

**POLICIES OF THE
SOUTHERN SKIES
FLAT-COATED RETRIEVER
CLUB, Inc.**

Rev	Date	Who	What
-	4/11/10	KL	Initial release
A	6/22/10	JTS	Board Revision
B	7/15/10	KL	Revision
C	7/18/10	JB	Updated Newsletter and Website sections, and added a Formal Club Communications section.
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1.0 INTRODUCTION

The purpose of this document is to collect the policies of the SOUTHERN SKIES FLAT-COATED RETRIEVER CLUB, Inc. hereafter referred to as the Club, or the SSFCRC 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 SSFCRC. 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 SSFCRC to generate a newsletter on a quarterly basis and distribute this newsletter to the membership. Additionally, the newsletter is provided to the current officers and board of the Flat-Coated Retriever Society of America (FCRSA). The SSFCRC newsletter documents the business of the SSFCRC and informs the members of activities of the Club.

The schedule and submission deadlines for the newsletter are as follows:

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 submission deadline.

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. For the club Supported Entry weekends, it is up to the discretion of the Newsletter Editor as to whether or not the non-supported shows are included.

Veteran's Birthdays (mandatory) - Each newsletter contains a listing of the upcoming veteran Flat-Coat's birthdays as follows:

Issue	Birthdays
Winter	March, April, & May
Spring	June, July, & August
Summer	September, October, & November
Fall	December, January, & February

In Memoriam (mandatory) - an In Memoriam write-up may be provided by any member whose dog has died. The In Memoriam write-up may include a photograph. Any breed may be included in the In Memoriam. Additionally, if a member's family member dies, a Condolences write-up may be included.

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, Conformation, Obedience, Agility, Web, Ways & Means, Newsletter, Sunshine, and Rescue. The Field, Conformation, Agility, and Obedience reports are rotated. The present rotation is Field and Conformation in the Winter and Summer issues, Agility and Obedience in the Spring and Fall Issues.

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

General Membership Meeting Minutes (mandatory) - the minutes for the Summer and Winter general membership meeting minutes 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 Calender (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 Newsletter Photograph Policy

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

- a) Any member can have a photo in the "Member Brags" section for any new AKC or FCRSA title. This is the only place in the newsletter (other than supported result photos and in "In Memoriam") 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. Any one dog/owner can appear at most once/year.
- c) At supported entries, winners photos will be published as part of the event write-up when they are available in a timely manner.
- d) Any group photos from events are encouraged. For example, group photos of WC/WCX qualifiers, the Fun Day group photo, etc., are great candidates.

e) A photo is encouraged with each "In Memoriam" write-up.

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 editor at submissions@southernskiesfcr.org.

2.3 Newsletter Advertising Policy

Advertisements are accepted in the SSFCRC newsletter under the following guidelines:

a) Advertisements are supplied to the editor by the issue deadline. They shall be pre-paid by check, made out to SSFCRC. The deadlines are 2/15, 5/15, 8/15, and 11/15.

b) Advertisements are to be categorized under two types: "Member's Special" and "Other."

To qualify for the Member's Special rate, the ad must be placed and paid for by a member, in good standing, of the SSFCRC. The announcement must be dog related. Typical Member's Special advertisements would be things like "congratulations on Fido's OTCH," or such. Additionally, other FCRSA Local Clubs as well as other national clubs (such as FCRSC) can place an ad announcing events at the Member's Special rate.

All other advertisements are at the "other" rate. In NO CASE can a dog, or other pet, be offered for sale.

c) Rates are as follows:

1/2 page - \$10 Member's Special/\$25 Other

1/4 page - \$5 Member's Special/\$15 Other

1/8 page - \$3 Member's Special/\$12 Other

Each advertisement should be supplied either electronically or as "camera ready" copy. Pictures and/or photographs are allowed. A 1/8 page advertisement is roughly business card size and that might be a good way for ads to be supplied

d) Ads may be declined at the discretion of the Board.

2.4 Newsletter Contributions

The newsletter editor will request articles, photos, events, etc. for the newsletter and website from the membership each month through an e-mail blast from the member database. All submissions for the newsletter or website should be sent to submissions@southernskiesfcr.org.

Within 2 weeks of the submission deadline a draft of the newsletter will be forwarded to the Communications Editor. She will then have 1 week to submit any edits to the Newsletter Editor and he will have 1 week after the receipt of all edits to finalize and publish the newsletter via e-mail blast from the member database.

After each newsletter is published the Webmaster will update the website with the new content.

3.0 WEB SITE POLICIES

It is the policy of the SSFCRC 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.southernskiesfcr.org.

3.1 Website Contributions and Updates

All submissions for the newsletter or website should be sent to submissions@southernskiesfcr.org. Website content will be updated once per quarter after each newsletter is published.

3.2 Member Brags

The SSFCRC 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 (it is not limited to Flat-Coated Retrievers). 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.

3.3 Member News

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

- a) New arrivals, both human and canine,
- b) Litter announcements (which is different from the newsletter policy),
- c) Condolence (loss of human family member).

3.4 Photo Gallery

The SSFCRC Web Page contains a photo gallery of members' dogs.

To be included, the member should send, to submissions@southernskiesfrc.org, the photographs, the dogs registered and call names, and the brief write-up.

3.5 Event Announcement

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

3.6 Event Results

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

3.7 Links

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

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

4.0 SSFCRC CLUB LIST/GROUPS POLICIES

The SSFCRC maintains several email lists on YAHOOGROUPS. They are only for members of the SSFCRC. Non-members may not participate.

Each of the YahooGroups groups provides for a file area. SSFCRC information is provided in these file areas as follows:

SSFCRC-Members

- Membership Application
- By-Laws
- Policies
- Past issues of the newsletter in PDF

SSFCRC-Board

- Board Meeting Minutes
- Officer/Board/Committee history
- Membership List
- Redundant copies of the by-laws and Policies
- Etc.

SSFCRC-Field

Drills
Field Information

This information is posted in the groups file areas, rather than the Club Web site, to prevent non-members from obtaining access to them.

5.0 ANNUAL ROSETTES

5.1 Annual Rosettes Purpose

The purpose of this award is to encourage SSFCRC members to train, work, and show their Flat-Coated Retrievers in dog fancy activities. In sponsoring this award, the SSFCRC hopes to motivate it's 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 Flat-Coated Retriever.

5.2 Annual Rosette Award

One SSFCRC rosette per dog will be awarded to the member of a dog who has earned any AKC or FCRSA title within the current calendar year. The dog's registered name and current titles will appear on the rosette.

5.3 Annual Rosette Qualification

The dog owner must be a SSFCRC 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 person 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 AKC, UKC and FCRSA titles, including the CGC.

6.0 Sunshine Committee Guidelines

The following are the responsibilities of the SSFCRC 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
 - c) For Flat-Coats only, notify treasurer so that a donation can be made to the Flat-Coated Retriever Foundation – Cancer/Health Fund in memory of that dog (\$20)
- 2) Severe Critical Illness/Injury of Member
 - a) Send card and flowers/fruit basket (\$40-\$50)
 - b) Check on and report member's progress to newsletter editor for publication
 - 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.
- 3) Loss of Member
 - a) Send card to Member's family & notify Treasurer to make donation to charity 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 - Send card & notify Treasurer to make donation to charity as requested by family (\$40-\$50)
 - b) Other Immediate Family Member - Send card
 - c) Notify newsletter editor
- 5) Veteran Birthday Cards

- a) Send birthday cards to all FCR veterans (7 and over)
- b) Keep list of members' dogs and birthdays

6) Send E mail Holiday Cards to all members

7.0 DUES/MEMBERSHIP POLICIES

The dues of the SSFCRC are set by vote of the Board. The present family rate is \$30/year and the present individual rate is \$25/year. Membership in the SSFCRC entitles the member to receive the Club newsletter and more actively participate in the Club events. As stated in the by-laws, members must sign the FCRSA Code of Ethics and a liability waiver.

8.0 WAYS & MEANS POLICIES

The purposes of SSFCRC Ways & Means are:

- a) Raise nominal amounts of funds to support the Club general fund,
- b) Via sales of merchandise with the SSFCRC logo, promote SSFCRC as an active Club in the Flat-Coat 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 SSFCRC board.
- b) Taking orders from members for specific items embroidered with the SSFCRC logo.

9.0 RESCUE

It is the policy of the SSFCRC to support Rescue in conjunction with the national efforts of the FCRSA. Specific policy is outlined in the FCRSA Rescue brochure and on the FCRSA Web Pages. See: www.fcrsainc.org/rescue.html

In addition, please see the Job Descriptions for more information.

10.0 CLUB EVENT POLICIES

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

Annual Meeting and Fun Day – This meeting is held in the Spring of each year, on a date chosen by the President and voted on by the Board. At this meeting, biennial elections of Officers and Board members are held. Additionally, the Annual Rosettes are handed out. The Annual Meeting and Fun Day should be held at a member's house who acts as the event chair. A CERF clinic and/or CGC test may be offered at this event.

Board Meetings – Two board meetings are held annually. All are open to all members. The location and time of each is selected by the current board. In the past, these meetings have been held:

Spring Board Meeting – The Spring board meeting is usually held at a members home in conjunction with the Family Fun Day.

Winter Board Meeting – The Fall board meeting is usually held at Saturday show in Orlando, FL. The Holiday Party will be held in conjunction.

In addition to the physical Board meetings, we will hold a conference call Board meeting on the 3rd Monday of each month at 9 p.m. The Recording Secretary will announce this to all Officers and Board members a week in advance of each conference call.

Holiday Party – Each December the SSFCRC holds its Holiday Party at the Orlando show on Saturday. A potluck luncheon is arranged by the Hospitality Chair and committee as well as a doggie gift exchange.

Family Fun Day – Each Spring, the SSFCRC holds a Family Fun Day at a member's home. Sometimes a CERF exam and/or a CGC test is held at this event. Various fun games are provided for the participants along with a BBQ. This event is coupled with the Spring board meeting. The Club encourages all Flat-Coat owners or wannabes 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 Google FCRList and the Yahoo lists encouraging breeders with “puppy people” in the region to let them know, etc.

Fall Supported Entry – The SSFCRC has a Fall Supported Entry. This entry is held in conjunction with Brooksville KC on Saturday in Brooksville, FL. A potluck and silent auction is part of the Fall Supported and is held on the showgrounds. We now offer Puppy and Veteran Sweepstakes at this event.

Grooming and Handling Seminars – The SSFCRC may hold a Grooming and Handling Seminar each year. The Conformation Chair will be responsible for organizing this event. The event may include a mock show; complete with mock show judge. A potluck luncheon will be held at this event.

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.

WC/WCX- Will be held annually.

10.1 Supported Entry Policies

Each year, the SSFCRC has a Fall supported entry. As part of the supported entry:

Sweepstakes- Puppy and Veteran Sweepstakes will be offered.

Classes – A Working class must be offered, as required by the FCRSA. Additionally, the SSFCRC presently offers a Veterans class, and Field Trial Class.

Trophies – The SSFCRC offers rosettes for BOB, BOS, WD, WB, RWD, RWB, and BOW. In addition, trophies are offered at Fall Supported Entries. The rough budget for the Fall Supported Entry trophies is \$500.00. The SSFCRC will sponsor a BOB trophy in memory of Joan Dever

10.2 Policies Related to Judges

The following policies apply to judges at SSFCRC events:

- a) **Match Judge Selection** – Match judges may be nominated by either the Match event chair, a Board Member, or any SSFCRC member in good standing. Any Match judge is to be approved by the board.
- b) **Sweepstakes Judge Selection** – Sweepstakes judges may be nominated by either the Supported Entry event chair, a Board Member, or any SSFCRC member in good standing. Any Sweepstakes judge is to be approved by the board.
- c) **Supported Entry Judge Selection** – It is the policy of the SSFCRC to NOT select the judge for the supported entry. However, if asked by the show giving club, the SSFCRC Supported Entry Chair may provide a list of FCRSA candidate judges as a recommendation to the hosting club. This list is created by FCRSA (see Helen Szostak) and includes 5-15 candidates.
- d) **Field Event Judge Selection** - For formal field events such as an FCRSA WC/WCX test, the judges must be approved by the Board of the SSFCRC and may be nominated by the Event Chairs, Board Members, or Members of the SSFCRC. For informal field events, judge selection is up to the discretion of the Event Chair.
- e) **Judge's Gifts** – For Match, Sweepstakes, and Field Events, a judge's gift if provided by the SSFCRC. 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 and hotel expenses unless otherwise covered by the Club hosting the show.

11.0 Policy Related to Extraneous Charges

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

- a) SSFCRC 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. SSFCRC is not responsible for any extraneous charges.

12.0 Lifetime and Honorary Memberships

Upon the written and signed recommendation of a member, seconded by another, and with a three-fourths favorable vote by secret ballot at the annual General Membership meeting, Lifetime membership may be conferred upon an adult member of the club who has rendered notable, sustained, devoted, and outstanding service to the club. A Lifetime member shall be entitled to all privileges of membership in the Club without payment of annual dues.

The procedure for Honorary membership shall be the same as Lifetime. An Honorary member shall be entitled to all privileges of membership, EXCEPT voting, without payment of annual dues.

13.0 Perpetual Award Committee

This committee will have the responsibility of ordering and maintaining any perpetual plaque the SSFCRC supports. To date, the two plaques offered are the Lucy Award and the Joan Dever Memorial Award.

14.0 Organizing An Event

When organizing an Event, the following items need to be addressed:

- a) Prior to any event, the organizing chair(s), needs to obtain permission from the Board. They also need to submit a statement of intent (why are we holding it?) as well as a proposed budget for income and expenses.
- b) If we want to hold an event at a dog show, hunt test, or any other venue, permission must be obtained in writing from the organizing venue.
- c) Insurance. Does the land owner or property owner provide insurance to us, or does the organizing venue provide insurance. (Do we need to ask the FCRSA for permission and insurance?)
- d) Waivers: everyone attending an event needs to sign in and sign a waiver of liability that we are not responsible for you or your dog. This may not hold up in court, but a good faith effort has been made.
- e) At the conclusion of the event, a report must be submitted as a summary of the event to the President and Recording Secretary for review. Expenses for the event shall be submitted within two weeks from that time.

15.0 Formal Club Communications

All drafts of formal communications to the entire club or any sub-section of the club, other than communications among Board Members, should be submitted to the newsletter editor at submissions@southernskiesfcrc.org for distribution via e-mail blast from the member database. All formal club communications are subject to editing by the Communications Editor before release, including but not limited to the monthly e-mail blast requesting submissions for the newsletter and website, and the quarterly newsletter.