

NSS SHOW FUTURITY MANAGER

NSS Show Futurity Manager is appointed by the GSPCA Board

Contact:

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Reports to: GSPCA Board by written report twice a year before Board meeting.

GSPCA Equipment: Challenge Trophy

Supplies Needed:

- Computer & Printer*
- Computer Paper*
- Envelopes*
- E-mail and Internet Access*
- Postage*
- Binders/Folders*

*not paid for by GSPCA (I have never asked GSPCA to reimburse for any supplies needed, I am happy to donate these items)

Skills Required for Futurity Manager:

- Organizational Skills ~ record, prepare and distribute paperwork and emails for each nomination and every payment
- Communication Skills ~ returning of many emails
- Accounting ~ balance periodicals to Treasurer
- Computer Skills ~ E-mail, Excel Spreadsheets and Word

Responsibilities and Protocols:

1. Answer appropriate questions from breeders and puppy owners.

- Manager returns personal e-mails concerning the Futurity such as nominations, time restraints and late fees, eligibility, NSS entries and membership requirements.
- Educate the novice breeders and novice puppy owners of the prestige and importance of the NSS Futurity as well as the proper procedures of nominating litters to the Futurity.
- All other inquiries are directed to the appropriate source for assistance.

2. Provides Detailed Summaries to Treasurer.

- Manager prepares summaries of monies collected. Totals are separated into appropriate categories in which funds were collected.
- Summaries and checks collected are deposited & emailed to the Treasurer multiple times per year.
- Summaries include the names of breeders and owners that checks are collected from, check numbers, the amount of the check and a description of what the check covers. This summary also includes a year-to-date detail of the number of litters nominated, number of puppies nominated, break down of sexes of pups nominated, number of late fees and total collected for late fees, number of First Forfeits and total received, number of Second Forfeits and total received. Copies of all checks mailed are retained in my files.
- When necessary, collect funds for fees paid that were uncollectible (insufficient funds or accounts closed).

3. Maintain communication with breeders and puppy owners.

- Prepare "thank you" emails for each nomination.

- E-mail reminders to breeders and owners about upcoming forfeits.
- E-mail reminders to breeders and owners in which forfeits have not been received, concerning the allowable days that forfeits can be received with a late fee.

4. Prepare and Maintain Records.

- Record the number of litters nominated each year.
- Record the number of puppies produced in the nominated litters.
- Record the sexes of the puppies produced in the nominated litters.
- Record the number of litters whelped in each state.
- Record the number of breeders and co-breeders for litters nominated.
- Record the number of breeders and co-breeders that are GSPCA members.
- Record the different sires for litters nominated.
- Record the number of puppies in which First Forfeits are paid.
- Record the number of puppies in which Second Forfeits are paid.
- Verify that the number of Second Forfeits is not greater than the number of First Forfeits paid.
- Record the number of owners that are GSPCA members.
- Record the number of Nominations paid late.
- Record the number of Forfeits paid late.
- Store previous years Futurity records.

5. Prepare Reports to GSPCA Board

- Twice yearly prepare summaries of the Futurity for the GSPCA Board of Directors in advance of their annual and midyear meetings.

6. National Specialty Show

- Work with Show Superintendent to verify the eligibility of dogs actually entered in the NSS Futurity to the dogs in which all forfeits have been paid.
- Purchase & donate the Best Opposite Sex to Best in Futurity trophy (purely voluntary, not necessarily a mandate of the position)
- Help prepare the Futurity trophy table at the NSS.
- Deliver Futurity checks to the ring steward at the beginning of judging.

Procedure Details:

Upon Receiving Nomination:

- Add up the age of the litter at the time of postmark to be sure nomination was made within the required time limits.
- Remove the postmarks from envelopes and attach to the Nomination form.
- Verify the amount of funds received with nomination. Contact breeder when funds are not complete and late fees are due.
- Record check information on each Nomination form.
- Record litter information on each check for Treasurer.
- Record nomination information to excel spreadsheets.
- Verify GSPCA membership numbers on breeders and co-breeders to the current membership list.
- Record breeders, sires and state whelped information to statistics report.
- Record litter information to reminder page.
- Record litter information to First & Second Forfeit pages.
- Prepare and mail out thank you letters, copies of current rules, First Forfeit cards and Certificate of Nominations. Recently begun sending this information via email as long as the breeder has agreed to receive it in this manner.

Upon Receiving First Forfeits:

- Verify the postmark to be sure First Forfeit was received within the required time limits. Remove the postmarks from the envelopes and attach to the First Forfeit form.
- Verify the amount of funds received with the number of First Forfeits being paid. Contact breeders for any discrepancies or appropriate late fees possibly due.
- Record check information to the First Forfeit form.
- Record First Forfeit information on each check for Treasurer.
- Record payment of First Forfeits to nomination spreadsheets, reminder page and forfeit spreadsheets.
- Prepare and mail out thank you letters for First Forfeits and Second Forfeit cards for each First Forfeit paid. Recently begun sending this information via email as long as the breeder has agreed to receive it in this manner.

Upon Receiving Second Forfeits:

- Verify the postmark to be sure Second Forfeit was received within the required time limits.
- Remove the postmarks from the envelopes and attach to the Second Forfeit form.
- Verify the amount of funds received with the number of Second Forfeits being paid. Contact owner for any discrepancies or appropriate late fees possibly due.
- Verify owners and co-owners GSPCA memberships for the current year.
- Record check information to the Second Forfeit form.
- Record Second Forfeit information on each check for Treasurer.
- Record Second Forfeits paid to nomination spreadsheets, reminder page and to the First and Second Forfeit spreadsheets.
- Record new owner's information to the First & Second Forfeit spreadsheets.
- Separate each puppy into the proper class by age and sex and record to the Futurity eligibility list.

- Prepare and mail out thank you letters for Second Forfeits listing each puppy that is eligible for the Futurity. Recently begun sending this information via email as long as the breeder has agreed to receive it in this manner.

Upon Closing of NSS Entries:

- Contact Superintendent, request a list of all Futurity entries.
- Compare entry information to information submitted on Second Forfeits
- Contact owners if entry information does not match information submitted on Second Forfeits
- Contact owners if they have entered incorrect Futurity class & inform owners how and when to rectify
- Email Superintendent of any ineligible entries or class discrepancies
- Email Superintendent approving entries