

Milwaukee Dog Training Club, Inc.
Club Operating and Training Procedures

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1. Purpose

To supplement the policies in the Constitution and Bylaws and to instruct the members in the obedience and obedience-related training of domestic dogs.

2. Administration

All words in the Operating and Training Procedures used in any gender shall extend to and include all genders. The initials “MDTC” and the word “Club” refer to Milwaukee Dog Training Club, Inc.

Administration of the Operating and Training Procedures shall be vested in the Board of Directors and/or the Director of Training.

Any questions or doubts arising about the interpretation of any Operating and Training Procedures shall be resolved by majority decision of the Bylaws Committee.

Amendments to the procedures may be suggested at any time. Notice of adopted changes shall be published by the Board of Directors in the next issue of Obedience Views, and the updated version of the Club’s Operating and Training Procedures will be published on the Club’s website.

For the purpose of serving and accommodating these Procedures, applicants for membership whose applications have been accepted shall be considered voting members on the first day of their class, i.e., Orientation Day. For definition of voting membership, see Article 2, Section 3, “Membership” in the Club Bylaws.

Complaints regarding administrative matters shall be reported to a Club Officer or a member of the Board of Directors. The Club will not be responsible in case of delays.

3. Roles and Responsibilities

3.1. Officers and Board of Directors

- 3.1.1. The Officers and Board of Directors shall fulfill their duties as described in the Club Bylaws and Position Descriptions.
- 3.1.2. Position Descriptions are approved by the Board. Amendments to Position Descriptions can be made with Board approval.

3.2. Committees

- 3.2.1. All Committees and their Committee Chairs are responsible to the Board of Directors.
- 3.2.2. Standing Committees are formed, amended, or dissolved by the Board through amendment of the Operating Procedures.
- 3.2.3. Committee Chairs are responsible for calling meetings of their Committees, overseeing decision-making and implementation processes that further the mission of the Club, and reporting their Committee’s decisions and activities to

the Board. Committee Chairs are encouraged to attend Board meetings, when possible, to provide input and advise the Board during decision making.

3.2.4. Standing Committees are as follows:

3.2.4.1 Training Committee

3.2.4.2 Membership, Sales, and Communication Committee

3.2.4.3 Member Engagement Committee

3.2.4.4 Community Engagement Committee

3.2.4.5 Facilities Committee

3.2.4.6 Revenue and Finance Committee

3.2.5. Committee Descriptions

3.2.5.1 The Training Committee is responsible for obedience training, special training, other programming (e.g., seminars and workshops), and trials under the auspices of the Club. It is also responsible for the purchase and maintenance of training-related equipment (e.g., obedience and agility jumps, flyball boxes). It is chaired by the Director of Training, with the Director of Agility and Director of Flyball serving as Assistant Chairs.

3.2.5.2 The Membership and Sales Committee is responsible for processing new memberships and renewals, managing the CRM software and related membership management tools, and maintaining documentation related to Club policies and procedures.

3.2.5.3 The Member Engagement Committee is responsible for member relations and involvement, including communications with members, social events, good and welfare, and social media (in coordination with the Community Engagement Committee).

3.2.5.4 The Community Engagement Committee is responsible for relations between the Club and the community, including event booths, Club exhibitions and demonstrations (in coordination with the Training Committee), and community-focused programming.

3.2.5.5 The Facilities Committee is responsible for maintenance and improvement of the indoor and outdoor training facilities, in coordination with the Training Committee.

3.2.5.6 The Revenue and Finance Committee is responsible for planning and executing activities that maintain and improve the Club's financial security (in consultation with the Treasurer), including budgeting, fundraising, and grant seeking.

3.2.6. Committee Chairs

3.2.6.1 Committee Chairs are appointed by the President in alignment with the Club Bylaws. Committee Chairs will typically be members of the Board of Directors.

3.2.6.2 Every year at the July board meeting, the President will present a list of Committee Chair appointments to the Board.

3.2.6.3 Committee Chairs are responsible for appointing members to their Committee. Committee chairs will notify the Board of any changes in committee membership.

3.2.6.4 Committee Chairs may form subcommittees as necessary and will report formation of subcommittees to the Board.

3.3. Finances

- 3.3.1. No cash advances will be made without an itemized proposal to the Board, and receipts are required for all payments of expenses.
- 3.3.2. The Fidelity and Trans America accounts are to be used only for maintenance of the training facilities. 50% of any annual club profits will be split between and deposited to the two funds.

4. Membership

4.1. Dues

- 4.1.1. A fee of \$35 will be charged for all NSF checks.
- 4.1.2. Members can request dues holds for sick/injured dogs/people via email at membership@milwaukeekeedog.com. The Director of Training will review requests and approve those that meet this criterion. Requests for any other reason will be considered by the Board on a case-by-case basis.
- 4.1.3. Members are responsible for ensuring their dues are current. There is a 30-day grace period after a member's renewal date, within which the members can pay their dues without penalty. During this grace period, the member does not have voting rights until their membership has been renewed in full. If the member does not pay their dues within this period, the membership is considered lapsed and will be treated as a new membership for the purposes of dues and registration charges.

4.2. Family Membership and Special Benefits

- 4.2.1. Family Membership is available to the immediate family (partner and all dependents of the immediate family living in the same household) of current members. These members pay one half the current dues as posted in the clubhouse. Registration fee still applies.
- 4.2.2. Lifetime Membership applicants must have 20 years of continuous membership and service to the Club. They must apply to the Board of Directors listing Club activities and positions held and any other pertinent information for Board approval of Lifetime Membership. If Lifetime Membership is denied, applicants may reapply the following year. Lifetime Membership will be awarded at the annual Awards Dinner (Holiday Party) in the Club year of the 20th anniversary. This includes the time period from July 1st of the previous year to July 1st of the current year. A plaque will be awarded honoring the Lifetime Membership.
- 4.2.3. The following members will receive free dues and will receive free tickets for themselves and a guest for all social functions (e.g., the annual Awards Dinner).
 - Club Officers
 - Board of Directors
 - Chairs of Standing Committees

- AKC Trial Chair
 - Instructors
 - Editor of Obedience Views
 - Webmaster
 - Other significant volunteer roles as determined on an annual basis by the Club President, in consultation with the Board.
 - The dues of any of the above-mentioned shall become due the first of the month following the end of their active service to the Club unless a credit is being carried on their account.
- 4.2.4. Committee members who are not also included in the above list will receive free dues and will receive a free ticket for themselves for all social functions (e.g., the annual Awards Dinner).

5. Training Rules

5.1. Admittance of Dogs into the Club

- 5.1.1. The Club will accept up to 20 applicants into a new class. Any members or applicants over that amount could be accepted at the discretion of the Director of Training.
- 5.1.2. All dogs that are new to the Club and display any aggressive or reactive behavior during their registration assessment must be approved for training in the Club by the Director of Training or one of the Basic Class Senior Instructors. Before applications will be accepted, all dogs entering the Club must show proof of rabies, distemper, parvo, and all other appropriate shots (titers will be accepted in lieu of vaccinations) and a dog license from the community in which they reside. All new applicants are required to attend the first Sunday class and Orientation session.
- 5.1.3. Any new applicant entering the Club with a previously trained dog will be evaluated by the Director of Training or an Assistant Director of Training.
- 5.1.3.1 Placement of applicant in class shall depend upon the applicant's and dog's abilities.
- 5.1.3.2 The class in which the applicant and dog have been placed must be noted on the application.
- 5.1.3.3 Application will follow the same process for membership as stated in Article 2, Section 3, "Membership", in the Club Bylaws.

5.2. Transfer of Training/Membership

- 5.2.1. All applications for transfer of Training/Membership must be submitted to the Director of Training for approval.
- 5.2.2. All applicants will be evaluated by the Director of Training and one class Instructor of the proposed class, if available, to determine class placement. Their decision will be final.
- 5.2.3. No member shall be allowed more than two transfers of training in any one-year period, either dog or member, without appearance before the Board of Directors for approval.

5.2.4. Any transfer of membership must be treated as a new application, i.e., follow the same process for membership as stated in Article 2, Section 3, "Membership", in the Club Bylaws.

5.2.5. Membership transfers are required to attend the next Orientation session.

5.3. Number of Dogs Trained by One Member

5.3.1. Only one dog shall be trained for obedience at one time by a member who must be the owner or a member of the owner's immediate family. If a member desires to train more than one dog, he shall apply in writing to the Director of Training. Permission to train a second dog shall be guided by the member's ability and the achievement of his previous dog. The prior dog must have reached the Advanced Novice Class. If permission is denied, no member may reapply within six months of such rejection.

5.3.2. Training two dogs in different classes on the same day will not be permitted unless: (a) Both dogs are in the Utility Class, or (b) One dog has passed the Utility Class at a MDTC Achievement Trial or received a qualifying score .

5.4. Training Regulations

5.4.1. It is everyone's duty to be on time for training sessions. All times, dates, and locations of all classes shall be published in Obedience Views and posted in the clubhouse. When in conflict with holidays, cancelations will be announced by the Director of Training. Notice of cancelations of training for severe weather conditions shall be sent via text message and posted on social media and on the Club voicemail system under Class Cancelations.

5.4.2. At the Humboldt Ave. training field, parking in the lot north of the gate shall be reserved for board members, obedience instructors, MAST volunteers who are working a shift that day, and members with a handicapped parking pass. Any exceptions to this policy must be approved by the Director of Training or Club President.

5.4.3. Dogs may not be left tied or off leash unattended (unless crated) on the field at any time.

5.4.4. All dogs brought to the grounds must be clean and healthy. Sick dogs must be reported immediately to the Instructor in charge.

5.4.5. Female dogs in season are not permitted on the grounds, except with Director of Training approval.

5.4.6. There shall be no excessive harshness nor cruel treatment of a dog by a member at any time. If anything of this nature is observed, it shall be referred to the Director of Training as quickly as possible. The Director of Training shall take two witnesses and take whatever corrective measure necessary to have the member involved discontinue his actions. If the member involved continues the same actions, the matter will then be placed in the hands of the Board of Directors with a complete detailed written report.

- 5.4.7. Before training begins, dog should be exercised in an area away from the training field so that pollution of the ground is avoided. Every member is required to personally remove any droppings of his dog from the training field.
- 5.4.8. Directions of the Instructor must always be followed. Any questions which cannot be resolved should be taken up with the Director of Training and the Instructor after the training session.
- 5.4.9. Complaints regarding training matters shall be reported immediately to the Director of Training or Assistant Director of Training. The Club will not be responsible in case of delays.
- 5.4.10. All instances of dog bites or dog fights shall be reported immediately to the Director of Training in writing. The owners/handlers of all participating dogs shall fill out a written report of the incident, including names of any injured party(s) and witnesses. The report must be filled out and filed with the Director of Training immediately. The Club will not be responsible in case of delays.
- 5.4.11. Each person shall be responsible for damages incurred through his own negligence.
- 5.4.12. Disorderly or unbecoming conduct, including signs of intoxication or drug abuse, will result in immediate expulsion from the training grounds, followed by possible disciplinary action.
- 5.4.13. For members' own protection on the training field, proper clothing must be worn which would consist of a pair of shoes that covers the entire foot. Members may wear shorts, but long pants are always recommended. Midriff and tube tops are not allowed. Shirts must always be worn.
- 5.4.14. Name tags are required on the training field at all training sessions.
- 5.4.15. No smoking will be allowed on the training field or in any building.
- 5.4.16. Instructors shall not have their dogs in classes while instructing the class, except with the approval of the Director of Training. Instructors who have received approval to have their dogs in class must have their dogs secured or crated, not free roaming.
- 5.4.17. A member must maintain his dog's proficiency in his class. If he fails to do so, the member shall be placed into an appropriate class by the Director of Training and the instructor of the class.

5.5. Achievement Trials

- 5.5.1. Achievement Trials will be held on a regular basis. Dates, locations, classes offered, and fees will be established by the Achievement Trial Chair.
- 5.5.2. All judges shall be invited to serve by the Achievement Trial Chair.
- 5.5.3. At the trial, the dog must be handled by the member training said dog.
- 5.5.4. Membership dues must be paid up in order to enter an achievement trial.
- 5.5.5. All entries and fees for the trial must be paid in person to the Achievement Trial Secretary by the posted due date.
- 5.5.6. Awards will be presented to members with qualifying scores.
- 5.5.7. Any dog receiving a qualifying score in a regular class may not enter that class again. Regular classes consist of Novice A, Open A, and Utility A.

- 5.5.8. Awards will be given in each class.
- 5.5.9. Members with passing scores, in accordance with AKC rules, will be eligible to move into the next higher class.
- 5.5.10. Reviews. Any member failing the Novice or Open class Achievement Trial may apply to the Director of Training for a review to be moved to the next higher class. The Director of Training shall review the member's judge's score sheet from the class failed and discuss the matter with the member's class instructor. The decision of the Director of Training shall be final. The Director of Training will then notify the Board of Directors of the member's request and their decision. Unless an AKC qualifying score has been obtained, any failing dog who is moved up by the Director of Training must be entered in the failed class and earn a qualifying score at the next Achievement Trial to remain in the class.
- 5.5.11. Any dog that has achieved an AKC qualifying score in Novice Obedience will be eligible to move to the next higher class, with the approval of the Director of Training.
- 5.5.12. Any member whose dog has achieved an AKC title will have the option of entering the Achievement Trial in the class the title was obtained or in the next higher class. If the member chooses the latter, the option to enter the lower class in the future is forfeited.
- 5.5.13. The Director of Training shall permit a member, with a statement from his veterinarian, to alter the heights of the jumps for a dog.
- 5.5.14. Bitches in season on the date of the trial will not show and will have the entry fee refunded.

5.6. Exhibitions and Demonstrations

- 5.6.1. All exhibitions and demonstrations shall be open to all members with qualified dogs in the Club. Members must wear black slacks/shorts, dark shoes, and club polo shirt. Shirts or tops worn over or under the shirt should be black, gray, or white. Without proper attire, members will not be allowed to participate in exhibitions or demonstrations. Final decision regarding attire will rest with the Instructor in charge.
- 5.6.2. An Instructor selected by the Director of Training must be in charge and present at any exhibitions and demonstrations. If no Instructor is available, the Director of Training may appoint a Board member to conduct the exhibition.
- 5.6.3. Special Club Awards
 - 5.6.3.1 Special awards shall be awarded at the Christmas Party.
 - 5.6.3.2 A plaque will be awarded to a member with a dog that has achieved an AKC CD, CDX, UD, Agility, or Flyball title.

6. Director of Training and Instructors

6.1. Director of Training

- 6.1.1. The Director of Training (DOT) is responsible to the Board of Directors and is responsible for all Club training activities (e.g., obedience training, special training, Club exhibitions, and matches) under the auspices of the Club. The DOT

must have been a Senior Instructor for three years and must have attended training sessions regularly preceding their appointment. It shall be the duty of the Director of Training to have an adequate staff present on the field at all training sessions.

6.1.2. Upon appointment, the Director of Training shall present the following in writing to the Board of Directors within one month:

6.1.2.1 A list of training staff and their assignments. When changes take place during the year, a new updated list shall be prepared and submitted immediately.

6.1.2.2 A program of development of new instructors.

6.1.2.3 A program for obedience training and special training.

6.2. Instructors

6.2.1. Instructors shall be selected from members who have demonstrated an ability to train and handle their dogs. They will have been members for one year or have reached the Open class and will be designated as a Junior Instructor. Selection of instructors will be at the discretion of the Director of Training. Senior instructors must have completed two years as a Junior Instructor.

6.2.2. Instructors shall maintain standards of proficiency as outlined by the Director of Training.

6.2.3. Former Instructors may be used at the Director of Training's discretion for classes, exhibitions, etc.

6.2.4. The Director of Training will notify the Membership Chair of any Instructor removed from the active Instructor staff.

6.2.5. Leave of Absence

6.2.5.1 The Director of Training may grant a leave of absence for a specified period of time.

6.2.5.2 An Instructor on a leave of absence may be used at the Director of Training's discretion for classes, exhibitions, etc.

6.2.6. Special Benefits

6.2.6.1 A new Instructor shall be credited dues paid in advance up to the first of the month of which he is placed on the active Instructor roster.

6.2.6.2 Instructors shall have access to club spaces, when they are not being used for club activities or events, for the personal dog training use of themselves and one guest who is also a club member. Abuse of this privilege (e.g., bringing non-member or multiple guests, conducting paid training without permission of the Director of Training) may result in revocation of the privilege by the Director of Training or Board of Directors.

6.2.6.3 Instructors shall have the privilege to train their dogs in any class with the approval of the Director of Training and the Instructor of the class.

7. Club Communications

7.1. Obedience Views (Newsletter)

- 7.1.1. The General Membership Meeting minutes (without Treasurer's Report) will be printed in the newsletter.
- 7.1.2. Newsletters will be available in the clubhouse and will be sent via email, unless address is unknown. In that case, they will be sent via first class mail.