



HOW TO HOST A CCA EVENT

RESPONSIBILITIES OF THE HOST CLUB COMMITTEE – The local Host Club Committee shall have at least 3 members, at least 2 of whom shall be members of the GRCA (Rules and details can be found on the GRCA website under Standards & Programs)

- Find a location (if indoors, an area at least 50' square is recommended)
- Set a date (may be one or two days)
- Contact evaluators; confirm assignment and date in writing. Note: If you select an evaluator who is not already approved, that person must complete an Evaluator Application form and submit it to the GRCA CCA Committee for approval. At least two evaluators must be from Category 1 as defined in the rules.
- Set entry fees, opening and closing dates, numerical or other limits (maximum of 24 dogs in an 8 hour day), and the method of accepting entries (random draw or first received)
- Submit Host Club Application to GRCA CCA Committee at least **60 days** prior to the event
- If the CCA event is to be held in conjunction with an AKC event, a Special Attractions Form for the CCA MUST be submitted to the AKC along with other event applications. This form is available on the AKC website and is also posted on the GRCA website <http://www.grca.org/cca/default.htm> We recommend the following wording as a description of this special event: *“The purpose of the CCA is a non-competitive format which will provide informative assessments, with written reports and verbal discussion by knowledgeable evaluators, of the conformation qualities of individual Golden Retrievers. The evaluators selected for this event have been approved by the CCA committee of the Golden Retriever Club of America based on their merit, experience and knowledge of the breed.”*
- Prepare a contact or mailing list and determine methods of notifying potential entrants
- Prepare a premium list or other call for entries which should include:
 - The CCA Mission Statement: *“The CCA Event is an educational opportunity for everyone to reflect on the written description of what is ‘ideal’ for this breed - the essence of a Golden Retriever that is timeless and not subject to changing fashion or popular style.”*

- All information that is on the approved host club application - date, time, location, entry fees, closing date, address of secretary, etc.
 - Be specific as to how entries should be submitted - only 1 entry per dog will be accepted; 1 entry per envelope; separate check for each entry
- Arrange hospitality, accommodations, if needed, and local transportation for evaluators; also at least mid-day food for you, your work force, and evaluators. Provide water or beverages throughout the day.
 - Order ribbons and rosettes (details will be sent by GRCA CCA Coordinator) It is suggested that you order all of the following if this is your first event. Order them without a date so that leftovers can be used at a later event. They must have the GRCA logo - a local logo can also be added if you wish
 - PARTICIPANT ribbon (color, burgundy) 1 for each entry
 - QUALIFYING SCORE ribbon (color, gold) 3 for each entry
 - HONORABLE MENTION ribbon (color, dark green) 3 for each entry
 - COMPLETION OF CERTIFICATE rosette (color, gold) 1 for each entry
 - Arrange for use of an AKC approved measuring device. An agility measuring device is recommended as being simpler to use and more accurate, however, an AKC approved wicket may be useful if any dog needs to be re-measured by a Category 1 Evaluator.
 - If you plan to weigh the dogs, a veterinary or other large scale must be secured. This action is optional.
 - Arrange for one un-entered dog that can be used for a short practice session by the Evaluators prior to the start of the Event.

ITEMS SUPPLIED BY CCA COORDINATOR TO HOST CLUB (see enclosed Check List for details)

WORK FORCE - Arrange a Work Force of at least 5 people in addition to the Event Secretary

- STEWARD - 1 person to assist Evaluators in any way possible; make sure Score Sheets are completed and signed; return forms to secretary's table; get beverages
- MEASURER - 1 person - Each dog must be measured before going to the Evaluators. Weighing the dogs is optional. A small card can be used to record these results. If weighing is done, this may also be done by the same (or different) person. The owner will return the card to the Secretary for recording on Score Sheets. IF the dog is within ¼" of disqualification, that should be noted on the card and the dog MUST be re-measured by a Category 1 evaluator for verification of size.

- PHOTOGRAPHY TEAM - 2 persons

Two quality photos of each dog entered are required for the CCA archives and should be taken prior to the evaluations

 - 1 photo of the dog facing you either standing or sitting (front)
 - 1 photo of the dog from a side view in a stacked position (side)

If a digital camera is used, the photos should be a minimum of 300 dpi. Use a fairly plain background (if available) good lighting and use toys, bait and a helper to ensure the dogs are looking alert and at their best. The armband number must show in all photos for identification.

 - Group photo(s) are required and include only the dogs that have completed the requirements for a CCA title & Certificate by earning 3 CCA (past or present) qualifying scores. It is a nice touch to have the owners / handlers holding the CCA rosettes in the group photo(s). Evaluators should be included in at least one of these photos or in a separate photo. These new CCA titled dogs can be photographed in small groups throughout the day so that they don't have to stay until the end of the Event for pictures.

Within 7 days of the event the following will be provided by the photographer to the Event Secretary

 - 1 hard copy of each photo 4" by 6" on good quality photographic paper
 - 1 CD of all photos including the 2 individual of each entered dog and the group photos for the CCA archives.
 - 1 CD of the group photo(s) of the dogs including evaluators for the report to the GR News (the Event Secretary will handle the report submission to GR News - see separate instructions)

All photos taken at the CCA event are the property of the GRCA CCA Committee. However, the photographer may sell ONE copy to the owner of the dog for a nominal fee, if this is requested by the owner.
- ASSISTANT TO SECRETARY - 1 person - everything from checking arithmetic to filing, i.e. help wherever it is needed

SECRETARY (PRIOR TO EVENT)

- Accept entries. Dogs must be at least 18 months old; gender must be marked and other rules adhered to
- Schedule the evaluations in sets of 3 dogs every 45 minutes. Also include a scheduled time for a lunch break and a time for resuming evaluations after lunch.
- Acknowledge each accepted entry and each alternate - Include armband number, time, location and any other information the participant needs to know. Advise that if the dog is not checked in with the Event Secretary at least 20 minutes prior to its scheduled time, his place may be forfeited and given to another dog, taken in order from the alternate list. If there is no

alternate list it will be the decision of the Host Committee whether or not to accept late dogs. This acknowledgement of entry can be done by email, but ask each owner to confirm that it was received.

- Return, with regret, entries and checks for dogs that are not scheduled nor on the alternate list. Owners of dogs not used from the alternate list will receive these items after the event. No refunds will be sent if dogs are absent without notice.
- Prepare a program - this is not required but a handout “catalog” is a nice touch
- Fill in all pertinent data at the top of the Score Sheets (3 sets per dog) - DOB, gender, armband number - and place in numbered folder for each dog
- Number one large envelope (9” x 12” min.) for each of the entries into which results and other items will be inserted at the Event. Also have one large envelope or folder for each Evaluator for his/her Score Sheets and Evaluator’s questionnaire.

SECRETARY (MORNING OF THE EVENT)

- The whole work force and all evaluators should arrive at least an hour ahead of scheduled evaluations
- A table and a chair should be provided for each evaluator. It is also suggested that shade (perhaps a pop-up tent) is advisable if the Event is outdoors in the summertime
- Downloaded Score Sheets will be given to the evaluators and the practice dog presented to them. They may use any methods, including consultation, to assess this dog. They should make notes and write in scores. They may want to discuss privately why they scored as they did. When the practice is completed the score sheets will be given back to the Secretary to be returned with Event Report Forms to the GRCA CCA Coordinator after the event.
- Check with the evaluators on how they want to set up mingling the dogs and whether they prefer having the dogs gait for each of them individually or as a group during the actual program. There would be NO consultation between evaluators during the gaiting procedure in either case.
- The evaluators may decide at this time if they desire a quiet time call to let them know that the 15 minute time period is running out. This may help to keep the event on schedule without adding pressure.
- The evaluators should also decide which of the Category 1 evaluators will

recheck measurement of dogs, if required.

In the meantime PARTICIPANTS will begin arriving and checking in with the SECRETARY

- Each owner will receive a small card and be directed where to have measuring (and weighing, if included) and photography done. The dog's measurement (and weight, if done) will be noted on the card which will be brought back to the Secretary. REMEMBER that any dog within ¼" of disqualification must be rechecked by a Category 1 evaluator.
- Measurement (and weight, if done) will be added to each score sheet. An armband and a folder with 3 sets of Score Sheets for the dog will be given to the owner, and he will be directed to a waiting area until his group is called for evaluation
- The first set of dogs will be presented alternately to each of the evaluators until all have been assessed by each evaluator. When all evaluators have completed and signed their Score Sheets, the steward will take them to the Secretary's table, and the next set of dogs will be sent to the evaluators.
- At the Secretary's table, the Score Sheets will be added or figures rechecked for accuracy. The Score Sheets will be separated and units stapled together. White sets and Host Club questionnaire go into the Event file to be returned to the GRCA CCA Coordinator; Yellow sets and Participant questionnaire will go into owner's envelope; Pink sets and Evaluator questionnaire will be placed in each Evaluator's folder. A standing file folder box is helpful for sorting these files.
- Appropriate ribbons and congratulatory cards (gold cards for qualifying dogs and green cards for Honorable Mention) will be placed into each owner's envelope depending on scores - every envelope will include a Participant ribbon.
- Invite owners whose dogs have qualified for the Certificate to remain for photos for the G.R. News report. Inclusion in these photos is optional.

SECRETARY (After the Event) - see all details on check list and follow all items listed including How to Submit the Report to the GR News.

All items must be completed within 14 days of the Event. BE AWARE that a fine may be imposed if the deadline is not met or if leftover, unused supplies originally received from GRCA CCA Coordinator, are not returned to her:

Submit to: Robin Bowen; PO Box 884, Hixson, TN 37343

After confirming scores and that other requirements have been met, the CERTIFICATE OF CONFORMATION ASSESSMENT will be mailed by the GRCA CCA Coordinator to the owners of all qualifying dogs.

CCA COORDINATOR & EVENT SECRETARY CHECK LIST

ITEMS TO BE SENT BY GRCA CCA COORDINATOR TO HOST CLUB SECRETARY

- Outline of the Program - must be read by all members of Host Committee
- "What the CCA Is and Isn't" and the FAQ page - both should be read by the Host Committee and kept available to answer questions that may arise
- Information about ribbons and rosettes - aid to committee when placing order (leftover ribbons/rosettes remain the property of the Host Club)
- Enough Evaluators' Score Sheets in NCR triplicate (also 3 sets on regular paper for practice), Event Report Forms and Congratulatory Cards to cover entries - to be handled by Event Secretary (see his/her list)
- Questionnaires - 1 for Host Club secretary; 1 sample to be duplicated and inserted into each Participant's envelope; 3 copies for Evaluators (one to be placed in each folder)
- Measuring information card - to be given to Measurer for reference
- Procedure for Submitting to G.R. News - event secretary and photographer will follow these guidelines
- Outline of How to Host A CCA Event
- This check list is part of the above outline

SUPPLIES NEEDED

- Clipboards (at least 3, although 2 per evaluator may be useful)
- Armbands and rubber bands
- Ballpoint pens
- AKC approved measuring device (required) We recommend the Agility device as it is easier to use and more accurate than a wicket
- Metal tape measure
- Veterinary or other large scale (optional)
- Calculator & stapler
- File folders and/or large envelopes (see SECRETARY - prior to event)
- Standing file folder box
- Table & chair for each evaluator. Shade, if indicated, in summertime

TO BE RETURNED TO GRCA CCA COORDINATOR WITHIN 14 DAYS OF THE EVENT

- This check list with items checked off as completed
- SIGNED entry form for each dog with scores written into top section
- 2 photographs (one frontal and one from side) 4" x 6" with date, event and armband number on back of each
- CD with all individual archival and group photographs (JPEG format)
- White copy of evaluation Score Sheets (Yellow copy must go into owner's envelope; Pink copy goes into Evaluator's folder - NO copies are kept by Host Club)
- CCA Event Report forms and Host Club questionnaire; also practice Score Sheets
- Any other questionnaires that are turned in at event
- All leftover, unused forms, cards, or other material originally sent by GRCA CCA Coordinator

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SECRETARY MUST FOLLOW PROCEDURE TO REPORT TO GR NEWS