

POLICIES AND PROCEDURES OF THE TREASURE STATE RETRIEVER CLUB

1.0 MISSION STATEMENT OF THE TREASURE STATER RETRIEVER CLUB

The purpose of the Treasure State Retriever Club (TSRC) is to promote and protect the breeding, field training, hunting traditions and best interests of all retriever breeds qualified to enter American Kennel Club (AKC) Hunt Tests and field trials and United Kennel Club (UKC) Hunt tests for Retrievers; to promote the interests of amateur owners and trainers who respect the history, traditions and integrity of the sport of purebred hunting retrievers.

TSRC will conduct annual hunt tests and field trials that promotes the use of retrievers as hunting companions simulating as nearly as possible the conditions met in true hunting situations.

1.1 ORGANIZATIONAL STRUCTURE AND PURPOSE

The Treasure State Retriever Club is a club that formed in 1947 offering AKC field trials, thus offering handlers a venue to run their dogs. Organizers believe that the primary purpose of this club is to have an annual event that is completely organized, managed, and run by amateurs.

The Board of Directors operates from an Article of Incorporation, By-Laws, and these Policies and Procedures.

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, and three directors. The length of terms of each position is detailed in the By-Laws.

The Club is made up of members as individuals, each holding the same voting rights (one vote each) on matters concerning the elections that are to be held at annual meetings. With the exception Out-of-state members shall have no voting rights.

The Article of Incorporation and By-Laws are written in a formal nature, but these Policies and Procedures are written as a living document, to be modified as necessary to run the club in an efficient manner.

1.2 SHORT AND LONG-TERM PLANNING

It is the responsibility of the Board of Directors to discuss and develop strategies for the short & long-term success of this organization.

Discussions will include input from members at the Annual meeting. This input shall be discussed, strategies developed at Board level meetings which enhances the longevity of the Treasure State Retriever Club.

Additional persons may be brought into these meetings, appointed to Chair special committees as the Board sees fit, developing and adopting policies and strategies to improve the organization.

1.3 LOGOS AND IDENTIFICATION

The following logo has been adopted by the Board of Directors and shall be used to identify this Organization. The logo shall be used exclusively by the Board of Directors in the promotion of this club and its objectives. This logo may be used for the website, and for pins, decals, trophies, clothing, stationery and other artwork as necessary. The logo may not be used, reproduced in any manner by any person or organization without the express permission of the Board of Directors.



2.0 Membership

2.1 Requirements for Membership

Requirements for Individual and family membership:

- In good standing with AKC/ HRC and UKC
- Must be an Amateur(s) as defined by AKC rules. HRC does not require this.
- Must pay Annual dues before prescribed deadline, or be a lifetime member.
- Must submit a signed, valid application to the BOD for approval annually.
- Out of state individual and family memberships will not have voting rights.

3.0 COMMUNICATIONS

3.1 Website and Database Management

The Treasure State Retriever Club will maintain a website. The website will be used for disseminating information about the Organization, including the posting of our Mission Statement, By-Laws and these Procedures and Policies.

The website will also include, but is not limited to:

- Membership Information.

- Event Information for upcoming annual events.
- Board contact information.

Any other relevant information the Board deems appropriate for posting to the site.

Email addresses will no longer be included on club rosters. If any member wishing to communicate with another member by email will need to contact the other member directly and ask for their email. No club member should feel obligated to share their email address with another member.

Any club member that has an issue with another member, Board member, or an issue about Board decisions or how the Board conducts club business should direct their concerns to the Board either by contacting a Board member directly or by sending an email to the club email address at secretary@treasurestateretrieverclub.com.

As a member of the Treasure State Retriever Club you are prohibited from sending unwanted, abusive, or antagonistic emails to another club member without obtaining their expressed permission in advance. Any violation of this club policy will be cause for the Board to take sanctions against the offending member. Any member who receives an email as described above should forward the email to the club Secretary.

4.0 EXPENSE REIMBURSEMENT POLICY

4.1 It shall be the policy of this Board that expense reimbursement will be kept to a minimum. The Event Chairperson shall have obtained approval of the Board of any judges travels that exceeds 400 miles, which included airline tickets.

Reimbursement for qualifying expenses is limited to the following (1) lowest available coach class airfare purchased at least three months prior to travel, or actual out-of-pocket fuel receipts when traveling by personal vehicle and lodging when in route to, at, and from the event; (2) lodging reimbursement will be the actual expense not to exceed the US government lodging per diem for Butte, Montana; (3) meal reimbursement will be the actual expense not to exceed the US government meal per diem for Butte, Montana;(4) any auto rental will require approval by the Board prior to the event.

Request for reimbursement shall be made on the approved claim form and submitted to the Event Secretary within 30 days after the conclusion of the event or other meetings. Receipts are required for all reimbursement requests.

The club Secretary shall maintain copy of the current Reimbursement Claim forms in the club file, and supply them to each Event Secretary.

4.2 BI-ANNUAL AUDIT AND REVIEW

It shall be the policy of this club in accordance with the By-Laws to have a periodic independent review of financial records. The Treasurer and President shall direct such a review in even numbered years.

The Treasurer shall report to the Board at every meeting on the condition of the finances.

An audit of the financial records shall be conducted during the even numbered calendar years. Upon completion this report will be presented at the next annual meeting.

The Treasurer shall be bonded in accordance with the By-Laws of this club.

The Treasurer and President shall review all financial records;

- Confirm the IRS 990 was completed
- Confirm the insurance premiums are paid and insurance is in place
- Confirm bank reconciliations were completed
- Review a sample of the expenses for proper documentation

The Board shall review, discuss and resolve any discrepancies.

The TSRC books shall be open to any member upon request in writing. Upon request, the Treasurer shall accommodate such request with notification to the President. A duplicate monthly bank statement will be mailed to the current President.

5.0 LAND USE RULES

5.1 The TSRC grounds are privately owned by the Club. Use of the grounds are exclusive to members and invited guests. Permission to be on the grounds for any reason can only be granted by the Board.

The closure of the grounds may be necessary at any time, due to fire, water conditions or natural disaster. The Board of Directors will determine when or if the ground should be closed, and informed the membership immediately of the decision.

5.2 CAMPING ON THE GROUNDS

Camping on the TSRC grounds will be limited to members only, due to insurance requirements. Invited guests can camp on the grounds during hosted events by TSRC or other retriever clubs with the approval of the Board.

Camping by non-members will be limited to the day prior to the start of an event and ends after the event concludes. Hold over days after the event concludes will not be allowed.

Dry camping only is allowed on the grounds. Only authorized members shall have access to electricity from the club house with Board approval. Camp fires are prohibited always.

Camping is only allowed in designated areas.

5.3 LAKE AND POND WATER LEVELS

All head gates and water levels of property lakes and ponds are managed by a designated club member. No other person is allowed to manipulate the head-gates without express permission of the Board.

5.3 HUNTING/FISHING

Hunting and fishing are not allowed on the property without expressed permission of the Board. Swimming in the lakes and ponds is prohibited.

6.0 EVENT ROLES AND RESPONSIBILITIES

This Chapter will identify the key positions and responsibilities of those persons charged with the successful execution of an event. These definitions are in no way complete, but rather a starting point and will be reviewed and updated periodically.

6.1 (a) EVENT CHAIRPERSON

The Event Chairperson is appointed by the BOD and working with the Event Committee to carry out a successful event. He/she is the key interface and assures that communication lines are open and active with the event committee. The Event Chairperson should make certain the grounds are secure and ready for the event and all permits required are in place. A close relationship will be needed between the local city and county governments and most wildlife organizations. This is the sole responsibility of the Event Chairperson.

The Event Chairperson is instrumental in maintaining the spirit of the event with committee members, judges and the handlers.

If a situation arises that the event needs to be cancelled this decision will be the responsibility of the Event Chairperson with great consideration of the safety of the grounds, our members, and the non-members attending the event.

The Event Chairperson shall appoint the following:

- They shall have formed an Event Committee with includes an Event Secretary, consisting of at least five members of the club.
- Hospitality Chair
- Designate a Capitan of Guns,
- Designate an Equipment Person.
- Designate Stakes Marshalls.

6.1 (b) EVENT STAKES MARSHALL (S)

One Event Marshal will be assigned to each separate stake at each separate location. The Event Marshal(s) will be the eyes and ears of the Event Chairperson. They are in control of all line activities except those of the judges and will have complete charge of the stake they have been assigned to.

All problems and questions at each stake/section should be directed to the Event Stake Marshal. It is their responsibilities to resolve all questions and problems; if unable, the Event Chairperson and the Event Committee will be the ultimate one to resolve any issues.

The Event Stake Marshal will have the prime responsibility to the judges' needs and requests. They will have the authority to remove and or replace workers not performing properly. In addition, the Event Stake Marshals should:

- Make sure judges have chairs.
- Ensure there are enough workers at each stake.
- Give Hospitality a count for lunches.
- Assure that Handlers are ready to run when call upon.
- Re-bird when necessary to keep the test running.
- Relays all messages to and from judges.
- Give direction to the workers in the field.
- Coordinates placement of equipment in field with Equipment Person.
- Coordinates next test set up with Grounds & Equipment.
- Works with the Equipment Person regarding the ATV use.
- Make sure the marshals box is on line and equipped properly.
- Assign and distribute radio, calls and misc. equipment.
- Assure that all equipment is returned to the equipment shed.

6.1 (d) EVENT SECRETARY

The Secretary is responsible for all record keeping regarding the event.

- They shall obtain test event approval or application from AKC/UKC.
- They shall list on Entry Express for AKC events.
- They shall list on either Entry Express or Hunt Secretary for UKC events.
- They will issue judges confirmation letters and agreements.
- They will prepare the judges books and marshal sheets for all stakes.
- They will ensure the marshals sheets are distributed to each stake marshal.
- At completion of each stake they will receive the qualifiers from the judges and fill out the proper paperwork.

6.1 (e) EVENT TREASURER

The Event Treasurer has complete responsibility for all monies due at each event.

- They will be responsible for payment of workers at completion of the event.
- They will be responsible for the reimbursement of judge's expenses and collecting all required receipts prior to payment.
- In the event of any new membership applications are received it will be the responsibility of the event treasurer to keep these in a separate envelope and give them to the club treasure of TSRC as soon as possible.

6.2 EVENT HOSPITALITY

The Hospitality Chairperson is one of the most important roles in ensuring a successful event. The Hospitality Chair is responsible for a minutia of details, oftentimes being called upon to support the effort of the organization by ensuring things run smoothly and judge's needs are properly taken care of while they are on the line judging.

The Hospitality Chair will direct the efforts of and be supported by volunteers at each stake who will answer directly to the Chair.

The hospitality crew is responsible for the following:

- Provides the judges, paid workers, committee members with food for lunch, and afternoon snacks if needed.
- Provides coolers filled with ice, water and sodas and distributed in the morning to the field for the judges and workers, and removing / restocking at end of the day.
- Be cognizant of any special dietary restrictions/needs of any judges and ensure their needs are met through the help of the volunteer at that stake.

6.6 JUDGES SELECTION CRITERIA

The selection of judges is accomplished by the Event Chairperson with the approval of the Board of Directors. Qualifications that should be considered are:

1) To be current in accordance all AKC/ HRC requirements for judges at the time of nomination, and meet all of The AKC / HRC requirements at the time of the event.

2) To be in good standing with the AKC /HRC / UKC. Prospective judges who have had any substantiated actions filed against them with AKC/HRC, within the last five years, will not be eligible to judge.

3) Must be currently active in running retrievers in a capacity other than that of a judge. This can be verified by the Club the prospective Judge is affiliated with.

Other considerations:

- Extensive experience hunting with dogs in waterfowl and upland situations.
- Excellent interpersonal and communications skills.
- Proven excellent time management skills.
- A reputation for fairness and impartiality.

All Judges must meet the minimum qualifications as stated in the AKC/UKC Regulations. Any possible conflict in relationship between a handler and judge will be resolved in accordance with the current regulations.

If additional judges are required they will be selected by the Event Chairperson subject to approval by the Board.

Each pair of judges, with advice and input from the Event Chairperson will setup and judge their full series independently of the other judges. If there are two or more sets of judges the issue of potential conflict between judges and handlers is mitigated. After the draw, handlers must advise the Event Secretary of any possible conflict with the judge of their flight. If the Event Secretary supports the possible conflict, they will move that handler to another flight to avoid a conflict. If it is not possible to avoid a conflict the handler may be changed. If it is still not possible to avoid a conflict, the entry will be scratched, and a full refund given. If a conflict is revealed after the start of the event, the entry will be disqualified, and no refund extended. All such determinations will be made by the Event Committee whose decision is final.

Approved by the Board of Directors on January 22, 2018