

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

- Established in 1965 in Bloomington, IL
- Moved in 1995 to 2507 Foxcreek 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 and adult dogs; from Puppy through Utility.
- TCKC started offering Rally classes in February, 2006
- TCKC started offering Agility classes in August, 2007
- Web page: www.tckc.org
- The 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.

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. Contact the club's Recording Secretary if you would like a copy. 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.

4. **MONTHLY MEETINGS**

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

5. **COMMITTEES**

<u>Committee:</u>	<u>Description:</u>
Registration	Organize Open House Registrations
Ways & Means	Fundraisers
Publicity	Advertising and Promotions
Budget	Yearly Budget
Show 'N Go	All Preparation for holding Show 'N Go's
Newsletter	Create Monthly Newsletter
Equipment	Inventory of all Training Equipment
Membership	Maintain Supply of Applications - Maintain Membership List
Operations	Organize Mowing and Cleaning Schedules - Scrub Day
Club Activities	Schedule Fun Events - Cookouts, Christmas Party
Web Site	Develop and Update Internet Site

6. **OTHER CONTACT PEOPLE**

For information regarding the below situations/events please contact a board member and you will be directed to the appropriate club member.

Situation / Event:

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

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. The training program for a full trainer takes approximately 2 ½ years and provides for consistency in training methods and philosophies. The Puppy Apprentice Program takes approximately 1 year and concentrates on the 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 and Board of Directors.
- 3. Completion of TCKC's Novice class and/or having put a Companion Dog Title (CD) on at least one of your dogs. (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 e-mail, a hard copy is located on the bulletin board in the Country Building. A copy of the newsletter is also posted on our website at TCKC.org. 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 agenda for the next club meeting.

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. Contact a board member to be directed to the appropriate club member. A detailed description for formatting of the picture can be found in "Here's the Scoop", October 2008 issue.

11. SHOT RECORDS

- a. Each TCKC member is required to provide the club's Membership Secretary with a current copy of the inoculation record for each dog entering the facility. These records will be kept on file at the club.
- b. All Trainers, Trainer's Assistants, apprentices and helpers are to have a tetanus shot and present a copy of their inoculation to the club's Membership Secretary to keep on file.

12. PERSONAL PARTICIPATION RECORD SYSTEM

- A. Rewards are based on TCKC's fiscal year which is April 1 to March 31.
- B. PPR rewards are based on attending six or more monthly meetings per year. Additional reward hours can be earned in three ways:
 - (1) Volunteering to participate in club activities/events.
 - (2) Cleaning and mowing responsibilities.
 - (3) Participate as a class helper
- C. All volunteered hours for each member in a family/joint membership are combined for PPR rewards.
- D. Fill in and keep a copy of the Personal Participation Record for each meeting attended and the hours that you have volunteered. A key fob is earned by attending 6 club meetings and completing 20 hours of volunteering. When these requirements are met, you may contact the club's Recording Secretary to obtain a key fob.
- E. The PPR chart is to be turned into the club's Membership Secretary before the annual meeting by April 1st of each year.
- F. A copy of the PPR chart can be obtained by contacting a board member or is available in a template format 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 "hours credit". Volunteering is the way you earn the privilege to obtain a key fob and also earn credit for free classes.
- D. Cleaning and vacuuming is important to keep the club operating and also presenting our club in a professional manner. In section 13 there is a summary of the different descriptions of tasks to be completed weekly.

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 and 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 out to the dumpster. Leave no food containers in the building.

Member Packet

- 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 area.

15. **MOWING DUTIES**

- A. Contact a club member for instructions to operate the lawn maintenance equipment.
- B. Funds for gasoline may be taken directly from the cash box. Sign and leave the receipt in the treasurer's slotted drawer.
- C. There is a garage door opener in the furnace room to allow entrance to the tool shed.

16. **ENTERING AND EXITING the BUILDINGS**

- A. To gain entrance to the buildings requires a key fob.
- 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 for exiting is the closest exit to gain access to the tool shed located behind the building. There is a garage door remote controller 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.
- 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 fans are turned off.

17. **SPECIAL EVENTS and SET-UP**

- A. Planning special events must first be brought to the Board of Directors and then voted on a monthly club meeting. This is to insure that the special event doesn't interfere with regular functions, such as a *Show 'N Go and Rally* practice events.
- B. Tables can be found in the two buildings, some of which 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 for extra functions. You will need to bring coolers, ice, etc. for your specific event should refrigeration be needed.
- G. After your event is over, you are to clean the club. Be sure that the trash is taken out and have the club in proper condition for classes to be held. It is important for any trash that contains food

- items to be taken to the dumpster since we don't want to attract mice or bugs.
H. The dumpster is located on the west side of the Town building.

18. CLASSES for TCKC MEMBERS

- A. Since TCKC wishes to allow club members the opportunity to enroll in classes before opening them to 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 our open house registration.
- B. For club members using reward vouchers to "pay" for classes, your voucher *must* be available at the time you register for a class so that it can be "validated" to show that a free class has been used.

**** SPECIAL NOTE ****

** It is our club's policy to ask that all intact female dogs be left at home during their heat cycle. **

HELPFUL DOG INFORMATION

Breeder Referral: http://www.akc.org/breederinfo/breeder_search.cfm

For locating rescue groups in your area: <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>

Animal Emergency Clinic: 2505 E. Oakland Avenue
Mon - Fri: 6 p.m. to 8 a.m. Bloomington, IL 61704
Sat: 12 noon to Mon 8 a.m. Phone: (309) 665-5020

Animal Poison Control Center (888) 426-4435

University of Illinois
Small Animal Clinic (217) 333-5300