

Hopkinton-Everett Lake Dog Club Association

2008 RESPONSIBILITIES OF HELDCA DELEGATES

The Delegates to HELDCA are responsible for the following:

Each Year

Representing your club's interest at the quarterly HELDCA meetings or events.

Coordinating your club's volunteers during work days.

Selecting the dates for your club's events at the Annual Meeting.

Providing all necessary paperwork for all chosen events to the HELDCA Secretary by the time of the March Officers Meeting.

Paying the club's annual port-a-potty (\$150.00 in 2008) and event fees prior to the first quarterly meeting. No club may run an event if has not paid its annual dues or event fees.

Completing the "Propagation Report" for your entire club's activities at Sharp's Farm prior to the Annual Meeting.

Each Event

All event information must be delivered to the HELDCA Secretary prior to the March Officers Meeting. Applications can be obtained from the HELDCA Secretary or at <http://dragonwoods.net>. Obtaining an approved "Special Use Permit" from the Corps of Engineers at least 30 days in advance of the event. Remember to include a Social Security Number of your Club's Tax ID.

Obtain keys and sign boards. Mark dates on the boards and the signs along Bassett Mills Road.

Posting the Event Cover Sheet, Special Use Permit, safety plan, bird import paperwork, map for shooting areas, copy of HELDCA's regulated shooting area permit, and insurance information on the kiosk on the day of the event.

Completing an "Economic Impact Report" and sending copies, no later than 30 days after an event, to both the HELDCA Secretary and Treasurer. The Treasurer must also receive a check for either the "dog tax" or the "event fee". The "dog tax" is \$2.00 for each dog running in either a Field Trial or Hunt Test. The "event fee" is \$40.00 for each day for events such as a clinic, a members' day, training day or fun day.