



STCA STANDARD OPERATING PROCEDURES

Pedigree Committee

The Pedigree Committee consists of a Chairperson and Committee members. The Chairperson is appointed yearly by the President, and approved by the Board. The Chairperson shall engage additional volunteers, selected by the Chairperson, to assist with the input of photographs/pedigrees. The STCA President will serve as Liaison.

The software being used for the pedigree database is Breedmate. The Pedigree Database on STCA's website is owned by the Scottish Terrier Club of America. The STCA shall reimburse the Pedigree Chairperson for expenses related to purchasing annual support and expenses related to maintenance of the database and its content.

DUTIES OF THE PEDIGREE CHAIRPERSON/COMMITTEE

The Chairperson is responsible for:

- Input monthly AKC Stud Reports (to be provided to Chairperson via contract between AKC and STCA)
- Input monthly AKC Title Reports (to be provided to Chairperson via contract between AKC and STCA)
- Update the disclaimer on the STCA Website
- Work with the Health Trust Fund on verifiable health test data if approved
- STCA members voluntarily submitting information with permission to post
- Printed publications (magazines, books, and the STCA's quarterly Bagpiper magazines, :
 1. All information will be verified at AKC website whenever possible or by original stud book.
 2. Download photos uploaded by members to website, edit, attach to file in pedigree database, and store on website server.
 3. Back up pedigree database after every use.
 4. Upload backup master to website after every 300 entries.
 5. Maintain backup master of database on separate thumb drive after every 300 entries.
 6. Maintain columns for: Name of dog, color, date of birth, sire, dam, registration number, title, obedience/agility titles/all other titles, owner, breeder, CHIC #, tattoo, Microchip, vWD #, DNA #, Family, Photo, Country of Origin, Country of Import, CA, Certificates, Special Wins, Source, Surveyor (inputter), death date, cause of death, Unpublished comments, and any other column requested to be added by the Board of the STCA.
 7. Maintain Excel spreadsheet of AKC stud books that have been input.
 8. Input pedigree information form from Photograph forms received at website on a timely* basis.
 9. Prioritize database: (1) STCA Members, (2) Other US dogs, (3) Foreign dogs

10. Provide quarterly reports to the Board with full information re: internal projects, problems, and solutions, as requested by STCA Corresponding Secretary.
11. The Breedmate manual is purchased at the time the software is purchased and Breedmate provides ongoing support.

For Security

1. Chairperson shall provide the President with a copy of the up-to-date Master Database on a regular basis.
2. The Chairperson shall send and/or assign Committee members certain pedigrees to input and shall input those pedigrees into the master and proof for accuracy.
3. Chairperson and the Committee members shall agree that the database provided to them by STCA the sole property of the STCA and all work is voluntary without expectation of remuneration per signed agreement.
4. Chairperson and Committee members shall agree that the database files are not to be shared with outside parties.
5. When a Committee Member is no longer associated with this Committee he/she will delete all copies of the STCA database files in their possession.

Approved by the Board on _____, 2019

*Timely is considered to be within one month.