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# **CONSTITUTION AND BY-LAWS OF THE AMERICAN BLACK AND TAN COONHOUND ASSOCIATION, INC.**

## **PREAMBLE**

The Breeders and Fanciers of the American Black and Tan Breed have organized themselves and affiliated with the United Kennel Club, Inc. for the express purpose of advancing the principles of the United Kennel Club, Inc. and to work collectively toward the betterment of the American Black and Tan Breed as a whole and to influence the breeding of a better and finer American Black and Tan Coonhound. Further, it is the purpose of this Association to support and protect inherent rights of American citizens to own, hunt, and promote the breed and type of their choice; and to promote complimentary conservation and management of wildlife species commonly pursued by the American Black and Tan Breed.

## **ARTICLE I**

### *Name*

The name of this Association shall be - The American Black and Tan Coonhound Association, Inc. The home office of which shall be the residence of the President.

## **ARTICLE II**

### *Objective*

To create a closer relationship and to instill confidence between breeder, owner, and fancier of the American Black and Tan Coonhound Breed that we may be able to improve the breed beneficial to all concerned in accordance with the official standard set forth by the United Kennel Club, Inc., Registering Office in Kalamazoo, Michigan.

## **ARTICLE III**

### *Membership*

Section A. Any breeder, owner, and/or fancier of the American Black and Tan Coonhound Breed regardless of sex, race, creed or color may be eligible for membership in said organization provided however, that no member or prospective member shall advocate the overthrow of the Government of the United States of America by unconstitutional methods.

Section B. The annual membership dues shall be payable by January 1st of each year.

Section C. Any member of the American Black and Tan Coonhound Association, Inc. who becomes delinquent in dues will be dropped from the membership roll until membership is renewed.

Section D. All officers and directors shall pay dues no later than April 30th annually and officers and directors delinquent following Black and Tan Days will be removed by the President and the position filled by the President within thirty (30) days.

Section E. Lifetime membership may be bestowed upon a member of the American Black & Tan Coonhound Association for dedicated service to the Association. If the board deems necessary, the board may approve multiple members to be voted on at the general membership meeting for lifetime membership subject to the following qualifications:

1. The recipient must be a minimum of 60 at the time of selection unless he or she is physically disabled. If disabled, this age requirement may be waived by majority vote of the Board of Directors.

2. The recipient must have been a member of the American Black & Tan Coonhound

Association for 5 years immediately preceding his or her nomination and a member of the American Black and Tan Association for the year of his or her nomination.

3. Elected officers may not be nominated while in office and for a minimum of one year after leaving office. (5/08)

Nominations for lifetime membership must be made in writing by a member of the Association to the President of the Association at least ninety (90) days before the beginning of Black and Tan Days. From the written nominations, the Board of Directors, by majority vote, may select one nominee whose name shall be submitted to the general membership meeting at Black and Tan Days for approval by the majority vote by secret ballot by the members in attendance.

Any nominee not approved or whose name is not submitted by the Board of Directors to the general membership for vote may be re-nominated in the future.

If lifetime membership is awarded, the lifetime membership will be effective immediately. Section F. The American Black & Tan Coonhound Association, Inc. shall place a full-page pictorial announcement in its yearbook announcing the awarding of lifetime membership to the recipient. It will also list all the lifetime members.

Section G. Family memberships are available for dependents of current members. Dependent is defined as spouse and household dependents under the age of 18. Dependent membership will be \$5.00 per dependent member and does not include additional yearbook. Family members over the age of 18 will have the right to vote.

#### **ARTICLE IV**

##### *Expulsion of members*

Section A. Any member of the Association may be expelled by a majority of the Executive Board voting by secret ballot for conduct by word, deed, or act detrimental to said Association.

Section B. Any member of the Association so expelled shall have the right to appeal to the membership for reinstatement. The said appeal shall be filed in writing with the Secretary of the Association within seven (7) consecutive calendar days after said expulsion. The appeal for reinstatement shall be agreed upon at the next annual meeting of the Association. Reinstatement shall be granted upon a two-thirds majority vote of the members present at the next annual meeting of the Association. Voting upon said appeal to be secret ballot.

Section C. Any member expelled by the Association shall be denied participation in all Association activities.

Section D. If a member is barred or suspended from UKC that member is automatically suspended from the Association activities until they notify the association secretary (who will notify the president and all board members) with a copy of the release of being barred or suspend letter from UKC, and also accompany with a letter from the individual asking to be reinstated as a member by the association. The member will then be reinstated as a member once they are notified by the membership secretary. (05/14)

#### **ARTICLE V**

##### *Officers, Chairman of the Board and Directors*

##### *How Elected*

Section A. The officers of the Association shall be a President, a Vice-President, and Executive Vice-President, a Secretary, a Treasurer and nine Directors. The Chairman of the board shall be appointed by the President. These officers constitute the Executive Board and will perform the duties prescribed by these by-laws and by Parliamentary Authority adopted by the American Black

and Tan Coonhound Association, Inc. The phrases The Board, The Board of Directors and The Executive Board, as used in this Constitution and By-Laws, are alternative terms for the same body whose composition is defined in the previous sentences of this section.

Section B. At a regular meeting on Thursday, at Black and Tan Days, a Standing Nominating Committee consisting of the Executive Board (excluding the President) shall nominate candidates for the offices to be filled at the General Membership Meeting.

Before the election at the annual meeting, additional nominations from the floor shall be permitted.

Section C. The officers shall be elected by standing vote count or acclamation to serve one year (except Directors whose terms shall be three years) or until their successors are elected. At least three directors to be elected each year. Officers' terms of office shall begin immediately following the annual membership meeting held at Black and Tan Days, and outgoing officers will remain in office until the conclusion of Black and Tan days.

Section D. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office with the exception of the office of treasurer who may serve no more than three consecutive terms. (5/08)

Section E. No member shall be eligible for nomination as an officer of the American Black and Tan Coonhound Association, Inc. until after he has been a member of the Association at least one year.

## **ARTICLE VI**

### *The Executive Board*

Section A. The officers of the Association, including the Directors shall constitute the Executive Board.

Section B. The Executive Board shall perform general administration and supervision of the affairs of the Association between its business meetings, fixes the hour and place of the meetings, make recommendations to the Association and shall perform such other duties as are specified in these by-laws.

Section C. Unless otherwise ordered by the President or the Board of Directors, regular meetings of the Executive Board shall be held on Thursday and Friday at Black and Tan Days preceding the General Membership meeting. Special Board meetings shall be called by the President or the Board of Directors when necessary and advisable.

## **ARTICLE VII**

### *Meetings*

Section A. The General Assembly meeting of the Association shall be held at Black and Tan Days unless otherwise ordered by the Association or by the Executive Board. The location will be determined by the Executive Board. The regular meeting shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.

Section B. Special General Assembly meetings can be called by the President or by the Executive Board.

Section C. All membership meetings shall be open to all paid up members.

Section D. All business submitted by vote to the general membership shall be decided by a majority vote of the members present at their regular annual meeting, except as otherwise stipulated in this Constitution.

## **ARTICLE VIII**

### *Committees*

Section A. An Awards Committee composed of the Vice-President (chairman), and at least two other members shall be appointed by the President promptly after each General Membership meeting. It shall be the responsibility of this committee to determine the recipients of the Dedicated Service Award and other awards as deemed appropriate.

Section B. A Standing Nominating Committee, as per Article V, Section B., shall nominate candidates for the offices to be filled at the General Membership meeting. The committee will meet on Thursday at Black and Tan Days each year.

Section C. An Auditing Committee of three members shall be appointed by the President prior to Black and Tan Days each year. It shall be the duty of the Auditing Committee to audit the Treasurer's accounts and to report at the annual meeting.

Section D. Such other committees standing or special shall be appointed by the President or as the Association or Executive Board shall from time to time deem necessary to carry on the work of the Association. The President shall be an ex officio member of all committees except the Nominating Committee.

Section E. An Endowed Youth Scholarship Board of Trustees shall be established to oversee the safety and appropriate use of the Youth Scholarship Fund, to encourage growth of the fund, and to recommend to the Executive Board of the ABTCHA changes to the Endowed Youth Scholarship Program that will expand and improve it. This board to be composed of the President of the ABTCHA, who shall serve as a non-voting chair and three voting trustees, each serving a five-year term. The appointment of the trustees is to be made by the President of the ABTCHA with the advice and consent of the Executive Board of the ABTCHA. To provide continuity, initial appointments to be made for a one-year term, a three-year term, and a five-year term. Subsequent reappointment or replacements are to be for five-year terms or in the case of a replacement of a trustee who has not finished his/her term, for the remainder of that term.

## **ARTICLE IX**

### *Affiliation*

Section A. The American Black and Tan Coonhound Association shall be affiliated with the United Kennel Club, Inc. There shall be no other affiliation with any other registering office, Association or groups. This Article of the Constitution shall not be subject to change at present or in the future.

## **ARTICLE X**

### *Duty of Officers and Directors*

It shall be the duties of the Officers of the American Black and Tan Coonhound Association to maintain the files of the Association. At the end of their terms of office, they will deliver the complete files to their successors in office. The files shall contain copies of all business and documentary records of the Association. These records are used and maintained by these Officers during their terms of office and shall include, but shall not be limited to, copies or correspondence, committee reports, a copy of the Constitution, and identity of committees and their membership. A list of current Officers and Directors and any other notes or writings generated from Association business should be included.

### Section A. President

The President serves as the presiding officer and spokesman of the American Black and Tan Association, Inc. He/she shall preside over all meetings of the membership and the Executive Board.

As Executive and Managerial head of the American Black and Tan Coonhound Association, Inc., he/she shall be responsible for the preservation and maintenance of the highest principles of the

Association. He shall have authority to appoint any and all committees as he may deem necessary to carry out the business and interests of the Association. He/she shall serve as an ex officio member of all committees except the Nominating Committee. As an ex officio member of committees, the President has the same rights as the other committee members but is not obligated to attend meetings of the committees.

The incumbent serves as administrative head of the American Black and Tan Coonhound Association, Inc. and acts under the immediate direction of the Executive Board or Assembly. The President is responsible for the day to day administration of the Association between Executive Board or General Assembly meetings. Where practical, he shall seek out input from the Directors and other officers before making major decisions between meetings.

#### Section B. Vice-President

The Vice-President assists the President in directing, co-coordinating and controlling activities of the American Black and Tan Coonhound Association. The President and Vice-President shall work closely together endeavoring to keep the lines of communication open to insure the Vice-President is well informed. The Vice-President shall serve in an advisory capacity to the President on issues needing consultation. In the absence of the President, the Vice-President succeeds to the presidential office on the resignation, removal, death or disability of the President.

The Vice-President is charged with the following responsibilities:

1. Appoint members of the Rules Committee.
2. Coordinate all benefit, and other special non-recurring events sponsored by the Association.
3. Chair the Black and Tan Days Location Committee.
4. Chair the Awards Committee.
5. Accept other responsibilities as assigned by the President.
6. Planning and co-coordinating the Bench Show at Black and Tan Days.

The Vice-President serves in an active capacity in managing the functions of the Association. Therefore, it is important that the incumbent is competent to perform the duties thereof.

#### Section C. Secretary

The duties of the Secretary are:

1. To keep a record of all proceedings of the organization, usually called the minutes.
2. To keep the organizations official membership roll.
3. To make the minutes and records available to members upon request.
4. To maintain record books in which minutes are recorded with any amendments to these documents properly recorded and to have the current record books on hand at every meeting.
5. To preside in the absence of the President and Vice-President at all meetings of the Association with the same power vested in the President.

#### Section D. Treasurer

The incumbent shall hold funds deposited with him and disburse them as bills are received. The Treasurer is required to keep current, as nearly as possible, a balance of Association funds at all times. He/she is required to make a full financial report annually. This report will be audited annually prior to the General Membership meeting at Black and Tan Days by an appointed Auditing Committee. Additional interim reports will be made as needed.

The Treasurer shall submit form 990N and any other necessary forms to the Internal Revenue Service annually in order to maintain our non-profit status. Our EIN number is 73-1193515.

The Treasurer serves as a member of the Executive Board and has full privileges thereof, i.e. voting rights, motion rights, debate rights, etc. The Treasurer must be insured for a sum sufficient to

protect the Association from loss. The bond shall be the amount of the projected receipts annually. The bond will be paid for by the Association.

#### Section E. Chairman of the Board

As Chairman of the Board of Directors the incumbent will participate in the decision-making process and the administration of the Association between its business meetings.

The incumbent actively participates in meetings of the Executive Board expressing his views, concerns and motions.

The Chairman of the Board will serve as the Chairman of the Nominating Committee (a standing committee as described in the by- laws).

The incumbent will plan and co-ordinate Black and Tan Days including but not limited to approving facilities, obtaining all license, advertising, developing the event itinerary, scheduling Masters of Hounds, planning reception, coordinating breed barn, taking entries, serving as Master of Ceremonies, scheduling photographers, and awarding trophies. Exceptions to Black and Tan Days responsibilities are:

1. Planning, co-ordination and control of the Bench Show.
2. Purchasing and delivering Black and Tan Days trophies.

These duties belong to the Executive Vice-President.

#### Section F. Executive Board

As members of the Executive Board the incumbents will participate in the decision-making process and the general supervision affairs of the Association between its business meetings.

The incumbents actively participate in meetings of the Executive Board expressing their views, concerns and motions. A Director will willingly serve on special committees to consider, investigate, or take action on certain matters or subjects pertinent to administration of the American Black and Tan Coonhound Association, Inc.

If any member of the Executive Board misses two (2) consecutive Board Meetings, the President will remove that individual within thirty (30) days following the second absenteeism and shall fill the position within thirty (30) days.

### **ARTICLE XI**

#### *Amendments*

This Constitution may be amended at any regular meeting by a two-thirds majority vote of the members present in favor of said amendment (with the exception of Article IX) or the Constitution of the American Black and Tan Coonhound Association.

### **ARTICLE XII**

#### *Parliamentary Proceedings*

Section A. Roberts Rules of Order shall be accepted as a basis of parliamentary procedure in all meeting of the American Black & Tan Coonhound Association, Inc.

### **ARTICLE XIII**

#### *Order of Business*

Section A. The following order of business shall prevail at meeting of the American Black & Tan Coonhound Association, Inc.

1. Call to order
2. Roll call
3. Acknowledge past Presidents, lifetime members, and special quests.
4. Reading and approval of the minutes

5. Report of committees
6. Report of the President
7. Report of the Vice-President
8. Report of the Secretary
9. Report of the Treasurer
10. Old business
11. New business
12. Installation of new Officers
13. Adjournment

## **ARTICLE IX**

### *Installation of Officers*

The installation of Officers shall be conducted by any incumbent officer in good standing of the American Black & Tan Coonhound Association, Inc., who may be designated by the President for this purpose.

Installing Officer: "Do you accept the office to which you have been elected?"

Officer Elect: "I do."

Installing Officer: "Raise your right hand and repeat after me; I, (Officer Elect voice his/her name), do solemnly promise on my most sacred word of honor, before the members present that I will faithfully perform to the best of my ability all the duties of the office to which I have been elected. I will turn over to my successor all the property of the American Black & Tan Coonhound Association that I may have entrusted to me."

Amended and reprinted - May 1989, Amended and updated - May 2008

Amended and updated - May 1995, Amended and updated - May 2009

Amended and updated - June 2004, Amended and updated - May 2011

Amended and updated - May 2012, Amended and updated - May 2013

Amended and updated - May 2014

Amended and updated - May 2022

LETTER FROM U.K.C.

April 7, 2004

Attn:

Dick Cannode

Board Member of the American Black and Tan Coonhound Association

Re:

Official UKC Charter, Article IX Section A "The American Black and Tan Coonhound Association shall be affiliated with the United Kennel Club, Inc.

There shall be no other affiliation with any other registering office, Associations, or groups. This Article of this Constitution shall not be subject to change at present or in the future."

It's been my interpretation of the breed association charter that the above restriction only pertains to competing breed registries and the associations or groups affiliated with those competing breed registries.

It should not be interpreted so broadly as to prevent your Association from affiliating with

companies within the industry in the form of sponsorships.

Thank you for your concern. Feel free to let me know if you have further questions on this topic.

Sincerely,

Signature Todd M Kellam V.P. Hunting Programs

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## **POLICY AND PROCEDURES**

### **GENERAL INFORMATION**

#### **INCORPORATION OF THE AMERICAN BLACK AND TAN COONHOUND ASSOCIATION**

The Black and Tan Coonhound Association was incorporated in the state of Missouri in 1980. Our charter number is N00023774. Attached is the original copy of our Articles of Incorporation. In order to maintain our incorporation status there is a procedure that must be followed every year.

1. On June 1st of every year the form for incorporation will be become available online on the website for the Secretary of State office in the state of Missouri. This form must be copied and filled out and mailed back no later than August 31st. The fee for incorporation must accompany this form.
2. We must have what is called a registered agent which is a member in good standing that resides in Missouri. At this point in time that person will be Jessie Devore.
3. This yearly process will be the duty of the Secretary.
4. Failure to complete this process on a yearly basis will result in the dissolution of the incorporation of the American Black and Tan Coonhound Association.

#### **ASSOCIATION DUES**

Association dues are thirty (30) dollars per year, a three-year membership is eighty (80) -dollars, and a five-year membership is one hundred and thirty -dollars. Dependent dues for family memberships are five dollars (5) per year per dependent. Non-family youth will be five (5) dollars per year until the year of their 18th birthday if still in school. 15% of each membership will be deposited into the WHIF fund until the balance reaches \$20,000. 5% of each membership will be deposited into the WSIF until the balance reaches \$10,000. If either fund reaches its target balance at any time, the allocated percentage of the fund(s) will be used for prizes, additional

yearbook expenses or to cover sectional expenses. If either incentive fund balance drops below their target balance then the additional revenue generated by the increase will be used to increase the fund(s) to the target balance. The additional revenue shall not be added to ABTCHA general reserves, unless approved by a general membership vote at B&T days.

### **FISCAL YEAR**

The fiscal year of the ABTCHA will be April 1 through March 31. Membership runs from January 1 to December 31.

### **BONDING OF OFFICERS AND YEARBOOK CHAIRMAN**

All officers and the Yearbook Chairman will be bonded or insured in the amount no less than \$75,000. This expense will be the responsibility of the Association.

### **PROCEDURES FOR ELECTING MEMBERS TO THE BOARD OF DIRECTORS**

Filling vacancies to the Executive Board will be as follows:

Those people receiving the most votes will fill the three-year terms. If there are two-year terms available, they will be decided by the same policy, as will one-year terms. The General Membership will vote for a total number of terms that are available. From the list of nominees, the positions will be filled. Example- four positions available 2-three-year terms, 1- two-year term and 1-one-year term. The two most votes received will fill the three-year terms, the third most votes will receive the two-year term and the fourth most votes will receive the one-year term.

### **FILES, DOCUMENTS, PAPERS AND EQUIPMENT**

It shall be the duty of Officers of the Association to maintain the files of the Association and at the end of their term in office to deliver the complete files to their successor in office. The files shall contain copies of all business and documentary records of the Association used or maintained by these officers during their terms in office concerning Association business. These shall include, but not limited to, copies of correspondence, committee reports, identity of committees and their members and their P&P manuals. Also, to be included is a list of current officers and directors and any other notes or writings generated as a result of Association business. Each time an officer or appointed official of the Association, whose responsibilities involve the use of computer equipment, is replaced by a new individual, the incumbent should meet with the person who will assume his/her responsibilities and discuss the equipment and programs which are used to carry out the responsibilities of the job. Any Association owed computer equipment or software in possession of the incumbent should be turned over to his/her replacement and arrangements should be made to train the new person in its use. If the incumbent has been using his/her personal equipment to carry out responsibilities, he/she should help the new person determine if his/her equipment is adequate or whether additional equipment should be requested.

### **RECOGNITION OF PAST PRESIDENTS AND FOUNDING MEMBERS**

A page in the breed album will be dedicated to past Presidents and founding members annually. The past presidents will be listed with the years they served. If deceased, they will be denoted with an asterisk. Past Presidents and founding members, if in attendance, will be recognized at the General Membership meeting at B&T Days.

### **MEMBER DEATHS**

A full-page ad will be placed in the Breed Album in the event of a death of a member. A copy of said book is to be presented to the immediate family. The three column writers will be instructed to place information in the memorial sections of their magazines, as well as columns. A floral

arrangement will be purchased by the Association upon the death of any present or past Officer or Board Member. The Secretary will be in charge of this purchase.

## **FINANCIAL LEDGERS**

Any officer, board member or committee member receiving or spending Association monies shall maintain records.

## **ASSOCIATION FUNDS**

1. Any officer, board member or committee member who spends or collects monies for the Association is required to fill out a financial ledger monthly.
2. All funds of the Association shall be kept by the Treasurer in an account in a bank that is federally insured. The Treasurer shall disburse all funds by check. Invoices and receipts shall be required for all funds disbursed and accurate records of transactions kept by the Treasurer.
- 3.. Records of expenses will be recorded by the Membership Secretary. These records and invoices will be sent to the Treasurer monthly along with dues. The Membership Secretary will contact the Treasurer when he/she needs more money for expenses.
4. The Yearbook Chairman shall receive all funds for ads being placed in the Association yearbook. The chairman shall check each ad and make certain that the proper amounts are paid for such ads and then forward to the Treasurer all these funds along with the persons placing ads and the size of each ad. Upon completion of the yearbook, an accounting of all pages of the yearbook shall be made available to the Treasurer with an explanation of any imbalances. At no time shall the Yearbook Chairman open an account in behalf of the Association nor shall any funds be used to pay any expenses incurred by the Yearbook Chairman. Any expenses incurred by the Yearbook Chairman on behalf of the Association shall be paid out of the Association account being kept by the Treasurer. All invoices will be sent to the treasurer. The treasurer will keep a copy of all invoices. The treasurer will approve invoice by contacting whoever bought or ordered items or services on the invoice. If an invoice is questionable the treasurer should consult the president for approval before payment is made.

## **GUIDELINES FOR CLUBS INTERESTED IN HOSTING BLACK AND TAN DAYS**

*THE FOLLOWING IS TO BE USED AS A GUIDE, ALL ITEMS ARE NEGOTIABLE*

1. Club responsibilities include:
  - a. Submit the bid sheet to the ABTCHA board prior to January 31 for a bid to host the following year's event. If a multi-year bid is negotiated, both parties must confirm that the agreement is still valid by July 31 of the preceding year.
  - b. Supply guides for Wednesday, Thursday, Friday and Saturday night hunt events. See bid sheet for approximate number required for each night.
  - c. Provide kitchen beginning Thursday thru Sunday. All proceeds from the kitchen goes to the club or their assignee.
  - d. Provide the lead in locating a facility to hold the event, preferred facility criteria listed below.
  - e. Determine who will collect on-site camping fee – club or host site personnel.
2. ABTCHA responsibilities include:
  - a. Supply personnel to take entries for events.

- b. Supply all Master of Hounds and Bench Show judges.
  - c. Collects all entry fees for night hunts and bench show events.
  - d. Assign vendor stalls and collect vendor fees.
  - e. Assign dog barn stalls and collect fees.
  - f. Pays for the facility and any insurance required.
  - g. Pays a pre-negotiated fee to each guide.
  - h. Provides advertising for event in the kennel club magazine publications and social media.
3. Preferred host site would include the following:
- a. Indoor facilities for hosting headquarters to take entries for events and hold the General membership meeting on Friday
  - b. Indoor facilities/arena for holding bench show events
  - c. Chairs and tables available for set up
  - d. Barn/indoor area for dog stalls
  - e. Barn/indoor area for vendors
  - f. Restrooms and showers
  - g. On-site camping with hook ups

#### **HUNTS HOSTED OR CO-HOSTED BY THE ASSOCIATION**

All hunts hosted or co-hosted by the Association will be two (2) hour hunts with the exception of Youth Hunts. All Youth Hunts will be 90 minutes.



*American Black & Tan Association, Inc.*

*"Promoting the oldest and finest U.K.C. Registered Treehound Breed"*

## Black and Tan Days Bid Sheet

Thank you for your interest in hosting Black and Tan days. To Help us consider your club please fill in all available or pertinent information. All submissions must be received before Jan 31 year prior to hosting.

Date Sent: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Location: \_\_\_\_\_

Cost per dog: \_\_\_\_\_ or Flat fee: \_\_\_\_\_

Desired Guide Fee: \_\_\_\_\_

Number of guides: Wednesday \_\_\_\_\_ (min 10) Thursday \_\_\_\_\_ (min 40) Friday \_\_\_\_\_ (min 50) Saturday \_\_\_\_\_ (min 35)

Kitchen cost: \_\_\_\_\_ Kitchen Hrs: Wed \_\_\_\_\_ Thur \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

Fairgrounds cost: \_\_\_\_\_

Camping cost: \_\_\_\_\_

Camping Spots: Full Hookups \_\_\_\_\_ Electric only \_\_\_\_\_ Primitive \_\_\_\_\_

Additional cost: \_\_\_\_\_

Date Received: \_\_\_\_\_

This is for submitting bids only. This is not a binding contract. All costs and fees are subject to negotiation.

## **OFFICER'S DUTIES**

### **A. PRESIDENT**

Section A of the Constitution and By-Laws.

### **B. VICE PRESIDENT**

Policy as outlined in Article X, Section B of the Constitution and By-Laws.

#### **1. Appoint members of the Rules Committee**

- a. Must be a member in good standing.
- b. Must be known for their honesty and integrity.
- c. Must have complete knowledge of UKC rules and policies.
- d. Must represent the American Black and Tan Association in the manner requested by the Association regarding any votes on decisions.

e. Notify the President of selected representatives and the President will formally notify these persons and UKC.

#### **2. Chair the Black and Tan Days Location Committee**

- a. Accept and consider all bids accepted.
- b. Consideration should be taken as to cost, location, clubs ability to provide adequate judges and guides and other considerations outlined in the contract. Camping fees are also to be considered and not to exceed \$10.00 per night. This fee should be included as income of the Association when possible.
- c. Decision should be reached by the committee on or before B&T Days of the year preceding the event. The Board will see all bids from the committee and vote as a group on the bid to be awarded for B&T Days.
- d. Upon decision the President will then notify all column writers.
- e. The contract will be drawn up by the President and the host club. This will be signed by the President, the Secretary and the president of the host club. The contract will be filed with the Secretary.
- f. Planning and coordinating the Bench Show at B&T Days, to include hiring a qualified UKC licensed bench show judge and line up extra help to assist with the duties of conducting the show.

#### **3. Chair the Awards Committee**

- a. The following awards have been standard over the years:
  1. Special Service Awards - President, Vice President, Ex-Vice President, Secretary, Treasurer and outgoing Directors.
  2. Appreciation Awards- Column Writers, Yearbook Editor, Rules Committee members, Host Club (B&T Days), Chairman of the Hunt, Local Law Enforcement and the Yearbook Cover Artist. Also, make sure Performance breeder Sire, Dam, Breeder, and Dog of the year each have a full-page ad in the next years yearbook.
  3. Other special awards will be made at the discretion of the Awards Committee. Notice of Awards and Recipients will be sent to Ex. Vice President who in turn will notify the company who are making trophies for B&T Days.

4. 4 belt buckles or \$100 (decision of MOH and BSJ): 3 for MOH at B&T Days and one for BSJ on Saturday at B&T Days.

5. 3 each  $\frac{3}{4}$  size belt buckles: 1 for youth hunt Thursday, 1 for youth show Saturday and 1 for the Horizon Award winner.

6. Lifetime Membership card for the previous year's recipient.

7. Advertise B&T Days in two coonhound publications as directed by the Board.

### **SELECTION OF BLACK AND TAN DAYS BENCH SHOW JUDGE**

Black and Tan Days Bench Show Judge must be a competent, vetted, UKC licensed bench show judge.

### **C. EXECUTIVE VICE PRESIDENT**

Policy as outlined in Article X, Section C of Constitution and By-Laws.

1. Purchasing and delivering all trophies presented by the Association.

2. Order all trophies for B&T Days. A complete list of trophies is listed under Trophies needed for Black and Tan days.

3. Approving and coordinating all sectional hunts sanctioned by the Association.

a. Procedures for booking sectionals:

1. December 1-send greeting letters to all clubs hosting a successful sectional which met all the requirements the previous year.

2. January 1 – February 1 – accept requests to host sectionals. If the February 1st deadline can't be met, the association needs a minimum of 90 days prior to the month of the event in order to process the request. Give first opportunity to club which previously held a successful sectional. The UKC 100-mile requirement is in effect for conflicting sectionals. DO NOT BOOK TWO SECTIONALS ON THE SAME WEEKEND WHERE THEY WILL CONFLICT. Also do not book sectionals on family weekend holidays (Easter, etc.). If possible do not book sectionals on weekends in which RQE's will conflict.

3. Host clubs must submit a confirmed UKC date, name of club, number of nights (2 preferred), name of corresponding officer- this person will be responsible for submitting the report, money and photos following the event. This person will also handle the trophies.

4. Draw up a list of sectionals, the dates, the host club, the corresponding officer and their address and submit a copy to the trophy company, column writers, Board Members and Membership Secretary. A selection packet will be sent to the person listed as the point of contact on the sectional application. This packet should include an instructional letter, event report, membership cards with report, and any other materials directed by the Executive Board.

b. Procedures for handling the results of sectionals.

1. Once received make four copies. Send one to each column writer and file the rest. Copy checks and file. Send checks and breakdown of dogs entered to the Treasurer. Keep an updated list of the sectional standings. Send sectional reports to all Board members prior to meetings.

2. Keep a copy of all sectional lists in a file marked sectional lists.

3. Keep a file on each sectional booked and all correspondence pertaining to that sectional in the proper file with completed reports and photos.

4. December 1 – send all completed sectionals included reports and photos to the Yearbook Committee.

5. All left over trophies will be kept by the host club.

6. The trophy company will receive a complete list of the major events to which the Association sends trophies.

#### 4. Miscellaneous Duties

- a. Maintain a complete set of files pertaining to all business conducted.
- b. Keep accurate records on all events.
- c. Set up committees if need arises.

#### **D. SECRETARY DUTIES**

Policy as outlined in Article X, Section D of the Constitution and By- Laws

##### 1. Minutes

- a. Take the minutes at all teleconference and regular meetings.
- b. After each meeting provide the Officers, Directors and committee chairman with a copy.

Send a copy to the Webmaster to be filed.

- c. Keep all minutes for future use.

##### 2. Mailouts

a. June and November – this should include a membership renewal form, breed album information and a newsletter. This is a good way of corresponding with those members who do not attend the events but want to know what the Association is doing.

b. The mail out is sent by the yearbook printer, but all the data should be typed and ready for print when it is sent. They should be sent the materials at least 3 weeks prior to mail out time.

##### 3. Correspondence

a. Any letters and papers concerning Association business may be handled by the secretary. Of course, this is at the discretion of the President. This person will be available to do paperwork for the President.

##### 4. Association Stationary

- a. This person will order all Association stationery and envelopes for Board members.

##### 5. Miscellaneous

a. This person will give a secretarial report at each meeting and be prepared to read the minutes of the previous meeting.

b. In the event flowers need to be sent (funerals, etc.), this person will make the necessary arrangements.

c. After B&T Days this person will contact UKC by mail or email with a list of new officers, board members, youth director and single registration coordinator. This list should include name, address, phone number and email address.

d. After B&T Days this person will contact the webmaster of the ABTCHA website by email or phone call and update new officers and committee members.

e. The Secretary will keep and maintain the official copy of the Constitution and Policy and Procedure manual. Any changes made should be updated by the Secretary.

f. The Secretary will send current copies of the Constitution, sectional guidelines and guidelines for nominating lifetime members and dedicated service awards to the yearbook printer in January.

#### **E. MEMBERSHIP SECRETARY**

This person must be a member of the Association and will deal with memberships. After a review, this person will be appointed by the Board. This will help insure the selection of qualified individuals. This person will assist the secretary and will be exempt from the two-year limit time for holding office.

##### 1. Memberships

- a. Keep records on the memberships and keep them updated.

- b. Process all new and renewal memberships by filling out file cards and putting new information on computer.
  - c. After processing the memberships, send a membership card and a decal to the member. Between B&T Days and the end of the year, also send a breed album.
  - d. Keep the computer and the equipment that goes with it. Maintain accurate records of memberships on the computer and make sure the equipment is in working order. If the membership secretary does not need the computer, it may be used by another Association officer for Association business.
  - e. Take care of all correspondence concerning memberships.
  - f. Give a membership report at each meeting and send a report to each board member at least a week prior to that meeting.
  - g. Maintain a separate youth membership list with youth member's names, parents' names, and youth members ages (when available) and addresses. This list can be sent to Youth Director and Youth Scholarship Board of Trustees when needed.
  - h. A full list of members, their addresses and phone numbers are to be sent to the printer in January. This list includes all members from the past year and should be in alphabetical order by state.
2. Membership cards should be ordered as needed.
3. Black and Tan Days
- a. Have all membership files in order and up to date.
  - b. Print a list of members by state. Mark names off as members pick up their book or renew membership. After Black and Tan Days prepare a list of current members who did not pick up their book and send to printer. The printer will mail these books to members.
  - c. Have helpers for the membership table. A time schedule for this is very helpful.
  - d. Have an organized agenda for taking memberships and tending the tables. A written description of how to handle each portion of the membership table alleviates problems in the absence of the membership secretary.
  - e. Bring the necessary supplies and equipment for the membership operation.
4. Breed Albums
- a. All books not picked up at B&T Days or sent out by printer will be shipped to membership secretary. These may be sent to new members or renewals.
5. Petty Cash
- a. This position requires a petty cash account to cover postage and supplies.
  - b. The membership secretary will request from the Treasurer a debit card as needed to be used for expenses. \$500 amounts are advised.
  - c. A monthly expense report will be sent to the Treasurer and all money from memberships will be sent at this time. A detailed list of postage and supplies and the receipts for these should be included. The package should be sent on a date agreed by both parties. Phone calls are to be listed and included on the report.
6. Miscellaneous
- a. Be courteous and help. Complaints and problems can usually be resolved tactfully.
  - b. This person will keep the decals, patches and pins the Association has to sell or give away. Get permission to order as needed.

#### **F. TREASURER**

Policy as outlined in Article X, Section E of the Constitution and By-Laws

1. The Treasurer shall use the financial ledgers approved by the Association for recording all monies spent and taken in. These ledgers should be sent to the President and Chairman of the Financial Committee upon request.

2. The Treasurer shall provide to the Chairman of the Financial Committee copies of the monthly bank statements upon request. This can be done by mail, email or set up with the bank to directly mail a copy to that person.

3. The Treasurer shall set up and maintain four separate bank accounts. The first one will be the general fund. There should be a separate account for the youth fund. The third account will be for the WHIF fund and the fourth account will be for the WSIF.

4. The Treasurer shall handle any tax forms that are required by the IRS, such as for non-profit status and incentive fund payouts.

#### **G. BOARD MEMBERS**

Policy as outlined in Article X, Section G of the Constitution and By-Laws.

#### ***H. CHAIRMAN OF THE BOARD***

Policy as outlined in Article X, section F of the Constitution and By-Laws

1. Coordinate, with the host of B&T Days, the number of Grand Nite Champion, Nite Champion and Registered cast carriers required for B&T Days.

2. Have the host club make available a responsible person to be in charge the all-breed Black and Tan barn and have that person take reservations prior to B&T Days.

3. Schedule the events of B&T Days – the hunts, the shows, trophy awards and picture taking.

4. Reserve space at a restaurant, motel or on the grounds for the Board meetings during B&T Days.

5. Procure UKC Master of Hounds for the Nite hunts that are held. Each must be a member and there is no stipend for these jobs.

6. Serve as Master of Ceremony for the Nite Hunts.

7. Check with, prior to August 1, the B&T site selection committee as to how they are progressing.

8. Make certain the local Game Department has been contacted and special hunting permits have acquired for the week of B&T Days.

9. Chair the Nominating Committee.

#### **ASSOCIATION NEWS COLUMNISTS**

1. Use email as primary means to submit information to column writer.

2. Columns must arrive at magazine's office by the specified time. Use Express Mail if necessary.

3. Column must be typewritten and double spaced.

4. Include all news received by mail or phone or email. Make liberal use of their words in quotation marks to make column more interesting.

5. Use all photos received and prepare a caption to be used with each one. Provide a self-addressed stamped envelope if you want pictures returned.

6. Be impartial and show no favoritism for any one person, dog or bloodline.

7. Do NOT promote your own dogs. Avoid mentioning any of your dogs. Do NOT name any of your dogs as sire or dam of someone else's dogs.

8. You will receive phone calls and letters from people you do not respect but you must

NEVER omit mentioning them in your column. Use quotation marks to show the words are theirs not yours.

9. Since there will be new subscribers each month, certain Association information should be included each month. Information on how to become a member should be included monthly. When and where B&T Days will be held and information on advertising in the Breed Album can be repeated several months of the year when the timing is appropriate.

10. All winners, regardless of breed must be named when listing sectional and B&T Day's results, unless the column exceeds the space allotted. Bloodline uses a laser optical Character reader or scanner that reads typewritten and some dot matrix material and stores it in a computer. Their computer transmits the stored column to typesetting equipment. This means the column is not edited. If the columnist makes spelling, typographical or grammatical errors, those errors will appear in the column. The column writer must proofread carefully and prepare an error free copy to send. The following directions were specifically mentioned:  
Set margins at 8.5 and even. Use Swiss MT BOLD print set on font 10. The scanner reads dark print more accurately. Avoid writing in pencil, pen or marker on the copy. The scanner only reads typewritten or dot matrix copy.

## **COMMITTEES**

### **RULES COMMITTEE**

The Rules Committee will be selected by the Vice-President. Those selected will be members in good standing in the Association. The Board will select those issues presented to the General Membership at B&T Days. The vote of the General Membership will direct the representatives as to how they will vote on these issues. They must comply with that vote at the Rules Committee meeting. Any other issues brought up at the Rules Committee meeting and not directed to the Rules Committee by the General Membership at the prior B&T Days, may be voted on by using common sense. After the Rules Committee meeting, they will report to the Board at the next meeting. This report will include any and all changes and the outcome of issues directed by the General Membership. Any member can submit to the Rules Committee in writing any issue they would like to see discussed at the rules meeting. This is to be done no later than September 1 of the same year. Committee members will submit receipts for expenses (gas, food, and lodging) as the Association will reimburse them. The mode of transportation will also be included in these expenses. The receipts should be sent to the President for approval.

### **YEARBOOK COMMITTEE**

1. The content of the yearbook will be the responsibility of the committee.
2. Yearbook advertising rates will be advertised each year.
3. Parade of Champions and Grand Champions will include all hounds receiving this degree in the calendar year. This will include the name of the hound, degree received, photo and owner. Any fee will be at the discretion of the committee.
4. Hounds of the past and all hounds which have died in the past calendar year will be listed with a picture. Any fee will be at the discretion of the committee.
5. Non-members May list their dogs in the above categories for a fee determined by the committee. Also, members may list their hounds from previous years for a fee to be determined by the committee.
6. Deadlines for ads will be listed in all coonhound publications.
7. Contract for the yearbook printing company is to be determined by the committee.

8. The yearbook committee is to be comprised of one or more individuals.
9. All advertisers, companies, etc. involved in registries, products, etc will be made available and advertised. Letters to promote such ads will be sent to prospective advertisers.
10. One page shall describe policy for awarding hi-scoring male and female trophies at Association sanctioned events. Single registration requirements, etc. will also be listed.

### **YEARBOOK CHAIRPERSON'S DUTIES**

1. Cover – Enlist an artist who will follow above guidelines as soon after B&T Days as possible.
2. Obtain a contract with the printing company. (July)
3. Contact the Ex. Vice President for sectional information. (It is helpful to ask for these to be sent as he/her gets 10 or 12 of them completed.)
4. Get photos and winners list of B&T Days from photographer.
5. Gather information and pictures on the new Lifetime Member for a story.
6. Gather information for the History section.
7. Coordinate with the Commercial Ad chairman as to prices.
8. Send a letter to UKC requesting photos from the major events. (Winter Classic, Autumn Oaks, UKC World). This should be done in September.
9. Refer to Breed Album guidelines and previous albums for layout procedures.
10. This person will order and deliver 500 bumper stickers to B&T Days.

### **BREED ALBUM GUIDELINES**

Note: Use stick on labels on the back of photos to put numbers and identifying names. When you need to send multiple photos for one event use brown manila envelope. Then put each section in large, yearbook size envelopes and indicate on the outside what is enclosed.

1. King and Queen of Hunt – Inside front cover
2. King and Queen of Show- Inside back cover.
3. Presidents message and photo.
  - a. Artist comments
  - b. Yearbook chairperson message
4. Index – Alphabetize and type for printer after all ads are in. Do only members ads as the commercial ads are done by the printer.
5. Lifetime Members – List in order and add new member at the end.
6. New Lifetime Member – Full page with photo and any remarks.
7. Any memorials.
8. Officers and Column Writers- List and appropriate number on the photo. Give name, address, phone number and email address for each.
9. Board Members – List and put appropriate number on each photo. Give name, address, phone number, email address and year their term expires.
10. Constitution
11. Breed Standard
12. Bids for B&T Day
13. Youth Section-Scholarship Hunt and Show Winners
14. Black and Tan Days-List winners (dogs and owners in this order)
  - a. Champion Classic Winners
  - b. Senior Hunt Winners (1-5)
  - c. Thursday All Black Hunt (1-15)
  - d. RQE Hunt Winners

- e. RQE Show Winners
  - f. Youth Hunt Winners
  - g. Friday Nite Hunt winners – list Grands, Nite Champions and then registered.
  - h. Saturday Nite Hunt – same as Friday
  - i. Saturday Bench Show – Grand Male and Female, Champion Male and Female, Best Male and Female of Show, Class winners, Pairs winners and kid's show winners.
15. Guidelines for sectionals – contact Executive Vice President to see if any changes have been made.
16. Remaining sectionals – get from Executive Vice President as soon as list is complete. (February)
17. Sectionals – List in the order they occur. Give the name of the sectional, the place, the date and the total number of dogs in each hunt and show. Then list the winners and owners in the following order and put the appropriate number and sectional name on photos.
- a. King and Queen of Hunt
  - b. King and Queen of Show
  - c. Hunt Winners
  - d. Show Winners
18. Major Hunts – Winter Classic, Autumn Oaks, UKC World and any major wins submitted. The first three are obtained from UKC and the following page sizes are recommended:
- a. Full page – Any overall winner at any of the three major events
  - b. Half page – Hi scoring Black and Tan National Grand Male or Female at Autumn Oaks.
  - c. Quarter page – Show breed winners and large hunt placings. List the dogs and owners for each event and put corresponding numbers and event titles on the backs of photos. The events should be placed in the order they occur.
19. Member Ads – Go over for correctness and legibility. Put a label with the last name and number as to location. Paper clip ad, photo and any other corresponding material. Put about 10 ads in a large envelope and list on the outside the person's name and size of ad. Keep a complete list of all ads received including names, size of ad, photos for other sections and money received.
20. Parade of Champions, Grand Champions and Hounds of the Past – List each group on a separate sheet of paper and give the dog's name, owner, state and sire and dam if they are given. Put the corresponding number and section to be placed on the back of the photo.
21. History – Out of the Past
- a. Add President's name and B&T Day's location to the list.
  - b. Print main history each year.
  - c. Anything interesting regarding the Association or its members. Every five years or so – list winners.
  - d. Do article on new Lifetime Member.
  - e. Add Hall of Fame Dogs and year inducted.
22. Membership list – sent to the printer by the membership secretary. Call this person the first part of December as a reminder.
23. Send money in an itemized financial report to the Treasurer.
24. Type a report on the number of ads and money received for the Board.
25. Return photos by mailing or at B&T Days.
26. If you have any questions call the printer.
27. The above guidelines are only suggestions and general information to help coordinate the assembly of the breed album each year.

The following events at Black and Tan Days are open only to UKC registered dogs. Membership in

the ABTCHA is not required to compete in these events. Anyone threatening, injuring or intimidating a judge, master of hounds, club officer of the ABTCHA, etc., will be banned from entering ABTCHA events for one year to life.

### **FORMAT FOR BREED ALBUM COVER**

Any year that we have an overall UKC World Champion, Hunt or Show, their picture will be on the front cover of the next yearbook. In the event of an overall UKC World Champion, Hunt and Show, a coin flip will determine who will get the front cover and the other will get the back cover. If no overall world champion the following procedure will be used.

1. The painting for the yearbook front cover must be a Black and Tan(s) in some stage of its life.
2. The painting cannot be a picture of a specific Black and Tan. No name of the dog can be on the picture.
3. The cover cannot be a picture of any individual or kennel known to the History section.
4. The original painting from which the cover is copied must be donated to the Association.
  - a. The painting must be in the hands of the chairperson by February 1.
  - b. The album chairperson will be responsible for framing the painting and having it at B&T Days.
  - c. The cover painting will be auctioned or raffled off at B&T Days.
5. Up to a half page will be donated to the artist of the breed album cover for biographical purposes if the artist so desires.
6. The President and the chairperson will screen the yearbook cover painting for approval and acceptance.
7. Back Cover Bids for the Yearbook back cover will be on open bid basis with a minimum starting bid of \$300 and bids will close on January 15th of each year.

### **COMMERCIAL AD CHAIRMAN**

1. Coordinate with the Yearbook Chairman on prices.
2. In October or November, send letters to prospective commercial advertisers.
3. Follow up with a phone call in late December or early January.
4. Have ads and money sent to you. (Some monies may be sent to the yearbook chairman)
5. Send ads to the printing company.
6. Send money and financial report to Treasurer.
7. Give final report to Board in April.
8. Prepare a list for the membership secretary listing advertisers who need a yearbook mailed to them.

### **DEDICATED SERVICE AWARDS COMMITTEE**

This committee is appointed by the President to award special recognition to persons who have hunted or shown Black and Tans for a long period of time and who have supported the American Black and Tan Coonhound Association. A letter nominating such individuals for this award may be written by anyone and must be sent to the President. This letter must contain the following:

1. Name, age and address of individual.
2. How long they have hunted and/or shown Black and Tans.
3. How long they have been a member of the Association.
4. The reason that you feel they deserve the award.

The committee will accept nominations and may make nominations. The committee will review all

nominations and select individuals for this award. The committee will be made up of individuals chosen from different areas of the country.

### **HISTORY COMMITTEE**

This committee will research the history of the Association, collect data, pictures, etc. This committee will furnish the history section to the yearbook committee each year. A copy of minutes from each meeting of the Association will be filed with the webmaster with the other history information pertaining to the Association.

### **AUDITING COMMITTEE**

This committee shall adhere to the procedure as outlined in Article VIII, Section C of the Constitution and also audit yearly all committees handling Association finances. At least one person on this committee should be familiar with computers.

### **FINANCE COMMITTEE**

This committee is appointed by the President to study our finances and make recommendations to the Board. The chairman of this committee shall reconcile the monthly bank statements.

### **SAFETY COMMITTEE**

This committee will be appointed by the President to coordinate communications and procedures necessary to handle emergencies at Black and Tan Days.

### **MEMBERSHIP COMMITTEE**

This committee is appointed by the President to study and recommend methods to promote our membership. The chairman of this committee is also responsible for having a representative at each of the major hunts where Association trophies will be awarded. This person, appointed by the chairman, will provide a membership table to collect dues and check winning owner's cards to insure correct dog receives trophy. Each owner is responsible for having their membership card at the events. A list of hunts concerned can be found in the large hunt trophies section.

### **LARGE HUNTS RECEIVING ASSOCIATION TROPHIES COMMITTEE**

This committee is to be appointed by the President to study and recommend to the Board which of the large hunts the Association should send trophies. The following hunts will receive these trophies: the seven (7) breed days will receive one high scoring trophy. Two high scoring trophies (one female and one male) will be sent to the following: Autumn Oaks, Winter Classic, UKC World, UKC Youth National Champion, UKC Youth State Championships, and Grand American. The only bench show trophies will be sent to the UKC World. With the exception of a benefit and Black and Tan Days, our trophies will be awarded according to sectional guidelines. At benefit hunts, trophies will be awarded according to that particular hunt's policies.

### **DISCIPLINARY ACTION COMMITTEE**

Disciplinary proceedings may be initiated by a complaint of any member against another member alleging misconduct by the accused in the form of word, deed or act which is, or has been, or is likely to be detrimental to the Association. The complaint must be made in writing and addressed to the Executive Board. The Board shall review all such complaints and decide as to whether the facts alleged in the complaints warrants an investigation. A two-thirds (2/3) majority vote of the Executive Board is required to initiate an investigation. If the Executive Board determines that an investigation is warranted, the President will immediately notify the accused member in writing and furnish him or her with a copy of the complaint. Notice is to be mailed to the accused at his or

her residence by certified mail with a return receipt. Service by mail shall be effective on the date of the receipt or if refused, on the date of the refusal by the accused member. Acceptance or refusal of service by mail by a person who is fifteen (15) years of age or older at the accused member's dwelling or usual place of residence shall constitute acceptance or refusal by the accused member. Notice to the accused shall contain the following information:

1. That a complaint has been filed against the accused member with the Executive Board.
2. That the Executive Board has determined that an investigation is warranted.
3. A three-member committee consisting of the Vice President, the Secretary and the Chairman of the Board (unless one of them is involved in which case the President will appoint a replacement) will conduct an investigation.
4. That the accused member has a right to conduct his own investigation, to obtain written and notarized statements from persons with knowledge of the facts alleged in the complaint.
5. Accused must submit his/her findings and recommendations to the Board within four weeks after notice was furnished.
6. That the Board will notify the accused person in writing of its decision within ten (10) days of the decision. The President will appoint a three-person committee to investigate and submit their findings and recommendations to the Ex Board within four weeks of their appointment. One of the three persons shall be named chairman by the President. The committee will personally interview the accused person and all other persons who are known to have information relevant to facts in the alleged complaints. The committee is authorized to obtain written and notarized statements from any persons with knowledge of the facts alleged in the complaints and to submit same, along with findings and recommendations to the Ex Board. The chairperson shall have the responsibility of coordinating and supervising the investigation and of reducing the findings and recommendations to written form for the presentation to the Board within four weeks after their appointment. The accused member shall be afforded the opportunity to conduct his/her own investigation. To obtain written and notarized statements from persons with knowledge of the facts alleged in the complaint, and to present his/her written findings and recommendations to the committee. The findings and recommendations of the accused member shall be presented to the Ex Board within four weeks after receipt of notice from the President that an investigation is being conducted. The Ex Board shall review the findings and recommendations of both the committee and the accused member, and all written statements submitted therewith. A majority vote, by secret ballot, of the Ex Board is required for disciplinary action to be taken against the accused member and to determine the nature of the discipline. Disciplinary action against an accused member may include suspension from membership or expulsion from membership. If the Ex Board determines, by majority vote, that a violation of the law may have occurred, the President shall report such concerns to the appropriate law enforcement authorities. The accused will be notified by certified mail with return receipt of all decisions of the Ex Board within ten (10) days. If a member is barred or suspended from UKC that member is automatically suspended from Association activities until the above procedure can be accomplished.

### **SPECIAL PRIZE COMMITTEE**

The President shall appoint this committee. This committee will be responsible for obtaining prizes to be awarded at B&T Days. This committee has maximum of \$4000 to spend on prizes. They will receive the vendor fees from B&T Days and the balance will come from the Association general fund. They will try to solicit free donations for prizes and make the best deals possible when purchasing items. They may do fundraising at any time to obtain more money for prizes. Prizes

given will be at the discretion of the committee. This committee should coordinate with the Chairman of the Board on when and where prizes will be awarded.

### **WHIF/WSIF COMMITTEE**

The WHIF and WSIF will have separate committees, each appointed by the president and responsible for maintaining the balances in the incentive fund accounts by coordinating fundraising efforts. These committees may also be called on by the board from time to time to review and suggest changes to rules and guidelines for the payouts and present to the board for approval.

## **SECTIONAL GUIDELINES**

### **SECTIONAL REQUIREMENTS**

#### **1. Applying for a sectional**

- a. to apply, contact the Executive Vice President of the Association.
- b. The Executive-Vice President will send an application form which must be completely filled out and returned no later than 90 days before event.
- c. All sectionals must include one show and one hunt. Two-night sectionals, scheduled for Friday and Saturday of the same weekend, will be given preference but single day events will be allowed at the discretion of the Executive Vice President.
- d. All sectionals must be approved by the Executive Vice President. Clubs are limited to 2 sectionals per year. The Executive Vice President will send the club a letter confirming the approval of the sectional.
- e. A fee that will be determined on a yearly basis **MUST ACCOMPANY** the application. This fee partially defrays the cost of trophies. If the application is denied, the fee will be returned.

#### **2. Prior to the approved sectional**

- a. The sectional is being sponsored by the Association and is being hosted by the club.
- b. The registered dog owner must be paid up member of the Association. Memberships will be accepted at the event prior to the entry deadline.
- c. The host club **MUST** advertise the sectional; the least requirement is checking the hunt confirmation that it is a B&T sectional. It is not required but would be very acceptable to include the names of the President and Secretary of the Association in the ad.
- d. The Executive-Vice President will send the host club forms for reporting results and the Membership Secretary will send a separate packet for selling memberships.
- e. The trophy company will ship four Association trophies direct to the liaison person designated by the host club.

#### **3. At the sectional**

- a. Post the following Association policies:
  1. The winners of the event must be UKC registered.
  2. To qualify for ABTCHA trophies, the registered owner of the dog must be a current member of the ABTCHA.
  3. The host club must furnish personnel to accept memberships in the ABTCHA.

#### **4. Awarding the Association trophies**

- a. The Association will furnish trophies for the high scoring male and high scoring female

Black and Tan of the hunt and best male and best female Black and Tan of the show.

b. These four trophies must be awarded according to the policies of the Association.

c. It is the responsibility of the host club to verify that the registered owner of a winning Black and Tan is a current member of the Association before awarding an Association trophy.

d. In the show, The Best Overall Show Black and Tan Male and Female are selected from the Best of Breed Male and Female, Black and Tan Champion Male and Female and Black and Tan Grand Champion Male and Female.

e. Should it happen that only one dog is competing for either Best Overall Black or Tan Male or Female of the show, the trophy will be awarded as long as the registered owner is a current member of the Association.

f. In a two-night hunt, the high scoring Black and Tan Male and Female with the most plus point cast wins and highest combined score will be King and Queen. Tie breaker - UKC tie breaker rules

e. If there are no plus point cast winners, DO NOT PRESENT THE AWARD.

d. Photos must be taken of every Black and Tan winning any part of the hunt or show. The pictures must be of a quality that will reproduce well in the Breed Album. It is preferred that the picture be taken with a good quality digital camera. THE USE OF POLAROID TYPE PHOTOS IS DISCOURAGED. They do not reproduce well.

5. At the completion of the sectional send the complete report supplied in the sectional packet to the Executive Vice President WITHIN 30 DAYS OF THE EVENT.

6. Photos of every Black and Tan winner should be including with the report along with the owner's name, the dog's name and what they won.

7. Monies from memberships sold and the forms recording those memberships should be sent to the MEMBERSHIP SECRETARY.

8. Checks or money orders must be made out to the ABTCHA. DO NOT SEND CASH.

9. Should a club fail to comply with these requirements, future sectional applications may be denied.

## **AWARDS AND PROGRAMS**

### **ABTCHA HALL OF FAME PROPOSALS**

1. Any person who wishes to nominate a dog to the American Black & Tan Coonhound Association Hall of Fame (HOF) must be a paid or lifetime member of the American Black & Tan Coonhound Association at the time of nomination.

2. The Registered Owner of the dog being nominated must be known at the time of nomination. The Registered Owner of the dog, at the time of the dog's death, will receive the commemorative HOF plaque and will have their name listed in the HOF with the dog.

3. Nominations for Hall of Fame should be submitted in writing on or before Jan 1 of that calendar year. Each year there can be a 1 male and 1 female hunting dog or dogs and 1 male and 1 female showing dog or dogs that could be elected into the Hall of Fame. The Executive Board along with the General Board of Directors will vote by paper ballad or by a show of hands to decide which dogs will be awarded into the Hall of Fame with a majority carrying the vote. The dog or dogs elected will be announced on the Friday General Membership Meeting at Black and Days and commemorative plaques presented at B&T Days of the following year of induction.

4. The dog must be registered as an American Black & Tan Coonhound by United Kennel Club, Inc. Dogs must be deceased for a period of three (3) years to be eligible for nomination into the HOF.

#### Automatic Inductions for Hunt Dogs

Dogs will be automatically inducted into the HOF in the time frame stipulated if they meet the following criteria:

1. Overall UKC World Coonhound Championship Winner immediately following death Overall National Grand Nite
2. Champion of Autumn Oaks as awarded by UKC; immediately following death
3. National Grand Nite Champion of Breed at Autumn Oaks as awarded by UKC; inducted immediately following death if multiple-year winner.
4. UKC B&T Performance Sire of the Year as awarded by UKC; inducted immediately following death if multiple year-winner, or three (3) year after death if won once.
5. If a dog has ever appeared in the top five of the Historical Reproducer's List as compiled by UKC; inducted three (3) years after death.
6. If a dog meets any of two (2) of the following criteria, they will be inducted immediately following death:
  - a. National Grand Nite Champion of Breed at Autumn Oaks
  - b. King or Queen of Black & Tan Days
  - c. Overall Grand American Nite Hunt Champion
  - d. Overall UKC Winter Classic Nite Hunt Champion
  - e. Top 20 of the UKC Coonhound World Championship
  - f. Overall performance dog of the year of all breeds as awarded by UKC
7. Dogs meeting automatic induction criteria will be inducted into the HOF in the calendar year of their eligibility with no nomination or ballot procedures.

#### Automatic Inductions for Show Dogs

Dogs will automatically be inducted into the (HOF) in the time frame stipulated if they meet the following criteria:

1. Overall UKC World Coonhound Bench Show Champion, immediately following death
2. Overall UKC Winter Classic Bench Show Champion, three (3) year after death.
3. Overall Autumn Oaks Bench Show Champion, three (3) year after death.
4. Overall Grand American Bench Show Champion, after UKC sanctioning began. Three (3) year after death.
5. King or Queen of B&T days, three (3) year after death.

### **CHAMPIONS CLASSIC BREED HUNT**

1. Nomination Fee - In order to qualify each dog must have a \$100 nomination fee paid one week prior to the hunt. At least one dog owner must be a member of the ABTCHA prior to entering the hunt. All entries will be held in escrow by the ABTCHA Treasurer.
2. When and Where - Wednesday night before B&T Days at the host site. The club will assist in the effort to provide 4 guides and 4 judges if needed. Each guide will be paid \$50 from escrow and each judge will be paid \$50 from escrow. No pay for the 90 min late round. If no volunteer for the late round, a judge and guide will be drawn from a hat.
3. Automatic Qualifiers - B&T Days King and Queen of Hunt, UKC World Hunt ABTCHA World Champion Male and Female, Autumn Oaks ABTCHA High Scoring Male and Female, Tournament of Champions ABTCHA High Scoring Male and Female, Winter Classic ABTCHA High scoring Male

and Female. If any of these dogs cannot make it, or are qualified more than once, next in line in the Sectional points standings will take their place.

4. Sectional Qualifiers –

- a. The top 6 in the Champions Classic Sectional standings will be eligible to compete in the Champions Classic on Wednesday at ABTCHA Black and Tan Days.
- b. Sectionals taking place after the first weekend in April count towards next year's standings.
- c. The paperwork that accompanies a Sectional will also include a form to list all plus points B&T cast winners along with the winning score. A running total of the points will be posted to ABTCHA and UKC website weekly by the Executive Vice President.
- d. Each plus point cast win at a B&T Sectional will be worth 1 point.
- e. In the event of a sectional point system tie, the first tie breaker will be the most King/Queen of Hunt wins. The second tie breaker will be most cast win points. The third tie breaker will be a coin flip.

5. Dogs deceased, injured, or in heat will be replaced by the next dog in line in the sectional point standings and entry fee returned as long as all reasonable efforts are made to notify the Executive Vice President in time to replace the dog.

6. Forfeited entry fees will be split evenly among the final. Spots may be filled on the grounds in order of the highest sectional point system dog present.

7. Hunt Rules - UKC open registered rules, a 90 minute early round, and a 90 minute late round. A dog does not need plus points to win either cast. If no winner after the 1 hour late round, dogs move into 1-hour sudden death (first dog to receive first tree plus point's wins. Trees will be scored in the order they are called in the event of a split tree). If no winner after 1-hour sudden death, remaining cast members split the pot. If a dog minus' out in the 1-hour final cast, it will receive 4th place pay, 2nd dog to minus out 3rd place pay, etc. Dogs cannot minus out during the 1-hour sudden death. Non-hunting guides and judges will be used on each cast. A 2-person panel will accompany the final cast to the woods.

8. Payout Calculation:

a. A Calcutta auction will be held prior to casts being drawn. Payout to winner is 75% with the remaining 25% put towards the final payout total.

b. Final payout equals total entries (\$1,600.00) + 25% Calcutta + \$1,250.00 provided by the general fund\*, subtract judge and guide money (\$400). The final payout will be split by the following percentages, rounded to the nearest whole number. 1<sup>st</sup> = 50%; 2<sup>nd</sup> = 25%; 3<sup>rd</sup> = 15%; 4<sup>th</sup> = 10%

c. A 1099NEC IRS tax form will be sent to each winner of Incentive money if winnings are over \$600.

*\*One raffle may (at the President's discretion) be held for 2 weeks during the year to supplement the purse. The raffle will be held online and in conjunction with a major UKC event. Any funds generated from the raffle would replace the monies provided by the general fund.*

**CHAMPIONS CLASSIC BENCH SHOW**

1. All Owners of qualified hounds must be a member of the ABTCHA (Can be paid at B&T Days if membership status is not current).
2. The entry fee, day and time of show will be at the discretion of the Board each year.
3. The entry will be limited to 10 dogs.
4. Qualifying points may be earned at sectionals held between April 1 thru March 31.

5. Two automatic qualifiers will be eligible to compete, the remaining eight entries will be taken from the sectional points system.
6. In the case of a points tie, the dog with more king/queen of show wins will out rank a dog with less king/queen of show wins.
7. A list of the top 20 qualifiers will be posted on UKC Message Board, ABTCHA Facebook Page and Available from the Executive Vice President throughout the year as sectional/event information is provided.
8. Monies for payout will be funded from the entry fees and 40% of the Calcutta. If the payout total is not \$500.00, the ABTCHA general fund will add enough cash to raise payout. Fundraising efforts would provide any additional payout monies or prizes if desired. One overall trophy or plaque will be provided by ABTCHA.
9. 70% of the total payout will be paid to the Overall Winner and 30% will be paid to the Reserve Winner.
10. Events to qualify and sectional points system:

#### **Automatic Qualifiers**

Previous year King and Queen of Show at Black and Tan Days

#### **ABTCHA Sectionals**

|                                                  |   |        |
|--------------------------------------------------|---|--------|
| Best of Show, Ch of Ch and Gr Ch Male and Female | - | 2 pt.  |
| King and Queen of Show                           | - | 5 pts. |

11. If the 10 available entries are not filled at the time of entry at Black and Tan Days, additional qualifiers in attendance will be eligible to compete in the order in which they qualified until all available entries are filled.
12. Show Format:
  - a. A panel of 3 judges will be chosen by the Vice-President. At least one of the judges should be a UKC Licensed bench show judge.
  - b. All dogs will be shown against each other regardless of age, titles or sex.
  - c. The 10 dogs will be shown in 2 cuts of 5 dogs each. The cuts will be determined by a random drawing. Two winners will be chosen by the panel of judges from each cut.
  - d. The four finalists will show against each other for Overall and Reserve Champions Classic Winner.

### **OFFICIAL ABTCHA WORLD HUNT & SHOW INCENTIVE RULES**

1. The Hunt and Show Fund are separate accounts.
2. If the WHIF balance is over \$20,000 or the WSIF balance is over \$10,000 at B&T Days of any year, the ABTCHA shall not add any additional money from the ABTCHA Treasury for that specific fund for that year. However, funds donated by individuals may be added anytime in any amount.
3. Eligibility to receive incentive awards. For B&T's competing in the World Hunt the sole signatory owner (as recognized by UKC) must be a paid member of ABTCHA BEFORE they hunt in a zone semi-final. Incentive money won will be awarded only to the registered owner at the time of the finals. If a dog is sold between zones and finals and ownership is transferred, the new owner must meet membership requirements and must have been a member before zones were held to be

eligible for incentive money. For Show B&T's competing in the World Show, the sole signatory owner (as recognized by UKC) must be a paid member of ABTCHA before they show in the finals to be eligible for incentive money. Incentive money will be awarded only to the registered owner at the time of finals. FOR YOUTH WORLD HUNT INCENTIVE FUND see Youth Section for details.

4. The amount of incentive money to be awarded will be calculated on September 1 based on the Incentive Fund balances on that date. Award money will be sent, by the Treasurer of the ABTCHA to the owner of the winning B&T's within 30 days after UKC has officially declared the winners. A 1099 IRS tax form will be sent to each winner of Incentive money if winnings are over \$600.

5. The maximum amount any owner may win is \$10,000 from the WHIF and \$2,500 from the WSIF per year. All money remaining in the funds after owners are paid shall roll over to the next year.

The same owner can win the maximum amount from each fund for a total of \$12,500, but not more than \$10,000 can come the WHIF and \$2,500 from the WSIF per year. There is NO lifetime limit on how many times a person can win the incentive money. Each year begins a new

competition with all persons eligible regardless of whether they have won in previous years.

6. WHIF Payout Instructions: The payout from the WHIF shall be 10%, or \$1,000 whichever is less, to the owner of the highest scoring B&T male, 10%, or \$1,000 whichever is less, to the highest scoring female and the remaining 80% to be paid ONLY if a B&T wins the title of UKC World Nite Hunt Champion. High scoring B&T's in the World Hunt must advance to the UKC finals in order to qualify for the money. The Incentive Program will not go back to zones to determine high scoring B&T for the incentive awards. If any winners do not meet qualifications for incentive money, no other will be considered. There are no 2nd place winners for incentive awards. Award money will roll into next year's account if the winner or high scoring B&T is ineligible for any reason, such as the owner not being paid members of ABTCHA.

7. WSIF Payout Instructions. The payout to the owner of the B&T male breed winner and the B&T female breed winner at the UKC World Coonhound Bench Show will be based on the balance in the fund on September 1. If a B&T wins the World Show Champion title, they will receive an additional payout bonus. Below are the payout instructions:

| <b>WSIF Balance on 9/1</b> | <b>Male &amp; Female Breed Winners</b> | <b>World Show Champion Bonus</b> | <b>Max Payout</b> |
|----------------------------|----------------------------------------|----------------------------------|-------------------|
| Less than \$1,500          | \$0.00                                 | \$0.00                           | \$0.00            |
| Less than \$5,000          | \$250.00 each                          | \$1,000.00                       | \$1,500.00        |
| Greater than \$5,000.01    | \$500.00 each                          | \$1,500.00                       | \$2,500.00        |

## **PERFORMANCE DOG OF THE YEAR**

The Black and Tan dog that earns the most UKC Performance Points during the calendar year will receive this award. The program is designed to give equal opportunity to large and small breeders.

## **SIRE OF THE YEAR**

The Black and Tan Sire of the year will be determined by the sire producing offspring with the most UKC performance points accumulated during that calendar year. In case of a tie, take the total

number of performance points and divide that by the total number of offspring accumulating points in the program. The second tie breaker will use total number of offspring accumulating more than 1 point.

### **DAM OF THE YEAR**

This award will recognize the black and tan female that has produced pups with the most UKC performance points for the year. They all need not be from the same litter. In case of a tie, take total performance points earned by offspring during calendar year and divide that by total number of performance pups that have accumulated points. The second tie breaker; use total number of pups that has accumulated most performance points. The award goes to the owner on record at the end of that calendar year.

### **BREEDER OF THE YEAR**

This award is to recognize the breeder that has accumulated the most UKC performance points for the year. They need not all be from the same dam or litter. In case of a tie, take total performance points earned by offspring during calendar year and divide that by total number of performance pups accumulated points. The second tie breaker; use total number of pups that has accumulated most performance points. The award goes to the breeder on record of these pups at the end of that calendar year.

\*THERE WILL BE NO CARRYOVER FROM ONE CALENDAR YEAR TO THE NEXT.

\*UKC PERFORMANCE POINT RECORDS WILL DETERMINE THE DATA AND THE WINNER OF THESE AWARDS.

## **EVENTS AT BLACK AND TAN DAYS**

### **ALL BLACK AND TAN PUP DERBY**

This hunt is open to UKC registered Black and Tan pups which are two years of age or less on the day of the event. This is not a UKC licensed hunt. All pups, regardless of sex or champion degrees won, will draw out together. Open registered rules will be used during the hunt. 1st through 5th place trophies will be given for Pup Derby cast winners.

### **ALL BLACK AND TAN HUNT**

This event is open to UKC registered Black and Tans who are not entered in any other special hunt on Thursday night at B&T Days. It is not a UKC registered hunt. All dogs regardless of sex or champion degrees earned will draw out together. Dogs will hunt according to open registered rules. Cast winners will be eligible for top 15 all black hunt awards.

### **ALL BLACK AND TAN YOUTH HUNT**

This hunt is open to UKC registered Black and Tans with youth handlers. Hunt will be conducted under youth guidelines. Entry fee will be \$0.00 for any youth member. Nonmembers will pay a fee set by youth committee. Trophies will be given.

### **ALL BLACK AND TAN RQE HUNT**

This is a UKC event and will be run on Thursday night in accordance with UKC rules for RQE night hunts. UKC will provide an award for 1st place only. The ABTCHA will supply no awards for this event.

## **SENIOR HUNT**

To be held on Wednesday night and is open to all seniors with black & tans ages 55 and older. 1-hour hunt with hunting judges, with prizes to be awarded to the winners 1st-5th.

## **DUAL CHAMPION HUNT**

Dual Champion Hunt will be held on Thursday night of Black and Tan Days. For dogs with a minimum of Champion Title in Bench Show and minimum Nite Champion in night hunt. Black and Tan dogs Only. Dogs will draw out in casts per UKC guidelines. Championship rules will be used. Will use Master of Hounds format. This is a UKC sanctioned hunt. Winners will be shown on Saturday after regular show to a panel of three judges (regardless of age, sex, title, etc.). One winner will be crowned overall Dual Champion Winner. Prizes will be generated from general fund. Each cast winner will receive a hat and leash. The overall winner will get a trophy or plaque. Entry fee will be set by executive board each year. The board will evaluate the program every 3<sup>rd</sup> year.

## **KING AND QUEEN OF HUNT AT BLACK AND TAN DAYS**

The King and Queen of Hunt at Black and Tan Days will be double casts winners from Friday and Saturday nights. If there are no double cast winners, it will be the high scoring dogs from Friday and Saturday night.

## **YOUTH PROGRAMS**

### **YOUTH PROGRAM**

1. Objective – Promote youth involvement at the club level and in the American Black and Tan Coonhound Association.

2. Goals

- a. Involve Youth in local club activities.
- b. Promote youth/hound bond
- c. Instill sportsmanship
- d. Be knowledgeable of the history of the American Black and Tan Coonhound Association.

This is in the UKC rulebook.

- e. Be knowledgeable of the UKC Nite Hunt rules.
- f. Be knowledgeable of the UKC Bench Show rules.
- g. Participation in the hunts and shows at the local level.
- h. Own or handle a registered Black and Tan in hunts or bench shows.

3. Funding - Purina Program and MATCHING FUNDS FOR YOUTH ACCOUNT

Any funds raised by the youth (such as raffle or auction for cover painting for yearbook) will be matched by the Association by taking money from the general account and putting it in the youth account.

4. Scholarships: Youth Endowed Scholarship Program: See John Thornton for content information. World Hunt Incentive Scholarship (WHIF)

### **YOUTH SECTION OF THE BREED ALBUM**

YOUTH ENDOWED SCHOLARSHIP PROGRAM:

Participating in the program and winning a scholarship is a two-step process. First, prior to B&T Days, each young person who wishes to compete must, with the help of a mentor, document that they have owned, cared for, hunted and shown a Black and Tan Coonhound and have actively

participated in 'coon hunting club and association activities.

Second, they must attend Black and Tan Days where they will compete against the other young people who have been certified by their mentors as qualified to enter the Youth Scholarship Hunt and Showmanship contests. The first and second place winners of each of these events are awarded a scholarship which becomes available to them when they are accepted into and enter a college or other post-secondary educational program.

Youth wishing to participate in the program may get more detailed information on how to qualify and compete by studying the ABTCHA Youth Endowed Scholarship Application and Mentor Certification Form, included on another page in this breed album. This and several other documents related to the scholarship program are also available online and can be accessed by going to <http://www.abtcha.net>. On the home page click "about" and then scroll down the list of programs and click on "Youth Program". This will provide links to several documents which you can click on to view and print.

Photo of last year's winners

Group photos

**WORLD HUNT INCENTIVE SCHOLARSHIP:** The purpose of this program is to reward a Youth member who handles a 'PR' Black and Tan in the United Kennel Club World Coonhound Championship.

Criteria: The youth must be current member or family member of the AB&TCHA. The dog must be owned by a member or members of the AB&TCHA.

The youth must handle the dog in the RQE and advance. The same handler and dog must advance from a Zone to the Finals. The high scoring youth at the finals will receive the W.H.I.F. Youth Scholarship. This will be a \$1,000 scholarship paid under the criteria as the Youth Endowed Scholarship.

Funding for this scholarship will come from both the W.H.I.F. fund and the Youth account (50/50). This scholarship can only be won once by the same individual. Pictures of the winner if we have one Pictures of all Youth that made it to the Zones.

**HORIZON AWARD:** Each year each Chartered breed association selects one youth to receive the United Kennel Club Coonhound Bloodlines Horizon Award. The seven young people who are chosen are traditionally featured in each Youth Issue (September) of Coonhound Bloodlines. In addition, each recipient receives \$100, a plaque, and a complimentary one-year subscription to COONHOUND BLOODLINES.

Guidelines: The following guidelines are recommended to be used as a basis for their selection - in addition to consistently exhibiting sportsman-like behavior in hunts, bench shows, association events and programs, the recipient must be no more than 18 years of age (at the time they are chosen), and must be currently enrolled in school.

Copy of Application: Printed in the Yearbook.

Reprint of the article of last year's winner. Get this from UKC.

**NATIONAL YOUTH CHAMPIONSHIP:** The AB&TCHA has provisions to provide for a youth member to attend the UKC Youth Coonhound National Championship. The Maximum amount of reimbursement is \$250 per individual.

Criteria: The youth must be a member or family member of the association. They must still be in school. He/she must have competed in at least two events either youth or adult at Black and Tan Days, placed in their State Youth Championship

Requirements: The youth or mentor must make a written request to the president of the association not later than 30 days prior to the Youth Nationals explaining why the assistance is needed; i.e. Time and distance required making the trip or economic hardship.

Receive approval from the AB&TCHA prior to making the trip.

The paid receipts must be sent to the Treasurer, not later than 30 days after the event to receive reimbursement.

Photo spread of the event.

**CURRENT EVENTS:** This to be a photo spread of any photos sent in by members of the association of youth who participated in the Youth Nationals, state Championships, Sectionals, or from Black & Tan Days.

**WHERE THEY ARE NOW:** Pick one or two youth from at least ten years ago and do an update interview.

## **Youth agenda for Black and Tan Days**

### *1. BEFORE*

- A. Get list of members with family memberships from membership secretary
- B. Contact youth about the Scholarship program and the Horizon Award
- C. Coordinate with the Vice President on the awards for the Saturday show, Thursday hunt winners and Horizon Award winner
- D. A member of the Endowed Scholarship Board of Trustees will select a panel to conduct the Scholarship showman event
- E. The Youth Committee will select a Judge for the Saturday Kids Bench Show
- F. Determine if we are going to have a youth auction or a raffle. If we are going to have an auction, we need to develop a plan to get the word out.
- G. Coordinate with host club as to where we will set up
- H. Request assistance from the host club on getting judges and guides for the youth hunts

### *2. DURING*

- A. Thursday
  - Set Up work station Post timeline
  - Take entries

### *3. AFTER*

- Collect and secure all scorecards
- Insure all photos have been taken

## **Draw Out and read guidelines:**

### **YOUTH HUNT GUIDELINES**

1. All youth hunts will be 90 minutes. In the Thursday all B&T youth hunt each participant in the senior division will carry the scorecard and judge the cast to 90 minutes divided by the number of cast members
2. Participants 13 years and younger must be accompanied by an adult. Youth participating in a youth cast who are not accompanied by an adult guarding shall be required to have access to a fully functional, fully charged mobile phone which they may use to contact parents or guardians

and hunt officials in the event of an accident or other emergency during the hunt. Hunt officials shall make sure that unaccompanied youth cast members have access to a mobile phone and the telephone number of the hunt officials

3. Require at least two adults (guide, monitor, guardian, judge spectator, or chaperone) be assigned by the ABTCHA be present at all times during all youth hunts.

4. Those assigned as guides for all youth casts should be persons who will take their casts to local areas near the B&T Days headquarters. Youth casts should not be sent to satellite clubs or be required to travel long distances to hunting locations.

5. Anyone who becomes aware of any inappropriate behavior toward any youth participating in activities sponsored by ABTCHA shall immediately inform the proper local law enforcement agencies of the inappropriate behavior.

#### B. Friday

- Assist in working Show Scholarship applications

- Get photos of show entrants

- Process Hunt only Scholarship applicants

1. Require that the adult chosen to serve as the mentor for a young person seeking to become qualified for the Youth Scholarship Hunt be either the young person's parent or legal guardian or a person approved in writing on the ABTCHA Scholarship Application and Mentor Certification Form, by the parent or legal guardian.

2. Draw out and assign judges and guides

3. Take entries for U.K.C Youth. Nite Hunt

#### C. Saturday

- Take entries for Kids Bench Show

- Get photos

- Take entries for UKC Youth Nite Hunt

- Draw out and assign judges and guides

### **MATCHING FUNDS FOR YOUTH ACCOUNT**

Any funds raised by the youth (such as raffle or auction for cover painting for yearbook) will be matched by the Association by taking money from the general account and putting it in the youth account.

### **YOUTH HUNT GUIDELINES**

1. All youth hunts will be 90 minutes. In the Thursday all B&T Youth Hunt each participant will carry the scorecard and judge the cast to 90 minutes divided by the number of participants in the cast.

2. Participants 13 years and younger must be accompanied by an adult. Youth participating in a youth cast who are not accompanied by an adult guardian shall be required to have access to a fully functional, fully charged mobile phone which they may use to contact parents or guardians and hunt officials in the event of an accident or other emergency during the hunt. Hunt officials shall make sure that unaccompanied youth cast members have access to a mobile phone and the telephone number of the hunt officials.

3. Require that at least two adults (guide, monitor, guardian, judge, spectator or chaperone)

assigned by the ABTCHA be present at all times during all youth hunts.

4. Require that the adult chosen to serve as the mentor for a young person seeking to become qualified for the Youth Scholarship Hunt be either the young person's parent or legal guardian or a person approved in writing on the ABTCHA Scholarship Application and Mentor Certification Form, by the parent or legal guardian.

5. Those assigned as guides for all youth casts should be persons who will take their casts to local areas near the B&T Days headquarters. Youth casts should not be sent to satellite clubs or be required to travel long distances to hunting locations.

6. Anyone who becomes aware of any inappropriate behavior toward any youth participating in activities sponsored by ABTCHA shall immediately inform the proper local law enforcement agencies of the alleged inappropriate behavior.

## **TROPHIES NEEDED FOR BLACK AND TAN DAYS**

**and**

### **GUIDELINE FOR PRIZE COMMITTEE**

*The following is to be used as a guide –the Board and/or Prize Committee may edit either list each year to add or remove trophies/prizes at their discretion. Example –committee chose to give lights to first place winners one year then the following year they choose to pay money to all placements and only lights to king/queen.*

Every trophy listed below for both hunt and show will receive a leash and a B&T Days hat. Some hats get made special for specific events which is notated below along with other additional prizes.

Youth Events – prizes for the youth events (aside from trophies) are the responsibility of the Youth Chairman and are paid out of the youth fund.

#### **WEDNESDAY EVENTS:**

#### **Trophies**

#### **Prizes**

|                           |                                   |  |                                   |  |
|---------------------------|-----------------------------------|--|-----------------------------------|--|
| 1. Senior Hunt            | 1 <sup>st</sup> – 5 <sup>th</sup> |  | Special Hat: "Senior Cast Winner" |  |
| 2. Champions Classic Hunt | NONE                              |  | Special Hat: "Sweet 16"           |  |

#### **THURSDAY EVENTS:**

|                                  |                                              |  |  |  |
|----------------------------------|----------------------------------------------|--|--|--|
| 1. UKC RQE Bench Show (B&T Only) | NONE                                         |  |  |  |
| 2. UKC RQE Hunt                  | NONE                                         |  |  |  |
| 3. Non-sanctioned All B&T Hunt   | 1 <sup>st</sup> – 10 <sup>th</sup>           |  |  |  |
| 4. Pup Derby Hunt                | 1 <sup>st</sup> – 5 <sup>th</sup>            |  |  |  |
| 5. Youth Hunt (B&T Only)         | 1 <sup>st</sup> – 3 <sup>rd</sup> 8-12 yrs.  |  |  |  |
| *Medallions for all participants | 1 <sup>st</sup> – 3 <sup>rd</sup> 13-17 yrs. |  |  |  |

#### **FRIDAY EVENTS:**

|                                |                                               |  |  |  |
|--------------------------------|-----------------------------------------------|--|--|--|
| 1. UKC Hunt                    | 1 <sup>st</sup> – 3 <sup>rd</sup> GRNITECH    |  |  |  |
|                                | 1 <sup>st</sup> – 5 <sup>th</sup> NITECH      |  |  |  |
|                                | 1 <sup>st</sup> – 10 <sup>th</sup> Registered |  |  |  |
|                                | High-scoring Dog                              |  |  |  |
| 2. UKC Youth Hunt (All breeds) | 1 <sup>st</sup> – 3 <sup>rd</sup> 8-12 yrs.   |  |  |  |
|                                | 1 <sup>st</sup> - 3 <sup>rd</sup> 13-17 yrs.  |  |  |  |
| 3. Youth Scholarship           | Hunt Winner                                   |  |  |  |

|                           |                        |  |  |  |
|---------------------------|------------------------|--|--|--|
|                           | Show Winner            |  |  |  |
| 4. UKC Bench Show         | BOS Male               |  |  |  |
|                           | BOS Female             |  |  |  |
|                           | CH of CH Male          |  |  |  |
|                           | CH of CH Female        |  |  |  |
|                           | GRCH of CH Male        |  |  |  |
|                           | GRCH of Ch Female      |  |  |  |
|                           | 7 BOB Male (Ribbons)   |  |  |  |
|                           | 7 BOB Female (Ribbons) |  |  |  |
| 5. Champions Classic Show | Overall Show Winner    |  |  |  |

### **SATURDAY EVENTS:**

|                                |                                               |  |  |                      |
|--------------------------------|-----------------------------------------------|--|--|----------------------|
| 1. UKC Hunt                    | 1 <sup>st</sup> – 3 <sup>rd</sup> GRNITECH    |  |  |                      |
|                                | 1 <sup>st</sup> – 5 <sup>th</sup> NITECH      |  |  |                      |
|                                | 1 <sup>st</sup> – 10 <sup>th</sup> Registered |  |  |                      |
|                                | High-scoring Dog                              |  |  |                      |
|                                | 3 Nite Cast Winner                            |  |  | light                |
|                                | King of Hunt                                  |  |  | *Dan's jacket; light |
|                                | Queen of Hunt                                 |  |  | *Dan's jacket; light |
|                                |                                               |  |  |                      |
| 2. UKC Youth Hunt (All breeds) | 1 <sup>st</sup> – 3 <sup>rd</sup> 8-12 yrs.   |  |  |                      |
|                                | 1 <sup>st</sup> - 3 <sup>rd</sup> 13-17 yrs.  |  |  |                      |
|                                | Overall Male Hunt Winner                      |  |  |                      |
|                                | Overall Female Hunt Winner                    |  |  |                      |
|                                |                                               |  |  |                      |
| 3. UKC Bench Show              | BOS Male                                      |  |  |                      |
|                                | BOS Female                                    |  |  |                      |
|                                | CH of CH Male                                 |  |  |                      |
|                                | CH of CH Female                               |  |  |                      |
|                                | GRCH of CH Male                               |  |  |                      |
|                                | GRCH of Ch Female                             |  |  |                      |
|                                | 7 BOB Male (Ribbons)                          |  |  |                      |
|                                | 7 BOB Female (Ribbons)                        |  |  |                      |
|                                | Best Pairs (Ribbons)                          |  |  |                      |
|                                |                                               |  |  |                      |

|  |                       |  |                                                                                                                                                                 |  |
|--|-----------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | Overall Dual Champion |  |                                                                                                                                                                 |  |
|  | King of Show          |  | The prize package for king/queen of show has been the responsibility of the WSIF Chairman. Spend limit is \$500.00. King and Queen also receive a *Dan's jacket |  |
|  | Queen of Show         |  |                                                                                                                                                                 |  |

|                                                                                                                    |                            |  |  |  |
|--------------------------------------------------------------------------------------------------------------------|----------------------------|--|--|--|
| 4. Youth Bench Show<br><i>*Medallions for all participants</i>                                                     | BOS Male 8-12 yrs.         |  |  |  |
|                                                                                                                    | BOS Male 13- 17 yrs.       |  |  |  |
|                                                                                                                    | BOS Female 8-12 yrs.       |  |  |  |
|                                                                                                                    | BOS Female 13-17 yrs.      |  |  |  |
|                                                                                                                    | Overall Male Show Winner   |  |  |  |
|                                                                                                                    | Overall Female Show Winner |  |  |  |
| 5. Field Events (if held) Water Race and/or Field Trial<br><i>*Could do plaques or ribbons in lieu of trophies</i> | GRCH Final line            |  |  |  |
|                                                                                                                    | GRCH Final tree            |  |  |  |
|                                                                                                                    | CH Final line              |  |  |  |
|                                                                                                                    | CH Final tree              |  |  |  |
|                                                                                                                    | Reg. Final line            |  |  |  |
|                                                                                                                    | Reg. Final tree            |  |  |  |

\*The Dan's jackets for King/Queen of Hunt and Show have always been donated by Dan's Hunting Gear. The contact name is Kevin. It's best to contact him around February/March to ensure receipt of vouchers. The vouchers are the responsibility of the winners to mail in to Dan's for order and embroidery.