NATIONAL SPECIALTY SHOW SITE SELECTION PROCEDURE

1. The BTCA Board shall determine the region from which National Specialty Show bids shall be solicited.

2. The Board shall set a timeline for each phase of the selection process.

3. The BTCA Show Site Coordinator shall mail or e-mail Board-approved bid solicitation packets, including the timeline, to Affiliate Clubs in the region chosen by the Board and those bids shall be returned to the Coordinator. If no Coordinator has been appointed, the Corresponding Secretary shall send the solicitations and bids shall be returned to the Corresponding Secretary.

4. The Coordinator shall work with each Affiliate Club submitting a bid and with each venue to obtain specific information needed in order for the Board to compare bids.

5. All bids must include specific provisions for obedience, rally, and agility events. This shall include event site(s), equipment provision/rental, and their costs.

6. The Coordinator shall send each BTCA Board member all of the specific information for each bid. This may be sent by postal mail or e-mail, but must be sent so that it is expected to arrive at least one week prior to the meeting at which the Board shall consider the bids. This information may be summarized in tables or charts but shall include the specific locations for each bid.

7. The Board shall consider all bids presented and determine which bid shall be awarded the National Specialty Show.

8. In the event that more information is needed for any or all bids, it shall be the responsibility of the Coordinator to obtain this information and present it to the Board at its next meeting so that a decision may be made in a timely manner.

9. When the Board has determined the bid that is to be awarded the National Specialty Show, the Corresponding Secretary shall mail and/or e-mail the Board’s decision to each Affiliate Club that submitted a bid.

10. The Coordinator shall work with the selected Affiliate Club(s) and venue(s) to obtain a contract that is most beneficial to BTCA and the Affiliate Club(s).

11. The Coordinator shall sign the hotel and conformation site contract(s) on behalf of BTCA. The Companion Events show chair may sign contracts for the sites and equipment for those events.

12. If it is necessary that the Coordinator travel to the venue to ascertain that the site is suitable for the show and sign the contract, the BTCA shall pay coach airfare, cab fare or car rental, and lodging when not provided by the hotel. The Coordinator shall obtain approval of the Board prior to making travel arrangements.

13. After the signing of the contracts, the role of the Coordinator is complete unless the Board reappoints him/her to continue with show site selection for the subsequent year’s National Specialty Show.