**THE BEARDED COLLIE CLUB**

**YEARBOOK 2025**

INSTRUCTIONS

**Please read carefully before filling out any paperwork or submitting any adverts or Rolls of Honour.**

**CLOSING DATE FOR SUBMISSIONS – 30th November 2025**

After this date **no new adverts** will be accepted and **amendments** to existing submissions are at the **Editor’s discretion**. The only **ROHs** accepted after the closing date will be dogs that **qualify for the first time** between 30th November and 14th December and **must be received by the 22nd December 2025**.

1 **FORMS**

All forms are available for download from [www.beardedcollieclub.co.uk](http://www.beardedcollieclub.co.uk)

Please carefully fill out names, addresses and any requested information on **each** form submitted. Forms are separated for collation purposes and neither the Editor nor the Bearded Collie Club can be held responsible if the information on incomplete forms is not entered into the Yearbook*.*

**A Membership Questionnaire** is available on which any Member may enter their dog(s) and details at **no charge.** We also encourage you to use this form to advise a correction or change to your address, affix, telephone number or email address – this ensures that your details are accurate within Club records.

2 **ROLLS OF HONOUR AND ADVERTS**

**ALL DOGS INCLUDED IN ROH’s AND ADVERTS MUST HAVE HIP, ELBOW AND CEA STATUS SHOWN.**

**For ROH’s and ADVERTS** - If your dog/bitch has been X-rayed then they must have their Hip and Elbow Scores declared in all Adverts and ROHs. Dogs not X-rayed will be displayed as NX.

Where dogs/bitches are Eye Tested for CEA, only Kennel Club approved laboratory test results will be detailed in the Yearbook. These will take the form of Clear (C) / Carrier (CA) / Affected (A) / Hereditary Clear (HC) / Not Tested (NT). Any dog/bitch whose details appear in ROH or Adverts, must have their status detailed.

3 **ROLLS OF HONOUR (BCC Members and Non Members)**

This year's ROH will contain all qualifying results between the 15th December 2024 to 14th December 2025 (LKA) to give a full representation of the show year. There is now a **separate ROH form for dogs based outside the UK** attached to Overseas Awards form for ease of submission. When submitting photographs for ROH's on disc/memory stick then please remember to submit a paper copy for proof reading purposes. Any ROH's received without a paper copy of the photo will be returned and not accepted for inclusion within the Yearbook and there is now space to credit the Photographer if required.

**All dogs qualifying prior to the deadline (30th November 2025) must be submitted by this deadline.** The only ROHs that will be accepted after the deadline are **dogs qualifying for the first time at Shows held after the 30th November 2025 but these must be received by the 22nd December 2025.** If you need to add a win to a ROH already submitted then this can be done by contacting the Editor who will also keep track of additional wins and new qualifiers. So please feel free to submit them as soon as you qualify!

4 **ADVERTISEMENTS (BCC Members Only)**

We are able to accept your adverts by paper, disc/memory stick or email but all **must be accompanied by a hard copy sent through the post to the Editor** for proof reading purposes. Any adverts received without a hard copy will be not be accepted for inclusion in the Yearbook. It also helps avoid confusion and mistakes at the printers if you put all digital information onto just one disc or memory stick – if you need help then please don’t hesitate to contact the Editor.

If possible **please supply your advert as a digital copy in a Word Document or in the body of an email** as this then allows the printers to tweak your advert to get the best print results. If you supply as a PDF then the printers can only print your advert “as is” and then the BCC cannot be held responsible for the end result within the book. We now recognise that some people like to use professional programmes to produce adverts so the printer has supplied the following information to ensure you get the best results……….

A white rectangular object with black text

Description automatically generated with medium confidence**For supplied adverts:** Please ensure that all the images and copy are at least 10mm from all the edges that trim or go into the centre spine. We do not want to trim off anything important or not be able to read it in the central gutter.

**For adverts with Bleed (that print off the page):** These need special planning if the design is intended to print off the edges of the page. All essential items must be at least 10mm from trims and central gutter. This area is referred to as the ‘live’ area, and the page size as ‘trim’ (for this book: A5, 148mm wide by 210mm deep for a single page advert, and therefore a double page advert will be A4, 297mm wide by 210mm deep). Outside of this trim area we NEED 3mm of bleed on all the cut edges – see below: so any background needs to extend another 3mm. On single page adverts, as we won’t know if your page will be on the left or the right, please put 3mm bleed all round so it can be used on either.

5 **PHOTOGRAPHS**

Photographs should be taken on a camera set on the **highest resolution possible** which the printer **recommends a minimum of 300dpi** – this information can be checked on your camera. We can work with lower resolution photos but it will compromise the final print quality of your submission which the BCC cannot be held responsible for. In particular it is **advised against using photos taken by camera phones or downloaded from Facebook/WhatsApp/Websites** – if in doubt then contact the Editor who is more than happy to help.

Please do not crop photographs or write on them and if you are just submitting a physical photo then ensure they are high quality originals. If you have specific instructions please advise the Editor on a separate sheet of paper or post-it note, and we will do our best to comply with your wishes within the constraints of the editing process.

6 **PAYMENTS**

Payment by chequer should be made out to ‘ **Bearded Collie Club’** and are only accepted in £'s Sterling/£GBP.

Payment may also be made by BACS Sort Code 09-01-54 A/c No.98836711 in which case please mark payments: Yearbook and your name. Please contact the Editor for any enquiries about costs and payments. HDhhdhdhjafksahfshfjsdhfkjsf