



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.
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 work day.
 - a. 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)
 - b. 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 with the exception of PBCA sponsored, AKC sanctioned trials or shows.

Types of Events: PBCA will consider sponsoring dog shows, trials, fun days, matches, clinics, or seminars.