

WI-IL Agility Group



**“Where Agility is  
Tail-WAG'n Fun!”**

# **Policies and Procedures**

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## 1.0 Purpose

This document establishes the policies and procedures for the WI-IL Agility Group, Inc., henceforth, referred to as WAG. Two separate documents contain the club By-Laws (AKC & UKC). The Policies and Procedures were initially approved unanimously by the WAG board on July 28, 1999. 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.

### Summary of changes

This section records the history of significant changes to this document. Only the most significant changes are described here.

Version	Date	Author	Description of change
2019	24-October	Kelly Schumann	Updated 2015 to 2019
2019	20-November	Kelly Schumann	Updated Section 5.1 to include C of C procedures
2019	25-November	Kelly Schumann	Added last 2 sentences of the Purpose that were removed in error.

## 2.0 Definitions

**AKC** - American Kennel Club

### **Associate Membership**

When an individual in good standing decides not to renew as Individual or Household membership, they may renew as an Associate. They must have been a club member for a

minimum of one year and change to Associate the following renewal. Associate membership entitles the individual to remain on the e-mail list, access the members- only web page, and earn worker hours. No worker hour requirements or other membership privileges apply.

**BoD** - Board of Directors

**Class Session**

A series of one-hour classes which may vary from 6 to 8 weeks.

**CPE** - Canine Performance Events

**Expulsion**

Non-member, and/or expelled member, that loses all rights to enter the building or the grounds.

**Function**

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.

**Household Membership**

Household membership consists of 2 or more persons occupying the same residence.

**Individual Membership**

Single individual

**Lifetime Membership**

An individual to whom the BoD has given permanent membership as a recognition of outstanding service to WAG. A lifetime member does not pay annual dues but must meet work hour requirements or pay work hours shortage fees.

**Member**

Individual(s) who pay annual dues, or who have been awarded lifetime membership, and are in good standing.

**Member Not in Good Standing**

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.

**On-site Manager**

Person(s) responsible for ensuring specific building duties are performed for functions (WAG and non-WAG).

**Premises**

The building, grounds, and parking lot owned or rented by WAG for the purposes of holding training classes or functions.

### **Standing Chair**

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. The BoD must be notified when one of these positions becomes available and approve any new chair.

**TDAA** - Teacup Dog Agility Association

**UKC** - United Kennel Club

**UKI** - UK Agility International

**WAG** - WI-IL Agility Group, Inc.

### **Work Requirement**

Participate in some club activity, and/or work at some club function, or maintenance of building, grounds, and equipment for work hour credits.

## **3.0 Intention**

WI-IL Agility Group, Inc. was formed to further dog sports in Southeast Wisconsin and Northeast Illinois. It is the specific intention of WAG to hold classes and functions to support dog sports. Training classes will be geared to teach handlers and dogs the skills necessary to be successful in competitive dog sports.

## **4.0 Membership**

WAG is a working club run by the membership. It will succeed only if all members pitch in and help run the organization. WAG's focal income is based from classes and dog sport events. It is not required for members of WAG to attend training classes or events.

### **4.1 Types of Membership**

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

- Individual (\$40 dues)
- Household (\$60 dues)
- Associate (\$10 dues)

The BoD may choose to give Lifetime membership to certain individuals:

- Lifetime (\$0 dues)

### **4.2 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. 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 (See 4.8 Voting).
- ❑ Members who use the building regularly for training may keep a crate(s) in the building for their convenience. (See 4.9 Crating Policies).
- ❑ For every 10 hours of work (non-trial and WAG sponsored trials) donated by a member, a WAG Member Card will be earned. WAG Member Cards will be issued by the membership chair, each quarter, after the annual minimum work requirement is met. (See 4.3 WAG Member Cards)
- ❑ 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, classes, fun matches and ring rental.

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

### 4.3 WAG Member Cards

The value of a WAG Member Card is the same as the current AKC trial entry fee rate (the current rate as of the updated date of this document is \$20).

Members who leave the club in good standing may continue to use any remaining WAG member cards.

### 4.4 Responsibility

Being a WAG member has certain responsibilities:

- ❑ Maintain yearly dues which are payable on or before the 1st 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. WAG Bucks and WAG Member cards cannot be used to pay for dues or fines.
- ❑ Work requirements:
  - a) For Individual and Lifetime memberships are 32 hours per calendar year. For Household memberships are 48 hours 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 31st 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, the BoD shall be notified in writing. The request shall state the reason that the member cannot fulfill

- the work requirements. The BoD shall vote on the member's request within 30 days 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 receive any WAG member benefits.
  - d) Any member financially compensated for WAG work (such as a WAG member judging a WAG Trial) will not receive worker hours or WAG Bucks for that work.

## 4.5 Pre-Membership Requirements

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

- ❑ Submit via email a complete membership application and introduction with a photo of applicant to the Membership Chair.
- ❑ Receive endorsements from WAG members. Two endorsements are required.
- ❑ Attend one general membership meeting and be introduced as a prospective member (not mandatory, but highly recommended).
- ❑ 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 package), 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 Worker Hours Log Book and initialed by the supervising member. The Membership Chair will verify completion of the work requirement prior to the membership vote.
- ❑ Hours worked more than 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). WAG Bucks cannot be used for payment.

Once the Membership Chair confirms that all requirements have been met, he/she will send an electronic vote along with the pre-membership introduction to the membership.

## 4.6 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 prorated worker requirements at the time of resignation.

## 4.7 Membership Reinstatement



A resigned member may request reinstatement of membership if they resigned in good standing. A written request to reinstate membership and an introduction 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 4.5 Pre-Membership Requirements.)

## 4.8 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 designated WAG member.

Electronic voting will be conducted using a method that ensures votes may be received anonymously. Each electronic vote must include a WAG Voter Number. The person collecting and/or compiling the electronic votes must not have access to the list that links WAG Voting Numbers with member names. The person compiling the voting results will keep a list of all numbers participating in the vote 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 compiling the votes may send the list of numbers (but not the actual vote associated with each number) to the designated WAG member who maintains the list of numbers and names so that the appropriate members may be contacted.

In the event that votes are cast under duplicate numbers:

- The person compiling the voting will contact the person responsible for assigning the voting numbers
- The person responsible for assigning the voting numbers will email the membership requesting the persons who used the duplicate number to respond.
- The person responsible for assigning the voting numbers will confirm the correct numbers.
- Both original votes will be discarded.
- The persons using the duplicate numbers will vote again using the correct numbers.

## 4.9 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 must be kept clean with pads and bedding washed at least twice a year (spring and fall cleaning).
- 4) 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.
- 5) 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.
- 6) 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 other members 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.

## 5.0 General Operating Procedures

### 5.1 Code of Conduct

WI-IL Agility Group Code of Conduct document will be required annually and distributed by 3 methods:

1. Current Members – Sent out during annual dues collection to be signed and returned with dues payment or signed and returned to the Membership Chair's mail slot in the event of online payments. Signed forms are due no later than January 1<sup>st</sup>.
2. For New Members – Once voted in as a member the Membership Chair will provide for signature from new member then return to the membership chair. Signed forms are to be returned within 7 business days.
3. Students – Signed with the annual WAG Training & Ring Rental Application

The Code of Conduct will be filed with the WAG Training and & Ring Rental Application.

Members declining to sign will result in member not being in good standing.  
Students declining to sign will result in student not being allowed to continue in any classes offered by WAG.

## 5.2 Treatment of Animals

- ❑ Animals shall be treated in a humane fashion. No animal shall be beaten, dragged, yanked or otherwise deemed to be abused.
- ❑ Dogs should not be working 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.
- ❑ 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 shade, ventilation and water.
- ❑ Neglect is considered abuse.

## 5.3 Dog Behavior

A dog's behavior is the responsibility of its owner and/or handler, at all times. All dogs must act in a well-behaved manner when in the building and on the grounds. WAG understands that certain dogs may be in class to work through some behavioral problems. If this is the case with your dog, alert your instructor of that fact. The instructor must 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.

## 5.4 Aggressive Behavior

Any owner/handler, whose dog displays aggressive behavior, may be subject to disciplinary action as outlined in the section "5.27 Discipline and 5.28 Expulsion".

## 5.5 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.

## 5.6 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 the course of action as determined by the penalties (See Penalty Section).
- ❑ The BoD may elect to permanently ban the dog from the building and grounds.
- ❑ The BoD may elect leniency on the first offense only.

## 5.7 Penalties

The WAG Aggression Incident Report identifies three penalty levels:

- 1) verbal warning
- 2) written warning
- 3) 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 activities. Additional occurrences of any aggressive behavior will be handled following the guidelines (see Discipline and Expulsion).

## 5.8 Building and Grounds

- ❑ The building and grounds must be left in a clean manner
- ❑ Female dogs in season (BIS) are permitted to attend WAG classes, ring rental, Fun Matches and private 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 trials, or other functions not listed above. Seminar participation may be at

the discretion of the seminar presenter or the BoD depending on seminar format. The BIS policy for a particular seminar will be stated on the seminar flyer.

- ❑ Dogs under the age of 12 weeks are NOT permitted in the building without permission of the BoD, or the Directors of Training. Any persons bringing in Dogs under 12 weeks of age will do so at their own risk.
- ❑ Dogs must be in good health. A dog owner/handler may be held financially responsible for any costs incurred by WAG if it is determined by the BoD that the dog owner was knowingly irresponsible.
- ❑ 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, posts and landscaping.
- ❑ 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, turf or equipment soiled in any way shall be promptly cleaned by the dog's owner/handler.
- ❑ Damage to the building, grounds, matting or turf may result in disciplinary action (see Discipline 5.27 and Expulsion 5.28).

## 5.9 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 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 rings in a calm manner. No running in the building. No climbing on the chairs, equipment, or building features.

## 5.10 Equipment Usage and Care

- ❑ Equipment is to be used for the purpose for which it was constructed.
- ❑ 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.
- ❑ 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.

## 5.11 Non-Sufficient Funds (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 payments to WAG be made in cash for 6 months following.

## 5.12 Refunds

### Class refund policy is:

If a new student cancels before the first class in a session, the session fee is fully refunded. 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 and injured dogs (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.

### 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 exam. No refunds will be granted after the closing date.

## 5.13 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 must:

- 1) Complete the reimbursement form and have it signed by either a trial chair, committee chair, or board member. When complete, return the form with receipts attached to the Treasurer.
- 2) Routine and ordinary purchases for supplies and repairs that have been pre-approved do not need additional consideration.

## 5.14 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 Chair 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.

## 5.15 Ring Rental

The ring rental fees are as follows:

### No ring watcher needed

- Turf Ring \$20/Hour
- Large Mat Ring \$10/Hour
- Obedience Ring \$5/Hour

### Ring watcher needed

- Turf Ring \$30/Hour
- Large Mat Ring \$20/Hour
- Obedience Ring \$10/Hour

Additional \$5 per hour per person for each non-member.

- ❑ Payment is expected at the time of rental. The renter name and time and date of the rental should be written on the provided envelope, payment inserted into the envelope, and the envelope placed in the ring rental fee drop box. Renters may pay up to 14 days in advance for future rental times. Dates/times for which advance payment is made should be marked on the envelope at the time of payment.
- ❑ Cash, checks, WAG Bucks or member/instructor/worker cards may be used as payment. Members must pay a minimum of 50% in cash. Any cash payment less than \$1 must be rounded up to the next full dollar. Overpayment will not be refunded and is forfeited, unless used for additional ring rental within 14 days of the first ring rental.
- ❑ No fee shall be charged for ring rentals for WAG tasks (such as course building). The purpose of the task rental time must be marked on the rental calendar, otherwise the ring rental fee will be due.
- ❑ The hour before and after each class or block of classes will be reserved as instructor time, to be used for class set-up/clean-up, class planning, and instructor training time. No ring rental fee is due for this time.
- ❑ All persons using a ring must annually sign a WAG Agility Training & Ring Rental Application form prior to using the ring. Ring Rental Coordinator will inform Ring Watcher when a renter needs to complete the WAG Agility Training & Ring Rental Application form.
- ❑ 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 train 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. More than 3 students is considered a class and must follow the requirements for holding a class.
- ❑ Ring rental time 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.
- ❑ 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: Cancellations should be communicated before their ring time to the ring rental email address, membership list, and student list in order to allow for others to request the time. The ring rental coordinator will acknowledge all cancellations; it is the renter's responsibility to ensure that the ring rental coordinator has received the cancellation request. The entire ring rental fee will be owed if cancellation is not received before the reserved ring time.
- ❑ 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 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.
- ❑ No equipment can be moved in the turf ring. The A-frame, dog walk and teeter may NOT be moved in the mat ring.
- ❑ Tables, tunnels, weaves and jumps may be moved on the blue mat ring to suit the renter's needs, 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.

## 5.16 Ring Watcher Qualifications

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 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.

## 5.17 Ring Watcher Compensation

A ring watcher will receive free ring rental time equivalent to the time spent watching, to be used before or after watching. Free ring time must be used within 14 days.

The watcher has the option of not using the free ring time or instead, taking work credit for the equivalent time 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 watcher will not pay a fee for the time spent training and will not receive work hours for that time. Increments of time less than 30 minutes will be rounded up to the next full half hour.

## 5.18 Ring Watcher Instructions

- 1) Turn on the lights and open the door for the ring renter.
- 2) Collect rental fees from renters before they use equipment and place the payment in an envelope in the ring rental payment drop box. Write the time, date, and name of the renter on the envelope. See Fees above.
- 3) Watch ring renters
- 4) Turn off lights if you are the last rental of the day.
- 5) Ensure all doors are locked.
- 6) 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. These conditions should be explained to the late-arriving/telephoning renter.

If the renter is a no-show, he/she is still obligated to pay the entire rental fee.

## 5.19 Records

WAG shall maintain a WAG Agility Training & Ring Rental Application on every dog that is admitted to a training class for 1 year. Records may also contain (but are not limited to) incident reports on aggressive behavior.

## 5.20 Training Classes

The following policies apply to all training classes. Specific classes, course outlines, and class prerequisites can be found on the WAG website.

### Members vs. Non-members

- Members receive the right to sign up for classes 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.
- Class fees are determined by the handler's membership status.

### Pre-class Requirements

- Full payment is required on the 1st day of class.
- Any students not paid after the second class will not be allowed to participate.
- No person expelled from the property may participate in classes.
- Dogs and owners must meet all class specific prerequisites.

## 5.21 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 teach a class.
- ❑ Instructors must be members in good standing.
- ❑ 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.
- ❑ The hour before and after each class or block of classes will be reserved for instructor use for class set-up/clean-up, class planning, and training. No ring rental fee is due for this time.

## 5.22 Instructor Compensation

See Instructor Handbook

## 5.23 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 (see Code of Conduct).
- ❑ Unruly dogs may be asked to leave.
- ❑ If a class session is full, up to two additional students 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.

## 5.24 Class Drop-in Policy

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 Level 1 agility and Puppy or for any non-agility classes (unless otherwise specified).

Drop-ins are allowed up to the number of open spots.

Openings will be announced by the class registrar on the WAG member and WAG student lists at the start of each session. For spots 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.

## 5.25 Non-Session Classes

- ❑ 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 to provide an opportunity for special topic classes that may not fit a typical session-length class format.
- ❑ Registration and payment are 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 after 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.

## 5.26 Seminars

Any member can present a proposal to the board to bring in someone for a seminar. Once a member has presented the proposal, the member and presenter must choose a date when the building and associated equipment is available. Check the appropriate WAG calendar. Send seminar information to the board for approval. Email [ringrental@wagagility.com](mailto:ringrental@wagagility.com) and request a hold on the dates.

Write up a simple proposal to send to the board at the public address - [WAG\\_Board@wagagility.com](mailto:WAG_Board@wagagility.com)

The proposal needs to include the following:

- ❑ Seminar type (agility, tricks, obedience, nosework, etc.)
- ❑ Presenter name and if possible a link to their bio
- ❑ Dates of the seminar
- ❑ How many working spots
- ❑ How many auditing spots
- ❑ Pricing:
  - Presenter fee
  - Cost of working spot
  - Cost of auditing spot

When approved, confirm with the presenter and determine topics that would be presented each day. Determine if a contract must be signed. Provide information to the seminar coordinator who will handle the logistics of the seminar from this point forward

## 5.27 Discipline

WAG is a club and the intent is for people and dogs to learn dog sports 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.

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.

## 5.28 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.

## 5.29 Reinstatement

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

## 6.0 Officers and Committee Chairs

Roles of Officers and Committee Chairs:

**President** - Functions as the facilitator of all meetings.

**Vice President** - Functions as the facilitator of all meetings at which the President is absent.

**Secretary** - Responsible for all club documentation, such as taking the minutes of meetings, and filing all officer and committee reports and communication with the membership.

**Treasurer** - Responsible for maintaining the financial records of the Club and report its status to the membership on a regular basis. Ensures that funds of the membership are used in accordance to the mission of the Club.

**Director** - Participates on the BoD in guiding the direction of WAG.

**Membership Committee Chair** - 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. Tabulates member work hours, prints and issues worker cards. Posts a current membership list with contact information and updates the files as needed.

**Director(s) of Training** - 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. Approves requests for seminars and other educational items to assure alignment with the mission and purpose of WAG.

**Committee Chair:** Committee chairs are responsible for facilitating committee meetings and reporting the committee's findings to the board. Committee Chairs must be approved by the BoD.