

# Border Terrier Club of America Policies and Procedures Manual

## BTCA Versatility Committee Policies and Procedures

The BTCA Versatility Committee:

- Monitors the development of new dog sports and additional titles within an existing dog sport.
- Makes recommendations to the BTCA Board regarding any changes to the Versatility application. If board approved, a revised application will appear in the next Borderline, in the next Border Connections and will immediately replace the application currently on the BTCA website.
- Submits a semi-annual committee report to the Borderline which includes committee business along with the number of Versatility and Versatility Excellent awards earned within that time period. The end of year report includes the yearly totals.
- Prepares an annual budget estimate in December for expenditures in the next year.
- Processes applications.

The BTCA Versatility Committee Chair or an appointed member of the committee:

- Receives all versatility applications
- Verifies that the applicant is a current member of the BTCA.
- Verifies the applicant's ownership of the Border Terrier.
- Verifies the earned title documentation.
- Calculates the 'stars' earned and the number of categories used.
- Verifies the award was earned per the current application requirements.
- Sends the information required for lettering certificates along with the applicants' checks (if applicable) to the artist for lettering and coloring.
- Submits artist's bill to the BTCA treasure for payment.
- Receives the awards completed by the artist.
- Mails the completed awards to the applicants.
- Submits receipts for mailing expenses to the BTCA treasurer for reimbursement.
- Submits a list of the new award winners to the Borderline editor each quarter. The list will include the name of the Border Terrier with the titles earned along with the name of the owner(s).
- Enters a list of the new award winners annually in the archives notebook.

Processing Versatility applications for co-owned dogs will be as follows:

- The applicant of a BTCA Versatility Award must be a member of the BTCA. If the dog is co-owned and not all owners are club members, then the application must be completed and submitted by the co-owning member of the BTCA.
- The certificate will list the name of the BTCA member first but may then include the name of the co-owning non-member.
- Additional copies for the co-owner, breeder etc. will be identical to the original.
- All checks for additional copies, coloring, and/or postage must be written by the club member.