



PIEDMONT BORDER COLLIE ASSOCIATION EVENT POLICY

Approved February 24, 2001

Purpose: Events held under the name of Piedmont Border Collie Association (PBCA) are intended to benefit Border Collies and members of PBCA.

Benefits: Events specifically sponsored by PBCA will be covered by the Association's insurance, provided all requirements for coverage are met. A certificate of coverage may be obtained from the Association's Treasurer.

Requirements: Events are expected to be planned and executed responsibly in a manner that will credit PBCA.

1. Person or persons requesting event sponsorship must be members in good standing of PBCA. If the event is an AKC sanctioned event, the Board of Directors will appoint the Event Chair. Chairs for non-AKC sanctioned events need not be appointed by the Board although Board approval is required
2. Events must be advertised as "Sponsored by Piedmont Border Collie Association" (clearly stated on all announcements, fliers, etc).
3. A written event plan with a complete event budget must be presented to the board for approval a minimum of 2 weeks prior to the event. The board may waive the requirement for a budget if the event is an informal fun day or workday.
 1. Event plan should include:
 - i. Type of event
 - ii. Site - indoor/outdoor, exact location, facilities (especially those relevant for success of the event).
 - iii. Group to which the event is targeted. Any PBCA sponsored event MUST be open to ALL PBCA members.
 - iv. Chairperson and committee, if any
 - v. Other facilities (toilet facilities, concessions, etc)
 2. Event budget should include:
 - i. Itemized costs of event (estimated or based on prior experience)
 - ii. Estimated income
 - iii. Estimated profit (PBCA)
 - iv. Special plans for distribution of profits (in any)
4. No advertising may be done until the event is approved.

Fees for Sponsorship: In general, the club will assess a fee of \$50 or 25% of the income whichever is less. The Board retains the right to adjust these fees as necessary.

PBCA Financial Liability: PBCA will not be responsible for financial loss if costs exceed income for any event except for PBCA sponsored, AKC sanctioned trials or shows.

Types of Events: PBCA will consider sponsoring dog shows, trials, fun days, matches, clinics, or seminars. As an AKC breed club, PBCA cannot sponsor events for other non-AKC organizations.

How to setup PBCA sponsored AKC sanctioned event: These events must first be approved by the Board of Directors.

PBCA members who are interested in organizing an event should first communicate with the Board of Directors to determine the club's interest in sponsoring the event and have the Board appoint an Event Chair.

1. Select a venue for the event. In the case of a herding event, the event chair may be the owner of the site/stock although the preferred case is that they are not.
2. Negotiate with the venue owner(s) for costs involved.
3. Formulate a budget for the event. This should include costs (venue, judges, judging expenses, AKC fees, trophies, miscellaneous expenses) and projected income (entry fees, trophy donations, other). Net income or loss for the event should be estimated.
4. Select necessary personnel required to hold the event including event committee, event secretary, trophy chair etc.
5. Submit formal proposal to the Board of Directors.
6. After Board approval, submit a request for AKC sanctioning.

Specific recommendations for AKC herding trials:

1. It is recommended that the event chair not be the property/livestock owner. This is due to problems that may occur while negotiating fees for the event and problems which will occur if there is need for an event committee meeting during a trial.
2. Previously negotiated fees for AKC herding events (50 run trial) are \$250/day for a site fee (includes field usage, parking etc) plus \$10 per run. For a 2-day trial, with 50 runs each day, the total fees would be \$1500. If multiple species of livestock are being used, the \$10/run applies regardless of the species involved. For example, a trial with 40 sheep runs and 10 duck runs is a 50 run trial and total fees for livestock is \$500. The event chair should negotiate with owners of each species used to determine how the fees are distributed.
3. These fees may be changed at any time on negotiation with the property/livestock owners if any changes made are reflected in the proposed budget submitted for initial PBCA Board approval.