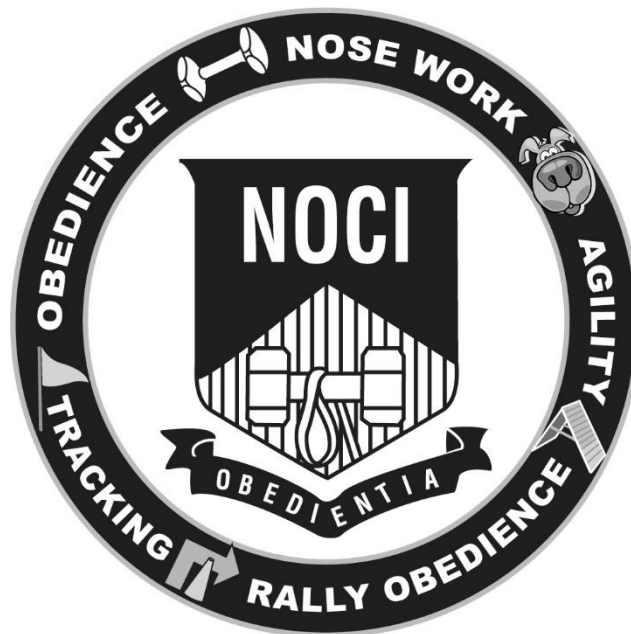


Northwest Dog Training Club, Inc.

("NOCI", "Northwest Obedience Club Inc.")

Guidelines and Rules



Revised: September 2014

Prior Version: November 2007

ABOUT DOG TRAINING

The purpose of training your dog is most importantly to have a well-behaved member of the family and a good companion that will fit into almost any place or situation. Basic obedience training is the foundation for your relationship with your dog. It is the process of training your dog to respond to your commands for basic good manners such as sit, down, stay, come, etc. The exercises taught in class are designed to enable you to control your dog with the various commands. Obedience training will not change the basic temperament of your dog, though it may help you modify certain behaviors.

At Northwest Dog Training Club Inc. (also known as Northwest Obedience Club Inc. or NOCI) we teach you how to understand and train your dog. Our goals for you as the handler are to help you and your dog work together in order for your dog to be a well-behaved member of your family and your community. Our method of training is based on positive reinforcement.

Training your dog is a commitment on your part, requiring regular time devoted daily and weekly to build your dog's understanding. It should always be done taking a positive approach. You should employ enthusiasm and the element of fun, so that your dog enjoys the interaction and gets rewarded for the desired positive behaviors, and not rewarded for undesirable behaviors. The reward for you is pride in the accomplishments you and your dog achieve together.

We also encourage you to participate in the many dog related competitive events such as rally, obedience, nose-work, tracking, and agility. These activities offer friendly competition, further your enjoyment of your dog, strengthen your partnership, and demonstrate your achievements as a team through earning titles.

TRAINING REMINDERS

- ❖ Make it fun – you and your dog will both enjoy the process so much more!
- ❖ Set aside small, regular amounts of training time – you will accomplish much more this way!
- ❖ Consistency - the key to establishing clear expectations for your dog!
- ❖ Control your temper and use your head - or you may win a few battles, but lose the war.
- ❖ No matter how hard you work, at some time during the course of your training you will become discouraged and it will appear utterly hopeless – go back to something positive, celebrate, and proceed from there.
- ❖ A positive approach will get you farther, faster!

ENJOY THE JOURNEY TOWARDS A TRUE PARTNERSHIP WITH YOUR DOG!

NORTHWEST DOG TRAINING CLUB, INC

OPERATING GUIDELINES

(Revised April 2014 from prior of November 2007)

The Rules, Constitution and By-Laws of the Northwest Dog Training Club, Inc. (“NOCI” or “Club”), must be observed and adhered to by all members and guests of NOCI while in the Training Hall or at any NOCI sponsored event.

These rules have been approved by the Board of NOCI, and any questions should be directed to a Board Member. Disregard for any club rules may result in your removal from the Training Hall or NOCI sponsored event by a Director of Training, Training Hall Secretary, Instructor, or Board Member.

Should you note any violation of these rules, at the Training Hall or NOCI sponsored event, please notify a Board Member for appropriate action.

NOCI RULES

Training Classes

- 1) First time participants must complete an NOCI Training Application form, which is obtained at the Training Hall. The application along with the class fee must be submitted prior to the first night of class to the appropriate Director of Training (“DTO” for Obedience and Rally, “DTA” for Agility) or for Nosework, the Training Coordinator (“NTC”).
- 2) No person under 14 years of age shall train without permission from the DTO/DTA/NTC and the Instructor of the class.
- 3) NO dog less than six (6) months old shall be enrolled in any class other than puppy class without permission from the DTO/DTA/NTC.
- 4) Guest training privileges shall be limited to two (2) times per session and require prior approval from DTO/DTA/NTC and/or Instructor. A guest training fee for each class is due prior to the start of class. Guest training is not allowed in the puppy or beginner classes.
- 5) All returning members, non-members and guests wishing to participate in a class must sign up prior to the first night of a class session.
- 6) Classes will be filled on a “first come” basis unless stated otherwise. After the first night of a class session, no other dogs will be allowed to participate in a class unless approved by a Director of Training and/or Instructor. Notification of any additions to classes must be given to the Training Hall Secretary.
- 7) There is no limit to the number of dogs a member can train within their membership, as long as all dogs being trained by a member are owned/co-owned by that member. Dogs that are owned by person(s) other than a member and are being trained by a member for his/her profit will not be eligible for training at NOCI, unless approval has been granted by the Board.

- 8) Members with multiple dogs cannot register more than one dog or alternate dogs in the same class on the same night, unless this has been approved by the appropriate Director of Training and Instructor.
- 9) Training fees are fixed by the NOCI Board and approved by the General Membership. **NO REFUNDS ARE GIVEN** after the first night of class. Any exceptions must be approved by the NOCI Board, which meets once each month.

Health of Dogs

- 1) Only dogs in good health are allowed in the Training Hall. A person whose dog is not in good health will be asked to remove the dog from the Training Hall.
- 2) All dogs must have been vaccinated for rabies and any other disease that is required by law. Yearly exams, including tests for internal parasites, and heartworm are recommended.
- 3) A YEARLY HEALTH STATEMENT (INCLUDING RABIES TAG/CERTIFICATE NUMBER) SIGNED BY THE OWNER ACKNOWLEDGING SHOT UPDATES IS REQUIRED. The Health Statement will be provided at the time of annual Membership Renewal, and submitted to the Treasurer along with a check for Membership Dues.

Allowed Dogs and Control of Dogs

- 1) Only dogs entered in an NOCI training class, entered in a guest training capacity, entered in an NOCI Fun Match, or belonging to an NOCI member will be allowed in the NOCI Training Hall unless approved by the DTO/DTA/NTC or authorized individual.
- 2) **Bitches in season are not allowed in the Training Hall.**
- 3) NO ONE is allowed to excessively discipline or abuse any dog in any manner. This applies either at the Training Hall or at any NOCI sponsored event. Any handler in violation of this rule may be expelled from the grounds immediately. Such handler's action may result in an NOCI Board Hearing with intent of expulsion from the Club.
- 4) IT IS YOUR RESPONSIBILITY TO KEEP YOUR DOG UNDER CONTROL AT ALL TIMES! All dogs must be restrained from barking, whining, growling, or snapping at other dogs or people FOR ANY REASON. If you need help or instruction in correcting these actions, please ask your instructor or the DTO/DTA/NTC. Dogs that bite, attack, or appear to be threatening to other handlers and/or their dogs will not be allowed to remain in the Training Hall or at any NOCI sponsored event until the problem is resolved and DTO/DTA/NTC approval is granted.
- 5) No dog is to be off-leash in the Training Hall unless working in a training area on "off-leash" exercises under a handler's control.

Allowed Training Equipment

- 1) Collar and leash options are listed below. NOCI maintains an inventory of these and other training aids:
 - a) Flat buckle collar – puppy or beginner class.

- b) Choke collar.
- c) Pinch Collars – may be allowed at the discretion of the instructors or DTO/DTA/NTC. The handler must be shown how to properly use a pinch collar. If a dog is brought to class on a pinch collar the handler must also have a buckle or slip collar with them. They will be asked to use one of the other collars if the Instructor feels that the pinch collar is not being used properly.
- d) Leashes – up to 6’ leather leashes are recommended. Longer leashes or flex leashes are used at the Instructor’s discretion.

2) SHOCK COLLAR TRAINING METHODS ARE **NOT** USED BY NOCI. THEREFORE NO SHOCK COLLARS ARE ALLOWED IN THE TRAINING HALL.

Training Hall Conduct

- 1) OBSERVERS / SPECTATORS shall remain in the gallery area. Children brought to watch classes must be under control at all times. We do NOT provide baby-sitting services and cannot be held responsible for the safety of your children. It is up to the instructor and/or the authorized individual to determine if a child is disruptive. If a child is deemed disruptive, it is up to the parent or guardian of such child to correct the situation or remove the child from the Training Hall.
- 2) YOU MUST PICK UP AFTER YOUR OWN DOG, in accordance with City ordinances and our current lease. Anyone caught violating this rule may be asked to leave.
 - a) A receptacle with plastic bags is provided along with “pooper scoopers” for your convenience. Make use of them.
 - b) When dogs are exercised outside the Training Hall, they should be walked on leash to the **designated exercise area**. DO NOT EXERCISE YOUR DOG at doorway entrances, on sidewalks, automobile tires, the parking lot, the lawn area across the street, or any area in front of businesses or homes.
 - c) For “accidents” in the Training Hall, the handler must clean up after his or her own dog promptly and thoroughly. Clean up material (paper towels, disinfectant, plastic bags) are provided. Solid waste should be placed in a plastic bag and removed from the Training Hall after class by the owner.
- 3) THERE IS NO SMOKING IN THE TRAINING HALL!
- 4) INSTRUCTORS FOR NOCI are donating their time to teach classes. They are special people who have been asked to teach because of their willingness and experience. Should you, as a student, experience any problems with an instructor, you should contact the appropriate DTO/DTA/NTC.
- 5) CRATES in the Training Hall have been donated by members, to be used first by the instructors, then by members with multiple dogs in training. Please respect the instructor’s crate time.
 - a) Dogs placed in crates are not to be left for more than the time allotted for the completion of instructor’s or member’s class.
 - b) Any dogs in crates that are barking or whining and not responding to corrections, must be removed from the crate and the Training Hall by the owner.
- 6) TRAINING HALL DAYS AND TIMES may vary according to the schedule determined by the DTO/DTA/NTC. At all times there will be an Officer, Board Member, Director of Training, Training

Hall Secretary, Instructor or other authorized member available to answer questions and/or supervise training.

MEMBER AND HANDLER/DOG RECOGNITIONS

NOCI utilizes several types of awards to recognize its Members and their dogs for titles achieved in competition. The purpose is to publicly acknowledge and promote NOCI's strong foundation training classes as well as the dedication of its Members and their dogs in training for performance events.

TO BE ELIGIBLE for awards, you must meet these requirements as a Member in good standing:

1. Current year dues paid.
2. One (1) general membership meeting attended in the last twelve (12) months.
3. Two (2) SERVICES to the Club in the last twelve (12) months (e.g. instructing classes, stewarding fun matches or trials, participating in committees, performing maintenance, etc.)
4. Actively but not exclusively trained at NOCI with a particular dog in order for that dog to be eligible.
5. Score reports for each title earned must be submitted to the Awards Chairperson by December 28 of the same calendar year.
6. Dogs must be handled by the Member or his/her immediate family (household). Immediate family includes: mother, father, sister, brother, husband, wife, son and/or daughter, including stepfamily and guardianship relationships, and persons sharing living quarters. Immediate family living in a separate household are not eligible.

NOCI Annual Awards Program

These annual awards are for various titles earned by each Member/dog team during the award year that runs from January 1 to December 31. The award is presently in the form of a wood plaque with a large brass plate with the name of the Member/dog team and with separate brass plates added each year for new titles earned. The plaques are presented at the Annual Awards Banquet (usually held in March). Titles recognized are those awarded by AKC, UKC and various other organizations as determined by the NOCI Board. For more details, see the information posted in the Training Hall and in the Club newsletter.

Walls of Fame – Obedience, Rally, Agility, etc.

When eligibility is met, a framed picture of your dog will be placed on the appropriate Wall of Fame (Obedience, Rally, Agility, etc.) and include a brass plate listing handler/dog names and title(s) earned. Both the frame and plate will be supplied by NOCI. You must supply the photograph of your dog. For more details, see the posted information in the Training Hall and in the Club newsletter.

Agility Recognition of Merit

When eligibility is met, a picture of your dog will be included in a group frame in a designated area adjacent to the Agility Wall of Fame and include a label listing handler/dog names and title(s) earned. Group frame and label will be supplied by NOCI. You must supply the photograph of your dog. For more details, see the posted information in the Training Hall and in the Club newsletter.

FINANCIAL GUIDELINES

The Treasury of Northwest Dog Training Club, Inc. consists of the following accounts:

- General Operating Fund (checking account)
- Emergency Capital Funds/Savings Certificates

The following expenses are considered “fixed” and shall not need the approval of the general membership.

- Rent and Utilities (e.g. Phone Expense, Electricity, etc.)
- Training Equipment (leashes collars, dumbbells, etc.) – need Board approval
- Cleaning Person (salary & expenses)
- Cleaning Supplies (include insecticides, etc.)
- Storage Fees (trial equipment)

The following expenses are also considered “fixed” and shall not need the approval of the general membership, but budgets will be set and approved on a yearly basis by the Board of Directors. Any spending more than 10% above the approved budget amount requires pre-approval by the Board.

- Expense related to the holding of Trials and Tracking Events
 - Printing Costs (premium list, catalog, judges’ sheets & books)
 - Postage (premium list, acknowledgments, judges’ letters, etc.)
 - Site rental
 - Judges’ Fees (including expenses)
 - Veterinarian Fee (if applicable)
- *Trophies, Ribbons, and Cash awards
- *Lunches and dinners (if applicable) for Judges, Committee heads and Stewards and/or Tracklayers
- *Breakfast hospitality
(* amounts to be determined and approved by the Trial Committee)
- Annual Awards Banquet
- Annual Awards (cost of plaques and/or other awards)
- Public Education Committee and Outreach Programs
- Sending greeting cards
- Hospitality
- Club newsletter expenses
- Membership Committee

The following expenses are “controllable” and shall be voted on by the general members should the cost exceed \$3,000.

- Training Hall Equipment (jumps, mats, etc.)
- Show Equipment (jumps, mats, tables, chairs, etc.)
- Furniture
- Office Supplies

Unauthorized or excessive spending by any Member, elected Officer, Director, or appointed position will be justifiable cause for termination from such position of responsibility.

VOLUNTEER JOBS

NOCI is an all-volunteer organization. Our success as a club and in fulfilling the goals of our Members through responsible dog ownership and enjoyment in canine activities relies on the active participation of our Members. Volunteering is rewarding and fosters wonderful camaraderie with your fellow Members.

Some positions are elected or appointed, such as the Board which is comprised of ten in total: seven elected positions (four officers: President, Vice President, Secretary, Treasurer, plus three Directors) and three appointed positions (Director of Training, Director of Agility Training, Training Hall Secretary).

Some positions are purely voluntary. All positions receive either doggie dollars or service credits for the volunteer. Chairpersons and Coordinators, etc. may recruit assistants as they deem necessary.

Below is a partial listing of some volunteer positions with brief descriptions. For more details, see information posted in the Training Hall and/or posted in the Club newsletter.

PLEASE CONSIDER VOLUNTEERING – ALL ARE WELCOME – NO EXPERIENCE REQUIRED!

- 1) Membership Chairperson – Handles all aspects of becoming a Member, maintaining the Membership roster, issuing annual dues invoices, and collecting annual dues.
- 2) Club Newsletter Editor – Solicits articles, edits and publishes newsletter six times per year.
- 3) Webmaster – Includes handling technical aspects and maintenance of Club website, Facebook page and other social media, and all content.
- 4) Art Director – Responsible for Club logo and other art and design projects.
- 5) Awards Chairperson – Responsible for recording all title score sheets, and coordinating annual awards plaques and plates.
- 6) Annual Awards Banquet Coordinator(s) – Select the site and budget, post announcement and collect payments, arrange agenda and have printed. Recruit assistants.
- 7) Trial Chairperson(s) – Typically several persons, depending number/type of trials to be held (e.g. Obedience, Rally, Agility, etc.). Full responsibility for coordinating all aspects of trial, including but not limited to recruiting assistants to handle various roles (e.g. Trial Secretary, Chief Ring Steward, Hospitality, Volunteer Coordinator, etc.)
- 8) Bylaws, Guidelines and Rules Committee Chairperson – Needed every five years. Recruit two other persons, including one Director or Officer. Coordinate the review of documents and update as needed. Present updates to Board for approval before presenting updated Bylaws to Members for approval. Publish approved documents to Members.
- 9) Dog Exercise Area Coordinators – Two, one overseeing the daytime and one overseeing the evening. Each may recruit assistants in order to monitor area, replenish poop bags, and change out the full trash bag.

- 10) Floor Maintenance Coordinator – Would recruit crew, establish floor cleaning schedule, designate and train person to run floor cleaning machine.
- 11) Service Credit Coordinator – Track and award service credits for hourly or ad hoc volunteer assignments.
- 12) Doggie Dollar Coordinator – Track and award doggie dollars for key volunteer positions as determined by the Board.
- 13) Fun Match Coordinator(s) – Number depends on Member interest in various types of matches and on Training Hall availability. Typically for Obedience, but may also have Rally, Agility, or other types. Would recruit assistants and worker volunteers, set schedule, oversee setup and safety, etc.
- 14) Wall of Fame Coordinator(s) – Currently two, one for Rally/Obedience and one for Agility. Coordinate posting of requirements, processing of forms, ordering frames and plates, and hanging.
- 15) Nosework Training Coordinator – Would arrange all nosework classes, instructors, protocols, etc.

NORTHWEST DOG TRAINING CLUB, INC

April 2014

Interested In Becoming a Member?

- A. Requirements for submitting an application for membership:
 1. You must have paid for and completed two (2) training class sessions with a minimum attendance rate of 80% of each class session within the past 12 months.
 2. You must have attended a full General Business Meeting as documented by a meeting attendance sign-in sheet, past or present, within the past 12 months.
 3. You must own a dog.
 4. You may not be under disciplinary action or in suspended or expelled status from any dog related organizations.

- B. Your application for membership will be reviewed by the Board of Directors prior to being voted on by the membership of NOCI at the next General Business Meeting following the completion of the above requirements. (Meetings are held in February, April, June, August, and October.)

- C. You must receive a majority vote at a General Business Meeting to be accepted as a Member.

- D. Upon being voted in as a Member, you will receive a Welcome letter, along with your statement of prorated dues fee, either at that same meeting or within 10 days after being voted in. The membership year for NOCI runs April 1 – March 31. A Membership packet is mailed to new Members after receipt of dues.

As a Member, you are welcome and encouraged to:

- Attend General Business Meetings
- Attend Training Class Sessions
- Volunteer on Committees, at Events or general club operations
- Attend NOCI Functions

For further information regarding NOCI and its activities/events, please refer to the NOCI website (www.northwestobedienceclub.org) and/or the Club newsletter.