

FRAC Awards, Policies & Procedures

Yearly vouchers will be presented at the annual meeting in January. All other vouchers are presented at the event except for drop-ins, which will be presented in March. Any event that has a day with the start time of noon or later will be considered a half day and will be given a half day voucher.

Awards Coordinator: \$104 voucher - yearly

- Automatic member of each trial committee.
- Orders and maintains inventory of ribbons.
- Orders and maintains inventory of title patches and pins for members.
- Insures the awards are present at the show/trials

Equipment Manager: \$104 voucher - yearly

- Maintains all equipment in operating order at all times.
- Orders and repairs any new equipment that the club decides on.
- Maintains the trailer in working order.
- Assists trial Chief Course Builder with making sure equipment is present at trial.

Trailer Towing: \$70 voucher plus mileage

Treasurer: \$35 voucher per event

- Automatic member of each trial committee.
- Supplies award money for Steeple Chase/Performance Speed Jumping.
- Reimburses committees for expenditures.
- Pays judges and secretarial fees.

Vendor Coordinator: \$35 voucher per event that has vendors

- Keeps list of vendors who wish to be present at events.
- Is the point of contact for all vendors.
- Informs Trial Chairman of vendors who wish to be present at trial.
- Is responsible for sending contracts/agreements to vendors as well as collecting fees from vendors.

Newsletter: \$25 voucher per publication

Youth Committee: \$30 voucher per processed application

Web Master: \$104 voucher - yearly

- Maintain website with current club information.

Drop-ins: (Nov – Feb):

- Building Facilitator: \$5 voucher per week.
- Treasurer: \$5 voucher per week.
- Weekly Setup Coordinator: \$5 voucher per week.
- Weekly Pack-up Coordinator: \$5 voucher per week.
- Trailer Towing: \$10 voucher per week except when coinciding with a trial – then trial rules apply.

Seminars: \$104 voucher per day

Organizer of a one-time, non-trial event: \$35 voucher

- Examples: Holiday Party – Fun Matches – Demos.

Board Members, Officers:

To be awarded at the January meeting after fulfilling one year's term.

- **President:** \$55 voucher
- **Vice President:** \$55 voucher
- **Secretary:** \$55 voucher
- **Treasurer:** \$55 voucher
- **Board Member:** \$55 voucher

Trial Committees

All committee members are expected to be at the event from beginning (first thing in the morning), to end (last to leave). All vouchers are per day, per judge/ring. Typically one judge/ring equates to one person doing each job; two judges/rings equates to two people doing the job.

Chairman: Selected 12 months prior to the event

Vouchers: 1 judge \$55 per day

2 judges \$80 per day

- Selects judges.
- Selects/Organizes/Supervises committee.
- Completes required application paperwork.
- Assists with creation of Premium list with secretary.
- Provides judge's contract, keeps signed copies.
- Coordinates judge's hotel/flight arrangements/transportation to and from hotel on day of trial. Arrangements for judge's dinner.
- Orders rental equipment as needed.
- Site management preparation.
- Provides an update to the board at monthly meetings.
- Insures building is opened/closed each day of the trial.

Secretary:

Vouchers: \$208 plus \$1 a run for anything over 208 runs

- Creates Premium List – sends premium list to appropriate organization for approval.
- Posts premium to internet lists.
- Emails/mails preliminary confirmations to exhibitors.
- Creates run order and posts to exhibitors and/or post to internet lists.
- Gives treasurer entry fees within one week of closing date.
- Responsible for check in procedures.
- Prepares any score sheets/computer programs for scoring.
- Oversees score table input.
- Prepares final reports/paperwork and sends to appropriate organization.
- Sends final exhibitor results.

Hospitality: May be split between as many people as needed.

Vouchers:

1 Judge – Indoors/Outdoors

- \$35 per day – without food vendor
- \$35 per day – with food vendor

2 Judges – Indoors/Outdoors

- \$70 per day – without food vendor
- \$35 per day – with food vendor
- Decides food vendor, if applicable, and types of food available.
- Decides food available at trial, for workers and judges.
- Must be there first thing each morning to setup table & cleans everything up each evening.
- Checks with judge periodically throughout the day for refreshment & lunch needs.
- Provides food & drink for workers & judges at trial.

Chief Course Builder: May be split between as many people as needed.

Vouchers: 1 ring \$35 per day

2 rings \$70 per day

- Assists in unloading/loading of equipment trailer.
- Assembles equipment at site.
- Responsible for setting of the courses per the judge's design.
- Responsible for directing assistants in setting of all courses during the trial.
- Makes minor repairs to equipment during the trial.

Chief Ring Steward: May be split between as many people as needed.

Vouchers: 1 judge \$35 per day

2 judges \$70 per day

- Finds volunteers to work various jobs at trial: includes Score Table (check w/Secretary), Scribe, Scribe Assist., Scribe runner, Timer Jump Setters, Chute Setter, Gate Steward, Leash Runner, and Course Builders etc.
- Sets up worker schedule, communicates the schedule to workers, describes job to workers.
- Communicates with workers during trial.
- Assures smooth running of trial.
- Distributes lunch coupons to workers if applicable.

All Day Worker: \$35 Voucher (members) or \$30 cash per day (non-members); lunch will be provided.

Judges Dinner: Club will pay up to \$10 per committee member (up to 5/10 people depending on how many judges) with alcohol not included.