

*The American Budgerigar Society, Inc.*  
*Affiliated Society Handbook*



## **INFORMATION FOR ABS AFFILIATED CLUBS**

As an affiliated club with the American Budgerigar Society, Inc., there are certain responsibilities that your club must fulfill in order to retain your affiliated status. The following information is provided to assist your club and its officers to have a better understanding as to what being an ABS affiliate club entails.

Also included in this booklet are some helpful hints on how to set up your show and information for your secretaries and stewards.

If you have any questions on any of the enclosed material, please feel free to contact your District Director, the 1st Vice President, or any officer of ABS for assistance. We want to work with you to make your affiliation a pleasant and advantageous experience.

ABS maintains a website on the Internet which contains a lot of information of use to your club and your members. The URL for the ABS website is: <http://www.abs1.org/>.

### **ANNUAL REQUIREMENTS:**

Your group's affiliation dues need to be paid annually. The due date for your dues is January 1. ABS allows you additional time, until March 1, to send in your dues. Dues are paid to the office of the Secretary of ABS. An affiliation form is mailed to your club ABS representative. If your dues are not received by the March 1, your affiliation expires. In order to regain your affiliate status you will need to reaffiliate. This means going through the same procedure as when your club first affiliated, i.e. providing ABS with two copies of an affiliation agreement, your club's bylaws and/or constitution, a list of members of your club who are also active members of ABS, and a roster with names, addresses, and phone numbers of your officers for the current year. You should also include a designation of who is to be listed in the ABS bulletin as your contact person for inquiries.

Affiliation forms are also available on the ABS website.

Along with your dues each year you are to submit a roster of your officers with names, addresses, and phone numbers as well as the designation of the contact person for the bulletin. If ABS has occasion to contact all its affiliates, the contact person listed is who will receive the letter. If your contact person changes for any reason (and especially if your current person drops out of your club), you should notify the office of the Secretary of ABS immediately. This will get the change put in your affiliate file as well as in the bulletin and on the ABS website. Many problems have arisen in the past because the contact person was no longer affiliated with the club and information was not being received. The person named as contact person for your club must be a current member of ABS.

### **PATRONAGE:**

Patronage is granted to the affiliated clubs each year for their annual show. Patronage forms are mailed to your club's ABS representative. As soon as you have the needed information on your show, you should fill out the form and return it to your District Director for approval. Your form should list the ABS judge engaged to judge your show

before your patronage form can be approved. If you have not arranged for a judge at the time you submit your form, you should do so as soon as possible and notify the ABS Secretary and your District Director of the selection.

Your director then forwards the form to the office of the Secretary. This form will be used to place your listing in the ABS bulletin show dates section, and on the ABS website Show page. It is also needed to order your ABS plaques. Your form must be legible in order to assure that the information is being printed and ordered accurately. No plaques will be ordered until your affiliation dues are paid each year. However, you can return your patronage form and get your show listed in the bulletin as soon as you have the information. Patronage forms should be submitted by May 1st.

### **ABS AND DISTRICT ANNUAL MEETINGS:**

ABS holds an annual general meeting in conjunction with the All American show each year. Your ABS members are welcome to attend these meetings. Dates and other details are provided in the monthly ABS bulletin and on the ABS website.

The district in which your club is located also holds an annual District Meeting each year, normally prior to the annual ABS Board Meeting. Dates and locations of these District Meetings are published in the ABS bulletin and on the ABS website. ABS affiliated clubs may send a delegate to District Meetings with proxies to vote for ABS members of the club, not physically present at the meeting nor present by authorized proxy. The delegate must be a current ABS member.

### **HOW TO CONDUCT YOUR SOCIETY'S ANNUAL SHOW:**

The following information covers How to Set up a Show, Show Secretary's Records, Show Manager's Responsibilities, Schedule of ABS recommended Classes, Schedule of Awards, entry form sample, and Stewards' Guidelines. These are only suggestions that may help your club get its show under way and hopefully has some hints that will be useful to you. ABS has only a few requirements that it places on its affiliates as far as shows are concerned. The rest is up to you to change as it fits your club and locale.

### **ABS REQUIREMENTS:**

In order for your exhibitors' wins to count toward advancement and breeder of the year awards, ABS requires that there be an ABS panel judge judging your show. If you have more than one judge judging your show, a majority must be from the ABS Panel of Judges. The only exception to this is if there are only two judges, then one must be from the ABS panel. All birds must be judged to the ABS standard and the show report must be signed by the ABS judge judging your show. Your show dates must not conflict with the dates of the All American show, patronage will not be granted in that instance.

The show report must be mailed back to the ABS Show Report Coordinator. If your club fails to return a show report, you hurt your exhibitors in their quest for breeder of the year. You are responsible for obtaining the judge's signature on the report and giving the judge the report to mail in.

With the exception of birds banded in 2000, any bird winning an ABS award must have a closed ABS band on in order to receive the award. If an exhibitor places in a position that

would entitle him to an ABS award and his bird is not banded with an ABS band, the award is to be returned to ABS. The ABS show report has a column where the issuing society of the exhibitor's bands is to be listed.

The recommended procedure for verifying bands is, after the show tags have been marked and opened, the respective exhibitors are called forward by the Show Manager and asked to remove their birds from their cages. With the exhibitor handling his own bird, the Show Manager verifies that the bird is wearing an ABS band. This verification should take place for every bird receiving an ABS award, which includes plaques, certificates, rosettes and variety medallions.

### **AWARDS:**

ABS provides certain awards to your club because of your affiliated status. They are as follows:

Affiliate clubs receive an ABS Plaque for 1<sup>st</sup> Best in Show; Plaque for Best Rare in Show; Rosettes for Best Junior, Novice, and Intermediate in Show; Certificates for 1st – 3rd Best Rare, Junior, Novice, and Intermediate in Show. Other plaques are available at extra cost if the club desires to purchase them.

The Junior and Rare awards are only provided if you hold those divisions. Juniors are breeders who have not yet reached their 18th birthday. Once they have turned 18 they must renew as regular members of ABS and show in the appropriate division.

Other awards that your club provides its exhibitors are up to the club. They can be as elaborate or economical as the club treasury allows. Here is a sample listing of awards:

#### **IN SHOW**

- 1<sup>st</sup> – Best in Show ABS Plaque
- 2<sup>nd</sup> – 10<sup>th</sup> Best/Show Club Plaque
- 1<sup>st</sup> – 3<sup>rd</sup> Best Hen Club Plaque
- Best Young Club Plaque

#### **IN DIVISION**

- Best Rare in Show ABS Plaque
- 2<sup>nd</sup> – 10<sup>th</sup> Club Plaque
- 1<sup>st</sup> – 3<sup>rd</sup> Best Hens Club Plaque
- Best Young Club Plaque
  
- Best Junior, Novice, Intermediate
- 1<sup>st</sup> – 10<sup>th</sup> Club Plaque
- 1<sup>st</sup> in each division ABS Rosette
- 1<sup>st</sup> – 3<sup>rd</sup> Best Hens Club Plaque
- Best Young Club Plaque
- 1<sup>st</sup> – 3<sup>rd</sup> in division ABS Certificate.

## IN SECTIONS

1st – 3rd in Section Rosette  
Best Hen, Best Young Rosette

## IN CLASS

1st – 3rd in Class Sticker

These are just samples of what some of the clubs provide their exhibitors. Some clubs give more, some less. There are some who give primarily rosettes and others who give plaques, trophies or other awards. It is all up to what your club feels it can afford. The exhibitors are really more concerned with exhibiting and competing. It's always nice to come home with something.

## HOW TO SET UP A SHOW

Finding a show hall and/or banquet facility:

Start looking through the phone directory under motels or halls or banquet facilities. Make a list of motels advertising meeting and banquet facilities. Check if the motel's location is convenient to major highways with easy exits.

Start phoning the motels to see if the date you have selected for your show is available. Ask the size of the hall, if they mind having birds, and banquet prices. By this time you may have narrowed down the list, because some facilities will be too high priced, will not want birds, or the hall sizes will be too small.

When you have a motel or motels that seem to fit your needs, make an appointment with the banquet manager to view the hall and motel to see if it is suitable. You're in great luck if a motel is looking for business. Then you can wheel and deal on motel room discounts, banquet prices, complimentary rooms, or hospitality suites.

Some places will allow you to use the show hall at no charge if you are having the banquet at the motel. They may charge a slight fee for Friday night and no charge on Saturday, the day you hold the banquet.

If you can roughly estimate the number of out of town people that may book a room for Friday or Saturday night, this also can give you some ammunition to deal with. You can possibly make a deal such as motel rooms at special show rates. If you book 20 or more rooms, the motel may furnish the judge's room and/or hospitality room at no charge. It's a good practice to go to the appointment with as many facts and figures as you can come up with, even though they may be approximated. Mention the publicity campaign that your club has planned. Point out to the motel management the free advertising they may receive while you are promoting your show. Sometimes if you give the motel a complimentary full page ad in your show catalog, they will in turn furnish a room for the judge or the hospitality suite at no charge.

## BANQUETS

The best deal you can get is "Smorgasbord or Family Style" where a variety of choices are provided to the diners. The price is usually less expensive than per plate and diners are satisfied with all they can eat.

Try not to get tied down with a fixed number of people who will attend the banquet. Sometimes you have no choice. If your club has kept records of past shows, average out the number of banquet attendees and try and guarantee the lowest possible number, stating that an exact count will be provided by noon the day of the banquet. For example: if you must guarantee and your past banquets averaged out to 45 people, guarantee 30 and state the possibility of 50.

### **SETTING UP THE SHOW HALL:**

The hall should provide you with banquet tables on which you can display and hold show cages of birds entered in the show. [A diagram with a suggested set-up is on page 9.] These tables should be arranged for example across the back of the show hall in rows. Cages in each division will be placed on the tables according to class numbers, keeping classes together and in numerical order. Also have an area set aside as a holding area for birds winning and waiting to be held for further competition. It should be conveniently located so that birds can be brought back to the judging stand with ease and without delay.

### **SHOW SECRETARY'S RECORDS:**

If each of your exhibitors' entry sheets is filled out properly all the information necessary to complete the ABS show form will be available, including the Rare Varieties.

A word of caution – advise each division secretary to make sure the number of cages entered in a class are the number brought up before the judge. If the Secretary stays alert to this and the stewards have notified the secretary of any classification changes made the show should run smoothly.

If you have enough club members willing to work at your show, the secretary's job can be divided. The Show secretary can be in charge of distributing and keeping track of show cage tags and posting the cage tag numbers onto the proper classification sheets. At the time of the show, there can then be a secretary for each division. The all the Show Secretary has to do at the end of the show is to fill out the ABS show report form and make a completed list for awards.

### **STEWARDS:**

Stewards are in charge of placing the show cages in the proper area where they will be awaiting judging. They also bring each class of birds up before the judge, making sure of the correct number of birds entered in the class are before the judge. A copy of the classification sheets are given to the Stewards before the judging begins. Some clubs make separate books for the secretary and the stewards. When all birds are entered and the Secretary's books are closed, the Secretary provides either copies of her sheets to the stewards or their own book of listings of classifications. The stewards then go back to the tables of show cages marking on each show tag the number of birds in each class.

They should double check that each bird is classified correctly and that the number of actual cages match the show secretary's sheets. If any errors are found, stewards should notify the Show Secretary so that she may change her records accordingly.

Allow about an hour between closing time for entries and the actual time to begin judging. You should have a Chief Steward for each division and at least 1 steward to assist him. Thus 3 chief stewards and 3 stewards to get this job done within the hour allotted. If that much help is not available through club members, fellow exhibitors are usually willing to lend a hand. All you need to do is ask.

When all is ready and it's time for the judging to begin, the chief steward assists the judge in front of the judging stand. Stewards, preferably at least 2, behind the judging stand bring up the classes and return the rejected birds.

This is where the special holding area is utilized. Class winners, section winners, and division winners can be held in this special area while rejected birds go back to the tables. HINT: If you have an additional steward, he can be in charge of the returned birds, placing them in numerical order according to cage numbers. This makes the job easy when it comes time to check out birds or if the judge or secretary is looking for a particular cage number that should be brought back for a special award.

The Chief Steward must remember not to block the view of the audience when the judge is making his selection. When the judge marks the tags, then the Chief Steward will read out the winning tag numbers. He arranges the section competition, placing best in class on the top row, second in class directly below 1st, and 3rd directly below the 2nd all lined neatly in a row. He also arranges the section competition in the same way when they come back for division competition. (This is why you should have a three tiered show bench)

ABS recommends that a Chief Steward not work the division in which he exhibits, if at all possible.

Stewards will be instructed by the judge of his signal to remove a cage from competition. He may turn a cage to the side which will be his way of telling the steward this bird goes back. Do not remove the cage if you are not sure. Ask the judge first.

#### **SHOW MANAGER'S RESPONSIBILITIES:**

The show manager is responsible for completing the ABS patronage form and submitting the form back to the District Director. The sooner this is taken care of, the longer the advertisement of your show in the ABS bulletin.

Contact the ABS judge selected to judge the show and arrange for his travel and expenses.

See that all awards, ribbons, tags, etc. are ready for the show. Delegate all jobs. Make sure all job classifications are filled.

The day of the show, check that all workers are present and if not, see that substitutes are recruited.

In other words, the Show Manager is the overseer of all, plus the hardest worker.

#### **SHOW SECRETARY'S RESPONSIBILITY:**

Prepare in advance of the show, classification sheets and show secretary record books. Number the show tags. You can find samples of many of the forms your club might need

on the ABS website at <http://www.abs1.org/forms.htm>. As an example there is an Exhibitor Entry Form available that you can download and use for your show; there are also current copies of the various classes for the normal, rare and junior divisions in your show at this website. Show Secretary Books can also be purchased through the ABS Products Division.

Send out show catalogs or information to all who inquire and to past exhibitors, prior to the show.

Keep accurate records during the show. Complete the ABS show report and acquire the required signatures. Make sure the show report gets to the judge for mailing to ABS.

We hope that this has been of some help to you in planning and running your show.

Please make sure that this pamphlet as well as the ABS Show Rules remains in your club's record files where they will be transferred as your officers change. The Show Rules and Advancement Rules provide additional information that should be useful in understanding the requirements of the exhibitors for advancement. These documents are available on the ABS website.

#### **ALL AMERICAN:**

The All American show each year is where the Board of Directors of ABS holds their annual Board meeting. This show is awarded two years in advance, i.e. 2006 was awarded in 2004. If your club wishes to apply to ABS to hold the All American show, you should contact the ABS Secretary for the appropriate information and forms necessary to apply. Guidelines for hosting an All American are available on the ABS website.

#### **ABS Website:**

The URL for the ABS website is: <http://www.abs1.org/>. On the website you will find sample forms, listings of shows for the year, contact information for the ABS officers and Panel Judges. Also a lot of other good information for your members.

We hope you have found this booklet to be helpful. If you have any further suggestions, please contact the ABS Secretary. Here's to a good show for all of us!

The American Budgerigar Society, Inc.



## An Example of Setting Up Your Show Hall

