

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

**BTCA National Specialty Guidelines -
Specialty Committees**

These are suggestions only, as each Specialty is unique and each host group will encounter different situations and needs. Some committees may be combined or some individuals may chair more than one committee.

**Specialty Chairperson
Specialty Treasurer
Earthdog Test
Obedience
Agility
Trophy
Publicity
Hospitality
Meetings
Grounds/Equipment**

**Premium List
Catalogs
Photographer/Videographer
Judges
Ring Stewards
Auction
Additional Activities
Fund Raising
Vendors
Emergency Care**

To facilitate communication, it is recommended that an Internet group (e.g., Yahoo Groups or MSN Groups) be established for the Specialty Committee each year. In addition to the committee members for the current year's specialty, the Specialty Chairperson for the preceding year's Specialty and the known Chairpersons for any future Specialties should be invited to join the Group's mailing list.

The Specialty committee should take full advantage of the group's features such as uploading files, etc to share and archive information.

It is recommended that the group have at least one back up moderator

In addition, a list of the Committee Chairs from the previous year's Specialty together with their contact information should be made available.

A. Specialty Chairperson. Should be someone familiar with dog show and performance event procedures and the workings of the AKC. Will have overall responsibility in overseeing that all events are successfully run in combination with the show event. Should have good organizational skills. To be approved by BTCA Board. Responsibilities to include:

1. Overall responsibility for the Specialty and related performance events. Must be familiar with "*AKC Rules Applying to Dog Shows*" as well as any performance event rules and make sure these rules are followed. Should order copy of "*AKC Show Manual*" and follow closely.
2. Prepare budget and subsequent updated budget, together with Treasurer and other event chairs in accordance with sample budget (See Appendix "c").
3. Should prepare and follow calendar based on Chronological Master Checklist in "*AKC Show Manual*."
4. Complete required AKC application forms and forward to BTCA President for signature, allowing adequate time to meet all AKC deadlines as indicated in the "*AKC Show Manual*" (remembering that foreign judges require additional time).
5. Keep close contact with all committee chairmen and be sure all duties are performed on schedule.
6. Sign contracts where necessary (show site, banquet facilities, etc.).
7. Keep BTCA Board apprised of progress and any problems encountered.
8. As soon as possible after completion of the show, arrange with Show Secretary/Superintendent to send a correctly marked catalog for show and obedience to editor of the Borderline.
9. Send photo of BOB winner along with all necessary identification relating to the BOB winner: dog's name, name of the owner, handler, and breeder, as well as the name of the judge to the AKC Gazette. Please also include the date and location of the show. Contact to send information at Gazette is: Kimberly Silva, AKC Gazette, 260 Madison Avenue, NY, NY 10016 or via email kjs@akc.org.

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10. Send a final report to BTCA Board within 30 days of completion of show.

C. Specialty Treasurer. Responsible for all finances pertaining to the Specialty; i.e., money received through fund raising, trophy donations, etc., as well as paying bills. Should be a detail oriented individual with some accounting experience, as incoming funds will need to be categorized and distinguished from one another; i.e., funds received from BTCA, trophy donations, host club fund raising, etc. To be approved by BTCA Board. Responsibilities to include:

1. Establish a BTCA checking account with advance money supplied by BTCA (amount of advance will be determined by budget submitted). In addition to the Specialty Treasurer, one other individual should be approved to sign checks (such as Specialty Chairman).
2. Work with the Show Chairperson to prepare budget and subsequent updated budget in accordance with sample budget (See Appendix "C").
3. Keep accurate and detailed ledger of all income and expenses.
4. Pay bills in a timely manner, requiring receipts for all reimbursement requests.
5. The Treasurer and the Show Chairman must approve all expenditures over \$20.00 made by committee members.
6. Collect auction money (if host group chooses to have an auction) and any other cash receipts and supply written receipts to be signed by the parties presenting the cash.
7. Send monthly financial report to Specialty Chairperson and BTCA Treasurer and periodic reports, as requested, to the BTCA Board.
8. Within 60 days of completion of Specialty, submit detailed accounting to BTCA Treasurer. At this time any excess Specialty funds belonging to BTCA should be returned to the BTCA Treasurer and BTCA checking account should be closed.
9. The Specialty Treasurer should be bonded in an amount appropriate to the proposed funds to be handled.
PLEASE NOTE: Funds generated by an activity sponsored and financed by BTCA belong to BTCA; funds generated by an activity sponsored and financed by the host group belong to the host group. This will require separate ledgers and bank accounts.

C. Earthdog Test Chairperson. Must be familiar with AKC's "Regulations for Earthdog Tests for Small Terriers and Dachshunds" and make sure these rules are followed. Responsibilities to include:

1. Complete required AKC application forms and forward to the BTCA Treasurer for signature and fee at least five (5) months prior to the test date.
2. Maintain close contact with Test Committee and Specialty Chairperson, making sure all duties are performed on schedule.
3. Sign contracts, if necessary (judge, tunnels, etc.).
4. Work with Trophy Chairperson on securing, displaying and awarding earthdog trophies and ribbons/rosettes.
5. Keep BTCA Board apprised of progress and any problems encountered.
6. Forward report to Specialty Chairperson within 10 days of completion of test for inclusion with Specialty report to the Board.
7. Assure that Earthdog Test Secretary sends report to AKC within seven (7) days of test.

D. Earthdog Test Secretary. Must have good organizational skills as entries are likely to exceed 100 dogs and this individual is responsible for all entry fees, keeping accurate records and submitting them to AKC in a timely manner. Responsibilities include:

1. Preparation of AKC approved Premium List.
2. Provide Premium List to Publicity Committee for inclusion in information packet sent to members.
3. Receive entries and forward fees to Specialty Treasurer.
4. Prepare individual score sheets with entry data for judge's use.
5. Prepare running order board for holding area.
6. Prepare catalog by printing out information from entries and making copies for distribution at test.
7. Submit all required forms with signatures to AKC within required time from.
8. As soon as possible after Specialty, send list of qualifying dogs to *The Borderline* editor.

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- E. Earthdog Test Committee.** Responsibilities to include:
1. Arrange for renting liners from local Earthdog Club or member.
 2. Dig trenches, place liners, refill trenches when test is completed.
 3. Provide rats for quarry.
 4. Arrange for workers on day of test.
 - a. Clerks for entry table.
 - b. Steward for holding area.
 - c. Ring Steward (admits teams to test site).
 - d. Judge's Steward (assists judge as required).
 - e. Two "floaters" to help as needed.
- F. Obedience Chairperson.** Should be experienced in exhibiting and/or stewarding in Obedience Trials and familiar with AKC's "*Obedience Regulations*". Responsibilities include:
1. Work with Show Committee to select and secure obedience judge(s).
 - a. If entries in Obedience Team Class, a second obedience judge is needed.
 2. Work with Grounds Committee to coordinate obedience ring layouts in accordance with AKC regulations.
 3. Procure required obedience equipment that complies with AKC regulations.
 4. Set up obedience equipment in the ring on day of show and dismantle at end of trial.
 5. Work with Chief Ring Steward in assigning stewards to the obedience ring.
 6. Work with Trophy Chairperson on securing, displaying and awarding obedience trophies.
 7. Compile scores for the Highest Scoring Dog in the Regular Classes and any other special obedience trophies.
- G. Agility Trial Chairperson.** Must be familiar with AKC's "*Regulations for Agility Trials*" and make sure these rules are followed. Responsibilities to include:
1. Complete required AKC applications forms and forward to the BTCA Treasurer for signature and fee, allowing adequate time to meet all AKC deadlines.
 2. Maintain close contact with Agility Committee and Specialty Chairperson, making sure all duties are performed on schedule.
 3. Sign contracts, if necessary (judge, equipment, etc.).
 4. Keep BTCA Board apprised of progress and any problems encountered.
 5. Forward report to Specialty Chairperson within 10 days of completion of trial for inclusion with Specialty report to the Board.
 6. Assure that Agility Trial Secretary sends report to AKC within seven (7) days of trial.
- H. Agility Trial Secretary.** Responsible for all entry fees, keeping accurate records and submitting them to AKC in a timely manner. Responsibilities include:
1. Preparation of AKC approved Premium List.
 2. Provide Premium List to Publicity Committee for inclusion in information packet sent to members.
 3. Receive entries and forward fees to Specialty Treasurer.
 4. Prepare running order, Judging Schedule and Catalog as outlined in "*Regulations for Agility Trials*".
 5. Submit all required forms with signatures to AKC within required time frame.
 6. As soon as possible after Specialty, send list of qualifying dogs to *The Borderline* editor.
- I. Agility Trial Committee.** Shall be comprised of at least five Club members (including the Chairperson) as required by the AKC. A majority of the Committee must be present on the grounds during the trial. In the event of absence of Committee members, the Chairperson or an officiating officer shall appoint sufficient members to ensure compliance of Section 8 of the AKC's "*Regulations for Agility Trials*". Responsibilities include:
1. Arrange for required Agility equipment.

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2. Place equipment day of trial and remove when trial is completed.
3. Purchase AKC approved ribbons and suitable prizes for those with qualifying scores.
4. Arrange for adequate number of workers on day of trial.

J. Trophy Committee. Responsibilities include:

1. Determine trophies required for Specialty, as well as supported shows before and after Specialty. Supported Entries trophies are supplied by the BTCA. Contact the National Trophy Coordinator to determine what trophies are available and ask for them to be shipped. Give the supported shows the information they require for their premium list and catalog. See P&P procedure 2-31.
2. Trophy Fund. All trophy fund money is to be used for trophies only. Any remaining or unused trophy fund money is to be deposited in the following year's trophy fund.
 - a. Solicit donations for trophy fund through letters to BTCA membership and articles in *The Borderline*.
 - b. Collect all donations, keeping accurate records. Turn all donations over to Specialty Treasurer.
 - c. Send thank you letters to all donors, as well as acknowledging in *The Borderline*.
 - d. Coordinate cutoff date for inclusion of donors in catalog with Catalog Chairman and send list of donors to Catalog Chairman immediately after cutoff date.
3. Purchase trophies.
4. Provide list of trophies to superintendent/show secretary for inclusion in Premium List and Catalog.
5. Perpetual/Challenge Trophies.
 - a. Contact National Trophy Coordinator and arrange for shipment of trophies and leather presentation binders.
 - b. Purchase commemorative keeper trophies, if needed.
 - c. After completion of show, repack all trophies and return to National Trophy Coordinator.
6. Once entries close, request the required number of Award of Merit medallions from National Trophy Coordinator to be shipped.
7. Order Crufts Qualifying Card for BOB, BOS and all Awards of Merits from Neil Singer, Office of the Executive Secretary, AKC, 260 Madison Ave., New York, NY 10016 or email him at NXS@akc.org, or call him at 212-696-8235.
8. Submit the BOB winner's name for qualification for the AKC/Eukanuba National Championship Show to the AKC to Kuno W. Spries, Director, AKC Event Management, 260 Madison Ave., New York, NY 10016 or email him at KWS@akc.org. Phone 212-696-8213. This has to be in by October 21 each year.
9. Label all trophies so easily visible to ring steward.
10. Have BTCA trophy table cloth sent. Do early enough to have cleaned, if needed.
11. Arrange with Grounds Chairman to have proper sized trophy tables available at ring side (requires a minimum of two banquet sized tables).
12. Set up trophy table in such a way that it will be quick and easy for the ring steward to retrieve trophies.
13. After completion of show, repack all unused trophies and turn over to BTCA Trophy Coordinator.
14. Awards Banquet.
 - a. Prepare list of individuals receiving awards.
 - b. Arrange trophy table.
 - c. Help present trophies.
15. Ribbons. The superintendent will supply the ribbons or they can be purchased from any ribbon company. Care must be taken to insure that all ribbons and rosettes conform to AKC requirements and include the BTCA logo and the word "Specialty".

K. Publicity Committee. Responsibilities to include:

1. Prepare and mail information packets to BTCA membership. Packets should be mailed at least four months prior to Specialty. Packet to include:
 - a. Schedule of events for each day.
 - b. Lodging.
 - Host hotel/motel.

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- Other area hotels/motels.
 - RV accommodations, campgrounds.
 - c. Travel.
 - Airlines.
 - Rental cars.
 - Directions (maps).
 - d. Scheduled meals.
 - Reservation forms.
 - e. Hospitality and social activities.
 - f. Catalog advertising forms.
 - g. Superintendent for Specialty and shows before and after.
 - h. Premium Lists (may be sent by Superintendent)
 - Conformation
 - Junior Showmanship
 - Sweepstakes
 - Obedience
 - Earthdog
 - Agility
 - Tracking
 - Rally
 - i. List of deadlines for entries and reservations.
 - j. Information on area sight seeing.
2. Submit articles to *The Borderline* and other Border Terrier publications promoting the Specialty.

PLEASE NOTE: Dates and judges cannot be publicly announced until approved by the AKC. They can be announced if stated, “subject to AKC approval.”

L. Hospitality Committee. Responsibilities include:

1. Arrange for block of rooms at special rate at host hotel.
2. Set up registration desk where participants can pick up information packets with meal tickets, etc. This can be at the host hotel or the show site.
3. Arrange with hotel management for exercise area at host hotel.
4. Banquets.
 - a. Select menus.
 - b. Arrange for special prices for children.
 - c. Accept reservations and collect money. This should be a break-even situation. When determining banquet fees, committee must be aware that a “service charge” is not considered “gratuity” but is an additional fee added by many facilities.
5. Arrange for other meals, if they are to be offered (box lunches, etc.).
6. Contact dog food companies for donations of dog food, treats, etc. to be made available at host hotel (optional).
7. Contact airlines regarding group discounts on flights.
8. Contact car rental agencies for discounts.
9. Contact area amusement parks about discounts.
10. It is **NOT** the responsibility of the Specialty hosts to provide entertainment for children but they should try to have information, brochures, etc. available of activities in the area geared for children.
11. Hospitality for judges.
 - a. Arrange hotel reservations for judges
 - b. Arrange transportation from airport to judges’ hotel.
 - b. Have gift basket of fruit, cheese, etc. in judges’ rooms (optional and at the expense of the host group).
 - c. Arrange for judges’ meals, providing host, if they wish.

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- d. Arrange transportation for judges from hotel to show site on day of show.
- e. Arrange transportation from judges' hotel to airport, if needed.

PLEASE NOTE: According to AKC guidelines, individuals having direct contact with the judge prior to the show, CANNOT enter a dog under that judge with the exception of the Earthdog judge.

12. Ring hospitality for all judges and ring stewards.
 - a. Disposable moist towelettes, Kleenex, paper towels, napkins.
 - b. Carafe of ice water, coffee/tea, soda and supply of Styrofoam cups.
 - c. A small plate of finger food is nice: grapes, nuts, hard candies.
13. Arrange for hospitality room, if host group plans to have one. It should be complimentary with adequate room reservations.
 - a. Arrange hospitality activities. Hospitality provided by the host group can be as simple or elaborate as desired; i.e., wine and cheese party, continental breakfast, or simply providing morning coffee. Whatever the host group chooses to do, it is their financial responsibility; however, BTCA will make a donation to offset expenses.
14. Provide memento for participants, if desired; i.e., mug, leash, magnet, etc. This is the financial responsibility of the host group.

M. Meetings Coordinator. Work with Hospitality Committee to:

1. Arrange for room for Annual General Meeting, if other than banquet room.
2. Arrange for equipment needed for Annual General Meeting (podium, microphone, etc.). Coordinate with BTCA President.
3. Arrange for parliamentarian for Annual General Meeting. Coordinate with BTCA President or Recording Secretary.
4. Make sure there is adequate seating for Annual Meeting (keeping in mind not all members attend the banquet but come in later for the meeting).
5. Make arrangements for room for Board Meeting. Coordinate with BTCA President.
6. Arrange for meal for Board members during their meeting. Coordinate with BTCA President.
7. Arrange for equipment needed for Awards Banquet (podium, microphone, trophy tables, etc.). Coordinate with Trophy Committee.

N. Grounds/Equipment Committee.

1. Host hotel.
 - a. Mark off exercise area as arranged by Hospitality Committee.
 - b. Post signs indicating exercise area.
 - c. Police area regularly.
 - d. Equipment.
 - Trash cans.
 - Plastic liners.
 - Pooper scoopers.
 - Buckets with disinfectant.
2. Show site and Earthdog test site.
 - a. Rent tents, if necessary, and supervise their set up.
 - b. Layout and set up show rings, according to AKC regulations.
 - c. Arrange for PA system, if needed.
 - d. Layout and supervise parking.
 - e. Layout and supervise overnight RV parking.
 - f. Post "Dog Show" and "Earthdog Test" signs on routes to sites. Also, post other signs which may be needed; i.e., parking, restrooms, etc.

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- g. Work with Vendors Committee to determine and advise where vendors are to set up.
- h. Have adequate trash cans and pooper scoopers available.
- i. Police area during show and at completion of show check entire show site for cleanliness.
- j. At completion of show break down and return equipment.
- k. Equipment for show site and Earthdog test site.
 - Posts, rope (or fencing) for setting up each ring.
 - Table in each ring for judge and steward.
 - Chairs for judges and stewards in each ring.
 - Grooming tables.
 - Place markers (1st, 2nd, 3rd, 4th, BOB, BOS, BOW).
 - Bulletin board to post results.
 - Trophy tables.
 - Table and chair for superintendent.
 - Table and chair for catalog sales.
 - Table and chair for AKC representative, if present.
 - Wastebasket, pens, and pencils for each ring.

O. Premium List There are numerous AKC policies and rules concerning what must and what may not appear in this document. The individual responsible for typing the Premium List copy must make it a point to become familiar with these policies and rules. Previous Specialty Premium Lists can be helpful references.

When returned by the Superintendent, it must be carefully proofed. The BTCA Room Responsibility Policy must be included in the Premium List. It must also be included in the Specialty information packets mailed to members and the hospitality packets distributed at the Specialty.

See Procedure 4-04.

***Note:** As of April 1, 2004 all premium lists for BTCA National Specialties and BTCA sponsored performance trials must have the AKC Arbitration Agreement included on the back of the entry form. Entry forms with the new wording are available at <http://www.akc.org/pdfs/AEN999.pdf>

Also, note that the only class that allows neutered or spayed dogs is Veteran's Class.

Note: It is recommended that Flexi leashes should be prohibited on Specialty show grounds. (Effective 2005)

P. Catalog Advertising and Sales.

1. Catalog advertising. Contact Superintendent for deadlines, cost, etc. Determine advertising rates. Prepare advertising order form to be included in info packets mailed to members and forward to Publicity Chairperson.
2. Catalog sales. Catalogs cannot be sold before the opening hour of the show.

Q. Show Photographer and Videographer.

1. Engage show photographer. Request photographer have display board with "BTCA national Specialty (year)" and all placements (Best in Show, Best In Sweeps, 1st, Earthdog, Agility, etc.). Compensation for photographer may include lodging and meals if the photographer does not live in the immediate area. Photographer must provide the club with 8x10 prints of all of the major wins at the show including, but not limited to, BOB, BOS, Award of Merit recipients, WD, RWD, WB, RWB, Working dog, Working bitch, Veteran Dog, Veteran Bitch, Best Puppy in Sweeps, BOS Puppy in Sweeps, Best Adult in Sweeps, BOS Adult in Sweeps, Best Junior Handler, High Scoring Dog in Obedience Trial and Rally Obedience winners. If the photographer is shooting the specialty with a digital camera, two CDs with the digital photos of the above listed winners should also be provided. If the photographer is shooting candid photos of the show, he should

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provide a choice of the best photos to be published with his copyright in The Borderline at no cost to the club or host group. He should be offered a free ad in the Specialty Borderline issue in order to sell copies of the candid photos.

2. Engage show videographer. Most videographers will tape at no cost and sell the tapes to the membership directly. Suggest an ad in the catalog and The Borderline. Occasionally, a contract is for a set fee of several hundred dollars for one to three complete sets of tapes and the club must make the copies and sell them to the members. In such a case, BTCA is willing to pay all the video expenses, but all income generated by sales of the tapes will go to the BTCA. The Host group will be responsible for the distribution of these tapes. If the host group wants the income generated by the sale of the videos, they must pay all video expenses. Try to find a videographer that produces a choice of either VHS tapes and/or DVDs. If there is a conflict between taping Sweeps and Obedience, Sweeps has precedence. If this situation arises, every effort should be made to find an alternative videographer. It may even be possible to find a club member willing to videotape Obedience. Agility taping is usually not included in the videographer's package and may be contracted separately. In some cases the videographer will require a minimum number of prepaid orders for the Agility tapes or DVDs. In this scenario, advertising in the Borderline, Specialty Package and Premium list should be used to generate the required interest.

3. The following guidelines have been established by the AKC:
 - A notice of the videotaping must be printed in the Premium List.
 - A letter is required from the BTCA Corresponding Secretary to AKC's Event Plans and the Judging Panel notifying of the intention to video.
 - The Club has the responsibility to correct all situations that might interfere with the normal operation of the event.
 - No cameraperson or equipment will be allowed to be in a position to block the ring entrance or the aisles leading to the ring.
 - No lights or other equipment that are distracting or would affect the performance, health or welfare of the dogs, exhibitors and/or the judge will be allowed.
 - Any equipment placed inside, above or around the ring must not interfere with the normal judging procedures.
 - Published judging schedules may not be delayed to accommodate the videotaping.
 - Judges are required to exclude from the rings in which they are judging all persons except the steward or stewards and the show attendants assigned to the ring and those actually engaged in exhibiting.
 - The above guidelines also apply to television crews.

R. Judges.

Breed Judge. Selected by membership vote approximately three years in advance from the AKC list of approved domestic judges and a list of approved foreign judges. American and foreign judges are selected in alternate years. Preference will be given to judges who have not judged previously. All-breed clubs hosting shows before and after the Specialty should be encouraged to utilize our breed judge. The judge needs to be made aware of special trophies; i.e., JAMs and Best Otter Head. This should be done in writing when the invitation to judge is extended. Additionally, upon accepting the assignment, foreign judges are to be sent a letter outlining the way classes are judged in the U.S.

(See procedure 4-06).

Compensation: American judges receive up to three days room and board (including banquets), airfare, fee, gift and copy of the Specialty video. Foreign judges receive up to three days room and board (including banquets), minimum \$1000 honorarium, gift and copy of the Specialty video in European format. (honorarium raised board motion summer 2000)

Sweepstakes Judge. Selected by membership vote approximately two years in advance, following the Guidelines for Sweepstakes Judge Selection. If there are no nominees for Sweepstakes judge, the host club will choose the

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judge subject to approval of the Board. Upon accepting the assignment the Sweepstakes judge is to be sent a letter outlining judging procedure (**see procedure 4-08**).

Compensation: Up to two days room and board (including banquets), gift and copy of the Specialty video.
Earthdog Test Judge. Selected by host group.

Compensation: Up to two days room and board (including banquets), travel expenses, fee and gift.
Obedience Judge. Selected by host group.

Compensation: Up to two days room and board (including banquets), travel expenses, fee, gift and copy of Specialty video.

Agility Trial Judge. Selected by host group.

Compensation: Up to two days room and board (including banquets), travel expenses, fee and gift.

Junior Showmanship Judge. Selected by host group. It is recommended a judge be selected who is AKC approved to judge Junior Showmanship only.

Compensation: Receives one day room and board and gift.

S. Chief Ring Steward. Responsible for securing and assignment of competent people as stewards. Should be well versed in ring procedure and etiquette.

Compensation: Meals day of stewarding (including banquet). May be offered one night's lodging if traveling a great distance.

T. Auction Committee. If the host group chooses to have an auction, the committee's responsibilities will include:

1. Determine when and where the auction will be held. Coordinate with Hospitality Chairperson and Meetings Coordinator.

NOTE: If the Specialty Auction is to be held on the same night as the Awards Banquet, then the committee must be sensitive to timing and duration to ensure that the Awards Announcements receive the attention they deserve. (Effective 2005)

2. Arrange for necessary equipment (display tables, microphone, etc.). Coordinate with Meetings Coordinator.

3. Determine who will receive auction items.

4. Forward all of above information to Publicity Committee to be included in membership mailings and advertising.

U. Additional Activities. The host group may offer additional activities if they wish; i.e., tattoo clinic, eye clinic, seminars, etc. Any additional activities must meet the following criteria:

1. Will be the financial responsibility of the host group. Any income generated by the activity will belong to the host group.

a. If planning a tattoo or eye clinic, it is recommended it be held in conjunction with an all-breed show preceding or following the Specialty to help defray expenses.

2. Must be approved by the Host Group or BTCA Board. If approval has not been sought or given by both, the activity and/or fundraising cannot take place. The financial responsibility must be established prior to granting approval.

3. Host group must provide insurance for the activity.

4. Must have approval from site owner.

5. Must not conflict with a BTCA sponsored activity.

6. Advertising for additional Specialty activities is free in *The Borderline*.

V. Future Specialty Fund Raising. A group which has been approved to host a future Specialty may sponsor a vendor's booth at preceding Specialties, subject to the following conditions:

1. Approval of the host group.

2. Approval of the BTCA Board.

a. Sales of T-shirts, tote bags, mugs, etc. do not require approval, but raffles and all physical activities do.

3. It cannot be in competition with a BTCA or host group fundraiser during the Specialty but can be held before and/or after the Specialty, with Board approval.

4. Sponsor must provide insurance for the activity.

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5. Must have approval from site owner.
6. Advertising for fund raising for future Specialties is free in *The Borderline*.

W. Vendors. Vendors may be available at Specialties at the discretion of the host group. Vendors Committee responsibilities include:

1. Make certain all federal, state, county and local laws are adhered to.
 - a. Temporary vendor certificates are required in some states.
 - b. Be cognizant of sales tax laws.
2. Determine if a booth fee is to be charged and the amount.
 - a. Future Specialty hosts will not be charged for their fund raising booth.
 - b. If a booth fee is charged, the fee is BTCA Specialty income, rather than host group Specialty income.
3. Select vendors and issue invitations.
 - a. Number of vendors to be determined by available space.
 - b. Vendors should offer a variety of items (not three vendors selling T-shirts).
 - c. Vendors should not conflict with Club fundraisers.
4. Vendors may use the BTCA logo at the specialty providing they have Board approval and pay a fee for it's use to the club. They will also be required to use the logo only with the date and place of the specialty. All orders for items with the BTCA logo must be placed and paid for at the specialty.
(Board approval 2001)

X. Emergency Care. The AKC has established the following policy for all licensed and member events held on or after January 1, 1999:

1. Each club holding a member or licensed event must develop and detail a ***Disaster and Emergency Plan*** for that event. The AKC Plan form must be completed and submitted with the AKC Application form and will be considered a part of the event application. ***See Procedure 4-07.***
2. Clubs must advise local authorities (policy, fire department, medical services, etc.) of their event, including the exact location, ingress, egress and duration, within 30 days prior to the event.
3. All clubs are strongly encouraged to have a qualified emergency medical technician (CPR certified) in attendance at each event.
4. A Red Cross approved emergency first aid kit must be available at all events.
5. Emergency care at all events must also comply with local community standards.
6. Personnel will be on duty after show hours at show sites where dogs are left overnight.
7. At least one working cellular telephone is required to be on the show grounds during show hours.
 - a. Multiple copies of the Plan must be available at the event. In order to make the Plan available to all participants, the information may be printed in the catalog and/or judging program.

Y. BTCA Specialty Health Clinics. Per Specialty P&P 8.02 U. Additional Activities. The host group may offer additional activities if they wish; i.e., tattoo clinic, eye clinic, seminars, etc. Any additional activities must meet the following criteria: 1. Will be the financial responsibility of the host group. Any income generated by the activity will belong to the host group. Health clinics are BTCA supported.

Health Clinics To Be Offered At Every Specialty:

The following health clinics should be offered at every Specialty. They have been offered at every Specialty since 2009.

1. Cardiac Auscultation by a Board Certified Cardiologist or Internal Medicine Specialist with experience in cardiology (CHIC requirement).
 - a. If the cardiologist has a portable echo, echocardiograms at the clinic should be offered.
 - b. The OFA Cardiac Database form can be found at http://www.offa.org/pdf/cardapp_bw.pdf
2. Eye Clinic by a Board Certified Ophthalmologist (CHIC requirement).
 - a. The Ophthalmologist will supply forms.
 - b. OFA ERC Eye forms are provided by the ophthalmologist.

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3. Patellar Luxation may be done by any experienced veterinarian.
 - a. If possible recruit BTCA member veterinarians to volunteer to do this.
 - b. These monies help cover clinic costs.
 - c. The OFA Patellar Luxation submission form can be found at http://www.offa.org/pdf/plapp_bw.pdf
4. AKC DNA Profiles (Cheek Swabs) required by AKC for all frequently used sires and is strongly suggested for all dogs as they verify the accuracy of pedigrees where samples are submitted for research.
 - a. The cost to BTCA club members at Parent Club clinics is discounted (payable to AKC by check or credit card) **when the club submits the swabs at all at one time.**
5. CHIC DNA Bank Blood Draws. BTCA has been underwriting all these costs since 2008.
 - a. Request that the Board do so for the specialty.
 - b. Recruit at LEAST 3 to 5 BTCA club members who are vet techs or veterinarians to help draw the bloods.
 - c. The Border Terrier Club DNA submission form can be found on the BTCA website – Events -> Next National Specialty -> Health Clinics (www.btcoa.org/events/chichhealth.pdf or at http://btcoa.org/events/chic_dnabankapp_BT.pdf)
6. Microchipping. Although not a health clinic, microchipping is to be available at the Health Clinics for those dogs who do not yet have a microchip or for those dogs where the current microchip cannot be confirmed by scanning.

Materials And Setup:

1. Separate rooms with power available for Cardiac and Eye exams.
2. Eye exams require a room with electricity and that can be made dark (shades or dark cloth to cover windows).
 - a. Supply a grooming table.
 - b. Supply a table for the ophthalmologist's equipment and to write on.
 - c. Supply at least 2 chairs
3. Cardiac clinics require a quiet room.
 - a. If echocardiograms are offered the room must be able to be darkened (shades or dark cloth to cover windows).
 - b. Supply a grooming table for the auscultations.
 - c. Supply a writing table.
 - d. Supply chairs for clinician and techs.
 - e. Supply a 6 foot table for echocardiograms if offered.
4. A room for Patellar exams and AKC DNA Profile (Cheek Swabs) is preferred.
 - a. Supply a grooming table.
 - b. Supply a table for supplies and labeling swabs, mailing supplies, etc.
 - c. Supply at least 2 chairs.
 - d. AKC DNA Profile Cheek Swabs (ordered from AKC).
 - e. Large envelope for mailing swabs to AKC.
5. For CHIC DNA Blood Bank Draws, a quiet room or corner away from the Health Clinics check-in area is needed.
 - a. Supply a grooming table.
 - b. Supply a table for supplies, labeling tubes, mailing supplies, etc.
 - c. Supply at least 2 chairs
 - d. Supply a large cooler to store blood samples. If Styrofoam, may be used as the shipping container – see j. below.
 - e. Felt tip (fine) pens to label blood draw tubes with Registration Number and Call name
 - f. Minimum of 200 Quart size Ziploc bags (2 per blood sample).
 - g. Minimum of 100 of 3cc or 6cc syringes, needles and 6cc EDTA blood tubes.
 - h. Rubber bands

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- i. Frozen Icepacks
 - j. Supply a Styrofoam shipping container for shipping blood samples. Ship to address: OFA 2300 E Nifong Blvd. Columbia, MO 65201-3806 Phone: (573) 442-0418
6. If the CHIC DNA Blood Bank Draws room-is large enough to prevent distraction/confusion, the same room can be used for Patellar exams, AKC DNA Profiles (Cheek Swabs) as well as the CHIC DNA Blood Bank Draws.
 7. For Health Clinic Check-In area, an open area with room enough for multiple large tables, multiple chairs and people with dogs. Enough room is needed so that owners and dogs are not on top of each other while waiting. If a hallway, line it with chairs. Ensure there are enough tables, chairs and pens so that people can fill in forms if necessary.
 - a. Pens, pencils, tape, paper clips, scissors.
 - b. At least 5 clipboards.
 - c. Credit Card Reader
 - d. BTCA owned AKC Universal Microchip scanner. Contact the BTCA Health Chair to ship or bring to each National Specialty.
 - e. AKC ReUnite Indigo ISO Microchips with Pre-paid registrations purchased by the BTCA and ordered directly from AKC ReUnite. Contact the BTCA Health Chair to ship or bring to each National Specialty.
 - f. Extra "AA" batteries for the microchip scanner. The scanner takes 4 batteries.
 - g. Sharps container for microchip injectors.
 8. In general, supply a grooming table for each room.
 9. In general, supply a writing table for each room.
 10. In general, supply at least 3 chairs for each room.
 11. Some specialists bring their own tech. If not, have members available to help them in the room if needed.
 12. Supply refreshments for each veterinarian and their staff, including breakfast and lunch depending on time of clinics.

Procedures:

1. Notify OFA about the health clinics. They have a form on their website that can be filled in or you can email them (info@offa.org) the information if you need to add additional information. They will post it on their website under clinics. OFA will send you clinic discount stickers for all clinic forms. In general, order at least 120 stickers (40 dogs with all three tests) and if necessary order more. You need an OFA clinic discount sticker for EACH form sent to OFA (cardiac, patella and eyes). With this sticker on the form the owner gets a discount on the submission price for the test.
2. Pre-registration helps so that if you have a minimum # of dogs that must be met for a particular clinic you know if you are going to reach it. The minimum # of dogs for a clinic is determined by dividing the veterinarian's fee for that clinic by the cost of the clinic to the BTCA member. The BTCA board may opt to cover the minimum fee. Some specialists may require a minimum payment up front. Ask each clinician how many dogs they can do per 15 minutes, so that you can develop a schedule.
3. If clinicians cannot stay all day it is probably better to see if they can come in the afternoon, so that dogs that are participating in the day's events have finished and there will be no problems with dilated eyes.
4. For AKC DNA Profiles (Cheek Swabs), distribute swabs and the paperwork at the Health Clinics check-in table and scan for microchip numbers. Dogs will be swabbed in the patella room. Ensure the dog has not been given treats. Swab inside the dog's cheek for about 30 sec. Insert the swab into the swab envelope. Ensure the owner has filled out the paperwork. Place the swab envelop and the paperwork into the mailing envelope and then deposit each mailing envelope into a Large Mailer. All Border Terrier cheek swabs must be submitted together in order to get the discounted submission rate.
 - a. When swabs are needed contact AKC.

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5. For CHIC DNA Blood Bank Draws, SAMPLES MUST BE SHIPPED FED-EX overnight by THURSDAY. Do not ship samples to OFA on Friday. They may be kept refrigerated and shipped on Monday.
 - a. Plan for 100 dogs. Although we usually have fewer, supplies generally come in quantities of 50.
 - b. Procure 100 3 or 6 cc syringes, needles and 6 cc EDTA blood tubes from your local vet or ask one of the BTCA member volunteer veterinarians to procure them. BTCA will reimburse.
 - c. 3 to 5 cc of blood per dog is recommended.
 - d. Procure 200 Quart sized Ziploc bags.
 - e. During Health Clinic hours the room can be staffed for the day.
 - f. For other days (not required), you may set specific times of 1-2 hr. blocks where people can come for blood draws. If there are willing techs and willing owners, do blood draws in the later afternoon every day.
 - g. For people with RV's, if you can get BTCA member veterinarians or techs to do so, go to the RV and draw their dogs there. Take the microchip scanner with you so you can scan each dog and make sure microchip number of the dog and the form match.
 - h. Two bags are required for each blood sample. Place blood tubes into a Ziploc bag, squeeze out excess air, roll bag and fasten with a rubber band. Place paperwork and the sealed Ziploc bag with the blood tube into a second Ziploc bag. Squeeze all air out of the bags before sealing. Place this package into a large cooler or, if the room has one, a refrigerator. Samples MUST be kept cold – NOT directly on ice or frozen.
6. Microchipping is available at the Health Clinics.
 - a. Contact the BTCA Health Chair to ship or bring the BTCA owned AKC Universal Microchip scanner to each National Specialty.
 - b. Contact the BTCA Health Chair to ship or bring the AKC ReUnite Indigo ISO Microchips with Pre-paid registrations – 25 per box) to each National Specialty. (They are purchased by the BTCA and ordered directly from AKC ReUnite).
 - c. The price for individual chips sold to BTCA members is usually \$2-\$3 above the cost per chip. Chips for Non-Border Terriers \$10 greater than those for Border Terriers.

Pre-Registration and Registration Procedures.

1. Using Pay Pal on the BTCA website is helpful. Then the Health Clinic chair does not have to deal with checks and walk-ins can be taken.
2. Pre-registration should close about a week before the specialty so that a schedule can be made.
3. The schedule is usually made in 15 min blocks. Try to coordinate eyes and cardiac with 15 min between tests.
4. For an owner with multiple dogs, schedule them with no more than two dogs as a time.
5. Walk-Ins are allowed as long as there is time and room.
6. Arrange with BTCA treasurer to have a credit card reader available.
7. The schedule can be posted on the Specialty Webpage, Facebook Page and various lists.
8. At least a day before the Health Clinics, POST hard copies of the Health Clinic Schedule at the Hospitality room and Health Clinic rooms.
9. Make sure the links to the Cardiac, Patella and CHIC DNA Blood Bank forms are on the Health Clinic page on the BTCA website. These are all fillable pdf forms that can be filled in and printed out. Those registered for Health Clinics need to bring them with them to the Health Clinics. For CHIC DNA Blood Bank Draw, if the dog is an import, request that they bring a 3 generation pedigree, as well as the form.
10. Have copies of the forms on hand (or a computer with internet access and a printer) for those who forgot to bring forms and for walk-ins.

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When People Come For Their Appointment.

1. If people do not have a form filled in, give them a form and send them to a table to fill it in. Eye forms supplied by the Eye Clinic veterinarian will need to be filled out the day of the clinic.
2. Scan the dog and make sure it matches the microchip number on the form or fill in the microchip number on the form.
3. Once you have confirmed the correct microchip number is on the form, CHECK OFF THE BOX THAT SAYS IDENTIFICATION HAS BEEN VERIFIED, AND INITIAL IT.
4. Send the dog for a microchip if needed. Then record it on the form.
5. Affix OFA clinic discount sticker on the bottom left side of the form where the payment fee is indicated.
6. Put eye drops in and note the time the drops were put in on the top of the form. Eye drops must go in at least 15 mins prior to exam. Eyes stay dilated for at least an hour. Try to get the dogs in for the eye exam within 30 minutes.
7. Send dogs for Cardiac.
8. Patellas can be done in any order
9. Dogs can have eye exams following Cardiacs. Eyes stay dilated for at least an hour. Try to get the dogs in for the eye exam within 30 minutes.
10. Do CHIC BLOOD BANK DRAWS last.

On The Schedule Form:

1. Check off owners as they arrive.
2. Confirm with owners the Health Clinics for which they have registered. Ensure the schedule and the owners information match.
3. Below are examples of two spreadsheets used for the Health Clinics. The first is an example of a spreadsheet to keep track of pre-registrations and pertinent information, and the second is an example of a Health Clinic Schedule spreadsheet.

Pre-registration example spreadsheet:



Health Clinic
Schedule - Final pre-r

Health Clinic Schedule example spreadsheet:



Health Clinic Master
Pre Reg by Time.xlsx

4. The clinicians for the eye clinic and the cardiac clinic are paid based upon the number of tests completed. On your Health Clinic Schedule spreadsheet note the total number of eye clinic test completed and the total number of cardiac tests completed, as well as the totals for the other tests completed. The total completed numbers may be different than the pre-registration totals due to no-shows and walk-ins.