

Central Wisconsin Vizsla Club  
**New Event Proposal Guidelines**

Last Revised: 07/15/99

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## Purpose

To provide a consistent, clear set of guidelines to assist CWVC members and the Board of Directors when proposing New Events or Activities as defined below.

## Definitions

### Event

- An event licensed by the AKC or other official licensing organization
- Generally, events require more volunteers, paperwork, and coordination than activities.

### Activities

- An activity that is not licensed but performed in the club's name
- An activity held for the benefit of the general membership of the club
- An activity required to be performed for the benefit of the club

### New Event

- An event that has never been sponsored by the CWVC
- An event that may have been held in the past, but has not been held in the prior two consecutive years
- An event that had been a *Provisionally-Approved Event* or *Regularly Scheduled Event* but was discontinued by a vote of the membership at the quarterly meeting one year before or earlier and is being re-proposed
- An additional event over and above the current number of regularly scheduled like events held in a given year (e.g. two regularly scheduled Hunt Tests occur, and a third is proposed)
- NOTE: Sanctioned matches/trials count as the first event held in the Club's approval process

### Provisionally-Approved Event

- Events which have received *New Event* approval but have not yet been approved by the general membership for two consecutive years

### Regularly Scheduled Events

- Events that have occurred in two or more consecutive years, during approximately the same time period
- *Provisionally-Approved Events* that have been approved by the general membership during the prior two consecutive years
- NOTE: *Regularly Scheduled Events* can be discontinued by a vote of the membership if a member or the Board of Directors sponsors the motion. Sample reasons an event may be discontinued include but are not limited to the following: the event ceases to meet the Objectives of the Club, the event loses money, and/or lack CWVC volunteer support. If first presented to the Board, the Board will make a recommendation to the membership before voting. Facts should be presented verbally or in writing to the membership. The event cannot be re-proposed until the same quarterly meeting one year later, and must be re-proposed as a *New Event*

- A *Regularly Scheduled Event* which is postponed for one year by the Board of Directors due to other approved club activities remains a *Regularly Scheduled Event*. If an event is postponed two years in a row, it is considered a cancellation
- A *Regularly Scheduled Event* which is voted by the Board of Directors or membership to be canceled for one year will change to a *Provisionally-Approved Event*

## New Event Requirements

- Proposing member(s) must be member in good standing with the CWVC and any other dog clubs to which they are associated.
- Proposal must be written and include at least the following information (if applicable to the proposed event):
  - Statement as to how the event serves the membership and contributes to the Objectives of the Club as stated in the Constitution & By-Laws.
  - Proposed Dates and Location
  - Proposed Format (e.g. Novice Only Standard & JWW; all-breed or Vizslas only; 8x10 Booth; morning seminar followed by afternoon supervised hunt, etc.)
  - Signed commitments from Chair, Secretary, enough Volunteers to run the event, and other club members in support of the *New Event*
  - Projected Profit & Loss (P&L) Statement: Revenues - Expenses = Profit/Loss NOTE: Events are not required to make a profit initially or at all in order to be approved provided the Objectives of the Club are met and the treasury is not drained.
  - High-level task list (including things like form submission dates, judge selection deadlines, disaster plan requirements, etc.)
  - Requirements for volunteers, judges, instructors, sanctioning, etc.
  - Equipment, building, & grounds requirements (e.g. mats, gates, jumps, tunnels, pavilion, AKC square footage or acreage requirements, horses, birds, etc.)

## Recommendations

- The proposing member and one or more members of the event committee have extensive previous experience (participation, volunteering, judging) in that event

## New Activity Procedures

1. *New Activities* are waived from providing a written proposal to the Board, but must present as much information as possible verbally to the membership.
2. *New Activities* and *Regularly Scheduled Activities* must be approved by a vote of the general membership initially and every year.

## New Events Procedures

1. Written proposal is presented to the Board of Directors at least 6 months before the first paperwork, contract, commitment, etc. is due.
2. Board of Directors reviews the *New Event* proposal or *Provisionally-Approved Event* written synopsis and prepares a recommendation based on the Objectives of the

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- Club as specified in the CWVC Constitution & By-Laws to be presented by the President to the general membership if it is brought up for discussion.
3. (The President/A representative of the Board/The Board of Directors/The Standing Event Chair) discusses the recommendation with the proposer if requested by the proposer.
  4. At the discretion of the proposing member based on the Board's recommendation, the proposing member notifies President to include the *New Event* or *Provisionally-Approved Event* on the agenda or raises the topic in person at the next general membership meeting.
  5. Proposing member must present the *New Event* proposal or *Provisionally-Approved Event* synopsis in person at the general membership meeting. It is recommended that copies be brought for reference or distribution.
  6. President shall present the Board of Director's prepared recommendation.
  7. The issue shall be brought to general discussion, and individual Board members may participate in the discussion facilitated by the President.
  8. If desired, the proposing member or anyone other voting member makes a motion to
    - Approve the *New Event* or *Provisionally-Approved Event* or
    - Table the issue for future discussion
  9. The President calls for a vote on the motion.
  10. If approved, a *New Event* becomes a *Provisionally-Approved Event* or a *Provisionally-Approved Event* is either approved for another year or becomes a *Regularly-Scheduled Event* after receiving membership approval based on the definition above. If NOT approved, the Event cannot be re-proposed until the same quarterly meeting one year later, and must be re-proposed as a *New Event*.
  11. Execution of the event must follow published guidelines and all Rules and Regulations from the licensing organization (if they exist for that event). Any significant deviations to the original proposal must first be approved by the Standing Chair of that event type or be presented to the Board of Directors if a Standing Chair does not exist. Copies of all forms must be sent or faxed to the Standing Chair of that event type or the President if one does not exist for that event.
  12. After completion of the first event, a written synopsis of the event and final P&L must be prepared by the proposing member and submitted to the Board of Directors for review and discussion at first Board Meeting after the event. Items in the synopsis should include but are not limited to things that went well, things that need improvement and plans for improvement, feedback from participants, volunteers, judges, etc. If a synopsis is **not** received and/or the proposer of the event (or a member of the event's committee) is **not** in attendance at the next general membership meeting, the Board of Directors will likely recommend to not approve the subsequent event.
  13. The Board of Directors determines whether the *Provisionally-Approved Event* was executed successfully and prepares a recommendation and follows Steps 2-10 for possible transition to a *Regularly-Scheduled Event* after

completion of two consecutive successful events which receive membership approval.

**Determining the success of any Event shall be based on the following:**

- The presented written synopsis & final Profit & Loss Statement and the conformance to the original proposal and guidelines
- Conformance to official Rules and Regulations of the event
- Whether the items requiring improvement were identified and satisfactorily addressed in the written synopsis
- Whether the event served the membership, was conducted in a sportsmanlike manner, positively influenced the reputation of the club, put the good standing of the club at risk and contributed to the Objectives of the Club
- Input from any CWVC Board Member or Standing Chair who was involved in the planning, execution, or follow-up activities (like expense reimbursement)
- Verbal or written input from volunteers, judges, organizers, participants, grounds contacts, etc.
- Any input from a representative of a licensing/governing organization such as AKC, NAVHDA, UKC, etc.

**Events and Activities (as of August 1999)**

**Existing Regularly Scheduled Events**

- Spring AKC Hunting Test
- Spring AKC Specialty Show

**Existing Provisionally-Approved Events**

- Spring AKC Field Trial
- Fall AKC Field Trial

**Sample New Events**

- Agility matches/trials
- Obedience trial
- Additional field events at other times of the year
- Versatility testing
- Sponsoring VCA Nationals (one or more activities)

**Existing Regularly Scheduled Activities**

- Participation in DNR Open House at Ottawa Field Trial Grounds (NOTE: Participation in other DNR-sponsored events is required for the club to receive free pheasants for use in field events)
- Fun Day
- Milwaukee Pet Fair
- Madison Pet Fair

**Sample New Activities**

- CWVC-sponsored booth at Sports Shows, Expos, etc.
- Youth Hunt
- Seminars, Versatility Testing
- Microchip Clinics