

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

The Borderline (Official Newsletter of the BTCA)

1. Deadlines:

February 1st for Spring;
May 1st for Summer;
August 1st for Autumn;
November 1st for Winter.

Size Limitations: The Quarterly Issues of the Borderline will not exceed 72 pages. If there is a separate issue for National Specialty coverage, that issue will not exceed 68 pages and no advertising will be allowed.

2. Editorial Committee:

1. To evaluate ideas from the editor and the membership regarding changes to the Borderline P & P and suggest updates for the Board's approval.
2. To seek, interview, and recommend a person to edit the magazine whenever needed and to help the editor find assistant editors, proofreaders, etc. when necessary.
3. To oversee the production of every issue of the Borderline.
4. To prepare an annual Borderline budget to be submitted to the Board each December.

3. Editorial Policy:

Editorial Policy: It is the policy of *The Borderline* to encourage the submission and ultimate publication of articles, photographs, letters to the editor and other informative materials written by BTCA members unless solicited by the Borderline staff. *The Borderline* is to have a balance of ads, interesting articles and columns. Equal representation of all venues of interests and regional club events is desired. Overall, *The Borderline* should be high quality yet feasible to produce in terms of workload and expenses. *Club business will take precedence when considering what will be published in each particular issue*. All submissions must be signed and submitted by the author.

The Editorial Staff of *The Borderline*, The BTCA Editorial Committee, and/or the BTCA Board reserve the right to refuse publication of any materials that they deem contrary to the best interest of the breed, the BTCA, or that are of a personal and libelous nature. All materials are subject to editorial revision (spelling, grammar and other minor changes to the content of a document to clarify the article and/or to revise awkward wording). Opinions expressed in *The Borderline* are not necessarily those of the Editor(s) or of the BTCA Board of Directors.

Guidelines for Articles submitted for Publication in *The Borderline*

Recurring Columns, Feature Articles and Regional Club News: Articles must be of interest to club members, informative, and focused on a single topic. There is no guarantee that all featured articles can or will be published for the issue intended. The author will be notified if the article is in need of much revision, or if the article must be published in a subsequent issue of *The Borderline*. Articles that are poorly written or do not follow the guidelines will be returned. Time sensitive articles about upcoming or recent events will be given priority. All articles should be adapted in length to allow for photos. ***Please send all articles and other documents in Microsoft Word with a selection of photos inserted at the end of the document or in a separate file. The article will be formatted by the Editor.***

Feature Articles: Any BTCA member can submit an article or story to *The Borderline*. *Please notify the Editor at least 30 days prior to the deadline if you plan to submit an article.* The Borderline staff needs to have advance notice of articles in order to plan the layout of the magazine and its contents within the page limitations.

Recurring Columns: (Obedience; Agility; Working Terrier News; Spotlight on Juniors) We recommend that articles be approximately 1200 words; adapted in length to allow for drawings or photos.

Regional Club News: Club logos will head each news column; Regional Club news should be approximately 800 words. The length of Club News should be adapted to allow for photos. Club News can either focus on a single event or provide an overview of regional club activity. *Only one submission per regional club will be accepted for inclusion in a single issue.*

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Letters to the Editor: All letters must be signed and by the author. Letters must be 200 words or less. Letters written in response to actions of BTCA members, its Board and/or BTCA activities will be sent to the individual(s) about whom the letter is written in order that a rebuttal may be published along with the original letter(s).

All materials submitted are subject to editorial revision and formatting at the discretion of the Editorial Staff of The Borderline.

4. History of Borderline:

Miss Van der Veer put out a newsletter from **1954 to 1973** with 24 numbers.

1972 - "The Border Line" was suggested as a name for the newsletter. It was still being issued as a letter, twice a year.

1973 - transition year - The Borderline became a quarterly publication.

July 1973 - Dave Kline named editor. Still issued in letter form, on a non-regular basis.

July 1975 - New format. Called "The Borderline"; starting to look more like a magazine; cover designed by Dale Gourlie; one staple in upper left corner. Issued twice a year in 1975 and 1976.

July 1977 - Pat Quinn named editor. New format; definitely a magazine

Spring & Summer 1997 – Pattie Pfeffer – Interim Editor

July 1997 - Susan Kane and Sam Carrier named Co-Editors

Summer 2005 – Anita Moran – Interim Editor

Autumn 2005 & Winter 2006 – Elaine Brown

Spring 2006 – Anita Moran – Interim Editor

Summer 2006 – Fall 2006 – Nancy Hembrow

Winter 2006 – Fall 2011 – Annette Neff

Winter 2012 – Present – Susanne Babcock

5. Advertising Rates:

Advertising Policy: Commercial advertising is defined as those ads that sell a product or service. Display Advertising are ads that either showcase a kennel, dog, or breeder. Commercial ads from members will be at regular member rates. Non-members may not place any stud service, puppy sale or any type of display ads or Business Card ads relating to those services. US and Foreign Border Terrier Clubs will be charged at member rates. All funds must be US currency and paid by the deadline for each issue in which the ad is run.

Full Page:

Members Display and Commercial: \$60.00

Non-Member Commercial: \$85.00

Three Quarter Page:

Members Display and Commercial: \$50.00

Non-Member Commercial: \$75.00

Half Page:

Members Display and Commercial: \$35.00

Non-Member Commercial: \$55.00

Quarter page:

Members Display and Commercial: \$25.00 (no photo)

Non-Member Commercial: \$35.00 (no photo)

Limited to 3 photos for a Full Page and 2 photos for Half Page, no charge if electronically submitted.

There will be no charge for scanning one photo for Full and Half page ads; any extra photos will be charged a \$5 scanning fee.

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6. Borderline Specialty Issue – Guidelines for Content

# pgs	topic	photo	Judge's critique	3 gen ped	Owners statement	trophy	Comments
Required inclusions in Specialty Coverage							
	Cover						
	Inside cover						
1.00	Table of Contents						
0.00	Editorial message and statement						can go in seasonal issue that goes out at same time at discretion of editor
0.00	President's message						can go in seasonal issue that goes out at same time at discretion of President
2.00	Show Chair Report & candid photos Suggested Topics to include: Facility/Site Used, Show Photographer & Video Information, Performance Photographers, Vendor Booths, Grounds, RV Parking, Specialty Artwork & Thanks to Judges & Committee Chair. Photo of show chair	X					
1.00	Trophy Donor Update List						
	Sweeps Judging						
1.00	Sweeps Judging - general comments judge's photo	X					
4.00	Puppy Sweeps						we can get approx. 4 classes on one page
	6-9 Mos DOGS - 1st Place	X	X				
	6-9 Mos DOGS - 2nd - 4th Place		X				
	9-12 Mos DOGS - 1st Place	X	X				
	9-12 Mos DOGS - 2nd - 4th Place		X				
	12-15 Mos DOGS - 1st Place	X	X				
	12-15 Mos DOGS - 2nd - 4th Place		X				
	15-18 Mos DOGS - 1st Place	X	X				
	15-18 Mos DOGS - 2nd - 4th Place		X				
	18-21 Mos DOGS - 1st Place	X	X				if needed
	18-21 Mos DOGS - 2nd - 4th Place		X				if needed
	21-24 Mos DOGS - 1st Place	X	X				if needed
	21-24 Mos DOGS - 2nd - 4th Place		X				if needed
	6-9 Mos BITCHES - 1st Place	X	X				
	6-9 Mos BITCHES - 2nd - 4th Place		X				
	9-12 Mos BITCHES - 1st Place	X	X				
	9-12 Mos BITCHES - 2nd - 4th Place		X				
	12-15 Mos BITCHES - 1st Place	X	X				
	12-15 Mos BITCHES - 2nd - 4th Place		X				

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# pgs	topic	photo	Judge's critique	3 gen ped	Owners statement	trophy	Comments
	15-18 Mos BITCHES - 1st Place	X	X				
	15-18 Mos BITCHES - 2nd - 4th Place		X				
	18-21 Mos BITCHES - 1st Place	X	X				if needed
	18-21 Mos BITCHES - 2nd - 4th Place		X				if needed
	21-24 Mos BITCHES - 1st Place	X	X				if needed
	21-24 Mos BITCHES - 2nd - 4th Place		X				if needed
	Best Junior Puppy in Sweeps						Indicate Under Photo Above
	Best of Opposite Junior Puppy in Sweeps						Indicate Under Photo Above
	Best Senior Puppy in Sweeps						Indicate Under Photo Above
	Best of Opposite Senior Puppy in Sweeps						Indicate Under Photo Above
0.50	Best In Puppy Sweeps	X		X	1/2 page	Todfield Trophy BIS	Indicate Under Photo Above
0.50	Best Opposite Puppy Sweeps	X		X	1/2 page	Foxley Trophy BOSS	Indicate Under Photo Above
	Veteran Sweeps						we can get approx. 4 classes on one page
0.25	DOGS - 7 & under 10 Years - 1st Place	X	X				
	DOGS - 7 & under 10 Years - 2nd - 4th Place		X				
0.25	DOGS - 10 & under 13 Years - 1st Place	X	X				
	DOGS - 10 & under 13 Years - 2nd - 4th Place		X				
0.25	DOGS - 13 and over Years - 1st Place	X	X				
	DOGS - 13 and over Years - 2nd - 4th Place		X				
0.25	BITCHES - 7 & under 10 Years - 1st Place	X	X				
	BITCHES - 7 & under 10 Years - 2nd - 4th Place		X				
0.25	BITCHES - 10 & under 13 Years - 1st Place	X	X				
	BITCHES - 10 & under 13 Years - 2nd - 4th Place		X				
0.25	BITCHES - 13 and over Years - 1st Place	X	X				
	BITCHES - 13 and over Years - 2nd - 4th Place		X				
0.50	Best In Vet Sweeps (add 1/2 page to above for Owner's Statement)	X	X	X	1/2 page		

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0.50	Best Opposite Vet Sweeps (add 1/2 page to above for Owner's Statement)	X	X		1/2 page		
	REGULAR CLASS JUDGING						No pedigrees etc. just a listing of the dog and owner with a photo of the first place winner. It should be possible to cover all the class wins in total of 8 pages, dogs and bitches
2.00	Judging - general comments Judge's photo	X					
0.25	DOGS - Puppy 6-9 - 1st Place	X	X				
	DOGS - Puppy 6-9 - 2nd - 4th Place		X				
0.25	DOGS - Puppy 9-12 - 1st Place	X	X				
	DOGS - Puppy 9-12 - 2nd - 4th Place		X				
0.25	DOGS - Puppy 12 - 18 - 1st Place	X	X				
	DOGS - Puppy 12 - 18 - 2nd - 4th Place		X				
0.25	DOGS - Bred By Exhibitor - 1st Place	X	X			Dale R. Gourlie Trophy - Dog	
	DOGS - Bred By Exhibitor - 2nd - 4th Place		X				
0.25	DOGS - American Bred - 1st Place	X	X				
	DOGS - American Bred - 2nd - 4th Place		X				
0.25	DOGS - Open - 1st Place	X	X				
	DOGS - Open - 2nd - 4th Place		X				
0.50	Winner's Dog	X		X	1/2 page	Benjamin Bottomly Trophy - WD - owner handled	Indicate Under Photo Above
0.50	Reserve Winner's Dog	X		X	1/2 page		Indicate Under Photo Above
0.25	BITCHES - Puppy 6-9 - 1st Place	X	X				
	BITCHES - Puppy 6-9 - 2nd - 4th Place		X				
0.25	BITCHES - Puppy 9-12 - 1st Place	X	X				
	BITCHES - Puppy 9-12 - 2nd - 4th Place		X				
0.25	BITCHES - Puppy 12 - 18 - 1st Place	X	X				
	BITCHES - Puppy 12 - 18 - 2nd - 4th Place		X				
0.25	BITCHES - Bred By Exhibitor - 1st Place	X	X				
	BITCHES - Bred By Exhibitor - 2nd - 4th Place		X				
0.25	BITCHES - American Bred - 1st Place	X	X				

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# pgs	topic	photo	Judge's critique	3 gen ped	Owners statement	trophy	Comments	
	BITCHES - American Bred - 2nd - 4th Place		X					
0.25	BITCHES - Open - 1st Place	X	X					
	BITCHES - Open - 2nd - 4th Place		X					
0.50	Winner's Bitch	X		X	1/2 page	Benjamin Bottomly Trophy - WB - owner handled	Indicate Under Photo Above	
0.50	Reserve Winner's Bitch	X		X	1/2 page		Indicate Under Photo Above	
0.25	Working Dog - 1st place	X	X					
	Working Dog - 2nd - 4th place		X					
0.25	Working Bitch - 1st place	X	X					
	Working Bitch- 2nd - 4th place		X					
0.25	Veterans Dog - 1st place	X	X					
	Veterans Dog - - 2nd - 4th place		X					
0.25	Veterans Bitch - 1st place	X	X					
	Veterans Bitch - 2nd - 4th place		X					
	OR							
	DOGS - 7 & under 10 Years - 1st Place	X	X				Veterans may be shown all in one class, or may be divided into separate classes as indicated.	
	DOGS - 7 & under 10 Years - 2nd - 4th Place		X					
	DOGS - 10 & under 13 Years - 1st Place	X	X					
	DOGS - 10 & under 13 Years - 2nd - 4th Place		X					
	DOGS - 13 and over Years - 1st Place	X	X					
	DOGS - 13 and over Years - 2nd - 4th Place		X					
	BITCHES - 7 & under 10 Years - 1st Place	X	X					
	BITCHES - 7 & under 10 Years - 2nd - 4th Place		X					
	BITCHES - 10 & under 13 Years - 1st Place	X	X					
	BITCHES - 10 & under 13 Years - 2nd - 4th Place		X					
	BITCHES - 13 and over Years - 1st Place	X	X					
	BITCHES - 13 and over Years - 2nd - 4th Place		X					
1.00	BOB	X		X	X	CH. Portholme Mayduke Bowl Breeder BOB,		

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# pgs	topic	photo	Judge's critique	3 gen ped	Owners statement	trophy	Comments
						Dunraven Trophy BOB	
1.00	BOS	X		X	X	Portholme Mhor of Dalquest Bowl, Breeder of BOS, Henry B. Mosle Trophy BOS	
	BOW					Autocrat Trophy, Random Bowl Trophy, The Shelburne Straps Bowl	Add to Winners page for the dog
1.00	Best Bred By	X		X	X	Dale R. Gourlie Trophy BBE Dog, Dale R. Gourlie Trophy - BBE Bitch, Woodlawn Trophy Best BBE	
1.00	Best Vet	X		X	X	Deerstone Bronze Best Vet., Catherine Murphy Trophy Best Vet.	
1.00	Best Wkg	X		X	X	Dalquest Trophy Best Working, Bear Trophy Best Working	
2.00	JAMs	X					3 photos per page No pedigree
0.50	NEW Breeder's Class (to be at OR)	1 s t p l a c e p h o t o					
0.25	Best Stud Dog	X					
0.25	Best Brood Bitch	X					
0.25	Best Brace	X					
0.25	Best Team	X					

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0.50	Otter Head	X		X	1/2 page	Dandyhow Quaich Best Otter Head	
	Junior Judging						
1.00	Jr. Results/judges comments, Judges' photo (candid or formal) subject to editor's discretion, availability and space	X					Judges' photo (candid or formal) subject to editor's discretion, availability and space
1.00	Best Jr.	X			X	Helen Irving Memorial Trophy	Junior showmanship has 6 classes, Open and Novice with Junior, Intermediate and Senior subclasses of Open and Novice. We only need to list 1-4th in each class with one page for Best Jr.
0.50	Write up of Jr. extra events - if there are any	X					
	Performance Events						
	Agility						
1.00	Agility Chair report with photos.						Event candid photos are subject to availability, space and editor's discretion. Photo of qualifiers in each class would be nice
1.00	Agility judge report & results	X	X				Judges' photo (candid or formal) subject to editor's discretion, availability and space
1.00	High in Trial Novice	X		X	X	Scentsible Trophy	
1.00	High in Trial Open	X		X	X	Scentsible Trophy	
1.00	High in Trial Excellent	X		X	X	Scentsible Trophy	
1.00	Agility maps (4 per page						
	Obedience						
1.00	Obedience chair report with photos.						Event candid photos are subject to availability, space and editor's discretion.
1.00	Obedience judge report and results	X	X				Judges' photo (candid or formal) subject to editor's discretion, availability and space.

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	Novice A	X					
	Novice B	X					
	Open A	X					
	Open B	X					
	Utility A	X					
	Utility B	X					
	Veterans	X					
	Team	X					
1.00	HIT	X		X	X	Tyneside Trophy High Score in Classes	1 st in ea. class photos, space permitting. Photos of HIT and HC should be included.
1.00	High Combined	X		X	X		
	Rally						
0.50	Rally Chair report with photos						Event candid photos are subject to availability, space and editor's discretion.
0.50	Rally Judge report with results	X	X				Judges' photo (candid or formal) subject to editor's discretion, availability and space.
	Novice A		X				1 st in ea. Class photos, space permitting.
	Novice B		X				
	Advanced A		X				
	Advanced B		X				
	Excellent A		X				
	Excellent B		X				
	Earthdog						
1.00	ED Chair report and photos						Event candid photos are subject to availability, space and editor's discretion. Group photo of qualifiers in each class would be nice depending on availability and space.
2.00	ED Judges report	X	X				Judges' photo (candid or formal) subject to editor's discretion, availability and space
2.00	New ME titles earned at the Specialty	X		X	X		
3.00	Board Minutes						
3.00	AGM Minutes						
3.00	Committee reports						
	Inside back cover and back cover						
57.00	TOTAL						
Pages that may or may not be included							

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1.00	Hair Bear Award if awarded- can be after Junior pages						Award pages may be placed after each section or grouped together.
1.00	Harry Award if awarded - can be after Agility pages						
1.00	Eddie Award if awarded - can be after Obedience pages						
1.00	Lucy Award						
0.50	Tracking if held - chair report with photos						Event candid photos are subject to availability, space and editor's discretion. Photo of qualifiers in each class would be nice depending on availability and space.
0.50	Tracking judge report with results	X	X				Judges' photo subject to availability, space and editor's discretion
1.00	New Tracking Titles	X		X	X		
0.50	Tracking Course map						
1.00	Next year's specialty coverage - don't need to include if too full, can be put into the seasonal issue that comes out with specialty issue						
7.00	TOTAL POSSIBLE ADDITIONAL PAGES						
	Total 64 pages						