

## **SMDTC YEARBOOK**

TABLE OF CONTENTS (You may jump to any section by clicking on the appropriate content item.)

### NAME AND OBJECTIVE

#### BOARD OF DIRECTORS

#### CLUB COMMITTEES

Annual Meeting Chairperson Building  
Committee Chairperson Demonstration  
Committee Chairperson Equipment  
Committee Chairperson Fundraising  
Committee Chairperson Library  
Chairperson  
Membership Committee Chairperson  
Memorial Plaque Chairperson  
Sunshine Chairperson  
Trial Committees  
Training Committee  
Agility Committee  
Home Manners/Obedience Committee  
Tracking Committee  
Yearbook, Constitution and Bylaws Committee

#### AWARDS PROGRAM

Title Achievement Plaques  
Annual Awards Hot  
Dog Roll  
Geriatric Award  
Pediatric Award  
Post Card Award  
Crying Towel Award  
Perseverance Award

#### Special Awards

#### INSTRUCTOR TRAINING PROGRAM

I. Obedience:  
II. Agility:  
III. Tracking:  
IV. Other General Requirements for all Instructors:  
V. Instructor/Assistant Benefits/Incentives

#### STANDING RULES

I. Equipment  
II. Vaccinations  
III. Children in Classes  
IV. Bitches in Season

#### TRAINING: GENERAL INFORMATION

I. Aggressive Dog Policy

[II. Building and Equipment:](#)

[III. Financial Matters](#)

[IV. Board Information](#)

[Duties of the Board of Directors of the Springfield, MO Dog Training Club](#)

[V. Newsletter](#)

[VI. Meetings](#)

[VII. SMDTC Events](#)

[VIII. Changes to the Yearbook](#)

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### **NAME AND OBJECTIVE:**

The name of the club is to be the Springfield, Missouri, Dog Training Club, Inc., also operating as Competition Dogs of the Ozarks

The Objectives of the club shall be:

- I. To further the advancement of all dogs.
- II. To conduct dog training classes and performance events.

### **BOARD OF DIRECTORS See Constitution and By-Laws**

President, Treasurer and one Director are elected in even years.

Vice-President, Secretary and two directors elected in odd years.

### **CLUB COMMITTEES**

#### **I. Annual Meeting Chairperson (3/01)**

This Chairperson will be in charge of arranging the awards ceremony at the Annual Meeting. This includes title plaques, special awards and the memorial plaque.

#### **II. Building Committee Chairperson**

The Chairperson of this committee shall be responsible for making recommendations to the Board regarding: overseeing the maintenance, repairs, additions, and modifications to the Club's building, land, fencing, and signage. The Chairperson may recruit club members when and if necessary to carry out tasks as needed.

#### **III. Demonstration Committee Chairperson**

The Chairperson of this committee will be in charge of arranging for public demonstrations.

#### **IV. Equipment Committee Chairperson**

The Chairperson of this committee shall be responsible for maintaining an inventory of obedience and agility equipment and mats belonging to the Club that are housed in the training building and storage buildings and seeing that all are kept in working order, and notifying the Board when additional and/or replacement equipment is needed.

#### **V. Fundraising Committee Chairperson**

The Chairperson of this committee shall be responsible for making recommendations to the Board regarding, organizing, and overseeing, fundraising activities for the Club.

#### **VI. Library Chairperson**

The Chairperson is responsible for maintaining the library in good order. The Library is open at every general meeting. Books and Videos may be checked out at the meeting and are back at the following meeting. Fines are charged for overdue books/videos at the rate of \$ 1.00 per week. [If the fine is not paid in one month the name of the member owing the fine will be published in the newsletter. (02/09)] Books/videos in the library contain envelopes with cards inside their front covers. Cards are to be signed and left in the Library file box prior to removing a book/video..

#### **VII. Membership Committee Chairperson**

The Chairperson, appointed by the President, of the Membership Committee receives inquiries from individuals requesting information on becoming a member of SMDTC. The rules and regulations of the AKC dictate the process by which an individual becomes a member of SMDTC. The process is as follows:

- A. An application must be completed including sponsorship by two Club members familiar with the applicant;
- B. The completed application is returned to the Membership Chairperson who presents it at the next General Meeting. This "first reading" is to acquaint the Membership with the applicant;
- C. The applicant's name will be published in the next newsletter following the first reading.
- D. The applicant must be in attendance at the meeting where they are voted in for their second reading. Exceptions will be made by the Board for those working evenings, living far away, etc. on a case by case basis. (01/10). The new member's picture will be taken and posted on the Welcome New Member's board.
- E. A family membership is defined as "Individuals living in the same household meeting the AKC's definition of immediate family as follows: husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law." (8/98)
- F. There is a \$300.00 lifetime membership to SMDTC. This membership is non-refundable and non-transferable. (6/98)

### **VIII. Memorial Plaque Chairperson**

This Chairperson is in charge of the plaque which is to hang on the wall in the Training Building in memory of members' dogs (this can be for any dog--not necessarily one trained at the Club) who have died. The dog's call name, title(s), and owner's name will be listed. It is the responsibility of the dog's owner to notify the Chairperson. The above information should be supplied at least a month before the annual meeting.

### **IX. Sunshine Chairperson**

It will be the obligation of all Club members to report to the Chairperson information regarding club members who, due to ill health, hospitalization, loss of family member etc, are in need of cheering up. The Chairperson will be responsible for sending cards, flowers, or whatever is deemed appropriate to bring "cheer" to the Club member. Flowers are to be sent when a member is in the hospital. When there is a death in the immediate family, a contribution is to be sent to the Humane Society *in lieu* of flowers.

### **X. Trial Committees**

Each Trial Committee shall be composed of a Trial Secretary, Trial Chairman, and other committee members as needed. The Trial Chairperson who oversees the coordination of the entire trial and its committees (7/99), vendors, raffles, rent-a-ring and fund raising events..

### **XI. Training Committee**

The Training Director is appointed by the President and is a voting member of the Board. The Training Director serves at the pleasure of the President and of the Board. The Training Director appoints this committee with the concurrence of the Board. Members include: the Home Manners/Obedience (HMO) Committee Chairperson, the Agility Committee Chairperson, Tracking Committee Chairperson, and others that the Training Director appoints. The Training Committee serves in an advisory role to the Training Director for all aspects of the training program including: curricula, programs, policies, progression of classes and approval of instructors.

Notification of Training Committee meetings will be posted at least one week before the meeting occurs.

#### **A. Agility Committee**

The Agility Committee shall consist of a Chairperson, appointed by the President in consultation with the Training Director, and 3 members appointed by the chair. This committee shall be responsible for curriculum development, seminars, fun matches, instructor training and initial approval of instructors with final approval from the Training Committee prior to the instructor instructing individually.

#### **B. Home Manners/Obedience Committee**

This Committee shall consist of a chairperson, appointed by the President in consultation with the Training Director, and 3 members appointed by the chair. This Committee shall be responsible for the development of curricula for Puppy, Home Manners, Public Manners and all advanced obedience classes; seminars and fun matches; instructor training and initial approval of instructors

with final approval from the Training Committee prior to the instructor instructing individually.

### **C. Tracking Committee**

The Tracking Committee shall consist of a Chairperson, appointed by the President in consultation with the Training Director, and three members appointed by the chair. This Committee, under the guidance of the Chairperson, will plan the TD, TDX, and VST tests and hold TD, TDX and VST classes when interest warrants. In addition, the Tracking Committee will appoint members to serve as the TD, TDX, and VST Test Secretaries. The Test Secretary's responsibility is to oversee the coordination of the entire test conducted by the Club. The Chief Track layer will also be appointed. The Chief Track layer coordinates and oversees plotting and laying of tracks. This Committee shall be responsible for providing curriculum development, seminars and fun matches, instructor training and initial approval of instructors with final approval from the Training Committee prior to the instructor instructing individually.

## **XII. Yearbook Constitution & Bylaws Committee**

The *Yearbook* shall be compiled and kept current by the Club Secretary. Updates are made as necessary following approval by the membership of changes or additions to the *Yearbook* or *Constitution and By-Laws*. The Club Secretary will also give the updates to the web master for updating the web page (3/01).

## **AWARDS PROGRAM**

*(This program is to be administered by the Annual Meeting Chairperson.)*

*At the awards banquet, children between the ages of 7 - 12 will be charged 1/2 price and children under 7 yrs of age will eat free.*

### **I. Title Achievement Plaques**

Engraved plaques are presented at the Annual Meeting to each active member whose dog has earned either an AKC title :obedience, rally, agility, tracking or UKC Obedience or Agility titles between January 1st and December 31st of the preceding year. Active Club membership is mandatory at the time the title is completed to be eligible for recognition in the program. (1/20/05)

To receive this award, the owner of the dog must notify the designated person in writing by February with the title earned, date earned, and name of the dog as it is to appear on the plaque.

The Club pays for the plaque and any engraving for any AKC obedience, rally, agility, or tracking title or UKC Obedience or Agility title. (7/99) All other engraving is at the owner's expense. At least 12 hours of service, which may include meetings, must be accumulated before a new member joining after March is eligible for title plaques from the club. (11/05)

## II. Annual Awards

The Annual Awards are made at the Annual Meeting held in March. All awards, with the exception of the "Geriatric Award," "Post Card Award," "Perseverance Award" and "Crying Towel Award" are based on scores qualifying towards a title earned by Club members at AKC or UKC licensed trials held during the preceding calendar year.

**A. Hot Dog Roll:** Each year at the Annual Meeting the top scoring obedience dogs in the Club are recognized. The person designated by the Annual Meeting Chairperson compiles the points and prepares the Hot Dog Roll. Certificates will be awarded as follows:

### Obedience:

3 dogs for Beginner Novice, AKC Novice, UKC Novice  
 2 dogs for Graduate Novice, AKC Open, UKC Open  
 1 dog for Graduate Open, AKC Utility, UKC Utility, AKC Utility Excellent, AKC Versatility, Obedience Master, and AKC/UKC Obedience Trial Champion.

Points are awarded to dogs by the following system roughly based on The Delaney system used by FRONT AND FINISH for AKC: each time your dog qualifies in a regular obedience class, he is considered to have defeated all other dogs that received a lower score, including non-qualifying scores. He receives one point for each dog present and competing that he has defeated.

For UKC obedience, the awards will be based on scores converted to UKC U-OTCh point system.

### Rally:

3 dogs for AKC/UKC Rally Novice  
 2 dogs for AKC/UKC Rally Advance  
 1 dog for AKC/UKC Rally Excellent, Rally Advance Excellent

### Agility:

3 dogs for AKC Novice Standard, Jumpers, Novice Fast, UKC Agility 1  
 2 dogs for AKC Open Standard, Jumpers, Open Fast, UKC Agility 2  
 1 dog for AKC Excellent Standard, Jumpers, Excellent Fast, Master Agility Excellent, Master Agility Excellent Jumpers, UKC Agility Champion, Agility Champion Excellent.  
 1 dog for most AKC 100's, UKC 200's  
 A&B classes separated, Regular and Preferred classes and all heights combined.

**B. Geriatric Award:** For the oldest dog receiving the highest qualifying score in a regular class or a score of 170 or more from the Veterans class (since there are no qualifying scores in Non-regular classes.) (Rally scores will be multiplied by 2 to make them equitable with obedience scores). Only scores from AKC and UKC count.

**C. Pediatric Award:** For the youngest dog receiving a qualifying score in regular classes at an AKC or UKC licensed trial or test.

**D. Post Card Award:** Awarded to the dog receiving a qualifying score in regular classes at an AKC or UKC trial or test in the US or from a national registry in a foreign country at the furthest distance from Springfield.

**E. Crying Towel Award:** Awarded for the funniest hard-luck story involving obedience, agility, rally or tracking training or showing. Stories must be read aloud at the Annual Meeting. Applause will determine the winner.

**F. Perseverance Award:** To qualify for this award, the dog must have received the third leg within the preceding year and have the most unsuccessful attempts at attaining the said title at AKC and UKC trials or tests. All performances at AKC or UKC trials or tests including non-qualifying scores, from the first attempt to final attainment will be counted, regardless of when they occurred.

### III. Special Awards

**A.** Those members who obtain the equivalent of the old **Dog World Award** (3/01) (Either AKC or UKC first 3 scores in a class of 195 or above or all three titles [novice, open & utility] in one 12 month period) will have their name added to the Dog World plaque. An OTCH [AKC/UKC (3/01)], [UKC GRACH, AKC MACH, and AKC CT (04/2010 Board)] will be recognized with a picture, paid for by the club, to be on display in the Training Building (7/99).

**B.** There shall be an Award for the **highest scoring dog in regular classes of a Club Member in our Fall Obedience Trials**. This is a perpetual trophy with three wins by the same handler, not necessarily the same dog, to retire the trophy. If there is a tie then both names will be on the trophy. The Trial Chair will make sure a trophy is available (11/87) The previous year's winner will obtain the name of the High Scoring Club Member from the Trial Secretary and have the name engraved on the Trophy for its presentation which will occur at the annual club meeting.

**C. ACE AWARD.** Established in honor of Fran Ippenson's Ch. Sunnybrook Acres Ace O'Spades, UDTX. It will be a traveling trophy to be given at the Annual Meeting to the High Scoring dog in Obedience who has at least one Breed Championship point and a working title (includes tracking) along with its Obedience Title. (2/91)

**D. Retired Dogs.** When club members retire a dog from competition, the dog will be recognized at a club meeting, have their name put on the recognition cake, and receive a certificate. The member should notify the Secretary at least one month before the meeting at which they wish the recognition to take place. (7/09)

## **INSTRUCTOR TRAINING PROGRAM**

I. Anyone interested in taking part in the instructor program has to be at least 18 years old.

### **II. OBEDIENCE: (Rev. 01/2003, 07/2014 )**

#### **A. HOME MANNERS/OBEDIENCE INSTRUCTOR QUALIFICATIONS**

Any club member wishing to apprentice a class must meet the following requirements and contact the Training Director who will, with the HMO Chair, review the individual's qualifications and arrange a time and apprenticesor for the class. All current instructors are grandfathered in for the classes they currently are approved to teach. Anyone interested in taking part in the instructor program must be at least 18 years old.

If an instructor has not taught a class in three years and if significant changes have taken place in the training program, the instructor must co-instruct.

#### **B. Home Manners and Puppy Socialization**

- 1) Must be an SMDTC member in good standing
- 2) Must have assisted in two Home Manners/Puppy classes, one within the last year "and each with a different instructor" (7/2014).
- 3) Must have, themselves, earned "AKC Beginner Novice, PreNovice" (7/2014) AKC or UKC Companion Dog or Rally Advanced.
- 4) Must have completed the instructor training program
- 5) Having completed the above, the individual must apprentice under a qualified apprenticesor who is a different instructor than they have assisted with" (07/2014) and be approved by "those three instructors" (07/2014) as well as the training committee.

#### **C. Public Manners**

- 1) Must be an SMDTC member in good standing qualified to teach Home Manners
- 2) Must have taught at least 4 Home Manners classes in the past 2 years
- 3) Having completed the above, the individual must apprentice under a qualified apprenticesor "who is a different instructor than they have assisted with" (07/2014) and be approved by "those three instructors" (07/2014) as well as the Training Committee.

#### **D. Obedience/Rally Skills**

- 1) Must be a SMDTC member in good standing and qualified to teach Public Manners.
- 2) Must have earned an AKC/UKC Rally title
- 3) Must apprentice under a qualified apprenticesor and be approved by that individual as well as the Training Committee.

**E. (A) Rally, (B) Novice, (C) Competition Heeling, Open, (D) Utility**

- 1) Must be a qualified (A) (B) O/R Skills (C) Novice (D) Open instructor.
- 2) Must have, themselves, earned an AKC/UKC (A) Novice and one open leg (B) Open title (C) Utility title.
- 3) Must attend seminars, read books, or watch videos to learn new methods
- 4) Must be adaptable to different approaches based on the dog and handler team. Having completed the above, the individual must apprentice under a qualified apprenticesor and be approved by that individual as well as the Training Committee.

**Instructor qualifications may be modified for an individual at the discretion of the Training Committee." (4/06)**

**F. HOME MANNERS/OBEDIENCE APPRENTICESOR QUALIFICATIONS**

Any instructor wishing to apprentice other individuals as Home Manners instructors must make an application to the Training Director. No individual will be grandfathered in. Individuals approved should note that they must teach the approved class at least one time per year to maintain their certification as Apprenticsor for that class or have special approval from the Training Committee.

1. Home Manners/ Puppy Soc Apprenticsor
  - a) Must meet the requirements of Home Manners/Puppy Soc Instructors
  - b) Must have taught at least 4 home manners/puppy soc classes within the past three years
2. Public Manners Apprenticsors
  - a) Must meet the requirements of Public Manners Instructor
  - b) Must have taught at least 3 Public Manners classes within the past three years
3. (A) Obedience/Rally Skills, Rally, Novice (B) Competition Heeling, Open, (C)Utility Apprenticsors
  - a) Must meet the requirements of (A) Obedience/Rally Skills, Rally, Novice, (B) Open or (C) Utility Instructor
  - b) Must attend seminars, read books, or watch videos to learn new methods.
  - c) Must have taught 3 of the appropriate class (novice, open, utility) in the past three years
4. Rally
  - a) Must meet the requirements of a Rally Instructor
  - b) Must attend seminars, read books, or watch videos to learn new methods.
  - c) Must have taught 3 rally classes in the past three years

**III. AGILITY:****Agility Instructor Qualifications (Rev. 09/02, Rev. 09-07)****A. Basic Agility Class**

1. Shall be an SMDTC member in good standing who has accomplished one of the three following options:

a) 50 points toward a U-ACH

**OR**

b) One of the following:

1) Both AKC novice titles (NA, NAJ) and at least one AKC Open title

2) Both NADAC, NAC and NJC and either OAC or OJC

**OR**

c) A CD or UCD or RA AND one of the following:

1) U-AGI & U-AGII

2) NA & NAJ

3) NAC & NJC

2. Shall have assisted in three basic agility classes.

3. Shall be knowledgeable of AKC and UKC rules and equipment.

4. Having completed the above, the individual shall apprentice under an approved apprenticesor and be approved by the Agility Committee, with final approval from the Training Committee..

5. Shall demonstrate to the Agility Committee knowledge of agility curriculum.

6. Shall attend agility seminars, read books, or watch videos to keep current on new methods.

7. Shall be adaptable to different approaches based on the dog and handler team.

**B. Beginning Agility Instructors who may apprentice other beginning agility instructors**

1) All of the above

2) Complete the Apprentisor form and submit it to the Agility Chairperson for Agility Committee approval. The Agility Chairperson will then submit the form and final recommendation to the Training Director..

\*An individual may substitute a similar title in another agility organization, such as USDAA, if approved by the Agility Committee. The intent is to require a comparable level of difficulty in an agility style comparable to AKC or NADAC (larger courses, faster times, requiring more precision performance work) as opposed to UKC (smaller courses, slower times, requiring more precision performance but less distance). Knowledge of different styles of agility is most important for the Competition instructor. Also please note that AKC preferred titles are considered equivalent to other AKC agility titles (e.g. NAP same as NA).

Class enrollment restrictions: To enroll in competition/advanced agility, a dog must have an U-AG1, NA, or a comparable title.

#### **IV. TRACKING:**

##### **A. Assistant Instructor**

Individual must be a member of SMDTC and have trained or be training a dog in tracking. This is mainly a "Class Helper" job and an opportunity to observe the role of the instructor.

##### **B. Apprentice Tracking Instructor**

Individual must have served as Assistant Instructor at least two times and must have earned a TD title.

C. After successfully completing the above requirements as well as having read books on tracking, attending seminars and meetings, the individual then becomes an instructor, if approved by the Tracking Committee and Training Director.

##### **D. Instructors**

1. Must have assisted in at least two tracking classes;
2. Must have served as an Apprentice Instructor satisfactorily under a qualified Instructor;
3. Must have earned a TD title.

E. Instructor benefits/incentives shall be the same as for instructors of other classes except Instructor will receive credit as if teaching two classes for each class taught. Tracking classes are not included in the classes eligible to be taken for free. Tracking classes are exempt from second paid class discount.

#### **V. OTHER GENERAL REQUIREMENTS FOR ALL INSTRUCTORS:**

A. The name of SMDTC must not be used in any advertising for classes not sponsored by SMDTC.

B. Instructors WHO TEACH ELSEWHERE are not to solicit SMDTC students or members for their classes. Using our enrollment lists, class handouts, or any other SMDTC material is prohibited. (7/99) FAILURE TO COMPLY WITH THIS POLICY CONSTITUTES AN ETHICS VIOLATION AND WILL BE HANDLED ACCORDINGLY.

C. The established class curriculum must be followed by all Instructors. Any suggestions for changes in the curriculum must be submitted for consideration to the Agility Chair (for agility classes), Tracking Chair (for all tracking classes), or HMO Chair (for all obedience/rally classes) and approved by the applicable committee in consultation with the Training Director.

NOTE: Individuals wishing to become an SMDTC Instructor who have taught for other organizations may come into the program at the Apprentice level under an experienced class Instructor with the approval of the Training Director and the Training Committee.

## **VI. INSTRUCTOR/ASSISTANT BENEFITS/INCENTIVES**

### **A. Free Classes and Coupons for Free Classes:**

1. Instructors who sign up and teach at least one class in a six month period are entitled to free classes, except for tracking classes, in that same period (defined as January through June and July through December).
2. When there is a family membership with one person being an instructor, the instructor receives free classes, and the other family member's classes will be \$15 for each additional class. (08/2014) (2/06) (7/98)
3. Assistants in classes other than tracking classes will receive a certificate for one free class upon completion of assisting a class so long as the assistant has not been absent more than one time during the session. All additional classes are \$15 each. (08/2014) (2/06)
4. When a coupon is given for a person with a family membership, that person's class is free. When another family member is taking a class all additional classes within that family are \$15 each. (08/2014) (2/06)
5. Individuals answering the Club phones for two months will receive one free class. Individuals answering the Club phones for a period longer than two months will receive all classes free as long as they continue to answer the Club phones. (9/12)
6. The enrollment secretary will receive free classes while performing this duty. (4/09)

**B. Seminars:** Because the Club wishes to maintain an excellent training program it encourages instructors and assistants to attend seminars by providing financial assistance. This is done only for instructors and assistants who are active in the program.

**Seminars hosted by the Club** are divided into two levels as follows:

1. Level 1 - The presenter is low cost and usually fairly local. Level 1 seminars are free, without costing seminar credits, to Instructors and Assistants
2. Level 2 - The presenter is well known with higher fees and expenses. Level 2 seminars are widely advertised. Instructors and Assistants must either pay the advertised fee or use seminar credits to attend.

### **C. SEMINAR CREDITS:**

1. SIX classes MUST be taught over no more than a two year period (2/03) to earn ONE seminar credit. TWELVE classes taught within the same period will earn TWO credits. Each credit is worth up to a maximum of \$200 (\$100 for assistants), so an instructor could choose to

attend two different seminars and be reimbursed up to \$200 for each (\$100 for assistants), or they could choose to attend one seminar and be reimbursed up to \$400 (\$200 for assistants).

2. To receive this benefit, the individual must send to the training director the completed registration form and an addressed and stamped envelope. The training director will forward the information to the treasurer. (7/99) The treasurer will mail the form and check. Alternatively, the individual may turn in to the training director a receipt or registration confirmation showing the amount the individual has paid. The training director will forward the information to the treasurer to reimburse the individual.

3. If there are discounts available for early registration, the club expects that you will get this information to the treasurer in time to take advantage of the discount or pay the difference (7/99). If the club has paid for a seminar and the individual does not attend the seminar, he/she must repay the club to continue receiving Club benefits. (Special cases may be appealed to the Board.)

4. Seminar credit will be held over for 3 years (11/05).

5. The individual **must** provide feedback about the seminar to the training committee or the membership in the form of one or more of the following:

- a) a written report,
- b) a presentation,
- c) a donation to the club library of a book, video, DVD, etc. from the seminar.
- d) verbal feedback to the training director or other members of the training committee. Exception: seminars that SMDTC hosts which count as a seminar credit. Please note that is expected that instructors will share what they learned with others in the club, either while training or while teaching.

6. Seminar credits are intended as a reward/incentive to the instructor/assistant who puts in the time and work for the club. The intent is for the instructor/assistant to use them or not use them as they see fit for themselves. They are not meant to be gifted or "given" to another. However, within a family membership, they may be shared just as hours toward active membership may be shared. (9/09)

**D. APDT and Clean Run Seminars** - Individuals who qualify for one of these seminars needs to contact the Training Director. The Training Director will take the matter to the Board. Qualifications are:

1. The instructor or assistant must have taught five (5) classes in the previous year with at least 1 being a Home Manners class or Puppy Soc class (for APDT), or Agility Basics-Contacts or Agility Basics-Contacts or Agility Basics-Jumps (for Clean Run).
2. Each person must give an instructive write up article or give training seminar to instructors or make a presentation to the club. This should be determined before the individual's registration fee is paid.
3. This seminar is in addition to your regular seminar credit.
4. The Club will pay 2 days maximum for Instructors and 1/2 of the 2 day fee for Assistants

5. The Club needs to recognize all savings so all paperwork must be turned in early.
6. All other policies under seminars will apply
7. The Club will pay for a limit of 3 people to attend an APDT or Clean Run seminar. If more than 3 people apply, The fees for 3 people will be divided equally amongst those people for a 2-day seminar..
8. Applicants are responsible to submit the Club's portion, with balance, for registration. (7/99)

E. An instructor or assistant who instructs 8 or more classes during a calendar year will receive a free 1-year club membership effective beginning with classes taught during 2007. Double credits are given for teaching classes on Saturday. (7/06).

F. Instructor Training Meetings: The club will hold four training meetings per year. Anyone wishing to attend may do so. Instructors, apprentices, and assistants who attend four meetings a year may count this as one of their seminar requirements. (7/99)

## **STANDING RULES**

### **I. EQUIPMENT:**

- A. Training equipment is **NOT** to be removed from the building without Board approval. (3/01)
- B. No chain leashes or electronic collars are allowed in classes.
- C. Agility equipment is not to be used except during scheduled activities. However, permission for equipment use may be granted by the Training Director in consultation with the club member's current agility instructor. (7/99)
- D. Only one discount of any type may be given per class.
- E. Wolves and wolf hybrids are not allowed in classes. (7/99)

### **II. VACCINATIONS:**

- A. Puppies are required to have at least two sets of immunizations before coming to class.
- B. Shelter dogs and pups must have lived with their current owner for at least two weeks before coming to class.
- C. Owners of adult dogs must bring written proof from their veterinarian saying that the dog is correctly following their protocols.
- D. Owners of all adult dogs must present a current certificate of rabies vaccination as required by Missouri law. (1/20/05)

### **III. CHILDREN IN CLASSES:**

- A. Individuals 16 years of age or older can enroll in any class by themselves;
- B. Individuals 12-15 years of age must have a parent or approved guardian at each class who will be able to take over if the child cannot be successful. A parent must sign the

Agreement to Hold Harmless Waiver, Assumption of Risk and the Excusal from Participation Statement on the Application for Training form before the class begins. If the child is not training their own dog, two forms will be required: one signed by the child's parent and one signed by the dog's owner. (2/2012);

C. Children under the age of 12 must meet the requirements of #2 and (2/2012) have the permission of the Training Director to enroll in class. (3/2004)

#### **IV. BITCHES IN SEASON:**

A. Bitches in season are not to be brought to the Puppy, Puppy Home Manners, Home Manners, Public Manners, Obedience/Agility Skills, Agility Basics-Contacts, or Agility Basics-Jumps classes.

B. Owners who wish to bring a bitch in season to any other class must obtain permission from the instructor prior to class time. The dog must be clean and wearing a sanitary panty.

#### **V. TRAINING: GENERAL INFORMATION**

##### **A. FEES**

1. The Club offers free classes to full time Assistance Dogs with Board Approval. (1/85)(9/88)
2. Dogs adopted from an approved rescue organization receive a \$10.00 discount with proof of their adoption
3. Eligibility for **membership discount** on classes
  - a. Must have trained through two sets of classes at full price, either as a member or a non-member (if a family membership and two members of the family train two dogs in the same class, this requirement is met) (7/98),
  - b. Must Achieve Active Membership Status. Individuals must have 24 volunteer hours of which 6 hours must be from meetings. (4 meetings at 1.5 hrs. each). Family membership has same requirements but hours may be combined.
  - c. Members must submit hours worked to the Vice President no later than the last day in November. The Vice President will check the hours you have reported against meeting roll sheets and other indicators of times reported (spreadsheets for stewarding, instructor tracking lists for classes taught, etc). The member may, of course, add hours for other activities you undertake for the Club. (11/09)
  - d. Hours do not carry forward from one year to the next year. (11/09)
  - e. The year is defined as January 1st through December 31st. If you know you will be volunteering for a Club event in December, you may pre-report it. (11/09)
  - f. Traveling to and from events is not counted in the hours worked. (11/09)
  - g. Instructors only count hours for the actual time a class meets, not for prep. (11/09)

h. Extenuating circumstances will be handled by the Board for waivers. These waivers should be presented to the Board in writing. (11/09)

i. New members must meet the following criteria to achieve active status for the year joined. (11/09)

April-June - 18 hours of service, attend 3 meetings,

July-September - 12 hrs. of service, attend 2 meetings,

October-December - 6 hrs. of service, attend 1 meeting.

j. Positions exempt from reporting hours: Officers and Board members, Trial/Test chairs/leadership positions, as identified by the Trial Chairperson, for the trial/test. Newsletter Editor/Copier, Home Manners/Obedience Chair, Webmaster, Instructor Schedulers, Phone answering, Equipment Chair, Yard Mowers, Enrollment Secretary and Membership Chair. (11/09).

k. When a person reinstates a membership after 5 years, that person will not be qualified to receive the discount on classes until one round of classes is completed at full price, and active member status has been achieved as listed above. (9/99)

4. Students or instructors taking classes for free must purchase *Social Graces* if they wish to have one.

5. Club Members who enroll for a class and who have not paid for that class and then do not show up for class on the first night of class and have not previously notified the instructor of their absence will be dropped from the roll to allow a paying replacement student to enroll.

6. The fee for all classes (except tracking) taken by active members will be \$15. (08/2014) (2/06) (7/96) (7/98)

7. Drop-ins will only be allowed in the Advanced Novice, Open and Utility classes. Drop-ins must be OK'd by the instructor at least 24 hours in advance. Non-members and members who are not active pay \$15 per session, active members pay \$5. Active instructors and assistants are free. (9/09)

8. Membership discount follows member, not the member's dog. (8/96)

9. One free class per two months of answering the phones for the Club will be given to individuals answering phones.

10. The enrollment secretary will also receive free classes while performing this job for the Club. (4/09)

B. Cancellation of Classes Due to Weather. If the Springfield Public Schools are closed, our classes will also be canceled. Instructors may cancel classes when schools are NOT closed, but it is the Instructor's responsibility to notify students.

C. Aggressive Dog Policy (1/2011)

1. Dog's owner is responsible for any expenses incurred due to that dog biting a person or another dog. (2/97)

## 2. Instructions To Instructors & Club Members

a. Any dog that exhibits behavior such as excessive lunging and barking, snapping, biting or attempting to bite is to be excused from the building. If the incident happens during class, the instructor will either request the owner/handler remain to discuss the incident, or have the Training Director contact the handler to determine options for future classes or activities. An Incident Report will be filled out and put in one of the locked “dog houses” on the counter, file top.

b. Any dog that is reactive in a crate will be crated in an area away from dog/person traffic.

c. Dogs that bark or whine when crated to the extent that people can't hear and other dogs are upset will be kept in the car or held on leash any time the dog would otherwise be crated.

d. Dogs should remain on lead any time they are not involved in specific off-lead training. The exception to this policy will be those times when a small group of dogs are present and all owners are in agreement.

e. Dogs having space issues should wear a bandana to alert other dog owners that this dog needs more space.

## 3. Procedure

a. An Incident Report of behaviors such as excessive lunging and barking, snapping, biting or attempting to bite, will be forwarded to the Training Director. The Training director will request an assessment of the situation from the instructor involved, person involved, and/or witnesses to the incident.

b. Review of the report must be started by five days after the Training Director receives the Incident Report.

c. The Training Director will determine what steps, if any, should be taken. If further steps are deemed necessary, the Training Director will advise the Board so that an “Incident Committee” can be named and convened to research the matter. The Incident Committee will consist of five members. A new Incident Committee will be appointed for each incident that is reported.

d. The Incident Committee will thoroughly research the matter, request any documentation, interview witnesses, and make a recommendation to the Board.

- e. If the Incident Committee recommends excusal of the dog from future SMDTC activities, the only recourse is to follow the Reinstatement Process.
- fi. If a dog bites a person, the Incident Committee will determine if the bite was justified and make any recommendations accordingly.
- g. If the Incident Committee finds that the reason for biting is not acceptable, and/or if the dog has a history of biting, the dog will not be eligible for reinstatement. The club's insurance agent as well as legal counsel have explained that if we allow a known biter to participate in club activities and it bites again, and that bite results in a claim, our insurance will likely be dropped, making it likely that we become uninsurable

#### 4. Reinstatement Process

- a. The owner/handler must send a letter requesting reinstatement to the President for Board consideration.
- b. The letter must state the reason(s) why the dog should be reinstated and what actions have been taken to remedy the problem.
- c. A \$100 non-refundable check or money order payable to SMDTC must accompany the reinstatement request as well as all documentation pertaining to the reinstatement.
- d. The Board will name a "Reinstatement Committee" to thoroughly review the reinstatement request. This committee will be composed of five members including at least two members who served on the Incident Committee. This committee will make recommendations regarding reinstatement to the Board. A new Reinstatement Committee will be appointed for each Reinstatement Request.
- e. Only one reinstatement request per incident will be honored.
- f. The Board's decision, based upon the Reinstatement Committee's recommendation, will be final.

#### D. Class sizes

1. Home Manners classes will have no more than 12 dogs, and agility classes are limited to 8 dogs (3/01).

## II. BUILDING AND EQUIPMENT

A. Published material left at the Building for distribution must first be approved by the Board (1/13/84)

B. Building rental includes only use of obedience jumps (not agility equipment). (5/09)

C. Equipment owned by the Club will only be removed from the buildings for club events. (5/09)

D. The training building will be used for Club activities only. Any other use must be approved by the Board of Directors. With approval of the Board, the building rental fees are as follows:

### **ACTIVE CLUB MEMBERS**

One Room: \$10.00 Per Hour or \$80.00 Per Day (Up to 8 Hours).

Two Rooms: \$15.00 Per Hour or \$120.00 Per Day (Up to 8 Hours).

### **NON-CLUB MEMBERS:**

One Room: \$20.00 Per Hour or \$160.00 Per Day (Up to 8 Hours).

Two Rooms: \$40.00 Per Hour or \$320.00 Per Day (Up to 8 Hours). (5/2008)

E. **4-H** In making SMDTC space and equipment available to 4-H, we have set the following policy:

1. Space for training will be provided free of charge. When the 4-H charges a fee to participants, SMDTC will expect that 4-H will pay for the space. All reservations for space need to be addressed to the Board.
2. 4-H can use the 3 types of obedience jumps. They may also use any of the regular agility jumps except for the new folding ones. Additionally, they have been approved to use the following pieces of equipment: the puppy A frame, tunnels, sway bridge, and swing plank.
3. Dogs must be worked on leash with only one dog and one handler on the floor at a time.
4. Children may not play on any of the equipment.
5. There should always be an active club member present who has been approved to use the agility equipment when 4-H is using the facilities for agility. When not using the agility equipment, they need only have an active club member present.
6. We ask that 4-H encourage a few of their members to volunteer as helpers at either/both agility/obedience trials. (8/09)

G. Effective at the 2010 annual meeting only active members, as defined in this Yearbook, will be issued keys. (7/09)

### III. FINANCIAL MATTERS:

- A. All bills will be itemized, dated, and signed by the Club member incurring the bill and then submitted to the Treasurer on the form provided. All receipts should be attached to the form.
- B. The Treasurer is to be bonded in the amount of \$50,000. The premium is to be paid by the Club.
- C. The President shall be allowed to spend up to \$75.00 for Club equipment, but all purchases need to be approved by the Board. If the Board does not approve the purchase(s), the matter is to be brought before the Membership for consideration. (8-17-84)
- D. The Training Director is authorized to spend up to \$50 on items for the Training Program without prior approval of the Board. Identical procedure as in "C" above is to be followed if the Board does not approve the purchases.
- E. Approval of all events is contingent upon presentation of a budget to the Board for approval. Any cost which exceeds the budget must be resubmitted to the Board for approval. (5-93) This means that each tracking test, trial, agility test, fun match, etc. must have a budget submitted to the Board prior to expending any funds for that event. All expenditures incurred by committees involving special events and trials must be approved by the chair of that committee before the expenditure is made. (8/96)
- F. To purchase equipment costing more than \$300, two written estimates (unless only one written estimate is available) must be submitted to the Board for approval.
- G. Parties renting equipment from the Club must deposit full replacement cost of items to be rented or must provide proof of insurance of full replacement value.
- H. A Tribute Memorial Fund will exist so those donations can be made in the name of a person or a dog. When the amount donated in one person or dog's name totals \$50 arrangements will be made for the Club to purchase a brick with a message of the person's choice for placement in the new building. A notice of the donation shall be posted in the newsletter without mention of the amount of money donated. (8/98)

### IV. BOARD INFORMATION

- A. Written Minutes of Board Meetings and all substantive motions shall be available on the Club's web page under the Member's Only section.

B. Sensitive issues involving individual members may be handled in a closed session of the Board, but no action may be taken before informing the Membership.

C. A safe deposit box will be rented by the Club for important Club documents. Keys will be given to the President and the Treasurer.

D. The club incorporation seal is kept in the Safe Deposit Box.

E. No emails with a negative tone regarding the club or club members will be forwarded to the general membership through the list. All issues of concern should be brought to the appropriate club officer or person in charge. If a satisfactory response is not made, the issue should be brought to the club president directly. (7/09)

F. Duties and General Description of the Board of Directors of the Springfield, Missouri Dog Training Club. Note - Items marked with \* are from the SMDTC *Constitution and Bylaws*.

1. \*The Board shall be comprised of the President, Vice-President, Secretary, Treasurer, and three (3) Directors, all of whom shall be members in good standing, and all of whom shall be elected for a two year term at the Club's Annual Meeting as provided in Article IV of the *Constitution and ByLaws*, and shall serve for not more than two consecutive terms, in any one position, or until their successors are elected. (Article III Section 1)

2. The Board of Directors shall

- a. \*designate hour and place of club meetings (Article 2).
- b. \*call Special Club/ Board meetings (Article II Sections 3-4).
- c \*fill vacancies in the Board of Directors (Article III Section 3).
- d. \*carry out the duties related to Discipline (Article VI).
- e. \*interpret the *Constitution and Bylaws* (Article 10 Section 2).
- f. maintain knowledge of SMDTC activities and possess a personal commitment to its goals.
- g. foster a positive working relationship with other Board members and the club membership.
- h. be aware of and abstain from any conflict of interest.
- i. serve on committees as necessary.

j. \*during the month of October, the Board shall select a Nominating Committee and name the Chairperson of the committee as directed in Article 4 Section 4.

k. prepare for, and participate in, the discussions and the deliberations of the Board and membership meetings.

3. \*Members of the Board of Directors must attend meetings as outlined in Article II Section 3 of the *Constitution*. \*If any Officer or Director misses either three (3) Board Meetings or three (3) General Membership meetings in a club calendar year (March through February), that individual will be removed from the Board, and they will be replaced as specified in the *Bylaws* (03/02).

4. Directors will be assigned specific duties at the beginning of their term based on their abilities and areas of interest that will most benefit the club. (02/10)

#### 5. Officers

a.\*The Club's Officers, consisting of the President, Vice-President, Secretary, and Treasurer, shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings (Article III Section )

b. President - The President shall:

i. \* preside at all meetings of the Club and of the Board and shall have the duties and powers normally appurtenant to the office of the President and in addition to those particularly specified in the *Bylaws*. He/she shall serve as an ex-officio non-voting member of the Board upon the election of a new president, for the first year of the new President's term.

ii. \*appoint committee chairpersons and such members deemed appropriate, subject to prior approval by the Board of Directors, as outlined in Article V of the *Constitution and Bylaws*.

iii. sit as an *ex officio* member of all committees, if desired.

iv. run the Board meetings and the General Membership meeting and

v. \*place members on the agenda of Board meetings at the request of the member.

vi. serve as a signing authority for financial and legal purposes.

vii. represent the club to the community when necessary.

viii. maintain a key to club safe deposit box in addition to the Treasurer.

c. Vice President - The Vice-President shall

i. \*have the powers and exercise the duties of the President in the event of the President's absence, death, or incapacity. This officer will also have responsibilities as assigned in the *Yearbook*.

ii. keep current records on member's volunteer time with the club. This will be used to determine a member that is active and good standing.

iii. schedule programs for membership meetings in alternating months.

iv. serve as a signing authority for financial and legal purposes.

d. Secretary - The Secretary shall:

i. \*keep a record of all meetings and activities of the Club, Board of Directors, and all matters of which a record shall be ordered by the Club. At the termination of service, the secretary shall turn over to the newly elected Secretary all records in this regard. The Secretary shall have charge of all correspondence, notifying members of meetings, and shall handle promptly and efficiently all detail work and correspondence designated by the officers of the Club or the Board of Directors. In addition, the Secretary shall carry out such other duties as are prescribed in the *Constitution and Bylaws* and *Yearbook*.

ii. \*carry out the specific duties related to Discipline (Article VI).

iii. \*call Special Club and Board meetings and notify members of Special Club and Board meetings (Article II).

iv. \*immediately notify the nominating committeemen and alternates of their selection (Article IV section 4b).

- v. prepare minutes of all meetings, submit to President for approval and Webmaster for posting.
- vi. update club information as necessary with AKC and UKC including list of current officers and club members.
- vii. serve as club contact for AKC and UKC to receive incoming mail concerning trials and events.
- vii. circulate sign in sheet at membership meetings and maintain attendance records .
- viii. serve as a signing authority for financial and legal purposes.
- ix. The *Yearbook* shall be compiled and kept current by the Club Secretary. Updates are made as necessary following approval by the membership of changes or additions to the *Yearbook* or *Constitution and Bylaws*. The web master is also given the updates for the web page (3/01).

e. Treasurer - The Treasurer shall:

- i. \*collect and receive all monies due the Club, or belonging to the Club, and shall receipt thereof. The Treasurer shall deposit the same in a bank satisfactory to the Board, in the name of the Club. The books shall, at all times be open to inspection by the Board, and the Treasurer shall report to them at each meeting the condition of the Club's finances, including all balances. At the Annual Meeting of the Club, the Treasurer shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such an amount, as the Board of Directors shall determine.
- ii. serve as the chair of the budget committee.
- iii. prepare, in collaboration with the Budget Committee, an annual budget.
- iv. present the annual budget to the Board for approval.
- v. ensures monthly bank reconciliation.
- vi. maintain balance sheet for assets to include: Checking, savings, and Certificates of Deposits.

vii. maintain safe deposit box and contents, to include corporate seal and 1 key.

viii. pay bills, including the reimbursement of members for SMDTC expenses (Accounts payable).

ix. maintain licenses (Merchants).

x. file business report through Secretary of State.

xi. maintain record of income generated through sales of supplies and payment of state sales tax.

xii. maintains and provides records to tax preparer for preparation and filing.

xiii. assist Trial Chairmen in preparing financial outcome reports.

xiv. act as signing authority on behalf of the board for financial matters.

6. Training Director - Training Director is appointed by the President and is a voting member of the Board.

a. The Training Director serves at the pleasure of the President and of the Board.

b. The Training Director appoints the Training Committee with the concurrence of the Board. The Training Committee is responsible for all aspects of the training program. Notification of Training committee meetings will be posted at least one week before the meeting occurs.

c. The Training Director oversees:

i. class schedule

ii. instructor/assistant scheduling

iii. instructor and assistant apprenticing

iv. curriculum development for agility and obedience

v. Training Committee meetings

## vi. instructor meetings

d. The TD handles situations that come up in classes regarding dog behavior problems, student complaints, and any other issues.

e. Answers questions & makes decisions from/for the phone person or Enrollment Secretary.

f. Makes decisions or approves requests for refunds of class seminar credits.

## **V. NEWSLETTER**

A. Information must be submitted to the Newsletter editors in writing. The deadline is determined by the Newsletter editor.

B. Club members are responsible for submitting their own show results to the Newsletter editor, preferably in writing.

C. Advertising: Brief advertisements by Club members (equipment available, dogs or puppies for sale) will be listed in the Newsletter at no charge. More lengthy advertising by Club Members or any advertising by non-club members will be charged at the rate of \$5 per listing per 1/4 page, \$10 per 1/2 page, \$15 per full page ad.

D. The Editor of the Newsletter will exercise his/her discretion on all articles submitted by members (3/94)

E. No editorials or political statements may be printed in the SMDTC Newsletter.

## **VI. MEETINGS:**

A. General meetings cancelled due to bad weather must be rescheduled within one week from the originally scheduled meeting.

B. As an incentive for attendance to the General meetings, \$5.00 shall be randomly awarded each General meeting to a member attending that meeting who was present at the immediately preceding meeting.

## **VII. SMDTC EVENTS**

A. No vendor may be allowed at a Club Trial when the silent auction is scheduled to take place.

B. No premiums will be mailed to club members unless requested.

C. Available vendor slots for all club events will be filled in the order in which their completed application and payment or gift commitment (as specified by event) are received.

### ***VIII. CHANGES TO THE YEARBOOK***

Changes to the *Yearbook* may be made in the following manner: A motion to change the *Yearbook* must be made at a General Membership meeting. The motion must be published in the Club Newsletter for the following month. Voting on the motion as published can be made at the next membership meeting. The motion must be passed by a two-thirds vote of the members present. (April, 2014). The quorum of such meetings shall be 20 members (3/02) in good standing." (Constitution, Article II, Section 1 (general meeting). (04/2014)

This page last edited by D Strickland 8/28/2014