

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

Designated Specialties

Applications must be received by the BTCA Corresponding Secretary no later than 12 months before the closing date of the event.

1. Definition of a-Designated Specialty: Where BTCA approves and considers as a BTCA Specialty Show the Border Terrier classes at an All-Breed or Group show. (AKC Rules Applying to Dog Shows, Chapter 2, Section 13).

- 1.1.** Applications must be received by the BTCA Corresponding Secretary no later than 12 months before the closing date of the event using the BTCA Application for a Designated Specialty available on the BTCA Website.
- 1.2.** There will be no more than one Designated Specialty approved by the BTCA Board per calendar year.

2. Applicants (Those Who May Apply)

Any Regional Club which is not an AKC recognized club and which is in good standing with the BTCA that has Officers, a Treasury and Liability Insurance (insurance for the Designated Specialty may be covered by the Host Club) may apply to coordinate a Designated Specialty. The club applying is termed the “Coordinator” for the Designated Specialty. The “Coordinator” is responsible for coordinating with BTCA and the host kennel club and for organizing a committee to make plans for the Designated Specialty.

The “Coordinator” and his/her committee are representing BTCA and work under the oversight of the BTCA Board.

Submission of an Application signifies knowledge of an agreement to follow BTCA Guidelines and Procedures and the AKC “Rules Applying to Dog Shows”.

Required Paperwork with the Application:

- 2.1.** The BTCA Designated Specialty Application, available on the BTCA website or requested from the BTCA Corresponding Secretary must be submitted to BTCA Corresponding Secretary no later than 12 months prior to the closing date of the event.
- 2.2.** *Written Approval by the All-Breed or Group Kennel Club* must be submitted with your application to BTCA. Contact the Show Chair of the All-Breed or Group Club Kennel Club offering the AKC conformation show where you wish to hold a Designated Specialty and request written approval for your holding a Designated Specialty at their show. Inform the Kennel Club Chair that your request to them is tentative until approved by BTCA Board and that you need written confirmation of their approval which must be submitted by you with your application to BTCA. BTCA will notify the All-Breed or Group Kennel Club when your application is approved with a copy to you.
- 2.3.** Optional Entry/Class Types (for example Working, Otter Head, Veteran, Brace, Team, Best Puppy, Best Bred By...): You do not have to submit a separate application to BTCA if you offer any of the following in conjunction with a BTCA Designated Specialty. However, you must include all information with the application for the Designated Specialty. You are still responsible for following all BTCA application guidelines which are posted on the BTCA website for these events.
 - 2.3.1.** Supported Entries: All-Breed Kennel Clubs, Group Shows and your exhibitors, appreciate Supported Entries. You are encouraged but not required, if you have volunteers, to hold Supported Entries during one or more of the other days of the All-Breed Cluster if applicable. If you plan to offer BTCA Supported Entries during any of the other days of the All-Breed Cluster you will need to include written permission from the All-Breed Kennel Club for those also. Forms for requesting BTCA approval of Supported Entries can be found on the BTCA web site and are to be sent to the Corresponding Secretary.
- 2.4.** AKC Application For Show/Trial (Form available from AKC). You must submit the completed form with your Event Application. This form will then be signed by an Officer of BTCA (AKC requirement). BTCA will submit this form to the AKC along with payment of the application fee by the Regional Club. Upon receipt of approval and assignment of an Event Number from the AKC, BTCA will provide this to you and the All-Breed or Group Kennel Club. The event number will be included in your submission to the All-Breed or Group Kennel Club Premium.

3. Exhibiting Restrictions

There are no restrictions on the “Coordinator” or any of the Committee members, regarding Designated Specialties and associated Supported Entries. You and anyone who co-own dogs with you may exhibit. *However, you are to refrain from any associations which might appear to represent an advantage to yourself or favoritism from the judge, etc.*

4. Date and Location Restrictions.

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- 4.1. Regarding Designated Specialty. No Designated Specialty can be scheduled on the same dates as the BTCA National Specialty. Designated Specialties are restricted to at least 120 days before or after a BTCA National Specialty. The Designated Specialty must be located at least 750 air miles from the BTCA National Specialty location for that year.
- 4.2. Regarding any Border Terrier Specialty. BTCA will not approve any specialty whose date is during the same week and within 750 air miles of the show site of a BTCA or AKC licensed club's Border Terrier Specialty. A club seeking BTCA permission to hold a specialty during the same week within the 750 mile limit must obtain written permission from the specialty giving club and submit it to the BTCA Corresponding Secretary with the application. No exceptions will be considered.
- 4.3. A Regional Club hosting a Designated Specialty may not be held more than every 3 years by the same Regional Club.

5. Finances

- 5.1. Budget. *The "Coordinator" understands that all expenses generated in association with this event must be covered through income generated via your trophy donations or other fund raising efforts.* Expenses might include trophies, a judge's gift, or any hospitality that may offer etc. BTCA will not donate seed money, all expenses and income from a Designated Specialty will be the responsibility of the Regional Club.

6. Judges. BTCA provides no compensation or expenses to Designated Specialty judges who are expected to be provided from the Host All-Breed or Group Kennel Club judging panel.

7. Premium List Requirements

- 7.1. Content: The AKC states specific content for Designated Specialties which must be included in the All-Breed or Group Kennel Club's premium.

7.1.1. Check list:

_____ "The Border Terrier Club of America, Inc. will consider the Border Terrier Classes at this show as a **Designated Specialty Show**"

_____ Event Number

_____ List of Officers of the BTCA including the address of the BTCA Corresponding Secretary

_____ List "Designated Specialty Coordinator" name and contact information. (*Optional but recommended*)

_____ Prizes and Trophies for the Border Terriers

- 7.2. Approval of Content.

7.2.1. The BTCA Board must approve the content before it is submitted it to the All-Breed or Group Kennel Club.

7.2.2. Submit your proposed content to the BTCA Corresponding Secretary no later than 2 weeks before the All-Breed or Group Kennel Club's deadline for the 1st draft. (Contact the All-Breed or Group Kennel Club to find the date that they need the information by for their 1st draft.)

8. Designated Specialty Judge

- 8.1. Find out from the Chair of the All-Breed or Group Kennel Club show when you can coordinate with them to recommend judges based on who they have available from their judges panel.
- 8.2. The All-Breed or Group Kennel Club contracts and pays for this judge.

9. Publicity

- 9.1. Publically solicit trophy donations for the event

9.1.1. Plan ahead! If given enough advance notice, BTCA will Post show information and links to your trophy donations on the BTCA website and in the *Borderline* -- Note newsletter deadlines.

10. Show Results: Submit official results, obtained from the AKC website, within 30 days of the Designated Specialty. The "Coordinator" should verify that the results posted by AKC are accurate and follow up with the AKC if there are any discrepancies. The results are to include all entries that were listed in the catalog, Judges Name, Location and Date of the Designated Specialty.

- 10.1. Provide a copy to the BTCA Historian and the Borderline editor.

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10.1.1. This should include the total number of dogs competing in Best of Breed and all Dog and Bitch classes..•

10.1.2. Also include any Supported entry classes that were held on subsequent days of the All-Breed or Group show.

10.2. Newsletter: Prepare and submit an article (along with the above mentioned show results) to the *Borderline* Editor for publication. Include available candids and/or obtain photos of the Winners, from the Owners or the Host Kennel Club, if their photographer provided them, for publication in the newsletter.

11. Coordination with Host Kennel Clubs

The “Coordinator” is responsible for arranging their event with the Host Kennel Club. Useful information to request is (but not limited to):

- When to expect a list of their judges’ panel so that you can state preferences from that panel.
- Classes and Divisions. Coordinate with the All-Breed or Group Kennel Club to request what you would like and what their usual practices are (puppy classes divided (6-9 month and 9 to 12 month and 12 to 18 month, etc.)
- Request a ring time that is compatible with whatever other events you may be including.
- Request (Suggest) a ring size that is appropriate for our breed and the expected breed entry.
- When is their deadline for premium information (draft and final), list of trophies and donors etc. is due for input to their premium.
- Ask when you can review the premium list draft to ensure trophies, names etc. are correct.
- Host Kennel Club catalog: what is their deadline should you, or other exhibitors, wish to advertise etc.
- Request a table for hospitality, trophies etc.
- What else will you need the day of your event?
- What does the Host Kennel Club require from you and when.

12. Trophies: Trophies must be offered. The expenses and expected income associated with trophy plans must be included in your budget.

12.1. The following trophies must be provided, minimally, BOB, BOS, BOW, WD, WB, RWD, RWB, AOM, Select Dog and Select Bitch.

12.2. If a logo is used on the trophies it must be the BTCA logo.

12.3. Breed Prizes/Trophies: Trophies and Prizes **MUST** be included in the premium list. Therefore, you are responsible for providing this list to the All-Breed or Group Kennel Club at least one week prior to their “draft” deadline for inclusion in their premium.

13. Ribbons: The Regional Club should upgrade the ribbons to Rosettes for BOB, BOS, BOW, WD, WB, RWD, RWB, AOM, Select Dog and Select Bitch and all placements in classes offered, Regular and Non-Regular classes for Designated Specialties.

14. Hospitality. Ringside hospitality is encouraged by BTCA and appreciated by exhibitors. Try to provide a table with beverages and food, determined by the time of day of judging.

15. Other: You are not limited to activities and events stated here and you are encouraged to offer other activities whether performance, fund raising, or social as long as your projected budget demonstrates income to cover the expenses for these. Such should be included as planned in your application.

16. Should the Regional Club decide to offer a Judge's Seminar, permission must be given by the BTCA Judge's Education Committee who will also approve the presenter.