

National Specialty Hosting Rules



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These rules were last updated:

- **May 27, 2021**, to make Board approved changes to add new Appendix A - Financial Policies for the ASCA National Specialty, beginning with 2021 and Appendix B - Procedure for Assembling the Nationals Committee.
 - **February 27, 2021**, to make changes regarding bitches in season competing in obedience at the Nationals Specialty and the type and description of ribbons required at Obedience Finals and the National Specialty Obedience Trial.
- **December 27, 2020**, following Board approved changes to Section 1.2.2, Section 1.4, Section 1.6, Section 1.7, Section 1.8, Section 3, Section 5, Section 8, Section 9.10, Section 22.2 to bring Nationals rules in line with ASCA's new protocol for hosting the event.

Shaded areas indicate rule changes with effective date listed.

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Chapter 1 General Expectations

Section 1.1 Definition of National Specialty

The "National Specialty" is a show sanctioned by ASCA, which includes the following events: conformation, obedience, agility, rally, junior handling, a stockdog trial, a tracking test, Most Versatile Aussie competition, and other events approved by the ASCA Board of Directors.

Section 1.2 Governance

The National Specialty is governed by the ASCA Board of Directors.

1.2.1 Nationals Advisory Committee

ASCA will form a Nationals Advisory Committee, comprised of former Nationals Chairpersons from the last five and future ASCA Nationals, whose purpose will be to oversee ASCA's management and running of ASCA's annual National Specialty and Finals competition.

1.2.2 Nationals Advisory Committee Duties

The Nationals Advisory Committee's duties are as follows:

- A. To assemble the Nationals Committee for each year. This committee will be appointed and approved by the Board at least two years, and preferably three years, ahead of the event.
- B. To solicit, recommend and prepare the contracts for Board approval for pre-trials/post-trials and pre-shows/post-shows for Nationals, in conjunction with the Nationals Chairperson*. These will be awarded two years in advance of the event. (See Section 1.4 below.) ***Effective 12/27/2020.**
- C. To solicit, recommend and prepare the contracts for Board approval for the paid workers for each Nationals, in conjunction with the Nationals Chairperson, including the entry clerk, the agility data entry clerk, stewards, stock handlers, and set-up and tear-down laborers.
- D. To advise the Nationals Committee to ensure that the National Specialty operates in a manner that will provide members with an opportunity to have a pleasant experience at an efficiently run event.
- E. To advise the Nationals Committee to ensure that the National Specialty is both financially self-sustaining and cost positive for ASCA.
- F. To work with ASCA's competitive program committees to ensure that rules are being followed with respect to Nationals and Finals competition. To work with other ASCA committees as needed to ensure a successful participant experience.

Section 1.3 Date of Age Calculation

All competitive events at the National Specialty, except for Junior Handling, have specific age requirements for competing dogs; therefore, the first day of Nationals competition on the National Specialty schedule, usually Friday, will be used as the date for age calculation. The National Specialty is considered one show with multiple competitive events, therefore, using the first Nationals event day will not conflict with existing program rules.

Section 1.4 Pre/Post-Shows/Trials

- A. Pre/post-shows/trials held in conjunction with the ASCA National Specialty may ~~either~~* be Sanctioned as Member Shows or Specialties*. ~~In either case,~~* Entries for pre/post-shows/trials shall be limited to ASCA Registered Australian Shepherds. ***Effective 12/27/2020.**
- B. There will be pre/post-shows/trials organized for any ASCA Program held in conjunction with the ASCA National Specialty. If pre/post-shows/trials are offered, they will be considered part of the National Specialty for the purpose of age calculation, and they will be subject to the same age calculation date as the rest of the National Specialty events.

1.4.1 Selection of Affiliate Pre/Post-Show/Trial Hosts

Affiliates who are interested in holding a pre-trial, post-trial, pre-show, or post-show for a Nationals should submit their names to the Nationals Advisory Committee by the announced deadline. All names will be put into a lottery

draw for their desired event(s). An Affiliate may only host one event every four years unless no other Affiliates are interested in hosting. The purpose of the lottery draw is to provide an opportunity to all Affiliates who wish to take part in the ASCA National Specialty by hosting a pre-show/trial.

1.4.1.1 Request for Affiliates

In February, in the year prior to the National Specialty, the Nationals Advisory Committee will send notice via ASCA's electronic media outlets, inviting Affiliates to apply to host a National pre-show or pre-trial.

1.4.1.2 Determining Qualifications of Affiliates to Host

Interested Affiliates will complete the online questionnaire by the designated date, indicating that they would like to host. These applications will be reviewed by the Nationals Advisory Committee to ensure the Affiliate has the expertise and workers to host the event they are volunteering for. Information provided to the National Advisory Committee will be assumed to be correct. The Committee will not be required to verify the information. The responding, qualified Affiliates will be placed in a pool of Affiliates for random selection.

1.4.1.3 Failure to Secure Enough Affiliates to Host

If not enough Affiliates apply to host a pre-show or pre-trial in all competitive programs, the Nationals Committee will host at least one pre-show / trial per competitive program.

1.4.1.4 The Procedure for the Draw

A. The random draw will be done by the Board at their Spring Meeting. The selection process will be completed at one time in full view of any who wish to attend the draw.

B. All Affiliate names will be shown in the order of the draw, and then posted to the ASCA Website and any ASCA approved e-mail list.

C. After the Nationals schedule and the pre-show and pre-trial contracts have been approved, the Affiliates will be asked, in order drawn, to select the pre-show / trial they wish to host. For example, number 1 will choose the date they want, followed by two, etc., until all pre-shows / trials have been spoken for.

1.4.2 Pre- and Post-Show/Trial Fees

The fees for hosting a pre- or post-show or trial for the ASCA National Specialty shall be determined for each Nationals by the ASCA Board of Directors, upon recommendation of the Nationals Advisory Committee.

1.4.3 Pre- and Post-Show/Trial Contracts

Affiliates selected to host a pre-show, post-show, pre-trial or post-trial shall sign a contract with ASCA and shall pay the required deposit by the required date or the next Affiliate on the selection list will be invited to host.

1.4.4 Non-ASCA-Sanctioned Events

Any competitive event not sanctioned by ASCA, which the Nationals Committee wishes to hold must be approved by the ASCA Board of Directors.

Section 1.5 Finals

Finals are invitation-only events, and although they are part of the National Specialty week, each Finals is subject to its own additional set of program rules. Please refer to each program rule book for complete rules and regulations pertaining to Finals.

Section 1.6 Site

A. The Board will announce the site for the National Specialty at least three years in advance of the event.*
~~The site of the ASCA National Specialty will rotate on a yearly basis, based on the following rotation and continuing for ten years: 2020— Georgia International Horse Park, 2021— Brazos Expo Center, 2022— Island Grove Park, 2023— Deschutes County Fairgrounds, 2024— Georgia International Horse Park, 2025— Brazos Expo Center, etc.*~~

***Effective 12/27/2020.**

B. The ASCA Board will contract with the facility and will be financially responsible for the facility.

Section 1.7 Nationals Committee

The Nationals Advisory Committee will assemble a Nationals Committee for each year, filling the following positions:

- A. Nationals Chairperson
- B. Nationals and Finals Stockdog Course Director (may be two separate people)
- C. Nationals and Finals Conformation Secretary (~~may be two separate people~~)*
- D. Nationals and Finals Obedience Secretary (~~may be two separate people~~)*
- E. Nationals and Finals Rally Secretary (~~may be two separate people~~)*
- F. Nationals and Finals Juniors Secretary
- G. Nationals and Finals Agility Secretary (~~may be two separate people~~)*
- H. Tracking Secretary
- I. MVA/MVJ Secretary
- J. Awards and Rosettes Chairperson
- K. Sponsorship Chairperson
- L. Vendors/~~Grooming Spaces/Stalls~~* Chairperson
- M. Hotels and Travel Chairperson
- N. Banquets/Receptions/Nightly Dinners Chairperson
- O. Merchandise Chairperson (may be two people co-chairing)
- P. RV/Camping/Golf Carts Chairperson
- Q. ~~Grooming Spaces/Stalls~~ Chairperson*
- R. Hospitality Chairperson
- S. Parades Chairperson (if offered)
- T. Decorations/~~Signage~~* Chairperson
- U. ~~Signage~~ Chairperson*
- V. Dock Jumping Chairperson (if offered)*
- W. ~~Bookkeeper~~ Nationals Accounting Chairperson*
- X. ~~Website~~,* Facebook and* Slideshows Chairperson
- Y. Catalog Chairperson
- Z. Education/Seminars/Health Clinics Chairperson
- AA. Nationals Office Manager
- BB. Welcome Bags/~~Junior Bags~~/*Judges Gifts Chairperson*
- CC. ~~ASHGI Raffle/Auction~~ Chairperson*
- DD. Local Liaison
- EE. Other chairpersons as approved by the Board

***Effective 12/27/2020.**

The Nationals Committee slate will be submitted to the Board for approval.

1.7.1 Accommodations for Nationals Committee* Chairpersons

These Nationals Committee Chairpersons will have their transportation to and from Nationals (at a Board-approved rate or round-trip airfare, whichever is less) and their* room and board (at the Board-approved rate)* paid* for the days they are working* Nationals, but they will not be paid any cash. ***Effective 12/27/2020.**

1.7.2 Ineligible to Serve as Nationals Chairperson

An ASCA employee (regular, part-time, contract or temp) and no ASCA Board member can serve as the Nationals Chairperson, unless that person has committed to that position prior to their employment or election.

1.7.3 National Chairperson

The Board shall approve the Nationals Chairperson. The National Chairperson oversees all Secretaries, Course Directors, and Nationals Committee Chairpersons. The Nationals Chairperson acts as the ultimate authority over all programs and acts as the point of contact between the Nationals Committee and the ASCA Board, through the selected Board Liaison.* ***Effective 12/27/2020.**

1.7.4 Nationals Board Liaison(s)

The National Chairperson will select a Board Director(s) to act as their Liaison between the National Specialty Show Committee and the Board. All changes in personnel, schedule, or other plans should be shared with the Board Liaison. * **Effective 12/27/2020.**

Section 1.8 Bank Accounts for Deposits

ASCA shall open a separate bank account for the purpose of depositing the Nationals entry fees and reservation fees. The bank needs to be a nationally available bank so that the entry clerk is able to deposit the money collected easily. * **Effective 12/27/2020.**

~~Section 1.8 Financial Arrangement for Nationals Not Hosted by ASCA (2020 – Conyers, Georgia)~~

~~Upon approval of the premium list, an advance of \$5000 will be sent to the Consortium. The Nationals Chairperson shall have control of the Nationals bank account. After paying for the facility and the Nationals Entry Clerk and after subtracting out the \$5000 advance, the Board will forward all money collected from Nationals entries to the Consortium. The consortium will have the right to collect sponsorship money and to sell Nationals merchandise. The entry fees for all ASCA Program Finals will be forwarded to the Consortium after entries close and all entrants are confirmed. Entries for the ASCA National Specialty will be processed by the Nationals Entry Clerk. The ASCA Board will hire, bond and pay the Nationals Entry Clerk to take the entries for the Nationals Specialty.*~~
* **Effective 12/27/2020.**

~~1.8.1 Bank Account for Deposits~~

~~ASCA shall open a separate bank account for the purpose of depositing the Nationals entry fees and reservation fees. The bank needs to be a nationally available bank so that the entry clerk is able to deposit the money collected easily.*~~ * **Effective 12/27/2020.**

~~1.8.2 Amount for Payment of Facility~~

~~The amount that ASCA keeps for payment of the facility will be the facility amount stated in the contract plus estimated fees for RV spaces for the entirety of the event plus the estimated fees for stalls or grooming spaces, if applicable, plus an estimated amount for other fees per the facility contract (chair fees, table fees, grounds preparation fees, vendor fees, etc.). If the amount owed the facility at the close of the event exceeds what has been kept back by ASCA, the Consortium will have to pay the difference. If the amount kept by ASCA is in excess of what is owed at the close of the event, ASCA will pay the excess amount to the Consortium. Only after subtracting the estimated amount owed to the facility and paying the Nationals Entry Clerk will ASCA forward the remaining amount collected from entry fees and reservations to the consortium.*~~ * **Effective 12/27/2020.**

~~1.8.3 Refunds~~

~~Refunds to be paid per the premium will be paid by the Consortium.*~~ * **Effective 12/27/2020.**

Chapter 2 Dates

The ASCA National Specialty will be held between September 1 and December 1.

Chapter 3 Agreement

A. By acceptance of this privilege, the members of the Nationals Committee will agree to comply with and enforce all ASCA rules, regulations, and directives of the ASCA Board of Directors.

B. ~~The Affiliates selected to be part of the Consortium will each provide \$500 seed money and sign a consortium agreement, outlining their mutual expectations and obligations. (Effective for 2020 ASCA National Specialty.)~~ * **Effective 12/27/2020.**

Chapter 4 Selection of Judges

The Program Committees will develop procedures to hire Judges for the various Nationals and Finals events. If a Committee does not currently have a procedure for selecting Nationals and Finals judges, the Committee will create such a procedure and follow it, beginning with the 2021 Nationals and Finals.

Chapter 5 Accounting and Financial Procedures

Section 5.1 Checking Account

ASCA will establish a Nationals checking account for each year's National Specialty. All proceeds generated by the Nationals and Finals events will be deposited into this account. The Nationals Chairperson will be the signer on this account. The ASCA Treasurer and the ASCA President will also be signers on the account, although approval for expenditures must come from the Nationals Chairperson.

Section 5.2 Ledger

The Nationals ~~Bookkeeper~~ Accounting Chairperson* and the Nationals Chairperson will maintain a ledger, documenting all deposits and expenditures. The ASCA Treasurer, members of the Nationals Advisory Committee, and any other interested ASCA Director will be able to view the ledger. ***Effective 12/27/2020.**

Section 5.3 Bonding of Chairperson and Entry Clerk

The Nationals Chairperson and the Nationals Entry Clerk will be bonded by ASCA for \$300,000, or an amount determined by the ASCA Board.

Section 5.4 Budget

The Nationals Chairperson and the Nationals Advisory Committee will work together to prepare a budget for the National Specialty, which shall include the Finals expenditures. This budget will be approved by the Board of Directors.

Section 5.5 Nationals Financial Policies for the ASCA National Specialty - Beginning With 2021

The National Specialty will be run per the Nationals Financial Policies found in an appendix of this rule book. ***Effective 12/27/2020.**

Chapter 6 Premium List

Section 6.1 Premium Guide

The Nationals Committee is encouraged to use the previous year's Premium List as a guide in creating their Premium List.

Section 6.2 Premium List in AT

A fifteen-page Premium List, including entry forms, will be printed in the March/April issue (for Sept/Oct National) or the May/June issue (for November National) of the Aussie Times at no expense to the Nationals Committee. Should the Nationals Committee require more than fifteen pages, the Nationals Committee must request Board of Director approval for additional pages when submitting the first draft.

Section 6.3 Premium List Due Dates

- A. **September 1** (year prior to event) - Judges Slate and first draft of the Premium List due to the Executive Secretary.
- B. **October 1** (year prior to event) or thirty days after the draft was received by the Executive Secretary - Board comments and approval of the Judges slate due to the Nationals Committee.

- C. **November 15** (year prior to event) - Final draft of the Premium List due to the Executive Secretary.
- D. **December 15** (year prior to event) or thirty days after the final draft was received by the Executive Secretary - Final approval due to the Nationals Committee.
- E. **January 1** (year of event) for September/October Nationals - Camera ready copy due to the Executive Secretary.
- F. **January 15** (year of event) for September/October Nationals - Deadline for Executive Secretary to have camera ready copy to the Aussie Times Editor for March/April issue.
- G. **March 1** (year of event) for November Nationals - Camera-ready copy due to the Executive Secretary.
- H. **March 15** (year of event) for November Nationals - Deadline for Executive Secretary to have camera-ready copy to the Aussie Times Editor for May/June issue.

WITHOUT EXCEPTION THESE DEADLINES MUST BE MET BY THE NATIONALS COMMITTEE.

Section 6.4 First Draft of Premium

The first draft of the Premium List must be received by the Executive Secretary on or before September 1 of the preceding year. This information will be forwarded to the Board of Directors for review. Board approval of the Judges slate along with comments and recommendations will be returned to the Nationals Committee no later than thirty (30) days after receipt by the Executive Secretary. The Nationals Committee will contact Judges regarding their availability to judge only. The Board heavily considers prior judging experience of large entries. Please be certain that selected judges are qualified in this respect. Official confirmation of judging assignments must not be given until the ASCA Board of Director's approval is granted.

Section 6.5 Dog Changes for Junior Handling Classes/Finals

It is required that the deadline date for making dog changes for the regular Junior Handling classes and the Junior Handling Finals be published in the premium list (See the last paragraph of Chapter 2 Junior Handling Classes in the Junior Rules and Regulations).

Section 6.6 Final Premium List

The Final Premium List must be sent to the Executive Secretary by November 15 of the preceding year. This draft will be forwarded to the Board of Directors. The Board will review the final draft of the Premium List and, if all is in order, will issue their approval within thirty (30) days of receipt by the Executive Secretary.

Section 6.7 Camera Ready Premium List in AT

Camera ready copy of the Premium List must be received by the Executive Secretary no later than January first for Sept. /Oct. events or March 1 for November events. The Board of Directors will review the Premium List for compliance with the approved final draft. If all is in order, the Executive Secretary will forward the camera-ready Premium List to the Editor of the Aussie Times for publication in the March-April issue for September/October events or the May/June issue for November events.

Chapter 7 Sanctioning and Paperwork Required

Section 7.1 Sanctioning Fee

No sanctioning fee will be required. The event membership dues as set by the Board of Directors will be paid by the Nationals Committee when show results are submitted to the ASCA Business Office.

Section 7.2 Sanctioning Forms

All Sanctioning Forms (Agility, Conformation, Obedience, Rally, Stock and Tracking) must be correctly submitted to the Business Office by March 1 of the Specialty year for Sept. /Oct. events, by May 1 of the Specialty year for November events. Sanctioning Grant and all paperwork will be sent to the Nationals Chairperson thirty (30) days prior to opening of entries. Only ASCA Official forms will be used for the ASCA National Specialty.

Section 7.3 Trademark Licensing

The Nationals Committee has the exclusive right to market ASCA National Specialty souvenir items for the year in which they host the ASCA National Specialty. When applying for sanctioning, the Nationals Committee must file a Trademark Licensing Form indicating their intent to use any ASCA trademarks for merchandise in conjunction with the words "year National Specialty". There will be no fee charged to the Nationals Committee for the use of ASCA's trademarks.

Chapter 8 Show Committee

Section 8.1 National Specialty Show Committee

The National Specialty Show Committee will organize and implement the various events described in these Rules and any others applicable to an ASCA National Specialty. *Effective 12/27/2020.

Section 8.2 Nationals Chairperson

The Board shall approve the Nationals Chairperson. *Effective 12/27/2020.

Section 8.3 Nationals Board Liaison(s)

The National Chairperson will select a Board Director(s) to act as their Liaison between the National Specialty Show Committee and the Board. All changes in personnel, schedule or other plans should be shared with the Board Liaison. *Effective 12/27/2020.

Section 8.4 Required Members

The following people are REQUIRED on the ASCA National Specialty Show Committee. Persons filling these positions shall not be paid a salary or hourly wage to perform these duties:

- | | |
|---------------------------|-----------------------------------|
| A. National Chairperson | E. Rally Secretary |
| B. Agility Secretary | F. Stockdog Trial Course Director |
| C. Conformation Secretary | G. Tracking Secretary* |
| D. Obedience Secretary | |

*Effective 12/27/2020.

Section 8.5 National Chairperson

The National Chairperson oversees all Secretaries and Course Director, acts as the ultimate authority over all programs, acts as liaison between the Nationals Committee and the ASCA Board. *Effective 12/27/2020.

Chapter 8 Judges

Section 8.1 Approval

Judges must be approved by the Board of Directors.

Section 8.2 Judge Experience

All Judges must have experience with ASCA Australian Shepherds and large entries.

Section 8.3 Agility Judges

Agility Judges must come from the ASCA Approved Agility Judges List.

Section 8.4 Conformation Judges

- A. For the following assignments, the Judge must be a Senior Breeder Judge.
 1. All Altered class dogs, class bitches, and Altered Best of Breed
 2. Intact Dogs

3. Intact Bitches
4. Intact Best of Breed
- B. For the following assignments, the Judge may be an Approved Breeder Judge or a Senior Breeder Judge.
 1. Puppies
 2. Veterans
 3. Sweepstakes
 4. Other non-regular classes
- C. Must not have judged conformation six (6) months prior to the event.
- D. Shall not be a judge for conformation at the current National Specialty pre shows and/or post shows.
- E. Shall not have judged conformation at the previous year's pre shows and/or post shows that are held in conjunction with that year's National Specialty.
- F. Judge shall not have judged conformation the previous three (3) National Specialties.

8.4.1 Selection of Judges

Once the location and dates have been determined, the Business Office shall send a letter to all Senior Breeder Judges and Approved Breeder Judges, Letters must be returned in 30 days to the Business Office.

8.4.2 Determining Availability and Qualifications

Judges for the National Specialty will be selected from the ASCA Senior Breeder Judges and the Approved Breeder Judges who return the questionnaire to the Business Office by the designated date and have indicated they would be available. At that time, the Business Office shall determine the judge meets the requirements as listed above.

8.4.3 Draw

- A. The ASCA Board of Directors will perform a random draw of all Judges who satisfy the qualifications. The random draw will be done at the General Membership Meeting held at the National Specialty Event. The selection process will be done one time in full view of any who wish to attend the meeting.
- B. All names will be shown in draw order at the meeting.
- C. Fifteen (15) Senior Breeder Judge names and five (5) Approved Breeder Judge names will be drawn. The list will be supplied to the National Specialty Committee to choose from.
- D. If judges cannot be secured from the list, then additional judges will be drawn by the ASCA Board of Directors. All judges must be asked and decline before asking for additional names. The Board of Directors will verify all Judges drawn have been contacted before additional names shall be drawn.
- E. A reason must be provided to the ASCA Board of Directors by the National Committee why additional judges are needed.
- F. If a judge withdraws after being hired, another judge from the list must be asked. This process is repeated, as necessary, to fulfil the judge slate.

Section 8.5 Obedience Judges

Obedience Judges must come from the ASCA Approved Obedience Judges List.

Section 8.6 Stock Dog Judges

Regular Stock Dog Judges must come from the ASCA Approved Stock Dog Judges List. National Stock Dog Finals Judges must come from a list of candidates provided by the Business Office taken from the ASCA Approved Stock Dog Judges List.

Section 8.7 Tracking Judges

Tracking Judges must come from the ASCA Approved Tracking Judges List.

Section 8.8 Rally Judges

Rally Judges must come from the ASCA Approved Rally Judges list.

Section 8.9 Junior Handling Judges

Regular Junior Handling and Finals Junior Handling Judges must meet one of the following qualifications:

1. Previous ASCA Junior Handler over the age of twenty-one (21)

2. ASCA Breeder Judge

8.9.1 Junior Handling Finals Judge

The ASCA Board of Directors will approve the Junior Handling Finals Judge, preferably from the region where the event will be held. The Nationals Committee will submit resumes for proposed Junior Finals Judges with the first draft of the Premium List.

Section 8.10 Standard Finals Judge Contract

As part of the hiring process for all Finals and Nationals* Judges, the Nationals Committee shall utilize employ the Standard Finals Board Approved* Judge Contracts. ~~The Nationals Committee is encouraged to use the standard contract when hiring all National Specialty Judges.*~~ ***Effective 12/27/2020.**

Chapter 9 Catalog

The following information is required to be listed in the catalog for each dog entered in the National Specialty:

- | | |
|--|---------------------------------------|
| A. Armband number | E. Registered name of dam |
| B. Registered name of dog | F. Date of Birth |
| C. Call name of dog (for Agility only) | G. Names of breeder and owner |
| D. Registered name of sire | H. Name of handler, for Agility only. |

Chapter 10 Rings and Tracking Fields

Part 1: The conformation rings will be at least 50' x 50' or larger if the entry warrants. The obedience and rally rings will be 40' x 50'. The conformation rings should be placed so they can be combined for Best of Breed. The Obedience rings should be placed so that two rings can be combined for the Team class (if offered). The number of rings for conformation and obedience will be dictated by the schedule of events and the need to accommodate bitches in season competing in obedience for Versatility, National obedience, and the Obedience Finals.

Part 2: TD sites must be open fields of consistent cover free of obstacles with at least 5-7 acres in each area for a TD track; TDU sites should be in urban or suburban areas with at least 4 acres for each TDU track. TDX sites must be of both open and mixed cover in an area with at least 20-27 acres for each TDX track. Judges must approve the sites of the Tracking Test and determine the number of tracks before the Premium goes to publication. Sites for the National Tracking Test cannot be changed once the Premium has gone to publication unless permission is given by both National Tracking Judges.

Chapter 11 Meeting and Board Accommodations

Section 11.1 Board Meeting Room

The Nationals Committee will make arrangements for a Board meeting room at the show grounds.

Requirements:

1. Chairs, table(s) and a room large enough to accommodate twenty-five (25) people
2. Water, electricity, and rest rooms available

Section 11.2 GMM/Affiliate/Committee Meeting Room

An additional meeting room at the show grounds needs to be arranged to accommodate the General Membership Meeting (approximately 300 to 500 people), Affiliate Club Meeting/Committee Meetings, etc.

Section 11.3 Hotel Rooms

The Nationals Committee shall also reserve a block of rooms at the Nationals Headquarters Hotel for the use of the ASCA Board of Directors. The Board Point of Contact will notify the Nationals Committee of the type and number of rooms required for Directors and any additional ASCA personnel attending the Nationals.

Chapter 12 ASCA Promotional Space

Adequate spaces will be made available by the Nationals Committee for ASCA promotional display needs and ARPH display needs at no fee. Tables, chairs, electricity, etc. shall be available. The Nationals Committee can contact the ASCA Business Office for further details.

Chapter 13 Junior Handling/Junior Handling Finals

Section 13.1 Verify Eligibility

Be very explicit in the Premium List. Have the ASCA Business Office double check your information by verifying the eligibility of the Junior Finals Handlers and the ownership requirement of their dogs upon expiration of the entry deadline.

Section 13.2 Scheduling of Finals

Junior Handling Finals will be scheduled by the Nationals Committee, in consultation with the Juniors Committee, at a time that will best showcase the Junior Finalists. All other conformation show classes will cease during the Junior Handling Finals classes.

Section 13.3 Scheduling of Nationals

Highlight the Regular Nationals Junior Handling during a prime time.

Section 13.4 Finals Awards

ASCA will provide Two Hundred Dollars (\$200) to be used for Best Junior Handler and Reserve Junior handler prizes and rosettes for the ASCA Junior Handling Finals. ASCA will also provide Ten Dollars (\$10) per participant for placement and participant rosettes.

Section 13.5 All-Around Junior

13.5.1 Transportation

ASCA offers transportation to the National Specialty for the All-Around Junior Handler for the year.

13.5.2 Stock Runs

The Nationals Committee will hold open 1 stock run each in Cattle, Ducks and Sheep for the year-end All-Around Junior winner until the closing date of entries.

Chapter 14 National Stockdog Trial

Section 14.1 Minimum # of Runs

ASCA requires a minimum of 40 duck runs, 40 sheep runs, and 40 cattle runs.

Section 14.2 Minimum Head of Stock

Five head of ducks and at least five head of sheep and cattle must be used in all classes of stock.

Chapter 15 Stockdog Finals

Please see Chapter 24 of the Stockdog Rules and Regulations for complete Finals rules.

Section 15.1 Finals Budget

The Nationals Committee shall submit a proposed budget to the Board and Stockdog Committee at least six (6) months prior to the Finals. The budget must state the total number of livestock to be used in each class of stock for all go-rounds of Finals. This number should reflect extra livestock on hand to be used in case of injury or illness, with a written breakdown of what is to be considered back-up or extra.

Chapter 16 Obedience Finals

Please see Chapter 13 of the Obedience Rules and Regulations for complete rules.

Section 16.1 Budget

The Nationals Committee shall submit a proposed budget to the Board and Obedience Committee at least six (6) months prior to the Finals.

Section 16.2 Funds

Entry fees collected by the Office will be used to cover any expenses the Nationals Committee may incur including awards. The Business Office will keep an accounting of all monies received for the Finals fund and is responsible for informing the Nationals Committee, the Board of Directors and the ASCA Obedience Committee as to the amount received by August 1st of the competition year. The Nationals Committee will submit their expenses to the ASCA Board of Directors. When all expenses have been met any additional monies will be used for funding the next year's competition.

Chapter 17 Agility Finals

Please see Chapter 12 of the Agility Rules and Regulations for complete rules.

Section 17.1 Budget

The Nationals Committee shall submit a proposed budget to the Board and Agility Committee at least six (6) months prior to the Finals.

Section 17.2 Funds

Entry fees collected by the Office will be used to cover any expenses the Nationals Committee may incur including awards. The Business Office will keep an accounting of all monies received for the Finals fund and is responsible for informing the Nationals Committee, the Board of Directors and the ASCA Agility Committee as to the amount received by August 1st of the competition year. The Nationals Committee will submit their expenses to the ASCA Board of Directors. When all expenses have been met any additional monies will be used for funding the next year's competition.

Chapter 18 Conformation Finals

Please see Chapter 15 of the Conformation Show Rules and Regulations for complete rules.

Section 18.1 Budget and Fees

The Nationals Committee shall submit a proposed budget to the Board and Conformation Committee at least six (6) months prior to the Finals.

Section 18.2 Funds

Entry fees collected by the Office will be used to cover any expenses the Nationals Committee may incur including awards. The Business Office will keep an accounting of all monies received for the Finals fund and is responsible for informing the Nationals Committee, the Board of Directors and the ASCA Agility Committee as to the amount received by August 1st of the competition year. The Nationals Committee will submit their expenses to the Board of Directors.

Chapter 19 Rally Finals

Please see Chapter 13 of the Rally Rules and Regulations for complete rules.

Section 19.1 Budget and Fees

The Nationals Committee shall submit a proposed budget to the Board and Rally Committee at least six (6) months prior to the Finals.

Section 19.2 Funds

Entry fees collected by the Office will be used to cover any expenses the Nationals Committee may incur including awards. The Business Office will keep an accounting of all monies received for the Finals fund and is responsible for informing the Nationals Committee, the Board of Directors and the ASCA Rally Committee as to the amount received by August 1st of the competition year. The Nationals Committee will submit their expenses to the Board of Directors.

Chapter 20 Most Versatile Aussie Award

Section 20.1 MVA Rules

Rules for this award are available from the ASCA Business Office.

Section 20.2 MVA Rules Available on Show Grounds

Copies of the approved rules must be available upon request and on the Show Grounds.

Section 20.3 Bitches in Season

A. Bitches in season entered in Versatility must run last in Obedience or in a separate ring at the option of the Nationals Committee. ~~Qualifying scores received will count for Versatility only.~~ Bitches in season must wear pants in and around the rings. Consult Section 1.13 of the ASCA Obedience Rules and Regulations for complete rules.*

B. Bitches in season entered in Versatility must run last in Tracking and will be kept away from the Tracking area until called.

C. Bitches in season entered in Versatility must be accommodated in the Stock Dog Trial.

D. Bitches in season are allowed to compete at the National Agility Trial. Please consult Chapter 9 Section 2 of the ASCA Agility Rules and Regulations for complete rules.

***Effective February 27, 2021.**

Section 20.4 Memorial Trophies

These awards are in memory of these former Directors and are provided and awarded by ASCA when the Awards for MVA and MVJ are presented.

A. ASCA Awards a memorial trophy in the name of Jean Carrillo each year at the ASCA National Specialty to the winner of Most Versatile Aussie. This award is in addition to the trophy offered by the Nationals Committee.

B. ASCA Awards a memorial trophy in the name of Sandy Tubbs each year at the ASCA National Specialty to the winner of Most Versatile Junior. This award is in addition to the trophy offered by the Nationals Committee.

Section 20.5 Versatility Record Keeper

One person will be solely responsible for Versatility record keeping from start to finish. The individual's name will be supplied to the ASCA Board with the first draft of the Premium List.

Chapter 21 Additional Requirements

Section 21.1 Tracking

Tracking must be offered at the ASCA National Specialty

Section 21.2 Program Finals Reimbursement Request

The Nationals Committee shall submit a detailed reimbursement request to the ASCA Executive Secretary, who will distribute it to the Board of Directors. The Treasurer will evaluate, process, and recommend approval/rejection to the Board.

— This request shall cover all ASCA Program Finals and be submitted within ninety (90) days of the last day of the National Specialty. The reimbursement request must include a complete set of all receipts documenting incurred expenses including but not limited to judges' expenses, ribbons/trophies, equipment, facilities, etc. and a listing of all income including entry fees, additional event membership dues, donations, and sponsorships. The complete package may be submitted electronically or via mail. It is important to match the reimbursement request to the Board approved Program Finals budget. If there are questions about what information to include in the reimbursement request, contact the ASCA Treasurer. * **Updated 12/27/2020.**

Section 21.2 Show Results

Each Nationals Committee is to provide Show Results to the ASCA Business Office and the Aussie Times Editor in the form of a marked catalog or computer disk file within 60-days post event. A set of properly labeled Nationals pictures for higher award winners, at the Nationals Committee's expense,* shall be sent to the Aussie Times Editor within 60-days post event. After the Aussie Times Editor is finished with the photos, they shall be forwarded to the Business Office for historical records and inclusion in future ASCA Yearbooks. * **Updated 12/27/2020.**

Section 21.3 Alcoholic Beverages

On the day of the General Membership meeting, no alcoholic beverages are to be served by the Nationals Committee prior to or during the meeting. No one with alcoholic beverages will be allowed to attend this meeting.

Chapter 22 Premier Ten Awards

Section 22.1 Premier Ten Dogs & Bitches

Premier Ten Awards will be chosen from Specials only. There will be a Premier Ten in Dogs and a Premier Ten in Bitches.

22.1.1 Altered Premier Ten Dogs & Bitches

There will be a Premier Ten in the Altered Dogs and a Premier Ten in the Altered Bitches. These Premier Ten will be chosen from the Altered Specials only.

Section 22.2 Not Eligible for Premier Ten

Best of Breed, Best of Winners, and Best of Opposite Sex, are not eligible to receive a Premier Ten Award.

22.2.1 Not Eligible for Altered Premier Ten

Altered Best of Breed, Altered Best of Winners, and Altered Best of Opposite Sex are not eligible to receive a Premier Ten Award.

Chapter 23 Conclusion

Section 23.1 Communication

Every National Specialty is going to develop its own unique situations, both good and bad, and it is extremely difficult to anticipate everything that might come up. Your Point of Contact(s) and ASCA Board of Directors are here to help in any way possible and it is vital that one person--The National Chairperson--be responsible for the communication between the Show Committee and Board. This avoids duplication and in the interest of clarity, we require that it be handled that way.

Section 23.2 Input

These Rules will be amended from time to time and any suggestions or input your club may have would be appreciated.

Chapter 24 Required Ribbons and Awards

Section 24.1 Finals Rosettes

All Finals rosettes will be ordered by the Business Office and will adhere to the costs and specifications approved by the Board. Please see the chart in the appendix.

24.1.1 ASCA Finals Prizes and Rosettes

FINALS	AWARD	ROSETTE	PRIZE - LEVEL/COST
Agility	1st in Division	A	Level 1 \$250
	2nd - 10th	B	Level 3 \$75
	Finalists Participants	B	None
	Rounds 1st - 10th	E	None
Conformation	1st	A	Level 1 \$250
	2nd - 10th	B	Level 3 \$75
	Finalists Participants	B	None
Junior Handling	Best Junior	A	Level 1 \$250
	Reserve Junior	A.5	Level 2 \$150
	1st - 4th	B	Level 4 \$75
	Finalists Participants	B	None
Obedience	1st	A	Level 1 \$250
	2nd - 10th	B	Level 3 \$75
	Finalists Participants	B	None
Rally	1st	A	Level 1 \$250
	2nd - 10th	B	Level 3 \$75
	Finalists Participants	B	None
Stockdog	Champion	A	Level 1 \$250
	Reserve Champion	A.5	Level 2 \$150
	3rd - 10th	B	Level 3 \$75
	Finalists Participants	B	None

24.1.2 Rosette Descriptions

LEVEL	COST PER ROSETTE	DESCRIPTION
A	\$21	8.5-inch head, 7 streamers, 24-inch streamers
A.5	\$20	8-inch head, 7 streamers, 22-inch streamers
B	\$18	7.5-inch head, 7 streamers, 18-inch streamers
D	\$12	6-inch head, 5 streamers, 14-inch streamers
E	\$1	2 layered, 10-inch flat ribbon
Name Streamers - \$5 – \$7.50 each, depending on length of name.		

All Finals Qualifiers will receive a rosette labeled "Finalist," with the qualifying dog's ASCA registered name and ASCA titles entered on a side streamer. Non-ASCA titles will not be included. The name streamer will be placed on the Finals participation rosette, not on the placement rosette. All rosettes will have the date and location of the Finals. Any qualifying team that is unable to participate in the Finals is responsible for the cost of shipping their Finals rosette or requesting that the rosette be entrusted to someone else for delivery. The Nationals Committee is not responsible for the cost of shipping rosettes.

Placements will be awarded 1st-10th place. Colors for the center streamer shall be as follows for placement rosettes: 1st - blue; 2nd - red; 3rd - yellow; 4th - white; 5th-10th - same color (to coordinate with colors of host's rosette colors) and will have placements on rosette.

Section 24.2 Stockdog Finals

ASCA sponsored if no outside sponsorship is obtained.

- A. Champion Duck Dog
- B. Reserve Champion Duck Dog
- C. 3rd-10th place Ducks
- D. "Duck Finalist" for all entrants below 10th place
- E. Champion Sheep Dog
- F. Reserve Champion Sheep Dog
- G. 3rd-10th place Sheep
- H. "Sheep Finalist" for all entrants below 10th place
- I. Champion Cattle Dog
- J. Reserve Champion Cattle Dog
- K. 3rd-10th place Cattle
- L. "Cattle Finalist" for all entrants below 10th place

Section 24.3 Obedience Finals

ASCA sponsored if no outside sponsorship is obtained.

- A. (Year) ASCA Champion Novice Obedience Dog
- B. (Year) ASCA Champion Open CDX* Obedience Dog
- C. (Year) ASCA Champion Open ODX Obedience Dog*
- D. (Year) ASCA Champion Utility Obedience Dog
- E. (Year) ASCA Supreme* Champion Super Dog Obedience Dog
- F. 1st place in all classes will be a blue ribbon
- G. 2nd place in all classes will be a red ribbon
- H. 3rd place in all classes will be a yellow ribbon
- I. 4th place in all classes will be a white ribbon
- J. 5th-10th will all be same color and will have placements on ribbon
- K. Obedience Finals Participant ribbon to all entrants*

***Effective February 27, 2021.**

Section 24.4 Agility Finals

ASCA sponsored if no outside sponsors are obtained. Please consult Chapter 12 of the ASCA Agility Rules and Regulations for complete details of required ribbons.

Section 24.5 Junior Handling Finals

ASCA sponsored if no outside sponsors are obtained. ASCA will provide Two Hundred Dollars (\$200) to be used for Best Junior Handler and Reserve Junior Handler prizes and rosettes for the ASCA Junior Handling Finals. ASCA will also provide Ten Dollars (\$10) per participant for placement and participant rosettes.

- A. 8-12 Open--1st-4th place
- B. 13-17 Open--1st-4th place
- C. Best Junior Handler
- D. Reserve Best Junior Handler
- E. National Junior Handling Finals Participant (Ribbon to all entrants below 4th place)

Section 24.6 Conformation Finals

ASCA sponsored if no outside sponsors are obtained. Please consult Chapter 15 of the Conformation Show Rules and Regulations for complete details of required ribbons.

Section 24.7 Most Versatile

- A. Most Versatile Australian Shepherd (Sponsored by ASCA)
- B. Most Versatile Australian Shepherd Placements 2nd-10th
- C. Most Versatile Australian Shepherd Participant (ribbon for each contestant)

Section 24.8 Regular Stockdog Trial

- A. High in Stockdog Trial (Sponsored by ASCA)
- B. High Combined in Stockdog Trial
- C. High Combined Started Trial Dog
- D. High Score Junior in Stockdog Trial
- E. High in Trial Junior Stockdog Handler
- F. High Score Cattle
- G. High Score Sheep
- H. High Score Ducks
- I. Qualifying Score Ribbons

Section 24.9 Regular Obedience

- A. High in Trial Obedience (Sponsored by ASCA)
 - B. High Combined Obedience
 - C. High Score Junior in Obedience
 - D. Qualifying Score Ribbons
 - E. First through fourth placements*
- *Effective February 27, 2021.**

Section 24.10 Regular Agility

- A. High in Trial Agility (Sponsored by ASCA)
- B. Agility High Overall Junior
- C. Agility High Overall Veteran
- D. Agility High Overall Elite
- E. Agility High Overall Open
- F. Agility High Overall Novice
- G. Qualifying Score Ribbons

Section 24.11 Regular Conformation

- A. Best of Breed (Sponsored by ASCA)
- B. Best of Opposite Sex (Sponsored by ASCA)
- C. Best of Winners
- D. Premier Dog (10 ribbons required)
- E. Premier Bitch (10 ribbons required)
- F. Winners Dog
- G. Reserve Winners Dog
- H. Winners Bitch
- I. Reserve Winners Bitch
- J. Best of Breed Puppy
- K. Best of Opposite Sex Puppy
- L. Altered Best of Breed (sponsored by ASCA)
- M. Altered Best of Opposite Sex (sponsored by ASCA)
- N. Altered Best of Winners
- O. Premier Altered Dog (10 ribbons required)
- P. Premier Altered Bitch (10 ribbons required)
- Q. Altered Winners Dog
- R. Altered Reserve Winners Dog
- S. Altered Winners Bitch
- T. Altered Reserve Winners Bitch

Section 24.12 Regular Rally

- A. High Scoring Dog in the regular classes
- B. Highest Combined Score in Excellent B & Masters B
- C. Highest Scoring Jr. Handler in the regular classes

- D. Qualifying
- E. X Qualifying
- F. First through Fourth Placements

Section 24.13 All-Around Junior

ASCA offers transportation to the National Specialty for the All-Around Junior Handler for the year.

Section 24.14 Regular Junior Handling

- A. Best Junior Handler
- B. Reserve Junior Handler

Section 24.15 Regular Tracking

- A. Pass Ribbons

Section 24.16 Un-Sponsored Finals Costs

ASCA will cover all un-sponsored costs for all Finals awards.

Section 24.17 Paw Print Genetics Gift Certificate

ASCA will donate one Paw Print Genetics gift certificate in the amount of \$49.00 to the following winners of the ASCA Nationals each year:

- A. Best of Breed - Intact & Altered
- B. High in Working Trial
- C. High in Obedience Trial
- D. High in Rally Trial
- E. High in Agility Trial
- F. Best Junior Handler
- G. Tracking - The Tracking recipient will be chosen in the following manner:
 1. New TDX title
 2. New TD title
 3. Previously titled TD dog passing the TD test
 4. In the case of a tie, the Tracking Judges would select a passing dog for the award. If there are no qualifiers, the award will not be presented.

Chapter 25 Checklists

Section 25.1 National Specialty Document List

1. Sanction Grant
2. Gross Receipts
3. Judge Evaluation Form
4. Point Schedule
5. Breed Standard
6. Entry Form
7. Complaint Form
8. Check List
9. Insurance Form
10. Show Changes Report
11. Dishonored Checks List
12. Conformation Show Report
13. Conformation Judges Books: (Dogs and Bitches)
14. Non-Regular Conformation Judges Books: (Dogs and Bitches)
15. Junior Showmanship
16. Obedience Show Report
17. Obedience Judges Book
18. Rally Judge's Books
19. Rally Score Sheets

20. Stockdog Score sheets
21. Tracking Chart
22. Tracking Judges Report
23. Junior Obedience Report
24. Junior Handling Report
25. Junior Working Report
26. Judges Cover Sheet
27. Agility
28. Scorekeepers Signature Form (see Agility Rules and Regulations)

Section 25.2 Dates Checklist

- A. **September 1** (year prior to event) - Judges Slate with applicable resumes and first draft of the Premium List due to the Executive Secretary
- B. **October 1** (year prior to event) or thirty days after the draft was received by the Executive Secretary - Board comments and approval of the Judges slate will be due to the Nationals Committee
- C. **November 15** (year prior to event) - Final draft of the Premium List due to the Executive Secretary
- D. **December 15** (year prior to event) or thirty days after the final draft was received by the Executive Secretary - Final approval will be due to the Nationals Committee; \$1,500 due to Nationals Committee from ASCA Point of Contact chosen and Committee notified
- E. **January 1** (year of event) for September/October Nationals - Camera ready copy due to the Executive Secretary
- F. **January 15** (year of event) for September/October Nationals - Deadline for Executive Secretary to have camera ready copy to the Aussie Times Editor for March/April issue
- G. **March 1** (year of event) for September/October Nationals - Sanctioning due
- H. **March 1** (year of event) for November Nationals - Camera-ready copy due to the Executive Secretary
- I. **March 15** (year of event) for November Nationals - Deadline for Executive Secretary to have camera-ready copy to the Aussie Times Editor for May/June issue
- J. **May 1** (year of event) for November Nationals - Sanctioning due
- K. **[Closing date for entries]** - Finals entries money sent to Nationals Committee
- L. **Within 14 days of [closing date]** - List of Finals qualifiers due to Nationals Committee for ribbon ordering
- M. **[Opening date for Nationals entries]**
- N. **[Closing date for Nationals entries]**
- O. **At least 90 days prior to Nationals** - Finals budgets due to Board
- P. **60 days post event** - Show results due to Business Office (Judges' Books, marked catalog, membership dues per the most recent fee schedule)
- Q. **60 days post event** - Photos due to Aussie Times; Show results due to Aussie Times
- R. **90 days post event** - Financial Report due to Executive Secretary for all Finals events (any extensions must be requested from the ASCA Board in writing)

Section 25.3 Premium Checklist

Premium has a fifteen-page limit including entry forms. Anything over this limit must have Board approval. All items listed below are required in the Official Premium List.

- A. Dates
- B. Location
- C. Specialty Headquarters
- D. ASCA Officer List
- E. National Committee List including: Chair, Agility Secretary, Conformation Secretary, Obedience Secretary, Rally Secretary, Stockdog Trial Course Director, Tracking Secretary
- F. Agility Finals Secretary, Conformation Finals Secretary, Obedience Finals Secretary, Rally Finals Secretary, Stockdog Finals Course Director
- G. National Specialty Judges List

- H. Finals Judges List
- I. Show Photographer
- J. Veterinarian
- K. Medical Emergency Information
- L. Schedule of Events: Meetings (Affiliate and General), Judging, Special Events, Pre-Shows, Finals, Awarding of MVA Participant Ribbons
- M. Entry Info: Fees, Classes (Agility, Conformation, Obedience, Rally, Stockdog, Tracking, Juniors), Agility Finals, Conformation Finals, Obedience Finals, Rally Finals, Stockdog Finals, Junior Showmanship Finals (deadline date for dog changes), Parade of Veterans, Parade of Titleholders, Parade of Rescue, any additional approved competitive events
- N. Lodging
- O. Transportation
- P. Parking
- Q. Camping
- R. RV Reservations/Rentals
- S. Directions to Site
- T. Map of Grounds
- U. Directions to the Tracking Site
- V. Date, Time, and place of the Draw for Tracks
- W. Grooming area set-up user requirements
- X. Catalog info: Fees for pre-orders, day of show purchase and marked
- Y. Catalog afterwards, advertising requirements
- Z. Trophy Donation Requirements/Availability
- AA. Special Rules---Must include mention that all rules are available from the ASCA Business Office
- BB. Order Forms: Catalogs, trophies, banquet, camping, vendors

Appendix A - Financial Policies for the ASCA National Specialty, beginning with 2021*

1. A bank account opened by the ASCA Office Manager shall be the sole operating account for the 2021 ASCA National Specialty, hereafter referred to as "the event." This account shall be maintained at Chase Bank and be titled Australian Shepherd Club of America Nationals Account to designate it is the Nationals account. Signers on this account will be the Nationals Chairman, the ASCA Business Office Manager, the ASCA Board President, and the ASCA Board Treasurer. Electronic access to this account will be made available to the Nationals Chairman, the Nationals Co-Chairman, the Nationals Bookkeeper, and the ASCA Business Office Manager, as well as the members of ASCA's Board of Directors. Statements for this account should be mailed to the ASCA Business Office at 6091 E. State Hwy 21, Bryan, Texas, 77802.

2. All deposits for this event will be held at this bank. Deposit information will be shared with those pertinent to making deposits, i.e., Nationals Entry Clerk. Checks will be ordered specific to said account and credit cards will be associated with the account to be utilized by the Nationals Chairman and designee(s).

3. The account will be opened with \$1500, per National Specialty rules.

4. An electronic financial ledger indicating income and expenses for a particular Nationals event will be maintained by that event's Nationals Bookkeeper in order for all incomes and expenses to be recorded appropriately and to establish a tool for reconciliation. This ledger will be accessible to all members of that particular Nationals Committee and the ASCA Board of Directors. Key personnel involved with incomes and expenses will have access to spreadsheet in order to record any transactions conducted (i.e., Nationals Entry Clerk, Nationals Travel Chairman, etc.).

5. All transactions will require a receipt for payment. In the event a receipt is not available, a Missing Receipt document shall be completed and signed by the individual requesting payment. (See attached form.)

6. All transactions will be managed from a budgeted category. The budget will be approved by the ASCA Board of Directors. The Nationals Chairman will have authority to spend money according to the approved budget. The ONLY exception will be unforeseen urgent circumstances which have the potential to arise. In the event of urgent circumstances, the following procedures will be followed:

a. The Nationals Chairman, with the additional consent of the Nationals Bookkeeper, a Nationals Co-Chairman, or another Nationals Committee Chairman, will have the authority to approve a non-budgeted expense of up to \$1,000 per transaction. The total amount of these non-budgeted/discretionary spending shall not exceed \$5000 for the entirety of the event without approval from the ASCA President and the ASCA Treasurer.

b. Non-budgeted expenses between One Thousand and One Dollars (\$1,001.00) and Five Thousand Dollars (\$5,000.00) must be approved by the ASCA President and the ASCA Treasurer and the rest of the Board of Directors should be notified of the approval.

c. In case of emergency, the President or the Vice President can make approvals without consent of the Board of Directors. All purchases must be followed up in writing and sent to the Executive Secretary for distribution to the Board of Directors.

7. In the case of an expense that is over budget, the Nationals Chairperson must notify ASCA's President, ASCA's Treasurer, and the Nationals Board Liaison. Such notification should be accompanied by the amount budgeted, the new amount to be spent, and the reason for the increase. Every attempt must be made to adhere to the Board-approved budget. Overages in excess of \$1000 must be approved by the ASCA President and the ASCA Treasurer before the expense is paid, and the rest of the Board of Directors should be notified of the approval. The total amount of budgetary overages under \$1000 shall not exceed \$5000 for the entirety of the event without approval from the ASCA President and the ASCA Treasurer.

8. Handling of Cash

a. All payments will be made via check or credit card.

b. Cash collected at the event must be counted and verified by two separate people. A deposit for each day's cash and checks will be prepared each day and deposited as soon as possible. Cash and checks will be kept in a secure manner.

- c. Cash received will be receipted with a duplicate receipt book.
- d. Cash boxes of \$100 will be provided to the Nationals Office Manager and the Nationals Merchandise Chairman for the purpose of making change for purchases made at the merchandise booth and at the Nationals office. At the beginning of each day, the person receiving the box will verify the \$100 in the box. At the end of each day, the cash in these boxes will be readied for deposit, retaining the original \$100 in the box for the next day's business. The boxes will be kept in a secure location overnight.

***Effective May 27, 2021.**

Appendix B - Procedure for Assembling the Nationals Committee*

1. After the Nationals Chairperson is selected by the Board, an announcement will go out on ASCMembers, the AussENews, and in the Executive Secretary's Report, soliciting members for the Nationals Committee. The job descriptions for each position will accompany the announcement. The Nationals Chairperson and the members of the Nationals Advisory Committee should encourage qualified individuals to apply. The announcement will have a clear application deadline and a link to the online application form.

2. All applicants must complete the online application form by the stated deadline, or they will not be considered for the Committee. As applications come in, they will be shared with the members of the Nationals Advisory Committee and the Nationals Chairperson. The Chair of the Nationals Advisory Committee will notify applicants that their applications have been received and will let them know when a decision will be made. The Nationals Advisory Committee Chair will keep a list of who has applied for each position and will give periodic updates to the Nationals Advisory Committee and the Nationals Chairperson.

3. Once the deadline for application has passed, the Nationals Advisory Committee and the Nationals Chairperson will meet to look at the candidates and decide placements. If more than one person has volunteered for a position, the Nationals Chairperson will decide who will serve. Qualified persons who are not selected to serve where they applied should be invited to fill any open positions. If more persons have applied than there are positions, the Nationals Advisory Committee will write to those persons and thank them for applying and tell them they were not selected. If there are still open positions and all qualified applicants have been invited to serve, the Nationals Chairperson will invite persons to fill the open positions.

4. Once the Committee is filled, the Nationals Chairperson will let candidates know that their names are being submitted for approval by the Board. The Nationals Advisory Committee will send the slate to the Board for approval in the form of a motion.

5. Once the Board approves the Nationals Committee, the Executive Secretary will notify each person of the approval and will invite them to join the Nationals Committee's groups.io.

6. Committee Members will receive Committee agreements once the Board has approved the agreement.

***Effective May 27, 2021.**

AUSTRALIAN SHEPHERD CLUB OF AMERICA
NATIONAL SPECIALTY
MISSING RECEIPT

DATE _____

All transactions pertaining to the ASCA National Specialty require a receipt or invoice in order to be paid. If a receipt has been lost or is otherwise unavailable, this form is to be completed and signed to attest the validity of purchase.

Transaction Date _____

Total Cost _____

Vendor _____

Vendor Address _____

Item(s) Purchased _____

Reason for purchase (be specific) _____

I, _____, certify that the above purchase was made by me for the ASCA National Specialty and the receipt is not available.

Name (printed)

Signature