

**Border Terrier Club of America
Policies and Procedures Manual**

Procedure for Hosting a BTCA Sponsored Earthdog Test

It is important to the BTCA to have Earthdog Tests distributed around the country. To that end, BTCA would encourage local Border Terrier clubs or groups of BTCA members to host Earthdog Tests sponsored by the BTCA.

Regional clubs or groups of individuals are welcome to apply to the BTCA Earthdog Committee Chair to hold a BTCA sponsored Earthdog Test. Application should be made well in advance. The application to the BTCA should be submitted at least four months before the event with the AKC application being submitted three months before the event. Even though AKC allows applications to be made up to three months in advance, earlier is better. Fortunately, they post the events on the AKC website as soon as they are approved.

Submit the appropriate BTCA application (see Section 3-07) along with a completed AKC application to the BTCA Earthdog Chairman for approval by the Board. The BTCA has the ultimate responsibility for the test, so the application form includes information that would help the Board evaluate the group's experience and ability to conduct the Test.

Questions about these procedures or about running a trial should be directed to: Jo Ann Frier-Murza or any past BTCA Earthdog Test Chairman.

PROCEDURES FOR REGIONAL/LOCAL BORDER TERRIER CLUBS

(Regional/Local Clubs are those that are listed in the Borderline and which have formal organization i.e. Constitution/Bylaws, Officers, and insurance. BT Clubs that are licensed by the AKC are excluded from holding BTCA sponsored earthdog tests.)

The Club should apply as described above and will be notified when their AKC application is submitted to the AKC by the BTCA.

Upon AKC approval, the Club should submit a copy of the premium list to the AKC and to the Earthdog Test Chairman. This premium list will be headed with:

Border Terrier Club of America, Inc.
AKC Member Club
Earthdog Test
hosted by
(Region/Name) Border Terrier Club

The host Club will have all financial responsibility for the test, including providing liability insurance. Proof of insurance shall be submitted to the BTCA Earthdog Committee along with the application for the sponsored earthdog test. The BTCA will supply qualifying ribbons for the Intro to Quarry class and Rosettes for the regular classes. These ribbons will be imprinted with the following words: Border Terrier Club of America, Inc., Earthdog Qualifier.

At the conclusion of the test, the Test Secretary will simultaneously send the Secretary's report to both the AKC and the BTCA Earthdog Committee Chairman. The BTCA report will be accompanied by a fee of \$.50 per IQ entry and \$1.00 per JE/SE/ME entry to cover BTCA administrative expenses and the cost of ribbons/rosettes. Return unused ribbons promptly to the ribbon coordinator.

PROCEDURE FOR GROUP OF BTCA MEMBERS

The test chairman should apply as described above and will be notified when the AKC application is submitted to the AKC by the BTCA.

Upon AKC approval, the group should submit a copy of the premium list to the AKC and to the Earthdog Test Chairman. This premium list will be headed with:

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Border Terrier Club of America, Inc.
AKC Member Club
Earthdog Test

The BTCA will have full financial responsibility for this event and will provide liability insurance. Request a Certificate of Insurance from the BTCA Treasurer. A budget will be submitted by the test or trial chair, along with the application, with the understanding that costs and/or income may change. Entry fee checks should be made out to the BTCA. Cash may be used for budgeted expenses providing it is completely accounted for and receipts are included. Reimbursement requests accompanied by receipts should be submitted to the trial Chair (or person designated by the Chair). The trial chair will verify the reimbursement requests and submit them to the BTCA Treasurer with the income and expense report at the conclusion of the trial.

All checks should be sent to the BTCA Treasurer by certified mail within 3 days after the closing date for pre-entries. Any checks accepted after the closing date (i.e. day of test entries) will be sent to the Treasurer by certified mail along with a final report of income & expenses within 7 days after the event. The BTCA will provide ribbons and rosettes as described above.

The AKC recording fee for the trial can be handled in one of three ways: 1) the Secretary should submit a personal check with the AKC report and request reimbursement from the BTCA. 2) A pre-trial check can be requested from the BTCA Treasurer if the trial has early closing for all regular classes. 3) No later than the day of the trial when all entries have been taken, the secretary can phone or email the Treasurer with the amount of the recording fee owed to the AKC. If the last option is taken, the Secretary will wait for the check to arrive and will then submit it to the AKC together with the trial report. There is a short deadline required by the AKC, so this must be coordinated carefully. Return unused ribbons to the Earthdog Test Ribbon Coordinator, Ron Sebastiani.

Send applications, final test report and BTCA funds to:

Earthdog Chairman: Jo Ann Frier-Murza
221 Bordentown-Crosswicks Rd.
Crosswicks, NJ 08515
e-mail DigM2@aol.com
(609) 298-3150

Send ribbon report and unused ribbons to:

Ron Sebastiani
18 Rahilly Road
No. Hanover Twp, NJ 08562-1501
E-mail tyebau@aol.com
(609) 724-0935

If you have any questions about these procedures or about running a trial, contact:
Jo Ann Frier-Murza, Earthdog Committee Chairman.