



## Invitational Bid to Host Process

The NAHRA Invitational is a premier event. The purpose is to showcase our program by inviting qualified Master Hunting Retrievers from all over North America. NAHRA has a hosting policy of rotation between all of the Regions.

The following is the process to be used by clubs/regions from initial submittal of a request to host bid and the steps necessary in the planning process:

### **Submittal of a request to host** (submitted after January 1 before January 31 one year prior)

The request should include the location of the event Headquarters, the dates of the event, the initial Invitational Committee (IC) members\*, the site of the Invitational Field Test, a detailed Game Bird Utilization Plan and a Preliminary Budget. The current agreement provides a profit share of 60% for NAHRA and 40% for the Host. This request should also indicate the potential host understands the terms of agreement. \* A member of the NAHRA BOD will be an IC member and shall be the designated liaison between the IC and the EBOD with the responsibility to insure compliance with the agreement.

### **Approval of request to host**

The NAHRA EBOD should approve the host of the Invitational (14 days after submittal but not before February 15 one year prior). If more than one Bid is received the NAHRA BOD will select the host.

### **Contractual Agreement** (14 days after request to host approval)

The Invitational Host and NAHRA will enter into a signed agreement contract. The cognizant IC/NAHRA BOD member should meet with the EBOD prior to agreement contract being signed.

### **Invitational web site** (Invitational web site on line 6 months prior to Invitational)

Upon signing of Contractual Agreement and completion of current Invitational, custody access will be provided to IC website.

### **Invitational Judging Panel selection** (announced at the preceding Invitational Banquet)

The IC should request the Regional Directors (RD) to submit nominations for consideration at least 3 months prior to announcement date. The NAHRA office will provide RD's with a complete listing of qualified judges. The RD will utilize the Regional Nomination process to gather nominations from the clubs. The RD's are to submit their nominations to the IC at least 2 months prior to the announcement dates. The IC is to submit their selections for approval to the BOD at least 1 month prior to announcement date.

### **BOD vote on Invitational Judging Panel** (14 days from submittal)

The BOD will vote and inform IC of the results. The IC has 14 days to reply if any issues arise. The BOD will respond within 7 days.

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## **Budget**

The IC Budget will cover all aspects of Income and Expense generated and/or incurred by the planning and execution of the NAHRA Invitational. The budget should be based on a realistic estimate of entrants in attendance. The entry fee will be set at \$250 per entry for all dogs entered.

### **Budget Review by EBOD (at 3 months prior and 1 month prior to Invitational Event date)**

The IC will submit the current updated Budget (listing initial and actual) to the EBOD

### **Final Budget Review (at 30 days post Invitational)**

The IC will submit the final Budget with actual line item income and expense

### **Disbursement of Funds per Contractual Agreement (at 45 days post Invitational)**

The IC will meet all aspects of the Contract of Agreement

### **NAHRA will provide Invitational Plaques and bands to all Qualifying Entrants**

This process will be in effect as of January 1, 2016.

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