



# American Belgian Tervuren

Club, Inc.

## Area Club Guidelines

4/07

Per Article 2, Section 2 (b) of the ABTC Constitution, ABTC encourages the organization of independent local Belgian Tervuren Specialty Clubs in those localities where there are sufficient fanciers of the breed to meet the requirements of the American Kennel Club. These guidelines define these clubs and their interrelationships and responsibilities relative to the ABTC.

### *Definition of Clubs*

There shall be two types of Member Clubs recognized by the ABTC:

CHAPTER CLUB is one which:

- Has held AKC sanctioned or licensed events and/or
- Has hosted or will be hosting a Regional AKC event for the ABTC and/or
- In the opinion of the ABTC would be capable, both financially and organizationally, of holding/hosting Regional AKC events.
- Must have a Constitution and By-laws, approved by the ABTC board, that list as objectives, support of the Belgian Tervuren breed, the ABTC and the AKC.
- Although not mandatory, is encouraged to seek AKC sanctioning.

NOTE: Any Club that is AKC Sanctioned or Licensed to hold AKC Events does not need ABTC approval for those Independent Events. However in addition to their Independent Event if the Club desires to hold an ABTC Regional or Supported show ABTC approval is required.

LOCAL CLUB is one which:

- Is less formal than a Chapter Club.
- Need not have a Constitution and By-laws but must demonstrate membership through one or more meetings, fun matches, newsletters, and/or by organizing area supported shows each year. It should have at least 10 members.

The ABTC will consider approving a supported show in a new geographical area of the country in an effort to encourage the formation of a Local Club prior to actual club development. The necessary ABTC paperwork is required.

### Definition of types of Show Events

- ABTC Supported Entry - suggested beginner event for Local Clubs. This is an ABTC Event and is published as such. An ABTC Application is required. An AKC Application *is not required*. However the show-giving club needs a letter stating that ABTC will be supporting the entry of their breed at the show. That letter in turn needs to go to the superintendent so it can be listed in the premium.
- ABTC Regional - next level event for Chapter Clubs to hold. This is an ABTC event and is published as such. An ABTC and AKC Application is required. See specifics outlined in these guidelines. Award of Merit awards may be awarded by the judge to those dogs under final consideration in the Specials ring. See below for additional information.
- Independent Specialty - an Independent Club, independent of ABTC, Licensed AKC Club holds these shows. An ABTC Application *is not required*. An AKC Application is required. The AKC Application is signed by the Independent Club Officer, not by an ABTC officer. Award of Merit awards may be awarded by the judge to those dogs under final consideration in the Specials ring. See below for additional information.

**NOTE:** Chapter Clubs will often request to do a Supported Show one day and an ABTC Regional the following day. The appropriate paper work must be filed.

An Independent Club will often request to do an ABTC Regional in conjunction with their Independent Specialty. The appropriate paperwork must be filed.

**NOTE:** Sweepstakes (Puppy/Veteran) may be held at Independent Specialties, Regionals or in conjunction with a Supported Entry (approvals are required as noted above). See the attached Ribbon & Award Checklist, for Sweeps payout guidelines.

### **Requirements of each Club**

1. Make application to the ABTC using the ABTC Member Club Application form, for the desired type of membership, Chapter or Local Club, and be approved for same by the ABTC Board of Directors. An application fee of \$25.00 must accompany the application and is to be sent to the Area Club Coordinator. This is a one time application fee.
2. Chapter Clubs must provide a copy of their Constitution and By-Laws with their application. ABTC must be provided with updates to the Constitution and By-Laws as they occur.  
Local Clubs should provide a copy of their Constitution and By-Laws if they have one.
3. Name a member of the club as a delegate to the ABTC (must be an ABTC member) This person is responsible for ensuring all ABTC requirements of the Member Club are maintained. The delegate is the primary official liaison with the ABTC. This information must be provided to the Area Club Coordinator.
4. Clubs should also appoint a Rescue Liaison and Breeder Referral Contact. These individuals would serve as a contact person in that area should the ABTC Rescue or Breeder Referral Chairs need assistance. This information must be provided to the Area Clubs Coordinator.
5. Each Member Club must hold at least one event consistent with its Club status each year. Conformation events must include obedience. Tracking and Herding are encouraged but not mandatory. Agility events can only be considered if a Club is working with a National Specialty committee to raise funds for a National Specialty. A Member Club Event Application form (provided by the ABTC and available on the ABTC's website) must be submitted to the ABTC Area Club Coordinator at least 9 months in advance of AKC licensed events and at least 4 months in advance for AKC sanctioned events (matches etc). ABTC approval is necessary before requesting the date from AKC. Within 45 days following an event, a report will be sent to the Area Club Coordinator, which will include a copy of the premium list (for non-all-breed events) and/or informational flyers with either a marked catalog or tear sheets.
6. Should your club host a supported entry or regional specialty, written notice of the planned event will be sent to the Judges Education Committee. (Email or regular mail) This has been a request of the JEC, so they may better coordinate requests for mentoring and education. This could be a duty of the local club delegate to the ABTC.
7. Provide an annual report, due March 1st, outlining the number of meetings, events, and any other noteworthy activities conducted by the Club. Goals and planned events for the next 12 months should be included.
8. Provide, annually, a roster of its membership and all officers, including the delegate, rescue liaison and breeder referral contact. Each member must be in good standing with the AKC and the ABTC (i.e. not under suspension or owe money). Club members need not belong to the ABTC. **However an ABTC member must chair events that are held under the ABTC name.**

Approval of planned events may be DELAYED if the Area Club Coordinator has not received all of the reports, including a current Constitution & By-laws, annual report, membership roster, officer list and preceding event report.

### **Benefits of Club Status with ABTC**

1. For any two **ABTC** pre-approved events in a calendar year, ABTC will, if requested, donate the following:  
ABTC Regional Specialty.....\$40.00 and medallions for BOB, BOS and HIT  
.....an additional \$20 for Best Junior (if offered)  
Independent Specialty.....\$25.00 for Best Junior (if offered)  
ABTC Supported Show.....\$20.00 and medallions for BOB, BOS and HIT  
AKC "A" matches.....\$30.00  
AKC "B" matches.....\$20.00  
Fun Matches.....\$15.00

NOTE: Medallions are for BOB, BOS and HIT ONLY. ABTC Medallions are not to be used for any other awards of any kind.

NOTE: Independent Clubs hosting their own specialties are not eligible for funding or medallions for that independent event.

2. Liability insurance for events to the extent possible and only when not otherwise provided or available. Insurance provided for Licensed and "A" events will be at no charge. Insurance will be provided at other events for a small fee should it become necessary. Please refer to the ABTC website for more information regarding insurance coverage.
3. Mailing labels of ABTC members in the Clubs show area for matches and AKC events.
4. A free "camera ready" ad in TNT to announce the forthcoming event (except matches). Ad size will be at the discretion of the TNT editor.
5. Free listing as a Member Club in the ABTC membership directory, TNT, and other ABTC publications.
6. Free advertising of your event on the ABTC Announce List email (sent to all ABTC members).

### **ABTC Vice President & Area Club Coordinator Duties**

The ABTC Vice-President serves as liaison between the ABTC Board, the Member Clubs and their delegates. He/she may appoint others to assist as necessary. The Area Club Coordinator is an appointed position.

The ABTC Vice-President's duties include but may not be limited to:

- Facilitating communication between the ABTC Board and the Clubs for preliminary, limited opinion on policy decisions or ideas.
- Being fully aware of AKC Rules and Regulations and their interpretation.
- Working with Clubs to identify and resolve problems in the organization and execution of any event to avoid future problems.
- Helping local groups interested in forming a club.
- Organize a meeting at the National Specialty (if feasible) for all Area Clubs and National Specialty Chairs, in an effort to exchange ideas and information.

The Area Club Coordinator's duties include:

- Reviewing all applications and completing the process of the applications
- Maintaining a complete and accurate listing of all Clubs, their membership, delegate and officers and providing such lists, as appropriate, for printing.
- Authorizing and approving dates for events defined above.
- Forwarding to the ABTC Archives, newsletters, marked catalogs or other material of historical interest documenting each Clubs origin and growth.
- Every 2 months, send an email to the Announce List Coordinator, listing all of the upcoming & approved AKC events that the Area Clubs are holding (copy the ABTC VP on the email). The Announce List Coordinator will send an email to all ABTC members, reminding them of the upcoming events.

### **Applications for Events**

1. At least nine (9) months prior to the event an ABTC application form must be submitted to the ABTC Area Club Coordinator. The form is available from the ABTC website (address listed below). ABTC Approval must be given for all events held under the ABTC name.
2. Additionally, AKC Applications are required for Regional Specialty Shows, Agility, Tracking and Herding Trials.
  - An Event Application and a Disaster and Emergency Plan must be submitted with the AKC applications.
  - These applications must be sent to the AKC at least 6 months prior to the day of the event. Fines may be levied for late submittal. Any fines incurred will be charged to the Member Club.
  - Because ABTC applications require a signature of an ABTC officer all paperwork should be sent to the Area Club Coordinator allowing sufficient time for the Coordinator to forward onto AKC.
  - A postage paid envelope, addressed to the AKC Events Dept and a check for AKC Fees should be included with the applications.

### **Liability Insurance**

Coverage is for ABTC events ONLY. ABTC must be the only club named. For insurance information go to the ABTC website ([www.abtc.org](http://www.abtc.org)) click on the Site Map. At the Site Map scroll down to the Member Area and click on Insurance Coverage. The information that you need is on that page and is referred to in the application area.

### **Mailing Labels**

Mailing labels of ABTC members in the area clubs show area are available by contacting the ABTC Labels & Statistics Chair.

### **Award of Merit**

This award may be given at Regional Specialties, but never at Supported Shows. A judge may award Award of Merits, at his/her discretion to dogs under final consideration in the Specials ring (including the WD, WB, Veteran Dog, Veteran Bitch, and Herding Titled Dog & Bitch (if offered)). The award should be made to any dogs that he/she feels possess excellence in the Belgian Tervuren breed.

The award is to be made after awarding BOB, BOW and BOS. BOB and BOS do not receive an Award of Merit – they receive the BOB and BOS rosettes which are the highest awards to each sex at the show.

These awards are typically in the form of a rosette (never an ABTC medallion).

The premium list should state, under “Best of Breed Competition” - **At the discretion of the judge, a Judges Award of Merit, can be awarded to no more than 10% of the BOB entry.**

A letter regarding this award should be sent to the Judge by the Show Chairman prior to the date of the show. The Show Chairman should also have a copy of this letter on the judges table, and remind the judge of this award prior to the Best of Breed judging. A sample letter is attached.

### **Medallions**

ABTC Medallions are available for BOB, BOS and HIT ONLY. Clubs CANNOT give ABTC Medallions for Award Of Merit awards. These SELECT Medallions are for the National only. The Area Club Coordinator will have the requested medallions sent to the club representative.

### **Miscellaneous Policies**

1. When reviewing a Club's Application, the ABTC will consider the applicant's geographic location and its membership with respect to already approved clubs. It is unlikely that approval will be granted where there will be conflicts of interest and/or substantially common membership between area clubs.
2. Member Clubs are responsible for the financial success or failure of any event they organize whether it is an independent event or as a host club under the ABTC name, except for the ABTC National Specialty. Profits received or loss incurred belongs to the area club except in the case of Agility Trials.
3. Herding and Agility Trials are reserved as fundraisers for Nationals. ABTC is allowed a total of eight agility trials in a calendar year. The years National Group, prior to the National, are allowed two trials for fundraising in addition to two trials at the National. The next two successive National Groups are allotted two agility trials per calendar year as fundraisers. If the National Chair/Committee agrees to allow a Member Club to host these trials, the Member Club is entitled to 25% of the profits. The remaining 75% are ABTC monies and are to be given to the National Group. Herding Trials have similar limitations and rules as those stated for Agility Trials.
4. Lack of support /participation for a local club's show(s) may jeopardize approval of its future show requests.
5. Chapter Clubs may hold Regional Specialties (as stand alone specialties or in conjunction with all-breed events) and supported shows. (ABTC and AKC Applications required)
6. Local Clubs may hold only supported shows. (ABTC Application Required)
7. Small groups who do not have local club status may hold supported shows for a limited time to build interest. Applications will be reviewed and or approved on a case by case basis.
8. The AKC requires that ribbons be awarded for all class placements, BOB, BOS, BOW, Obedience HIT and HC. Additionally, trophies may be offered for any or all of these awards, at your club's discretion. See the attached Ribbon & Award Checklist for a complete listing.

**SAMPLE LETTER TO THE JUDGE ON AWARD OF MERIT**



*American Belgian Tervuren Club, Inc.*

**AWARD OF MERIT AWARDS - ABTC REGIONAL SHOW**

**DATE:** \_\_\_\_\_  
**JUDGE:** \_\_\_\_\_

This is to advise you that the American Belgian Tervuren Club will provide a special AWARD OF MERIT award in the form of a Rosette to be awarded at the judges discretion to any dogs under final consideration from the Best of Breed ring at a Regional Specialty.

You are under no obligation to award any of the Rosettes. The ABTC Board of Directors asks that you limit the number of Award of Merit awards to no more than 10% of the Best of Breed entry. The only restriction is that they may only go to the exemplary dogs and bitches in the Best of Breed ring, which includes all Specials, Winners Dog, Winners Bitch, Veteran Dog, Veteran Bitch, Herding Titled Dog and Herding Titled Bitch (if offered). They should be given only for dogs and bitches which you feel exhibit the embodiment of excellence in the Belgian Tervuren Breed.

The AKC instructs us that such an award may not be given until the completion of the judging and after the awarding of BOB, BOW, and BOS. To facilitate the presentation of these Rosettes, we ask that before you dismiss any dogs to be given the AWARD OF MERIT award, you mark this sheet with the armband number of those dogs you choose to receive it. You could then continue with your selection of BOB, BOW, and BOS. Following the awarding of these prizes, the AWARD OF MERIT awards should be given by you in the ring.

**ARMBAND NUMBER**  
(to be completed by judge)

**SEX**

**NAME OF DOG**  
(to be completed by steward)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **RIBBON & AWARD CHECKLIST**

### **Ribbons/Rosettes**

You must meet AKC requirements regarding the awarding of ribbons. However, you may choose to substitute rosettes for any or all ribbons. This is a sample of where you may need ribbons/rosettes:

#### **Sweepstakes – Puppy (if offered)**

Best in Sweepstakes

Best of Opposite Sex

1<sup>st</sup> thru 4<sup>th</sup> in each of the following classes (for both dogs & bitches):

Puppy 6 months and under 9 months

Puppy 9 months and under 12 months

12 months and under 18 months

#### **Sweepstakes – Veteran (if offered)**

Best in Sweepstakes

Best of Opposite Sex

1<sup>st</sup> thru 4<sup>th</sup> in each of the following classes (for both dogs & bitches):

8 years and under 10 years

10 years and under 12 years

12 years and older

#### **Conformation**

Best of Breed

Best of Winners

Best of Opposite Sex

Winners Dog

Reserve Winners Dog

Winners Bitch

Reserve Winners Bitch

Award of Merit (if offered)

Best Junior if (offered)

1<sup>st</sup> thru 4<sup>th</sup> in each of the following classes (for both dogs & bitches):

Puppy 6 months and under 9 months

Puppy 9 months and under 12 months

12 months and under 18 months

Bred by Exhibitor

American Bred

Open

Novice (if offered)

Herding Titled (if offered)

Veteran (if offered)

1<sup>st</sup> thru 4<sup>th</sup> in each of the Junior Showmanship classes (if offered):

Novice Junior

Novice Intermediate

Novice Senior

Open Junior

Open Intermediate

Open Senior

#### **Obedience**

High in Trial

High Combined

1<sup>st</sup> thru 4<sup>th</sup> in each of the following classes:

Novice A & B

Open A & B

Utility A & B

Graduate Novice (if offered)  
Veterans (if offered)  
Highest Scoring Belgian Tervuren (if an all breed trial)

### **ABTC Medallions**

Regional Specialties – ABTC medallions may only be awarded to the following:

- Conformation – Best of Breed and Best of Opposite Sex
- Obedience – High in Trial (or Highest Scoring Belgian Tervuren, if an all-breed trial)

Supported Shows - ABTC medallions may only be awarded to the following:

- Conformation - Best of Breed and Best of Opposite Sex
- Obedience – Highest Scoring Belgian Tervuren

### **Trophies**

In addition to the ribbons & ABTC medallions offered, your club may also choose to award trophies. The decision on whether to award any trophies or which awards will also be given trophies should be based on your anticipated entries and fund raising efforts. At a minimum, many clubs offer trophies for the following:

#### Conformation

Best of Breed  
Best of Winners  
Best of Opposite Sex  
Best Junior (if offered)

#### Obedience (limited to Belgian Tervuren only)

High in Trial  
High Combined

#### Obedience (all-breed trial)

Highest Scoring Belgian Tervuren

#### Sweepstakes – Puppy/Veteran (if offered)

Best in Sweepstakes  
Best of Opposite Sex

### **Sweepstakes Payout**

Your club may decide on any Sweepstakes payout, within the AKC guidelines. This is a sample of what many clubs use:

Best in Sweepstakes	20% of total Veteran or Puppy entry
Best of Opposite Sex	10% of total Veteran or Puppy entry
First in each class	25% of entry fees for that class
Second in each class	20% of entry fees for that class
Third in each class	15% of entry fees for that class
Fourth in each class	10% of entry fees for that class