Poodle Club of Canada.

Date of application:.....

Submitted by (name, address, phone and email).....

Submit to: (Name, address, email address of PCC President)

PROVISIONAL APPROVAL GRANTED BY PCC EXECUTIVE ON

(Date).....

Signed by PCC President.....



FINAL APPLICATION TO HOLD A POODLE CLUB OF CANADA EVENT

(Application to be submitted after the provisional approval when all details of the event are known)

Type of event.....

Dates.....

Venue (including full address).....

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Judges (including full address).....

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Show Secretary (including full address).....

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Committee members and

positions.....

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Budget Proposal (fill in the accompanying budget and attach to the application)

I will comply with all CKC regulations in regards to this event and I have read and I agree to the conditions outlined in the Event Protocol issued by the Poodle Club of Canada. I understand that failure to comply with these regulations may result in the PCC Executive rescinding approval for the event.

Signature.....

Date

FINAL APPROVAL GRANTED BY PCC EXECUTIVE ON.....

Signature of President of Poodle Club of Canada.....



Show Chairperson (Regional / National Specialty)

Volunteer Job description

- Organize and or oversee the Clubs Specialty National or Regional event.
- Propose show/trial dates, budget and judges to the Club membership at a meeting in writing (email cc President, Secretary, National Event Coordinator).
- The Club must have approved the proposed trial dates budget and judges before any events are entered into under the Clubs name.
- Proposed Budget should/may contain following cost ...see attached sample.
- With Club approval, arrange judges, apply for CKC approval, show secretary, premium list, booking, advertising, catalog, volunteer help, prizes, raffles etc.
- Insure all premium lists, advertising, catalogs carry the Club official logo and the Club's official sponsor Royal Canin.
- Forward copies of all paper work for Club records such as contracts, including judges, facility rental etc. to Secretary, National Event Coordinator , President).
- Retain all receipts for the treasurer, in orderly fashion, complete information, balanced and filed on the Club's remittance form available from the Treasurer.
- Give written reports or updates for General meetings (email cc President, Corresponding Secretary & Recording Secretary) send results of Show/Trial to Newsletter Editor.
- Compile an written annual report for the AGM (email cc President, Corresponding Secretary & Recording Secretary).
- Supply a fully marked show catalog and digital pictures of the BIS and HIT winners to the Newsletter Editor and to the Editor of Poodle Variety.
- Please keep a notebook: of what you did, job description, ideas, list of events and include approximate hours involved for you successor.

Advertising and Promotion

Volunteer Job Description:

- All Club related events literature must contain the official Club logo and note Club official sponsor Royal Canin
- Ensure open communication between the Club and the public
- Publicize approved Club activities, events by means of ; the Club web site, Show web sites, news media, poster or flyers, Club news letter
- Implement literature which advertises the Club e vents using official Club logo
- Send information to the web master for posting to the website
- At the end of the term submit an annual report
- Updates at general meeting as required
- Retain all receipts for treasurer, given in orderly fashion complete information, balanced on Club form
- Approve cost for all Advertisements from the Executive and the Club at a General meeting.
- **Advertising:** it is suggested that PCC place an ad in the PCA catalogue and do up a Flyer to be handed out at PCA whenever possible.

Catalog and Premium List

Volunteer Job Description:

Where possible the club would like a stand alone National Catalog or section so designated.

To following is to be included in the Premium List and National show catalog:

PERPETUAL TROPHY - BEST POODLE IN SHOW
Ch. Poodhall Gus Perpetual Challenge Trophy

The Best in Show trophy offered at the Poodle Advancement Association's first Specialty Show (1958) and won by Ch. Poodhall Gus shall be offered as a perpetual trophy for *Best in Show* at the Poodle Club of Canada's National Specialty. The trophy shall remain in the custody of the club and a small keeper trophy shall be given to the winner. Trophy donated by Hans and Andrena Brunotte of Poodhall Poodles.

THE TYLDESLEY TROPHY (*must be Canadian Bred for this award*)

Silver-plated Champagne Bucket on a base offered in memory of Susie Mae Weir by the late Douglas Tyldesley Weir, Mary-Jane Tyldesley Weir and Michelle McIntyre for *Best Puppy in Show* providing the puppy is *Canadian Bred*. If the puppy is not Canadian Bred, then the Trophy will not be offered. Trophy will remain in the custody of The Poodle Club of Canada and Keeper Trophies will be presented to both the owner and the breeder of the puppy.

P.C.C. MEDALLION

Offered for *Best of Breed* (Toy, Miniature & Standard Poodle) and *High in Trial* by the Poodle Club of Canada.

Royal Canin one full page ad as club official sponsor and official logo on all literature. (May be excluded from the Premium list if lack of space an issue.

Catalog Only: List of Previous winners of the PCC National Specialty.

Other possible inclusions

- PCC President's Message
- Judge's profile
- Paid membership ads (*to offset extra cost for printing*) note we have letter template available to solicit members ads or trophies monies that the Club can send to membership

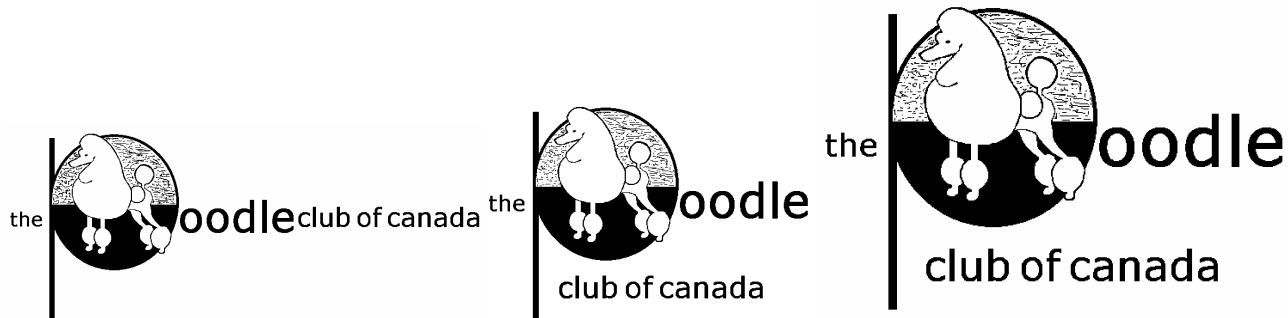
Premium list must be approved by the President and Event Coordinator before printing.

Official logo colour



also attached to email

logo black and white – also attached to email





ROYAL CANIN OFFICIAL CLUB SPONSOR.

The PCC has a long term agreement with Royal Canine as Official Club Sponsor.

The partnership with Royal Canin is a valuable asset to the poodle Club of Canada's and their generous funding over the years has help the club develops and funds our Poodle Health Data base.

The poodle Club of Canada will honor it agreement and insure that Royal Canin will be included in the official show catalogue as Official Club sponsor and receive the full page advertisings as in past years. Royal Canin is also entitled to have a booth present at the National Specialty show and all affiliated regional specialty show.

The current official club liaison is Anne Bell she will contact Royal Canin and let them know the dates of the event and set up contact information for event.

Royal Canine will usually provide suitable samples of food and will set up a booth at this event.

Please contact

Anne Bell; anne@sanvar.com



LOGO



Proposed Budget Template

EVENT	DATE	
<u>Income</u>	<u>Proposed</u>	<u>Actual</u>
Show entries		
Proposed Break down from Show Secretary		
Official class__@\$	\$	
Puppy class __@\$		
Special classes__@\$		
Trophy donations	\$	
<i>Note there is a donation fund from Annual renewals (Treasurer can supply amount)</i>		
Catalogue sales		
Catalogue ads		
Silent Auction Sat		
Silent Auction Sun		
Vendor's rentals		
Food booth/Dinner tickets		
Floral sales		
Public entrance fee		
Clothing Sales		
Obedience ring practice		
Booster	\$	
 <u>Expenses</u>		
Facility Hall rental per day/hour/per dog		\$
Mats/ Gates		\$
Labor to put down,		\$
Site supervisor <i>in past members dose for free</i>		\$
Flowers		\$
Hospitality, food, lunch judges, catering		\$
MJN Ribbons Ob/Rally, Conf		\$
Premium List (Show secretary) \$.....per entry		\$
Catalogue <i>(will be include in Show secretary fee Club to sell ads)</i>		\$
CKC fee Ob, Rally, Conf,		\$
<i>(2011/1-125 dogs entered fee \$4.40; 126 over \$5.70 plus)</i>		
Trophy/prizes		\$
<i>(Excluding cost to refurbish perpetual trophies prices to follow)</i>		
PCC Medallions		\$
<i>Quote and purchasing are in progress the club has ___ remaining in stock</i>		
Fundraising purchase one large prize per day.		\$
Advertising		\$
<i>(Ads PCA cat \$ ____,CKC flyers, PCC website in local papers, Show site signs).</i>		
Float		\$

Miscellaneous	\$
Raffle	\$
Judges Fees conformation, sweeps (pre dog or flat)	\$
Judges lodging, conformation, sweeps	\$
Judges pick up fee (air port/ mileage)	\$
Judges Meals, conformation, sweeps	\$
Judges Gift, conformation, sweeps	\$
Judges fees Obedience	\$
Judges lodging, Obedience	\$
Judges Meals, Obedience	\$
Judges pick up fee obedience (travel/ mileage)	\$
Judges gifts, Obedience	\$
Judges fees Rally	\$
Judges lodging Rally	\$
Judges Meals Rally	\$
Judges pick up fee Rally (travel/ mileage)	\$
Judges gifts Rally	\$

Membership Donations towards Trophy fund
 Name, kennel, amount
 Name, kennel, amount
Total

Trophies for all events (booster, regional, rally, obedience, national)
 Attach receipts, list store name, date, and amount
Total

Respectfully Submitted by;

Date;

TROPHY LIST

BEST IN SHOW
BEST OPPOSITE SEX IN SHOW
BEST PUPPY IN SHOW
BEST CANADIAN BRED IN SHOW
BEST BREED BY EXHIBITOR IN SHOW

Optional awards:

BEST STUD DOG IN SHOW
BEST BROOD BITCH IN SHOW
BEST BRACE IN SHOW
BEST JUNIOR HANDLER

IN TOYS, MINIATURES & STANDARDS

ROZETTES for FIRST in each class where there is an entry

JUNIOR DOG
SENIOR DOG
12-18 DOGS
BRED BY EXHIBITOR DOG
CANADIAN BRED DOG
OPEN DOG

WINNERS DOG (optional trophy)
RESERVE WINNERS DOG

ROZETTES for FIRST in each class where there is an entry

JUNIOR BITCH
SENIOR BITCH
12-18 BITCHES
BRED BY EXHIBITOR BITCH
CANADIAN BRED BITCH
OPEN BITCH

WINNERS BITCH (optional trophy)
RESERVE WINNERS BITCH

Trophy for each of the following:

BEST OF BREED
BEST OPPOSITE SEX
BEST PUPPY IN
BEST CANADIAN BRED
BEST BREED BY EXHIBITOR

JUDGE'S GIFT
RING STEWARD'S GIFT

OBEDIENCE

FIRST in all classes where there is an entry

NOVICE A
NOVICE B
OPEN A
OPEN B

HIGHEST SCORE IN TRIAL (Trophy)
HIGH COMBINED OPEN B/ UTILITY (Trophy)

JUDGES GIFTS

RALLY

FIRST in all classes where there is an entry

NOVICE A

NOVICE B

ADVANCE A

ADVANCE B

RALLY EXCELLENT A

RALLY EXCELLENT B

HIGHEST SCORE IN TRIAL (Trophy)

JUDGES GIFTS

PCC Medallions Offered for *Best of Breed* (Toy, Miniature & Standard Poodle) and *High in Trial*

Perpetual trophy shall be present at the National Specialty and will be present in the Official Photo of the BIS Winner.

Shipping to be arranged well in advance through National Event Coordinator or President

Digital copy of official picture of BIS winner with Trophy in picture to be supplied to PCC Webmaster.

Digital copy of official picture of HIT winners to be supplied to PCC Webmaster.