

Guidelines for Seeking Southbound Sanctioning for Events

Members of Southbound Greater Swiss Mountain Dog Club may request to host Southbound sponsored events. Activities which will be considered for Southbound sponsorship include fun days, tracking clinics, pack dog hikes, draft trials, draft clinics, weight pulls, weight pull clinics, herding trails, herding clinics, agility clinics and obedience/rally clinics.

To be considered for Southbound sponsorship an event must be held within the Southern region, hosted by a Southbound member or members in good standing, open to all Southbound members, and be of primary interest to Greater Swiss Mountain Dog owners.

In deciding whether to grant Southbound sponsorship to an event, the board of directors will give consideration to:

- Access to the geographic location by members within the Southbound footprint
- Success of past events held in that general area
- Success of past events hosted by requestor(s)
- Proximity of similar events
- Success of similar events

The board of directors will also consider the state of the Southbound treasury, the number and types of events scheduled for the calendar year, date conflicts with conformation shows or other previously scheduled activities when considering sponsorship for an event.

Events held by Southbound members that have not been approved by Southbound may not be advertised as Southbound sanctioned and will not be covered by any existing Southbound insurance.

The organizer(s) must submit a request for approval and details of the event via the electronic request form located on the Southbound website. The following information must be included in the request: :

- Organizer name and contact information
- Date of proposed event (60 day advance notice is required)
- Type and description of the event
- Entry fee and estimated number of entries
- Whether or not a facility fee and/or contract is required to hold the event. (Note: Facility contracts shall be reviewed by at least two board members and signed by the Southbound President.)
- GSMDCA approval status (required for draft trials, pack hikes, weight pulls, and herding trials). A copy of all information sent to GSMDCA must also be sent to the Southbound Board. Detailed estimated expenses and revenue from entry fees/fundraisers (if Southbound funds are being requested to support the event).
- A statement indicating that profits will be forwarded to the Southbound treasurer no more than 2 weeks after the event.

Should an event be given Southbound sponsorship, all income and expenses will be handled through the Southbound treasurer. Profits for the event will become part of the Southbound treasury. The board will decide whether the club will be responsible for any losses.

SAMPLE Draft Trial Budget

DRAFT TRIAL EXPENSES (2 Day Trial)				
Draft Judge 1	Cost	QTY	Item	Total
Travel (Air)	\$400.00	1	Airline Tickets	\$400.00
Lodging	\$65.00	2	Nights	\$130.00
Meals	\$10.00	2	Days	\$20.00
Draft Judge 2				
Travel (Ground)	\$150.00	1	Trip	\$150.00
Lodging	\$65.00	2	Nights	\$130.00
Meals	\$10.00	2	Days	\$20.00
Draft Trial Awards	\$10.00	10	Qualifiers	\$100.00
Draft Trial Participant Gifts	\$3.00	20	Participants	\$60.00
Facility Rental Fee	\$100.00	1	Event	\$100.00
TOTAL EXPENSES				\$1,110.00
DRAFT TRIAL REVENUE				
Entry Fees	\$35.00	30	Entries	\$1,050.00

SAMPLE Pack Hike Budget

PACK HIKE EXPENSES				
Certificates	1.00	10	Hikers	\$10.00
Qualifier Prizes	\$5.00	10	Qualifiers	\$50.00
Park Fees	\$2.00	10	Hikers	\$20.00
TOTAL EXPENSES				\$80.00
PACK HIKE REVENUE				
Entry Fees	\$10.00	10	Entries	\$100.00

APPENDIX B – Draft Judge’s Contract



**Draft Trial Judge’s Contract
Southbound Greater Swiss Mountain Dog Club**

Date: _____

(Judge’s Name)
(Street Address)
(City, State, Zip)

Dear (Judge’s Name),

Thank you for accepting our invitation to judge the Southbound GSMD Club sponsored draft trial at (location) in (city, state). The draft trial is scheduled for (day of week), (date) beginning at time.

The following represents the terms of our agreement with you in regard to this assignment.

The Southbound Greater Swiss Mountain Dog Club has approved payment for the following:

- 1) One night’s lodging for each day of judging, not to exceed \$_____.
- 2) Lunch on each day of judging
- 3) Incurred travel expenses (describe, e.g. air travel, gasoline), not to exceed \$_____.

Please sign below and return by email or U.S. post mail at your earliest convenience. If you have any questions, please do not hesitate to call me: H (____) ____-____; C (____) ____-____.

Sincerely yours,

(Draft Trial Chair)
(Address)
(City, State, Zip)
(E-mail Address)

Southbound GSMD Club Approval: _____ Date: _____

I agree to judge the draft trial sponsored by Southbound GSMD Club, taking place at (location) in (city, state) on (date/s).

Signature

Date

Phone Number(s)