

UPPER SUNCOAST DOG TRAINING CLUB, INC.

# Policy and Procedures Manual

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Revised: June 2017

Official Document 2017 Board Approved

ANY REVISIONS MADE TO THESE POLICIES AND PROCEDURES MUST BE DONE IN A FASHION THAT RETAINS THE INTEGRITY OF THE DOCUMENT BEING REVISED. EXISTING LANGUAGE WILL BE STRUCK-THROUGH, AND PROPOSED CHANGES WILL BE WRITTEN BELOW THE ORIGINAL POLICY OR PROCEDURE. ONCE PROPOSED CHANGES ARE APPROVED, A NEW REVISED VERSION WILL BE DRAFTED AND MADE AVAILABLE TO THE BOARD AND THE MEMBERSHIP. AT NO TIME WILL THE ORIGINAL POLICY AND PROCEDURE MANUAL BE REMOVED FROM THE BUILDING. A COPY OF THE ORIGINAL, CURRENT MANUAL WILL BE GIVEN TO EACH BOARD MEMBER FOR ITS SAFE KEEPING AND FOR PROPER RECORD KEEPING. THIS BOARD APPROVED COPY WILL BE ON THE WEBSITE FOR ALL MEMEBERS TO VIEW.

# Table of Contents

MISSION STATEMENT.....	1
GENERAL POLICIES AND PROCEDURES .....	2
USDTC IS AN ALL VOLUNTEER CLUB.....	2
CLASS FEES .....	2
GUIDE DOGS.....	2
DIRECTOR'S POSITIONS.....	2
EVACUATION SITE .....	2
MINIMUM PUPPY AGE FOR KPT.....	2
VACCINE REQUIREMENTS .....	3
REFUND POLICY.....	3
Class Tuition .....	3
Dues .....	3
BUILDING RENTAL.....	3
BUILDING MAINTENANCE & CLEANING .....	3
AGGRESSIVE DOGS.....	4
PURCHASES .....	4
DACOF and DOCOF.....	4
MEMBERSHIP .....	4
BECOMING A MEMBER.....	4
MEMBERSHIP DUES.....	5
GENERAL MEMBERSHIP MEETINGS .....	5
DOGGIE DOLLARS.....	5
MEMBER BENEFITS .....	6
ANNUAL AWARDS.....	6
INSTRUCTOR INFORMATION.....	7
INSTRUCTOR QUALIFICATIONS .....	7
ACCIDENT REPORT .....	7
RULE ENFORCEMENT .....	7
NO INSULTS.....	8
TEEN-AGED ASSISTANTS .....	8

SEMINARS ..... 8

KEY POSSESSION ..... 8

INSTRUCTOR CLASS CARDS ..... 8

INSTRUCTOR BENEFITS ..... 8

Key Privilege ..... 8

Instructor T-shirt ..... 9

USDTC.org Feature ..... 9

Continuing Education ..... 9

Instructor Class Cards ..... 9

Class Card to Doggie Dollar Conversion ..... 9

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## MISSION STATEMENT

Upper Suncoast Dog Training Club, Inc. provides quality training and educational opportunities based on proven techniques and positive reinforcement, to bring out the best in both the dog and handler, with an emphasis on sportsmanship, teamwork and fun.

“Train. Don’t complain.”

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## GENERAL POLICIES AND PROCEDURES

### USDTC IS AN ALL VOLUNTEER CLUB

As per Section 3 of USDTC's Constitution, "The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall inure to the benefit of any member or individual. As an all-volunteer club, all members, instructors, all positions of authority, working positions on and off the Board of Directors should not receive monetary compensation for their efforts. (May 2013) treasurer compensation \$150.00 (revised May 2016)

### CLASS FEES

Class Length	Non-Members	Members	
8-week session	\$85.00	\$70.00	
7-week session	\$75.00	\$70.00	
4-week session	\$45.00	\$40.00	
Class Card (8-classes)	\$85.00	\$70.00	
Drop-In	\$12.00	\$12.00	Class cards may be used for discount
Conformation Class	\$12.00	\$12.00	Class cards may be used for discount

### GUIDE DOGS

The first set of classes will be free. Any other classes following will be half price. (January 2007)

### DIRECTOR'S POSITIONS

Agility, Conformation, and Obedience Director Position announcements will be put out for anyone interested in these positions on an annual basis. The Board will act on these applications. (February 2007)

To be eligible for an Agility, Conformation, and/or Obedience Director position(s), the candidate must be active in their department, but it is not required to be titled at the highest level as these are managerial positions. (November 2015)

### EVACUATION SITE

The building was considered an evacuation site, but was decided that is wasn't suitable. Our insurance states that it is a rental facility and approved for organized dog training activities.

### MINIMUM PUPPY AGE FOR KPT

Following a discussion of the minimum age for dogs to attend KPT class and information that Sam Bates received from veterinarians and other knowledgeable people, puppies are sufficiently protected by their vaccines at 12 weeks of age. It was agreed that we would remain at our present level and permit puppies to attend KPT at 12 weeks of age. (December 2003)

## VACCINE REQUIREMENTS

Following a discussion of the fact that some veterinarians no longer administer Coronavirus and Leptospirosis vaccines, it was voted and approved that we would require Rabies and Bordetella vaccinations. (March 2004).

## REFUND POLICY

### Class Tuition

A class tuition refund can be given if the Registrar is notified after the first class but before the second class in a session. Refunds will be offered first in the form of Class Credits by issuance of credit for another class, or in the form of a Class Card. After the second class, no refund will be given, but the student may be transferred to another class with their dog or given a credit to attend another session. The student is responsible for payment of class (s) already taken prior to leaving the class. A cash refund will be offered if circumstances prevent the dog/handler from attending classes into the foreseeable future. USDT, Inc. will issue partial cash refunds for the following situation: Dogs and/or handlers who are injured/suffer an illness that prevents them from continuing with a class. Refunds or credits will not be issued for students who miss class because of vacations or dropping out.

### Dues

No refunds on dues once paid, except under extenuating circumstances and reviewed by the Board on a case by case basis. Conversion of tuition to dues payment will be considered by the Registrar and Treasurer on a case by case basis.

## BUILDING RENTAL

REVISION: The cost of renting the club for an event will be \$150.00 per day or \$300.00 for a two-day trial. (March 2015)

The cost of renting the club for an event will be \$150.00 per day or \$250.00 for a two-day trial. There is also a \$125.00 cleaning fee, which will be waived if the party renting the building empties the trash, sweeps/vacuums the floors, and stacks all chairs. There will also be a charge of \$25.00 per day for the use of the obedience/agility equipment. This rate became effective January 1, 2006. (September 2005)

A rescue club requested the use of the club for a day. It was approved to open the club for the day to the rescue group for a minimum of \$150.00 per day or 5% of the gross donations for the day, whichever is larger. The club member obtaining the club for that day is responsible for cleanup. No obedience or agility equipment is to be utilized. The event must be brought to the Board for approval. The club will then donate ½ of the money back to the rescue group if no damages occur. (August 2003).

## BUILDING MAINTENANCE & CLEANING

We have the building sprayed for pests on an as needed basis. It was voted to have Natural Resources spray the property on a quarterly basis for fleas and ticks. (March 2004)

Weekly cleaning duties include vacuuming all floors, cleaning both restrooms, ensuring that

paper towels and Odoban cleaning spray is available for accidents within the building. Trash is emptied and placed in the dumpster on an as needed basis but should be done weekly at a minimum. Vacuums and extension cords must be returned to where they were found, and vacuum dust bins should be emptied after every use.

Maintenance cleaning duties include deep cleaning the floors and changing the air filters in the AC units.

Cleaning volunteers are reimbursed at the rate of ten (10) doggie dollars per hour of cleaning. Hours spent cleaning the club are recorded in the President's log book by listing the date, start and end times, tasks completed and total number of hours worked. There is to be no training while the club is being cleaned.(March 2015)

### AGGRESSIVE DOGS

If an instructor in the class/seminar/event deems a dog to be a problem, the dog & handler will be excused from class and must exit the building immediately. A committee of three experienced instructors would then evaluate the dog at the next class session to determine if the dog will be permitted to stay for classes or be excused from the class. If the dog & handler are excused from the class, they have a right to appeal. (August 2006)

Appeals need to be presented to the Board of Directors.

### PURCHASES

Any purchase over \$200.00 and not involved with a trial or show must have prior approval of the board. ( September 2006)

### ALCOHOLIC BEVERAGES

Alcoholic beverages are forbidden on premises during all class times. ( April 2016)

**BOARD OF DIRECTOR REQUIREMENTS** *This requires general membership to vote on in order to change.(June 2017)*

USDTC, Inc. required any person who signs checks must pass a background check, This requirement is to protect club funds. And a requirement for bonding. ( May 2016) AKC recommends only signers be bonded individually (January 2017) *This required to membership to vote on in order to change.(June 2017)*

### TRIAL ENTRY ADMINISTRATION FEES

USDTC, Inc. will charge \$5.00 entry administration fee for all trial entries - \$3.50 AKC fee and \$1.50 secretary fee. See INSTRUCTOR BENEFITS for Instructor Card/Doggie Dollar information. (December 2016)

### DACOF and DOCOF

USDTC, Inc. provides 8 free classes to prepare those dog/handler teams selected to compete and represent USDTC, Inc. at DACOF and/or DOCOF events. (January 11, 2006)

USDTC, Inc. is responsible for the cost of membership and entry fees associated with competing and representing USDTC, Inc. at DACOF and/or DOCOF for those dog/handler teams selected.

USDTC, Inc. will pay for the team t-shirts for DACOF and DOCOF, one per person as needed. (May 2014)

## MEMBERSHIP

### BECOMING A MEMBER

A prospective member must complete and submit an application that includes the signatures of two sponsors as well as membership payment. Sponsors must be a member in good standing with USDTC, Inc., as well as the AKC. The membership application will be read by the Board at the next Board meeting following the application submission. The Board then votes to approve membership. Finally, the membership application is to be read to the General Membership during the next General Membership Meeting following the Board Meeting, and the Members vote to approve membership. Presence required to be voted in at general meeting if unable to attend membership will be deferred to next general meeting (May 2017)

### MEMBERSHIP DUES

Family Annual Membership: \$30.00

Single Annual Membership: \$20.00

Junior Annual Membership (10-17 years of age): \$10

this requires AKC and general membership to change

### GENERAL MEMBERSHIP MEETINGS

General membership meetings are held at the Club on the fourth Wednesday of every odd month. In the event that the meeting falls on the day before Thanksgiving, the third Wednesday is designated as the meeting date.

No classes will be held on the night of/during the General Membership Meetings.(February 2015)

### DOGGIE DOLLARS

Doggy dollars can be used for trials obedience / agility trial to pay for entry less the administrative fees no less than \$5.00 per entry(administrative fees). (May 2015)

As of July 1, 2013, USDTC, Inc. no longer utilizes an Activity Log and associated activity credits to compensate volunteers for their efforts. Doggie Dollars will replace the Activity Log and activity credit system; they can be used for classes, trials and merchandise. (June 2013 revised May 2015)

Anyone that works on behalf of USDTC can be compensated for their time with Doggie Dollars. (August 2013)



Doggie Dollars can be used for all Club classes and/or merchandise and can be used on trial entry fees (plus \$5.00 administrative fee per entry). (November 2013 revised May 2015)

See INSTRUCTOR INFORMATION: INSTRUCTOR BENEFITS.

## MEMBER BENEFITS

Members can practice within the Club after hours, when no scheduled classes are in session within the entire building, with an Instructor. An instructor must be present to take full responsibility for the member or members after hours. All present members must pay \$10.00 per hour for the floor use. Class Cards and Doggie Dollars may be used instead of cash or check. All members present MUST sign in the Attendance Book under the proper class category with the Instructor's name at the top as if starting a class, with signatures of all participants, and time in and time out. The building is to be used for practice only. No paid lessons are to be instructed after hours as it would be a conflict of interest to USDTC, Inc., a not-for-profit business. This is not considered a class, nor does it afford any benefits of class time to use toward award bars or plaques. (May 2017)

The instructor with the key is responsible for all payments with receipt in the cash drawer, the signatures of all members in the Club after hours in the Attendance Book, locking the building (it is recommended that all doors are locked when working alone in the building for security reasons), and for all lights and locks left on or open. After hour training cannot conflict with cleaning. (May 2017)

**The use of the building after-hours is a benefit and privilege of membership. Any infraction can result in the elimination of any one or all of the after-hours benefits.** It is the current Board under the infraction that determines if a warning or revoking privileges is just cause. The said member may attend the next scheduled Board meeting to state their case to all Board and Officers before discussion and a vote is taken. It is up to the Board and Officers to reinstate or deny the use of the after-hours benefit of membership. (November 2013)

Members enjoy discounted class fees for 4-, 7-, and 8-week sessions, and discounted Class Cards. See GENERAL POLICIES AND PROCEDURES: CLASS FEES. (March 2015)

Members earn Doggie Dollars for participating in Club activities.

Members can be instructors or assistants to be mentored, and earn free Class Cards.

**ANNUAL AWARDS** *This requires general membership to vote on in order to change. (June 2017)*

It was approved to increase the amount paid by the club to \$800.00. The Board has the right to increase this if needed due to the number of awards needed. (Approved 2015)

The USDTC, Inc. will provide awards for AKC titles earned, or titles earned from the dog's primary registry at no charge to any member in good standing. However, the dog eligible for the award must have been trained at the club's facility for at least one 8-week period during

regular class sessions within the award year. After hour training is not to be considered regular class session. If the dog was not trained at the Club's training facility for at least one 8-week training session during the year, USDTC, Inc. is not obligated to provide the award to the member. The member may request the award by attaching a personal check to the "Awards Form" to cover the cost of the award. ( May 2017) *This requires general membership to vote on in order to change.(June 2017)*

If the dog received the title from a registry other than the dog's primary registry, a personal check will need to be included with the "Awards Form" to cover the cost of the award. This charge will be at the rate currently charged to the club by the supplier. ( January 2006)(revised May 2017)

USDTC, Inc. will provide one base plaque award to the member at no-cost for each new dog, and up to four title bars per year per dog, as long as the member meets the aforementioned criteria. ( January 2016). *This requires general membership to vote on in order to change.(June 2017)*

## INSTRUCTOR INFORMATION

### INSTRUCTOR QUALIFICATIONS

Every instructor that teaches a class at USDTC, Inc. must be a member in good standing of USDTC, Inc. Furthermore, the instructor must have an AKC and/or UKC title on their current or past dog(s) for qualification to instruct the equivalent class. This title must be in the venue that the instructor is teaching and titled by the instructor with his or her dog(s).

For classes that are not titled, i.e., Puppy the instructor will have other affiliated qualifications related to the class. Directors of each untitled venue can make the determination if an individual under their directorship is qualified to instruct an untitled class. Only the current Board of Directors can overrule a Director's decision. (Approved March 12, 2014)

### ACCIDENT REPORT

Instructors are responsible for filling out an Incident Report whenever there is an occurrence in their class. This includes but is not limited to falls, dog bites, or any other incident where a potential liability to USDTC, Inc. exists. A new incident report was approved in December 2004, and it is to be filled out by the instructor of the class where the incident occurred. This report should then be put in the President's box at the Club. There are copies of the Incident Report in this Manual.

### RULE ENFORCEMENT

Instructors will enforce the following rules in their classes: Handlers are responsible for the behavior of their dogs. Dogs in Puppy or Basic classes should always be on lead except when doing recalls. Dogs in advanced classes will do off lead heeling in preparation for showing. At all

times the dog should be under the control of the handler. If they tend to wander they will be put back on lead.

Instructors with a class in the back ring have been requested to have their students leave by the back door. (This was requested in April 2004).

Classes will end 5 minutes prior to the posted ending time and the floor will be cleared to allow the following class to begin in a timely fashion. (December 2015).

### NO INSULTS

Instructors are not at any time to insult a handler or their dog or anyone else in the club. (April 2007)

### TEEN-AGED ASSISTANTS

A question of having a teenager assist with classes was discussed and it was decided that a person under the age of 18 would be able to assist with a class, but could not conduct the class. (November 2004)

### SEMINARS

If an instructor and or assistant wishes to attend a seminar, they should submit their application to the Board for approval. There will be a limit of 2 person(s) per session and the first submitted will be considered on an individual basis for a partial reimbursement. The seminar should be such that they would benefit in the area in which they are instructing.

Reimbursements are issued after the instructor has paid for and attended the approved seminar. An instructor attending a seminar hosted by USDTC, Inc. will not be required to pay for the seminar and then be reimbursed by USDTC, Inc. for that seminar. Instead, the USDTC, Inc.-hosted seminar will be charged against the instructor's Continuing Education Credits (CTE).

The primary organizer of the seminar may attend at no charge (February 2017)

### KEY POSSESSION

No instructor/assistant is permitted to lend their key to anyone for any reason. (October 2003)

### INSTRUCTOR CLASS CARDS

The intended use of USDTC, Inc. Class Cards is to reward instructors, assistants, and mentored instructors for their volunteered time.

Class Cards are for the trainers of USDTC, Inc., not for the general use by members or nonmembers. They are to be used by the instructor, mentored instructor, or assistant named on the card as instructed by the Directors of each department.

They are not for transfer, however if exceptions are requested the Director of that respective department can sign that card to be used for transfer. (May 2014)

**INSTRUCTOR BENEFITS** *This requires general membership to vote on in order to change.(June 2017)*

## Key Privilege

Instructors have access to the building and office during classes with additional access to the building when not in use. See KEY POSSESSION.

### Instructor T-shirt

Instructors receive one free instructor T-shirt with name and USDTC, Inc. logo provided by USDTC, Inc. Additional shirts are available at cost to the instructor.

### USDTC.org Feature

The Instructor's biography will be featured on the USDTC, Inc. website. Bios will list classes taught at USDTC, Inc., areas of dog training expertise, breeds owned or worked with frequently, animal behavior and dog training education or certification, and highest level in competition and other training-related experiences.

### Continuing Education *This requires general membership to vote on in order to change.(June 2017)*

Instructors will receive reimbursement for seminars or accreditations in the instructor's area of instruction at USDTC, Inc. (up to \$100.00/year). Instructors teaching classes where a CGC Evaluator certification is required will receive a \$20.00 reimbursement for the CGC Evaluator application upon successful completion of the course. If renewing the CGC Evaluator certification, a \$20.00 reimbursement will be provided for the renewal fee. Member vote

### Instructor Class Cards *This requires general membership to vote on in order to change.(June 2017)*

Instructors earn Class Cards at a rate of one full Class Card per 8-week class session taught, or one class for each class taught for drop-in or shorter class sessions. Mentored instructors and assistants receive Class Cards at half the rate of an Instructor. *This requires general membership to vote on in order to change.(June 2017)*

### Class Card to Doggie Dollar Conversion *This requires general membership to vote on in order to change.(June 2017)*

A full, unused Class Card may be exchanged for half the (membership class fee) face value of the Class Card. This will be the same as Doggie Dollars to use toward trial entries less the entry administration fee (\$5.00 which helps cover the AKC fee and Secretary cost per entry) when an instructor desires. (June 2015, Clarified December 2016) *This requires general membership to vote on in order to change.(June 2017)*