



# THE AUSTRALIAN SHEPHERD CLUB OF AMERICA®

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## ASCA's National Specialty Rules

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These rules were last updated:

Date	Change	Related Motion
8-27-2022	New 6.8 Junior Non-Titling Entry Fee	BD.22.95
8-27-2022	5.3 Bonding of Chair and Entry Clerk	NA.22.07
5-27-2022	1.7.4 Cause for Removal and Procedure for Removal of Nationals Committee Members	NA.22.06
2-15-2022	24.1 Finals Rosettes	NA.21.03, NA.21.04
2-15-2022	Appendix A Financial Policies	NA.21.05
2-15-2022	Cleaned up references to changes from 2021	n/a
5-27-2022	New Appendix A Financial Policies for the ASCA National Specialty Beginning with 2021	NA.21.03
5-27-2022	New Appendix B Procedure for Assembling the Nationals Committee	NA.21.02
2-27-2021	20.3 Bitches in Season, 24.3 Obedience Finals, 24.9 Regular Obedience	OB.21.03
12-27-2020	1.2.2 Nationals Advisory Committee Duties	NA.20.03
12-27-2021	1.4 Pre/Post-Shows/Trials	NA.20.04
12-27-2021	1.6 Site	NA.20.05
12-27-2021	1.7 Nationals Committee, Delete 8 Show Committee, Delete 8.2 Nationals Chairperson, (8.3) 1.7.4 Nationals Board Liaison(s), Delete 8.4 Required Members, (8.5) 1.7.3 National Chairperson	NA.20.06
12-27-2021	1.7.1 Accommodations for Nationals Committee Chairpersons	NA.20.07
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12-27-2021	3 Agreement	NA.20.09
12-27-2021	5.2 Ledger, 5.5 Nationals Financial Policies for the ASCA National Specialty - Beginning With 2021	NA.20.10
12-27-2021	9.10 Board-Approved Judge Contracts	NA.20.11
12-27-2021	Delete 22.2 Program Finals Reimbursement Request, 22.3 Show Results	NA.20.12

Shaded and ~~strikethrough~~ areas indicate rule changes with the **effective date** listed.

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# **1 General Expectations**

## **1.1 Definition of National Specialty**

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

## **1.2 Governance**

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

### **1.2.1 NATIONALS ADVISORY COMMITTEE**

The Nationals Advisory Committee is comprised of former Nationals Chairs from the last five and future ASCA Nationals. The Committee's purpose is to oversee the management and running of ASCA's annual National Specialty.

### **1.2.2 NATIONALS ADVISORY COMMITTEE DUTIES**

The Nationals Advisory Committee's duties are as follows:

- A. Assemble the Nationals Committee for each year. This Committee is appointed and approved by the Board at least two years, and preferably three years, before the event.
- B. Solicit, recommend, and prepare the contracts for Nationals pre/post-shows/trials for Board approval, in conjunction with the Nationals Chair. These will be awarded two years before the event. (See [Section 1.4](#))
- C. Solicit, recommend, and prepare the contracts for Board approval for the paid workers for each Nationals, in conjunction with the Nationals Chair, including the Nationals entry clerk, the agility and stockdog data entry clerks, stewards, stock handlers, and set-up and tear-down laborers.
- D. Advise the Nationals Committee to ensure that the Nationals operates in a manner that will provide members with an opportunity to have a pleasant experience at an efficiently run event.
- E. Advise the Nationals Committee to ensure that the Nationals is both financially self-sustaining and cost positive for ASCA.
- F. Work with ASCA's Program Committees to ensure that rules are being followed with respect to Nationals and Finals competitions.
- G. Work with other ASCA Committees as needed to ensure a successful participant experience.

## **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 the Nationals competition on the National Specialty schedule, usually Friday, is 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 does not conflict with existing program rules.

## **1.4 Pre/Post-Shows/Trials**

- A. Pre/post-shows/trials held in conjunction with the National Specialty may be sanctioned as member shows.
- B. Entries for pre/post-shows/trials are limited to ASCA Registered Australian Shepherds.
- C. There can be pre/post-shows/trials organized for any ASCA Program held in conjunction with the National Specialty.
- D. 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 that are interested in hosting a pre-trial, post-trial, pre-show, or post-show should submit their application to the Nationals Advisory Committee by the announced deadline. All Affiliates' 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 National Specialty by hosting a pre/post-show/trial.

##### ***1.4.1.1 Request for Affiliates***

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

##### ***1.4.1.2 Determining Qualifications of Affiliates to Host***

Interested Affiliates are to complete the online questionnaire by the designated date, indicating that they would like to host. These applications are 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 Nationals Advisory Committee will be assumed to be correct and the Committee will not be required to verify the information. The responding, qualified Affiliates will be placed in a pool for random selection.

##### ***1.4.1.3 Failure to Secure Enough Affiliates to Host***

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

##### ***1.4.1.4 Procedure for the Draw***

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.

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

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

#### **1.4.2 PRE/POST-SHOW/TRIAL FEES**

The fees for hosting a pre/post-show/trial are determined for each Nationals by the Board, upon recommendation of the Nationals Advisory Committee.

#### **1.4.3 PRE/POST-SHOW/TRIAL CONTRACTS**

Affiliates selected to host a pre/post-show/trial will sign a contract with ASCA and will 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 that the Nationals Committee wishes to hold must be approved by the Board.

### **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. Refer to each program rulebook for complete rules and regulations pertaining to Finals.

## **1.6 Site**

The Board will announce the site for the National Specialty at least three years in advance of the event.

### **Upcoming sites:**

1. Brazos County Expo in Bryan, Texas (October 28-November 5, 2022, and October 27-November 4, 2023)
2. Fonner Park in Grand Island, Nebraska (October 10-19, 2024, and October 9-18, 2025)

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

## **1.7 Nationals Committee**

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

1. Nationals Chair
2. Nationals and Finals Stockdog Course Director (can be two different people)
3. Nationals and Finals Conformation Chair
4. Nationals and Finals Obedience Chair
5. Nationals and Finals Rally Chair
6. Nationals and Finals Junior Chair
7. Nationals and Finals Agility Chair
8. Nationals Tracking Chair
9. MVA/MVJ Chair
10. Awards and Rosettes Chair
11. Sponsorship Chair
12. Vendors/Grooming Spaces/Stalls Chair
13. Hotels and Travel Chair
14. Banquets/Receptions/Nightly Dinners Chair
15. Merchandise Chair (can be two people co-chairing)
16. RV/Camping/Golf Carts Chair
17. Hospitality Chair
18. Parades Chair (if parades are offered)
19. Decorations/Signage Chair
20. Dock Jumping Chair (if Dock Jumping is offered)
21. Nationals Accounting Chair
22. Facebook and Slideshows Chair
23. Catalog Chair
24. Education/Seminars/Health Clinics Chair
25. Nationals Office Manager
26. Welcome Bags/Junior Bags/Judges Gifts Chair
27. Local Liaison
28. Other Chairs as approved by the Board

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

### **1.7.1 ACCOMMODATIONS FOR NATIONALS COMMITTEE CHAIRS**

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



### 1.7.2 INELIGIBLE TO SERVE AS NATIONALS CHAIR

ASCA employees (regular, part-time, contract, or temp) and Board members cannot serve as the Nationals Chair unless they have committed to that position prior to their employment or election.

### 1.7.3 NATIONAL CHAIR

The Board approves the Nationals Chair. The National Chair oversees all Nationals Committee members. The Nationals Chair acts as the ultimate authority over all programs and as the point of contact between the Nationals Committee and the Board, through the selected Board Liaison.

### 1.7.4 CAUSE AND PROCEDURE FOR REMOVAL OF NATIONALS COMMITTEE MEMBERS

**Nationals Chair** - The Nationals Chair must be able to effectively communicate with the Nationals Committee, the Nationals Advisory Committee, and the Board, and must be able to perform all the duties as outlined in the job description. In the event the Nationals Chair fails to meet established objectives or goals, the Nationals Advisory Committee will counsel the Nationals Chair and document all instances in writing. The Nationals Advisory Committee will also conduct a follow-up evaluation of the Nationals Chair's performance no later than thirty days after counseling and keep both the Board and the Nationals Advisory Committee's Board Liaison apprised of the situation.

1. If the Nationals Advisory Committee concludes that the National Specialty planning may be negatively impacted, and counseling has not resulted in improvement, the Committee may send a request to the Board through the Committee's Board Liaison with a recommendation for removal. Such a request must include all documentation pertaining to instances in which the Nationals Chair failed to meet established objectives or goals after counseling was provided.
2. Upon receipt of a recommendation for removal of the Nationals Chair by the Nationals Advisory Committee, the Board will inform the National Chair via the Executive Secretary of the recommendation for removal and will give the Nationals Chair an opportunity to respond within seven days of receipt of communication from the Board. Once the Nationals Chair has had an opportunity to respond, the Board will determine if they need additional information before deciding whether the Nationals Chair will be removed from the position via a motion.

**Nationals Committee Members** – Nationals Committee Members must be able to effectively communicate with the Nationals Chair and the rest of the Nationals Committee and must be able to make all necessary arrangements for the events, stay within budget, and adhere to required deadlines. In the event a Nationals Committee Member fails to meet established objectives or goals, the Nationals Chair will counsel the member and document all instances in writing. The Nationals Chair will also conduct a follow-up evaluation of the member's performance after counseling. The Chair will also keep the Nationals Board Liaison apprised of the situation.

1. If the Nationals Chair concludes that the National Specialty planning may be negatively impacted, and/or counseling has not resulted in improvement, the Chair will consult with the Nationals Advisory Committee for assistance. If the situation does not improve with the advice and counseling of the Committee, the Nationals Chair may send a request to the Board through the Nationals Board Liaison with a recommendation for removal. Such a request must include all documentation pertaining to instances where the Nationals Committee Member failed to meet established objectives or goals after counseling has been provided.
2. Upon receipt of the Nationals Chair's recommendation for removal of a Nationals Committee Member, the Board will inform the member via the Executive Secretary of the recommendation for removal and will give the member an opportunity to respond within seven days of receiving the communication from the Board. Once the member has had an opportunity to respond, the Board will determine if they need additional information before deciding whether the member will be removed from the position via a motion.

Effective May 27, 2022.

### **1.7.5 NATIONALS BOARD LIAISON**

The Nationals Chair selects a Board member to act as their Liaison between the Nationals Committee and the Board. All changes in personnel, the schedule, or other plans will be shared with the Liaison.

### **1.8 Bank Accounts for Deposits**

ASCA will open a separate bank account for the purpose of depositing the Nationals entry and reservation fees. The bank needs to be a nationally available bank so the entry clerk can easily deposit the money collected.

## **2 Dates**

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

## **3 Agreement**

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

## **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.

## **5 Accounting and Financial Procedures**

### **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 Chair 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 Chair.

### **5.2 Ledger**

The Nationals Accounting Chair and the Nationals Chair 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.

### **5.3 Bonding of Nationals Chair, Nationals Sponsorship Chair, Nationals Merchandise Chair, and Nationals Entry Clerk**

The Nationals Chair, the Nationals Sponsorship Chair, the Nationals Merchandise Chair, and the Nationals Entry Clerk will be bonded by ASCA for \$300,000, or an amount determined by the Board. **Effective August 27, 2022.**

### **5.4 Budget**

The Nationals Chair and the Nationals Advisory Committee will work together to prepare a budget for the Nationals, which will include the Finals expenditures. This budget will be approved by the Board.

### **5.5 Nationals Financial Policies for the ASCA National Specialty**

The Nationals will be run per the Nationals financial policies found in [Appendix A](#) of this rulebook.

## 6 Premium List

### 6.1 Premium List Guide

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

### 6.2 Premium List in Aussie Times

A fifteen-page Premium List, including entry forms, is printed in the March/April issue (for September/October Nationals) or the May/June issue (for November Nationals) 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 approval for additional pages when submitting the first draft.

### 6.3 Premium List Due Dates

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

Without exception these deadlines must be met by the Nationals Committee.

### 6.4 First Draft of Premium List

The first draft of the Premium List must be received by the Executive Secretary on or before September 1 of the year prior to the event. This information will be forwarded to the Board for review.

Board approval of the Judge slate along with comments and recommendations are due to the Nationals Committee no later than thirty 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 Board's approval is granted.

### 6.5 Dog Changes for Junior Handling Classes and Finals

It is required that the deadline date for making dog changes for the Nationals 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).

## **6.6 Final Premium List**

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

## **6.7 Camera Ready Premium List in Aussie Times**

A camera-ready copy of the Premium List must be received by the Executive Secretary no later than January 1 for September/October Nationals or March 1 for November Nationals. The Board 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.

## **6.8 Junior Non-Titling Entry Fee**

There will be no entry fees for Juniors in non-titling events. Examples: Working Junior Handler, Most Versatile Junior, and all Finals.

**Effective August 27, 2022.**

# **7 Sanctioning and Paperwork Required**

## **7.1 Sanctioning Fee**

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

## **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 year of the event for September/October Nationals or by May 1 of the year of the event for November Nationals.

The sanctioning grant and all paperwork will be sent to the Nationals Chair thirty days prior to the opening of entries. Only ASCA official forms will be used for the ASCA National Specialty.

## **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.

# **8 Judges**

## **8.1 Approval**

Judges must be approved by the Board.

## **8.2 Judge Experience**

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

## **8.3 Agility Judges**

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

## **8.4 Conformation Judges**

For the following assignments, the Judge must be a Senior Breeder Judge.

- A. All Altered class dogs, class bitches, and Altered Best of Breed
- B. Intact Dogs
- C. Intact Bitches
- D. Intact Best of Breed

For the following assignments, the Judge may be an Approved Breeder Judge or a Senior Breeder Judge.

- A. Puppies
- B. Veterans
- C. Sweepstakes
- D. Other non-regular classes

Judging restrictions:

- A. Must not have judged conformation six months prior to the event
- B. Must not be a Judge for conformation at the current Nationals pre/post-shows/trials
- C. Must not have judged conformation at the previous year's Nationals pre/post-shows/trials
- D. Must not have judged conformation the previous three Nationals

### **8.4.1 SELECTION OF JUDGES**

Once the location and dates have been determined, the Business Office sends a letter to all Senior Breeder Judges and Approved Breeder Judges requesting availability. Letters must be returned within thirty days to the Business Office.

### **8.4.2 DETERMINING AVAILABILITY AND QUALIFICATIONS**

Judges for the National Specialty are selected from the Senior Breeder Judges and Approved Breeder Judges who returned the questionnaire to the Business Office by the designated date and indicated they would be available. At that time, the Business Office will determine whether the Judge meets the requirements listed above.

### **8.4.3 DRAW**

The Board 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. The selection process will be done one time in full view of any who wishes to attend the meeting. All names will be shown in draw order at the meeting.

Fifteen Senior Breeder Judge names and five Approved Breeder Judge names will be drawn. The list will be supplied to the National Specialty Committee to choose from.

If Judges cannot be secured from the list, then additional Judges will be drawn by the Board. All Judges must be asked and declined before asking for additional names. The Board will verify all Judges drawn have been contacted before additional names are drawn. A reason must be provided to the Board by the Nationals Committee why additional Judges are needed.

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.

## **8.5 Obedience Judges**

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

## **8.6 Stockdog Judges**

Stockdog Judges must come from the ASCA Approved Stockdog Judges List. Stockdog Finals Judges must come from a list of candidates provided by the Business Office taken from the ASCA Approved Stockdog Judges List.

## **8.7 Tracking Judges**

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

## **8.8 Rally Judges**

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

## **8.9 Junior Handling Judges**

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

1. Previous ASCA junior handler over the age of twenty-one
2. ASCA Breeder Judge

### **8.9.1 JUNIOR HANDLING FINALS JUDGE**

The Board 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.

## **8.10 Board Approved Judge Contracts**

As part of the hiring process for all Finals and Nationals Judges, the Nationals Committee will utilize the Board approved Judge contracts.

## **9 Catalog**

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

1. Armband number
2. Registered name of the dog
3. Call name of the dog (for Agility only)
4. Registered name of the sire
5. Registered name of the dam
6. Date of Birth
7. Names of breeder and owner
8. Name of the handler, for Agility only

## **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, Nationals obedience, and the Obedience Finals.

**Part 2:** Tracking TD sites must be open fields of consistent cover free of obstacles with at least five to seven acres in each area for a TD track. TDU sites should be in urban or suburban areas with at least four acres for each TDU track. TDX sites must be of both open and mixed cover in an area with at least

twenty to twenty-seven acres for each TDX track. Judges must approve the sites of the tracking test and determine the number of tracks before the Premium List goes to publication. Sites for the Nationals tracking test cannot be changed once the Premium List has gone to publication unless permission is given by both Nationals Tracking Judges.

## **11 Meeting and Board Accommodations**

### **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 people
2. Water, electricity, and restrooms available

### **11.2 Additional 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, and any Committee meetings, etc.

### **11.3 Hotel Rooms**

The Nationals Committee will also reserve a block of rooms at the Nationals Headquarters Hotel for the use of the Board. 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.

## **12 ASCA Promotional Space**

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

## **13 Junior Handling Nationals and Finals**

### **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 handler and the ownership requirement of their dog upon expiration of the entry deadline.

### **13.2 Scheduling of Finals**

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

### **13.3 Scheduling of Nationals**

The Nationals Junior Handling event will be highlighted during a prime time.

### **13.4 Finals Awards**

ASCA will provide \$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 \$10 per participant for placement and participant rosettes.

## **13.5 All-Around Junior**

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

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

## **14 National Stockdog Trial**

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

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

## **15 Stockdog Finals**

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

### **15.1 Finals Budget**

The Nationals Committee will submit a proposed budget to the Board and Stockdog Committee at least six 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.

## **16 Obedience Finals**

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

### **16.1 Budget**

The Nationals Committee will submit a proposed budget to the Board and Obedience Committee at least six months prior to the Finals.

### **16.2 Funds**

Entry fees collected by the Business 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, and the Obedience Committee as to the amount received by August 1st of the competition year. The Nationals Committee will submit its expenses to the Board. When all expenses have been met any additional monies will be used for funding the next year's competition.

## **17 Agility Finals**

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

### **17.1 Budget**

The Nationals Committee will submit a proposed budget to the Board and Agility Committee at least six months prior to the Finals.

### **17.2 Funds**

Entry fees collected by the Business 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, and the Agility Committee as to the amount received by August 1st of the competition year. The Nationals Committee will submit its expenses to the Board. When all expenses have been met any additional monies will be used for funding the next year's competition.



## 18 Conformation Finals

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

### 18.1 Budget and Fees

The Nationals Committee will submit a proposed budget to the Board and Conformation Committee at least six months prior to the Finals.

### 18.2 Funds

Entry fees collected by the Business 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, and the Conformation Committee as to the amount received by August 1st of the competition year. The Nationals Committee will submit their expenses to the Board.

## 19 Rally Finals

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

### 19.1 Budget and Fees

The Nationals Committee will submit a proposed budget to the Board and Rally Committee at least six months prior to the Finals.

### 19.2 Funds

Entry fees collected by the Business 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, and the Rally Committee as to the amount received by August 1st of the competition year. The Nationals Committee will submit their expenses to the Board.

## 20 Most Versatile Aussie Award

### 20.1 MVA Rules

Rules for this award are available from the ASCA Business Office. Copies of the approved rules must be available upon request and on the Show Grounds.

### 20.2 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. 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 **Stockdog** Trial.
- D. Bitches in season entered in Versatility 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.

### 20.3 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.

## **20.4 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 Board with the first draft of the Premium List.

## **21 Additional Requirements**

### **21.1 Tracking**

Tracking must be offered at the ASCA National Specialty

### **21.2 Show Results**

The 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 sixty days post-event. A set of properly labeled Nationals pictures for higher award winners will be sent to the *Aussie Times* Editor within sixty days post-event. After the *Aussie Times* Editor is finished with the photos, they will be forwarded to the Business Office for historical records and inclusion in future ASCA Yearbooks.

### **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.

## **22 Premier Ten Awards**

### **22.1 Premier Ten Dogs and 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 AND 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.

### **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.

## **23 Conclusion**

### **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. The Nationals contacts and the Board

are here to help in any way possible and it is vital that one person, the National Chair, be responsible for the communication between the Nationals Committee and Board. This avoids duplication and in the interest of clarity, we require that it be handled that way.

## 23.2 Input

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

## 24 Required Ribbons and Awards

### 24.1 Finals Rosettes

All Finals rosettes will be ordered by the ~~Business Office~~ Board-approved Nationals Awards and Rosettes Chair and will adhere to the costs and specifications approved by the Board in the chart below. **Effective January 27, 2022.**

Finals	Award	Rosette	Prize – Level/Cost
Agility	<del>1st in Division</del> HIT Standard	A	Level 1 \$250
	2nd-10th Standard	B	Level 3 \$75
	HIT Veteran	A	Level 1 \$250
	2nd-10th Veteran	B	Level 3 \$75
	HIT Junior	A	Level 1 \$250
	2nd-10th Junior	B	Level 3 \$75
	Finalists Participants	B	None
	Finals Rounds 1st-10th	<del>E</del> D	None
Conformation	1st Place Altered	A	Level 1 \$250
	2nd-10th Place Altered	B	Level 3 \$75
	1st Place Intact	A	Level 1 \$250
	2nd-10th Place Intact	B	Level 3 \$75
	Finalists Participants	B	None
Juniors <del>Handling</del>	Best Junior	A	Level 1 \$250
	Reserve Junior	A.5	Level 2 \$150
	1st-4th Placements (8-12)	B	Level 3 \$75
	1st-4th Placements (13-17)	B	Level 3 \$75
	Finalists Participants	B	None
Obedience	1st Place Novice	A	Level 1 \$250
	2nd-10th Place Novice	B	Level 3 \$75
	1st Place Open CDX	A	Level 1 \$250
	2nd-10th Place Open CDX	B	Level 3 \$75
	1st Place Open ODX	A	Level 1 \$250
	2nd-10th Place Open ODX	B	Level 3 \$75
	1st Place Utility	A	Level 1 \$250
	2nd-10th Place Utility	B	Level 3 \$75
	1st Place Superdog	A	Level 1 \$250
	2nd-10th Place Superdog	B	Level 3 \$75
	Finalists Participants	B	None
Rally	1st Place	A	Level 1 \$250
	2nd-10th Place	B	Level 3 \$75
	Finalists Participants	B	None
Stockdog	Champion Cattle	A	Level 1 \$250
	Reserve Champion Cattle	A.5	Level 2 \$150

	3rd-10th Place Cattle	B	Level 3 \$75
	Champion Sheep	A	Level 1 \$250
	Reserve Champion Sheep	A.5	Level 2 \$150
	3rd-10th Place Sheep	B	Level 3 \$75
	Champion Ducks	A	Level 1 \$250
	Reserve Champion Ducks	A.5	Level 2 \$150
	3rd-10th Place Ducks	B	Level 3 \$75
	Finalists Participants	B	None

Effective January 27, 2022.

#### 24.1.1 NATIONALS AND FINALS ROSETTE DESCRIPTIONS

Level	Cost Per Rosette	Description
A	\$21	8.5-inch head, 7 streamers, 24-inch streamers, 32.5 inches in length overall
A.5	\$20	8-inch head, 7 streamers, 22-inch streamers, 30 inches in length overall
B	\$18	7.5-inch head, 7 streamers, 18-inch streamers, 25.5 inches in length overall
C	\$12	6-inch head, 5 streamers, 14-inch streamers, 19 inches in length overall
D	\$6.85	5.5-inch head, 3 streamers, 12-inch streamers, 17.5 inches in length overall
E	<del>\$1</del> \$2.25	<del>2 layered, 10-inch flat ribbon</del> 4.5-inch head, 1 streamer, 12.5 inches in length overall (Qualifying rosette)
E.5	\$2.35	4.5-inch head, 1 streamer, 14.5 inches in length overall (Qualifying X rosette)

Name Streamers - \$5 – \$7.50 each, depending on length of name.

Effective January 27, 2022.

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.~~

Those who qualify and enter Finals but who cannot attend may designate someone to pick up the rosette, but no rosettes will be shipped. Effective January 27, 2022.

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

Effective January 27, 2022.

#### 24.2 Stockdog Finals

ASCA sponsored if no outside sponsorship is obtained.

1. Champion Duck Dog
2. Reserve Champion Duck Dog
3. 3rd-10th place Ducks
4. "Duck Finalist" for all entrants below 10th place

5. Champion Sheep Dog
6. Reserve Champion Sheep Dog
7. 3rd-10th place Sheep
8. "Sheep Finalist" for all entrants below 10th place
9. Champion Cattle Dog
10. Reserve Champion Cattle Dog
11. 3rd-10th place Cattle
12. "Cattle Finalist" for all entrants below 10th place

### **24.3 Obedience Finals**

ASCA sponsored if no outside sponsorship is obtained.

1. (Year) ASCA Champion Novice Obedience Dog
2. (Year) ASCA Champion Open CDX Obedience Dog
3. (Year) ASCA Champion Open ODX Obedience Dog
4. (Year) ASCA Champion Utility Obedience Dog
5. (Year) ASCA Supreme Champion Super Dog Obedience Dog
6. 1st place in all classes will be a blue ribbon
7. 2nd place in all classes will be a red ribbon
8. 3rd place in all classes will be a yellow ribbon
9. 4th place in all classes will be a white ribbon
10. 5th-10th will all be same color and will have placements on ribbon
11. Obedience Finals Participant ribbon to all entrants

### **24.4 Agility Finals**

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

### **24.5 Junior Handling Finals**

ASCA sponsored if no outside sponsors are obtained. ASCA will provide \$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 \$10 per participant for placement and participant rosettes.

1. 1st-4th place for 8-12 Open
2. 1st-4th place for 13-17 Open
3. Best Junior Handler
4. Reserve Best Junior Handler
5. National Junior Handling Finals Participant (ribbons to all entrants below 4th place)

### **24.6 Conformation Finals**

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

### **24.7 Most Versatile**

1. Most Versatile Australian Shepherd (Sponsored by ASCA)
2. Most Versatile Australian Shepherd Placements 2nd-10th
3. Most Versatile Australian Shepherd Participant (Ribbon for each contestant)

### **24.8 Regular Stockdog Trial**

1. High in Stockdog Trial (Sponsored by ASCA)
2. High Combined in Stockdog Trial

3. High Combined Started Trial Dog
4. High Score Junior in Stockdog Trial
5. High in Trial Junior Stockdog Handler
6. High Score Cattle
7. High Score Sheep
8. High Score Ducks
9. Qualifying Score ribbons

### **24.9 Regular Obedience**

1. High in Trial Obedience (Sponsored by ASCA)
2. High Combined Obedience
3. High Score Junior in Obedience
4. Qualifying Score ribbons
5. 1st-4th placements

### **24.10 Regular Agility**

1. High in Trial Agility (Sponsored by ASCA)
2. Agility High Overall Junior
3. Agility High Overall Veteran
4. Agility High Overall Elite
5. Agility High Overall Open
6. Agility High Overall Novice
7. Qualifying Score ribbons

### **24.11 Regular Conformation**

1. Best of Breed (Sponsored by ASCA)
2. Best of Opposite Sex (Sponsored by ASCA)
3. Best of Winners
4. Premier Dog (10 ribbons required)
5. Premier Bitch (10 ribbons required)
6. Winners Dog
7. Reserve Winners Dog
8. Winners Bitch
9. Reserve Winners Bitch
10. Best of Breed Puppy
11. Best of Opposite Sex Puppy
12. Altered Best of Breed (Sponsored by ASCA)
13. Altered Best of Opposite Sex (Sponsored by ASCA)
14. Altered Best of Winners
15. Premier Altered Dog (10 ribbons required)
16. Premier Altered Bitch (10 ribbons required)
17. Altered Winners Dog
18. Altered Reserve Winners Dog
19. Altered Winners Bitch
20. Altered Reserve Winners Bitch

### **24.12 Regular Rally**

1. High Scoring Dog in the regular classes
2. Highest Combined Score in Excellent B & Masters B
3. Highest Scoring Jr. Handler in the regular classes
4. Qualifying

5. X Qualifying
6. 1st-4th placements

### **24.13 All-Around Junior**

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

### **24.14 Regular Junior Handling**

1. Best Junior Handler
2. Reserve Junior Handler

### **24.15 Regular Tracking**

1. Pass Ribbons

### **24.16 Un-Sponsored Finals Costs**

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

### **24.17 Paw Print Genetics Gift Certificate**

ASCA will donate one Paw Print Genetics gift certificate in the amount of \$49 to the following winners of the ASCA Nationals each year:

1. Best of Breed - Intact & Altered
2. High in Working Trial
3. High in Obedience Trial
4. High in Rally Trial
5. High in Agility Trial
6. Best Junior Handler
7. Tracking. The Tracking recipient will be chosen in the following manner:
  - a. New TDX title
  - b. New TD title
  - c. Previously titled TD dog passing the TD test
  - d. 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.

## **25 Checklists**

### **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 Scorekeepers Signature Form (See Agility Rules and Regulations)

## 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 Board in writing)

## 25.3 Premium Checklist

The Premium List 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.

1. Dates



2. Location
3. Specialty Headquarters
4. ASCA Officer List
5. National Committee List
6. National Specialty Judges List
7. Finals Judges List
8. Show Photographer
9. Veterinarian
10. Medical Emergency Information
11. Schedule of Events: Meetings (Affiliate and General), Judging, Special Events, Pre-Shows, Finals, Awarding of MVA Participant Ribbons
12. 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
13. Lodging
14. Transportation
15. Parking
16. Camping
17. RV Reservations/Rentals
18. Directions to Site
19. Map of Grounds
20. Directions to the Tracking Site
21. Date, time, and place of the Draw for Tracks
22. Grooming area set-up user requirements
23. Catalog info: Fees for pre-orders, day of show purchase and marked
24. Catalog afterwards, advertising requirements
25. Trophy Donation Requirements/Availability
26. Special Rules – Must include mention that all rules are available from the ASCA Business Office
27. Order Forms – Catalogs, trophies, banquet, camping, vendors

## Appendix A: Financial Policies for the ASCA Nationals

### Beginning with 2021

A bank account opened by the ASCA Business 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 as the Nationals account. Signers on this account will be the Nationals Chair, the Office Manager, the Board President, and the Board Treasurer. Electronic access to this account will be made available to the Nationals Chair, the Nationals Co-Chair, the Nationals Bookkeeper, and the Office Manager, as well as the members of the Board. Statements for this account should be mailed to the Business Office at 6091 E. State Hwy 21, Bryan, Texas, 77802.

1. 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 Chair and designee(s).
2. The account will be opened with \$1500, per National Specialty rules.

**Accounting and Reconciliation** - An electronic financial ledger indicating income and expenses for a particular each Nationals event will be maintained by that event’s Nationals Bookkeeper Chair in order for all incomes and expenses to be recorded appropriately and to establish a tool for reconciliation. The Nationals Entry Clerk will have access to this ledger in order to record deposits made from entries. The Nationals Accounting Chair will also have access to this ledger and will use it to reconcile the expenses and income against the bank statement and the Board-approved budget. This ledger and the Board-approved budget document will be view-only accessible to all members of that particular Nationals Committee and the Board. ~~Key personnel involved with incomes and expenses will have access to the spreadsheet in order to record any transactions conducted (i.e., Nationals Entry Clerk, Nationals Travel Chairman, etc.).~~ Only the Nationals Accounting Chair will have access to record actual amounts and notes on the Board-approved budget document; however, the Nationals Accounting Chair may not make changes to the Board-approved budget. Only the bonded positions of Nationals Chair and Nationals Entry Clerk shall accept money on behalf of the ASCA Nationals, except that the Sponsorship Chair will have access to the Nationals PayPal account in order to manage sponsorships and will maintain a separate electronic spreadsheet, shared with the Nationals Chair, to record these transactions. **Effective December 20, 2021.**

1. 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.)
2. All transactions will be managed from a budgeted category. The budget will be approved by the Board. The Nationals Chair 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 Chair, with the additional consent of the Nationals Bookkeeper, a Nationals Co-Chair, or another Nationals Committee Chair, 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 \$1,001 and \$5,000 must be approved by the Board President and the Board Treasurer and the rest of the Board should be notified of the approval.

- c. In case of emergency, the Board President or the Board Vice President can make approvals without consent of the Board. All purchases must be followed up in writing and sent to the Executive Secretary for distribution to the Board.
3. In the case of an expense that is over budget, the Nationals Chair must notify the Board President, the Board 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 Board President and the Board Treasurer before the expense is paid, and the rest of the Board 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 Board President and the Board Treasurer.

#### **Handling of Cash -**

1. All payments will be made via check or credit card.
2. 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.
3. Cash received will be receipted with a duplicate receipt book.
4. Cash boxes of \$100 will be provided to the Nationals Office Manager and the Nationals Merchandise Chair 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.

## **Appendix B: Procedure for Assembling the ASCA Nationals Committee**

After the Nationals Chair 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 Chair 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.

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 Chair. 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 Chair.

Once the deadline for application has passed, the Nationals Advisory Committee and the Nationals Chair will meet to look at the candidates and decide placements. If more than one person has volunteered for a position, the Nationals Chair 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 Chair will invite persons to fill the open positions.

Once the Committee is filled, the Nationals Chair 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.

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.

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