

Town & Country Kennel Club

Member Packet

This is a not-for-profit organization, entirely run by volunteers.

1. GENERAL HISTORY of *Town & Country Kennel Club*

- established in 1965 in Bloomington, IL
- moved in 1995 to 2507 Fox Creek Road; Bloomington, IL 61704
- phone number: (309) 829-9313
- added new building in 2006
- currently has over 100 members
- offers classes in Obedience for the general public and people preparing to compete.
Classes are for puppies, adult dogs, and utility dogs.
- started offering Rally classes in February, 2006
- started offering Agility classes in August, 2007
- web page: www.tckc.org
- buildings were named at the annual April meeting, 2006. The old building is now called “Country” and the new one is called “Town.” These names will be used in this packet. The “club room” is the small office area inside the Country building.

2. BOARD OF DIRECTORS

Please refer to the TCKC website (member section).

3. CONSTITUTION and BY-LAWS

A copy of TCKC’s Constitution and By-Laws is available to all club members. There is a copy of the Constitution and By Laws in the club room at the training center and on the TCKC website for reference. Contact the club’s Recording Secretary if you would like a printed copy.

4. MONTHLY MEETINGS

Club meetings are held in the Country Building on the 4th Thursday of each month, starting at 7:15 p.m. The only exception to this is during the holiday season; those meeting dates will be posted for all members to adjust their calendars. Attending monthly meetings counts towards meeting attendance requirements. Record your meeting attendance “hours” on your Personal Participation Record Form (PPR Form) to help earn free classes and to obtain a key fob.

5. COMMITTEES

Committee: Description

Cleaning: organize cleaning schedules

Equipment: keep inventory of all training equipment

Finance Committee: yearly budget

Hospitality: schedule fun events–cookouts, Christmas party

Membership: maintain supply of applications & maintain membership list
Newsletter: create monthly newsletter
Publicity: advertising and promotions
Registration: organize open house registrations
Show 'N Go: preparation for holding show 'n go events
Ways & Means: fundraisers
Web Site: develop and update TCKC's internet site

6. OTHER CONTACT PEOPLE

For information regarding the below situations/events please check the "Who Does What" list posted in the club room or contact a board member to be directed to the appropriate club member.

Situation / Event:

Agility Committee
Births or Deaths Notification
Cleaning and Mowing Schedule
Conformation Class
Dog of the Month Board
Library
Maintenance of Building
Member Packet
New Pet Announcement
Ordering dog supplies: leashes and leads
Purchasing cleaning supplies
Purchasing toys for resale
Rally Committee
Special Events / Trials
Take a Bow...Wow
WCRL Trials
Wellness Day

7. CURRENT TRAINERS at TCKC

For a list of current trainers, please refer to the TCKC website. www.tckc.org

8. APPRENTICE PROGRAM

All trainers at TCKC must complete our apprentice program at Town and Country Kennel Club. The full program takes approximately 2 ½ years to complete, providing for consistency in training methods and philosophies. The puppy apprentice program takes approximately 1 year and concentrates on handling and care of young dogs from 8 weeks to 6 months. Eligibility for the Apprentice Program includes:

1. Membership in TCKC for 6 months or longer.
2. A written application to the Director of Training.
3. Completion of TCKC's Novice class.
4. Completion of TCKC's Life Skills 3 (passing the Canine Good Citizen Test)
(Exceptions to those requirements are at the discretion and approval of the Board)

of Directors).

Members interested in becoming a class instructor should contact the Director of Training for an Apprentice Program Application.

9. “HERE’S THE SCOOP”

All TCKC members with an e-mail on record with the club secretary will receive a monthly edition of TCKC’s newsletter, *Here’s The Scoop*. For those who do not have email, a hard copy is located on the bulletin board in the Country Building and posted on our website. The newsletter contains all the latest happenings of our club, including such things as completion of current projects, upcoming events, new members, achievements of members and their dogs, and an agenda for the next club meeting. All back issues of *Here’s The Scoop* are available on the TCKC website.

10. TAKE A BOW...WOW

Once a TCKC member has earned a performance title on their dog; they can have their dog’s picture (8x10 size) put on the wall of accomplishments found in the Country building. A detailed description for formatting of the picture can be found on the TCKC website.

11. SHOT RECORDS

Each TCKC member is required to provide the club’s Membership Secretary with a current copy of vaccination or inoculation record for each dog entering the facility. These records will be kept on file at the club, in club member’s individual files.

All trainers, trainer’s assistants, apprentices and helpers are to have a tetanus shot and present a copy of their shot record to the Membership Secretary to keep on file.

12. PERSONAL PARTICIPATION RECORD SYSTEM

1. Membership rewards are based on TCKC’s fiscal year, April 1 to March 31.
2. Personal Participation Record (PPR) rewards are based on attending six or more monthly meetings per year. Additional reward hours can be earned in three ways:
 - a. volunteering to participate in club activities/events.
 - b. cleaning and mowing the facility on approved days.
 - c. participating as a class helper.
3. All volunteer hours for each member in a family/joint membership are combined for PPR rewards.
4. Get and keep a Personal Participation Record Form. Record each meeting attended and all hours volunteered between April 1-March 31.
5. Members’ PPR charts are due to the club’s Membership Secretary before the annual meeting by April 1st of each year.
6. Rewards: by attending 6 club meetings and completing 20 hours of volunteering, members may earn a key fob to enter the facility. Class vouchers may also be earned. Key fobs are administered by the membership secretary. Vouchers are administered by either the recording secretary or the membership secretary.
7. The PPR form and rewards chart are posted on the TCKC website.

13. VOLUNTEER JOBS at TCKC

- A. Sign up on the cleaning or mowing schedule provided at the club meetings. The buildings are divided into two work schedules, one for each building. Volunteering to become involved in a committee requires that you contact that committee head.
- B. If you don't have a key fob, you need to contact your sponsor or another member who will meet you at the club and work with you. This is required for both inside cleaning and the mowing.
- C. For all cleaning or mowing, you are rewarded with time credit to record on your PPR form. Volunteering is an easy way you can earn a key fob and credit for free classes.
- D. Cleaning and vacuuming is important to keep the club operating and to present our club in a professional manner. In section 14 there is a summary of weekly tasks.

14. CLEANING DUTIES

- A. Vacuum all flooring with the central vacuum systems located in both the Town and Country buildings. Central vacuum equipment is located in the storage/furnace room in each building. Carefully empty the vacuum canisters when full.
- B. Spot mop soiled areas.
- C. Clean all glass doors, windows, and mirrors.
- D. Clean all four bathrooms completely. Clean inside of toilet tanks monthly.
- E. Clean and straighten all tables and chairs.
- F. Take all garbage to the dumpster. Leave no food containers in the building.
- G. Cleaning products are located in the furnace room cabinet and storage closet.
- H. When a product needs to be restocked, please indicate the item on the cleaning product list, located in the club room.

15. ENTERING AND EXITING the BUILDINGS

- A. Entering the buildings requires a key fob when doors are not open for classes or meetings.
- B. There are two entrances from the main driveway and one at the rear of the Town Building.
- C. "EXIT" signs are above all the doors. The main entrances are generally used to exit the building. However, the door located at the northeast corner of the Country Building is the closest exit to gain access to the tool shed, located behind the building. There is a garage door remote located in the Country Building furnace room that activates the tool shed door.
- D. If you are the last to leave the club, always be sure that all doors are locked. If there is a problem with any of the doors not locking, call the emergency numbers located in the club room. Leave the inner doors between the two buildings open when you leave.
- E. Check all toilets to make sure that the water is not still trying to fill the tanks.
- F. When you leave TCKC, be sure all lights and make sure fans are on, if it's hot outside.

16. SPECIAL EVENTS and SET-UP

- A. Special events must first be approved by the Board of Directors and then approved by the general club membership at a monthly club meeting. This is to ensure that special events don't interfere with regular functions and previously scheduled events.
- B. Tables can be found in both buildings; some are used for regular classes. If you need to use any of these tables, be sure that you put them back where you found them.
- C. Extra tables are located in the club room against the south wall.

- D. Chairs are located in both buildings. Remember to return them to their original spot after your event is done.
- E. Coffee pots are located in the club room. Coffee supplies are located in the cabinets. If you use the coffee makers, it is your responsibility to be sure they are turned off, emptied, cleaned, and put back in the cabinet when your event is over.
- F. The refrigerator located in the club room is NOT for use during extra functions. Bring coolers, ice, etc. for your event.
- G. After your event is over, clean the club. Take out the trash, and return the club to proper condition for classes. Any trash that contains food items MUST be taken to the dumpster. We can't attract mice or bugs.
- H. The dumpster is located on the west side of the Town Building.

17. CLASSES for TCKC MEMBERS

- A. Since TCKC wishes to allow club members the opportunity to enroll in classes before the general public, enrollment schedules for members are posted in the newsletter, *Here's the Scoop*. Generally, the deadline for club member class sign-up is one week prior to open house registration.
- B. Club members using reward vouchers to "pay" for classes must provide the voucher as payment at the time of registration, so it can be "validated" to show that a free class has been utilized.

**** SPECIAL NOTE ****

**** It is club policy that all intact female dogs remain at home during their heat cycles. ****

HELPFUL DOG INFORMATION

- Breeder Referral: http://www.akc.org/breederinfo/breeder_search.cfm
- Rescue Groups: <http://www.akc.org/breeds/rescue.cfm>
- Entering dog shows:
 - Roy Jones <http://www.royjonesdogshows.com/>
 - Jack Onofrio <http://www.onofrio.com/>
 - Info Dog <http://www.infodog.com/showinfo/showmain.htm>
 - BaRay Event Services, Inc. <http://www.dogshows@barayevents.com>
- Animal Emergency Clinic:
118 Greenwood Avenue
Bloomington, IL 61704
Mon - Thurs: 6 p.m. to 8 a.m. Phone: (309) 665-5020
Fri: 6 p.m. to Mon 8 a.m. Phone: (309) 828-7722
- Animal Poison Control Center (888) 426-4435
- University of Illinois Small Animal Clinic (217) 333-5300