**POLICIES OF THE**

**MID-FLORIDA SPORTING DOG ASSOCIATION**

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**1.0 INTRODUCTION**

The purpose of this document is to collect the policies of the Mid-Florida Sporting Dog Association, hereafter referred to as the Club, into a central location. Providing written documentation of the Club policies will facilitate consistent policies to be applied without having to search all board meeting Minutes and email archives.

Policies are those rules and guidelines that have been voted on by the Board of the MFSDA. As such, they are less binding than those rules established by the by-laws, which must be voted on by the general membership. The Board has the authority to modify the policies, as required, for the smooth operation of the Club and its events.

**2.0 NEWSLETTER POLICIES**

It is the policy of the MFSDA to generate a newsletter on a quarterly basis and distribute this newsletter to the membership. The MFSDA newsletter documents the business of the MFSDA and informs the members of activities of the Club.

The schedule and deadlines for the newsletter are as follows:

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| **Issue** | **Deadline** | **Special Enclosures** |
| Winter | February 15 | New Title Awards |
| Spring | May 15 | Membership List |
| Summer | August 15 |  |
| Fall | November 15 | Membership Application, Rosette Application |

The newsletters should be sent to the membership within 4 weeks of the deadline, worst case, with 2 weeks desired.

**2.1 Newsletter Content**

The contents of the newsletter are as follows:

**Letter From the President** (optional) - Each issue, the president has the opportunity to inform the Club as to events and issues of the president's choosing. It is recommended that this opportunity be used to encourage members to participate in upcoming events.

**Member Brags** (mandatory) - Each issue, the members may provide the successes and achievements of their dogs for inclusion in the newsletter. Member Brags is open to any dog owned by a member (it is not limited to Flat‑Coated Retrievers). The member shall provide the newsletter editor, prior to the deadline for each issue, the following information: accomplishment, dogs AKC and given name, and the owner/members name(s). Accomplishments include any wins or any qualifications at dog events.

**Event Announcements** (mandatory) - All Club events should be announced in the newsletter. Dates, times, locations, and well as contact information should be provided.

**Event Results** (mandatory) - All Club events should be summarized in the newsletter. This includes a listing of the Rosettes handed out at the annual meeting.

**New Members** (mandatory) - for each new member voted into the Club, an announcement is to be included in the newsletter. Ideally, a brief biography is to be included.

**New Arrivals and Announcements** (mandatory) - for each new human or canine family member, a new arrivals/announcements write-up may be included. Note that *litter announcements* are not currently welcome - just an announcement of any dog that is kept (this is different than the Web policy).

**Chair Reports** (optional) - Each chair may provide a write-up for inclusion in the newsletter. The chairs include Field,

**Board Meeting And Conference Call Minutes** (mandatory) - each issue contains the minutes of the previous board meetings.

**General Membership Meeting Minutes** (mandatory) - the minutes for the annual general membership meeting are included in the next newsletter.

**Treasurer's Report** (mandatory) - the treasurer's report is included at least twice/year. As part of the treasurer's report, individual donations to the Club trophy fund are acknowledged in the Treasurer's Report.

**Club Calendar** (mandatory) - Each issue contains a listing of upcoming Club events. This list should include as many of the future events as is practical.

**Club Contacts** (mandatory) - A listing of the contact information for current officers, board members, and committee chairs is to be provided to the membership in each issue.

**Membership List** (mandatory) - each Spring issue of the newsletter contains a complete membership listing. The membership list is for personal communication only, and not for commercial use.

**Membership Application** (mandatory) - once per year, the newsletter will contain a blank membership application so that it may be provided to prospective new members by existing members. It is recommended that this be in the Spring newsletter.

**Inserts** (optional) - each issue may contain inserts, as appropriate.

The photograph and advertisement policies of the SSFCRC Newsletter are further detailed, below.

**2.2 MFSDA Newsletter Photograph Policy**

The following is the policy for incorporation of member photographs in the MFSDA newsletter:

a) Any member can have a photo in the "Member Brags" section for any new AKC title. This is the only place in the newsletter where "Show Shots" are acceptable.

b) Any member can submit cameos of their dogs for inclusion. The editor will make an honest effort to rotate among the dogs/owners.

c) Any group photos from events are encouraged.

Photos may be provided either hardcopy (and will be returned) or may be sent electronically (scan at 150 dpi and save as JPG files). Send hardcopy and JPEG files to the newsletter production editor (Rob Bitler). *Do you want to keep listing specific people that have to be updated on a term by term basis or just end this with sending to the newslette editor.*

**2.3 MFSDA Newsletter Advertising Policy**

**THE NEWSLETTER EDITOR WILL REQUEST ARTICLES, PHOTOS, EVENTS, ETC., FROM THE MEMBERSHIP EACH MONTH VIA THE MFSDA MEMBER FACEBOOK PAGE.**

**3.0 WEB SITE POLICIES**

It is the policy of the MFSDA to maintain a Web site to facilitate communication from the Club to its members. The Web page is to be maintained by the Web Committee. The present site is at www.southernskiesfcrc.org.

**3.1 Member Brags**

The MFSDA Web Pages contain Member Brags pages. The purpose of the Member Brags pages is to provide a forum for members to share their successes with the other members. Member Brags is open to any dog owned by a member. The member shall provide the Webmaster the following information: accomplishment, dogs AKC and given name, and the owner/members name(s). Accomplishments include any or qualifications at a dog event.

**3.2 Member News**

The MFSDA Web Pages contain Member News pages. Member News includes:

a) New arrivals, both human and canine,

b) Litter announcements.

c) Condolence (loss of human family member).

**3.3 Photo Gallery**

The MFSDA Web Page contains a photo gallery of members’ dogs.

Members should send photographs, the dogs registered and call names, and a brief write-up **to the Webmaster.**

**3.4 Event Announcement**

It is the policy of the MFSDA to include an announcement for all Club events on the Club’s Web Pages, along with other dog related activities deemed relevant.

**3.5 Event Results**

It is the policy of the MFSDA to post results from all Club events to the Club’s Web Pages.

**3.6 Links**

A Club member with a Sporting Dog related Web site may request that a link be placed on the Club’s ***links*** page. This is for sites about member dogs and may include contact information, and may not include any commercial information.

The website shall include a disclaimer that the club is not responsible for any content or information on linked pages.

**5.0 MFSDA ANNUAL ROSETTES**

5.1 MFSDA Annual Rosettes Purpose

The purpose of this award is to encourage MFSDA members to train, work, and show their Sporting Dogs in dog fancy activities. In sponsoring this award, the MFSDA hopes to motivate its members to spend quality time with their canine companions, to experience the fun, challenge, and reward of participating in dog fancy activities, and to become educated about the abilities and multi-purpose nature of their sporting dogs.

5.2 MFSDA Annual Rosette Award

One MFSDA rosette per dog will be awarded to the member of a dog who has earned ANY title within the current calendar year. The dog’s registered name and current titles will appear on the rosette.

5.3 MFSDA Annual Rosette Qualification

The dog owner must be a MFSDA Club member in good standing during the time the dog achieved the required title(s). To receive a rosette, each member must fill out an application and return it to the designated rosette chairperson by midnight Jan 14th of the following calendar year. Rosettes are awarded at the annual membership meeting.

Titles That Qualify - Rosettes will be awarded for ANY titles earned.

6.0 MFSDA Sunshine Committee Guidelines

The following are the responsibilities of the **MFSDA** Sunshine Committee and the guidelines for action:

1) Loss of Dog (any breed owned by member)

a) Send card

b) Prepare obituary and submit to newsletter editor for publication

2) Severe Critical Illness/Injury of Member

a) Send card and flowers/fruit basket ($40-$50 including delivery)

b) Check on and report member’s progress to **the Board**.

c) Organize dog sitting for those members too ill to care for their own dogs, if possible. This dog sitting is a temporary service, to be offered only if there are members available at that time to help foster the dogs. Committee will keep a list of volunteers.

*The parameters of “Severe Critical Illness” will be reviewed by the President and Committee Chair.*

3) Loss of Member

a) Send card to Member’s family & notify Treasurer to make donation to charity or flowers as requested by family ($40-$50)

b) Prepare obituary and submit to newsletter editor for publication

4) Member’s loss of immediate family member (Spouse, Significant Other, Child, Mother, Father, Sister, Brother)

a) Spouse/Significant Other, Child, Mother, Father - Send card & notify Treasurer to make donation to charity or flowers as requested by family ($40-$50)

b) Other Immediate Family Member (Sister, Brother) - Send card

c) Notify newsletter editor for publication.

**7.0 MFSDA DUES/MEMBERSHIP POLICIES**

The dues of the MFSDA are set by vote of the Board. The present renewal rate is $30 – family or individual. Membership in the MFSDA entitles the member to receive the Club newsletter and more actively participate in the Club events. Membership includes voting rights for all members of the family 18 years and older.

**8.0 MFSDA WAYS & MEANS POLICIES**

The purposes of MFSDA Ways & Means are:

a) Raise nominal amounts of funds to support the Club general fund,

b) Via sales of merchandise with the MFSDA logo, promote MFSDA as an active Club in the Sporting Dog community and throughout the dog fancy.

These ends are met by:

a) Providing “stock” merchandise for sales at Club events. Purchases to build and/or restore stock are to be approved by the MFSDA board.

b) Orders for merchandise are now done online by a service that ships directly to member.

**9.0 CLUB EVENT POLICIES**

Throughout the year, the MFSDA holds numerous events. All MFSDA members are welcome at all MFSDA events, including board meetings. At most MFSDA events, guests are welcome as well. The following are the regularly scheduled events:

**Annual Meeting** – This meeting is held on a date chosen by the President and voted on by the Board. At this meeting, elections of Officers and Board members may be held as indicated in the By-Laws. Additionally, the Annual Rosettes are handed out. The Annual Meeting location and date shall be determined by the Board.

**In addition to the physical Annual Board meetings, we will hold a conference call Board meeting on a monthly basis.** The Recording Secretary will announce this to all Officers and Board members a week in advance of each conference call.

**Member Appreciation Day** – Each Fall, the **MFSDA** holds a Member Appreciation Day at a member’s home. Sometimes a CERF exam and/or a CGC test is held at this event. Various games are provided for the participants along with a BBQ. The Club encourages all Sporting Dog owners to participate. It is the policy of the Club to invite everyone in the region, whether member/owner or not, to attend. This is accomplished by sending out invitations to the **MFSDA** Facebook group encouraging breeders with “puppy people” in the region to let them know, etc.

**MFSDA Seminars** – The MFSDA members and/or committee chairs may run an event in any venue that showcases the versatility of our wonderful sporting dogs. Procedure on how to run an event is outlined in Section 11.0 – Organizing An Event.

**AKC Sanctioned Match** – The MFSDA may hold an AKC Sanctioned Match.

**Field Training Days** – Throughout the year, the Field Chair may elect to have Field Training Days and other such field events as time and participation permits.

**9.1 Policies Related to Judges**

The following policies apply to judges at MFSDA events:

a) **Match Judge Selection** – Match judges may be nominated by either the Match event chair, a Board Member, or any MFSDA member in good standing. Match judge is to be selected by the event coordinator.

b) **Field Event Judge Selection** - For formal field events, the judges must be approved by the Board of the MFSDA and may be nominated by the Event Chairs, Board Members, or Members of the MFSDA. For informal field events, judge selection is up to the discretion of the Event Chair.

c) **Judge’s Gifts** – For Match, Sweepstakes, and Field Events, a judge’s gift if provided by the MFSDA. It should be of nominal value (up to $50).

Other judge related issues, such as Hotel/Travel reimbursement, etc., are decided on a case by case basis by the Board. Sweepstakes judges for Supported Entries should be reimbursed for travel (gas or airfare) and hotel expense (one night) unless otherwise covered by the Club hosting the show.

**10.0 Policy Related to Extraneous Charges**

The following policy applies to any charges NOT approved by the Board:

1. MFSDA WILL NOT provide shipping for any merchandise, ribbons, item, etc., that is purchased or awarded at any meeting or event. If a member needs an article shipped, he will take care of that himself – usually by asking a friend to pick up and hold the article until the member can pick it up from the friend.

**11.0 Organizing An Event**

**How to run a Florida Sporting Dog event –**

Whenever interest is shown in running an event, the person(s) interested in putting on the event will present the following information to the MFSDA Event Chair:

1. Event Description: description of the proposed event that includes what the event is, who is presenting, when the event would take place, where the event would take place, and what is the benefit to both the club and the members, and who would be involved in the event committee. It is also recommended that interest in the event be gauged by putting a post on the MFSDA group page and the overall response be included in this proposal. If the event does not seem to generate enough interest, a plan on how to bring others from outside the club’s reach to the event needs to be included.
2. Event Budget: This will include costs for presenter, travel, lodging, meals, location, and any other proposed costs the event may incur. There will also be a section for entry fees or any other income the club may receive for such an event. There should be a determination of how many entries are needed for the club to at least break even.

This information will then be presented to the Board by the Event Chair and be voted on. If the proposal for the event is approved by the board, the following criteria must be adhered to:

1. **Delegation:** The Event Chair is ultimately responsible to the club for all events that the club puts on. However, in most cases the event chair will delegate to a committee, should it be desired by the chair, but in no case is it necessary to have a committee.
2. **Reconciliation:** All monies received from participants of the events **will be kept with the committee chair until after the event is completed**. (All checks, all monies.) At the END of the event, the chair will make an accounting (spreadsheet) of all dollars collected and spent, and at that time, will give everything to the MFSDA Treasurer. This should be done within a week of event completion.
3. **Money due:** Any money that is spent by the event chair or a committee chair will be included in the spreadsheet that the event chair gives to the Treasurer. At that time, the Treasurer will reimburse any monies due within a week of the reconciliation.
4. **Payment to event Presenter:** After the event has been approved by the Board, the event chair will ask the Presenter to give the club an invoice for his/her seminar. Upon receipt of invoice, the Treasurer will draft a check and send the check to the Presenter. The event chair will follow up with Presenter to make sure he/she has received the check.
5. **Seed money:** If the event/committee chair has difficulty paying for any part of his event, the Board may be approached to front money to the chair. The chair will receive a check from the Treasurer after signing off on the amount loaned. The amount loaned will be accounted for in the event chair’s reconciliation.
6. **Follow-up:** After any event, the committee chair will write up an account of the day within one week of the event’s completion. This article will be sent to the Board first and the event chair may be asked to participate in a Board conference. Upon Board approval, the article will be sent to the MFSDA Facebook page . The article shall include the date of event, the number of people attending and a positive paragraph or two on the outcome of the event.
7. There will be a zero tolerance policy on any negative comments from anyone. Remember: when YOU are running an event, it is your event and therefore a reflection of what you enjoy. Only run an event that you know you are capable of running. No one else is to micro-manage your event and you are solely responsible for the outcome.