



# DART Incentive Plan

April 2001 - *Revisions listed at end of document*

**Position    # of Points, Pre-show hrs, Show hrs**

**Show Chair    75    30    20**

Show Chair duties include but are not limited to the following:

- Organizes show committee meetings
- Management responsibility over all show committee positions
- Issue resolution authority on the day of the show
- Organize post show briefing (Capture lessons learned and best practices)
- Distribute DART points at post show meeting

**Show Secretary    \*See below    240    20**

\*Due to the critical nature, specialized expertise and time necessary to perform the duties of show secretary, the proposed incentive provides for \$2 per dog entered (**USDAA**), or \$1 per dog entered (**AKC**), up to the form 1099 filing limit of \$599.00 + 2 DART points (**USDAA**), or 1 DART point (**AKC**), for every dog entered over the 1099 limit.

Show Secretary duties include but are not limited to the following:

- Preparation and distribution of premiums
- Manage, receive and account for all entries, follow-up on inaccurate entries (fees, U#s, etc)
- Coordinate with trail sanctioning organization (AKC, NADAC, USDAA)
- Prepare and mail confirmations
- Answer questions throughout process
- Prepare scribe sheets, catalog, running order, gate sheets, etc.
- Owner of all paperwork at the show
- Post show quality assurance check of accumulator sheets and scoring.
- Send all paperwork to sanctioning body
- Manage check-in table, distribute worker raffle tickets to check-in table.
- Pay judges.
- A number of other responsibilities too numerous to list

**Chief Scorekeeper    65    0    20**

Chief Scorekeeper duties include but are not limited to the following:

- Responsible for overseeing and managing all scoring
- Train and possess knowledge on all aspects of scoring
- Fill in for scorekeepers as needed
- Responsible for accuracy of the accumulator sheets and getting sign-off from all judges.
- Hand out scribe sheets for each class to the scribes
- Distribute worker raffle tickets to score tables

Additional scorekeepers: For scorekeeping all day, a person would earn a flat 30 DART

dollars.

**Chief Course Builder** 65 10 20

Chief Course Builder duties include but are not limited to the following:

- Initial ring layout and course setup Friday night
- Building ring and directing other course builders
- Interfacing with Judge and following while tweaking
- Ensuring the ring has the proper equipment and that the equipment is in good/safe order
- Marking jumps, tires and A-frames for appropriate heights, ensuring equipment is properly staked
- Distribute worker raffle tickets to course builders

**Chief Ring Steward** 65 40 20

effective Jan 2007: Chief ring steward will receive \$85.00 in DART script only, Asst. ring steward will receive \$65.00 in DART script only.

effective Oct 2008: Assistant Ring Steward - \$65/Ring/Weekend or \$30 for one day

Chief Course Steward duties include but are not limited to the following:

- Responsibility to ensure the ring is staffed (includes scorekeepers and course builders) for all classes during the trial
- Worker briefings, orientation and training
- Contacting and organizing workers for the day of the show
- Develop and mail worker schedules
- Post and update schedule the day of the show
- Should be able to fill in and train any positions except scorekeeper and course builder)
- Distribute worker raffle tickets
- Check with the judge to get feedback and brief workers accordingly
- Thank you notes to workers after show
- A number of other responsibilities too numerous to list

**Hospitality Director** 90 20 20

Hospitality Director duties include but are not limited to the following:

- Responsible for developing a menu for the show
- Responsible for selecting and securing caterer
- Responsible for picking up food for the weekend
- Renting and transporting any necessary cooking equipment
- Setup and take down of hospitality area
- Feeding judges, workers and exhibitors
- Maintain judges and workers ice chests and drinks
- Provide munchies for workers
- Prepare and distribute worker lunch tickets to chief ring stewards

**Trophies/Ribbons** 50 5 10

Trophy duties include but are not limited to the following:

- Select and procure the trophies within the pre-determined budget
- Transport trophies to the show site
- Check trophy inventory prior to ordering
- Coordinate the hand out of trophies with ribbons

Ribbon duties include but are not limited to the following:

- Select and procure the ribbons within the pre-determined budget
- Transport ribbons to the show site
- Check ribbon inventory prior to ordering
- Coordinate the hand out of ribbons with trophies

Print out and manage ribbon stickers

**Raffle** 25 20 5

Raffle duties include but are not limited to the following:

- Select and procure the prizes within the pre-determined budget
- Solicit donation of prizes
- Set up and take down of raffle area and make bags for prizes
- Distribute worker raffle tickets to chief ring stewards
- Send thank you notes to all organizations and companies which donated prizes

**Equipment Manager** 65\* 20 0

\*The equipment manager position will exist for one year to ensure inventory continuity. The equipment manager will receive 40 DART points for each show.

Equipment manager duties include but are not limited to the following:

- Maintain an inventory of all equipment
- Organize transportation of equipment to and from the show site
- Know proper loading methodology
- Manage the equipment crew compensation pot\*\*
- Identify and organize the equipment that needs to be fixed

\*\*A cash amount of \$200 to be divided between loading/unloading equipment pre-trial and loading/unloading equipment post-trial will be donated by the club and placed into the equipment crew compensation pot. \$100 of this pot will be disbursed to the crew after the equipment has been loaded at the pickup site and unloaded at the show site on Friday and similarly \$100 to be distributed after equipment has been loaded at the show site and unloaded at the drop-off site Sunday evening.

**Facility Management** 40 20 10

Facility manager duties include but are not limited to the following:

- Coordinate with site owners to enforces site rules
- Hire security for the show site
- Coordinate/procure restroom facilities for the show
- Organize trash pickup and sprinklers shut-off with site owners
- Ensuring grounds are clean organize KP duty after show)
- Buy and send gift to site owner contact

**Judges Hospitality** 40 15 5

Judges Hospitality duties include but are not limited to the following:

- Arrange judges air reservations, hotel and transportation within budget
- Ensure judges get to and from the show site on time
- Get courses from the judge and deliver to chief course builder on Friday.

- Coordinate with judge in advance to see what they like
- Administer judges questionnaire and contract
- Select and purchase the judges gifts
- Select and deliver welcome baskets
- Take judges to dinner on Friday and Sunday
- Arrange Saturday night judges dinner

Board will secure judges and show sites for the following year.

Although DART points are not redeemable for cash, DART points are equivalent in value to one US dollar and may be used to purchase any service or item the club offer including but not limited to show entries, tee shirts, seminar entries, membership dues, etc.

## **Revisions:**

### **October 2008:**

Updates for working at a trial:

\$75 Treasurer

\$85 Ring Steward

Assistant Ring Steward - \$65/ring/weekend or \$30 for one day.

### **January 2007:**

A few changes for workers at trials - for workers not running a dog – have a choice of cash or DART script.

Scribe - \$60.00 per day

Timer - \$60.00 per day

Gate Steward - \$45.00 per day

Chief ring steward will receive \$85.00 in DART script only

Asst. ring steward will receive \$65.00 in DART script only

The above applies to all venues.

### **September 2004:**

Added to Chief Scorekeeper section: For scorekeeping all day, a person would earn a flat 30 DART dollars.

### **Jan. 2004:**

Chief Scorekeeper, changed points from 40 to 65.

Chief Course Builder, changed points from 60 to 65.

Chief Ring Steward, changed points from 60 to 65.

Hospitality, changed points from 80 to 90

Trophies/Ribbons - Combined tasks and changed points from 20 each to 50 total.

Equipment Mgr., changed points from 40 to 65. Removed reference to club trailer.

**Nov. 2003** - *Worker Raffle change*: Removed word 'Worker' so it will apply to any raffle held (worker or fund-raiser.)

*Equipment manager change (equipment crew compensation pot)* - removed "\$100 per ring" and substituted "\$200 to be divided between loading/unloading equipment pre-trial and loading/unloading equipment post-trial." Also removed comments applying to temporary measure: "The exact disbursement process has not been finalized. The board will refine the rules prior to the next show. This is a temporary measure to provide incentive to garner larger loading and unloading crews at the remote pickup and drop-off sites. Once the club has enough trailers and trucks to load and unload the equipment at the show site only the crew

compensation pot may be discontinued."

**Oct. 2003** - Show Secretary changes are the \$2 USDAA/\$1 AKC payment, and deletion of the 100 DART point distribution to assistants.