

RROTC POLICY & PROCEDURE
Voted and Approved Monday, April 17, 2017

1. **MEMBERSHIP DUES** Dues are \$35 per year for a single membership; \$40 for family.
2. **THE NEWSLETTER** The Newsletter is to be received by members ten (10) days prior to the monthly meeting and will include the minutes of Membership and Board meetings. News items must be received by the Editor before the first day of each month. And addition or change to Policies and Procedures must be printed in the newsletter one (1) time before members can vote on the change/addition. The newsletter may be distributed by email or by mailing.
3. **EQUIPMENT PURCHASED** Any equipment purchased by RROTC is for RROTC classes only. Members may purchase equipment for their personal use from the Equipment Manager (No Credit). All cash or checks must be turned over to the Equipment Manager before the next monthly meeting. The Equipment Manager may provide the Instructor with extra equipment for class. The Instructor receiving the equipment will be responsible for the equipment and will return unused equipment or payment for equipment sold to students at the end of their class.
4. **BUILDING, GROUNDS AND TRIAL EQUIPMENT** These items are to be used by RROTC members and are for club functions only except with approval of the Board.
5. **ELECTRONIC COLLARS** Electronic collars are not allowed in the building or at any functions of the club.
6. **KEYS** The President, Training Directors and Equipment Manager will have a complete set of keys to all Club property. Any member in good standing may purchase a key to the building for training purposes.
7. **WEDNESDAY NIGHT PRACTICE** Wednesday night practice is for members, their invited guest(s) and prospective members only.
8. **SOCIAL FUNCTIONS** All social functions of the Club are open to family and guests of Club members unless there is a lack of space at the location where the function is held.
9. **AWARDS** Awards are to be presented at the Christmas Banquet to members whose dogs have completed AKC accepted titles during the year. Awards will include all regular and nonregular AKC awards and titles: AKC-CGC, BN, GN, GO, RN, RA, RE, RAE, CD, CDX, UD, UDX, OTCH and any other titles accepted by AKC and not listed here.
10. **CLASSES** All classes are one-half (1/2) price to members (without equipment), excluding Members of the Board, who may attend classes at no cost. Instructors and assistants will receive a free class for each class taught. The free class may be taken at any time. Though they (members) are not required to attend Orientation, they must notify the Instructor before the class starts of their intention to attend. Members may also audit classes by dropping in occasionally. There are no refunds after the first class, except at the discretion of the Instructor. Classes held in the large training room are limited to 12 participants and dogs except with instructor approval. If a class will exceed this limit, the class will be split and a second class scheduled for the same month. Scheduling of the second class is the responsibility of the Training Director. Non-members shall have preference over members for the first 10 slots in a class.

11. NEW STUDENTS. New students must attend Orientation on the first Monday of the month their class starts, without their dogs. At that time, class fees will be collected and the dog's health records checked.

12. SHELTER DOGS. A Puppy, Good Dog, or Beginners Class costing one-half (1/2) of the regular price will be given with proof of the dog's adoption from a taxpayer supported Animal Shelter or any dog rescue holding a 501 (c)(3) tax status (proof required). The discount is only for the first Puppy or Good Dog and first Beginner I class for that dog.

13. COST, DURATION & DESCRIPTION OF CLASSES

a. Puppy Class: This class is for puppies no more than six (6) months old or older (with instructor approval). The cost is \$50. It is to include Orientation without the puppy, and four (4) one-hour classes to socialize the puppy and help with information on housebreaking, nail trimming, grooming and an introduction to Obedience.

b. AKC S.T.A.R. Puppy Class: This class is for puppies up to 12 months old and follows the AKC S.T.A.R. Puppy curriculum. The class is six one-hour sessions. The cost is \$70.

c. Good Dog Class: The cost is \$50. The class is four one-hour sessions. The class teaches good dog manners including crate training, walking on leash, sit, down, stay, leave it, and come/recall. It also offers help with problem behaviors such as barking, jumping on people, housetraining, pulling on leash. It is intended for first time dog owners or adopters of rescue dogs but is appropriate for all owners wanting a "Good Dog."

d. Beginner I Class: The cost is \$100 and includes a leash and collar. There are six one-hour classes covering the basic obedience commands needed for CGC test. The Handler teaches the dog to heel, come on command, sit, stand and down stay. The Handler is encouraged to learn the requirements for a CGC test, which, upon passing, qualifies them to receive the AKC-CGC award.

e. Beginner II class: The cost is \$50.00. The class is a four week class and is a continuation of Beginner I with emphasis on polishing the commands needed for the CGC test. Handlers are encouraged to take the CGC test on completion of the Beginner II class.

f. Beginner Novice Class: The cost of this class is \$60 for six one-hour classes. In this class, the Handler and dog are working toward the AKC-BN title.

g. Novice Class: The cost is \$75 and includes eight one-hour classes. The handler and dog polish their performance working toward the requirements of a Companion Dog Title (AKC-CD).

g. Open Class: The cost is \$75 and includes eight one-hour classes. The handler and dog are taught the exercises required to obtain a Companion Dog Excellent Title (AKC-CDX).

h. Utility Class: The cost is \$75 and includes eight one-hour classes. The handler and dog are taught the exercises required to obtain a Utility Dog Title (AKC-UD).

i. Rally Novice Class: The cost is \$50 and includes four one hour classes. The handler must have completed a Beginners Obedience Class. The handler and dog are taught the exercises required to obtain an AKC Rally Novice Title (AKC-RN).

j. Rally Advanced Class: The cost is \$50 and includes four (4) one-hour classes. The handler and dog are taught the exercises required to obtain a Rally Advanced Title (AKC-

RA). The class is for the handler and dog that have completed the Rally Novice Class or have earned the Rally Novice Title.

k. Rally Excellent Class: The cost is \$50 and includes four one-hour classes. The handler and dog are taught the exercises required to obtain a Rally Excellent Title (AKC-RE). The class is for the handler and dog that have completed the Rally Advanced Class or have earned the Rally Advanced Title.

14. ORIENTATION Training Director or someone designated by the Training Director must conduct Orientation on the first Monday of the month. Instructors must attend Orientation or arrange for a substitute who is familiar with the class requirements.

15. DOGS CONSIDERED UNRULY OR DANGEROUS These dogs may be required to wear a muzzle or may be dismissed from the class by the Instructor.

16. SEMINARS. Instructors only will be eligible for reimbursement of seminar registration costs (not to exceed \$100.00 per fiscal year) after teaching one advanced (Open or Utility) or two of any other class.

QUALIFICATIONS FOR INSTRUCTORS

Puppy:

- a. Should be a graduate from a Beginners class
- b. Should have assisted with at least two (2) previous puppy classes.
- c. Shall be observed or assisted by an experienced trainer for the first class.

S.T.A.R. Puppy:

- a. Completed AKC Star Puppy certification.
- b. Should be a graduate from a Beginners class
- c. Should have assisted with at least two previous puppy classes.
- d. Shall be observed or assisted by an experienced trainer for the first class.

Good Dog:

- a. Should have completed a Beginner I class
- b. Should have assisted with two Good Dog classes.

Beginner I and II and Beginner Novice:

- a. Should have assisted with two Beginner Classes
- b. Should have completed one AKC Companion Dog Title
- c. Should have attended one Obedience seminar
- d. Their first teaching class should be assisted by the Training Director or a more experienced Instructor.

Novice:

- a. Should have completed two Companion Dog Titles
- b. Should have taught two Beginners Classes
- c. Should have attended two Obedience seminars

Open:

- a. Should have completed one AKC Utility Title or two Companion Dog Excellent Titles
- b. Should have instructed two Novice Classes
- c. Should have attended three different Obedience seminars

Utility:

- a. Should have completed two AKC Utility Dog Titles or be an AKC Judge
- b. Should have taught at least two Open Classes
- c. Should have judged a Utility Class in at least one match
- d. Should have attended four Obedience seminars, one of which may be an AKC Judge's seminar

Rally Novice:

- a. Should have taught two Obedience Beginners Classes
- b. Should have completed one Rally Novice Title
- c. Should have attended one Rally seminar

Rally Advanced:

- a. Should have taught two Rally Novice Classes
- b. Should have completed one Rally Advance Title
- c. Should have attended on one Rally seminar

Rally Excellent:

- a. Should have taught two Rally Advanced Classes
- b. Should have completed one Rally Excellent Title
- c. Should have attended one Rally seminar

Any person that is recommended by an officer or member of the club to instruct a class that doesn't meet the suggested requirements must be approved by the Board of Directors before being eligible to instruct the class.

RED RIVER OBEDIENCE TRAINING CLUB, INC.
Requirements for Membership

Advantages of Membership: Wednesday night practice is conducted by the Training Director(s). Dogs are worked individually and the group stays are done at the end of the evening.

Classes are half-price for club members.

Meetings are held on the third Monday of each month (except December) at 7:00 PM at the club unless noted otherwise in the newsletter. The newsletter is published monthly.

Members are active in a variety of dog activities in addition to Obedience - Tracking, Agility, Herding, Field Work, Barn Hunt, Carting, Lure Coursing, Nosework, Therapy Dog, and Conformation.

Types of Membership:

1. Single Membership. A single membership shall include any person eighteen years of age or older and shall entitle that person to all privileges of the club and to one vote at any meeting of the membership at which he is present. Dues are presently \$35 per year. This amount is subject to yearly review.
2. Family Membership. A family membership shall include a spouse and any children under the ages of eighteen and shall entitle that family to all privileges of the club. It shall also entitle each Spouse to one vote each at any meeting of the membership at which they are present. Dues are presently \$40 per year. This amount is subject to yearly review.
3. Honorary Membership. Honorary membership can be granted by the club to persons who the club wishes to honor and shall entitle that person to all privileges of the club except those of holding office and voting.

Application Process:

1. To be eligible for membership in the club, all persons must be of good moral character and be in good standing with the American Kennel Club.
2. Applicant must attend two meetings or functions of the club; completed a class with us or have completed an AKC obedience title prior to submitting an application. Applicant may petition the Membership Committee for waiver of requirements on an individual basis.
3. Dues are \$35 for an individual \$40 for a family. Dues each by October 1st. Application must be signed by a sponsor. It then appears in the club newsletter.
5. Members may transfer from single to family membership by completing a new application and paying the difference between single and family membership dues.
6. Applicant agrees not to raise or breed puppies for sale to pet shops or commercial outlets.
7. If at any time an application is denied, the applicant may reapply after six months.



APPLICATION FOR MEMBERSHIP.
RED RIVER OBEDIENCE TRAINING CLUB

Please either mail the completed application along with your dues to RROTC, P. O. Box 5232, Bossier City, Louisiana 71171-5232 or deliver to the Membership Chairman. Application must be signed by a member in good standing of RROTC as sponsor.

TYPE OF MEMBERSHIP: Individual (\$35 per year) _ Family (\$40 per year)
(All memberships are to be renewed by October 1 of each year.)

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

BREED(S) OF DOG: _____ SEX: _____

REGISTERED NAME: _____

CALLNAME: _____ DATE WHELPED: _____

RED RIVER CLASSES OR EVENTS ATTENDED: _____

LIST MEMBERSHIPS (past or present) IN ANY OTHER DOG CLUBS: _____

SIGNATURE OF APPLICANT: _____

SIGNATURE OF SPONSOR: _____

DATE _____