



STCA STANDARD OPERATING PROCEDURES

ANNUAL AWARDS CHAIR/COMMITTEE

The Annual Awards Chair is a member of the Board of Directors, appointed by the President and approved by the Board, and is responsible for coordinating the presentation of the STCA Annual Trophies and Awards and 25/50 year service awards at the STCA Annual Dinner and Awards Presentation, and for record keeping regarding awards and trophies. The Awards Chair will assemble a committee to assist with the Awards Presentation.

Service Awards

Silver Service Medallion & STCA Good Sportsmanship Medal

1. The Corresponding Secretary will solicit from the membership nominations for recipients of the service awards via a nomination form distributed with the annual dues notification sent by the Treasurer and placed on the STCA web site. Notice of reminder to go in the #4 issue of the Bagpiper. Notices will include the deadline date for submission of nominations. Nominations are received by the Corresponding Secretary and should include a bio-sketch and summary of the nominee's qualification for the award.
2. The deadline for receipt of nominations is March 1, or to coincide with the date of the scheduled Winter Board Meeting. The Corresponding Secretary will accept no late nominations.
3. The Corresponding Secretary will provide the Board with a list of the nominees' names and letters of recommendation in the Corresponding Secretary's report submitted prior to the Rotating specialty weekend.
4. The Corresponding Secretary will prepare a ballot of eligible nominees.
5. The Awards Chair will store and keep an inventory of the Silver Service Medallions, and bring the number required to the STCA Annual Dinner and Awards Presentation.
6. The Awards Chair will send letters to all the award recipients inviting them to the Annual Dinner and Awards Presentation to receive their awards, not disclosing to the winners of the Good Sportsmanship and Silver Service Medallion that they have won, and will CC the President on the letters.

7. The Awards Chair will have plaques prepared for the STCA Good Sportsmanship Award, The Lloyd Trophy Award, and The T. Allen Kirk Memorial Award with sponsor(s) approvals of the wording.

25/50 Year Service Awards

1. The Awards Chair will request the Recording Secretary to check the membership records to determine recipients of 25 and 50 year membership pins by March 1st of each year, or to coincide with the scheduled date of the Winter Board Meeting.
2. The Awards Chair will notify the 25/50 members by June 1st advising them of their anniversary and inviting them to attend the STCA Annual Dinner and Awards Presentation to receive their pins. Pins will not be picked up by another member unless the Awards Chair has been notified in writing before the presentation. If not picked up the pin will be mailed after the meeting with a congratulatory letter, return receipt requested. Banquet dinners for 50-year service award recipients will be paid for by the STCA, and letters should so state. [Motion passed, 12/06].
3. The Awards Chair (or a designee) will include a biographical questionnaire with the 50-year anniversary notification letters. This information will be compiled for an article on the 50 year members to be published in Bagpiper #3.
4. The Awards Chair will store and keep an inventory of the 25 and 50 year service pins, and bring the number required to the STCA Annual Dinner and Awards Presentation. The 25-year pins are the Sterling Silver membership pins with a cubic zirconia chip added. The membership pins are ordered from Blackinton in MA. The Awards Chair or his/her designee shall have the cubic zirconia chip inserted at a local jeweler.

Health Trust Fund and Rescue Trust Fund Awards

1. The Awards Chair will co-ordinate with the HTF Chair and the RTF Chair regarding these award presentations at the STCA Annual Dinner and Awards Presentation.
2. The Awards Chair will insure that the criteria and names of previous award recipients for these awards are included in the Annual Awards Booklet. All other responsibility for these awards lies with the respective Trust.

Conformation Awards

1. **DONORS** - The Awards Chair will send letters informing the donors of the annual awards of the recipient's name, and requesting the donor have the award present at the STCA Annual Dinner and Awards Presentation. If the award is mailed to the Awards Chair, it must be received by the Awards Chair or President by September 1st if the donor cannot be present at the STCA Annual Dinner and Awards Presentation. Shipping costs will be paid by the donor.
2. **RECIPIENTS** - The Awards Chair will send congratulatory letters to the recipients of the Annual Awards PRIOR to the printing of the final award standings in the Bagpiper. Award recipients will be requested to be present at the STCA Annual Dinner and Awards Presentation to receive their award, or make arrangements to have the award received by another. If the award is to be received by another, the Awards Chair must be notified in writing of the name of the designee. The Awards Chair will send a congratulatory letter letting them know who received the award in their absence. If there are no instructions, the Awards Chair will mail the award along with the congratulatory letter insured with return receipt requested. Additionally, the Awards Chair will follow up to ensure that all recipients have received their award.
3. **ENGRAVING** - Engraving of All Awards and Trophies that are storage by the STCA is coordinated by J. Clifford Schultz. The Annual Tallies Chair sends him the information. Payment as arranged by award/trophy donor/s.

Performance Awards

1. **Obedience Awards.** The Obedience Chair is responsible for the tabulation and notification of award winners and award donors, and for providing the awards for presentation at the STCA Annual Dinner and Awards Presentation unless otherwise noted below. Results of the winners must be provided to the Awards Chair by July 1st.
2. **SFBSTC Versatility Award.** The Sports Performance Committee Chair sends the application, including copies of certification must be sent to the Awards Chair of the STCA no later than June 1st of the year it is being awarded. The owner(s) of the Dog/Bitch must be a STCA member of record for all of the recognized titles. The STCA Sports Performance Committee Chair must send the recipients' information to the Corresponding Secretary of the SFBSTC no later than July 1st. This must include copies of the AKC certificates for each title earned. The STCA Sports Performance Committee Chair is responsible for presentation at the STCA Annual Dinner and Awards Presentation. Deadlines are absolute.
3. **STCA Performance Award.** The STCA Awards Chair will remind the Sports Performance Committee Chair to obtain the documentation for this award from potential recipients no later than June 1st, and the Sports Performance Committee Chair will tally the titles according to the award criteria, and notify the

Awards Chair by July 1st. The Awards Chair will notify the recipients inviting them to the STCA Annual Dinner and Awards Presentation.

4. **AgilScot Award.** The sponsor/donor of this award is responsible for the tabulation and for providing the award for presentation at the STCA Annual Dinner and Awards Presentation. The Winner will be provided to the Awards Chair by July 1st. The Awards Chair will notify the Sports Performance Committee Chair the winner's information. The Awards Chair will send a congratulatory letter to the award recipient.

Certificates of Recognition

1. STCA certificates of recognition are provided upon request for: AKC conformation, obedience, agility, earthdog, barn hunt, scent, rally and tracking titles achieved, and, for Canine Good Citizen and Therapy certifications earned. These are sent to the Sports Performance Committee Chair.
2. STCA members must request a certificate and provide proof of title or designation achieved to the Sports Performance Committee Chair. All titles or certifications must have been earned by Scottish Terriers owned by STCA members at the time of their achievement.
3. The Awards Chair will ensure that the CGC and Therapy Dog titles are published in the Bagpiper.
4. The Sports Performance Committee Chair will notify the membership via notice in the #1 issue of the Bagpiper of the process for receiving an STCA certificate of recognition.

Annual Awards Dinner Responsibilities

1. Annual Awards Program Booklet. The Awards Chair compiles a list of the awards, donors and recipients beginning July 1st. Following the format of previously prepared Awards Booklets, the Chair is responsible for having the booklet printed, delivered, and placed at each place setting at the STCA Annual Dinner and Awards Presentation. The number of copies printed is determined by the number of dinner reservations made for the banquet.
2. The Awards Chair appoints a committee to help arrange an attractive display of all awards/ trophies on the tables for viewing by members & guests during the STCA Annual Dinner and Awards Presentation. Plan to have set up complete an hour prior to the start of the dinner. A 2" x 10" metal engraved Awards

Name Plate and black plate holder will be placed by each award/ trophy on the awards table. These will be kept in the STCA storage unit with the Awards.

3. The Awards and Sports Performance Committee Chairs hosts their awards presentation at the STCA Annual Dinner and Awards Presentation.
4. Following the Awards Presentation, all awards will be re-packed for transport to Montgomery on Sunday for display and/or to the storage unit unless they need to be mailed. The Awards Chair will coordinate with volunteers to pack up the Awards/Trophies. The ones that need to be mailed will be given to the Awards and Sports Performance Committee Chair.

Record Keeping Responsibilities

1. The Awards Chair and Sports Performance Committee Chairs are responsible for updating and maintaining the information contained in the STCA Annual Awards and Trophies Description document as necessary, to keep current with Board decisions/motions. All Trophies and Awards need also to be recorded by the Awards/Trophy Steward.
2. The Awards Chair will keep a record of all Board approved motions which pertain to awards and trophies.
3. The Awards Chair will enforce the policies that a) no current Board member will be eligible for service awards, b) donors of awards are eligible to win or accept awards which they sponsor.
4. The Awards Chair will ensure that the Award Chair SOP is current and up-to-date.
5. Deadline is defined as in possession of the appropriate Chair.

ADDENDUM #1

Calendar-At-A-Glance for Awards

(Note: some dates may change due to date of scheduled Winter Board Meeting)

February 1st - Ask Tallies Chair for the final results for the Awards/Trophies that will be publish in the Bagpiper #1.

March 1st - Deadline for service award nominations.

March 1st - Order new Name Plates for trophy table at the Annual Awards Dinner if needed from Valley Frames & Trophies, 117 San Juan Ave. La Junta, CO 80150, phone: 719/384-7757.

Sonya Neve is the contact person.

March 1st – Corresponding Secretary to compile service award nomination info & ballot for Board vote at Winter/Rotating Board Meeting.

April 1st - Obedience Chair provides tallies for obedience awards; Tally Chair provides tally for conformation awards; AgilScot sponsor provides tally for agility award; Sports Performance Committee Chair provides tally for the barn hunt, performance, certifications of recognition.

June 1st - Contact award sponsors and recipients. Send letters to 25/50 year anniversary members with biographical questionnaire to the 50 year members.

June 1st- Deadline for SFBSTC Versatility and STCA Performance Award documentation.

July 1st- Tally SFBSTC Versatility Award and STCA Performance Awards. Notify SFBSTC Secretary of recipient (if any). Notify recipients of STCA Performance Awards. Submit article on 50 members for the Bagpiper.

August 15th - Prepare Awards Booklet. September 1st-

- A) Make sure all trophies / awards have been received.
- B) Have Awards Booklet printed, number dependent upon banquet reservations.
- C) Submit an article and photo for 50 year member(s) to be published in Bagpiper #3.

October 15th –

Send out 25/50 pins to those unable to attend dinner, and all awards not picked up by winners. Mail with insurance, signature required and tracking.

ADDENDUM #2

Contact Information for Manufacturer of Medallions for Silver Service and Bred-by- Exhibitor, and Membership Pins:

V. H. Blackinton and Co., Inc.

221 John L. Dietsch Blvd (P.O. Box 1300) Attleboro, MA 02763

1-800-695-4436

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