

BTCA Versatility Committee Policies and Procedures

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.
- Effective January 1, 2011, Versatility Awards will be printed quarterly. The Versatility Excellent Award will be computer colorized and the Versatility Award will be printed in black and white.
- Prepares a quarterly list of the Versatility Excellent and Versatility Awards that includes the name of the Border Terrier with all titles along with the name of the owner(s). AKC title protocols are used to list all AKC titles, non AKC titles follow their organizations protocols and will be listed after the AKC titles.
- Sends that quarterly list of information required for printing certificates to the printer via email. The date awarded for the quarterly batch of awards should also be sent to the printer. Use the last date of that quarter.
- Receives thumbnail proofs of each award prior to printing to verify spellings, title list, date of publication, selection of proper award, etc.
- Submits any corrections needed to the printer and updates the quarterly list.
- Authorizes printing once all corrections are made.
- Receives the awards completed by the printer.
- Mails the completed awards to each applicant. Included in the mailer of all Versatility awards will be directions for having the Versatility award hand-colored by an artist volunteer.
- Submits receipts for mailing expenses (mailers, postage, labels, printer ink, etc.) to the BTCA treasurer for reimbursement.
- Submits printer's bill to the BTCA treasurer for payment.
- Sends any monies collected for additional copies and postage to the BTCA treasurer for deposit.
- Submits a list of the new award winners to the Borderline editor each quarter for inclusion in the next Borderline. The list will include the name of the Border Terrier with the titles earned along with the name of the owner(s).
- Submits a copy of the quarterly list to the BTCA webmaster.
- Archives a copy of the list of the new award winners in the files section of the committee's group account.

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.