



# Belgian Sheepdog Club of America Event Policy

**Scope** Belgian Sheepdog Club of America Events, Regional Specialties, Supported Entries, Supported Entries with Sweepstakes, and all Performance Events excluding French Herding

**Objective** To describe the parameters under which a BSCA member may host a BSCA Event in order to receive monetary **trophy** support (\$75 Specialty/Performance, \$50 All other Events); to define the role of the BSCA under this scope; to explain the responsibilities of the hosting BSCA member(s)

**Policy** ALL requests for events being held in the name of the BSCA must be submitted and approved by the Board--INCLUDING the licensed clubs who have the 10-year blanket approval.

A position of Event Coordinator (**EC**) will be instituted to track these requests for all Events, along with support sent by BSCA and incentives received.

All requests must be received 6 months/24 weeks – at the minimum - prior to the event date.

There are three defined groups that may host a BSCA Event: an AKC licensed regional club, a BSCA regional club, and an individual or small group of fanciers who are NOT members of a Regional club. The person making the request must be a BSCA member in good standing.

If the show is being held in conjunction with an All-Breed or Group Shows, all requestors MUST have a written agreement with the cluster chair or show chair of the accompanying all-breed or Group club prior to submitting the application to BSCA. Please see AKC Host Club Consent Form link. <https://images.akc.org/pdf/AE0001.pdf>

All requestors MUST submit the BSCA application in full. Requestors are responsible for completing AKC applications and application fees, if necessary. BSCA application, AKC application and host club consent letter, or equivalent, **should all be sent to the BSCA Event Coordinator** (electronic is acceptable) for BSCA approval and an officer's signature which is required on the AKC application for all Events.

Per AKC requirements, the BSCA club name must be listed in the premium as supporting the Event OR the BSCA club name and list of officers must be listed in the premium for a Specialty.

The BSCA strongly recommends that Puppy, Veteran and Working (or a combination thereof) Sweepstakes be offered whenever a BSCA Specialty is held.

Junior Showmanship is required if not being offered by the All-Breed Club.

In the case of Licensed Clubs hosting BSCA Events, permission will be granted, pending no conflict in dates, and will be mailed parent club support automatically. The Request application still needs to be submitted.

For all Regional Clubs and Individuals, Board vote and approval is required for each BSCA event and receipts must be submitted to be eligible for reimbursement or support. AKC

Licensed Clubs or BSCA Recognized Regional Clubs with formal bank accounts do not need to produce receipts. Individuals and groups not having a formal club bank account must produce receipts, to remain in compliance with our Constitution, before receiving support and will only be reimbursed the amounts per this Policy (\$75 or \$50).

**Article 1, Sec. 3 Sec.**

**3.**

***The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donation to the Club shall inure to the benefit of any member or individual.***

The following is the criteria for Board approvals for Events:

Licensed clubs and Regional Clubs – Four Events per calendar year, can include BSCA Specialties, Supported Entries, and/or Performance Events.

With the increasing requests for clubs to add more events, especially performance events, the BSCA will approve additional events but will limit support of funding not to exceed \$125 per club/individual per year. (Board August 2017)

Individuals or small groups – Two Events per calendar year, can include a BSCA Specialty, Supported Entry and/or Performance Event.

The requestor agrees to write a short article about the event and submit it to the newsletter no later than one month after the event. This information should include, but is not limited to, the date, time, location, judge's name, and all results. Submission of photographs is highly encouraged.

The requestor is encouraged to promote the BSCA as well as recruit new BSCA Club members by providing information at these events such as; BSCA Membership Applications, the BSCA/AKC approved Belgian Sheepdog Flyers, etc.

All incentive or reimbursement from host clubs should be made payable to the BSCA and forwarded to the BSCA Treasurer. The Treasurer will alert the Event Coordinator of the amount.

**Definitions:**

Licensed AKC Regional Clubs – Downeaster, Raritan, Potomac Valley and Trinity Valley

BSCA Regional Clubs – Barbary Coast Belgian Sheepdog Club, Belgian Sheepdog Club of the Rockies, Northwest Belgian Sheepdog Club, Belgian Sheepdog Club of Oakland County Michigan, Sierra Nevada Belgian Sheepdog Club and Belgian Sheepdog Club of the Blue Ridge, The Belgian Sheepdog Club of North Georgia

The BSCA defines a "club" as a group of individuals with a roster of members, who collect dues and have a formal bank account.

## Procedure:

Complete the BSCA Event Request form. ALL REQUESTS MUST BE MADE BY A BSCA MEMBER IN GOOD STANDING.

1. ALL requests for events being held in the name of the BSCA must be submitted to the Event Coordinator and the Event Coordinator will submit to the Board for consideration and approval- INCLUDING the licensed clubs who have the 10-year blanket approval. The 10-year blanket approval is solely for THEIR Independent Specialties, NOT BSCA events.
2. Obtain agreement from All-breed club to hold a Specialty or Supported Entry with them - in writing. (see AKC Host Club Consent Form (<https://images.akc.org/pdf/AE0001.pdf>)
  - a. Complete the AKC Event Application form, if necessary, and write the application fee check. (<http://images.akc.org/pdf/events/AEVT02.pdf>)
3. Send (ground or electronic) a copy of the agreement and all forms to the BSCA Event Coordinator.
  - a. Copy of Host Consent Form from All-Breed club
  - b. BSCA application
  - c. AKC application
4. BSCA Event Coordinator will request Board approval.
5. BSCA Event Coordinator will ensure AKC paperwork is correct and sign with approval, returning the forms to the requesting Club. The requesting Club or individual may at this time send in AKC application and any payment due.
6. For a Specialty
  - a. make sure the All-Breed club has a list of BSCA officers to list in the premium.
  - b. as AKC approval is received, it will be forwarded to the requester.
7. ***ALL requestors must include a copy of the intended Trophy List being submitted to the superintendent for publication in the Premium List. The BSCA MUST be acknowledged in the Premium List as offering trophies and/or rosettes as follows: "The Belgian Sheepdog Club of America, Inc. supports the entry of the Belgian Sheepdogs at this show. Unless otherwise listed, all trophies are offered by the Club." IT IS SUGGESTED THAT AT LEAST ONE TROPHY AND/OR ROSETTE BE LISTED AS OFFERED BY THE BSCA IN THE EVENT ADDITIONAL DONORS AS WELL AS 'MEMORIAL' DONATIONS OF TROPHIES ARE LISTED.***
8. If the Requestor is an individual or a group who is not a BSCA Regional Club, copies of original receipts for trophies, purchased for the event, must be sent to the BSCA Event Coordinator for reimbursement. Once all necessary documents are received, the Event Coordinator will advise the Treasurer to send support check. Reimbursement will not exceed the approved amounts per the Policy (\$75 Specialty -- \$50 All other Events).
9. Any money given as incentive from the All-Breed club is to be mailed to the BSCA treasurer.
10. BSCA Events are covered under the BSCA's liability insurance. Proof of insurance and/or additional insured certificates are available upon request.

\*If all correspondence is being done electronically, please do not mail check to BSCA Event Coordinator.

**EVENT COORDINATOR (EC):**

This position is a Board approved position, and it can be filled by a Board member. The responsibilities will include:

1. Monitoring all Event requests by receiving a copy of the Request Form and all required documents forwarding to the BSCA Board for approval.
2. Monitors the event dates, ensuring there are no date conflicts.
3. Advises Treasurer to send support check after all necessary documentation has been received.
4. As the Event Approvals are received from AKC—the Corresponding Secretary will forward a copy to Event Coordinator, providing a paper trail.
5. If any 'incentive' money is received from the All-Breed club, upon notification of its receipt from the Treasurer, the Event Coordinator records the funds.
6. Works with and first-time requestors and individuals who are not formal clubs to encourage the development of new Regional Clubs.
7. Provides completed Event application to EC liaison to the Board for review and approval.
8. In order to request a Certificate of Liability from Equisure, person must be an authorized contact to Equisure and contact info must be added to Equisure's files. BSCA Treasurer also has authorization.

***Effective February 14, 2017 (Revision 13)***

***Revised 9/23/2023***