

STANDARD

OPERATING

PROCEDURES

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TAIL BLAZERS AGILITY CLUB OF THE BRANDYWINE VALLEY, PA, INC.

Standard Operating Procedures (SOPS)
(Document last approved by TBAC Board Vote June 2020)

MISSION STATEMENT

The primary mission of Tail Blazers Agility Club Board of Directors, hereby called The Board, is to ensure that TBAC is managed in accordance with TBAC Bylaws and SOPS. The Board will provide efficient management of club business in an organized and responsible manner to serve the best interest of the membership at large. The Board will promote and sustain a relationship with the agility community while meeting requirements of the AKC and maintaining a sense of civic duty.

STANDARD OPERATING PROCEDURES

DAY TO DAY OPERATIONS

General management of TBAC affairs shall be entrusted to The Board. (Refer to Bylaws Article III, Section 1)

The Board is responsible for the day to day operation of the club. All decisions affecting the operation of the club require a majority vote from The Board. (Refer to Bylaws Article III, Section 1)

TBAC Bylaws, as approved by AKC and majority general membership vote in June 2020 are the governing rules of The Club and take precedence over all SOPS. Any amendments to TBAC Bylaws follow Article VII, Section 1.

All outgoing Board members and committee chairpersons must surrender all TBAC records to the person succeeding them in their position. This includes a copy of the SOPS. This should be completed by the June meeting when the new Board members take over.

COMMITTEES

All committees are an arm of The Board, formed by a majority vote of The Board. Committee chairmen are appointed by The Board and will report directly to The Board. (Refer to Bylaws.)

TBAC Bylaws require a Board liaison to the Training Committee and Trial Committee. (Article V, Section 2). These SOPs require there also be a Board liaison assigned to each committee to ensure consistent reporting of club activities to The Board.

Assignments will take place at the first Board meeting of the newly elected Board (July of each year). All committees will submit yearly budgets to The Board for approval in early October of each year. Trial committees will submit budgets to the Board for approval at least two months prior to the trial. Items not in budget, expense item additions, or increases in budget **must** be submitted to The Board for approval prior to expenditure.

FINANCE/LEGAL ISSUES

Decisions of a monetary nature will be handled on a timely basis and always require a majority vote of the Board. (Refer to Bylaws Article III, Section II, Treasurer.)

All requests for monetary reimbursement **must** be submitted to the Treasurer within sixty days of expense. A receipt **must** accompany the request in order for payment to be made.

All purchase expenses over \$75.00 must be submitted to the Board for approval **prior** to any purchase. Failure to follow this policy may result in non-payment of expense.

On legal advice, the word "PAID" in Article 4, Section 5 of the Bylaws is defined to mean "paid more than \$600.00 per year." (Jan 01 to Dec. 31)

Legal documents pertaining to the club may be read to TBAC members at any meeting.

No legal papers or copies will be sent, copied, or given to anyone. All legal documents are the property of TBAC and will be kept by the Treasurer in TBAC files.

The President and Treasurer will be required to report back to the Board with a detailed report of all correspondence.

HUMAN RESOURCES (this section to be added in future after further review)

BOARD MEETINGS

Order of business for Board Meetings follows AKC guidelines as documented in TBAC Bylaws (Article IX, Sections 1 and 2)

Although Board opinions can be initiated by email, Board votes will be taken only at official Board meetings as per AKC rules.

Board and General Membership meetings will be held on a night that TBAC does not train to allow equal opportunity for participation from all club members.

SCHEDULING MEETINGS

Board meetings will be held on the second Wednesday of each month.

General Membership meetings will be held in conjunction with the Awards and Appreciation Banquet in February, the fourth Wednesday of April, the club picnic in June, and the fourth Wednesday of October. Board and membership meetings may be combined with other club activities as deemed appropriate. Club members must be given sufficient notice of this change.

Meetings are subject to change if the training schedule changes. The meetings will be kept consistent when possible.

All members are required to attend two of the four general membership meetings per year in order to be in good standing and be eligible to receive awards.

EMAIL

TBAC does not sanction the use of email discussion groups under the Tail Blazers

name due to liability issues.

Email to the membership may be sent to the club members only through the Club Secretary or a Training Director and is limited to official club business. Club members may submit a request to the Club Secretary to advertise the sale of personal agility equipment and/or to inform the membership of dog-related health issues.

Club members wishing to discuss club business at a Board meeting must submit the topic to the Club President at least seven days prior to the next Board meeting in order to be included in the meeting agenda. No official Board club business will be discussed by email. Club email is to be used for informational purposes only.

MEMBERSHIP

All members must fulfill their working responsibilities and attend two general membership meetings per year in order to remain a member in good standing. This entitles members to agility awards.

If an applicant is voted into membership during the second half of the year, his/her membership fee shall be prorated by fifty percent.

All members who fulfill their work and meeting responsibilities shall be considered members in good standing.

New members who join the Club in June and who will have fulfilled their work responsibilities in that calendar year shall be considered members in good standing.

All proposed members will get an information letter explaining the fees for training. The total of these fees will be paid by the first night of training class. There will be no refunds once classes have begun.

WORKING RESPONSIBILITIES

Associate members have no particular work requirements and are not eligible to receive awards.

Non-training members, in order to be eligible to receive awards, are expected to attend at least two general membership meetings per year and to work at least two classes on one day of a TBAC trial.

Training members, in order to be eligible for "membership in good standing" and receive awards, must work at least twelve trial classes over at least four trial days AND must attend two membership meetings per year.

Club members who enroll in the beginners' class and who have no other dogs training at TBAC will have the same work responsibilities as nonmembers in the beginners' class: they must work at least two classes on two days of either the March, May, or September trial. If they fail to do this, they may not return to training after the September trial until they have satisfied all their responsibilities. No refunds will be given on training fees.

Training members who wish to train with TBAC for six months out of the year are required to meet the same work requirements i.e. three classes of two trial days for a total of six classes.

Fee schedule will also remain the same for new members (See current fees on the website).

Training members who request this exception more than once will not be guaranteed a training slot upon their return.

Repeated requests for this exception will be reviewed by the Board of Directors on a case by case basis.

Beginners and new members who are voted into membership in April thru July must work at least two classes on two days of the May or September trial. If they fail to do this, they may not return to training after the September trial until they have satisfied all their responsibilities. No training fees will be refunded.

Any applicant not voted into membership by June will not be responsible for working at the September trial.

Any member voted into membership in the second half of the year (i.e. after June 30) will pay only one-half the membership fee.

Any club member who needs to repeat the beginner I or ~~advanced~~ beginner II class pays regular member's training fees for that time period provided that there is space in the class.

Honorary Lifetime Members are exempt from all work requirements as well as general membership meetings.

Sunday teardown counts as two classes and may be applied to either Saturday or Sunday.

Friday set up workers will receive a \$5 gift card, a worker envelope, 3 worker class credits, and be provided lunch.

Certain circumstances concerning working responsibilities may require special consideration, which must be approved by the Board.

If members find it impossible to fulfill their work responsibilities for a trial, they have the option of enlisting the services of another club member, family member, or friend to work in their place in advance.

TRAINING

The Board has approved the Training Standard Operating Procedures for anything related to training. Please refer to the Training Standard Operating Procedures.

Fees and General Information

Training fees will be paid on a bi-yearly schedule of January 1 and July 1. A member may begin training at any time during the year; however, there will be no pro-ration. Deadline for payment of training fees for the January term is December 5 (postmarked). The deadline for payment of training fees for the July term is June 5 (postmarked). After December 5 and/or June 5, the training spot will be forfeited, unless the member has made prior arrangements with the Treasurer who will notify the Training Director.

The pay rate for all Instructors will be equitable. Assistant Instructors' pay rates will equal to one-half the Instructors' pay.

The club will reimburse all Instructors and Assistants for any tolls incurred in travel to and from class.

AWARDS

The club will fund one plaque per training member per lifetime and up to two plates per member per year for titles obtained in the four major agility venues only: **AKC, NADAC, USDAA, and CPE level 3 and above**. Any member wishing additional plaques or plates

recognizing titles earned in venues other than the aforementioned ones will be responsible for the cost.

The annual Awards banquet will be changed to the “Awards and Appreciation Banquet.” The Board of Directors may grant, by majority vote, an **Honorary Lifetime Membership** to any member in good standing who meets the following criteria:

- The member’s magnitude, in both quality and quantity, of positive contributions and overall impact on the club and the sport of agility.
- A person who has consistently, throughout many years of service (minimum of five years) displayed leadership in the day-to-day functioning of the club.
- The award will typically but not exclusively be presented to a member who has retired from training. This does not preclude future training privileges and activities at regular fee structures and requirements.
- The honorary lifetime member shall be exempt from all membership dues commencing in the year following appointment by the Board.
- An honorary lifetime member will remain eligible to vote and retain all membership privileges.
- An honorary lifetime member shall be exempt from all work requirements as well as general membership meetings.

TBAC will present an award to each member and dog team that achieves a championship title in any one of the following venues: AKC (MACH and PACH), NADAC (NATCH), CPE(C-ATE), or USDAA (ADCH) This will be limited to the first championship title in any one of these three agility venues. In addition, it will be limited to one award for each member/dog team per lifetime.

EMERGENCY PREPAREDNESS PLAN

Should weather conditions rise that may threaten a need for possible action during or prior to a Trial event the following protocols will be followed:

- Should the state or county where the event is being held declare a state of emergency the trial will be canceled
- Should weather conditions warrant the need for an evaluation of holding the trial due to safety concerns for those involved in the trial, the trial secretary, the trial chair, and the club President will meet to discuss possible changes to trial schedule including possible cancellation.
- Trial secretary will post all changes to event web site and/or email participants. Trial chair will contact judges of any changes, club President will alert membership.
- Refunds will be considered after all trial expenses are covered. They are not guaranteed.

TRIAL CHAIR

Follow AKC requirements as stated in the AKC Agility Trial Manual (pgs. 15-17):

https://images.akc.org/pdf/agility_trial_manual.pdf

Works with Board to secure people for jobs such as volunteer coordinator, hospitality, RV reservations, ribbon procurer, trial committee, photographer, etc.

Interface with Trial Secretary to create premium for each set of trials.
Interface with Trial Secretary to review proposed judging schedule.
Should the need arise, conduct Bench show hearings.
It should be the responsibility of the Trial Chair to coordinate with the judges about hotel, car reservations, sending course set up info, taking them to dinner, etc.
Coordinate ring set up times, with applicable site personnel and club volunteers.
Submits and pays for the trial to be held on the AKC site.
Sign off agreements with judges and send to Board President and Vice President.
Trial facility rules/policies, and AKC regulations and will be included in all premiums.

ELECTIONS

Criteria for Board Position Nomination: The Nominating Committee will use the following criteria when selecting members for a Board position:

- Member in good standing (has met all membership and training requirements).
Volunteered for committees.
- Possesses a background in agility experience.
- Agrees to abide by the Constitution, Bylaws, and SOPs of the club.
- Agrees to be financially responsible and accountable.
- Ballots for voting will include incumbents listed first, where contested, with "Incumbent" so designated after their names.
- Family voting will follow Article I, section 1B of the Constitution and Bylaws.

STANDARD OPERATING PROCEDURES FOR OFFICER POSITIONS

At the end of each officer's term on the Board of Directors, he/she must relinquish all property and records relating to that office. All records and property must be transferred not later than thirty days after the election.

PRESIDENT

The President (or Vice President, in the case of the President's absence) may make a unilateral decision ONLY in the case of a time-sensitive emergency. Discussion will follow at the next Board meeting.

The President serves as the chief officer of the club and presiding officer of the Board of Directors.

The President is responsible to declare the will of the Board (obtained by majority vote) and will obey the majority Board vote in all matters.

The President will be familiar with the club Bylaws, Standard Operating Procedures, and parliamentary rules and will set an example of conformity to such rules.

The President will preside over official meetings and will:

- Call the meeting to order.

- Ascertain whether or not there is a quorum present. (i.e. a majority of Board members at a Board meeting, or 20% of the membership at a general meeting.)
NOTE: the 20% rule is a Bylaw and cannot be changed without a change in the Bylaws.
- Propose and distribute the agenda in advance of meetings.
- Announce business in the correct order.
- Assign the floor to members by recognizing them.
- Enforce all rules, including rules of debate.
Maintain order and decorum during meetings.
- Alternate between pro and con when conducting a debate on a motion.
- State and put to vote all motions in order, unless in the President's opinion the wording is not clear enough to permit a statement for the motion.
- In the absence of the President, the Vice-President will serve in the President's place.
- When both the President and the Vice-President are absent for a meeting, the Club Secretary shall preside over the meeting given there is a quorum.

VICE- PRESIDENT

In the absence of the President, whether from death or incapacity, the Vice-President shall assume all duties and exercise all powers of the President i.e. preside over the Board meetings.

- Shall present Treasurer's report in the absence of the Treasurer and President.
Shall be the third signer for checks if necessary.

TREASURER

GOALS:

Provide efficient, organized, and accurate books and records of the club.

Provide financial expertise regarding monthly and yearly results.

Provide financial guidance for new contracts and proposals.

OBJECTIVES:

Ensure accuracy of payments and deposits. Accuracy being defined as all transactions being free from mathematical or computer error.

Ensure timeliness of all payments and deposits. Timeliness being defined as prompt and appropriate to the occasion. (i.e. Spring trial expenses being paid within two weeks of completion of Spring trial).

Ensure legitimacy of all payments and deposits. Legitimate being defined as Board-approved justifiable expenses incurred for TBAC programs and administrative costs not to exceed the pre-established budget. Any expenses of a questionable nature may be brought to the attention of the Board. Questionable items may include, but not be limited to, expenses of a personal nature, overpriced items, or unauthorized expenses.

TREASURER RESPONSIBILITIES:

Reports to the Board.

Directs all financial aspects of the club.

Maintains annual budgets/performance reports.

Makes monthly rental payments for use of facility.

Keeps on file all payments by category.

Will verify Instructors and Assistant Instructors' attendance at class.

Collects all membership dues and forms and deposits payments into checking account.

Forwards all membership forms to Membership Chair.

Collect all fees from members and non-members.

Collect and keep on file all waivers and vaccination records.

Deposits all fees for training (members, non-members and beginners), membership (family, associate and individual), trials, merchandise, equipment rentals and miscellaneous.

Coordinates/ensures accuracy of all insurance renewals/updates.

Coordinates/ensures tax/government compliance.

Responds to all inquiries regarding payments. This includes the determination of whether request is within budgetary guidelines and is an appropriate/legitimate expenditure.

All 1099 and 1096 tax forms must be presented to the Board each year by the February Board Meeting

SPECIFIC DUTIES:

TAX ISSUES

Ensure all yearly tax returns are either filed by May 15th of the calendar year or an extension is obtained.

File all appropriate documents in an organized, safe manner for record-keeping purposes.

Respond to inquiries regarding tax issues whether they be delinquent notices, taxes due and/or violation notices.

Prepare and mail Form 1099 Misc. to all Instructors, assistant Instructors, judges, trial secretaries, and rent recipient who receive payment in excess of \$600 by January 31 of the calendar year following the close of the tax year.

Coordinate annual audit/compilation and ensure Board is notified of results and items of concern.

INSURANCE ISSUES:

Ensure all yearly insurance renewals are obtained by March of the calendar year.

Ensure that yearly equipment inventory is reviewed by equipment manager and submitted to insurance agent, noting any new purchases or deletions from inventory.

Ensure that trial endorsements are obtained for all trials. This is to be coordinated with the appropriate Trial Chair.

File and communicate any claims if they occur, while ensuring prompt payment of our claims.

BUDGET ISSUES:

Assist program chairs, trial chairs and/or other committees in determining yearly

budgets based on past results and future needs.

Provide written notice to all members of established/Board-approved budgets.

Ensure and guide Board members by reporting any variances to pre-established budgets.

BOARD MEETINGS:

Prepare cash flow report showcasing all funds during fiscal year received and expended for each category.

Prepare or document current bank balance to be included in meeting notes.

Answer any financial questions regarding program balances, budget variances and/or extraordinary items of note.

RECORDKEEPING:

Keep accurate accountings of TBAC funds using an acceptable ledger technique or any accounting software.

Use the cash accounting method of accounting.

Ensure all documents are stored for record-keeping purposes.

Ensure bank statements are reconciled monthly and filed accordingly. All voided checks, fees and returned items should be handled promptly.

Filing system should be efficient and complete, enabling documents to be pulled and returned easily when reviewed by committee chairman and/or auditors.

Only the Treasurer, President, and Vice-President shall be granted check-signing authority in order to avoid unnecessary financial complications. President or Vice-President shall only write checks in time-sensitive situations in order to avoid same record-keeping complications. President/ Vice-President must verbally notify Treasurer of any checks written with all "onion-skin" copies and receipts forwarded promptly to the Treasurer.

If the Treasurer is unable to attend a TBAC event where payment is required, blank checks must be provided to either the President or Vice-President.

No checks are to be pre-signed to avoid fraud and theft.

All checks shall be written in sequential order.

CLUB SECRETARY

Keep a roll of all Board members and club members attending Board and general membership meetings respectively.

Send minutes of the previous Board meeting to the Board members for review at least one week prior to the next meeting. These minutes will be proposed for approval at that meeting.

Send the minutes of the previous general membership meeting to all club members at least ten days prior to the next general membership meeting. These minutes will be proposed for approval at that meeting.

Keep a list of all committees and their chairs.

Keep a record of all Board and general membership minutes.

Read the minutes from the previous meeting to those attending the present meeting if minutes were not sent prior to the meeting.

Record the minutes for each meeting, especially all motions and amendments.
Keep a copy of the club Bylaws, SOPs, and previous minutes from all meetings as official records of the club.
Notify all Board members of the coming Board meeting. Members should be notified at least five days prior to the date of the meeting.
Notify all club members of the coming general membership meeting. Members should be notified at least ten days prior to the date of the meeting.
Notify new members of their election to membership.
Notify each club member, in writing, of the Nominating Committee's slate for the following year's Board of directors.
Notify each nominee to verify their willingness to serve on the Board.
Make up ballot slips for election of Board positions, always listing the incumbents' names first, where contested, with "Incumbent" so designated after their names.
Assist in the counting of ballots when a vote by secret ballot is conducted.
Notify officers and directors of their election to the Board of directors.
Send to all club members any communication that pertains to club business.
Discuss with Board any email correspondence that promotes a private business concern. Recommend that all such business promotions be included in the newsletter.
Read to the Board members any letters sent to the club.
In the absence of the Club Secretary at a Board or General membership meeting, any Board member will assume the responsibilities of the Club Secretary, i.e. take the minutes.

STANDARD OPERATING PROCEDURES FOR COMMITTEE CHAIRS

Each committee chairperson and liaison must hand over all property and records of their position to the person succeeding them in order to ensure a smooth transition of that position.

MEMBERSHIP

Send notice of membership fees and due dates to all members approximately one month before due date (i.e. Dec 1).
Keep accurate, up-to-date list of members, including address, phone numbers, and email addresses.
Notify the Membership liaison of any additions or deletions of members prior to each monthly Board meeting.
Notify training members who are delinquent with their membership dues to send fees or their training privileges will be suspended.
Notify non-training members who are delinquent with their membership dues to send fees or their membership status will be canceled.
Send updated list of members to entire membership on March 1st of each year.
Notify Club Secretary of any changes in member information as soon as possible.
Send Welcome Package containing welcome letter, member directory, TBAC Bylaws, TBAC SOPs, and TBAC Training SOPs to all new members.

Inform President or Membership liaison of any new applicants for membership so they may be presented at the next general membership meeting.
Notify rejected applicants of Club's decision.
Contact Treasurer to return membership fees to any rejected applicants.
Prepare annual budget.

TRAINING DIRECTOR-BEGINNERS

See TSOP's Section IV A.

TRAINING DIRECTOR-CONTINUING TRAINING

See TSOP's Section IV B.

EQUIPMENT

Prepare annual budget and submit it to Board for review.
Periodically inspect and maintain all agility trial equipment as well as training equipment.
Repair, if possible, any damaged or defective equipment.
Obtain estimates for cost of repair or purchase of agility or non-agility equipment and submit to the Board for approval.
Keep an accurate inventory list of all TBAC agility equipment and property.
Have all trailers inspected yearly.
Visually inspect all trailers for maintenance purposes.
Submit all receipts to Treasurer within sixty days of purchase for miscellaneous items.

SUNSHINE

Prepare annual budget and submit it to Board for review.
Send cards to members for loss of dog.
Send cards to members suffering from illness, hospitalization or death in the family.

WEBSITE MANAGER

Contact Webmaster with any corrections or additions to website upon approval of a Board Member.

JUDGE PROCUREMENT CHAIR

Procure judges for all TBAC trials for each of three years in advance of the current year.
Send letter of confirmation and contract to each judge to be signed. Include ring

dimensions and list of equipment for each ring.
Forward copy of each signed contract to President.
Send copy of signed contracts to appropriate Trial Chairperson.
Notify President immediately in case of difficulty acquiring judge for a trial.

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