

# WI-IL Agility Group Policies and Procedures

---

## 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 November 9, 2010. 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.

---

## Contents

The following topics are included in these Policies and Procedures:

Topic	See Page
Definitions and Intention	3
Membership	4
Privileges	4
Responsibility	5
Pre-Membership Requirements	6
Membership Resignation	7
Membership Reinstatement	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 and reimbursement	12
Parties	13

---

*Continued on next page*

## WI-IL Agility Group Policies and Procedures, Continued

---

### Contents, continued

Ring Rental	14
Ring Watcher Qualification	15
Ring Watcher Compensation	16
Ring Watcher Instructions	16
Records	18
Training Classes	18
Instructors	19
Instructor Compensation	19
Class Session	20
Discipline and Expulsion	21
Newsletter	22
Roles of Officers and Committee Chairs	23

---

## 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>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>UKC</b>	United Kennel Club
<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.

---

**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 and Canine Performance Events. WAG recognizes other agility organizations such as NADAC and USDAA. Fun Matches may be held in the manner of UKC, AKC, CPE or other agility organizations. Agility equipment will meet UKC, AKC and CPE specifications. Training classes will be geared to UKC, AKC and CPE agility. Trials sponsored by WAG will be under UKC, AKC or CPE regulations.

---

# Membership

---

## 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.

---

## Privileges

Being a member of WAG has certain privileges:

- Training classes will be opened to the membership at least 2 weeks prior to being opened to the general public.
- When the club has reached a point where funding allows, 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 20 hours of work donated by a member, a worker card will be earned. Worker 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 cards labeled "WAG Trial Hours Worked". The trial hours worked will be recorded on the cards in half-hour increments. Each half-hour worked is worth \$1 to be used for entries at future trials. Partially completed cards may be used for this purpose. Members also have the option to redeem five completed cards with 18 completed half-hours worked for one class session. Non-members may not use these cards to pay for classes.

*Note: Worker cards should be treated as cash as they are not replaceable.*

---

*Continued on next page*

## Membership, Continued

---

### 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. If a member's dues remain unpaid after this time their membership is not in good standing. On the 1st day of January unpaid dues result in membership termination. A member who joins in the third quarter (Oct., Nov. or Dec) will not be required to pay dues again the following January.
- ❑ Work requirements (effective January 1, 2007)
  - a) For single memberships are 32 hours per calendar year. For family memberships are 48 per calendar year. Failure to fulfill the work requirement within the calendar year will cause a fine of \$5.00 per hour of the work requirement not met to be assessed. Failure to pay this fine will cause the member to be "not in good standing" and all membership privileges will end.

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.

---

*Continued on next page*

## Membership, Continued

---

### **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 prior to attending a general membership meeting.
- ❑ 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 six 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. 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. Failure to complete the 16 hour work requirement within the six month period requires the prospective member to begin the process again, with a new six month period and new work hours.
  - ❑ *Hours worked in excess of the required 16 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 at least one week before the General Membership meeting at which the membership votes. Include payment for the selected membership type (individual or family). If the prospective member is not able to attend the General Membership meeting in which they are scheduled to be voted in, this step may be postponed until the prospective member is able to attend a General Membership meeting.

---

*Continued on next page*

## Membership, Continued

---

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

---

**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. An introduction must be made at a general membership meeting. At the next general membership meeting (following the meeting at which the introduction is made) the membership will vote on reinstatement of 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”.

### Crating Policies

#### 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 on the crate in an easily visible location.
- 2) Dog treats must be kept inside crates in heavy plastic or metal containers (i.e., mouse-proof).
- 3) Crates may be stacked one upon another with a board placed in between them. The board is to be provided by the owner of the top crate.
- 4) Crates must be kept clean with pads and bedding washed at least twice a year (spring and fall cleaning).
- 5) The number of crates allowed each member will be determined by available space.
- 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 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.

# General Operating Procedures

---

## **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.
- 

## **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 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!

---

*Continued on next page*

## General Operating Procedures, Continued

---

### **Aggressive Behavior**

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

---

### **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.

---

### **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.
- 

*Continued on next page*

## General Operating Procedures, Continued

---

### 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.

---

### 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 are NOT permitted in the building.
  - ❑ 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).
- 

*Continued on next page*

## General Operating Procedures, Continued

---

### 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.
- 

### 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 painted and coated with a non-slick 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.
- 

### 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.

---

*Continued on next page*

## General Operating Procedures, Continued

---

### 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, the cost of the class session immediately following may be reduced by the number of classes missed in the current session.

Trial refund policy is:

After the trial closing date, entry fees less \$5 per day 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.

---

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

### Expenditures

Before making a purchase members, expecting WAG reimbursement, can

1- 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.

---

*Continued on next page*

2- ask to be put on the Board agenda so they can present details of items

they would like to purchase on behalf of WAG. The Board will discuss and advise the member of its decision.

- 3- 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.

**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.

---

*Continued on next page*

## General Operating Procedures, Continued

---

### Ring Rental

- ❑ All persons renting 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.
- ❑ Persons using the ring for agility practice must have had at least 1 dog complete the Beginners class. The intent is to allow only those persons who have had specific instructions with each obstacle, be allowed to practice on their own.
- ❑ 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.
- ❑ 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.

---

*Continued on next page*

## General Operating Procedures, Continued

---

### Ring Rental, continued

- ❑ 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 should be replaced.
  - ❑ 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

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.

---

*Continued on next page*

## General Operating Procedures, Continued

---

### Ring Watcher Compensation

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 (\$5/hr/member, \$0/hr/instructor)
  - Compensation: Work hours equal to paid training time
  - Renter Fee: Normal rental fee (\$5/hr/member, \$10/hr/non-member)
- ❑ Option 2
  - Watcher Fee: None
  - Compensation: None
  - Renter Fee: Normal rental fee (\$5/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.

After watching the ring for others three (3) times, a ring watcher may rent the ring for the normal rental fee of \$10 per hour without another watcher being present.

---

### 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.
  - ❑ In winter, slide top lever on thermostats for both heaters in main room to 70 degrees.
  - ❑ Open bathroom doors. Do not adjust bathroom heaters.
- 

*Continued on next page*

## General Operating Procedures, Continued

---

### Ring Watcher Instructions, continued

#### 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 -- \$10/hour (\$5/half hour); 2 or more -- \$5/hour/person (\$2.50/half hour/person)
  - Combinations: \$10/hour/non-member (\$5/half hour); \$5/hour/member (\$2.50/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.

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.
- ❑ Slide top lever on thermostats for both heaters in main room to 50 degrees (all the way to the left).
- ❑ Turn off everything you turned on in the office and elsewhere (ceiling fans, photocopier, etc.)
- ❑ Make sure all doors are locked and lights in main room are switched off.

---

*Continued on next page*

## General Operating Procedures, Continued

---

### 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.
- 

### 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.
- 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.
- 

*Continued on next page*

## General Operating Procedures, Continued

---

### 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.

---

### Instructors Compensation

See instructor handbook.

---

*Continued on next page*

## General Operating Procedures, Continued

---

- 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, the cost of the class session immediately following may be reduced by the number of current class sessions missed.
  - ❑ 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.
-

# Discipline and Expulsion

---

**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.

---

**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.

---

**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.

---

**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.

---

## Newsletter

---

### Wag'N Tales

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.

---

## 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. 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.

---

**Treasurer** 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.

---

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

---

**Building Committee** Established to search for the permanent structure which would become WAG's training facility and permanent address.

---

**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. 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.

---

*Continued on next page*

## **Roles of Officers and Committee Chairs, Continued**

---

### **Director 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. 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.

---

### **Events Chair**

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.

---

### **Newsletter Editor**

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.