



## *Peninsula Dog Fanciers' Club, Inc.*

### **Membership Teams**

The success of any club is dependent on people working together towards mutually agreed upon goals. Our hope is that with so many wonderful people in our club, the load bearing can be shared amongst us all and not fall upon just a few. We would like to give everyone an opportunity to help in areas that are of interest to them.

We would like to set up "Committee/Teams" where small teams would work together on different project areas of the club. Each team would be led by 1 person known as the Team Leader. Teams would be supporting each other while learning the ropes. *Mentorship will be provided* where needed. Teams would give a written or in person monthly progress report to the Board and membership at the general meetings. You will find that Pages 1-4 are everyday Teams. Pages 5-6 are the teams needed to run a Show/Trial/Event. Page 8 Sign up form.

### **SEMINAR/WORKSHOP/SPEAKER:**

- a. Survey membership the subjects/topics they would like to learn more about.
- b. Assist the Board with the annual budget for the year.
- c. Secure speakers for seminars and workshops that are of interest to the club members and the local canine community.
- d. Secure speakers to give short talks [30-45 mins], or demonstrations during the general meetings.
- e. Advertise the events. Facebook —flyers — website — other.
- f. Organize and run the event.

### **JUDGES SELECTION:**

- a. Obtain judges for the different Club events that are to be held. Try to incorporate some provisional judges in these events as they are the future of the sport and need assignments.
- b. Consult actively showing members who are currently involved in the sports of conformation, obedience, rally, scent work and other sports for the names of judges that members feel are professional and pleasant to show under.
- c. Review yearly and if needed updating the judge's contracts.

- d. Maintain records of judges and keep notes on how they judged and if they were professional and friendly towards exhibitors and club members. Maintain a list of no-hire judges.
- e. Make a copy of the returned signed judge's contract to the Show Chair/President for their records.

#### **JUDGES HOSPITALITY:**

- a. Audit the local hotels annually to ensure the quality of their rooms and prices.
- b. Reserve Hotel accommodations judges requested both in Silverdale and Seattle if needed.
- c. Reserve Kitsap Airporter transportation to and from airport to hotel,
- d. Ensure transportation from hotel to show site each day.
- e. Provide the judges continental breakfast in the am and snacks and beverages throughout the day. Special beverage requests may be received by judges and need to be available ringside/ lunch and during group judging.
- f. Ensure that all the judges and ring stewards are aware of the Clubs Luncheon arrangements.
- g. Give Show Chair/President a copy of the judge's schedules, hotels, etc.
- h. Put together judge's gift bags to be placed in their rooms before they arrive. Coordinate with the hotel.
- i. Ensure the judges have a list of restaurants, coffee spots, and other interesting places in the area that they might want to see while staying with us. Include things to do in Kitsap County.

#### **SUNSHINE:**

- a. Have access to current membership roster with names/addresses/phone # etc.
- b. Assist the Board with the annual budget for the year
- c. Send cards/gift to membership if appropriate for illness, birth, death, success, etc.
- d. Confidentially inform Board of any member who may need help and inquire on how we can help as a club and/or individual.
- e. Maintain Sunshine cards/stamps supplies.

#### **MEMBERSHIP:**

- a. Maintain official record of all membership applications and record membership status.
- b. Maintain record of membership participation chart up to date. Ensure it is available at events.
- c. Welcome new potential members, give them the associate membership form and explain the membership process. Explain the benefits of belonging to the club.

- d. Inform associate members when they are eligible to become "full members" after the requirements have been met.
- e. Maintain copies of all the membership applications and renewal forms. Provide applications available when needed, especially at club meetings and events.
- f. Obtain copies of the Constitution, By-Laws, and Standing Rules to be given to new members.
- g. Review membership applications yearly and make suggestions if needed to the Board.
- h. Provide copies of new membership applications as received to — President, Secretary and copy to Treasurer along with their membership fee.
- i. Provide copy of full membership roster to President- Secretary-Treasurer -Sunshine Team.
- j. Inform Associate member when they get approved for Full membership and change status on membership list.

**EDUCATIONAL:**

- a. Research educational materials from A.K.C. and other organizations.
- b. Display at shows/trials/events and make available for members.
- c. Research some of the programs A.K.C. offers clubs and members. example: Fit Dog / Therapy Dog/ Canine Ambassador and present at club meeting.
- d. Assist with seminar team to set up guest speakers.

**CLUB HOSPITALITY:**

- a. Prepare refreshments and goodies for general meetings.
- b. Set up rooms for club meetings if needed and keep supplies of coffee/tea/ cups, etc. stocked.
- c. Co-ordinate with the Judges Hospitality Team to provide continental breakfast/snacks/beverages for the club members/workers during the show hours.
- d. Welcome new people to the meetings. Get to know them.
- e. Organize with club members - club parties to include the following possibilities: Summer Picnic, December Holiday Party, Member Appreciation Dinner and more.

**MEMBER APPRECIATION:**

- a. Research ways of showing our appreciation and gratitude to members throughout the year.
- b. Recognize achievements big and small of our members.
- c. Present annual awards presented at the Holiday Get Together

**FITDOG:**

- a. Research trails and hikes that club members might like to go on with their dogs.
- b. Record attendance for inclusion of all members who attend in the Member Participation Chart.
- c. Make refreshments and goodies available for the members and guests at the location.
- d. Keep the AKC Record of Fit Dog Walks up to date.
- e. Advertise on the Club's Facebook Page and Website about the walks and the health benefits of walking with your dogs.
- f. Invite members of the local community to join with club members and their dogs on these hikes.

**YOUTH:**

- a. Research ways to involve younger members into the club through educational programs and fun activities.
- b. Research all the programs and tools that AKC and other canine resources have to offer
- c. Research Reading with Rover — Pet Pals 4H Therapy Dog Program for youth — others.
- d. Reach out to the younger canine participants in the community to see how we could help.

**CLUB TABLE:**

- a. Provide the face of Peninsula Dog Fancier's Club to the public and ensure that we are welcoming towards all and show that we are an organized, fun, and inclusive club.
- b. Prepare and decorate the club table at events.
- c. Display Club Table Banner.
- d. Ensure there is information regarding the club and its involvement in the local community.
- e. Provide membership information packets.
- f. Post pictures of members and their dogs involved in the different sports.
- g. Provide a list of the events that PDFC is involved in that year.
- h. Be available to answer questions regarding club and/or shows

**COMMUNITY SERVICE:**

- a. Research the needs of our local community and provide suggestions on ways the club/individuals might be able to do to help.

- b. Prepare an action plan how we can achieve the short- and long-term goals that the team propose.
- c. Involve other partnerships as needed.
- d. Advertise on Facebook, Website, Newspaper, Flyers as needed.
- e. Organize events.
- f. Report to Board progress and/or any special needs of the team.

#### **CANINE HEALTH:**

- a. Research health related resources that would be beneficial to the club.
- b. Work with the Seminar Team to secure speakers on different health topics.
- c. Explore holding health clinics, seminars e.g., Microchip, Heart, Eyes, Reproduction.
- d. Prepare health clinics in conjunction with the Clubs shows
- e. Provide the volunteers as needed to run successful health clinic.

#### **MEDIA:**

- a. Must have knowledgeable computer/media skills
- b. Work on the Facebook pages and Website to keep up to date
- c. Assist the teams with media ideas, flyers, etc.

#### **SHOWS/MATCHES/TRIALS/EVENT TEAMS**

#### **SHOW CHAIR/ASSISTANT:**

- a. Co-ordinate and oversee all aspects including the planning and running of the show.
- b. Work with all the volunteers/ teams on the show committee.
- c. Oversee anything relating to the planning, set up/tear down and the running the show in general. Mentoring available.
- d. Report to the Board.
  - All- Breed Show March
  - Performance Event September
  - Fun Match
  - Responsible Dog Ownership Day
  - Agility Trial
  - Scent work Trial
  - Up-Dog- Frisbee
  - Other

### **OBEDIENCE/RALLY CHAIR:**

- a. Co-ordinate and oversee the running of these events at the show.
- b. Co-ordinate with the Judges Selection Committee on the hiring of judges for the event.
- c. Ensure the judges have the equipment they need [normally provided by the show superintendent].
- d. Ensure that the rings are properly set up and meet AKC guidelines.
- e. Work with show chair on a budget
- f. Hire ring stewards and ensure they have the training and supplies needed for a successful trial.
- g. Co-ordinate with the trophy chair to make sure all the public

### **TROPHY:**

- a. Work with the show chair on a budget for the show.
- b. Prepare some ideas about prizes and seek out possible sponsors.
- c. Review previous prizes/trophies. Is there a theme for the show?
- d. Procure the trophies upon approval from show chair.
- e. Organize work party if needed to help put prizes together.
- f. Work with show chair on the premium list trophy pages to ensure all sponsors get credit.
- g. Ensure that all the ribbons, prizes and trophies are published in the premium book are at the appropriate rings when needed.
- h. Organize, display, and decorate the large trophy table area for the public to view.

### **RING STEWARD:**

- a. Work with Show Chair on a hiring budget
- b. Hire ring stewards for the show.
- c. Ensure the ring stewards have the proper training required. Organize a ring steward training session with the show chair and/or president if needed
- d. E-Mail all ring stewards information on expectations regarding proper etiquette and attire while representing the club, as well as their daily assignments with details including parking, luncheon, ring information and the judge[s] they have been assigned.

### **Day of show:**

- a. Ensure that all the ring stewards are on time.
- b. Ensure they pick up the ring steward packets from the superintendent and have all they need.

- c. Ensure all rings are correctly set up and have proper supplies at ring [including tissues, candy, clean up supplies, trash bin, etc.]
- d. Provide Treasurer with list of ring stewards and their fees for preparing checks,

**VENDOR:**

- a. Work with show chair on space available for vendors and price to charge yearly.
- b. Explore possible vendors and send contracts to them. Invitation only.
- c. Assign spaces.
- d. Sign and layout spaces the day before show the vendor spots
- e. Collect fees and give to Treasurer.

**RV PARKING:**

- a. Create a detailed plan showing the layout of spaces available.
- b. Secure electrical spider boxes from fairgrounds [if needed].
- c. Review the RV Parking entry form for the Premium List annually and make any changes necessary.
- d. Work with the Show Chair on price to be charged each year.
- e. Collect the fees and parking reservation forms from the exhibitors.
- f. Send/Hand deliver alt monies and copies of reservation information to Treasurer for their records.

**Day before event:**

- a. Mark out the spaces clearly with numbers.
- b. Make sure you have proper signage so exhibitors can easily find the RV Parking area and their space.
- c. Ensure that there are enough trash receptacles in the RV parking areas for trash.
- d. Provide signage for dog poop area nearby with poop bags and bins.

**GROOMING:**

- a. Plan all the reserved/day grooming spaces needed for the event.
- b. Review the grooming information listed in the Premium list yearly and make changes as needed.
- c. Work with Show Chair on the fee schedule for grooming spaces.
- d. Work with the Show Chair on how many/which buildings to use.
- e. Design a space layout for each building used.
- f. Collect all fees and reservations from exhibitors.
- g. Provide a copy of reservation information and fees to the Treasurer.

- h. Prepare a list of exhibitors and spaces requested and assign the spaces.
- i. Design large signage to be displayed at the entry of each building for exhibitors to find their assigned spaces.

**Day before event:**

- a. Layout and number each space clearly in the buildings.
- b. Ensure enough trash receptacles are available.
- c. Notify Show Chair how many electrical spider boxes needed
- d. Maintain a copy of the exhibitors grooming request form at the show grounds to be made available if there are any questions/complaints.

**DAY PARKING:**

- a. Control the traffic coming in and out of the event as well as directing exhibitors where to park their vehicles.
- b. Provide appropriate fluorescent attire to ensure they are seen.
- c. Collect all parking fees and direct the exhibitor to the appropriate parking area — handicapped — judges/club members — workers/drop off/ exhibitor parking spaces.
- d. Display large signage.
- e. Assemble Pop-up tent and set up workers area near entrances.
- f. Work with Show Chair on fees to be charged and get startup funds from Treasurer each day.

**These are just some of the areas that help is needed to run a successful club and put together well-organized shows. There is a place in at least one "team" for everyone. If you only have a short amount of time to spare, no worries, we can find one that fits. If you are Interested in doing more fabulous! We hope that you will participate in this new adventure and help grow our canine community. **Please complete the "Membership Teams" Form to help us out.****

**THANK YOU!**