

POLICY/PROCEDURES: Volunteer Working Requirements

BYLAWS: Article I Sec. 2f & Article IV Sec. 1

Article 1 Sec. 2f Participation:

In order to receive the club member class rates, members must work in accordance with the work requirements set forth in the Working Policies and Procedures. Members should also attend at least two (2) meetings per year.

Exemptions from work requirements due to unforeseen or unusual circumstances will be considered by the Board upon receipt of a written request.

POLICY

1. In order to remain a member in good standing, receive the club member discounted class, facility and seminar rates and maintain voting privileges, members must meet the Club's work requirements annually- in the assignments and amounts listed in # 3 below to remain in good standing for the following year.

Note: Whether the year is fiscal (July-June) or calendar shall be set forth in the Bylaws.

2. The Board of Directors (Board) may approve additional full year and trial/ event related work assignments/credits.

Once approved by the Board, the Work Credit listing in the policy should be updated within 30 calendar days to reflect the changes approved by the Board and the changes distributed to the members.

3. Work Requirements

- a. Four (4) Work Credits. See Work Credit listing (Full Year, Agility/Event and Obedience/Rally/Event Work Credits) on pages 3-5.
- b. Participate in one (1) non-trial/event activity listed below.
 1. One (1) General Meeting
 2. One (1) Club committee
 3. One (1) cleanup day (also a Super Credit. See section c below)
 4. One (1) community outreach event
 5. One (1) workshop/seminar (hospitality, set-up or tear-down)
 6. Any other activity approved by the Board for non-trial/event activity credit.
- c. One (1) Super Credit for any one of the following activities:
 - One (1) Agility or Obedience/Rally Trial Set Up
 - One (1) Agility or Obedience/Rally Trial Tear Down
 - One (1) Equipment/Facility Cleanup Day
 - Agility trial: work 1st class of day on one (1) day of a trial
 - Agility trial: work last class of day on one (1) day of a trial

Agility trial: work 2 classes on Friday trial day
Agility or Obedience/Rally: Parking Attendant
Obedience/Rally steward
5 Trial/event credits beyond the 4 Trial/event credits required in 3a(above)

4. Each year the Board may recognize those members who greatly exceeded the Work Requirement. The criteria and type of recognition/award will be determined by the Board.
5. No club member may fulfill another club member's work credit requirements without the prior permission of the Board.
6. A member may have a non-club family member or friend who is not otherwise involved in the trial/event earn credit for a member. A member may not have a person attend a membership meeting or serve on a committee for a member.
7. If a person is monetarily compensated for any of the positions listed, that position cannot be used for fulfilling a club member's work credit requirement.
8. Upon receipt of a written request, in advance when possible, the Board will consider exemptions from and accommodations to the amount and type of work or super credit requirements due to unforeseen, unusual or extenuating circumstances.
9. It is the member's responsibility to ensure they receive work credit by signing the sign in sheet provided for each trial/event/activity.
10. Trial & committee chairpersons and activity organizers shall provide a list of qualifying committee members to the club member assigned to track volunteer work requirements.
11. New members, during their first year of membership, are encouraged but NOT REQUIRED to begin completing the Volunteer Working Requirements to remain a member in good standing, receive club member discounted class, facility and seminar rates and maintain voting privileges. The new member work requirement exemption ends the last day of the year in which the member joined the Club.
12. Junior Handlers, with written permission of parent or legal guardian, must meet the Volunteer Working Requirement listed below at the beginning of the year following their 13th birthday.
 - 1 Event/trial credit
 - 1 Other credit

**# of
Trial/Event
credits
earned**

Full Year Positions

Also Exempt from the 1 day of participation in a non-trial/event activity (see Policy section 3b)

President	4
Vice President	2
Recording Secretary	2
Corresponding/Membership Secretary	2
Treasurer	4
Board Member at Large	2
Past President	2
Agility Facility Manager	2
Agility Facility Calendar Manager	2
Webmaster	3
Awards Banquet Coordinator	2
Awards Banquet Plaques	1
Community Outreach	1
Club Phone	1
Email retrieval/response	1
NJ Federation of Dog Clubs Delegate	1
AKC Legislative Liaison	1
Mentor Coordinator	1
Volunteer Work Recorder	2
Obedience Class Registrars	3
Agility Class Registrars	3
Obedience Facility Liaison	2
Obedience/Agility Training Directors	3
Obedience/Agility Trial Chairpersons	2
Obedience/Agility Trial Ribbons	2
Obedience Trophy Chair (Inc. trophy table)	1 day trial: 2 2 day trial: 3

Obedience/Rally Trial/Event Related Work Credit

Also participation in 1 non-trial/event activity (see Policy section 3 b).

Steward*	AM work- 1 credit/PM work on same day -1 additional credit
hospitality	1/trial day
trophy table (other than Trophy Chair)	1 /trial day
catalogue sales	1
Judges' liaison (full trial)	1
chief ring steward	2 for 1 st day; 1 for each additional trial day
set-up *	1 /trial day
tear-down*	1 /trial day
on-site trial secretary	1 /trial day
Match or Seminar (Obed. Or Rally)- Registrar or trial work	1
CGC, Tricks or TDI testing (check in, crowd participation etc.	1
Parking Attendant*	1/trial day
*Also a Super Credit. The first time a member works this assignment it will be counted as the Super Credit requirement. If worked again it will count each time as 1 of the 4 trial/event credits.	

Agility Trial/Event Related Work Credit

Also participation in 1 non-trial/event activity (see Policy section 3 b).

Each 2 classes/trial day Maximum of 2 credits per trial day may be earned in this category	1
hospitality	1/trial day
set-up *	<u>1</u>
tear-down *	1
worker coordinator	2 for 1 st day,1 for each additional day & credit for ring assignments covered

judges liaison (full trial)	1
raffle baskets	1
ring captain	1 /trial day & credit for ring assignments covered
course builder- Each 3 courses per trial day Maximum 2 credits per trial day may be earned in this category	1
parking attendant*	1 /trial day
RV coordinator	1
vendor coordinator	1
judges' welcome baskets	1
Match, Run Thru or Seminar- registrar or worker	1

*Also, a Super Credit. The first time a member works this assignment it will be counted as the Super Credit requirement. Each time worked after that will count as 1 of the 4 trial/event credits.

Procedures: The following guidelines should be followed when recording Worker Credit.

1. Members who hold Full Year positions and/or perform trial/event related assignments that are completed all or in part prior to the trial day(s), will also receive Worker Credit for work done at the trial/event i.e. member who prepares welcome basket will also receive credit for serving as gate, ring crew etc. .

Note: Trial Chairs do not get Worker Credit for set up/tear down

2. If 2 persons work on one assignment i.e. raffle baskets, each member will get the Worker Credit assigned to that task.
3. Members who receive trial/event credit for one assignment will also get credit for other assignments performed at the trial. Ex. Ring Captain, Hospitality, Worker Coordinator will receive credit for serving as ring crew.
4. After the volunteer worker data for a trial has been recorded, the Volunteer Work Recorder should identify any club member(s) who did not get worker credit due to working only 1 class instead of required 2 or assisted in only 1 or 2 courses building instead of required 3.

The Vol. Work Recorder should inform the member that he/she did not get credit. If the member expresses concern over not being able to meet the work requirement, the Vol. Work Recorder information should be sent, without the member's name, to the President to determine if the Board should review the member's situation and consider making an exception.