



Policies
and
Procedures

January 24, 2022

The Board of Directors of the Obedience Training Club of Palm Beach County recognizes the Club's Constitution as the governing body of Rules to provide guidance. The Policies and Procedures are in place to give guidance on processes and procedures to run the Club.

The Board of Directors recognizes its fiduciary responsibility to manage the finances of the Club and its activities.

Issues needing immediate attention should be brought to the attention of the President of the Club. The President will work on solutions with the appropriate people / organizations / businesses. The President will keep the Board apprised of any emergent situation.

The Club's property is entirely smoke-free.

GENERAL MEMBERSHIP

1. The Obedience Training Club of Palm Beach County, hereafter referred to as OTCPBC and/or the CLUB, is operated entirely by volunteers. Membership in the Club entitles one to the benefits and use of the facilities, the knowledge of our instructors and the association with others who share a love of dogs and an interest in obedience, rally, agility, scent work and tracking.
 - a. Applications are available at the OTCPBC Training Facility. No on-line applications can be accepted.
2. Membership also brings with it the responsibility to contribute to the Club's success. We need your help. We ask each member to perform Club service. Whether this takes the form of teaching, assisting, stewarding, or chairing a committee or team will be determined by each member's skills and ability.
3. Any person nominated for "an office or board member position" must be a member in good standing for one full year prior to being appointed by the nominating committee to the election ballot.
4. All members of OTCPBC are encouraged to attend club meetings and participate in club functions.
5. All members of OTCPBC having an Access Card shall have unlimited free access to the Club's building. Members without an access card and non-members shall pay a fee per dog to be determined by the Board on an as needed basis.
6. In place of instructors having 10-15-minute training time before or after their classes, or within the week they teach, an increase in pay will be instituted. \$30.00 for a six-week class; \$20.00 for a four-week class. There will no longer be free training by the instructors. The above increase will be given to all instructors (excluding the Agility teachers) whether they have an access card or not. This increase will enable the instructors to pay the \$5.00 per training fee for those without access cards. The instructors without access cards will need to train and pay only when coming into the building with someone holding an access card or while the building is in use. The key in the key box is not meant to be used for unlimited training and at no time shall be used as such. Anyone using the key box outside of the day of their class will be taken off the instructor roster and will be liable to suspension from the club for a period of six months.
7. No puppies under the age of three (3) months and without proper inoculations will be allowed in our training facility.

8. Bitches in season are not allowed in our training facility with the exception of a Barn Hunt Association event and NACSW Event. Handlers of bitches in season must follow the rules of the event organization regarding participation of bitches in season. Both organizations require Handler's to give adequate notification to trial hosts (72 hours for NACSW and 15 minutes before the start of the first trial for Barn hunt). Both require that bitches in season wear panties and run at the end of the run order. Bitches in season must be clearly identified and crated separately from other dogs.
<http://nacsww.net/trial-information/trial-rule-book>
https://www.barnhunt.com/rules/barnhuntrules_2014_final.pdf
9. Due to space constraints, only hard or soft crates will be allowed in designated areas of the facility. X-pens are only allowed in the crate room when in use during a day when an event is not taking place. When not in use, they must either be removed or folded and placed against a back wall in the crate room.
10. Instructor's crates may be left in the crate room through the duration of the classes that they are scheduled to teach and must be clearly identified with a name tag. Any crate left in the crate room by a member not instructing for more than 2 consecutive days will be removed.
11. Any member of the Club conducting private group classes for a fee, may not make use of the Club's training nights to:
 - a. Give private instructions to their students.
 - b. Solicit for their personal classes.
 - c. Have a potential client meet them at the club.
 - Any of the above conduct will be considered improper and prejudicial to the welfare of the Club
12. A member conducting private group training classes for a fee may not serve as an Officer or Member of the Board of Directors of the Club, thereby eliminating any conflict of interest.
13. No member of the Club shall use or disclose any OTCPBC member information, including names, addresses, telephone numbers, e-mail, addresses or other member lists or information for solicitation of a private individual or group training solicitation of services, solicitation of sales or any other activity which would result in personal gain.
14. Personal gain is hereby defined as any monetary or proprietary gain or value derived from such prohibited use. Each Club member acknowledges that violation of this policy in any manner would interfere with, diminish and otherwise jeopardize and damage the business and goodwill of the Club and shall constitute cause for suspension or termination of Club membership. This prohibition shall continue for a period of twenty-four (24) months following the voluntary or involuntary termination of membership.
 - a. Any of the above conduct will be considered improper and prejudicial to the welfare of the Club.
15. Members are allowed ten (10) minutes per run-through or training time in the training rings when there are others waiting. There will be no classes or run thrus on the day prior to a trial at the club house, nor during the weekend of the trial.
16. OTCPBC will only provide insurance for Club related activities sponsored by OTCPBC at Board approved sites.

17. No Club mats or equipment shall be rented out unless it is for a Club function and is approved by the Board of Directors. Mat and equipment rental may be a part of the building rental. **(See Rental of the Building.)**
18. All complaints must be made in writing by a Club member, signed and presented to the Secretary.
19. The front door of the building shall remain unlocked during all classes and club functions. However, during the last class of the night, if there is no activity on the Obedience/Agility Field, the doors may be locked for the safety of the class. This does not apply to members using their access cards during training.
20. Membership Application. SEE: CONSTITUTION AND BY-LAWS ARTICLE I – MEMBERSHIP; Section 2. Paragraph 2 for the complete verbiage.
 - a. After the submittal of an application for membership and the first reading, the potential member must perform 10 hours of volunteer time at any club event of their choice. These hours will not be counted toward the required 20 hours to receive class discounts or an access card. The volunteer hours will be reported to the event coordinator as well as the Secretary. At the next general meeting after the hours have been earned, their application will be read and voted upon. 2019-11-04
 - b. If the applicant earns more than the 10 hours required for membership, the additional hours earned will be credited to their yearly total. Clarified at Board of Directors meeting of 2022-01-24.

RENTAL OF THE BUILDING

Renting the building must be limited to dog clubs in the general area. Renting would depend on the proposed activity and the availability of the building and/or property. Clubs renting the building must have a Certificate of Insurance covering the activity on the specified date(s). The club renting the building is responsible for any damage to the building or property and must abide by the No Smoking Policy. The price for renting the building would be determined by the Board on an annual basis. All renting requests need to be approved by the Board. The organization renting the building must be given an orientation to the property including fire safety, electrical safety, no smoking, etc.

SEMINARS

Seminars need to be limited to the training of dogs. The charges for the seminar need to be approved by the Board. Payment to the seminar presenter needs to be approved by the Board.

ACCESS CARDS

1. All members are eligible to purchase an Access Card from the Club for clubhouse access if they have accrued the required 20 hours of volunteer service. A refundable deposit is required on all cards. The amount of the deposit is to be determined by the Board on an annual basis. Access Cards may be purchased for one (1), three (3), six (6) or twelve (12) months. The fees will be set by the Board of Directors on an annual basis.
2. A Club member who purchases an Access card and keeps it in an active status does not have to pay for run-throughs. If a member does not renew his/her access card, then the member will pay for each run-through on each day for each dog. The fees for run-throughs will be set by the Board on an annual and as needed basis. If an access card member brings a guest with a dog for training, the guest must sign the waiver form and pay the required fee. The member must also sign in. If the member does not ensure the payment and signature are done, they will lose the use of their access card for

one month. If a second offence is observed, the Board of Directors will decide on an appropriate action.

3. A member's access card may not be given to another member to gain access to the Club.
4. Effective January 1, 2018. To purchase an access card, the member **MUST** have accrued 20 hours of volunteer time within the previous 12 months (not calendar year) or taught three regular classes (with or without compensation). Volunteer hours and/or three regular classes taught will be the only criteria used to purchase or renew an access card.
5. Effective June 20, 2020, Silver/Gold members of the Obedience Training Club do not have to accumulate the required number of volunteer hours to purchase an access card. It was felt that after 25+ years, these people had given many hours to the club.
6. Any member that has earned 200 or more volunteer hours will be given a **FREE** access card for the six-month period that their volunteer hours meet or exceed 200 hours.
7. Any Silver/Gold member with a disability will be allowed to purchase an access card without working 20 hours.
8. Executive Board members and At Large Board members, Obedience, Agility, Rally, and Scent Coordinators will be issued a key or key card at no charge.

VOLUNTEER HOURS

Members will report their volunteer hours to a designated Club person as they are accrued. Volunteer hours will keep in a running basis and the prior 12 months (not calendar) will be used to calculate class discounts and the purchase/renewal of Access Cards. The Board of Directors will, on an annual basis, determine the minimum number of volunteer hours a club member needs to earn each calendar year.

Attaining the minimum number of volunteer hours will create for the club member the opportunity to take advantage of club discounts in training, formalized classes, seminars, etc.

Instructors may either earn volunteer hours without pay when teaching a class (hour for hour of teaching time) or be paid for that class and not receive volunteer hours. This will also apply to class assistants.

SHOW AND GO

Judges for the Show and Go will earn volunteer hours plus can do one free run through with their dog. Stewards can earn **EITHER** volunteer hours or a run through.

ACTS OF AGRESSION

Members must follow the training director's, instruction or event coordinators' guidelines and directions regarding the behavior and control of their dog(s) at all times.

1. Classes:

- a. Instructors or class members who observe a dog behaving aggressively in class may file an incident report with the Training Coordinator. Reports must be filed within five days of the occurrence. The Training Coordinator must report incident report filings to the Board.
- b. After review, the Training Coordinator may decide to impose limitations upon the dog's participation in group classes. Limitations may include wearing a muzzle, remaining leashed at all times, maintaining a 30' distance from other dogs (the length of 3 stretched-out ring gates), or being denied participation in group classes altogether. Such limitations are imposed by the Training Director on a case-by-case basis.

2. Government Agency Suspension:

- a. Any member's dog(s) that has been classified as aggressive and/or dangerous by a government agency, including but not limited to the Palm Beach County Animal Care and Control, will not be allowed to participate in any classes, seminars and/or events, etc. sponsored by The Obedience Training Club of Palm Beach County. The dog(s) also will not be allowed to come on to any property owned by OTCPCB. This policy shall only apply to the subject dog(s), not the owner.
- b. The refund of any monies paid by the member for the above will be evaluated by the Board of Directors.

3. Individual Training and Club Events:

- a. Any member who witnesses an act of dog aggression outside of a classroom context (e.g., during individual practice sessions, in the parking lot, at a Show n Go, etc.) may file an incident report with the Board. Filing an incident report incurs a cost of \$10. Reports must be filed within five days of the occurrence.
- b. Following a hearing, the Board may decide to impose limitations upon the dog's participation at Club events, including its training while in the presence of other dogs. Limitations may include wearing a muzzle, remaining leashed at all times, maintaining a 30' distance from other dogs (the length of 3 stretched-out ring gates), or being denied building access when other dogs are present. Such limitations are imposed by the Board on a case-by-case basis.
- c. Any dog that attacks a person or a dog, resulting in an injury, may be barred from participation in Club events until reinstated following the policies and procedures outlined by the American Kennel Club in Dealing with Misconduct at American Kennel Club Events.
- d. Members whose dogs are banned from participation in American Kennel Club events must report these findings to the Board for review.

OBEDIENCE/AGILITY FIELD USE BY CLUB MEMBERS

1. Club members must be approved to use the field by either an OTCPCB Agility Instructor or equivalent. This member should be actively showing or ready to show in Obedience/Agility. No inexperienced members will have access to the field unless participating in an organized instructor led activity.

2. Club members must purchase a building access card for one (1), three (3), six (6) months or one (1) year to have access to the Obedience/Agility field for personal use.
3. In addition to the purchase of the card, the member will also pay \$10.00 per month for the use of the Obedience/Agility field
4. No member having access to the field can bring anyone else into the field to train their dog unless they also have met the criteria listed above.
5. The gate will be secured with a combination lock. The lock combination will be changed once a month or as needed. All members having an activated building access card, who have paid the additional \$10.00 per month & have been approved to use the field, will be sent the code to the combination lock.
6. Club members using the field must be responsible for putting all equipment that was taken out of the shed back into the shed as well as making sure the shed is locked securely and the combination lock on the fence is secured and the field lights are turned off.
7. Failure by a member to adhere to any of the above guidelines will result in having their field privileges revoked immediately. No monies will be refunded.
8. The Agility/Obedience field can be used for Scent Work only when not in use for Agility instruction once classes end in May thru the start-up of Agility classes in September. This is to be used for classes only, not by individuals. A waiver must be signed by ALL participants of the class that the club is NOT responsible if a dog picks-up a toad or other hazardous animal/item. The owner alone is responsible for all vet bills for anything taking place in the field

TRAINING COORDINATORS

Definitions:

Class: Learning sessions presented in an organized fashion to teach handlers how to train their dogs. Usually for a specific number of weeks.

Run-throughs: Dogs and handlers practicing specific exercises or portions of exercises without the aid of a paid trainer. Fees for run-throughs will be set by the Board of Directors on an annual basis.

Club Sponsored Run-throughs / drill: Specified activities promoted by the Club for a specific period of time usually with an identified leader.

Seminar: Specific learning session sponsored by the Club, led by a highly experienced handler and trainer. Usually working and audit spots are offered.

1. Training Coordinators must submit a report to the Secretary of the Board of Directors due by the date of each Board Meeting. The report must include the status of classes, instructors and any pertinent problems i.e., equipment issues, etc. The president may ask the coordinator to attend a Board meeting to discuss issues.
2. Coordinators will report to the President of the Club.
3. Coordinators are responsible for coordinating the training of their respective discipline. This includes scheduling classes, scheduling instructors, training new instructors, answering questions and problem solving.

4. Coordinators may work to grant exceptions to class schedules and schedule students to come to certain classes.
5. Students who wish to “drop in” to a class must be cleared by the respective Coordinator.
6. Coordinators may cancel and/or reschedule classes due to lack of enrollment, instructor problems or other issues.
7. Questions on Policies and Procedures, changes in pricing of classes, pricing of equipment used in training, etc. may be submitted to the Board. Questions need to be answered within three (3) business days.
8. The Board will assure that training equipment used in each discipline is safe and functional. Training coordinators need to report any unsafe issues to the President of the Board.
9. Scheduling of classes needs to be organized between the coordinators. One ring must be available at all times for member run-throughs.
10. The CGC test will be held on a separate date from the CGC class instruction. All CGC participants will pay a fee to take the test, including CGC students. The evaluator will receive 20% of the fee collected for the test. Any assistant to the CGC test will receive 10% of the collected fee.
11. Payment for a class must be completed when registration is sent via on-line payment.
12. Class cancellation policy: Because class size is limited, and sufficient time is necessary to contact alternate students, class tuition may only be refunded if notice, in writing (letter or email), is received seven (7) business days prior to the start of the class by the instructor or the Training Coordinator.
13. Prior to the start of a scheduled class, if an enrolled student drops out within seven days of the start of that class, a credit will be given for a future class, not a monetary refund.
14. Once a class has started, no refunds will be given for missed classes. Exception: If the dog does not pass the prerequisite exercises needed for the class. These evaluations shall be done on the first night of class if the instructor wishes to perform an evaluation. The instructor will notify the Treasurer via email or written request that the student is to receive a full refund. (2) If a bitch comes into season during a class schedule, a prorated refund will be issued to the handler when a note from their veterinarian has been given to the instructor. The instructor will notify the Treasurer by email or written request the total number of classes attended and the balance of the classes remaining. 11-04-2019
15. All class instructors and one (1) assistant instructor will be compensated with the fee set by the Board of Directors. For assistants to qualify for compensation, the class must contain at least six students. Class assistants will receive \$65.00 compensation when six or more students are enrolled in a class. This will apply to all disciplines of class instruction.
16. Any Non-club member who is hired to teach a class will be compensated at a rate determined by the Board of Directors.
17. A class instructor may earn either volunteer hours without pay when teaching a class or be paid for that class and not receive volunteer hours.

18. If a class is not filled, the instructor may allow a fill in person. The instructor will contact the coordinator for that venue and the coordinator will contact the webmaster to create a special invoice for that student. The student will pay for the class via PayPal and sign the COVID waiver. At least 72 hours must be supplied to the webmaster. The instructor's payment will not change based on the addition of the fill in student.
19. It is mandatory for instructors to wear a mask at all times. Sanctions: If the instructor does not adhere to the requirements, they will not be allowed to teach for a period of time as well as any other appropriate action as determined by the Board.
20. Executive Board members and At Large Board members, Obedience, Agility, Rally, and Scent Coordinators will be issued a key or key card at no charge

AGILITY TRAINING COORDINATOR

This Coordinator is to be a member of the Club and shall be appointed by the President with the approval of the Board of Directors

This Coordinator shall have full responsibility of the various agility classes conducted by the Club. The Agility Training Coordinator may appoint a member of the Club as Assistant Agility Coordinator to aid in the performance of the duties.

This Coordinator shall have the authority to bar from attendance at classes and from the training area any dog and/or handler who, in his/her opinion, tend to disrupt the classes.

The Agility Coordinator and assistant may attend board meetings – but do not have a vote.

CGC COORDINATOR

This Coordinator is to be a member of the Club and shall be appointed by the President with the approval of the Board of Directors

This Coordinator shall have full responsibility of the various CGC classes conducted by the Club. The CGC Coordinator may appoint a member of the Club as CGC Coordinator to aid in the performance of the duties.

This Coordinator shall have the authority to bar from attendance at classes and from the training area any dog and/or handler who, in his/her opinion, tend to disrupt the classes.

The CGC Coordinator and assistant may attend board meetings – but does not have a vote.

SCENT WORK TRAINING COORDINATOR

This Coordinator is to be a member of the Club and shall be appointed by the President with the approval of the Board of Directors

This Coordinator shall have full responsibility of the various scent work classes conducted by the Club. The Scent Work Training Coordinator may appoint a member of the Club as Assistant Scent Work Coordinator to aid in the performance of the duties.

This Coordinator shall have the authority to bar from attendance at classes and from the training area any dog and/or handler who, in his/her opinion, tend to disrupt the classes.

The Scent Work Coordinator and assistant may attend board meetings – but do not have a vote.

OBEDIENCE AND RALLY TRAINING COORDINATOR

This Coordinator is to be a member of the Club and shall be appointed by the President with the approval of the Board of Directors.

This Coordinator shall have full responsibility of the various obedience classes conducted by the Club. The Obedience Training Coordinator may appoint a member of the Club as Assistant Obedience Coordinator to aid in the performance of the duties.

This Coordinator shall have the authority to bar from attendance at classes and from the training area any dog and/or handler who, in his/her opinion, tend to disrupt the classes.

The Obedience and Rally Coordinator and assistant may attend board meetings – but do not have a vote.

TRACKING COORDINATOR

This Coordinator is to be a member of the Club and shall be appointed by the President with the approval of the Board of Directors

This Coordinator shall have full responsibility for the various tracking classes conducted by the Club. The Tracking Coordinator may appoint a member of the Club as Assistant Tracking Coordinator to aid in the performance of the duties.

This Coordinator shall have the authority to bar from attendance at classes and from the training area any dog and/or handler who, in his/her opinion, tends to disrupt the classes.

This Coordinator shall formulate plans for all Tracking Tests held by the Club, recommend judges, conduct tests, perform other functions, and submit his report to the Board of Directors.

The Tracking Coordinator and assistant may attend board meetings – but do not have a vote.

AKC Test Worker Option for Tracking shall be defined as any Club member, in good standing, who has worked or served as: Tracking Coordinator, Test Chairperson, Test Secretary or served and attended as a member of the Tracking Test Committee as well as anyone who worked or served as a Judge, Tracklayer, Cross-tracklayer, Chief Tracklayer, Hospitality Coordinator or Official Driver at an OTCPBC Tracking Event. Anyone who qualifies under these criteria shall be issued a Tracking Certificate signed by the Test Secretary and shall be eligible for the Worker Option. This shall qualify them to be placed into a separate drawing for tracks, according to The AKC Test Worker Option Table. Please refer to Chapter 1. Section 13: Test Worker Option in the AKC Tracking Regulations. This certificate shall be good for two (2) years. A copy of the certificate shall accompany the AKC Entry Form when entering tests.

INSTRUCTOR COMPENSATION

Instructors must be club members, although non-members may teach with Board approval if there is no suitable member instructor available. Instructors are compensated per the following schedule:

- NEW INSTRUCTOR PAY SCHEDULE – Effective January 1, 2022
- All classes of six-week length. For or shorter sessions, the pay will be prorated.
- 4-5 Students \$150
- 6-8 Students \$180
- 9 or more students \$200.
- Agility Setup (not class) Assistant \$50 per schedule class

Instructors who propose new classes to their respective training coordinators are eligible for a \$50 bonus if the new class attracts at least 5 students the first time it is offered. Instructors may exercise the “new class bonus” option twice per year. Proposing a new class “means submitting a class title, description and week-by-week training plan to the appropriate coordinator for approval.

Trial Secretary Payment – Volunteer trial secretaries will receive \$50 per trial, plus volunteer time.

INSTRUCTOR & ASSISTANT REIMBURSEMENT

1. To collect reimbursement, instructors must complete a reimbursement request along with the documentation of expenses incurred for that class and submit to the appropriate training coordinator for their signature. This form shall include the class number along with a roster of this class. The training coordinator submits the form, once signed, to the treasurer. Instructors must complete reimbursement requests within 30 days of the last day of class.
2. Instructors must complete a W-9. It is filed with the treasurer. At the end of the year, if an instructor has earned \$600 or more, less expenses, they will receive a 1099.
3. Instructors may either earn volunteer hours without pay when teaching a class (hour for hour of teaching time) or be paid for that class and not receive volunteer hours. This will also apply to class assistants.

SCHOLARSHIP INCENTIVE PROGRAM

Six-Week Classes

Instructors who teach a minimum of 3 classes during the same calendar year may receive one \$100.00 scholarship grant, which they may apply towards the attendance at a recognized training seminar or a class.

Those instructors who teach two classes receive a \$50.00 grant. Six-week classes include offerings across disciplines (scent work, obedience, agility, etc.)

Assistants who help with 3 or more classes may receive a \$50 grant.

Not all classes and seminars are eligible. Stipulations on eligible seminars and classes appear below.

1. The purpose of the Scholarship Incentive Program is two-fold:
2. To provide instructors with opportunities to increase their knowledge of dog training and dog sports.

3. To provide a benefit to club members who repeatedly teach classes.
4. Scholarship Incentive Program grants are to be sourced from the club's instructional budget, not from the budget of any club- sponsored seminar.
5. Stipulations and Exclusions. Scholarship Incentive Program grants may be applied to dog training seminars hosted by OTCPBC and by other dog clubs and professional associations. Grants may be applied toward classes offered by OTCPBC only.
6. Instructors become eligible to receive a scholarship incentive grant once they have completed teaching the necessary number of classes for grant eligibility.
7. Instructors must apply for Scholarship Incentive Program grants and provide information about the seminar to which the grant will be applied. If the seminar is being offered by OTCPBC, the instructor may either pay up front and then be reimbursed (in cases where there is competition for working spots) or may register and pay with a check from OTCPBC. If the seminar is being offered by an organization other than OTCPBC, the instructor will register and pay up front and then be reimbursed once the instructor has completed the seminar and the seminar has been approved as appropriate for the grant.
8. OTCPBC reserves the right to deny approval for a grant to any seminar.
9. If an instructor has received a \$50 grant after teaching two classes in the same calendar year who then teaches a third class, the instructor may receive an additional grant of \$50.
10. Instructors may carry forward a Scholarship Incentive Program grant through the next calendar year following the calendar year in which the incentive is earned. Grants may not be carried forward past the following calendar year.
11. Instructors are responsible for documenting the classes taught that make them eligible for scholarship grants.
12. No retroactive grants are available, e.g., instructors may not ask for reimbursement for seminars already taken. Grants must be earned and requested in advance.

Specialty Classes

Instructors who teach a minimum of 3 - four (4) week Specialty classes during the same calendar year may receive a \$50.00 scholarship grant, which they may apply towards attendance at any recognized training seminar.

Drill or Drop-in Classes

A \$50.00 scholarship grant will be awarded to an individual who has taught 24 sessions of drill in the same calendar year following the same procedures listed above.

Run-throughs, Show 'n Go's, Agility Fun Runs, and Sniff N Go Events_Each discipline training coordinator (Tracking, Scent Work, Obedience, Agility) may nominate up to four (4) individuals for \$50.00 grants after they have provided members with 24 hours of scheduled, structured practice sessions on a regular basis during the calendar year.

All discipline training coordinator nominations are subject to Board approval.

Free Audit Spots

Instructors who teach at least two classes in a calendar year may attend seminars offered at OTCPC in a non-working capacity (“audit spot”) at no charge. There is no limit on the number of audit spots instructors may avail themselves of per year.

TRAINING CLASSES AND FEES

The conduct of the obedience and agility training classes shall be under the direction of the respective Coordinator, or one or more of his or her duly appointed assistants.

Prior to the start of the course, each person receiving instruction in any of the training classes shall pay to the Club a fee, the amount to be determined by the Board of Directors.

D.O.C.O.F. – Dog Obedience Clubs of Florida Annual Competition held Labor Day weekend in Orlando.

Each member of the team will receive a stipend when attending DOCOF. If a member is entered in both the obedience and rally competition, an increased stipend will be paid. These amounts will be determined by the Board of Directors

GUIDELINES FOR SELECTION OF DOCOF TEAM

The selection of Club members to participate at D.O.C.O.F. shall be made as follows:

The President shall appoint a D.O.C.O.F. Chairperson. The Chairperson shall appoint a selection committee, which shall include the appointees that will include the Obedience Coordinator. A team shall be chosen based on the following:

Try-outs - If there are more than three people/dogs interested in any level, there will be try-outs which will be judged by the Obedience coordinator and their appointed committee.

Consistency- Consistency of performance.

Status – Current status of the dog:

- Is it between titles and therefore not active in competition, but working regularly at the training facility?
- Is it “resting” and not working either in competition or at the training facility?

Club Service – This must be taken into consideration as a possible tiebreaker.

- If there is a tie after all the above have been taken into consideration, there will be a run-off on two (2) separate occasions under two (2) qualified individuals. The decision of the D.O.C.O.F. committee to choose the team will be final.

AWARDS OF RECOGNITION

Between January 1 and December 31 only one (1) Achievement Award will be given. The recipient of this award will be voted upon by the Board of Directors.

The Board may also elect to recognize club members who have taken on tasks that support club activities, etc. These awards may be given out at the December or January General Membership Meetings.

Upon the appointment of a statistician, titles earned by club members will be recorded. Any club member earning any of the following titles will be award an Achievement Award at the January general election meeting of the following year. Agility - MACH, PACH, AGCH; Obedience - OTCH & POC; Rally - RACH; Scent work - SWME; Tracking - CT; GCH (Grand Champion) and Higher.

SPECIAL RECOGNITION: To receive a ribbon recognition for a major title earned, the win must occur at an event sponsored by the Obedience Training Club of Palm Beach County. This will apply to all exhibitors, not just OTCPBC members. The major titles are Agility - MACH, PACH, AGCH; Obedience - OTCH & POC; Rally - RACH; Scent work - SWME; Tracking - CT; GCH (Grand Champion) and Higher. 03-24-2021

OTCPBC BOARD OF DIRECTORS EMAIL VOTING PROCEDURE

The recording secretary will state the motion, declare voting open and when the voting is to end. A minimum of 24 hours should be allowed after the motion is presented.

MOTOR HOMES ON OTCPBC PROPERTY

As of September 20, 2017, RV's (self-contained motor homes) will not be permitted within the OTCPBC property, which includes all parking spaces. In addition, generators on any type of vehicle will not be allowed to be run while parking in the lot at OTCPBC.