



Show Secretary Responsibilities Webinar: Questions and Answers

Could you clarify the difference between the Show Chair and Show Secretary since sometimes it is the same person?

While the Show Chair and Show Secretary can technically be the same person, it is not recommended. Both individuals have extensive responsibilities at the event and trying to do both can be quite difficult. The Event Chair is the person from the club responsible for the efficient running of the event. There are a number of responsibilities for the Event Chair outlined in the [AKC Show Manual](#). The Event Secretary is responsible for the duties discussed in the webinar – accepting entries, preparing the catalog, judging program and books, and submission of results to AKC after the event.

Should owner handled entries be listed separately along with * before the numbers?

This can be done a number of different ways. In the catalog and the judges book, each NOHS entry must be denoted with an * next to the armband number. Some superintendents also include a separate listing at the end of the breed of the armband number, registration number & name as well as a separate 'class' or listing in the judges' book. While not required, it is something that can be done.

Do you have to combine agility, conformation and obedience event numbers or are agility event numbers a separate count down?

Agility events are separate when counting the number of events that an individual can provide secretary services to prior to paying the secretarial fee.

Please discuss entries in Stud Dog, Brood Bitch and Brace on this form. Do you want them included in the total entry count if the entry is not entered in a regular or non-regular class?

All get/produce of the Stud Dog/Brood Bitch must be entered in a regular class. If the Stud Dog or Brood Bitch is not entered in the regular class, that individual dog is not included in the total entry.

I am thinking about offering a package service for specialty shows, same as superintendents offer. I would not be on site for the show. How would this be handled in the premium?

Only licensed superintendents can provide the package shows. If you are providing services as the event secretary for club, you have a responsibility to be on site at the event.

You stated that after 8 events there is a \$10.00 charge. Is that only for Conformation and Obedience? On the Show report for rally it says that after 12 events there is a \$10.00 charge. Is rally counted separate?

Effective January 1, 2019 clubs can offer an unlimited number of Rally events in a calendar year. Beginning in January, an event secretary can provide services for 8 Conformation, Obedience, or Rally events (combined total) without paying a fee. Upon servicing the 9th event in a calendar year, that individual will pay \$10 per event.

Does the breed standard have to be published in every special catalog?

I incorrectly stated during the webinar that the breed standard had to be published in the catalog for all independent specialties. That is incorrect. According to [Rules Applying to Dog Shows](#) Chapter 12, Section 7 the breed standard has to be published for independent **NATIONAL** specialties. Other specialties may wish to publish the breed standard in their catalog but it is not required.

Should the move-up or transfer forms for Rally and Agility be sent to AKC or kept by the Trial secretary?

I spoke with the department that processes the Rally & Agility results. They require the Trial Secretary to maintain those forms with the original entry forms. The move-up/transfer forms should only be sent to AKC for Rally & Agility upon request.