

## **GUIDELINES FOR SELECTION OF BHCA NATIONALS LOCATIONS AND FOR SUBMISSION OF BIDS FOR NATIONALS SPONSORSHIP**

It shall be the responsibility of the Board of Directors to select the location of future BHCA Nationals. Selections shall be made a minimum of two (2) years in advance. Under unusual circumstances, the decision may be delayed until the following Spring Board meeting.

It is desirable that the Nationals location be rotated among the Eastern, Central, and Western geographical regions, as described in Article IV, Section 2 of the Club's By-Laws. The Board will take this into consideration when reviewing bids from more than one region.

Whenever possible, the Board's selection shall be based upon bids submitted from the region under consideration. A member-club, a group of member-clubs or a group of BHCA members may submit bids. Interested parties should obtain a copy of these guidelines from the Recording Secretary to assure that their bid includes all information needed by the Board for its selection process.

Bids are to be presented, both verbally and in twelve (12) written copies, to the Board of Directors at the Nationals at least two (2) years preceding the year for which the bid is presented. The bidders should advise the Recording Secretary well in advance of the date of the Nationals that they wish to present a bid, so that the Recording Secretary can arrange a time for the presentation on the board meeting agenda. The Recording Secretary will, in turn, advise the group of the time and place of their meeting with the board. In turn the board shall advise those who have submitted bids within 30 days of presentation to the board of their acceptance.

All bids should include the following information as a minimum requirement:

1. **LIST OF PROPOSED KEY PERSONNEL:** These persons are all individually subject to the approval of the Board should the bid be accepted. Acceptance of the bid need not necessarily indicate individual approval of the proposed personnel. All persons proposed must be BHCA members. All proposed personnel should have a sincere dedication to the project, have the organizational skills needed for the job, and have the time available to satisfactorily complete the job. Since the conduct of all Nationals is a cooperative effort, the proposed key personnel should be able to work well with others. A history of Nationals attendance and BHCA involvement is a prerequisite. Members of the Nationals committee should be able to be present during the week to handle their duties.
2. **NATIONALS COORDINATOR:** This person will have the overall general management of the Nationals events. Including the responsibility of securing everything needed for the Nationals, i.e. hotel, tracking grounds, FT grounds, agility grounds if not on site. The coordinator should have a background as a show chair. He/she will oversee and coordinate all activities. Including working with each venue chair to set entry fees with the coordinator having the final approval. The Coordinator will also be responsible for providing information and forms to the Tally-Ho to promote the Nationals events, as well as ensuring that complete post-National coverage and photos are sent to the *Tally-Ho* and subsequently to the BHCA web page. This person should also provide the Historian with a marked catalog and photo CD. In addition, he/she will have the responsibility of final budget preparation, be responsible for expenditure and disbursement of all funds relating to the National events. He/she reports directly to the Board, and submits progress reports as desired by the Board, as well as a final comprehensive report at the conclusion of the Nationals.
3. **ASSISTANT NATIONALS COORDINATOR:** This person shall assume the responsibilities of the coordinator if for some reason they cannot fulfill their commitment to completing the job. The Nationals coordinator as a courtesy should keep the assistant coordinator informed of all information pertinent to the Nationals.
4. **NATIONALS TREASURER:** This person will have responsibility for receiving Nationals funds from the venues held within the Nationals event. The Nationals Treasurer will pay for all Nationals expenses approved by the coordinator to include all judges, rosettes, medallions and trophies used for conformation, obedience,

rally, field trials, hunt test, tracking and the futurity/maturity. He or she is also responsible for financial reporting to the Nationals Coordinator and the BHCA treasurer and will work with the Coordinator in the preparation of the Budget. A separate BHCA bank account will be set up in which the collected funds are deposited and expenses paid. To facilitate the coordination with the BHCA Treasurer the account should be a unit of the bank used for other BHCA accounts. If there is not a unit in the Nationals Treasurer's physical locale, another banking facility may be selected. The Nationals Treasurer should be present during the entire Nationals to write checks as needed and to collect and deposit funds.

The Nationals Treasurer should have a working knowledge of Quicken Books or similar software so that they can account for the Nationals activity. They should also be responsible for establishing how credit card orders will be processed by working closely with the BHCA Treasurer to institute the process.

5. **SHOW CHAIRMAN:** This person will report to the Nationals Coordinator and will have overall charge of the conformation events related to the Nationals. Past experience is required. Since some companion events will usually be held at the same location as the conformation events, it is necessary that this person work very closely with the obedience, agility and rally chairs. The Show Chairman will be responsible for sending judges contracts to the conformation judges, submitting the AKC applications for all events in accordance with the AKC's current timeline. When completing the show application, the block awarding a major to the reserve winners must be checked. The Show Chair will also be responsible for ordering rosettes for conformation, obedience, rally, tracking, agility, sweepstakes, junior showmanship, futurity/maturity, field trials and hunting performance test. The Show Chair will be responsible for collecting and submitting all information to the Show Secretary/Superintendent to be used in the Premium List. This person will make arrangements with the Corresponding Secretary to obtain the most current BHCA membership list that is to be provided to the Show Secretary/Superintendent. It is also the Show Chairman's responsibility to acquire a photo and bio for each conformation judge.
6. **ASSISTANT SHOW CHAIRMAN:** This person shall assume the responsibilities of the show chairman if for some reason the show chairman cannot fulfill their commitment. As a courtesy, the show chairman shall provide the assistant with copies of all information pertinent to the duties of their position.
7. **SHOW SECRETARY/SUPERINTENDENT:** This person will perform the normal responsibilities of a Show Secretary/Superintendent for all conformation, obedience and rally but usually not the tracking events. Experience is required and total familiarity with all AKC rules is necessary. This person must have equipment necessary for the job. This person will communicate directly with each venue chairman under the direction of the Nationals Coordinator. The Show Secretary will be in charge of mailing the premium list as well as sending the exhibitor acknowledgements and judging programs. The mailing labels will be provided to the Show Chairman by the Corresponding Secretary.
8. **OBEDIENCE/RALLY CHAIRMAN:** This person (or persons if obedience & rally each have a chairman) will report to the Nationals Coordinator and will work very closely with the Show Chairman. He/she will be responsible for all obedience/rally events at the Nationals, and it is desirable that he/she has had past experience in such a capacity. The Obedience/Rally Chairman will be responsible for hiring the obedience/rally judge. An effort should be made to hire one judge to cover both events, preferably from the Nationals area. In conjunction with the Nationals Coordinator, he/she will select and obtain acceptances from the necessary judges. This/These chair(s) will provide to the Show Chair all necessary information for inclusion in the premium list & catalog. It is the responsibility of the obedience/rally chair to acquire a photo and bio of the obedience/rally judge.
9. **RIBBONS & ROSETTES COMMITTEE:** This person will be responsible for the management of all AKC companion events (obedience, rally, tracking, agility & scent work) ribbons and rosettes for the annual BHCA Nationals Specialty Trials and Tests. The committee will maintain an inventory of undated ribbons and rosettes and then will work in conjunction with each year's National Show Chair and Nationals Coordinator to ensure delivery to the Nationals of all required ribbons and rosettes for all scheduled events. The committee will have a line item in the annual BHCA budget to maintain proper inventory of ribbons and rosettes but the cost for each year's ribbon and rosette prizes will be part of each year's National Committee budget and reimbursed to the BHCA budget.

- 10. TRACKING CHAIRMAN:** This person will report to the Nationals Coordinator and will be responsible for all tracking events held in conjunction with the Nationals. This person must have past experience in tracking. The Tracking Chairman will be responsible for hiring the tracking judges, preferably from the Nationals location. All tracking information will be provided to the Show Chairman for inclusion in the premium list. The entries should be forwarded from the Tracking Secretary to the Show Secretary/Superintendent for inclusion in the catalog. The Tracking Chairman may act as the Tracking Secretary or he/she may appoint another person for that task. It is the responsibility of the Tracking Chairman to acquire a photo and bio of the tracking judges.
- 11. AGILITY CHAIRMAN:** This person will report to the Nationals Coordinator and will be responsible for all agility events held in conjunction with the Nationals. This person will hire the judge, preferably from the Nationals area and submit applications for the event to AKC. They are also responsible for enlisting a committee and secretary for the event who is capable of performing all agility secretary duties required by AKC. He/she will also secure agility equipment if required. It is desirable that the Agility Chairman have past similar experience. The entries should be forwarded from the Agility Secretary to the Show Secretary/Superintendent for inclusion in the catalog. It is the responsibility of the Agility Chairman to acquire a photo and bio of the agility judges.
- 12. FIELD TRIAL CHAIRMAN:** This person reports to the Nationals Coordinator. He/she should have a history of serious involvement in field trials, and it would be expected that he/she have the endorsement of FTAC. This person shall have overall responsibility for field trial events held in conjunction with the Nationals, including hiring of judges. Whenever possible the field trial judges should be hired from within the Nationals area. This person may also be asked by the Nationals Coordinator to secure field trial grounds in the area. It is the responsibility of the Field Trial Chair to acquire a photo and bio of the Field Trial Judges.
- 13. FIELD TRIAL SECRETARY:** This person reports to the Field Trial Chairman. It would be expected that he/she be totally familiar with all AKC rules and with the administrative functions necessary to conduct AKC Basset Hound field trials.
- 14. HUNTING PERFORMANCE TEST CHAIRMAN:** This person reports to the Nationals Coordinator. He/she should have a history of involvement in Hunting Performance Tests and would be expected to have the endorsement of BHCA Hunting Performance Test Chairman. This person shall have overall responsibility for Hunting Performance Tests held in conjunction with the Nationals, to include securing judges. This person may also be asked by the Nationals Coordinator to secure hunting performance grounds in the area, working with the Field Trial Chairman.
- 15. HUNTING PERFORMANCE TEST SECRETARY:** This person reports to the Hunting Performance Test Chairman. It is expected that he/she be totally familiar with the BHCA rules and with the administrative functions necessary to conduct the BHCA Hunting Performance Test for Scent Hounds.
- 16. HOSPITALITY CHAIRMAN:** The person in this position reports to the Nationals Coordinator and has the responsibility of coordinating all evening social events (if any) and refreshments, works with the hotel food and beverage manager (or person where dinners are held) and plans the evening meals (if held) also plans the annual dinner. This person will also plan morning hospitality either by planning and handling or contacting specialty clubs to coordinate the different clubs to handle morning hospitality. This person should be creative and capable of working closely with the necessary headquarters personnel
- 17. JUDGES HOSPITALITY:** The person in this position reports to the Show Chairman and has the responsibility for contacting ALL judges (conformation, obedience, rally, field trial, agility, and tracking) with hotel, dinner notifications and collecting travel information. They will also coordinate with the all chairman on the arrival and departure dates of the judges of the different venues.
- 18. TROPHY CHAIRMAN:** This person reports to the Show Chairman. He/she will be responsible for soliciting and collecting trophy donations for the general trophy fund or individual trophies selected by the

donor, ordering the trophies and getting the trophies to all events and setting up the trophy table. He/she will be responsible for printed material to be made available for inclusion in the catalog and premium lists with regard to trophy descriptions and donors. It is also this person's responsibility to have all challenge and/or perpetual trophies engraved with the previous year's winners.

Prior to the Nationals, the Trophy Chairman shall contact each person who is in possession of a challenge trophy to ensure their return in excellent condition in time for presentation at the upcoming Nationals.

The Trophy Chairman shall also prepare contracts for the challenge trophies, in triplicate, and shall see that they are signed by the winners of the challenge trophies. One copy will go with the winner, one will go in the Trophy Chairman's files, and the other copy will go to the following year's Nationals Coordinator. The Trophy Chairman should also, prior to the Nationals, be in contact with the next years Trophy Chairman and advise them that they will need to be prepared to either transport or make arrangements to transport the left-over trophies to their desired location. A time and place should be arranged prior to the conclusion of the Nationals for both trophy chairpersons to meet inventory and transfer all pertinent trophies that will be needed for the following year's Nationals.

The outgoing Trophy Chairman will work closely with the incoming Trophy Chairman on transferring inventory of remaining trophies. Both the outgoing and incoming trophy chairmen will work together in getting the remaining inventory, challenge trophies and perpetual trophies shipped/transported to the next Nationals location. The trophies should be sent as close as possible to the area of the next Nationals.

- 19. CATALOG SALES CHAIRMAN:** This person shall be responsible for receiving payment and keeping track of all pre-ordered catalogs, passing out catalogs and selling any extra's at the Nationals. An ad providing the information of the cost, who to send prepayment of the catalogs to and a cut-off date for pre-orders as provided by the show secretary shall be printed in *Tally-Ho*. The catalog sales person will be responsible for providing the show chair with the number of prepaid catalogs to order at the closing of the pre-ordered catalog sales and sending all checks to the Treasurer in a timely manner along with an accounting of all monies received. They should plan to have a table set up at the show with a list of all pre-paid catalogs ordered so that they can properly identify & distribute the catalogs to those who have pre-ordered them and sell the extra's that have been ordered.
- 20. ADVERTISING CHAIRMAN:** This person reports to the Nationals Coordinator/Show Chair. He/she will be responsible for soliciting and collecting advertising for the show catalog. He/she will be responsible for getting the ads to the Show Secretary/Superintendent for inclusion in the catalog by the catalog advertising closing date.
- 21. VENDORS CHAIRMAN:** Shall be responsible for receiving and assigning all vendor space at the Nationals. Vendor information shall be printed in the *Tally-Ho* with information as to who to contact and the cut-off date for reserved vendor space. Each vendor who contacts the chairman shall be provided a contract which outlines the responsibilities and rules pertaining to the vendors at Nationals including proof of insurance. This contract should be signed and returned to the vendor chairman along with a check for the amount of each requested vendor space. A list of all vendors should be provided to the Nationals Coordinator after the reserved cut-off date and checks should be mailed to the national's treasurer in a timely manner along with an accounting of all funds received for vendor spaces. The assigned vendor space should be sent to the vendor at least two weeks prior to the Nationals. Vendor space may be limited according to the number of spaces available at the Nationals sight. Therefore, contracts maybe accepted & assigned on a first come first serve basis
- 22. RV PARKING CHAIRMAN:** Shall be responsible for receiving and assigning all reserved RV parking spaces at the nationals show site. An ad will be placed in the Tally Ho with the contact person, cost and cut-off date for reserved parking. The chair will also be responsible for assigning and advising conformation of the individuals RV parking space two weeks prior to the nationals. The chairman shall also provide the Nationals Coordinator with the number of reserved RV parking spaces and send the checks to the Nationals treasurer in a timely manner along with an accounting of all funds received for RV parking. They will also be responsible in marking the assigned spaces for the RV vehicles in a manner identifiable by those reserving the

spaces. If hook ups for water or sewage is not available onsite the RV chair should make arrangements if necessary for these amenities.

- 23. RAFFLE/AUCTION CHAIRMAN:** This individual is responsible for coordinating all raffles and auctions donations to raise money to offset the cost of the Nationals. He/she should be able to contact businesses, solicit raffle/auction items and donations from the membership. He/she will also be expected to set up and sell tickets, handle the drawings for the items and should be able to keep good financial records.
- 24. NATIONALS WEBMASTER:** This individual is responsible for posting information about the Nationals on the Nationals website. A link will be provided from the BHCA website. This individual is responsible for the event results being posted on a daily basis.
- 24. HEADQUARTERS CITY:** The city should be located reasonably close to an airport served by common carrier airlines. An accessible highway system is also most desirable. The city must have the venues for all events offered during the Nationals week within easy driving distance of the headquarters hotel. A map should be included with the bid to indicate the relative locations and miles. It is strongly suggested that all events be within a one-hour drive from the headquarters hotel.
- 25. HEADQUARTERS HOTEL:** The hotel must be large enough to set aside a sufficient number of rooms to meet the requirements of a BHCA Nationals. **No** contracts with a hotel or convention facility will be executed until after review and approval of the BHCA Treasurer. It must accept dogs and have the following other considerations:
  - a. Bid should include a general description of the facilities the hotel can provide for the annual meeting, banquet(s), educational seminars, hospitality activities and Board meetings.
  - b. Hotel must be able to provide flexible dining to meet our needs.
  - c. Hotel must have sufficient “grassy areas” in the immediate vicinity to accommodate our dogs.
  - d. It is recommended that the hotel be willing to accept recreational vehicles for parking only and without hook-ups.
  - e. A list of “overflow” hotel accommodations in the immediate area should also be submitted with the bid.
  - f. A campground shall be located in the area, and this location along with a list of facilities offered should be a part of the bid.
- 26. SHOW BUILDING AND GROUNDS:** A layout of the grounds and building shall be submitted to indicate that it will accommodate:
  - a. Ideally two (2) large show rings
  - b. Adequate grooming area
  - c. Food concession
  - d. Commercial concessions
  - e. Adequate parking areas
  - f. Sufficient spectator seating
  - g. Restroom facilities
  - h. Adequate lighting and sound system
- 27. TRACKING TEST SITE:** A description should be provided with the assurances that it:
  - a. If possible, the tracking site should have enough size and terrain required for 4 TD, 4 TDX and 4 VST tests. All three levels of tracking must be offered and the TDU may be offered. The site should be examined and approved by a tracking judge or one familiar with the needs.
  - b. Has adequate parking for judges, officials, exhibitors and spectators.
  - c. Has sufficient exercise area for the dogs that will not interfere with the integrity of the plotted tracks.
  - d. Has necessary restroom facilities or assurances that they can be provided.
  - e. Food will be available for judges and officials. Breakfast hospitality should be set up each morning of tracking.

- 28. FIELD TRIAL/HUNTING PERFORMANCE TEST GROUNDS:** A complete description must be provided indicating the precise location of the grounds, clubhouse, rest rooms and eating facilities. For further recommendations and requirements, see guidelines. The site shall be examined by representatives of FTAC totally familiar with field trial requirements and should meet the minimum requirements of FTAC. Adherence to FTAC's recommendation regarding a selected site is urged but not required.

Should no bids be forthcoming, it shall be the responsibility of the Board to appoint a committee to generate interest by a member club or group of BHCA members and ask for completed bids to be submitted at the ensuing spring Board meeting. If after this action, no bids are forthcoming, it shall be the responsibility of the Board and Officers to plan and conduct the Nationals in question.

### **TALLY HO**

The Nationals is allowed to have 8 full pages dedicated to the advertising of all events pertinent to the Nationals. Additional pages may be available at the discretion of the TH Editor if any blank pages are available in an issue. As a minimum, the following ads should be placed in the *Tally-Ho* as indicated:

- a. Jan/Feb issue: Hotel information
- b. Mar/Apr issue: Clothing or Logo Items, Trophy, Raffle/Auction, Hotel Information
- c. May/Jun, Jul/Aug issues: Clothing, Trophy, Raffle/Auction, RV Parking, Meals, catalog, Grooming Space Rental, hotel information and any other ads needed. Hotel ads do not count toward the 8 pages.

### **PREMIUM LIST**

The Premium List shall contain only information pertinent to the Nationals. Independent specialties must provide their own premium list. The Premium List of the Nationals and the independent specialty maybe mailed together and the cost shared. The Premium List should contain the following information:

#### **All information required by the American Kennel Club:**

**The BHCA logo or the logo for the given year's nationals**

**Dates, times and location of the Nationals**

**Schedule of Events**

**Current list of Officers, Board of Directors, AKC Delegate**

**List of National Committees** including contact information for the Coordinator(s), Show Chair, Obedience, Rally, Agility and Tracking Chairs and any other important contact information

**Emergency Veterinarian/Veterinarian on Call**/including, name, address, phone number and directions

**List of judges** with names, addresses and what they will be judging

**List of rosettes** including color for those not designated by AKC

**LIST of classes offered:** conformation, obedience and rally

**SWEEPSTAKES (Puppy & Veterans)**

Judge's information

Sweepstakes Prize Money

Description of Sweepstake prizes

**List of all Trophies offered at Nationals** including current Challenge Trophies, Obedience, Rally, Tracking & Junior Showmanship (Note the BHCA does not currently use Armetale which is a trade name for a specific company and cannot be used as a description for the trophies currently used in the premium list or catalog)

**Entry Fees** for all classes offered including Parade of Rescue's & Veterans, if being offered

**Exhibitor & Grooming information** including Entry Fees for all classes offered, reserved grooming and/ or the availability of overnight attendant

**Nationals Photographer & Videographer Information**

**National Hotel Information**

**Hospitality Rules**

**Directions to Hotel or Show Site**

**Official Entry forms** which includes, all conformation events, obedience, rally & junior showmanship

**Tracking Information includes:**

- Date and locations, for TD/TDX, & VST
- Number of tracks limit
- Test hours
- VST open to all dogs with preference given to Basset Hounds
- Information for bitches in season
- Test Committee
- Tracking Chairman includes, name, address, phone number and email
- Judges for TD, TDX & VST
- Tracking awards donors
- Entry fees
- Test Secretary Information
- Official AKC entry form

**Agility Information**

- Date and location
- Agility Chair
- Agility Secretary
- Agility Committee
- Judges
- Agility award donors
- Agility entries & fee
- Run limit
- Trial hours
- Paid Catalog Advertising

**NATIONALS CATALOG**

May only contain Nationals information and cannot be combined with any other specialty club.  
Futurity/Maturity may be included depending on the show Secretary

**The Nationals Catalog contains:**

- Cover: should have the BHCA or Nationals Logo, Theme if applicable, Dates & Location
- All required American Kennel Club information
- List of all current Officer, Board of Directors, AKC Delegate
- Event Committee including Coordinator(s), Show, Rally & Obedience, Agility Chairs with contact information.
- List of all other Chairman including Assistant Show Chair, Assistant Coordinator, Show Secretary, Obedience, Rally, Agility, Tracking, Field Trial & Hunt Test Chairs
- List of Committees
- Veterinarian on Call & Emergency Services including contact information & directions
- List of Judges, including All Regular Classes, Obedience, Rally, Sweepstakes (Puppy & Veterans)
- Futurity/Maturity if included in catalog, Junior Showmanship, Agility Tracking
- Program of Judging
- Schedule of Events
- Photographer information including videographer
- Memorial list of members we have lost since the prior year's Nationals
- Breed Standard
- List of Trophy Donors including Conformation, Obedience, Agility, Tracking, Hunting Performance Test & Field Trial
- List of raffle donations
- Saluting BHCA Fall National Specialty Winners, Field Trial Winners, Obedience High in Trial
- Judges Biography: Obedience, Rally, Agility, Sweepstakes, Futurity/Maturity Judge (if included in Catalog) all three conformation Judges, Tracking

**Tracking Information to include:**

Date and location of TD & TDX & VST & TDU  
Tracking Chair  
Test Secretary  
Test Committee  
Judges  
Tracking awards donors  
Tracking entries

**Agility Information to Include:**

Date and location  
Agility Chair  
Agility Secretary  
Agility Committee  
Judges  
Agility award donors  
Agility entries  
Paid Catalog Advertising

**MEDALLIONS**

Gold-Plated Medallions or Tie Tacks with BHCA Logo are to be given to the following:  
BHCA Member Judges – Conformation (includes Sweeps & Futurity/Maturity), Obedience, Rally, Tracking, Agility, Field Trials & Hunt Test Judges  
Best of Breed  
Best of Opposite Sex to Best of Breed  
Select Dog/Bitch and AOM  
Winners Dog & Bitch, Field Trials (Absolute, Open Dog & Bitch, Derby Winner)

**AWARDS OF MERIT**

Calculation for number of Awards of Merit are determined by the number of champions entered. An Award of Merit will be given for every ten champions entered with a maximum of 5 Awards of Merit to be given at any Nationals.

**Schedule of Events**

The Nationals Coordinator should be mindful that all events of the Nationals should be completed by the Annual Awards Dinner on Friday Night. This allows for everyone to receive recognition for their accomplishments.

Schedule of Events should include:

TD/TDX  
VST  
Field Trials  
Hunt Performance Test  
Obedience and Rally  
Agility  
Futurity/Maturity  
Sweepstakes/ Puppy & Veteran  
Dogs, Bitches, Intersex  
Junior Handling  
Non-Regular Classes: Veterans, Field Trial Classes Stud Dog/Brood Bitch, Brace  
Parade of Rescue/Parade of Veteran (\*optional)  
Welcome Party (\*optional)  
Education/Seminars (\*optional)  
Annual Business Meeting (Thursday)  
Annual Awards Meeting & Dinner (Friday)  
Winners Party (after BOB judging)



### Auction & Raffle (\*optional)

Those events listed as\* optional are not required to be a part of the Nationals but are customarily or traditional and may be offered at the discretion of the Nationals coordinator. Education & Seminars are up to the BHCA Education Chairman.

**Please Note:** The Schedule of Events must be submitted to the Board of Directors at the Fall Board meeting prior to the Nationals for the following year. At that time the Board will approve the schedule or recommend changes deemed necessary. No other changes may be made after that point in time without the approval of the board.

### **PHOTOGRAPHER**

Is selected by the Nationals coordinator and should be advised of what is expected from them at the time they are hired to be the official photographer for the Nationals.

A CD of all top winners within each venue will need to be provided to the Tally- Ho editor within 10 days after the end of Nationals. This CD after completion of its use for the TH should then be sent to the BHCA Historian.

A 20 X 24 photo of the Best of Breed winner should be provided to the BHCA's club designee. This photo is mounted on foam core to be displayed at future nationals.

### **VIDEOGRAPHER**

It is the responsibility of the BHCA Board of Directors to select and sign the contract with the selected videographer. At the conclusion of each Nationals the Corresponding Secretary shall contact the Videographer and request a contract be sent to the BHCA Treasurer for approval & signature.

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