

Oriole Dog Training Club Policies and Procedures Manual

1. Purpose

The purpose of the policies and procedures is to further explain and augment the policies stated in the by-laws of the Oriole Dog Training Club (ODTC).

2. Amendments

Amendments to these club policies and procedures may be made by a majority vote of the Board of Directors (BOD) at any time.

3. Administration

Administration of Club affairs shall be vested in the BOD duly elected by the general membership. Board meetings are held every other month (currently January, March, May, July, September, and November). Board meetings are open to all members in good standing of the club. Club members may request to address the board on specific issues, but may not freely participate in general board discussions. Club members may not vote on board issues. Minutes from the board meeting will be published in the club newsletter upon approval by the BOD.

4. Club Functions

General membership meetings are held quarterly (currently January, May, July, and November). Elections of officers are held at the January meeting. Members may suggest agenda items for each general meeting. Passing votes shall be determined by the majority of the members present. *(amended April 2008)*

When a general membership meeting is scheduled, all classes during that time period are to be cancelled. *(amended May 2010)*

Agility Trials are held in the following venues: AKC (January & December), USDAA (May & October), NADAC (June & November), and CPE (March & August). All ODTC members entered in a club trial must volunteer to help work the trial and either help set up or take down the equipment. Students in club introductory level agility classes must work at least one agility event for each semester during which they are enrolled in a class.

ODTC is presently hosting two obedience/rally trials annually (May & August), two of which are limited entry trials held in the club facilities. Students enrolled in obedience classes at ODTC should volunteer to steward at the trials. *(amended October 2010)*

ODTC presently hosts at least one flyball tournament annually. Team members are required to work at the host tournament. Other club members are encouraged to volunteer to help.

ODTC presently hosts at least one tracking test annually. All tracking students are required to work at tracking tests.

ODTC presently hosts at least 7 obedience Show-N-Go events annually on the third Sunday of various months. Registration for the events may be made in advance or at the door. Student in core obedience classes must volunteer in one obedience-related (trial or Show-N-Go) event per year.

ODTC holds 4 registration sessions for classes throughout the year (fall, winter, spring and summer sessions). Each registration session will have a closing date. Late registration will incur a \$25 late fee in addition to the price of the class fees.

5. Membership

ODTC is a volunteer organization. All club members are expected to volunteer to work at club activities annually.

ODTC has the following categories of members:

Lifetime members are considered members in good standing without the need for payment of dues. Lifetime members do not pay registration fees for enrolling in classes. Lifetime membership is awarded by vote of the general membership and is restricted to members who have donated many years of service to the club.

Honorary members are not voting members of the club. Honorary membership is time limited and awarded by vote of the BOD.

Training members represent the majority of ODTC members. Training membership is awarded after a period of provisional membership and documentation of meeting volunteer requirements. Training members may vote on club issues, receive priority registration for classes, pay reduced class fees, receive the club newsletter, and if they have an email address, are included on the club announcement distribution list.

Household members are members who pay reduced annual dues as a result of living at a common address. Each member of the household must apply for training membership and go through a provisional period individually. Household members have all the same rights and privileges as training members.

Contributing members are members who have volunteered a minimum of 50 hours to the club annually. Contributing members are generally those who instruct regularly, answer telephones, clean the building regularly, serve on the BOD, serve as trial secretaries, routinely steward or judge at all Show-N-Go events, or combine numerous activities such as various trial chairs, teaching some semesters, working some Show-N-Go events, etc. New contributing membership may be awarded throughout the year. Contributing membership is awarded after a member has worked at an ongoing activity for 6 months or met at least half of the required hours with the expectation that they will continue the activity throughout the year. Contributing membership is re-evaluated annually during

the annual dues solicitation. Contributing members will retain their CM status for 6 months after they discontinue their CM duties. After this 6 month period has ended, their membership status will be changed to Training Member.

Provisional Membership is awarded upon approval of the Membership Director after receipt of a membership application that is signed by a sponsor who is a member in good standing. Most members are permitted to sponsor a maximum of 2 new members per year. BOD members and instructors are permitted to sponsor an unlimited number of new members. Sponsors are responsible for introducing the prospective member to the club and its requirements. Provisional members are required to contribute to the club through volunteering to work at club activities. The Volunteer work must be performed by the individual applying for membership; not a spouse/family member. Provisional membership will last a minimum of six months. Upon completion of the 6-month provisional period and volunteer commitment, the Membership Director will present the provisional Members name to the BOD for approval. The BOD may approve the provisional member, extend the provisional period, or deny membership. Upon approval of the BOD, provisional members will be contacted for payment of annual dues. Upon receipt of dues, the provisional member will be converted to training membership and will begin the rights and privileges of membership. New members will be announced in the club newsletter.

The membership year will run from July 1 through June 30 of the following calendar year. Membership renewal will take place annually during the spring months. In addition to annual dues, all members are required to volunteer to at least one club activity annually. Members who fail to renew in a timely manner will have a 60-day grace period in which they may remain a member in good standing. If the member fails to pay their dues in full by the end of the grace period, they will lose membership rights (voting rights, member registration fees) but will be permitted to regain membership rights without having to go through provisional membership if they pay their dues within 4 months of the due date. Members who fail to pay dues within the 4-months following the due date will be removed from the membership rolls. If they wish to renew their membership following the 4-month period, they will need to apply as a new member and go through the provisional period again before becoming a member.

Provisional members who join in the last quarter of the membership year (April, May and June) are considered paid in full for the following year. In addition, provisional members are asked to pay their dues within 30 days of acceptance, otherwise they will need to reapply. (*amended February 2008*)

Provisional members who volunteer in jobs that would normally qualify as hours towards Contributing Member (CM) status (i.e. housekeeping, instructors, assistant instructor, etc), will be allowed to apply those hours toward obtaining CM status once they become members. (*amended February 2008*)

6. Committees

Committees shall exist for the most efficient delegation of authority for various club functions. Committees are appointed as necessary, subject to the approval of the BOD. Committees with ongoing duties should report at club meetings, including BOD meetings. Oral updates at meetings are encouraged.

7. Awards

ODTC will hold an annual awards party in January each year. Award recognition will be given for all new titles earned in sports for which ODTC engages in a training program [obedience, agility, flyball, tracking, conformation (*amended April 2011*), K9 Nosework™ and freestyle (*amended November 2011*)]. In addition, ODTC makes awards for performance dogs as well as various special awards as described in the award application. Members may submit award applications at any time throughout the year. Award applications should be made by mail. Do not leave award applications in the building mailboxes. Members are encouraged to submit award applications as awards are earned to avoid failing to obtain recognition for the title at the end of the year. A specific date in December each year will be announced as the last date to submit award applications. No awards will be given for late applications.

ODTC also makes appreciation awards throughout the year at general membership meetings. Any member may nominate someone for an appreciation award. The form for making an appreciation award nomination can be found on the home page of the ODTC website, www.orioledogclub.org.

8. Communications

ODTC uses email for the majority of its routine communications with its members. Members may request announcements be made to the membership, by contacting the president at president@orioledogclub.org or announcement@orioledogclub.org. It is ODTC's policy NOT to make announcements regarding urgent homes needed for dogs in shelters where euthanasia is eminent. We will however, make routine announcements regarding finding homes for dogs in need.

An electronic communication email list is updated annually based on the information provided during the membership renewal period. New members are added to the list upon payment of their dues. Members who experience mid-year changes in their email address must contact the webmaster at webmaster@orioledogclub.org to revise their address on the distribution list.

ODTC publishes a newsletter periodically. Members are encouraged to submit information to the newsletter. Items of interest include brags on qualifying scores on their dogs, humorous stories or jokes, stories of general interest to dog enthusiasts, recipes for treats for dogs, etc. Items should be submitted to the newsletter electronically by sending to dumbbell@orioledogclub.org. The newsletter is distributed electronically to all members who are on the email distribution list. Hard copies of the newsletter are sent only to those members who do not have email access.

ODTC will maintain an Internet website that will house information about the club and its events and classes. The website will be maintained by a webmaster appointed by the BOD. As only the webmaster is able to add information to the site, all materials will be sent to this person at webmaster@orioledogclub.org. The BOD must approve any changes in ISP providers.

A building and event calendar will be maintained on the website. In order to schedule the building, members should contact the building coordinator at bjgdal@comcast.net. To have events added to the events calendar, contact the webmaster at webmaster@orioledogclub.org. It is ODTC's policy not to schedule conflicting events. Anyone planning an event must check the event calendar to avoid conflicts.

ODTC will maintain a Facebook page for announcements and member inquiries/input (i.e., items for sale, training advice). (*amended June 2011*)

9. Building and Facilities

ODTC rents two adjoining buildings at 1718 Belmont Avenue, Woodlawn, Maryland 21244 for most classes and many indoor events, such as seminars, Show-N-Go's, and some obedience trials. As necessary, space is rented at alternative sites for events. Regardless of the location, attendees at ODTC events are expected to treat the property and equipment used in the events or individual practice with respect and care. Members are NOT permitted to remove equipment from the building for their personal use without the permission of the BOD or training director responsible for the equipment. Failure to do so may result in disciplinary actions.

ODTC buildings will be open to members enrolled in classes and guests during class times. Keys to the building will be issued to contributing members on a need to have access basis. This includes instructors, cleaning crews, committee chairpersons, etc. whose job involves opening or closing the building. Members in general will not be issued keys to the buildings and are not permitted to use the building during non-class hours unless they are with a key holding contributing member. Non-members may use the club facilities to train when they are accompanied by a key holding contributing member if they sign a statement of responsibility/waiver form and pay a guest fee of \$10. Completed waiver forms and guest fees should be deposited in the lock box located in building D. Anyone using their key to open or close the building MUST sign in and/or out providing the date, time and reason for accessing the building. Upon leaving the building, key holders are responsible for checking that all doors are secured (front and rear entrances). If a member finds a problem with the building upon entering, they should notify the facility manager and/or the club president. If the members find problems with equipment, they should notify the director of the discipline whose equipment is in question (e.g., agility director, flyball director, obedience director). (*amended April 2011*)

Members who receive keys will be required to read, sign and agree to the following Key Policy:

1. I agree not to duplicate the ODTC Training Building key and will not lend the key to other individuals.
2. LOST KEYS - In the event that you lose your key, you are responsible for notifying the Membership Director and a \$20 replacement fee will apply.
3. RETURNING KEYS - I agree to return the key at any time I am no longer a Contributing Member of ODTC, or at the request of the Board. If the key is not returned a \$20 replacement fee will apply. (*amended February 2008*)

The indoor facility is climate controlled. People locking the building MUST reset the thermostat upon exiting the building. The temperature default when the building is not in use for heat is 55 degrees and for air conditioning is 80 degrees. Members found habitually failing to reset the temperature could lose their key.

ODTC's buildings are scheduled to be cleaned weekly. Club members of the housekeeping committee clean the buildings every other week and a professional cleaner is here on alternate weeks. The professional cleaner comes late on Friday evenings so that the building is clean for weekend events. If a weekend event is being held on a week that the housekeeping committee is cleaning, members are urged to coordinate with the committee to arrange for cleaning as close to the event as possible.

Electronic collars are not allowed in ODTC's facilities or at any event sponsored by Oriole DTC. (*amended April 2008*)

Bitches in season may attend class in the Agility Building providing:

- a) they are covered;
- b) do not sit/down on any equipment like the table
- c) the rest of the class is not distracted.

Instructors may refuse entry of a bitch in season to class if in their opinion she is causing a disturbance. Instructor(s) will make the final decision. Bitches in season are not permitted in the Obedience/Flyball Building under any circumstance. (*amended August 2008*)

10. Classes and Registration

Only dogs enrolled in a specific class may participate in that class. Students may not bring additional dogs with them to participate in class. Guests are not permitted in any classes.

ODTC holds 4 class sessions annually. A catalogue of classes offered during each session will be posted to the Internet and mailed to members who do not have Internet access 5 days before registration opens. ODTC's classes are taught at the adult level. Well behaved, mature children may enroll in classes. However, children under 16 must be accompanied by a parent or legal guardian who remains in the building throughout the entire class period. Individuals who have written, legal authorization to supervise

another's child under the age of 16 may attend classes with the child. (*amended February 2008*)

Many classes have prerequisites and students may not register for classes unless they meet the prerequisites. In addition, many classes are continuation classes and are open only to students who have taken earlier sessions of the same class. However, in order to ensure room for advancement of new students, students may be limited to a certain number of times to enroll in a specific class if the class is over enrolled. For example, a student may be limited to three sessions of Level I agility if the class is over enrolled to allow new students an opportunity to advance.

Entry level classes in obedience and agility are open to registration on an ongoing basis. Entry level students will use hard copy registration forms and may contact the entry level class registrars with any questions they may have regarding the entry level programs. Students registering for higher level classes and electives are encouraged to use the online registration system, Count Me In, to register for class. However, hard copy registration forms will be accepted by the registrar when received during the registration period.

It is ODTCs policy to reward contributing members with priority class selection during registration periods as well as a reduction in class fees. Contributing members may enroll for classes 4 days in advance of other ODTc members and 8 days in advance of the general public. Likewise, ODTc members have priority over the general public in class selection by having registration open to members 4 days in advance of the general public. However, contributing members and training members who do not take advantage of their early enrollment period, will not receive priority over others once registration is open to the general public. Registration dates will be clearly announced on the website and through announcements sent through the email distribution list.

In order to monitor and aid in class registrations, Training Directors will be listed as the 'Event Coordinator' in the Club Express system for each class in their discipline, with the understanding that only the registrar is allowed to make changes to class registrations. (*amended February 2011*)

Each registration period will have a closing date. Registrations may be accepted following the closing date if there is room in the class. However, registrations received after the closing date will be assessed a \$25 late fee, regardless of membership status. Students attempting to register for a class that is full may transfer to another class once they learn they will not be able to enroll in their selected class without paying the late fee.

The registrar will maintain a wait list for those who wish to register for a class that is full. (*amended December 2011*)

It is not ODTCs policy to make refunds for class registrations after the second night of classes. Students who find the class is not what they expected should contact the

registrar for a refund immediately after the first or second class ends. Unexpected long-term illness or injury of a student may be grounds for a partial refund on a pro-rated basis. Students experiencing long-term illness or injury necessitating them dropping a class should contact their instructor to discuss the possibility of refund.

All changes to enrollment should be referred to the Registrar. (*amended October 2010*)

All ODTC classes are instructed by volunteer teachers. Members wishing to instruct or assist in instructing a class, should contact the respective training director for that discipline.

Each instructor will be assigned a clip board for the class(es) they are teaching. Clip boards will include pertinent information on students enrolled in the class. Instructors having students in the class who are not listed on the clipboard enrollment information should contact the registrars to confirm the student is appropriately registered for the class. Clipboards will also include other pertinent information for the instructors, such as incident report forms.

Owners/handlers are responsible for their dogs' behavior at all times and must assure that their dog is under control and does not approach or interfere with other students' dogs. It is the instructor's responsibility to report any aggressive incident and/or injury to dog or human on an Incident Report form. When completed, the form should be turned in to the training director for that discipline and hand-passed to the Board. ODTC classes are intended for dogs that are reasonably well socialized and not aggressive toward other dogs or humans. Instructors identifying any aggressive or unruly dogs may excuse the dogs from class. A prorated refund of class fees will be issued. Instructors should keep in mind their safety as well as the safety of students and their dogs in making the decision. Training directors are available and interested in assisting instructors in making decisions on potentially aggressive behavior. Instructors dismissing a dog for aggression should recommend the student see their veterinarian for referral to a behaviorist and encourage the handler to consider ODTC in the future once the behavior problem is resolved.

Examples of aggressive acts that are potentially harmful or dangerous to other dogs are, but not limited to, the following:

- Growling, snarling or snapping at other dogs or humans including the instructor.
- Exhibiting intimidating behaviors toward other dogs or humans including the instructor.
- Charging or running down another dog.

Attacking and/or biting another dog or human including the instructor.
(*amended November 2009*)

ODTC will make an effort to ensure that students receive the number of classes advertised in the course catalogue. However, it may be necessary to cancel classes at times due to unforeseen circumstances, such as weather. ODTC classes will be cancelled when Baltimore County schools are closed for the day due to inclement weather or if they have an early dismissal due to snow, sleet, high winds, etc. (not heat).

If an instructor believes that the schools have been over cautious in closing and wishes to hold classes, they may discuss this with the respective training director and if they agree to hold class, contact the students to advise them. Instructors will attempt to schedule make up sessions for any classes cancelled, keeping in mind that if there are a large number of cancellations, rescheduling may not be possible before the start of the next session. ODTC does not have a heat cancellation policy. Instructors who believe that the heat is so excessive as to create an unsafe situation, may cancel class by contacting their respective students.

11. Charitable Donations

It is part of ODTC's mission to provide services to the community. As such, ODTC makes donations to charitable organizations annually. Members are encouraged to nominate their favorite dog-related charitable organization. However, breed specific organization will not be accepted for nomination. All nominees will be compiled and presented to the membership for a vote at the annual meeting in January. The budget for donations for the year will be divided among the top 6 vote getters in proportion to their share of the total votes made. In addition, ODTC may participate in local dog related fund raisers by setting up agility equipment and charging the public for trainer assisted run-throughs or renting space for a booth at the event to promote dog sports and training.

12. Club Funds

If at any time a member receives payment for services rendered by the club and loses such payment (check or cash), the Treasurer will advise the Board so that a decision can be made regarding further action. (*amended February 2008*)

Any member who wishes to use the club's debit card for a specific purpose must obtain approval from the Board. (*amended October 2008*)

13. Instructors and Assistant Instructors

Instructors and assistant instructors are entitled to receive an annual stipend in the amount of \$75.00 to offset the cost of a seminar or ODTC class. Seminars may cover any discipline. The stipend cannot be carried over from year to year. (*amended November 2010*)

Oriole Dog Training Club
Building Rental Policy (Facility Rules)

This document is not to be construed as a contract in and of itself but rather forms a part of the license agreement as noted in Section Nine of the License Agreement pertaining to the facility rules and provides additional details as to the fee structure.

I. Rental Fees and Process

The buildings will be rented hourly for \$25.00/hr. (max 4 hours then daily rate applies) or daily at \$200.00 per day per building. The following information is provided regarding additional structuring of fees.

1. Notification of need for use must be made one week in advance to the rental manager so that it can be recorded on the building schedule and to allow sufficient time for paperwork to be processed.
2. Building contract can be mailed or emailed in portable document format (*.pdf) for printing by the renter. This must be returned in hardcopy to the rental manager prior to use.
3. Short term renters (< 4 hr) may pay full amount at time of use. A key will be provided to the renter for access when needed.
4. In cases of cancellation of an event due to weather or other emergency beyond the control of the sponsoring club and **at the discretion of the rental manager**, the deposit will be refunded.

II. Exercising Dogs

1. Dogs shall be exercised in the grassy area at the front of the parking lot near the facility sign.
2. No dog shall be allowed to relieve itself against the building structure and any accidents of this nature that occur should be cleaned by the handler of the dog using the cleaning sprays provided by ODTC.
3. The handler is also responsible to clean up after the dog if it should soil the floor in the building itself. Cleaning materials are made available by ODTC.

III. Building Use Rules

1. **Absolutely no use of agility equipment by renters will be allowed** unless an Oriole Dog Training Club agility instructor is providing supervision! This is a liability issue for ODTC and will be strictly enforced. There will be an additional fee of \$50 for use of agility equipment when approved by the agility training director. Please contact the rental manager for additional information.
2. **Renters must use due caution to protect flooring in both buildings from crates, chairs and other equipment. Matting in building 1718C (agility side) MUST be covered if crates or chairs are to be placed on it. Equipment in building 1718 D (obedience side) MUST be carried NOT DRAGGED into position.**
3. Renters are required to use all due caution in assuring that aggressive dogs do not harm people or other dogs on the premises.
4. Building closure due to snow or other emergency will be provided on the phone recording at (410) 298-K9K9.
5. The nearest emergency vet is located at:
Emergency Vet Clinic, Inc.
32 Mellor Ave
Catonsville, MD 21228
410.788.7040
6. Each club or individual renting the building shall set their own policy for the event regarding bitches in season. Oriole simply requires that they be covered while in the building.

Oriole Dog Training Club will allow its active instructors (those teaching a class on behalf of ODTC at the time of request) to rent the ODTC facility for the purpose of instructing their own paying students with the following stipulations:

1. This rental option applies only during weekdays (Mon-Fri) excluding federal holidays from 8 AM to 5 PM and ONLY if ODTC does not have previously scheduled classes or events.

- a. Scheduling shall be done such that a half hour "dead time" is available before all regularly scheduled ODTC classes to allow for set up.
- b. Building may not be rented 30 minutes prior to or 30 minutes following an ODTC scheduled class. (*amended May 2010*)
- c. Cancellations and changes to an existing agreement need to be requested at least 48 hours in advance. (*amended May 2010*)

2. Instructors wishing to take advantage of this option must sign a rental contract specifying planned schedule with the ODTC rental manager AND provide proof of insurance. Schedule will be approved by rental manager in consultation with board prior to final execution of contract.

3. The hourly building rental fee for such instruction will be \$15.00/hour, payable at the time of use. A deposit equivalent to one week's rental will be held for the term of the contract, and can be used for the last week of rental fees or refunded within 30 days of the end of the contract. Notice of cancellation of class sessions should be made to the rental manager as soon as known by the instructor.

4. A \$50.00 deposit will be required to cover damage to equipment used by the instructor during his/her contract term. This deposit will be returned upon termination of the contract provided no damage has been sustained to any equipment used OR damage has been repaired to the satisfaction of the applicable training director.

5. It will be the responsibility of the applicable training director to arrange a means to monitor equipment usage and it is expected that the instructor will maintain frequent communication with the training director to advise them of equipment and facility status as well as their schedule of use of ODTC facilities. (*amended February 2010*)

