

THE STCA PARENT AND REGIONAL CLUB

Operational Guidelines

There is a mutually beneficial and symbiotic relationship between the Parent Club (The Scottish Terrier Club of America) and its Regional Clubs, based on both set rules and regulations and on a common understanding of their dependence on each other. The STCA is the umbrella under which a regional club operates, and both have certain rights and responsibilities to each other. The Parent Club is committed to nurturing and guiding the Regional Club, while recognizing that the Regional Club is its local arm, guiding and nurturing local Scottish Terrier breeders and fanciers while sponsoring quality AKC approved events and educational opportunities.

Regional Clubs are formed and recognized as clubs by the STCA Board of Directors (BOD) after following the guidelines stated in the STCA Standard Operating Principles (SOP) (Formation of a Regional Club) and the AKC book, Forming a Dog Club.

- These rules include submitting a Constitution and By-Laws which are in compliance with the format required by AKC. Subsequent By-Laws revisions must be approved by the AKC before they are effective, and a copy of the Club's By-Laws are to be filed with the STCA Corresponding Secretary and resubmitted whenever revisions are made.
- Regional clubs should hold regular board and general meetings, elect a board and collect dues per the AKC Forming a Dog Club. They are to remain in compliance with AKC requirements.
- The STCA is the member of the American Kennel Club. All AKC events must be sponsored by an AKC licensed club. Regional Clubs are licensed to hold AKC events through their connection with the Parent Club. The STCA notifies the AKC of the permission for the Regional Club to hold the event, and the AKC then sends its permission to the Regional Club after the appropriate paperwork has been filed. The AKC assumes, by the STCA having given its permission, that the Regional Club is currently operating in compliance with its By-Laws and membership requirements and is following AKC rules and directives as they apply to the Club.
- Regional Club members who are disciplined by their club also receive the same suspension/expulsion from both the STCA and the AKC, and conversely, any member who loses AKC privileges also loses the same in the STCA and the Regional Club.
- Failure to comply will result in the inability of the STCA board to approve regional Specialty shows and may result in actions necessary per the Club's Constitution and By-Laws.

Regional Clubs should adhere to the following:

- Regional Clubs should encourage their members to seek STCA membership. In turn, the STCA will encourage its members to join regional clubs. Regional clubs are the heart of breeder education, community outreach, canine good health, and good sportsmanship. To that end, the STCA pledges to actively support the Regional Clubs and their endeavors. In turn, the regional clubs will comply with the STCA requests and directives and support the STCA endeavors.
- The regional club shall provide the STCA Corresponding Secretary with the most current Constitution and By-Laws, keep the STCA website up to date with the appropriate list of Officers and critical roles and upload specialty results annually.
- All Specialty Show Dates for regional clubs must be approved by the STCA before submitting an application to the AKC.

- No regional club shall hold their designated Annual Specialty Show on the same weekend period as another regional club's designated Annual Specialty Show without prior approval. For this purpose, “weekend period” is defined as Thursday, Friday, Saturday, Sunday and Monday to align with “cluster” weekends.
- Be prepared to host a National Rotating Specialty Show every ten (10) years, in order to equitably distribute this opportunity and responsibility among ALL regional clubs. Hosting should not be a financial burden to the regional club, and the STCA is committed to working diligently with the Regional Club in hosting and with financial assistance.

With AKC allowing each specialty club the ability to hold four specialty shows annually, the STCA BOD has been challenged to provide guidance and support to all Specialty Clubs. The STCA BOD is committed to providing regional clubs with the security of a protected designated specialty date while understanding that some flexibility is necessary due to venue/date changes. As a result, the STCA BOD has instituted the following guidelines.

- Each STCA regional club has a historically recorded specialty show date that is recognized by the STCA. Going forward, this specialty show date shall be referred to as the club’s designated show. The STCA will recognize a designated show to consist of the Thursday through Monday in which the designated show falls. Should another club wish to hold a specialty show within another club’s designated weekend period, the club seeking to cohabit the date must get written approval from the President or Corresponding Secretary of the club owning the designated date.
- Second, third and fourth allowed specialty dates shall be approved by the STCA in the order they are requested. Should another regional club wish to hold a second, third or fourth specialty show on the same date as another club’s approved show, they must get written approval from the club whose specialty date has been approved. All approvals are granted on a one-year basis.
- Prior to a regional club seeking AKC approval of a date, a written request including written approval from the club “owning” the requested date, must be submitted to and approved by the STCA BOD. All approvals are granted on a one-year basis so timely submission requesting STCA BOD approval is very important.

ANNUAL REGIONAL SPECIALTY APPROVAL PROCESS

1. Every year each regional club must request approval to host their designated annual specialty and any other shows during the following calendar year using the attached form and submitting it to the STCA Corresponding Secretary. We encourage clubs to provide this information as early as possible following their show or no later than October 31st of the prior year. The STCA BOD meets once per month and requests will be considered in order of receipt.
2. For this purpose, “weekend” is defined as Thursday, Friday, Saturday, Sunday and Monday to align with “cluster” weekends. “Designated Specialty” and “Protected Date” refers to the original annual specialty date, “Secondary Specialty” refers to any shows held in addition to the designated Specialty.
3. The STCA will not host a Rotating show on a weekend that will conflict with any regional club’s designated annual specialty and will take priority over any secondary show date should that be necessary to coordinate the Rotating event weekend.
4. BBE medallions will be supplied for a club’s one designated annual specialty.
5. The STCA requires each additional (secondary) specialty show to have STCA BOD approval. These “secondary” shows will not conflict with another regional club’s designated annual specialty date period. Requests for any regional club’s secondary show date(s) that may fall within another regional club’s designated annual specialty show period will not be granted approval unless both clubs agree and provide written proof of agreement from the President and/or Corresponding Secretary to the STCA BOD.
6. Any regional club may have multiple (up to three) “secondary” specialty dates on any other timing that they choose, even if another regional club is also hosting a “secondary” show in the same period, as long as written proof of agreement from both clubs is provided to the STCA BOD at the time of date request. In other

words, two regional clubs could hold “secondary” specialties in the same period (i.e. Northern Ohio and Pittsburgh) if both clubs agree.

7. In the event both regional clubs requesting the same secondary show date do not agree to host shows on the same period, the first club to request and receive approval from the STCA BOD shall be granted that date.
8. All regional clubs will provide their judges’ names via the following checklist to the STCA Corresponding Secretary as soon as possible following the current year’s show or as early as it is determined. This information may be shared if conflicts appear.
9. The STCA supports one half page black and white Bagpiper ad at no charge for each regional club’s annual designated specialty. Upgrades and/or additional ads may be purchased.
10. The designated annual specialty only will be supported with the issuance of STCA Bred By Exhibitor medallions for dogs and bitches, either two or four depending on whether the BBE classes are split between pups and adults. And a paid black and white half page ad in the Catalog.
11. It is required that each regional club provide the STCA Historian with a marked catalog of official results of each specialty show and a set of show win photos, if available, or a contact for the photographer. Many photographers will provide a free set of photos for a club Historian.

Some things to consider as regional clubs think about holding multiple shows:

- Determine how you will handle your awards and trophies. Will you only offer the trophies on your designated Specialty date? If not, have your sponsors agreed to support their trophy under the new terms? Will the increased engraving and replacement trophy expenses affect your treasury?
- If your club has annual awards, will they be given only on the designated Annual Specialty date?
- If you host an annual banquet would that be on the designated Specialty date or on different timing?
- Will hosting multiple specialties dilute your attendance?
- Do you have adequate worker support for multiple specialties?
- How do you plan to advertise multiple specialties?
- Can your club afford multiple specialties, venues, judges, ribbons, prizes, etc. without hardship?
- Marked Catalogs and win photos for each show are to be provided to the STCA historian.
- All results shall be uploaded to the STCA website immediately following your show.
- Frequent use of the same judge across multiple shows is a conflict. Does your contract specify a distance or time frame in which the judge can judge multiple specialties or all-breed Scottie classes?
- Companion events should be considered and incorporated wherever feasible. Encourage all Scottie fanciers to participate in some way and attract new people in ways they can become involved in their area of interest.

This file may be found at www.stca.biz in the Members Only section under SOPs.

The form, once completed, can be scanned or photographed and submitted via email.

STCA Regional Club Checklist

This form should be submitted to the STCA Corresponding Secretary as soon as possible following the AKC Event Closing Date of your current show or by October 31st, whichever is earlier.

Name of Regional Club _____

Requested by/Officer Title _____

Date _____

Have the results of the shows you held last year been uploaded to the STCA website?

Yes _____ No _____

Is a current copy of your club's Constitution and By-Laws and Certificate of Insurance on file with the STCA Corresponding Secretary?

Yes _____ No _____

Is the STCA website current with any updates to your Board contacts and/or Committee Chairs?

Yes _____ No _____

Designated Annual Specialty Date _____

Judge's Name (we understand that this may be pending at this time)

Does this date conflict with another club's designated Annual Specialty weekend?

Yes _____ No _____ Will you split the BBE classes? Yes _____ No _____

If Yes, with which club does this conflict? _____

Has this regional club given approval for an exception? Yes _____ No _____

Please attach copies of the written correspondence indicating agreement and approval.

Do you plan to host additional, secondary shows? Yes _____ No _____

If Yes, list date and judge's names.

1. _____
2. _____
3. _____

Where should BBE medallions be shipped: _____

Date Received By STCA: _____ Date Approved by STCA: _____

Date BBE medallions sent: _____ Number sent: 2 4