

BSCA Event Policy

- SCOPE** Belgian Sheepdog Club of America events including regional specialties, supported entries, and all companion or performance events excluding any companion or performance events associated with the BSCA National Specialty and French herding.
- OBJECTIVE** To describe the parameters under which BSCA members, regional or licensed clubs may host a BSCA event, receive monetary trophy support (\$75 dollars specialty/herding, \$50 all other events); to define the role of the BSCA under this scope and to explain the responsibilities of hosting BSCA members/clubs.

Policy All requests for events being held in the name of the BSCA must be submitted and approved by the board including events by the licensed clubs who have the 10-year blanket approval. The position of Event Coordinator is responsible for tracking requests for all events along with support sent by the BSCA and incentives received.

All requests must be received at least six months prior to the event date.

With the increasing requests for clubs to add more events, especially performance events, the BSCA may approve additional events but will limit support funding (not to exceed \$125 per club/small group per fiscal year.) Based on AKC limitations, the BSCA may limit or increase numbers of events based on club equity and interest.

The requestor or their designee will provide a short article about the event for the Newsletter, no later than 30 days after the event. This information should include, but is not limited to, the date, time, location, judge names, and results. Submission of photographs is highly encouraged.

Event organizers are encouraged to promote the BSCA. Membership applications and informational Flyers are available on the BSCA website. Sharing information on local clubs and upcoming events is also suggested.

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

Anyone submitting receipts to the BSCA must submit an expense report form as well as receipts or invoice quotes. <https://bsca.info/expense-forms/>

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PROCEDURES FOR APPLICATION

Be aware that every club or small group organizing an event on behalf of the BSCA must educate themselves with respect to the AKC requirements for the event in question and meet the AKC requirements. Of particular concern are safety issues and the requirement that five (BSCA) club members be present for the duration of the event to serve at an event committee hearing. A list of forms by sport is available here [Downloadable Forms – American Kennel Club \(akc.org\)](#). Sport specific rulebooks and Dealing with Misconduct booklets are available here [Rules, Regulations & Policies – American Kennel Club \(akc.org\)](#)

AKC Licensed clubs – Downeaster, Raritan, Potomac Valley, Trinity Valley

In the case of Licensed clubs holding events for which they are licensed by the AKC, an Event Request Application must still be submitted to the BSCA. Permission will be granted, pending no conflict in dates. Parent club support will be sent automatically. A current list of club officers and roster is required annually.

In the case of Licensed clubs holding events for which they are NOT licensed by the AKC on the behalf the BSCA, the regional club guidelines will apply in full.

BSCA Regional Clubs – Barbary Coast, BSD Club of North Georgia, Sierra Nevada BSD Club, and BSD Club of the Blue Ridge

If an event (specialty show, supported entry, performance or companion event) is being held in conjunction with an all-breed or group show, a written agreement with the cluster chair or show chair of the accompanying all-breed or group clubs shall be obtained prior to submitting the application to BSCA. Please see the AKC club consent form link. [AE0001.pdf \(akc.org\)](#)

The requestor must submit the following applications and information to the BSCA Event Coordinator-

- AKC Host Club Consent Form (if applicable)
- Contract(s) with any third-party service provider(s). These shall be reviewed by the board.
- The BSCA Event Request Form (signed by an officer of the regional club).
- A current list of club officers and a roster.
- The completed AKC Event Application (to be signed by a BSCA Officer upon approval by the board). The completed and signed AKC Application will be returned to the regional club for submission to the AKC with the appropriate funds.
- The AKC Event application, premium list, judging schedule and any other official documents must reflect the BSCA and their Officers and Board as event sponsors. *

SMALL GROUPS

If an event (specialty show, supported entry, performance or companion event) is being held in conjunction with an all-breed or group show all requesters must have a written agreement with the cluster chair or show chair of the accompanying all-breed or group clubs prior to submitting the application to BSCA. Please see the AKC club consent form link. [AE0001.pdf \(akc.org\)](#)

The requestor must submit the following applications and information to the BSCA Event Coordinator-

- AKC Host Club Consent Form (if applicable)
- Contract(s) with any third-party service provider(s) shall be addressed to the BSCA, approved by the board and signed by a BSCA Officer. All monies must be handled directly through the BSCA Treasurer, including all income, contracted payments and receipted expenses.
- All expense requests with receipts must be received within 21 days of the event. Anyone submitting receipts to the BSCA must submit an expense report form as well as receipts or invoice quotes.
<https://bsca.info/?a=download&key=99f288a8efb310ce7bf1037608628376> or <https://bsca.info/expense-forms/>
- Anyone who may handle BSCA funds must sign the BSCA Financial Control Policy

<https://bsca.info/?a=download&key=55c09d06db23bf237fc178a7a7082eca>.

- The completed BSCA Event Request Form signed by the primary requestor. If the funds are to be designated for a particular purpose or event (National Specialty, Rescue, Health research), the treasurer will transfer the funds accordingly to the appropriate fund upon completion of the event audit.
- A list of names and contact information of people working on the event, as well as the names of five BSCA members who will be present for the duration of the event to serve on an Event Committee, shall be attached. Belgian Sheepdog Club of America events, including regional specialties, supported entries, all companion or performance events, and French herding, excluding any companion or performance events associated with the BSCA National Specialty.
- The completed AKC Event Application and all official documents will reflect the BSCA as the sponsoring club. A BSCA Officer will sign it upon approval by the board.
- The approved, and signed AKC Application will be sent back to the person requesting the event to send to AKC for approval and payment. Funds will be sent to the appropriate host for funds requested prior to the event and approval. If an individual or small group, funds will not be sent until the procedure in this document is complete.