

# Border Terrier Club of America Policies and Procedures Manual

## 4-01 BTCA National Specialty Guidelines - Submitting a Proposal

- A. All proposals to host a Border Terrier Club of America National Specialty must be submitted to the BTCA Board of Directors by January 1, three years prior to the year of the requested event; i.e., January 1, 1996 for the 1999 Specialty.**
1. A regional Border Terrier club or a group of BTCA members, sufficient in number and experience, may submit a proposal.
  2. All proposals will be for independent specialties.
  3. In addition to regular conformation classes, all specialties where feasible will include:
    - a. Sweepstakes.
    - b. Obedience.
    - c. Junior Showmanship.
    - d. AKC Earthdog Test through Master Level
    - e. AKC Agility Trial
    - f. AKC Tracking Test
    - g. AKC Rally Obedience
    - h. Health Testing
    - i. BTCA Annual General Membership Meeting.
    - j. BTCA Annual Awards Banquet.

**NOTE:** The Awards Banquet must follow the last Competitive Event (effective 2007)
  4. In addition to the required events, the host group may offer a Parade of Honor. If a Parade of Honor is offered, a Parade of Titleholders may also be offered. **Refer to Procedure 4-03 for regulations and guidelines for Parade of Honor and Parade of Titleholders.**
  5. The Annual Board Meeting is to take place on the day before the Specialty begins. The Board Meeting should not conflict with any Specialty Activities. The club will arrange for a private meeting room for one day and drinks, snacks and lunch should be provided. Expenses for the meeting room, refreshments and one night's lodging for the board members will be paid for from the Specialty Expenses Account.
- B. Proposals to include the following:**
1. Date. A minimum of five consecutive days should be allowed.
  2. Location (city and state).
  3. Show site facilities. Must be comfortable for dogs and exhibitors.

**NOTE:** If all events are being held in the same location then steps must be taken to ensure that areas to be used for obedience and agility are not contaminated by food or bitches in season prior to those events. (Effective 2005)

    - a. Indoors - is heating/cooling available, if needed?
    - b. Outdoors - is shade available? Is tenting needed?
    - c. Restrooms.
    - d. Parking.
    - e. Crate area.
    - f. Grooming area.
    - g. Chairs.
    - h. Refreshments.
  4. AKC Earthdog Test facilities. Must have sufficient space for four test areas, as required by AKC rules.
    - a. Parking.
    - b. Restrooms.
    - c. Protection from elements for exhibitors and officials.

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- d. Hospitality/refreshments.
  5. Associated shows before and after the Specialty (not a required element of the Specialty).
    - a. Are they willing to use our judges?
    - b. Are they willing to give rebates for the large entries the Specialty will generate?
    - c. Request they divide puppy classes.
  6. Host hotel/motel. Should be large enough to handle everyone. If not, there should be other hotels/motels in the area to handle the overflow.
    - a. Banquet facilities.
    - b. Meeting rooms.
    - c. Hospitality room.
    - d. Exercise area.
    - e. Grooming area.
  7. Accommodations.
    - a. Area hotels/motels.
    - b. RV parking and hookups, campgrounds.
    - c. Restaurants.
    - d. Airline access.
    - e. Rental Cars.
    - f. Sight Seeing.
  8. Planned related activities; i.e., eye clinic, seminars, etc.
  9. Specialty Chairperson, Specialty Treasurer, AKC Earthdog Test Chairperson, AKC Earthdog Test Secretary, Agility Trial Chairman, Agility Trial Secretary. All should be BTCA members in good standing, with ideally the Specialty Chair and Earthdog Test Chair living near the proposed site. List experience and qualifications of each.
  10. Committees. Chairmen and members.
  11. Budget. The BTCA will cover all regular Specialty expenses; however, a budget of expected income and expenses must be submitted with all proposals (should not show a negative financial result). Additionally, 12 months prior to the Specialty an updated budget must be submitted detailing income and expenses. The updated budget is to include printing bids, projected postage costs, itemized superintendent expenses, site rental fees (including deposits), etc. The updated budget will determine the amount of advance funds to be approved so it must be thorough. No funds will be allocated or committed until a budget has been approved by the Board. **See Procedure 4-05 for sample budget.**
- C. If more than one proposal is received for any given year, and all appear viable to the Board, the Secretary will prepare a ballot outlining each proposal and mail it to each voting member of BTCA (as defined in the By-laws). The result of the voting will be published in the next issue of *The Borderline*. Should no proposal be submitted for a given year or should a specialty committee be unable to fulfill its obligation to host the specialty, the specialty conformation classes will be held at the Montgomery Co. Kennel Club show in October. Earthdog will be held at Crosswicks, Agility in PA and Obedience at one of the All-Breed shows that are held in conjunction with MCKC. (Passed 2001)**

Those contemplating submitting proposals to host a BTCA National Specialty need to remember that Specialties are **NOT** an Olympic sport. Specialty committees should not feel they must always outdo one another. Every Specialty has something special and memorable about it. Those serving on committees should be able to enjoy themselves, as well as work. Remember the Standard - **“a breed with no exaggeration.”**

To this end, it is recommended that official Specialty Events be limited to one in each category i.e. One ED test, one Agility trial, etc (effective 2006)