

PORTSMOUTH CHESAPEAKE OBEDIENCE TRAINING CLUB

STANDARD GUIDELINES

These Guidelines supersede any previous copies. Date of Revision is: September 18, 2017

- 1) Amendments or changes to these Standard Guidelines may be proposed by the board of directors or by petition addressed to the Recording Secretary being submitted in writing and read at a regular Club or Board meeting and notice of the proposed amendments subsequently being mailed to all club members by the Corresponding Secretary and acted upon at the next regular Club meeting. A 2/3 vote of the members present and voting is necessary for its adoption.
- 2) The Club's colors are green and gold and shall be used whenever possible for all printing and decorative purposes.
- 3) Membership Fees are \$20.00 per calendar year.
- 4) Basic Classes – The basic class shall be for an eight (8) week period. The basic class fee will be \$75.00. Dogs and/or puppies adopted from local humane agencies or a rescue agency shall pay a basic fee of \$60.00, with appropriate proof of adoption.
 - a) Members in good standing who have previously trained in basic class may participate in basic classes and graduation at no additional charge.
 - b) Dog owners shall provide a current rabies certificate and proof of current vaccinations appropriate for the dog's age before training in a class. Advanced dogs must provide current copy of rabies certificate and vaccinations at all times.
 - c) All dogs must be evaluated by the advance instructor or training director before being admitted to the advanced class.

- d) All dogs that have successfully passed the Canine Good Citizen Test sponsored by the American Kennel club will be considered to have passed the basic class.
- 5) Advanced Training ~ advanced training will be supervised by the training director/instructor/Board member and will be subject to all the rules of fair play and good sportsmanship. Training sessions will be designated as formal and informal. The training director or someone selected by him (advance instructor) will lead the formal training. The informal training shall be done on an individual basis under the supervision of the training director/advance instructor to insure equitable use of the training equipment.
- 6) Advanced Training Fees
- a) Training Fee –The annual advanced training fee shall be \$30.00 per year for each member. The training fee for any member in good standing who has trained and received a Utility Title on a dog is waived. Advanced training fee for any junior member (between 12 and 18 years old) will be \$10 per year. Fees are due on or before January 1st .
- b) Members and non-members who have not paid the yearly training fee may train at a cost of \$5.00 per session provided that a current rabies certificate and proof of vaccinations have been provided.
- 7) The Club will have a training director, who is appointed by the President. The training director will be appointed for a one (1) year term, subject to final authority of the Board. The training director will have the duties and powers normally appurtenant to the position of director of training. The training director shall keep him/herself informed of the latest approved training methods and rules. The training director will observe basic classes and may assist if trainer or dogs need help for correct obedience training.

- 8) Training Instructors and Assistants – The training instructors who volunteer, will be scheduled by the training director/Board of Directors for the eight (8) week basic classes and will be expected to follow the methods and schedule as approved by the training director/Board of Directors. Assistant instructors who volunteer, will be scheduled by the training director/Board of Directors and will assist the training instructors as required.
- a) The Club will reimburse members for 1/2 the cost of any training seminar/clinic, not to exceed \$100.00 annually, attended on approval of the Board.
 - b) Anyone attending a training seminar/clinic with club assistance will be required to instruct or assist in one (1) eight week class.
 - c) All instructors will be members in good standing of PCOTC.
 - d) The club will reimburse each member who is eligible to become a CGC evaluator 1/2 of the fee, up to \$45, for the cost of obtaining AKC certification as CGC evaluator. Any member claiming reimbursement must agree to provide evaluation services to the club for two (2) years.
- 9) Annual Banquet/Christmas Party – Any member in good standing whose dues are paid/Honorary Member/Lifetime Member will be eligible to attend the Club's annual banquet/Christmas Party. In the case of a catered dinner, member/Honorary Member/Lifetime Member will be charged for this dinner at the determined rate minus \$10.00. Guests will pay full amount. Annual Christmas Party may be held in lieu of Annual Banquet.

10) Annual Awards

- a) Plaques will be awarded to all Club members whose dogs have earned, during that year and while the owner was a member in good standing of PCOTC, any recognized performance title (obedience, agility, hunting, tracking, herding) granted by AKC or UKC or as approved by the Board of Directors of the Club. Conformation awards will be made only if the dog has also earned a performance title from the AKC or UKC.
- b) A dog must be owned by a Club member and the dog must have been actively trained in the Club's training programs to receive a plaque. The Board reserves the right to define "actively trained" based on attendance and Club participation.
- c) The Club will pay for the standard plaque (6" pressed wood plaque with shield and medallion) plus engraving of the Club name, title, year, and dog's call name. The registered name can also be engraved at the owner's expense.

11) Hospitality

The chairman of the hospitality committee shall send cards or notes in the Club's name for the purpose of sympathy or congratulations. Flowers shall be sent to hospitalized members once per calendar year. On subsequent admissions to the hospital, the Club member will be sent a card. Out-of-town members will receive a card instead of flowers. Recognition may be sent in situations deemed appropriate for club relations by a majority vote of the members of the board.

- 12) Anyone bringing children into the Club training area or meeting must keep them under control at all times (no running, playing, etc.). Anyone who doesn't abide by this rule will be asked to leave.

- 13) All dogs must be on leash or in crates unless being trained. No dog shall be tied and left unattended. Barking dogs shall be silenced.
- 14) The Club will not accept orders for articles, merchandise, trophy pledges or place ads unless funds accompany the order or are paid for by a prearranged date or deadline.
- 15) PCOTC will make an annual donation in an amount, to be determined by the Board, to non-profit organizations that benefit the welfare of canines. The Board will approve the organizations and amounts annually.
- 16) No training shall be conducted during the time a membership meeting is being held.
- 17) Any club expenditure not authorized by the approved annual budget will have to be approved by the Board or general membership.
- 18) When a member dies, a standing wreath of green and gold will be sent. If requested by the family, a donation will be given instead.
- 19) Smoking will not be allowed during any membership meetings, Board meetings, training sessions, or any Club activities held indoors.
- 20) The Board will hold their regular meetings on the third Monday of the months set forth in the bylaws.
- 21) A newsletter shall be published monthly titled "The Pup". The Board shall appoint the editor. The editor shall be appointed for a one (1) year term. The editor shall be responsible for the contents of the newsletter, ensuring that it conforms to acceptable standards, and he shall reserve the right to refer questionable input to the Board for approval. "The Pup" will be distributed by email to the club membership during the first week of each month. The editor will be reimbursed for expenses related to the publishing and distribution of the newsletter.

22) All club notices may be sent either via the US Postal Service or e-mail in accordance with current AKC policy.