

NVDTC GUIDELINES AND PROCEDURES
APRIL 2018 – Version 10

SAFETY:

Footwear: Instructors, Assistants and Handlers must wear closed-toed, closed-heeled shoes during training sessions for safety purposes. Tennis shoes are recommended; sandals and clogs are not appropriate for training sessions. This rule needs to be covered during orientation.

Alcohol Use: Alcoholic beverages are not to be consumed on the premises before, during, or after training sessions. If a handler has alcohol on his/ her breath and acts or appears intoxicated, it is the responsibility of the instructor to address the handler and ask him/her to leave the floor. The handler is welcome to observe the remainder of the class. This rule needs to be covered during orientation. If assistants smell alcohol on handlers, they need to report this to the instructor of the class.

BUILDING USAGE

Group Use:

Non-profit use of building is \$40.00 per day. For-profit use of building is \$300.00 a day.

Use by Members:

- ✓ Any NVDTC club member can schedule a time to practice when clubhouse is not in use.
- ✓ One member can invite up to four other members to join in for practice for a total of five members.
- ✓ This program is for “club members” only.
- ✓ There will be no private or group lessons for remuneration.
- ✓ Do not use A-frame or Teeter for practice.
- ✓ Building to be left in clean condition ready for next user.
- ✓ Use must be scheduled with designated club member for rates and key to building.
- ✓ Vouchers can be used.

PRIVATE TRAINING AND USE OF CLUBHOUSE

All club instructors and private/professional trainers who have a current contract with the NVDTC may use the club facility to train their own dogs free of charge. The Instructor or Trainer should communicate with the board to ensure the building is available for their personal use.

Club Instructors are not to conduct *private lessons* on NVDTC premises for personal gain. Club Instructors may assist advanced handlers who are members, help teams prepare for trials or other competition events, evaluate dogs for appropriate placement in NVDTC classes, and help owners work with their dogs on skills helpful in training classes or public settings provided no fee shall be charged for these services.

Professional/Private Trainers may use the club to teach and coach private clients for a fee with the following conditions:

- a) They have written agreements with the NVDTC (as noted on page 8), their company is covered by an insurance policy, and that a copy of their Certificate of Insurance is kept current with the NVDTC.
- b) They communicate with the NVDTC to ensure the building is open for their use.
- c) They provide the NVDTC with a portion of their collected fee. This fee will be negotiated individually between the board and the professional trainer.

BEREAVEMENT AND DEATH

Human family death: \$50.00 to charity of choice of bereaved family. If there is no designee, then donation will go to **Napa Humane**.

Hospitalized member: \$40.00 to flowers or gifts;

Club member death: \$10.00 to flowers or gifts

If not listed above, a card will be sent.

TRAINING CLASSES

Dogs cannot play if a student's dogs are in the building, **excluding Puppy Playtime**.

Students in advanced classes need to fill out a NVDTTC Student Information form so the instructor knows which dogs have prey drive or other issues. Owners are to take 100% responsibility for their dog. Instructors are to communicate with dog owners prior to the start of class.

Dogs in season are not allowed in training classes or in the NVDTTC building.

STANDARD NVDTTC CLASS FEES, DISCOUNTS, and VOUCHER USE:

- ✓ Cost of a six-week session is \$125.00.
- ✓ Only one discount is allowed per class. Discounts are available to members and nonmembers alike.
 - One-time discounts of \$10.00 are available for rescue dogs.
 - Senior (60 and over) and junior (under 18) handlers receive a \$10.00 discount per six-week session.
 - Second class discounts are \$10.00 per six-week session. The discount for the third or subsequent class is \$20.00 per six-week session.
- ✓ Drop-in fees are \$25.00 per class. Drop-ins are only allowed for advanced classes and are at the instructor's discretion.
- ✓ If sessions are shorter in duration, fees will be prorated as follows: Classes will be \$105.00 for five-week session; \$85.00 for four-week session; \$65.00 for three-week session and \$40 for two-week session.
- ✓ Vouchers are limited to \$80.00 for a six-week session; \$70.00 for a five-week session; \$60.00 for four-week session; \$50.00 for three-week session and \$20.00 for two week session.
- ✓ No vouchers are allowed for drop-in classes.
- ✓ Discounts for shorter sessions are also prorated. See office for specifics.

STANDARD NVDTTC CLASS SIZE:

- ✓ Minimum class size is 5 handler/dog teams, maximum class size 12.
- ✓ If there are at least 4 teams, the class may be thirty minutes, but the fee will not be prorated unless previously approved by the board.
- ✓ For classes of 5 - 8 teams, there shall be one assistant.
- ✓ For classes of 8 or more teams, there shall be two assistants.
- ✓ For advanced classes, the need for an assistant is at the instructor's discretion and will reflect the student to assistant ratio noted in this section.
- ✓ In cases where reactive/fearful dogs are participating in Puppy, Adolescent or Good Manners 1 classes, the instructor will use his/her discretion deciding that additional assistants are needed.
- ✓ Mid-way through a session the instructor can either add or release an assistant, with the assistant receiving a voucher for their time. (See Page 4.)

- ✓ Provisional assistants shall not be considered in these ratios since they are in training.)

STANDARD NVDTC CLASS LENGTH:

- ✓ Unless otherwise designated, sessions will be six weeks in duration.
- ✓ Classes are scheduled for one-hour blocks, but last approximately 50 minutes to allow for transition for the subsequent class.
- ✓ For Puppy, Adolescent and Good Manners 1, the first meeting will constitute an orientation. The orientation is mandatory.
- ✓ If a handler cannot come to the orientation, only the instructor of the class can excuse the handler, but paperwork and fees must still be paid prior to the first meeting of the session.
- ✓ Office staff may not excuse any handler from orientation.

NVDTC DROP-IN ONLY CLASSES:

Periodically, classes that are “drop-in” only will be offered, such as puppy playtime and conformation.

With fewer than five people, it is at the instructor’s discretion to proceed with the class or not, provided the class does not result in a financial loss for the club.

In the event, there would be a loss, the instructor may cancel the class, train the class without compensation, or shorten the class to one-half hour, with the drop-in fee remaining the same.

SPECIALTY CLASS LENGTH, FEES and VOUCHER USE:

- ✓ Unless otherwise designated, sessions will be six-weeks in duration.
- ✓ If sessions are shorter in duration, fees will be prorated as follows: Classes will be \$115.00 for five-week session; \$90.00 for four-week session and \$70.00 for 3-week sessions.
- ✓ Classes are scheduled for one-hour blocks, but last approximately 50 minutes to allow for transition for the subsequent class.
- ✓ Drop-in fees are \$27.00 per class. Drop-ins are at the instructor’s discretion.
- ✓ No discounts are allowed for specialty classes.
- ✓ Vouchers are limited to \$50.00 for a six-week class; \$40.00 for a five-week class; \$30.00 for four-week class and \$20.00 for three-week class.
- ✓ No vouchers are allowed for drop-in classes.

CLASS INTEREST LISTS

Specific classes have interest lists. These lists are available in the NVDTC clubhouse office. Interested persons can sign up on an interest list by visiting the office or by calling the office to leave a message to have their name added.

CLASS SIGNUPS

Signups must be from students themselves and all instructors must have students sign up.

Rally, agility, and other advanced classes need pre-signups or they will be cancelled. Class signups must be in the office at all times.

VACCINATION POLICY

All dogs must be inoculated against core diseases (as noted in our materials and on our release forms).

All dogs must be current with their rabies shots, as required by California State Law.

Adult dogs can show **titers** for all vaccinations EXCEPT rabies. **Titers will not be accepted for rabies or DHPP for puppies.**

In the rare case a dog has a **medical condition** that excludes them from keeping their vaccinations current, the pet's vet must provide a letter stating the dog's illness/issues and a copy of the pet's current/annual set of titers. This second piece is to confirm the dog is not a carrier of major diseases.

REFUNDS/CREDITS:

1. A **refund** of class fees may be given in advance of the start of a class session. Once the class session has begun, refund requests must go to the board for approval.
2. Up to and including the third week of a class session, the instructor of the class or the Training Committee Chair may issue credit vouchers. Requests for a credit voucher after the third week of the session go to the board for approval.
3. **After week 2, a full refund or voucher can be provided. Instructors can give voucher directly to client. Refund would be forwarded to Treasurer to complete.**
4. **After week 3, a partial to full refund or voucher can be given with Board approval. Instructor to complete required paperwork and pass all forms (including registration form and student questionnaire) to Training Chair. Consideration is on a case-by-case basis.**

MEMBERSHIP:

Family membership is limited to those who live in the same household.

Cost of dues is reduced to half price from July 1st through September 30th and covers the remainder of the current calendar year. Starting on October 1st, dues will be full price and cover the remainder of the current year as well as the following year.

Junior memberships are available and require an adult signature, parent or legal guardian. The fee for junior membership is \$20/year. Junior members do not have voting rights and cannot hold office.

VOUCHERS:

Club members can earn vouchers to use toward classes. Vouchers can be earned by attending general membership meetings and by participating in events and activities. For each \$35.00 paid family membership, only one adult member in a membership household receives a voucher for attending general meetings.

Below are other opportunities for earning vouchers with associated amounts (subject to change):

Attending General Meeting:	\$10.00 Voucher
Committee Chairperson:	\$40.00 Voucher
Active Committee Member:	\$30.00 Voucher
Office Assistant:	\$40.00 Voucher – 4 to 6 Week Session
Office Assistant:	\$20.00 Voucher – 2 to 3 Week Session
Class Assistant:	\$40.00 Voucher – 4 to 6 Week Session
Class Assistant:	\$20.00 Voucher - 2 to 3 Week Session
Event Volunteer:	\$10.00 Voucher for working up to a four-hour shift on day of event
Board Member:	\$120.00 Voucher for one year of service

In Addition -

1. Vouchers have no expiration date and are transferable.

2. Old vouchers for a full class are grandfathered in at a maximum value of \$125.00. They can only be used for their full value in Standard NVDTTC Classes. These vouchers can be used for Specialty Classes as the maximum rate noted earlier in this document.
3. Juniors under 12 or those over 12 who need supervision do not earn a voucher, however their supervising parent will be eligible for one voucher regardless of the number of supervised children working at events.
4. The President or Accountant is responsible for vouchers.

AKC TRIALS:

Trial Chairpersons for all AKC trials and tests held by NVDTTC are to create a trial binder, hold meetings and keep minutes of all meetings.

SEMINARS:

Present to the Board of Directors the following information for their review and then presentation to membership for approval.

- a. Description of who will be putting on the seminar with background information
- b. A proposed profit/loss statement so the club can make an informed decision as to the cost of the seminar to the club and the possible income it could bring in.
- c. If a committee will need to be formed, and the number of people needed on the committee, unless it only requires one person and the person presenting this proposed seminar is one in the same.
- d. Proposed dates for the seminar, if the exact time is not known yet, the approximate month, year the seminar to be in.

CLUB AWARD QUALIFICATIONS

COMPETITION AWARDS:

NVDTTC gives annual awards to recognize, support and encourage competition activity of members.

Each year active club members can apply for recognition by completing and submitting an award application form.

Minimum requirements for active member award qualification:

1. Attend a minimum of three (3) Club General Meetings in a calendar year.
2. Be a current member in Good Standing with the Napa Valley Dog Training Club (NVDTTC) and American Kennel Club (AKC).
3. Participate in at least one NVDTTC sponsored activity for a minimum of four (4) hours in a calendar year. These include:
 - Helping as a club officer, board member &/or committee chair.
 - Helping at Club Trials, Fun Days &/or Show & Go's.
 - Helping at AOCNC events while representing the NVDTTC.
 - Helping at Canine Good Citizen (CGC) off-site evaluation events.
 - Helping with Club Workshops &/or Seminars.
 - Helping with Publicity &/or Community Outreach (examples: Booth at Walk for Animals; Speaking to other organizations about the NVDTTC, etc.)

ANNUAL SERVICE AWARD:

The NVDTC **Gerry Glantz Memorial** Club Service Award was created to recognize those who have made significant contributions. This award is traditionally presented at the annual membership awards dinner.

Any member is welcome to make a nomination and a member may nominate multiple people each year. Nominations must be given in writing and must include the contributions made by the nominee.

Criteria: Nominee must be a current club member and in good standing, must follow and uphold NVDTC's bylaws and rules, have contributed to the overall well being and growth of the club and represents the club in a professional, positive way.

The selection committee is made up of five past Club Service Award recipients. These individuals will have received this award in the past five years. If a prior recipient is not a club member in good standing then it will revert back until there is at least five club members on the committee. Selection committee members are ineligible for the Club Service Award.

REIMBURSEMENTS:

One representative of the Associated Obedience Clubs of Northern California (AOCNC) will be reimbursed for driving to the AOCNC quarterly meeting. Reimbursement is \$30 per meeting for out of pocket expenses (i.e., gas and bridge toll).

PROFESSIONAL DEVELOPMENT STIPENDS:

For Club Instructors and Assistants

NVDTC encourages and supports professional development for club instructors and assistants to ensure quality instruction and the use of modern techniques in all classes offered by the club. To that end, NVDTC will assist club instructors and assistants with expenses related to conferences, seminars, and/or advanced training, up to \$200.00 for calendar year for club instructors and up to \$100.00 per calendar for assistants.

Process:

In order to receive a professional development stipend, instructors and assistants must make a request to the board in writing via the president. The request must include the following information:

1. Instructor/Assistant Name
2. Conference/Seminar/Training, including description of topic or a copy of the flyer:
3. Date of Activity;
4. Reimbursement Amount;
5. Receipt: and
6. Brief description of how the seminar/conference/training will benefit him/her in relation to dog training for the club

The board will review and discuss the request at a regular meeting and notify the requestor whether or not the stipend has been approved. If approved, the treasurer will make the payment.

If denied, the club president will notify the requestor with a reason for the denial. All documentation will be filed appropriately in the club office.

APPROVAL OF ASSISTANTS:

- ✓ Assistants must be club members and may apply or be recommended to the training committee for consideration.

- ✓ The Training Committee Chair recommends approval of assistants to the board; assistants are recommended based on their dog training experience and interpersonal skills.
- ✓ Once approved by the board, provisional assistants must:
 - Participate in an in-house training session, and
 - Assist under the guidance of a seasoned instructor.
- ✓ The provisional assistant does not receive a voucher for this training session.
- ✓ Once the provisional assistant completes one session, the instructor of the class and other instructors who have observed the assistant report to the Training Committee Chair who makes a recommendation to the Board for approval.

ROLE OF ASSISTANTS:

Assistants perform the following tasks under the direction of the instructor:

1. Show up on time and prepared for the session.
2. Inform instructor of any absence.
3. Arrange for a substitute in the event of absence.
4. Assist with enrollment paperwork, including review of shot records and receipt of payment.
5. Set-up room as prescribed by instructor.
6. Clean training facility after class sessions by replacing equipment and materials, ensuring that dog waste is cleaned up appropriately, and disposing of garbage and/or recyclable materials.
7. Fit and sell equipment.
8. Gather handouts for instructor and distribute upon direction.
9. Assist handlers with skills being taught by instructor.
10. Avoid assuming the role of instructor; refer difficult questions to instructor.
11. Follow instructions of instructor and adhere to the class curriculum.
12. Report any of the following to the instructor:
 - a. Handlers are having difficulty with a behavior;
 - b. Dog is exhibiting aggression;
 - c. Handlers are not following instructions;
 - d. Handlers appear to be under the influence of drugs or alcohol (this behavior needs to be clearly observed).
13. Good Manners 2 assistants and above do not need to serve a provisional session if they are already an approved assistant in the lower level classes.

INSTRUCTORS:

Club Instructors are most commonly club members who teach classes on behalf of the NVDTC. Each has signed an annual contract with the club and is expected to uphold that contract and the club's Code of Conduct.

Club Instructors are expected to teach their assigned NVDTC club training classes in the format recommended by the Training Committee, confirm proper fitting of training equipment, and ensure class paperwork is complete and accurate. This includes having complete client contact information, payment confirmation, proof of vaccinations, a signed liability waiver by all persons working pets on the training floor, and have clients complete a Class Evaluation at the end of **each** session and turn into the Training Committee Chair.

Club Instructors must make sure they have the necessary number of qualified assistants for each class. In addition, Club Instructors will keep in good communication with assistants by ensuring they are aware of the lesson plans, actively participate in the class, use approved training methods, and are updated on any issues or concerns with handlers or pets.

Any Club Instructor who cannot teach a class will find an appropriate instructor, from the NVDTC

Approved Instructor list and notify the Training Committee Chairman. In cases of illness or emergency, the instructor of record may ask the substitute instructor to communicate with the Training Committee Chairman directly.

If for any reason a Club Instructor finds he/she cannot complete a session he/she has contracted to teach, he/she must contact the Training Committee Chairman immediately, giving as much notice as possible so a replacement can be found.

If a Club Instructor has a problem, it should be discussed with the Training Committee Chairman immediately. If the problem is with the Training Committee Chairman, then it should be submitted in writing to the President and the Board of Directors for the Board's consideration.

PROFESSIONAL/PRIVATE TRAINERS:

Professional/Private Trainers wanting to teach NVDTC club training classes must complete and submit an application, which can be obtained from the Training Committee Chairman. Attaching a resume and letters of recommendation are welcome. This information will be presented to the Board for review and follow-up will be by the Training Committee Chairman or President. Once approved and contracts completed, new instructors will team teach with seasoned club instructors prior to taking a lead role in club training classes, and are encouraged to participate in the in-house training provided to assistants. These individuals will be acting in the best interest of the NVDTC, follow club rules and expectations of all Club Instructors.

Professional/Private Trainers wishing to use the NVDTC building to teach private classes and/or coaching sessions via their own business must submit their interest in writing to the Training Committee Chairman and/or President. They must have: Business Name, Phone / Fax, Email, and Liability Insurance. This information will be presented to the Board for review and follow-up will be by the Chairman or President. Once approved and the building use fee negotiated, written agreements will be completed and a copy of the business liability insurance provided by the Trainer. In addition, the Professional / Private Trainer will be expected to communicate regularly with the Board of Directors and/or Training Committee Chairman, uphold NVDTC club rules and use club materials safely.

INSTRUCTOR DESCRIPTIONS AND FEE SCHEDULE:

Level One – Entry Level Instructor

Requirements:

1. Experienced in assisting classes; a minimum of six (6) sessions with the NVDTC under at least two different instructors, or equivalent at another training facility with recommendations
2. Has trained own dog(s) to an advanced level
3. Ability to communicate effectively
4. Willing to handle different kinds of dog behaviors and adverse situations calmly and confidently
5. Embraces the training philosophies of the club
6. Develops, maintains, and presents class curriculum on a consistent basis
7. Continually educates self with the most current training techniques by attending seminars or advanced training
8. Maintains good communication with Board of Directors and Training Committee Chair

Pay Rate: \$20.00 per class hour

Level Two – Intermediate Instructors

Requirements:

1. Completed Entry-Level Instructor's Tenure

2. Experienced in training classes; a minimum of twelve (12) sessions with the NVDTC or equivalent at another training facility with recommendations
3. Promotes the training philosophies of the club
4. Enhances the training program through individual skills
5. Has had competition experience in area of training expertise

Pay Rate: \$24.00 per class hour

Level Three – Advanced Instructors

Requirements:

1. Completed Level Two Instructor's Tenure, plus an additional twelve (12) sessions or equivalent experience
2. Demonstrates superior training skills with own dog(s), as well as working with students to resolve problems
3. Ability to work on own to develop new and exciting training classes; continually has positive feedback from class participants
4. Exemplifies the training philosophies of the club
5. Mastered the skills to provide advanced or in-depth training classes for individuals who want to train in specialty areas

Pay Rate: \$28.00 per class hour

Level Four – Master Instructors

Requirements:

1. Completed Level Three Instructor's Tenure, plus an additional twelve (12) sessions or equivalent experience
2. Demonstrates superior training skills with own dog(s), as well as working with students to resolve problems
3. Ability to work on own to develop new and exciting training classes; continually has positive feedback from class participants
4. Exemplifies the training philosophies of the club
5. Mastered the skills to provide advanced or in-depth training classes for individuals who want to train in specialty areas

Pay Rate: \$32.00 per class hour

Retroactive Pay Increases:

There is no retroactive or carrying over for pay increases.