

DRAFT - NOT APPROVED BY CHC BOARD OF DIRECTORS

CALIFORNIA HAWKING CLUB, INC.	Adopted: Draft 8/4/01
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FIELD MEET

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7.1 FIELD MEET CHAIRPERSON:

In the past, the Field Meet Chairperson ("Chair") has been selected by the Board as anyone showing the desire to take on the tremendous responsibility of putting on this annual event. The candidate should have a thorough understanding of the obligation, as well as a plan and a proposed budget relating to the type of Meet they wish to hold. Normally, the candidate comes forward during the current Field Meet and asks for the opportunity to present their plan for the next Field Meet. Because the annual Field Meet is the CHC's major source of operating income each year, the qualifications of the candidate must be taken into consideration when designating a Chair. Do they have a plan, a location, and the ability to formulate and adhere to a budget? Using one of the previous Meet locations and formats will help to insure their success. Past Field Meet Chairs include Frank Ely, Craig Culver, Larry Baines, Tom Stephen, Dan Summers, and Ron Brown. Prospective Field Meet Chairs are strongly encouraged to contact one or more prior Chairs for suggestions and guidance.

7.2 VENUE AND BUDGET:

Venue: In the past, the CHC has held two basic types of Meet: a county fairgrounds Meet, and a hotel format Meet.

Fairgrounds Meets usually allow for camping at the Meet location. This type of format is more demanding and requires early identification of all volunteers needed to insure success (setting up and taking down tables and chairs nightly, renting of audiovisual equipment, procurement of refreshments, etc.).

Hotel Meets are usually all-inclusive; which means that all of the functions are brought together by the assistance of the hotel staff. This usually allows the Chair the luxury of enjoying the Meet a little more by knowing that there is a coordinator at the hotel helping to insure that things are attended to immediately. However, the Chair must keep in mind that hotels only provide discounted rates in exchange for a guarantee that they will be the supplier of all refreshments and audio/visual equipment. These costs can be substantial, as the budget description below indicates.

Regardless of the Meet format chosen, access to adequate game and land is required.

Budget: The Meet budget is normally formulated by the Chair and presented for approval by the Board at least six months before the Meet. In any case, the proposed budget must be submitted to the Board sufficiently in advance for the Chair to react to

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1 changes specified by the Board. Following is a typical budget for each type of Field Meet
2 format:

3		
4	- Weathering yard fencing	\$600
5	- Video Equipment Rental	\$1000
6	- Meet Pins and T-Shirts	\$1,260
7	- Printing	\$550
8	Game Sheets	
9	Registration Forms	
10	Area Maps	
11	Membership Renewal Forms	
12	Wine Labels	
13	- Raffle Ticket Purchase	\$50
14	- Name Tags	\$75
15	- Postage	\$400
16	- Protective Plastic for hotel rooms	\$100
17	- Wine	\$300
18	- Trophies and Plaques	\$300
19	- Speakers (lodging, transportation, fees)	\$1,000
20	- Port-a-potties (Sky Trials)	\$150
21	- Advertising (American Falconry, Hawk Chalk, etc)	\$250
22	- Free Banquets and Free Meet Fees	\$125
23	- Field Meet Decals	\$200
24	- Fairgrounds Rental	\$2,500
25	- Fairgrounds tables and chairs rental	\$500
26	- Fairgrounds insurance	\$1,200

27
28 Lessons Learned - Venue and Budget

- 29 1. Submit the budget to the Board in March or April preceding the
30 Field Meet.
- 31 2. Submit liberal (worse case) cost estimates.
- 32 3. Include miscellaneous expenses (20% contingency)

33
34 **7.3 TIMING:**

35 The timing of the Meet is very important. The Chair must know the status of the current
36 waterfowl and upland game hunting seasons. In the past, the Meet has been held between
37 the Christmas and New Year's holidays. In recent years, the Meet has been planned to
38 coincide with the end of duck season because falconry may be allowed one additional
39 week after the end of gun hunting season. So, the last few Meets have been put on during
40 the last half of January. This can be a coordination problem since the DFG does not set

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1 the duck season until July. By that time, changing the Field Meet dates would be very
2 difficult.

3
4 Lessons Learned - Timing

- 5 1. Confirm when the waterfowl season starts and ends as soon as
6 possible.
7 2. It may be possible to hold the Field Meet after gunhunting season
8 ends and falconry is provide one extra week. The problem is that
9 the DFG and USFWS may not make this information known until
10 long after the Field Meet dates should be set and published.
11 3.

12
13 **7.4 PRE-REGISTRATION:**

14 Knowing in advance the estimated number of attendees helps a great deal when trying to
15 plan for the banquet, and the making up of name badges. A look back at the previous
16 records with the Treasurer, and the type of format to be used should give a good
17 indication of estimated attendance.

18
19 Mailing the pre-registration information is normally done at least forty-five, and
20 preferably sixty days prior to the Meet. In the past, it has been mailed along with the
21 December Newsletter, that is, if the Meet is to be held in last half of January. If the Meet
22 is to be held between the Christmas and New Year's holidays, then an adjustment in the
23 mailing date would be required. Using a prepaid return envelope is an excellent addition
24 if available to the Chair since it does seem to make a difference in encouraging people to
25 respond in a timely manner. The easiest method of pre-registration for all concerned is
26 the use of the credit card enabled CHC web site. Contact the web site administrator well
27 in advance to update the web site.

28
29 In the past, a discount of at least \$5.00 is given for pre-registration, although previous
30 experience has shown that \$10.00 or more can do wonders to get encourage early
31 registration. Other suggestions include free raffle tickets, jesses, leashes, etc., to the first
32 fifty attendees or pre-registrants. Here is the opportunity for the Chair to use some
33 imagination.

34
35 Lessons Learned - Pre-registration

- 36 1. Bulk mail can take up to a full month to be delivered. Mail the pre-
37 registration packets at least ninety days prior to the Field Meet if
38 using bulk mail.
39 2. Pre-addressed return envelopes and early registration discounts
40 have proven effective in estimating attendance.

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1 wish to provide, start on it early. Attendees frequently ask the price for additional Meet
2 prints, decals and patches. The Chair should determine what those prices will be (if extras
3 are available) and inform the volunteers handling registration.
4

5 **Entry permit for hunting:** The Department of Fish and Game publishes form
6 number FG994 (also available on the CHC website) allowing landowners to provide
7 written permission for hunting access.
8

9 Lessons Learned - Field Meet Packet

- 10 1. Refer to the Registration Section for other documents that may also be
11 included in the Field Meet Packet (Game Sheets, etc.).
- 12 2. Bulk mail can take up to a full month to be delivered. Mail the pre-
13 registration packets at least ninety days prior to the Field Meet if using
14 bulk mail.
- 15 3. If limited Field Meet packet giveaways are included (jesses, leashes),
16 advertise that only the first [50, 100] registrants will receive them.
- 17 4. Assemble packets well in advance of the Field Meet (there won't be time
18 at the Meet!).
19

20 **7.6 REGISTRATION:**

21 This area must be addressed early on and the Chair would be wise to utilize the
22 Membership Chair and Treasurer, if possible, to perform registration at the Meet. Having
23 at least three people on duty during registration hours to handle the attendees when they
24 arrive is minimal. Equally important is to make sure that registration is opened on time
25 daily, and that operating hours are clearly marked in the area. It is also wise to conduct
26 registration with the aid of a computer and people with the knowledge to use it. Three
27 registration "stations" are recommended: one for those who have pre-registered, one for
28 those registering at the Meet, and one for membership renewal. Also, out on separate
29 tables, all of the forms needed to conduct each of the above would help make it a positive
30 experience for all. Hours of operation for registration should allow for the volunteers
31 working the registration table to attend the evening's festivities.
32

33 Signage is very important to reduce confusion and avoid frustration. Until attendees have
34 registered and have been given their Meet packet, they cannot be aware of the day's
35 events without signs. It would be beneficial to have easels next to the registration area
36 with the day's events clearly posted in order to help the lines move quicker by avoiding
37 repeated questions posed to the registration volunteers. Signs should indicate contacts for
38 the Sky Trials (who should be contacted in order to participate), vendor information
39 (where and when the vendors should set-up), raffle information (who will receive the
40 raffle items), hunting coordinators (location of the pre-approved hunting grounds), etc.
41 These are all items that will help to insure that questions are answered quickly and

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1 accurately, and should be included in the Meet packet, posted daily, and announced
2 nightly at the start of the meeting. Also, hours of operation for vendors, registration,
3 renewals, meetings and workshops should be shown.
4

The following should be on hand at the registration table	
<u>Forms</u>	<u>Miscellaneous Supplies</u>
Membership renewal	Stapler
Meet registration	Credit card form imprinter
Vendor registration	Pens
Sky Trials sign-up	Saturday banquet tickets
Raffle contribution	Raffle tickets for the night's raffle
Workshop/clinic registration	Petty cash
Game Sheet	Credit card payment forms
	Extra Meet programs
	Extra Meet decals, patches, pins, prints

5
6 Field Meet fees have been an area of great debate. Meet fees have varied over the years
7 from \$30.00 to \$50.00, with discounts given for pre-registration. It is hard to put on a
8 Meet at a hotel for less than \$40.00 for the four days, which only works out to \$10.00 per
9 day. The Meet fee applies only to registrants, and each registrant is entitled to invite
10 immediate family members (i.e., spouse, children, parents, siblings) to attend with no
11 additional charge for registration.

12
13 If registration will be performed using a computer, electricity will be required.
14 Registration should be in plan view and help to monitor those entering the Meet areas to
15 insure that those who are in attendance have paid for the privilege. Some members prefer
16 to renew their membership at the Meet, so it will be necessary to be able to register, join,
17 or rejoin, as well as issue banquet tickets.

18
19 At least one person at the registration table at all times should know how to operate the
20 computer, if used. Registration can be a stressful ordeal for the volunteers and guests. Try
21 to pick your volunteers from folks who can maintain a cordial demeanor.

22
23 The Treasurer should be responsible for communicating the procedures to be followed by
24 all volunteers handling money. If the Treasurer is unable to attend the Meet, then he or
25 she should appoint someone to handle the deposits daily. This should be coordinated with
26 the Chair and the Treasurer.

27
28 Lessons Learned - Registration

- 29 1. It is very difficult to stop registration at the published times.

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1 to the location is very convenient. So, a CB channel could also be added to the map. With
2 the use of the Internet, it should be possible to print out a perfect map to the location.

3
4 Sign-ups to fly one or more birds in the Sky Trials have normally taken place the night
5 before the event in or around the registration area. It is best to limit the number of
6 participants to ten or less. Sky Trials sign-up sheets may be handed out with the Meet
7 packets. A drawing is then held to determine the participants by placing a small,
8 numbered slip of paper into a hat. Each participant then draws from the hat. Another
9 suggestion is to use the individuals' name tags since individuals should only be allowed
10 to enter if they are registered for the Meet.

11 Lessons Learned - Sky Trials

- 13 1. Make sure that you choose a Sky Trials Chair that will locate the right
14 type of field in advance; i.e., large and flat without any poles, tress or
15 pigeons.
- 16 2. Know the estimated expense of putting on this event. Charging \$25.00 per
17 entry, then spending on trophies and/or other prizes, plus extra insurance
18 and port-a-potties, could cost the CHC several hundred dollars. This may
19 be acceptable if the budget allows for it.
- 20 3. Make sure that the Sky Trials Chair is available on the eve of the event to
21 answer the questions of the entrants and to run the selection process
22 described above.
- 23 4. Have an alternate field available if last minute changes are necessary.

24 **7.8 RAFFLES:**

25 The raffle is best handled by a separate Raffle Chair - someone that can start work on the
26 upcoming raffle as soon as the Meet Chair is selected. This position is key to insuring
27 that the Meet is profitable. A letter writing campaign should be used to make contact with
28 members, vendors, and local merchants for coupons or other raffle items. The Raffle
29 Chair needs to decide whether they will hold a raffle nightly, or only Friday and Saturday
30 evenings.
31

32
33 This may depend on the amount and quality of raffle items. On weeknights, the raffle is
34 normally held with \$1.00 tickets (incentives can be offered such as 11 tickets for \$10.00,
35 22 for \$20.00 etc.). Even with an effective letter writing campaign, many of the items are
36 brought to the Meet and given to the Raffle Chair at that time. This can make it difficult
37 to plan the raffle. A list of past donors should be obtained from the last Raffle Chair.
38 Letters of thanks after the Meet is over is a must. There is NO EXCUSE for not thanking
39 those who donate raffle items. Usually, the first night's raffle does not have all the best
40 items, although a few high end items may spark the crowd. The Raffle Chair is
41 responsible for the collection and counting of all funds nightly. The funds should be

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1 given to the individual in charge of making deposits. Specialty raffles such as silent
2 auctions have been used in the past for some of the large ticket items like weather vanes,
3 trips, custom knives, prints, block perches, and other collectibles.

4
5 With the CHC's receipt of tax-exempt status from the IRS, it is very important that
6 contributors fill out and submit a raffle contribution form stating a description of the item
7 donated, as well as its estimated market value. Many more contributors, and higher cost
8 donations, are likely with the contributor's knowledge that the donation is tax deductible
9 on their federal income tax statement.

10
11 Lessons Learned - Raffle

- 12 1. Having a good raffle is essential to the Meet's success. Having poor raffle
13 items on the first night of the Meet could set the tone for the rest of the
14 Meet.
- 15 2. It is advisable to advertise (on our web site at least) in advance the major
16 items donated.
- 17 3. Make sure that those donating birds will be able to offer some sort of a
18 discount or other arrangements if a bird is not produced.
- 19 4. Asking vendors early and often through the use of a letter is HIGHLY
20 RECOMMENDED!!

21
22 **7.9 INSURANCE:**

23 Working with the Treasurer, it is the Chair's responsibility to make sure that insurance is
24 in place for the Meet. Presently, the CHC's insurance company is McMillan &
25 Associates, 924 E. Altadena Drive, Altadena, California 91001. Phone: (626) 798-7861
26 or 323 681-3094. Fax: (626) 798-7862. Agent: Roy McMillan.

27
28 Lessons Learned - Insurance

- 29 1. Make sure the insurance is paid in advance!
- 30 2. If the Meet is a fairgrounds format, make sure that the fairgrounds itself is
31 named as an "additional insured" since they will likely require a copy of
32 the certificate and/or endorsement.
- 33 3. You may also need to name the owner of the land where the Sky Trials are
34 to be held as an additional insured.

35
36
37 **7.10 SPEAKERS:**

38 It is very important to contact speakers early. They must be able to make arrangements in
39 advance to attend. Speakers should be of interest to the CHC members, with movies or
40 slide presentations having been successful in the past.

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1 Therefore, if the Meet is held using a hotel format, a reduced price for children may
2 require a CHC subsidy. Banquets barely pay for themselves, and are not moneymakers
3 until later in the evening when the raffle is held.
4

5 **Wine and Wine Labels:** It has become a tradition to produce a wine label
6 honoring the Meet with a falconry theme. Frank Ely has agreed from time to time to
7 create a design and provide them to the Chair at his cost. DO NOT assume that this is a
8 given - you must remember when dealing with any of the CHC's supporters to
9 respectfully inquire about their willingness to continue their past practices. The labels
10 have been pasted onto bottles of wine, which are liberally distributed on the dinner tables
11 at the Saturday night banquet.
12

13 **Menu: ALL YOU EAT.** Suggestions are pasta, sliced roast beef, turkey, ham, or
14 chicken. Just make sure PLENTY of food is available.
15

16 **Admission Procedure and Enforcement:** What seems to work best is to check
17 badges or collect tickets in the serving line. Using Directors and members of the local
18 Boy Scout troop to collect tickets have proven successful. Using the attendee's name
19 badge has worked well with a banquet symbol printed directly onto the badge indicating
20 payment (e.g., a waiter or platter showing food in one of the corners of the badge).
21

22 **Duration:** (considering other planned activities)
23

24 Lessons Learned - Banquet

- 25 1. There will always be Meet attendees showing up at the Banquet and
26 wishing to pay on the spot.
27 2. Be prepared to monitor those eating at the Banquet for payment.
28 3.
29

30 **7.12 WEATHERING YARD:**

31 Operation of the weathering yard can have a major impact on the success of Meet.
32

33 **Selection of Weathering Yard Warden:** One primary Warden should be appointed. The
34 Warden should decide whether to use the help of other volunteers, or to be solely
35 responsible for overseeing the weathering yard during its hours of operation. When
36 working with many volunteers, it is important to make sure that they are knowledgeable,
37 reliable, and willing to enforce the weathering yard's rules.
38

39 **Hours of Operation:** The weathering yard typically opens very early in the
40 morning and closes at sunset. After sunset, the Warden can use his or her discretion
41 regarding birds left weathering. The Warden may want to put the birds in a safe area, i.e.,

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1 a vehicle, a hotel room, etc. Be aware that many falconers will become irate when they
2 return to find their bird(s) "missing." The alternative may be a pile of feathers and a well
3 fed Great Horned owl. The Warden must set, and be willing to enforce rules and
4 guidelines for the safe and smooth operation of the weathering yard.
5

6 **Size, Location and Fencing:** The size of the weathering yard is an important
7 factor. There should be at least a 6 foot radius allowed for each block, ring, or bow perch,
8 and room to expand the weathering yard must be available if required. Fencing needs to
9 be around the entire weathering yard to at least a height of 4 feet. The weathering yard
10 has traditionally been bisected with fencing to allow separate areas for longwings and
11 shortwings. One entrance for each area has normally be provided.
12

13 **Equipment Requirements:** The weathering yard Warden must know the
14 difference between adequate and inadequate equipment (jesses, swivel, leash, perch). No
15 portable perches are allowed! Leashes must be long enough to allow the bird to bate, but
16 not to reach their neighbors. The weathering yard Warden should have at least two block
17 perches and two bow or ring perches available to lend, along with a couple of bath pans.
18 Easy access to a water faucet, and a five-gallon bucket for carrying water to the weather
19 yard is highly recommended.
20

21 **Access and Conduct:** Access to the weathering yard is limited to those who have
22 registered for the Meet and are weathering their bird(s). Tidbitting of a bird in view of the
23 other birds is simply not allowed. Although photography is encouraged, it must be
24 conducted from outside of the weathering area unless specifically authorized by the
25 Warden. Dogs should never be allowed in the weathering yard.
26

27 Lessons Learned - Weathering Yard

- 28 1. Crowds gathering near the weathering yard can upset weathering birds.
- 29 2. Tidbitting in the weathering yard has been a problem.
- 30 3. Loose dogs near the weathering yard are sure to upset some birds.

31
32 **7.13 VENDORS:**

33 Although retail vendors generally attend the Meet to make money, they are a major
34 attraction for Meet attendees and can weigh heavily on the success or perceived failure of
35 the Meet. Therefore, the Chair is encouraged to select one or more volunteers to act as
36 Vendor Liaisons to solicit attendance by vendors, and to coordinate the vendors'
37 equipment and space requirements. Vendors should be recognized and thanked for their
38 attendance at the Saturday night awards banquet. A "Thank You" letter to each vendor
39 after the Meet is encouraged.
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1 coordination purposes, a definite deadline for Game Sheet submittal before the banquet is
2 highly recommended. A Game Sheet should be completed for each bird taking game, and
3 should contain at least the following information: falconer's name, type of bird, bird's
4 name, bird's age, bird's sex, type and number of quarry taken. The game count resulting
5 from the tallying of the Game Sheets is announced by the Game Count Coordinator at the
6 Saturday banquet. The announcement should include calling each falconer up to receive
7 their Game Taken certificate (if any) and a game pin. All falconers named are then
8 congregated for a group photo (for the Journal).
9

10 **Game Taken Certificates:** On occasion, the Game Count Coordinator has
11 generated "Game Taken" certificates between the Game Sheet submittal deadline and the
12 banquet announcement. If certificates are produced, they should be handed out during the
13 Saturday banquet when the game count is announced and the falconers are called up to
14 receive their game pins.
15

16 **Game Pins:** For those registrants reporting game taken at the Meet, the CHC has
17 traditionally provided a "Game Taken" lapel pin. Although these pins may be specific to
18 a particular Meet, they are normally generic in nature. These pins are handed out at the
19 Meet when those reporting game taken are announced at the Saturday evening banquet.
20

21 Lessons learned - Game Count, Certificates, and Game Pins

- 22 1. Be careful not to announce quarry improperly taken accidentally. This
23 should be discussed with the reporting falconer.
 - 24 2. Check game pin inventory early.
 - 25 3.
- 26

27 **7.15 AWARDS:**

28 The Saturday banquet normally includes an awards ceremony where individuals are
29 recognized for outstanding achievements or contributions of time and effort to the CHC.
30 These awards include:
31

32 **Vice President's Award:** This award was created by Mike Faircloth and has consisted of
33 an engraved plaque awarded by the current Vice President at his or her discretion.
34

35 **Outgoing Directors:** Directors leaving office have traditionally been awarded an
36 engraved plaque showing their term of office and expressing the CHC's appreciation.
37

38 **Apprentice of the Year:** Created and endowed by Dewey Savell as described in detail in
39 the Apprenticeship section of the CHC's website, this award is given as determined by the
40 two Apprentice Chairs for exceptional performance by an apprentice falconer.
41

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1 **Sky Trials:** This award is usually presented to the Sky Trials Chair at the same time as
2 the awards are given for the Sky Trials winners.

3
4 **Meet Chair:** The Field Meet Chair is normally presented an engraved plaque expressing
5 the CHC's appreciation for the tremendous effort required to coordinate and hold a
6 successful Field Meet.

7
8 **Game Certificates/Awards:** See Game Count, Certificates and Lapel Pins above.

9
10 Lessons Learned - Awards

- 11 1. Designate a Director to be responsible for making sure that plaques and
12 awards are engraved and sent to the recipient as soon as possible after the
13 Field Meet.
14 2.
15 3.

16
17 **7.16 ADVERTISING:**

18 Advertising the Meet can have a significant impact on its success. Advertising methods
19 include:

- 20
21 CHC Newsletters - free
22 CHC Website and mass email - free
23 American Falconry Magazine - \$80 per issue depending upon advert size
24 International Falconer Magazine - Unknown, not previously used
25 NAFA publications - free
26 Local Newspapers (some CHC members will object) - prevailing cost

27
28 Lessons Learned - Advertising

- 29 1. Budget well.
30 2. Make arrangements and create draft advertisements early.
31 3. Coordinate with the Newsletter Editor!

32
33 **7.17 MEET PINS:**

34 For each Meet, a commemorative lapel pin has been produced and included in each
35 registrant's Meet packet. These pins have historically been designed by Honorary
36 Lifetime Member Jeff Sipple. It is important to contact him early to insure that he is
37 willing to continue with this tradition, or to make arrangements for their design and
38 production by someone else.

39
40 Lessons Learned - Meet Pins

- 41 1. Approximate Meet Pin costs are \$700 per 500 pins.

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7.18 TREATMENT OF RECEIPTS:

It is not uncommon for the Meet to generate several thousand dollars in revenue each night. Recording the individual sources of funds is very important for after-the-meet accounting by the Chair and Treasurer and should be done after each night's festivities.

On a daily basis, the receipts from the previous day's business should be deposited into the CHC's checking account. Because large sums are involved, it is advisable to have at least two trusted CHC members designated by the Chair or the Treasurer make the daily deposit. Remember to retain enough petty cash to make change during the next evening's festivities.

Lessons Learned - Treatment of Receipts

- 1. For each function (registration, raffle ticket sales, etc.), one individual should be directly responsible for collecting and handling the funds taken in by all volunteers helping with the function.
- 2.
- 3.

7.19 BOARD OF DIRECTORS MEETING:

The annual combined meeting of the CHC's members and Board of Directors is normally held on Friday afternoon. To accommodate this meeting, the Chair should coordinate with the President and make provisions for tables and chairs in a meeting room free from distractions (e.g., vendors, workshops, etc.). The meeting normally begins around noon and ends prior to the beginning of the evening's festivities.

7.20 WELCOME/INFORMATION HOST:

If possible, a volunteer should be solicited for the purpose of providing information to Meet attendees. A central location, continually attended, with appropriate signage, would be very desirable. If the DFG is willing to provide a representative, hunting licenses could be made available for purchase. Keep in mind that many attendees will be out-of-state falconers in need of non-resident hunting licenses and a set of California hunting laws and regulations.

7.21 WORKSHOPS AND CLINICS:

Raptor related workshops and clinics held at the Meet have proven to be very successful. These have included hoodmaking, coping, equipment repair, use of telemetry, training and use of hunting dogs, and apprenticeship topics. Fees, if any, should be approved by

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the Chair and are normally intended only to cover any costs of materials handed out during the conduct of the workshop or clinic.

APPROVED BY THE CHC BOARD OF DIRECTORS ON _____.	
_____	Attest: _____
President/Vice President/Treasurer	Secretary

23