

FRAC ORGANIZATIONAL PLAN January 2004

The following Coordinators are standing board appointed positions. The one exception is the Events Coordinator who will be the Vice President as stipulated in our By-laws. These coordinators are to make sure their respective duties are taken care of on an on-going basis. All standing positions are appointed for a 1 year term, except the Events Coordinator who will hold the position for the duration of their term as Vice President. All positions shall be posted on the website and in the newsletter. All duties are to be completed prior to each event. They are to be contacted by the event chairman as needed to assure that these duties are completed prior to each event. These individuals would be invited to board meetings to give a report, or would forward their report to either the event Chairman or the president.

Events Coordinator:

Creates and maintains a calendar which will list the dates for all upcoming FRAC events at least one year in advance. This will also include the dates at which various positions for these events need to be selected by the club.
The By-laws state that the Vice President will be the Events Coordinator.

Awards Coordinator:

Automatic member of each trial committee
Orders and maintains inventory of ribbons
Orders and maintains inventory of title patches and pins for members.

Equipment Coordinator:

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.

Vendor Coordinator: -

Keeps list of vendors who wish to be present at events
Is 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.

Facility Coordinator:

Point of contact for all event facilities
Is responsible for registering dates for upcoming trial

Newsletter -- Currently Connie Szeflinski

Web Master -- Currently Hale Landis

TRIAL COMMITTEES

A trial committee will consist of the following positions (as appropriate):
Chairman, Secretary, Chief Ring Steward, Chief Course Builder, Chief Scorekeeper,
Hospitality, and awards chairman. (Equipment, awards coordinator, vendor coordinator,
facility coordinator are used as needed before the trial only – NOT on the committee)

Chairman: Selected 12 months prior to the event

- Selects judges, based on suggestions by club members
- Sends trial application to appropriate sponsoring organization
- Writes judge's contract letters, keeps signed copies
- Coordinates judge's hotel/flight arrangements/transportation to and from hotel on day of trial Arrangements for judge's dinner.(This may be delegated to a optional judge hospitality person if the chairman so chooses)
- Assists with creation of Premium list with secretary
- Orders Porta Potties as needed
- Presents summary of decisions made by the trial committee and other progress to date at club meetings.
- Describes each event coordinator's progress at meetings
- Determines # of vendor slots available

Secretary Selected 8 months prior to event

- * Creates Premium List – sends premium list to appropriate organization for approval.
- Mails out premium list from mailing list and posts to internet list
- Handles all monies, entries
- Creates run order/confirmations/moveups
- Creates contestant #s
- Creates catalog
- Mails confirmations
- Puts packets together for contestants
- Answers questions pertaining to run order/selection/entries
- Responsible for check in and hands out all materials at trial

- Coordinates measurements/height cards
- Prepares any score sheets/computer programs for scoring
- Informs chairman of judge's fees, if based on # of runs
- Prepares final report/scores to send to appropriate organization. Sends in final report.

All other committee members will be selected 7 months prior to event.

Hospitality:

- Decides food vendor, if applicable, and types of food available.
- Decides food available at trial, for workers and judges.
- Sets up hospitality table early each morning & clean everything up each evening.. Makes sure someone empties all trash barrels each evening.
- Check with judge periodically throughout the day for refreshment & lunch needs.
- Provide drinks for all workers & judges at trial, Arranges for coolers, ice, coffee pot for hot coffee and tea in the morning & cold drinks throughout the day. Bottled water, selection of cola, diet cola, juices need to be iced all day.
- Provides something to eat for workers coming early in the morning, such as fruit, bagels etc.
- Provide light munchies for workers & judges throughout the day, such as fruit, candy, pretzels.

Chief Course Builder:

- 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.
- Assists in unloading/loading of equipment trailer

Chief Score Keeper:

- Coordinates with Chief Ring Steward to get score table assistants
- Does actual scoring and/or oversees assistants
- Posts scores to computer or sheets
- Responsible for ensuring that the score keeping is being done correctly and that all assistants know the proper procedure.
- Prints/writes scores to be posted. Posts scores as soon as possible

- Makes sure ribbons and placements are marked
- Keeps track of individual score sheets, tally sheets and composite records to be sent to appropriate organization by trial secretary.
- Coordinates with judges as necessary

Chief Ring Steward:

- * Finds volunteers to work various jobs at trial: includes Scribe, Timer, Scribe Assit. Jump Stewards, Chute Steward, Gate Steward, Leash runner,

Scrub runner, Course builders etc.

- Sets up worker schedule, communicate the schedule to workers, describe job to workers
- Communicates with workers during trial
- Assures smooth running of trial
- Coordinates with Chief Score Keeper to get score table assistants
- Distributes lunch coupons to workers if applicable.

Awards :

See Awards Coordinator

Other committees for events such as fun matches, clinics etc will be chosen on an as needed basis.

MEETINGS

Club meetings to be held quarterly. It would be nice to award pins or patches to our members whose dogs have earned titles in the previous quarter. (That might also encourage attendance). The Awards Coordinator would make sure that we have a good selection on hand.

Board meetings: Held once a month.

Annual Meeting: Will take the place of one club meeting and will be held in Dec. or Jan as per our By-laws. I think it would be nice to do something special for our members at this time. Plan a dinner, speaker or special dog event etc. Annual election of officers and directors to take place at this meeting as our By-laws so state.