

NVDTC GUIDELINES AND PROCEDURES

April 2011

SAFETY:

Footwear: Trainers, Assistants and Handlers must wear closed-toed shoes during training sessions for safety purposes. Tennis shoes are recommended; sandals and clogs are not appropriate for training sessions. This rule needs to be covered during orientation.

Alcohol Use: Alcoholic beverages are not to be consumed on the premises before, during, or after training sessions. If a handler has alcohol on his/ her breath and acts or appears intoxicated, it is the responsibility of the trainer to address the handler and ask him/her to leave the floor. The handler is welcome to observe the remainder of the class. This rule needs to be covered during orientation. If assistants smell alcohol on handlers, they need to report this to the trainer of the class.

PRIVATE TRAINING AND USE OF CLUBHOUSE

Trainers shall not use the club's facility for private training sessions, nor use the club to solicit customers for private training. Trainers may use the club facility to train their own dogs or to help handlers prepare for trials or other competition events, provided no fee is involved. Trainers may also use the club facility to evaluate dogs for appropriate placement in NVDTC classes; no fee shall be charged for this service.

When there are not enough enrollments in a class, use of the clubhouse will be allowed for trainers to assist advanced handlers who are members. The trainer will do this free of charge.

BEREAVEMENT AND DEATH

Human family death: \$50 to charity of choice of bereaved family. If there is no designee then donation will go to humane society;

Hospitalized member: \$40 to flowers or gifts;

Club member death: \$100 to flowers or gifts

If not listed above, a card will be sent.

CLASS FEES:

- ✓ Cost of a 6-week session is \$115.00.
- ✓ One-time discounts of \$15.00 are available for rescue dogs.
- ✓ Senior (60 and over) and junior (under 18) handlers receive a \$15.00 discount per 6-week session.
- ✓ Second class discounts are \$15.00 per 6-week session. The discount for the third or subsequent session is \$25.00.
- ✓ Drop-in fees are \$22.00 per class. Drop-ins are only allowed for advanced classes and are at the trainer's discretion.

CLASS SIZE:

- ✓ Minimum class size is 5 handler/dog teams, maximum class size 16.
- ✓ If there are at least 4 teams, the class may be thirty minutes, but the fee will not be prorated unless previously approved by the board.

- ✓ For classes of 6-10 teams, there shall be one assistant.
- ✓ For classes of 11-16 teams, there shall be two assistants.
- ✓ For advanced classes, the need for an assistant is at the trainer's discretion.

(Note: Provisional assistants shall not be considered in these ratios since they are in training.)

CLASS LENGTH:

- ✓ Unless otherwise designated, sessions will be 6 weeks in duration.
- ✓ If sessions are shorter in duration, fees are prorated as follows: Classes will be \$60 for 3-week sessions, \$80 for 4-week sessions, and \$100 for 5-week sessions.
- ✓ Classes are scheduled for one-hour blocks, but last approximately 50 minutes to allow for transition for the subsequent class.
- ✓ For Puppy and Good Manners, the first meeting will constitute an orientation. The orientation is mandatory.
- ✓ If a handler cannot come to the orientation, only the trainer of the class can excuse the handler, but paperwork and fees must still be paid prior to the first meeting of the session.
- ✓ Office staff may not excuse any handler from orientation.

DROP-IN ONLY CLASSES

Periodically, classes that are “drop-in” only will be offered, such as puppy playtime and conformation.

The minimum number of handler/dog teams to hold a full, one-hour class is five.

With fewer than five people, it is at the trainer's discretion to proceed with the class or not, provided the class does not result in a financial loss for the club.

In the event there would be a loss, the trainer may cancel the class, train the class without compensation, or shorten the class to one-half hour, with the drop-in fee remaining the same.

No vouchers accepted for drop-in classes for under \$22.

REFUNDS/CREDITS:

1. A refund of class fees may be given in advance of the start of a class session. Once the class session has begun, refund requests must go to the board for approval.
2. Up to and including the third week of a class session, the trainer of the class or the training chair may issue credit vouchers. Requests for a credit voucher after the third week of the session go to the board for approval.

VOUCHERS:

Club members can earn vouchers to use toward classes. Vouchers can be earned by attending general membership meetings and by participating in events and activities. For each \$35 paid family membership, only one adult member in a membership household receives a \$10.00 voucher for attending general meetings.

Below are other opportunities for earning vouchers with associated amounts (subject to change):

Attending General Meeting: \$10 Voucher

Committee Chairperson: \$40 Voucher
Active Committee Member: \$30 Voucher
Office Assistant: \$40 Voucher
Class Assistant: \$40 Voucher
Event Volunteer: \$20 Voucher for work done on day of event
Board Member: \$120 Voucher for one year of service

1. Vouchers have no expiration date and are transferable.
2. Old vouchers for a full class are grandfathered in.
3. Use of vouchers is limited to \$80 per class per dog. Same limit applies to multiple dogs. This does not include vouchers that are good for a class.
4. Juniors under 12 or those over 12 who need supervision do not earn a voucher, however their supervising parent will be eligible for one voucher regardless of the number of supervised children working at events.

DISCOUNTS:

A \$15 discount on a class is given to rescue dogs (one time only) and to seniors and junior handlers. There is also a \$15 discount for 2nd class, 2nd dog and a \$25 discount for 3rd and 4th dog or class.

Only one discount per class is allowed. Discounts are available to members and nonmembers alike.

APPROVAL OF ASSISTANTS:

- ✓ Assistants must be club members and may apply or be recommended to the Training Committee for consideration.
- ✓ The Training Committee recommends approval of assistants to the board; assistants are recommended based on their dog training experience and interpersonal skills.
- ✓ Once approved by the board, provisional assistants must assist under the guidance of a seasoned instructor.
- ✓ The provisional assistant does not receive a voucher for this training session.
- ✓ Once the provisional assistant completes one session, the trainer of the class and other trainers who have observed the assistant report to the Training Committee who makes a recommendation to the board for approval.

ROLE OF ASSISTANTS:

Assistants perform the following tasks under the direction of the trainer:

1. Show up on time and prepared for the session.
2. Inform trainer of any absence.
3. Arrange for a substitute in the event of absence.
4. Assist with enrollment paperwork, including review of shot records and receipt of payment.
5. Set-up room as prescribed by trainer.
6. Clean training facility after class sessions by replacing equipment and materials, ensuring that dog waste is cleaned up appropriately, and disposing of garbage and/or recyclable materials.
7. Fit and sell equipment.
8. Gather handouts for trainer and distribute upon direction.
9. Assist handlers with skills being taught by trainer.

10. Avoid assuming the role of trainer; refer difficult questions to trainer.
11. Follow instructions of trainer and adhere to the class curriculum.
12. Report any of the following to the trainer:
 - a. handlers are having difficulty with a behavior;
 - b. dog is exhibiting aggression;
 - c. handlers are not following instructions;
 - d. handlers appear to be under the influence of drugs or alcohol (this behavior needs to be clearly observed).
13. Assistants must attend five of the six classes in a session to receive a voucher.

OFFICE WORKERS:

Office workers must work five of the six classes in a session to receive a voucher.

PROFESSIONAL DEVELOPMENT STIPENDS

For Trainers and Assistant Trainers

NVDTC encourages and supports professional development for trainers and assistant trainers to ensure quality instruction and the use of modern techniques in all classes offered by the club. To that end, NVDTC will assist trainers and assistant trainers with expenses related to conferences, seminars, and/or advanced training, up to \$200 for calendar year for trainers and up to \$100 per calendar for assistant trainers.

Process:

In order to receive a professional development stipend, trainers and assistant trainers must make a request to the board in writing via the president. The request must include the following information:

1. Trainer/Assistant Trainer Name;
2. Conference/Seminar/Training, including description of topic or a copy of the flyer;
3. Date of Activity;
4. Reimbursement Amount;
5. Receipt; and
6. Brief description of how the seminar/conference/training will benefit him/her in relation to dog training for the club

The board will review and discuss the request at a regular meeting and notify the requestor whether or not the stipend has been approved. If approved, the treasurer will make the payment. If denied, the club president will notify the requestor with a reason for the denial. All documentation will be filed appropriately in the club office.

TRAINER DESCRIPTIONS AND FEE SCHEDULE (effective November 1, 2005)

Level One – Entry Level Trainers

Requirements:

1. Experienced in assisting classes; a minimum of six (6) sessions with the NVDTC under at least two different trainers, or equivalent at another training facility with recommendations
2. Has individually trained own dog(s) to an advanced level
3. Ability to communicate effectively

4. Willing to handle different kinds of dog behaviors and adverse situations calmly and confidently
5. Embraces the training philosophies of the club
6. Develops, maintains, and presents class curriculum on a consistent basis
7. Continually educates self with the most current training techniques by attending seminars or advanced training
8. Maintains good communication with Board of Directors and Training Committee Chair

Pay Rate: \$16.00 per class hour

Level Two – Intermediate Trainers

Requirements:

1. Completed Entry-Level Trainer's Tenure
2. Experienced in training classes; a minimum of twelve (12) sessions with the NVDTC or equivalent at another training facility with recommendations
3. Promotes the training philosophies of the club
4. Enhances the training program through individual skills
5. Has had competition experience in area of training expertise

Pay Rate: \$20.00 per class hour

Level Three – Advanced Trainers

Requirements:

1. Completed Level Two Trainer's Tenure, plus an additional twelve (12) sessions or equivalent experience
2. Demonstrates superior training skills with own dog(s), as well as working with students to resolve problems
3. Ability to work on own to develop new and exciting training classes; continually has positive feedback from class participants
4. Exemplifies the training philosophies of the club
5. Mastered the skills to provide advanced or in-depth training classes for individuals who want to train in specialty areas

Pay Rate: \$24.00 per class hour

Level Four – Master Trainers

Requirements:

1. Completed Level Three Trainer's Tenure, plus an additional twelve (12) sessions or equivalent experience
2. Demonstrates superior training skills with own dog(s), as well as working with students to resolve problems
3. Ability to work on own to develop new and exciting training classes; continually has positive feedback from class participants
4. Exemplifies the training philosophies of the club
5. Mastered the skills to provide advanced or in-depth training classes for individuals who want to train in specialty areas

Pay Rate: \$28.00 per class hour