

# WI-IL Agility Group (WAG) Policies and Procedures

## Table of Contents

Overview.....	3
Definitions and Intention.....	3
Membership .....	4
Overview.....	4
Memberships.....	4
Privileges.....	4
WAG Member Cards and WAG Instructor Cards.....	5
Responsibility.....	5
Membership Resignation.....	6
Membership Reinstatement.....	6
Voting.....	7
Crating Policies .....	7
General Operating Procedures .....	8
Treatment of Animals .....	8
Dog Behavior .....	8
Aggressive Behavior.....	9
Definition of Aggressive Behavior .....	9
Aggression Policy .....	9
Penalties .....	10
Building and Grounds .....	10
Children (under 18).....	11
Agility Equipment Usage and Care .....	11
NSF Checks.....	11
Refunds.....	12
Reimbursement for Expenditures .....	12
Parties .....	13
Ring Rental.....	13
Ring Watcher Qualification.....	14
Ring Watcher Compensation.....	15
Ring Watcher Instructions .....	15
Records .....	16

Training Classes .....	16
Instructors.....	17
Instructors Compensation .....	17
Class Session .....	17
Class Drop-In Policy .....	18
Non-Session Classes.....	19
Discipline and Expulsion .....	20
Discipline.....	20
Expulsion.....	20
Reinstatement .....	20
Newsletter .....	21
Wag'N Tales .....	21
Roles of Officers and Committee Chairs.....	22

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**Overview**

This document establishes the policies and procedures for the WI-IL Agility Group, Inc., henceforth, referred to as WAG. A separate document contains the club By-Laws. The Policies and Procedures were initially approved unanimously by the WAG board on July 28, 1999. These Policies and Procedures were last changed on April 11, 2015 (the most recent changes are highlighted in blue). The Policies and Procedures may be changed by a majority of the board of directors (BoD) and need not require a vote of the entire membership. If the BoD feels that a vote by the entire membership is necessary to change a policy, a Board member may put the issue before the membership.

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## Definitions and Intention

<b>AKC</b>	American Kennel Club
<b>BoD</b>	Board of Directors
<b>Banishment</b>	See Expulsion
<b>Class Session</b>	A series of one-hour classes which may vary from 6 to 8 weeks.
<b>CPE</b>	Canine Performance Events
<b>Expulsion</b>	The expulsion of a member from the Club. Non-member, and/or expelled member, that loses all rights to enter the building or the grounds.
<b>Function</b>	Any type of activity held for the benefit of the club; examples are: trials, meetings, matches, clean-up crews, building maintenance, monitoring of ring rental, etc.
<b>Household Membership</b>	Household membership consists of 2 or more persons occupying the same residence.
<b>Member</b>	Individual(s) who pay annual dues and are in good standing.
<b>Member not in good standing</b>	A member that has not maintained their yearly dues and/or fulfilled their work hour requirements. A member not in good standing is not eligible for membership privileges and may not renew their membership until these issues have been resolved.
<b>Premises</b>	The Building, grounds, and parking lot owned or rented by WAG for the purposes of holding training classes, a match, trial or other event.
<b>Standing Chair</b>	Person acting as head of a committee. This is a voluntary position. It is not an elected position; therefore, a vote is not needed for a person to chair a committee. However, the BoD should be notified when one of these positions becomes available and have the opportunity to approve the new chair.
<b>TDAA</b>	Teacup Dog Agility Association
<b>UKC</b>	United Kennel Club
<b>UKI</b>	UK Agility International
<b>WAG</b>	WI-IL Agility Group, Inc.
<b>Work Requirement</b>	Participate in some club activity, and/or work at some club function, or maintenance of building, ground, and equipment for work hour credits.

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**Intention**

WI-IL Agility Group, Inc. was formed to further the sport of agility in the Southeast Wisconsin and Northeast Illinois area. It is the specific intention of WAG to hold classes and trials in order to support agility as defined by the United Kennel Club, the American Kennel Club, Canine Performance Events, and Teacup Dog Agility Association. WAG recognizes other agility organizations such as NADAC, USDAA, and UKI. Fun Matches may be held in the manner of UKC, AKC, CPE, TDAA or other agility organizations. Agility equipment will meet UKC, AKC, and CPE specifications. Training classes will be geared to AKC and CPE agility. Trials sponsored by WAG will be under UKC, AKC, CPE, or TDAA regulations.

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## Membership

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**Overview**

WAG is a working club. It will succeed only if all members pitch in and help to run the organization. WAG makes its money from training classes and trials. It is not necessary for a member of WAG to attend the training classes or trials.

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**Memberships**

A person may apply for one of the following types of membership:

- Individual (\$25 dues) – Single individual membership
  - Household (\$35 dues) – Family or persons living in a single residence
  - Associate (\$10 dues) – When an individual in good standing decides not to renew as an Individual or Household membership, they may renew as an Associate. They must have been a club member for a minimum of a year and change to Associate the following renewal. Associate membership entitles the individual to remain on the e-mail list, receive the newsletter, access the members-only web page, and earn worker hours. No worker hour requirements or other membership privileges apply.
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**Privileges**

Being a member of WAG has certain privileges:

- Training classes will be opened to the membership at least 1 week prior to being opened to the general public. *Note: registration priority is based on the membership status of the person who will be handling the dog in the class.*
- Members will be given a percentage off the price of training classes and/or ring rental.
- Voting in the general membership meetings, or serving as a Board member or Committee Chair, to guide the direction of the club.
- Members, who use the building regularly for training, may keep a crate(s) in the building for their convenience. (*See crating policies at the end of the Membership section*).
- For every 9 hours of work donated by a member, a WAG Member Card will be earned. WAG Member Cards will be issued by the membership chair after the annual minimum work requirement is met.
- Members and non-members working at WAG sponsored trials will be issued “WAG bucks” at the rate of \$1 per half hour of work, which may be used for entries at future trials or for classes. If old trial punch cards are still in circulation, each punch is worth \$1 and partially completed cards may be used for this purpose. Members also have the option to redeem five completed cards for one class session. Non-members may not use punch/trial cards to pay for classes, but may use WAG bucks for class payment.

*Note: WAG Member Cards and WAG Bucks should be treated as cash as they are not replaceable.*

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**WAG Member  
Cards and WAG  
Instructor Cards**

The value of a WAG Member Card is the same as the current AKC trial entry fee rate (the current rate as of February 2015 is \$19). Five WAG Member Cards may also be redeemed for one free class session.

WAG Instructor Cards are treated the same as WAG Member Cards, but in addition, the dollar value of the card may also be applied to instructor seminar allowance. WAG Member Cards may not be used for seminar allowance.

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**Responsibility**

Being a WAG member has certain responsibilities:

- ❑ Maintain yearly dues which are payable on or before the 1<sup>st</sup> day of January. On the 1st day of January, unpaid dues result in a fine of \$10 and membership not in good standing. On the 31st day of January, unpaid dues or worker hour shortage fines result in membership termination. A member who joins in the fourth quarter (Oct., Nov. or Dec) will not be required to pay dues again the following January.
- ❑ Work requirements (effective June 8, 2012)
  - a) For Individual memberships are 32 hours per calendar year. For Household memberships are 48 per calendar year. Failure to fulfill the work requirement within the calendar year will cause a member to be not in good standing. Also, a fine of \$10.00 per hour of the work requirement not met will be assessed. Failure to pay this fine by the 31<sup>st</sup> of January will cause the membership to be terminated.

The BoD is permitted to make exceptions. Should a member find themselves in a position where they cannot meet the above work requirements, a letter shall be sent to the BoD. The letter shall state the reason that the member cannot fulfill the work requirements. The BoD shall vote on the member's request within 2 months of receiving said request.

- b) Members joining in mid-year will have the work requirement prorated in direct proportion to the remaining calendar year.
- c) For Individual memberships: if a member's partner or household/family member assists at trials or performs other work that would be counted as worker hours if performed by a member, those hours will be applied to the member's worker hours. The partner or household/family member cannot be receiving any WAG member benefits.

Any member financially compensated for WAG work will not receive worker hours for that work.

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**Pre-Membership Requirements**

Prior to acceptance of a prospective member's application; said new member must have completed the following requirements:

- ❑ Complete a Membership Application and submit it and the introduction to the Membership Chair.
- ❑ Attend one general membership meeting and be introduced as a prospective member.
- ❑ Attend at least 8 hours of formal WAG class instruction. This is equal to one normal class session.
- ❑ During a minimum 2 month pre-membership period (beginning when the membership chair has received the application, hardcopy introduction and e-mail introduction), work a total of at least 16 volunteer hours for an individual membership or 24 hours for a household membership within a rolling 6 month period. The volunteer hours must be a combination of WAG events and regular WAG work activities. The volunteer hours are to be recorded in the Work Hours Logbook and initialed by the supervising member. The membership chair will verify completion of the work requirement prior to the membership vote.
  - ❑ *Hours worked in excess of the required hours will count towards the yearly requirement once a person is voted in as a member.*
- ❑ Submit the completed Pre-Membership Requirements form to the Membership Chair after all requirements have been met. Include payment for the selected membership type (individual or household).

Once the membership chair confirms that all requirements have been met and it has been at least 2 months since the receipt of the application, he/she will send an electronic vote along with the pre-membership introduction to the membership.

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**Membership Resignation**

A member may resign membership at any time. A written request to resign membership must be submitted to the membership chair.

To resign as a member in good standing, the member must have completed the pro-rated worker requirements at the time of resignation.

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**Membership Reinstatement**

A resigned member may request reinstatement of membership if they resigned in good standing. A written request to reinstate membership must be submitted to the membership chair. The membership chair will send an electronic vote to the WAG membership.

A member that has left the club not in good standing is not eligible for reinstatement. They must apply as a new prospective member. See "Pre-Membership Requirements".

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**Voting**

Members in good standing may vote in the WAG Annual Election, for approval of new members, for changes to the By Laws, and for any other items put up for membership vote at the discretion of the BoD.

At the discretion of the BoD, some votes may be conducted electronically. Each WAG member is issued a permanent WAG Voter Number; household memberships will receive two numbers. A list of WAG Voter Numbers and the corresponding names to which each is assigned will be kept by a member of the BoD.

Electronic voting will be conducted through use of a third party web site (such as polldaddy.com) or other equivalent method that ensures votes may be received anonymously. Each electronic vote must include a WAG Voter Number. Persons collecting and/or compiling the electronic votes must not have access to the list that links WAG Voting Numbers with member names. The person(s) compiling the voting results will keep a list of all numbers participating in the vote in order to ensure that there are no duplicates.

If necessary to determine who has or has not voted (for example, if reminders need to be sent or if a duplicate voting number is used), the person(s) compiling the votes may send the list of numbers (but not the actual vote associated with each number) to the WAG BoD member who controls the list of numbers and names so that the appropriate members may be contacted.

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**Crating Policies**

Members, who use the building regularly for training, may keep a crate in the building for their convenience. WAG is not responsible for damage to crates under any circumstances.

Prerequisites:

- 1) The member must be in good standing.
- 2) The member must attend weekly class or rent/watch the ring at least twice each month. Instructors must either: attend or teach a weekly class; rent the ring at least twice each month; or give private lessons regularly.
- 3) An exception will be made for members only using the building occasionally, if they allow their crate to be shared, and display an orange SHARE tag.

Rules:

- 1) The owner's name must be displayed on the crate in an easily visible location.
  - 2) Dog treats must be kept on top of or inside crates in heavy plastic or metal containers (i.e., mouse-proof).
  - 3) Crates may be stacked one upon another with a board at least ¼ inch thick placed between them. The board is to be provided by the owner of the bottom crate and must be large enough to cover the corners of the bottom crate.
  - 4) Bottom crates must be sturdy enough to hold a crate of equal size on top of it. Crates considered not compliant by the Board of Directors and the Crate Monitor must be top crates or replaced/removed by the owner.
  - 5) Crates must be kept clean with pads and bedding washed at least twice a year (spring and fall cleaning).
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**Crating Policies  
(continued)**

- 6) A member actively participating in classes, trials held in the building or ring rentals may keep one crate in the building. A second crate may be kept, if the member has two or more dogs enrolled in classes or personally trains multiple dogs and is regularly teaching at least one weekly class. The possibility of a third crate is dependent upon available space, but must be designated a "share" crate. Crates may not be used solely for storage of personal items.
- 7) The Crate Monitor will assign spaces to members. The member's location preference (including top or bottom position), as well as the crate size, will be taken into consideration.
- 8) Violations of the rules must be remedied within two weeks of notification, or the member will be asked to remove the crate from the building. Further disciplinary action will be at the discretion of the Board of Directors.

**Share and Public Crates**

A number of Public Crates are available for use by class, seminar, ring rental, and/or trial attendees. Members may also designate their crate as a SHARE crate, allowing others to use the crate during training or trials. They are identified by an orange tag provided by WAG. These crates must be left in the same condition as found, with any soil being cleaned up by the user.

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## General Operating Procedures

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**Treatment of  
Animals**

Animals, in the context of this section, refers to mammals such as dogs, cats and horses that can and do work with the human partners. The spirit and intent of this section does not apply to insects, reptiles, fish and certain rodents.

- Animals shall be treated in a humane fashion. No animal shall be beaten, cursed at, dragged or otherwise deemed to be abused.
- Dogs should not be working the agility course or agility obstacles when physically unfit, due to health, injury or age.
- Any club member witnessing such abuse is obligated to report said event to the BoD via written incident report.
- Any person participating in the abuse of an animal is subject to the rules as stated under "Discipline and Expulsion".
- Any abuse resulting in injury to an animal will result in immediate suspension and possible expulsion of the owner/handler from the Club.
- Other pets, such as cats, birds and pet rodents must be left in your vehicle. They are not to be let loose on the grounds. They are not to be brought into the building. However, the rules of humane treatment apply to animals considered to be pets.
- Animals shall not be left on the premises unattended for an extended period of time (e.g. more than 2 hours). Any unattended animals MUST be crated or confined in a vehicle.
- Animals left in vehicles must have proper ventilation and water.
- Neglect is considered abuse.

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**Dog Behavior**

A dog's behavior is the responsibility of its owner and/or handler. Dogs must be on leash at all times except when working on the agility floor. This applies both in the

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building and on the grounds. Owners/handlers are expected to be respectful of the wishes of other people. For example, if someone doesn't care for being jumped on and kissed, the owner/handler shall restrain the dog from jumping on that person. However, WAG does not wish to institute policies that prohibit loving and happy behavior.

WAG understands that certain dogs may be in agility to work through some behavioral problems. If this is the case with your dog, alert your instructor of the fact. The instructor can then take precautions and give proper guidance during the class situation. The goal is to provide a safe training environment for all students, human and canine. Nevertheless, the behavior of the dog is the sole responsibility of its owner/handler!

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**Aggressive Behavior**

Any owner/handler, whose dog displays aggressive behavior, may be subject to disciplinary action as outlined in the section "Discipline and Expulsion".

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**Definition of Aggressive Behavior**

Any behavior by a dog that threatens or injures another dog or person. This includes, but is not limited to, barking and/or growling with aggressive posture, physical contact (e.g., knocking down a dog or person, aggressively mounting another dog) and biting.

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**Aggression Policy**

- ❑ If an incident occurs, the instructor, ring watcher, or member in charge shall promptly complete a WAG Aggression Incident Report (hereafter referred to as The Report) after any required medical attention has been given to people and dogs. Instructions for completing The Report are included on the front page of the report.
  - ❑ The WAG member completing The Report and the owners/handlers of each dog involved will check for injury resulting from the incident.
  - ❑ Necessary first aid shall be applied as available. In the event of multiple injuries, triage will be followed. If proper veterinary care is not available, the dog's owner/handler is responsible for administering or obtaining care.
  - ❑ The WAG member completing The Report must verbally advise the owner/handler of the penalty as dictated by the instructions on the report front page. The owner/handler must fully understand that the incident report is part of a permanent record.
  - ❑ A serious altercation may result in immediate suspension of all WAG privileges, pending review by the BoD.
  - ❑ The completed incident report will be forwarded to the Secretary who will ensure it is presented to the BoD in a timely manner.
  - ❑ The BoD will gather the information pertaining to any other incidents with this dog or this owner/handler.
  - ❑ The BoD will determine if there is a need for a special meeting of the Board.
  - ❑ The BoD will determine the course of action as determined by the penalties listed below.
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## Penalties

The WAG Aggression Incident Report identifies three penalty levels:

- ❑ verbal warning,
- ❑ written warning, and
- ❑ immediate excusal, pending BoD review.

The penalty level imposed is dependent on the severity of the aggressive behavior and is determined by completing The Report.

In addition, if a dog's owner/handler receives three verbal warnings, the BoD will issue a written warning, which will become part of the dog's permanent record.

If a dog's owner/handler receives three written warnings, the dog will be excused from all WAG privileges. Additional occurrences of any aggressive behavior will be handled following the guidelines in Discipline and Expulsion.

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## Building and Grounds

- ❑ The building and grounds must be left in a clean manner
  - ❑ Smoking is not permitted in the building.
  - ❑ Female dogs in season (BIS) are permitted to attend WAG classes, seminars, ring rental, and lessons. They must wear panties at all times while in the building. Students with a BIS have the option to attend class, or may choose to skip class and receive a credit to be applied to a subsequent session. BIS are NOT permitted in the building during matches, trials, or other group activities not listed above. Seminar participation may be at the discretion of the seminar presenter or the BoD depending on seminar format. The bitch in season policy for a particular seminar will be stated on the seminar flyer.
  - ❑ Puppies under the age of 12 weeks are NOT permitted in the building without permission of the BoD, or the Training committee. Puppies must meet all vaccination requirements.
  - ❑ Dogs must use designated areas to eliminate. The owner/handler will pick up all bowel movements from the designated area and place them in the appropriate waste receptacle. Should the dog defecate outside the designated area, the owner/handler must dispose of it immediately in the appropriate waste receptacle.
  - ❑ Dogs, both male and female, are to be strongly discouraged from marking in any area outside the designated area, including building corners and posts.
  - ❑ The ring and the building will start out the day in a clean manner. It is up to members and non-members alike to maintain that cleanliness throughout the day.
  - ❑ Any matting, or equipment, soiled in any way, shall be promptly cleaned by the dog's owner/handler.
  - ❑ Damage to the building, grounds or matting may result in disciplinary action (see Discipline and Expulsion).
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**Children  
(under 18)**

- ❑ Children **MUST** be under the supervision of an adult.
- ❑ Children working dogs must abide by the same rules as adults and behave as an adult.
- ❑ Children must be able to reasonably control the dog they are working. If the WAG member in charge notices that the child cannot responsibly control the dog, the WAG member has the right to ask the child's parent or guardian to take control.
- ❑ Children who are not working dogs must sit outside the ring in a calm manner. No running in the building. No climbing on the chairs, agility equipment, or building features.

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**Agility  
Equipment  
Usage and Care**

- ❑ Equipment is to be used for the purpose for which it was constructed.
  - ❑ Agility equipment is to be used only by dogs. Children are not to play on the equipment. Adults are not to sit, or deliberately step, or walk, on the equipment.
  - ❑ Equipment must be kept in a safe and usable condition.
  - ❑ Unsafe equipment must never be used for training or practice. Unsafe equipment must be marked as unsafe until such times as it can be repaired.
  - ❑ All contact obstacles are to be coated with a non-slip substance.
  - ❑ All jumps must freely fall apart if a dog hits them with significant or reasonable force.
  - ❑ Tunnels shall be in good repair. No wires shall be sticking out of the fabric.
- Damage to the equipment caused by carelessness, or by purposeful act may result in disciplinary action (see Discipline and Expulsion). Repairs to damaged equipment shall be at the expense of the party at fault.

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**NSF Checks**

There will be a \$20 NSF charge in addition to whatever bank fees are incurred for individuals giving bad checks in payment for WAG activities. The \$20 fee is for the first offense. The second offense will incur another \$20 fee plus the requirement that all fees be made in cash for 6 months following.

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**Refunds**Class refund policy is:

If a new student cancels before the first class in a session, the session fee is refunded except for a \$30 nonrefundable portion. Once the session starts there are no refunds. Payment is for an entire session; any missed classes during that session will not be refunded and may not be made up. If a bitch comes into season during a class session **and the owner chooses not to attend class with their BIS**, or if WAG cancels a class for any reason, a class credit card will be issued for each class missed. Each class credit card may be exchanged for one hour of free class in a subsequent session. Class credit cards expire 6 months after the issue date.

Trial refund policy is:

After the trial closing date, entry fees less any applicable fees as agreed to by the board (such as judge's fees or organizational fees) will be refunded for bitches in season (a signed statement from a veterinarian must be received by the Trial Secretary on or before the day of the trial). No entry fee will be refunded if the trial cannot open or be completed by reason of riots, civil disturbances, fire, an act of God, public emergency, act of a public enemy, or any other cause beyond the control of the organizing committee.

Seminar, Health Screening and other special event refund policy is:

Any cancellation notification received prior to the closing date will receive a refund less a \$5 administrative fee per event/exam. No refunds will be granted after the closing date.

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**Reimbursement  
for Expenditures**

Purchases approved by one of the following methods are the only ones that will be reimbursed.

Before making a purchase, members expecting WAG reimbursement can:

- e-mail the Treasurer with a description of the items that will be purchased and the estimated cost. The Treasurer can approve the expenditure via return e-mail or pass it on to the Board for discussion, in which case the Secretary will notify the member if the purchase has been approved or if additional information is needed.
- ask to be put on the Board agenda so they can present the details of items they would like to purchase on behalf of WAG. The Board will discuss and advise the member of its decision.
- contact any Board member who can approve emergency purchases. The Board member will issue a written statement of their approval.

Routine and ordinary purchases for supplies and repairs that have been pre-approved do not need additional consideration.

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**Parties**

Parties may be given at WAG for WAG members by WAG members.

Parties that take place during class are specifically for the students in that class and must have the instructor's permission.

Parties that take place at other times must have the approval of the BoD. Once BoD approval is granted, arrangements must be made with the Ring Rental Chairman to reserve the building for the party. The WAG hosts of the party are responsible for making sure the building is returned to its original condition.

This policy is not intended to turn the building into a banquet hall or other such facility whereby persons who are not WAG members would be allowed to attend parties. Liability concerns preclude such use of the building.

Special circumstances must be brought to the attention of the BoD at the time the request is made.

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**Ring Rental**

- ❑ All persons using the ring must sign a "Release of Responsibility" form prior to using the ring.
  - ❑ No person expelled from the property may rent the ring, or practice with someone else who is renting the ring.
  - ❑ Ring rental is to be used by one or more person(s) to practice agility with their dog(s).
  - ❑ Only a member, who is a qualified WAG instructor, may hold private lessons during ring rental time. A lesson is defined as 3 or fewer students.
  - ❑ Persons using the ring for agility practice who have not had at least 1 dog complete the Beginners class must comply with directions from the ring watcher regarding what equipment may be used and in what manner. The intent is to protect the safety of the dog when handled by persons who have not had specific instructions with each obstacle and who may not be knowledgeable enough to train safely without supervision.
  - ❑ Ring rental is reserved in advance in time slots of 1/2 hour.
  - ❑ Reservations should be made as far in advance as possible. A minimum of three (3) business days is requested to allow time for a ring watcher to be recruited.
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**Ring Rental,  
continued**

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- ❑ Renters must be prompt in arriving and departing. Late arrivals will be charged for the entire rental time and must leave when the reservation expires.
  - ❑ Reservations can be made for ring rental up to three (3) months in advance from the date the request is received.
  - ❑ All members in good standing who have completed training on rental policies and procedures and on use of the building may rent without a watcher present. The door code will be provided upon completion of the required training. All other renters must have a watcher present.
  - ❑ Cancellations: Anyone not able to make their reserved time must cancel the reservation at least 24 hours in advance of the reserved time to avoid penalty. WAG has the right to charge the renter the entire rental fee, if timely cancellation is not received.
  - ❑ No-Shows: The ring watcher is obligated to wait 15 minutes for a late-arriving renter. After that time, the renter is considered a no-show. WAG has the right to charge the no-show renter the entire rental fee, which fee must be paid before the no-show renter reserves the ring again. No-Show Watcher: If the assigned ring watcher fails to meet the renter to permit access to the building, the renter is entitled to a free rental some other time. If the watcher is late in arriving, the renter will either receive a discounted rental fee or, if the ring is available after the reserved time, the renter may continue to use the ring for a time equal to the watcher's tardiness.
  - ❑ The A-frame, dog walk, and bridge may NOT be moved. The teeter may be moved by at least two people, and two people are required to change the height of the A-frame.
  - ❑ Moving the contact obstacles can be dangerous. The ring watcher should be consulted before attempting to move these obstacles.
  - ❑ Most agility equipment may be moved to suit the renter's need, taking care not to drag equipment across the mats. In consideration of the people renting in subsequent time slots, equipment removed from the course or moved should be replaced in its original location.
  - ❑ Anyone abusing the equipment will be asked to leave the premises. Rental fees will not be refunded.
  - ❑ Any and all ring usage, whether paid or free, cleaning, seminars or meeting, must be reserved in advance.
  - ❑ Unauthorized use of the building or equipment may result in Discipline and/or Expulsion.

**Ring Watcher  
Qualification**

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Only members in good standing will be allowed to be ring watchers. If a watcher falls out of good standing, his/her duties and privileges will be suspended until such time as he/she is again a member in good standing.

A watcher must complete training in rental policies and procedures, aggression, and instruction on use of the building.

A watcher must be approved by a majority of the members of the ring rental committee.

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## Ring Watcher Compensation

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A ring watcher will receive 1 free hour of ring rental to be taken before or after watching. If he/she watches for more than 1 hour the additional time shall be taken as work credit. Free ring time cannot be carried over to another day.

The watcher has the option of not using the free ring time and instead, taking 1 hour work credit for each hour of watching.

A ring watcher has the option to train during the time spent watching for the ring renter(s), if this is agreed to by the ring renter(s). If a ring watcher wishes to train with renters during any portion of their ring watching time, the following fees and compensations apply to the period of time spent training:

- Option 1
  - Watcher Fee: Normal rental fee (\$0/hr/member, \$0/hr/instructor)
  - Compensation: Work hours equal to paid training time
  - Renter Fee: Normal rental fee (\$0/hr/member, \$10/hr/non-member)
- Option 2
  - Watcher Fee: None
  - Compensation: None
  - Renter Fee: Normal rental fee (\$0/hr/member, \$10/hr/non-member)

Qualified WAG instructors may use the ring free of charge without another person being present. However a reservation for rental time must still be made.

A ring watcher may rent the ring for the normal rental fee of \$0 per hour without another watcher being present.

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## Ring Watcher Instructions

Opening the building:

- Turn on main room lights one at a time, allowing the first bank of lights to completely come on before switching on the second bank of lights. The switches are located just inside the main door.
- Open bathroom doors. Do not adjust bathroom heaters.

Watching Ring Renters

- Collect rental fees from renters before they use equipment and place in the cash box in the office. Fees are:
  - Non-member 1 person -- \$20/hour (\$10/half hour); 2 or more -- \$10/hour/person (\$5/half hour/person)
  - WAG member 1 person -- \$0/hour (\$0/half hour); 2 or more -- \$0/hour/person (\$0/half hour/person)
  - Combinations: \$10/hour/non-member (\$5/half hour); \$0/hour/member (\$0/half hour)

The A-frame, dog walk, and bridge may NOT be moved. Two people are required to move the teeter or adjust the A-frame height. Other equipment may be moved following Policy and Procedure guidelines, protecting both the equipment and the mats from damage. Anything moved/removed should be replaced in its original location at the end of the rental period.

Level 1 students renting the ring may be restricted in what equipment they can use or what height it can be set to. The ring rental coordinator will provide specific instructions to the watcher in these situations. Renters who fail to comply with the restrictions should be reported to the ring rental coordinator.

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**Ring Watcher  
Instructions,  
continued**

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Children are not allowed on the equipment, and must be supervised by an adult. See Policies for Children (under 18) and Agility Equipment Usage and Care.

Abuse of equipment cannot be tolerated. Ask renters to stop their abusive behavior. If it continues, they must leave the premises. No refund of rental fees.

If it appears that someone is giving private lessons (more than just giving advice or helping a friend overcome a training problem), please speak to the Ring Rental Chairman about it. Do not confront the renters with an accusation.

WAG Policies and Procedures require that you wait 15 minutes for a late-arriving renter. If the renter telephones that he/she will be late, the watcher may wait as a courtesy. But the renter must leave when the reservation expires and pay for the entire rental period. If the renter is a no-show, he/she is still obligated to pay the rental fee. These conditions should be explained to the late-arriving/telephoning renter.

Closing the building

- ❑ Close the bathroom doors.
- ❑ Turn off everything you turned on in the office and elsewhere (photocopier, computer, etc.)

Make sure all doors are locked. Turn off lights in the main room if you are the last building user of the day. Fans should be left on.

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**Records**

WAG shall maintain files on every dog that is admitted to a training class. Records may contain, but are not limited to:

- ❑ Vaccination verification.
  - ❑ Incident reports on aggressive behavior shall be filed with the dogs records.
  - ❑ Incident reports for people must be filed in a folder for the owner/handler involved.
- Instructors will have files indicating the various classes they have been approved to teach.

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**Training Classes**

The following policies apply to all training classes. Specific classes, course outlines, and class prerequisites can be obtained from the Director of Training.

**Members vs. Non-members**

- ❑ Members receive the right to sign up for classes first, before classes are opened to the general public.
- ❑ There shall be two separate fees, one for members and one for non-members. The BoD has the authority to set fees. It is the intent of WAG that members shall pay a lesser amount for training than the general public, once the club has established itself and its treasury. *Note: registration priority and fee is based on the membership status of the person who will be handling the dog in the class.*
- ❑ Class fees are determined by the handler's membership status.

**Pre-class Requirements**

- ❑ Owners are required to sign a separate statement that any and all dogs they bring to the WAG facility are vaccinated against rabies as required by law in the county in which they reside, and protected against distemper and parvo as recommended by their veterinarian.
  - ❑ Full payment is required on the 1st day of class.
  - ❑ No person expelled from the property may participate in classes.
  - ❑ Dogs and owners must meet all class specific prerequisites.
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**Instructors**

- ❑ Instructors must be approved by the BoD and given instructor status. The Board may determine that instructors attain levels of proficiency to be able to teach at the higher levels. Approval by the BoD of instructor status must be recorded in the meeting minutes.
  - ❑ Instructors may ask members in good standing to assist with classes.
  - ❑ Members who have not been given instructor status may not head a class.
  - ❑ Instructors must be members in good standing.
  - ❑ Instructors must have completed at least one dog title in the class level being taught.
  - ❑ An instructor may be removed from instructor status as a result of violation of the policies and procedures, and with agreement of a majority of the entire BoD (> 50% of the Board of Directors). Such action must be recorded in the meeting minutes and in the instructor's file.
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**Instructors  
Compensation**

See instructor handbook.

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**Class Session**

- ❑ Instructors are in charge. Any student, be they member or public, must comply with the instructors.
  - ❑ Students are to be respectful of the instructor and the other students. Students must pay attention to the instructor; not holding side conversations with other students or watchers. General chattiness, and non-constructive comments, tend to be distracting to other students.
  - ❑ Bitches 'in season' may not participate in class.
  - ❑ Unruly animals may be asked to leave a class session.
  - ❑ Refunds: Payment is for an entire class session; any classes missed during that session will not be refunded and may not be made up. If a bitch comes into season during a class session or if WAG cancels a class for any reason, a class credit card will be issued for each class missed. Each class credit card may be exchanged for one hour of free class in a subsequent session. Class credit cards expire 6 months after the issue date.
  - ❑ If a class session is full, one additional student may be added to the roster as an alternate. Should a regular class member be absent, the alternate may participate in class and pay a per-night-fee. If the regular class member arrives late, the alternate will have to leave class but their fee will be refunded.
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## **Class Drop-In Policy**

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WAG students who have been in a class within two sessions of the current session can "drop in" on Level 2 or higher classes that are not full as of the last day of registration (or later for mid-session drop outs/pulls). No drop-ins are allowed for Puppy, Foundation, or Level 1 due to the progressive nature of those classes. Drop-ins are allowed up to the number of open spots. Drop-ins are NOT allowed for full classes with occasional absentees.

Openings will be announced by the class registrar on the WAG member and WAG student lists at the start of each session. For classes becoming available mid-session, the class instructor or registrar will announce the openings as soon as they become available.

Students must contact the instructor to confirm the open spot and get the instructor's approval to attend. Drop-in spots may be reserved up to one week ahead of time; requests should be made at least 24 hours in advance to allow the instructor sufficient time to respond.

Dogs may only attend a class level that they have previously attended or been approved for. "Approved for" means the dog is eligible for that level based on requirements in the class move up policy. NO special exceptions or "emergency evaluations" will be made for drop-in spots. If there is any question of eligibility, the instructor of the class with the drop-in opening has final say in who is eligible for the spot.

The fee for one hour of drop-in class will be the regular hourly class fee plus \$2. The fee is payable to WAG at the time the drop-in class is attended. Class credit (e.g. bitch in season credit, bad weather cancellation cards, or class credit cards) may be used as payment if accompanied by the additional \$2 drop-in fee. WAG bucks, trial cards, or member worker cards may be used as payment, but there will be NO cash refunds for using WAG buck denominations or cards worth more than the cost of the class spot.

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## Non-Session Classes

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- ❑ The intent is to provide additional class offerings to students and members at days or times that don't work well for a regular weekly class, and also to provide an opportunity for special topic classes that may not fit a typical session-length class format.
  - ❑ Registration and payment is for one day of class at a time. Fees shall be paid to WAG and shall be the same as the current hourly rate for regular session classes unless otherwise requested by the instructor due to a special class format. Class credit cards, WAG bucks, worker cards, and instructor cards may be used as payment but no refunds will be made for overpayment. Cash payment must be exact change as WAG may not have the capability to make change.
  - ❑ Persons wishing to teach a non-session class must contact the Board and Director of Training for approval and provide the following information: date(s) and time(s) being requested, class level(s), and who will be teaching. If the class is a special topic class, a different format than normal classes, or anything other than a typical Level 2, Level 3, etc class, additional details must be provided regarding topic, pre-requisites, class limits, and class fee. Member fees must be discounted compared to non-member fees.
  - ❑ Non-instructor members may request to teach a class, but must provide evidence of sufficient experience (prior teaching experience and/or trial accomplishments) for the topic or level being requested. An approved WAG instructor must be present during the class. Non-instructors can record work hours for time spent teaching a non-session class. Approved WAG instructors can record the time on the substitute teacher log in the office and will receive the same credit as subbing for regular classes.
  - ❑ After the board has approved the request, the class offering may be announced. The instructor(s) of the class are responsible for announcing the class, enrolling students, confirming pre-requisites are met, and managing wait lists if needed. The session class registrar is not obligated to handle non-session classes. Normal registration windows do not apply, although members should be given priority of sign up during the first 24 hours of enrollment.
  - ❑ On the day of class, the instructor or designated individual will collect the class fees and record attendance for the class. Class fees should be placed in an envelope marked as 'non-session class' and the date, and the envelope placed in the treasury drop box in the office. After the class, the instructor must submit a report to the board confirming that the class was conducted and summarizing how many attended and number of members and non-members.
  - ❑ No-shows without 24 hours prior notification will still owe WAG the class fee and should be notified of this rule in their registration confirmation. Failure to pay the fee for a no-show class may result in membership not-in-good-standing for members and requiring payment of the fee with the next class registration or ring rental for members and non-members.
  - ❑ Anything moved for a non-session class must be put back in its original location at the conclusion of class. This includes cones, ring gates, and equipment.
  - ❑ A minimum of 3 students per instructor must be enrolled to hold the class and receive credit for teaching. If fewer than 3 students per instructor enroll, the class should be cancelled, or an approved WAG instructor has the option to convert it to private lessons or group ring rental, or to still hold the class with fees payable to WAG, but without receiving teaching credit.
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# Discipline and Expulsion

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## Overview

WAG is a club and the intent is for people and dogs to learn agility and have a sense of camaraderie, while having fun. As a club, it is desirous to have an environment where people support each other. However, there are times when incidents occur that can destroy that environment.

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## Discipline

It is the obligation of the membership to document flagrant violations of policy. The documentation shall be deemed an incident report. The incident report shall be forwarded to the BoD. The BoD will make immediate determination if a special meeting is necessary.

A first time incident, in which the BoD concurs that WAG policy and procedures were violated, will result in a verbal warning.

The second incident of the same nature, or multiple incidents for any reason, with which the BoD concurs that WAG policy and procedures were violated will result in a written warning to be presented to the owner/handler and countersigned by the owner/handler.

The third incident of the same nature, or multiple incidents for any reason, with which the BoD concurs that WAG policy and procedures were violated may result in expulsion of either the dog, or the owner/handler. Should the BoD vote for leniency on the third offense, the BoD must present the owner/handler with a written warning.

All written warnings must be counter-signed by the owner/handler.

Severe aggressive dog behavior will result in immediate suspension, as dictated by the completed WAG Aggression Incident Report and will require BoD review. The BoD may elect to permanently ban the dog from the building and grounds. The BoD may elect leniency on the first offense only.

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## Expulsion

Expulsion requires the BoD have a special meeting to determine only this topic. A quorum for an Expulsion meeting must be at least 50% of the BoD.

A vote for expulsion requires a unanimous vote by the BoD present at the special meeting.

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## Reinstatement

There will be no formal process for reinstatement. If a banished member seeks reinstatement, he/she/they must follow the procedures outlined by the By-Laws and reapply as new members.

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# Newsletter

## Wag'N Tales

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The official newsletter of WI-IL Agility Group, Inc. is called **WAG'N TALES**. This publication is issued at the BoD's discretion. It may be quarterly, every other month, monthly, or special issues may be released to highlight events of particular importance for the membership. The intent and purpose of WAG'N TALES is to convey information pertinent to the membership on the subject of club events, agility in general, health and welfare of dogs, and news about members and friends of WAG.

The newsletter is to be issued "free of charge" to members in good standing. Non-members can obtain a subscription for a fee of \$10 per calendar year to cover the expenses of the mailing.

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# Roles of Officers and Committee Chairs

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<b>President</b>	Functions as the facilitator of all meetings.
<b>Vice President</b>	Functions as the facilitator of all meetings at which the President is absent.
<b>Secretary</b>	Responsible for all club documentation, such as taking the minutes of meetings, and filing all officer and committee reports. Responsible for communication with the membership. Advises the membership of the date, time and location of meetings at least 10 days prior to the meeting. The Secretary is the board member to whom the Membership Committee reports. The membership committee may have a standing chair in addition to the Secretary.
<b>Treasurer</b>	Responsible for maintaining the financial records of the Club and, report it's status to the membership on a regular basis. Insures that funds of the membership are used in accordance to the mission of the Club. Collects the annual dues from the membership.
<b>Director</b>	Participates on the BoD in guiding the direction of WAG.
<b>Building Committee</b>	Established to search for the permanent structure which would become WAG's training facility and permanent address.
<b>Membership Committee Chair</b>	Maintains the membership database. Records and posts membership applications. Brings applications before the membership for voting. Reports the membership at each meeting so a quorum can be determined. Works with the Treasurer to collect annual dues with membership renewal. Reports to the Secretary. Provides the WAG Board with a monthly report. Tabulates member work hours, prints and issues worker cards. Posts a current membership list with contact information and updates the files as needed. Issues welcome letters to new members.
<b>Director of Training</b>	Heads the committee to establish and maintain the training program of WAG. This is a crucial position in that the majority of the operating funds are expected to come from training. This position will direct the committee to establish guidelines for classes and instructors. This committee will have authority over instructors as the BoD directs. Requests for seminars and other educational items must be approved by the Director of Training so as to assure alignment with the mission and purpose of WAG.
<b>Events Chair</b>	Heads the committee which puts on trials, matches, raffles, parties and other such events. This committee will also be responsible for bringing funds into the Club. While some events may lose money or break even, it is in the best interest of the Club to put on money making events. Trials and matches must be run efficiently and effectively.
<b>Newsletter Editor</b>	Functions as editor of the newsletter. The newsletter will be used to convey information to the membership on meetings, educational opportunity, class schedules and other items which follow the general mission of WAG.

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