



DOG OBEDIENCE CLUBS OF FLORIDA



DOCOF

Standard Operating Procedure

Title	Notification of Organizations Requesting Rosters				
Number	15001	Date Approved	9/15/15	Date Active	9/15/15
Rescinds		Review Date		Pages	1
Purpose It is the purpose of this procedure to standardize the request for rosters from member organizations. This is in compliance to Rule 4.1 (a)					
Policy DOCOF will ensure that all members of an exhibiting DOCOF team of exhibitors complies to the rules and regulations. In particular and the subject of this procedure is the rules stated in DOCOF Rules and Regulations 4.1.					
Practice DOCOF will secure a roster of each organization's members in compliance with Rule 4.1. The DOCOF Secretary or designee will issue a reminder to all member clubs via indicating the requirement that they must provide a current membership roll and that their DOCOF team must be pulled from the members of their organization at the time the roll is provided. This reminder will be issued the second week in February. On March 1 st the Treasurer will confirm that all members of DOCOF have sent in the dues and their membership roll. The Treasurer will then notify the Trial Secretary of the results so that he or she may reject tournament entries from non-complying organizations. Organizations that are in arrears shall be notified that their membership has expired and that they may take steps outlined in the Bylaws (or by SOP) to be readmitted. Organizations that have failed to provide a roster will be notified that they are ineligible from entry. Should said organization provide a roster demonstrating their membership on March 1 st after the deadline they may appeal to the Board of Trustees for permission to enter the competition. The decision to allow entry is at the pleasure of the Board.					
Use of Information DOCOF shall utilize the information collected from the member organizations only for confirmation of team member eligibility. Contact information may be held in order to provide an avenue of communication with the club member. Upon notification that a member of an organization has left the organization, DOCOF will purge that members information from the records.					
Form Rosters provided by member organizations will contain at minimum the name and email address each of their members. Rosters can be provided in any form, hand written, electronic word file, spreadsheet or any clear form of written communication.					