

# WRSF EVENT PROPOSAL GUIDELINES

The Working Riesenschнауzer Federation offers and sponsors dog related sporting events and activities that some breed specific organizations in the United States cannot offer because of regulations and policies. The WRSF is prohibited from sponsoring events that conflict with Federation Cynologique Internationale (FCI) rules and regulations. This includes the sponsorship of any event that could jeopardize the WRSF membership status and/or working relationship with organizations accepted by the FCI.

This document is provided as a guideline to assist members submitting proposals to host any event sponsored by the WRSF. Any WRSF Member or WRSF Charter Club wishing to host WRSF sponsored events must submit a detailed event proposal. Event proposals can be sent by any current WRSF member(s) in response to hosting events solicited by the WRSF or whenever they wish to sponsor or organize a WRSF sponsored event.

**All** event proposals must be sent to the current WRSF Secretary.

Event proposals may be submitted electronically (e-mail) or by standard mail delivery (USPS, UPS, FEDEX, etc.). All event proposals must be related to activities focusing on dog sport and breed activities recognized and regulated by the following organizations:

1. FCI – Federation Cynologique Internationale
2. PSK – Pinscher Schnauzer Klub
3. ISPU – International Pinscher Schnauzer Union
4. AWDF – American Working Dog Federation
5. WRSF – Working Riesenschнауzer Federation

Examples of dog sport events minimally include IPO trials and related training seminars (Tracking, Obedience, and Protection), Breed specific (RS) Conformation Show and Breed surveys, WRSF fundraisers, FCI regulated Agility programs, etc.

Any event proposal **solicited** by the WRSF for the Annual Championship IPO Trial and Conformation Show, Regional IPO Trial, Supported IPO Trial, Training Seminar, or other specified event may be submitted electronically (e-mail) prior to midnight on the deadline date accompanying the notice. Event proposals can be submitted using standard mail delivery (USPS, UPS, FEDEX, etc.) provided the proposal is postmarked on or before the deadline date accompanying the notice.

Event proposals for **all other events** must be submitted a minimum of 120 days before the date of the proposed event to allow time for official requests for judges, special guests or officials, confirm trainer qualifications and certification, review documented seminar or presentation material and to consider travel arrangements and costs before the event can be approved.

# WRSF EVENT PROPOSAL GUIDELINES

Once an event proposal has been reviewed by the WRSF Board, a WRSF Board member or designate will contact the member(s) who submitted the event proposal telephonically or in writing for the following reasons:

1. Official notification of WRSF Board approval for the proposed event,
2. Requests for additional information and/or suggest changes to the event proposal or,
3. Official notification that the WRSF Board cannot approve the proposal, accompanied with specific reason(s).

Specific reasons concerning disapproval of a proposed event may include concerns over fiscal responsibility, liability issues, conflict with one or more WRSF supported events, the current membership or certification status of any official, event representative or Host Club identified in the event proposal, etc. While it is not mandatory that all officials and Club's identified in the event proposal are WRSF members they must be in good standing with the WRSF and its affiliate organizations (FCI, PSK, ISPU, AWDF, etc.).

**The following guidelines should be included and considered when submitting your proposal**

**HOST CLUB:** A brief history of the host club, Host Club officer or governing member(s) contact information and a description of similar events/trials held by the club.

**GOAL:** Statement from the club indicating why its members would like to sponsor the event and why the area selected is most suited.

**DATE:** The date(s) proposed for the Event, basic schedule for each day.

**LOCATION:** Description of the site and amenities.

- Grounds/Stadium: type, approximate size, photos
- Tracking (when applicable) : size and type of terrain/surface, photos
- Amenities: toilets, water, electricity, shade, parking, etc.

**WEATHER:** Average weather conditions (7 day minimum) surrounding the dates of the proposed event.

**HOTEL:** Location and description of the proposed host hotel, amenities, and rates, alternate lodging and RV Parks.

**HOST CITY:** Description of the city nearest the event plus notable tourist activities.

**TRANSPORTATION:** Accessibility of the host city for travelers with and without dogs, availability of rental cars/vans. List of nearby airports.

# WRSF EVENT PROPOSAL GUIDELINES

**BUDGET:** Expected expenses and/or estimate income for the following categories:

- Facilities
- Participation fees, entry fees
- Personnel (judges, etc.)
- Trophies and Gifts
- Concessions (vendors, food, dog supplies, etc.)
- Related events (raffles, seminars, banquet, etc.)
- Sponsors, Donations
- Operations/Administrative Expenses (publicity, printing, phone, mail, etc.)
- Other

**CONTACT INFORMATION:** Provide the Name, Address and Telephone number for:  
The WRSF member acting as the Chairperson, Host Club President, and the event Site Manager/Owner.

**Refer to WRSF Event Guidelines for further details and explanations.**

One Board Member must serve as liaison between the Board and the Chairperson(s) of any WRSF sponsored Event. The Board Member or his/her alternate will act as Event Coordinator and the reports status and progress of an approved WRSF event to the Board. They consult with the Treasurer regarding budget items, respond to the event Chairperson's questions, and assist where necessary to work towards a successful Event. All written contracts and agreements must be approved by the WRSF Board.

The normal structure of any WRSF sponsored event requires the following:

## **1. Chairperson**

Any Chairperson must be a current WRSF member in good standing. The Chairperson can be the member submitting the proposal or a Board appointed Chair. This person is responsible for the major planning of the Event, coordinating all sub-committees and personnel, overseeing and controlling expenditures, collecting and recording all bills and income, and all duties reasonably expected as the responsibility of the Chairperson. (See also #2, 3, 17, 20 & 21)

## **2. Assistant Chairperson(s)**

The on-site AC is "in-the-know" about event details and can answer participant's questions. The AC must be committed to assisting the Chairperson and may be required to assume the responsibilities as the Chairperson cannot be in all places at all times. (See #21)

## **3. Personnel/Committee Heads**

Chosen and assigned as necessary to share the work and responsibility. (See #17, Delegating; and #21)

*Personnel bearing responsibility for the event should be WRSF members (or host club members) whenever possible; WRSF membership participation (or host club members) should be strongly encouraged before recruiting outside the organization. The Chairperson should consult the Event Coordinator for assistance.*

# WRSF EVENT PROPOSAL GUIDELINES

## 4. Host Club

The liaison person/contact in a local club who is assigned on-site responsibilities, coordinating any additional personnel, controlling any special conditions. (See #20)

## 5. Theme

The event theme must be approved by the Board in advance of any notice or publicity deadlines. An event theme may be unique to an anniversary of the WRSF, the location of the Event, etc. (see also #17, Artwork)

## 6. Event Activities, (must be Board approved) including, but not limited to: (See #20)

### • IPO

- estimate RS entries, entry limits
- will the event be open to non-PSK breeds if space available after specified deadline for entry?

### • Conformation

- classes to be offered, entry limits?
- FCI Judge licensed to evaluate the Riesenschnauzer

### • Training Seminar (See # 11)

- focus/objective? Trainer? Dog minimum age/pre-requisites?
- Puppy Evaluations — minimum age/pre-requisites/evaluator?
- Meetings, Board & General Membership
- Lectures, Social Hours
- Dinners, picnics, Awards Banquet
- Other?

## 7. Dates/Times of Events

Will depend on how many activities are scheduled and the time needed or allowed, based on estimated entries or attendance. Flexibility will allow for last minute changes or unforeseen events.

## 8. Schedules/Timetables/Deadlines (See #17)

A chart/calendar should outline all personnel and their responsibilities, identify time-sensitive issues, reasonable turn-around expectations, specific deadlines, and follow-up reports after the Event.

## 9. Event Locations, (See #20)

- IPO trial, tracking, sport field, stadium:
  - open/fenced area? local club facility? private or municipal?
- Conformation show, same as above:
  - consider convenience of location in reference to hotel and trial fields.

# WRSF EVENT PROPOSAL GUIDELINES

## 10. Practice Areas (Competition events)

- Location, availability, on-site supervision, equipment, helpers for IPO phase 3 practice by competitors?

*If the actual trial field is not used for practice then an area comparable in conditions should be made available. No one should be allowed to use the practice area unless it is monitored. Late arrivals (entered in the event) must be allowed equal practice time to be fair to everyone. These conditions should be spelled out in the advanced entry information so there are no misunderstandings, giving participants as much information to calculate travel time.*

## 11. Seminars (See #20)

- Who/what/when/where/why

## 12. Other Event details, such as Puppy evaluations, vocal presentations, etc. (See #20)

- Who/what/when/where/why

## 13. Hotels/Restaurants (See #20)

- Example or history of previous events supported by hotel, ability to accommodate all participants and dogs? (options for dining or travel.) *No contracts are to be entered into or signed without Event Coordinator, Treasurer, and Board approval.*

## 14. IPO Judge(s) (See #20)

- Recommendations, references, licenses
- Invitation, travel, accommodations, care and feeding, transportation

## 15. Conformation Judge(s) (See #20)

- Recommendations, references, licenses.
- Invitation, travel, accommodations, care and feeding, transportation

## 16. Helper(s) (See #20)

- Recommendations, references, certifications.
- Invitation, travel, accommodations, care and feeding, transportation

## 17. Delegated responsibilities: Sub-committees/assistants to plan or follow up on:

- **Artwork:** (see #5 Theme) must be approved and readied before contracting advertising, promotional mailings, souvenirs, etc. (See #20)

• **Advertising/Publicity:** (see #5 Themes) determine where to advertise, and meet deadlines! Once the arrangements, such as date and location of Event, are made and approved the information needs to be put into advertising ASAP. The Premium List, any additional flyers or other information must be sent out promptly. *(Especially if any other PSK breeds are to be invited to the Conformation Show or if Trial entries are to be open to local or non-PSK breeds. This may also affect decisions about awards.)* (See #20)

# WRSF EVENT PROPOSAL GUIDELINES

- **Premium List:** An integral part of the advertising is a flyer or booklet which must include all the information necessary for attending and the forms needed for entry, or other reservations. All information must be coordinated with notices on the WRSF website, electronic newsletters or other WRSF publication. The Premium List may be mailed to the members and additional copies must be available for wider distribution. (See #20)

- **Printing and Mailing:** Premium list/Mailings/Catalog/other? The Secretary or Membership Director can coordinate mailing lists. Printing and mailing can be very expensive and must be included in the proposed budget. (See #20)

- **Documentation:**

- recording entries, reservations and collecting fees for all scheduled events
- IPO Trial Secretary
- Conformation Show Secretary
- Catalog will include list of all entries and advertising
- Other, including acknowledgements

- **Grounds:** Persons responsible for obtaining and maintaining physical equipment, delivery to sites and all setup/take-downs and return after the event. Other duties as specified by Chairperson. This is a very key element for a smooth and successful event. (See #20.)

- **Tents/coverings** for judge-secretary table, prepare for inclement or hot weather
- **Tables and chairs** as required or requested
- **IPO Equipment:** blinds, jumps, dumbbells, tracking flags and articles, etc.
- **Conformation Show:** ring perimeter ropes, stakes, markers
- Any other equipment as specified by Chairperson(s) or Committee(s)

- **Banquet:** Location, meal choices, reservations, and collect money (See #20)

- **Trophies/Awards:** Choose and have made, display and present. Trophies must be delivered well in advance to insure accurate engraving. Manufacturer must be under contract. (See #20)

- **Raffle/Auction:** Request for donations should go out in the Premium List or similar publication and a follow-up reminder should be sent about three weeks before the event to all members asking that they donate to the general fund and for trophies. The more raffle items - the more winners - and the more happy people! An auction is a good idea for unique or pricey items that everyone wants to willingly bid on and wins. Donations from companies and assorted vendors are also appreciated, and will require additional manpower to solicit well in advance.

- **Souvenirs/T-shirts:** The Event Coordinator or Treasurer must approve Vendor and quantities. Who will handle sales, when? (*See also Theme/Artwork/Advertising*) Manufacturer must be under contract. *Consideration of Profit is very important. These items are deadline sensitive. Some companies require 8-12 weeks production time or more and everything needs to be delivered 2-3 WEEKS before the event to confirm the order is correct or have enough time to fix, replace, return or reorder merchandise.* (See #20)

# WRSF EVENT PROPOSAL GUIDELINES

- **Event Treasurer:** Will be responsible for collecting money during event from fees, souvenir sales, late meal reservations, new member dues, etc. Accurate records must be kept so the individual categories will be accounted for in the final income/expense report.

- **Hospitality:** Who/what/when/where? (See #20)

- **Gifts:** Who will receive gifts? Judges, helpers, special guests? (See #20)

**18. Insurance.** Confirm Event insurance policy with Treasurer.

## 19. Confirmations

- All details should be confirmed in writing, especially for contracting judges, hotels, restaurants, souvenir vendors, etc. (The Board is responsible for choosing the Judges)
- *No contracts are to be entered into or signed without Event Coordinator, Treasurer, and Board approval.*

## 20. Cost/Budget/Donations

Some of the related items are highlighted throughout these guidelines as a reminder that there may be Costs involved which WRSF must assume, and other areas where there should be Benefits/Profits that are gained from the Event. The objective is obviously to enhance the profits while controlling any costs, and to provide an enjoyable Event for participants.

*Cost areas must be budgeted, and the source of income covering each expense identified. Income estimates can be calculated when considering donations and reasonable participation fees.*

- Event Coordinators and Treasurer's who have hosted events in the past can help with estimates/averages. All expenses must be approved by Treasurer.

- Pre-Event sources of income:

- Advance sales, may be for premium placement in catalog, souvenirs or other

- Donations, specific to trophies, etc., or to the General Fund

- Fund Raising, Pre-Event activity, i.e., something on a small scale as a revenue producer: seminar, practice-trial, conformation evaluations, temperament tests, or other activity that represents the goals of the organization. (i.e., dog wash, yes; cars wash, no). Could solicit, advertise and promote events using alternate means, with Board approval

- Commercial sponsorships available/contracts? (i.e., Dog food or other product suppliers, trainers, etc.)

- Concession space reservations, approved vendors, other special fund-raising

*Some monies must be paid up-front; other expenses are due on-the-day or after-the-fact.*

*Important to note which is which in the plans and where the money will come from for each expense. The estimated up-front costs usually are for publicity/advertising, premium*

*list/printing/ mailing, trophies, souvenirs, plane tickets, hotel reservations, or other commitments that might be required before the event. The entry fees should be set to cover the cost of*

*judges/helpers, and donations should cover the trophies. Banquet/seminar and other events must*

*more than cover their own costs by the participant's fees, and include enough "rounding-up" to*

*cover judges, helpers and any other guests. A profit margin should be built into fees and prices*

*and still be reasonable for the participants. Donations and revenue from the raffle and auction generally make a profit which is necessary to cover the operating expenses of the WRSF for the*

*rest of the year. Total expenditures must not exceed estimated income.*

# WRSF EVENT PROPOSAL GUIDELINES

## **21. Volunteers**

As shown in the Proposal Outline, there are a number of excellent opportunities for volunteers. Depending on the size of the projected activities, the following list specifies some of the potential areas where help is needed. Additional duties may be specified whenever a need arises. A volunteer may assume more than one role, and many volunteers are essential to the success of any event. Here are some of the Event Chairperson(s) Planning of event and on-site responsibilities;

**Site:** Grounds Supervisor, Gate, Public Address, Post Scores, Vendors, Refreshments, Gate, Public Address, Post Scores, Booth Space, Refreshments clean up

**Hotel(s):** Hospitality, Meetings (Board, Judges, General), clean up