



Greater Lincoln Obedience Club (GLOC) Policies

Policies to be reviewed annually by the Board of Directors. The following policies were developed by the 2013 Policy Committee, a group of members with the goal of creating consistency in how GLOC conducts business.

Membership Policy

A. Membership Application or Renewal

- a. New member registration is taken throughout the year with accompanied dues (see Section B). If a new membership application is submitted after October 1st, they will be considered a member for November through the following year. Prior to October 1st, Membership dues must be renewed in January.
- b. New Members must attend at least one Membership Meeting (held the 1st Thursday of every month) to have their application read and be welcomed to the club.
- c. Membership renewal is taken at the January Membership Meeting
 - i. Membership renewals must be paid by March 1st to be considered an active member in good standing.
 - ii. Lapsed members who wish to re-join within five years must have their name read once at a meeting after completing the renewal application. After five years, the former member must re-apply for membership as if a new member.
- d. At membership sign-up/renewal, each member must fill out an information sheet about each of their dogs. Dog information sheets may be added or retracted throughout the year.
- e. Members are required to sign an annual release of liability waiver as stated on the membership application/renewal form.

B. Membership Dues

- a. Single Membership - \$50
- b. Family Membership - \$65
- c. Lifetime Membership – No associated membership dues
(See Article I, Section 5 of Bylaws for more information)

C. Active Membership Benefits

- a. New Members will receive a “Welcome Package” to include a current membership roster, policy document, and welcome letter.
- b. Reduced Class Fees – Receive \$20 discount per class.
- c. Opportunity for GLOC Activity Pass benefit
(see *Special Training Fees* section for more information on Activity Pass)
- d. Access to special “Members-Only” classes and activities
- e. Monthly Newsletter
- f. Access to experienced trainers
- g. Special Events
- h. Networking opportunities
- i. Unique volunteer opportunities

D. Active Membership Requirements

The GLOC is an organization entirely run by volunteers. To continue to offer exceptional service, training opportunities, classes, educational events, and maintain a clean and comfortable facility – the active membership must be both financially and physically invested in the Club.

- a. Volunteer Hours Record
 - i. To remain active and in “good standing,” members are required to record a minimum of 12-hours of volunteer service to GLOC. This service can be done in any way that furthers the mission and vision of the Club and helps maintain a clean and comfortable facility. The GLOC Volunteer Coordinator will help provide suggestions for volunteer opportunities to fulfill this requirement.
 - ii. A log book will be established whereby members can record their activity. Individuals may record hours on their own and submit quarterly reports to the Volunteer Coordinator or simply continuously add to the log book at the building.
 - iii. The purpose of keeping a record of volunteer hours provides documentation for future grant applications, 501c3 status tracking, and is part of active membership.
 - iv. Lifetime Members are exempt from volunteer service hour requirements.

E. Committees and Active Volunteer Opportunities

- a. Committees and Events shall have an active club member assigned to be Chair of said committee or event, as the main point of contact for all things related to the committee or event.
- b. Committee Examples Include (but are not limited to):
 - i. *New Student Welcoming* – meets students at the door, verifies attendance sheets are signed, facilitates movement and flow for handlers and dogs, assists in providing class paperwork and introductions.
 - ii. *Marketing/Advertising/PR* – ie, press releases, brochures, business cards and flyers, website, social media, etc.
 - iii. *Membership* – provides applications and “welcome” packet, maintains active membership roster and contact information, etc.
 - iv. *Awards* – organizes annual awards information collection and banquet
 - v. *Budget/Audit* – reviews the Treasurer’s annual report and bookkeeping, makes recommendations, and prepares an annual Budget.
 - vi. *Nomination* – handles nominations for annual Officer and Board Member elections, facilitates annual membership voting
 - vii. *Equipment Maintenance*
 - viii. *Building Cleaning*
 - ix. *Policy*
 - x. Others as needed
- c. Event Examples Include (but are not limited to):
 - i. Obedience Trials
 - ii. Agility Trials
 - iii. Flyball Tournaments
 - iv. GLOC Fun Matches
 - v. Dog Expo
 - vi. Canine Carnival
 - vii. Dog-Splash
 - viii. Annual Christmas Party and Summer Picnic
 - ix. Awards Ceremony
 - x. Other events as approved by the Board of Directors

Training Policy

A. GLOC Directors

- a. GLOC Membership shall elect one Dog Sports Training Director and one Obedience Training Director (referenced in this document as Training Directors) in accordance with GLOC Bylaws. A Registration Director shall be chosen by the Board of Directors.

- b. Training Directors shall be responsible for:
 - i. Creating Class Schedules
 - ii. Developing class curriculum and graduation criteria
 - iii. Scheduling, Managing, and Supporting Instructors
 - iv. Identifying Class Size Limits
 - v. Responding to Class complaints (as directed in *Training Policy B(j)*) and Student requests
 - vi. Assisting with Equipment Management and Training-related Budget Requests
 - vii. Benefits –
 1. Year-round keyed access to the Building.
 2. GLOC Logo Wear – Directors will receive one GLOC Logo Wear T-Shirt every 2-year term.
 3. GLOC will sponsor Training Director attendance at external dog training seminars, not to exceed \$300 per Training Director, per 2-year term. Seminar attendance requests must be submitted to and approved by the Board prior to reimbursement for all or partial registration. Following the seminar attendance, Training Directors will present a brief summary of the seminar to the Board of Directors and discuss how they intend to incorporate material into current curriculum.

- c. Registration Director shall be responsible for:
 - i. Coordinating class schedules with SCC
 - ii. Accepting Electronic and Hardcopy registration forms and Registering students for requested classes
 - iii. Providing class rosters to Training Directors for distribution to Instructors
 - iv. Printing, copying and providing hard copies of all GLOC forms and training materials.

B. Classes

- a. Classes may be offered in (but are not limited to) the following disciplines:
 - i. Agility
 - ii. Conformation
 - iii. Flyball
 - iv. Obedience
 - v. Rally
 - vi. Tracking
 - vii. Other classes as determined/approved by the Training Directors
- b. Anyone transferring from another training program may have their dog evaluated by our instructors or the Training Directors to determine the class that best suits their needs.
- c. Classes shall attempt to start and end at the designated times.
- d. Schedule
 - i. GLOC will offer a minimum of four sessions per year on a quarterly basis (Winter, Spring, Summer, Fall), depending on members' interest and availability of instructors.
 - ii. Fun Matches, seminars, speakers, etc. may be scheduled at other times throughout the year that do not conflict with regularly scheduled classes.
 - iii. Sessions will typically be either 4-weeks or 6-weeks, depending on the type of class and Training Director approval.
 - iv. Graduation will be conducted on the last night of class.
- e. Class Fees
 - i. Non-Members - \$80 for 6-week (50-minute) Class
 - ii. Members - \$60 for 6-week (50-minute) or 4-week (80-minute) Class
- f. Class Registration
 - i. Non-Members –

1. Class registration is conducted through Southeast Community College (SCC) Continuing Education On-line Registration Program.
 2. All monies are collected by SCC and paid quarterly to GLOC.
 3. Prior-to-first-class refunds are handled through SCC.
 4. If non-members cannot attend the first night of a class (or subsequent classes), contact should be made through email to either the Training Director or Agility Director (gloctraindirector@gmail.com or glocagilitydirector@gmail.com). Refunds will not be given if the student does not show up for the first night of class and no contact has been made.
 5. If non-members run into problems with an instructor or during a class, they should contact GLOC through email (Glocpresident@gmail.com or gloctraindirector@gmail.com or glocagilitydirector@gmail.com). GLOC will work with non-members to resolve any problems and help enroll in an upcoming class.
- ii. Members –
1. Members are registered on a “first-come, first-serve” basis.
 2. Payment is due the first night of class.
 3. Class registration is either completed electronically through the GLOC Website (www.glocdogs.org) or a paper registration form may be filled out and mailed to the Registration Director.
 4. Registration WILL NOT be accepted over the phone or through email.
 5. Registration Open Date - Members may not register for a class prior to the assigned and posted Member Class

Registration Opening Date (typically 2-weeks prior to a Session). If registration is submitted before this date, it will be discarded, and the member will be notified by the Registration Director.

6. Registration Closing Date – Members may register for a class until the closing date and, in some cases, may be admitted to a class after the Closing Date, if there are open spots in the class.
7. Members may not be registered for a class if they have not met the minimum class pre-requisites (as determined by Training Directors and/or Instructors) or if the class is full when they register. If a class is full, the member will be put on a waiting list and informed if a spot opens up.
 - a. A class is considered full when it meets the maximum occupancy limit for that particular class, as set forth by the Training Directors, with Board of Director's approval.
8. Members registering the same dog for more than one class in the same discipline are not allowed to register for two different levels of the same type of class (ex: registering the same dog in Intermediate Agility and Advanced Agility in the same 6-week session). If the member has met the criteria for the upper level class and have registered for that class, they will not be allowed to also register the same dog for the lower-level class in the same session. If they are wait-listed for the upper-level class and there is room in a lower-level class, they may register for the lower-level class and remove their name from the wait-list for upper-level.
9. Members who register for a class, must attend the first night or contact the Instructor by phone or email, if they will be unable to attend the first night. Failure to make contact will result in removal of the member from the class roster and a student on the waiting list will be contacted to take the member's place after the first night.

10. Classes offered through SCC have limited member slots and subsequently may fill quicker than member-only classes. Members are allowed to register through SCC to get into a class; however, the Member-discount price will not apply and the non-member full price will be assessed through the SCC website.
- iii. At the discretion of the Training Directors & Board of Directors, if a participant or dog is unable to complete a class due to illness, death in the family, or other personal reasons, a voucher may be available for a future class. The participant will be allowed to either attend the next session or commence training where they left off. If a participant's dog-in-training passes away any time during the session, the club will refund class fee pro-rated minus classes attended through week four.
- g. Class Cancellation – Classes may be cancelled due to Instructor schedule conflicts, extreme weather conditions, power outages, etc. In all cases, Instructors will make every attempt to contact students via email and/or telephone to cancel class and schedule a make-up date and time.
- i. Heat-related Cancellation: If the temperature according to the Channel 10/11 online weather forecast Lincoln is 95 or above at 4:00pm, class will be cancelled and re-scheduled.
(<http://www.1011now.com/weather/home>)
 - ii. Inclement Weather Cancellation: In the event that SCC cancels classes due to winter storms, GLOC classes will also be cancelled.
 - iii. Low Registration Number: If two or less students register for a class, the Instructor may petition the Training Directors via email to cancel the class. The Training Directors will respond within 48 hours to any such requests.
- h. Class Criteria and Pre-requisites
- i. The first night of class, with the exception of Puppy and applicable entry-level or specialty classes, Instructors shall test their students on basic skill sets or pre-requisites for the class. If the student and/or the dog do not meet the criteria, they may be moved, at the

Instructor or Training Directors discretion, to another class more suited for their current skill level.

- ii. The last night of class, the Instructor will test students on the required graduation criteria and give students feedback. Students that have met the criteria will pass the class and receive a certificate. Students who do not pass may be required to repeat the class or recommended to take a complimentary class to improve their skills before moving on to an upper level class.
- iii. Students are encouraged to work on their skills outside of class and re-test with their Instructors before registration for upper level classes.
- iv. GLOC encourages students to move slowly and repeat classes rather than rush ahead and potentially encounter difficult and sometimes dangerous future training issues.

i. Instructors

i. Qualifications –

1. Instructors

- a. Must annually attend one GLOC Instructor’s Seminar on dog/people behavior and learning.
- b. Must have comprehensive experience and knowledge commensurate with the level of class to be taught.
- c. Individual qualifications shall be considered and subject to approval by the Training Directors and Board of Directors.

2. Assistants

- a. Must be club members and must meet with their assigned Instructor prior to the class.
- b. Must have basic knowledge and experience commensurate with the level of class to be taught.

3. Non-member Instructors

- a. The Board of Directors and Training Directors may elect to contract with an independent dog trainer to teach classes for the club. Rate to be determined based on experience and qualifications of the instructor.

ii. Benefits –

1. Instructor & Assistant Mat-time Incentive: Classes shall be scheduled in such a way that Instructors and Assistants shall have exclusive training time in their scheduled ring 30 minutes before and 30 minutes after their class. It is at that Instructor's and Assistant's discretion if they wish to share the ring with other Members or students, with the exception of when another Instructor & Assistant with the next class also wishes to use the 30-minute pre-class training time (in which case, they shall share the allotted time). Instructors shall be prepared to start class on-time and are encouraged to help each other set-up or move equipment for subsequent classes. This is an incentive and, depending on circumstances, the entire 30-minute block may not always be available. Scheduled classes take priority.
2. Club Hosted Instructor Seminars: Instructors will have the opportunity to attend GLOC hosted Instructor Seminars, in which topics such as dog behavior, human learning styles, special training topics, etc. will be covered.
3. Instructor Keys: Instructors shall be allowed a Building key for the duration of a scheduled class that they are teaching. Keys will be collected by Training Directors at the conclusion of the class, unless the Instructor is teaching adjacent sessions or Quarters. Instructors who teach at least one session each Quarter will be assigned an Annual Instructor's Key.
4. Other Incentives as devised by Training Directors and approved by the Board.

- iii. Instructors and Assistants are expected to conduct themselves in a professional manner when dealing with the public as representatives of GLOC.
- iv. Instructors are required to ask a student's permission to handle their dog. Students have the right to refuse. Instructors shall make students aware of this during the first class.
- v. Instructors will have students fill out and sign a student information form the first night of class, with the exception of Members, who will sign a printed class roster.
- vi. Instructors will collect class payments the first night of class. Payments will be placed in an envelope and shall be noted the class, students names, amounts collected, and placed in the payment drop box(es).
- vii. Instructors shall keep a record of student contact information for themselves and turn-in completed student forms to the GLOC office file.
- viii. Instructors shall provide students with email or telephone contact information the first night of class and present pertinent club student policies (ie: building rules, weather-related class cancellation policy, potty areas, clean-up stations, appropriate dog handling policies, etc.)
- ix. Instructors shall not use student information to solicit their own services or business interests without consent of the student.
- x. Instructors will be responsible for contacting students if a class is cancelled to schedule make-up dates and times.
- xi. Instructors may be given a class syllabus and are to instruct their students toward the graduation criteria set forth by the Training Directors. Flexibility is allowed and encouraged on teaching methods and class activities, but the basic philosophies shall be followed.

- j. Students –
 - i. Students shall follow all rules and policies as explained by Instructors.
- k. Abusive behavior towards animals and people will not be tolerated. Any problems (ie; accident, aggressive act, people issue, etc.) with or in a class must be presented to the Training Directors by the member or instructor within 24 hours by telephone or email. The Training Directors will acknowledge the receipt of the problem to the reporter and will further the problem to the President and Vice President. An Incident Report Form is available in the GLOC office and should be used to document any accidents or incidents that occur. All instructors are under the direction of (answerable to) the Officers and Directors of GLOC.
- l. Type of collar/leash to be used for training will be based on the instructor recommendation relative to the activity, general dog safety, the dog's needs, and the owner.

C. Special Training Fees

- a. Fun Matches – Varies by event (fees to be set by Board of Directors)
 - i. GLOC will occasionally offer Fun Matches where a club member will host a block of time available to members and non-members when they will open the building and supervise the use of the building and equipment for “simulated trial environment” training.
 - ii. Members and non-members must “sign-in” and give fee to designated member collecting payment. This is a special GLOC event and entry fees to such events are not included in the Activity Pass agreement.
- b. Open Building Training - \$5 per session (Free for Activity Pass holders)
 - i. GLOC will occasionally offer Open Building Training Sessions (ex: Open Agility, Open Rally, Open Obedience, Open Flyball, etc.) where a club member will host a block of time available to members

and non-members when they will open the building and supervise use of the building and equipment.

- ii. Members and non-members must place fee (if applicable) in the payment drop boxes during Open Building Training Sessions.

c. GLOC Activity Pass –

- i. The GLOC Activity Pass allows members to take several classes for their dog(s) throughout the year for a one-time, quarterly, or monthly payments (Payment schedule to be communicated to GLOC Treasurer).
- ii. Available to members only, the GLOC Activity Pass is an annual contract with GLOC and members are obligated for the entire amount of a full year activity pass, regardless of whether they remain members or continue to take classes.
- iii. Activity Pass holders may register for up to two classes per 6-week session and be put on a waiting list for any additional classes (beyond two per session) that the holder wishes to register for.
- iv. Single Pass - \$300
 1. Paid lump sum
 2. Quarterly at \$75 (due January 1, April 1, July 1, October 1)
 3. Monthly at \$25 (due the 1st of each month)
- v. Family Pass - \$500
 1. Paid lump sum
 2. Quarterly at \$125 (due January 1, April 1, July 1, October 1)
 3. Monthly at \$41.65 (due the 1st of each month)
- vi. Free Open Agility, Open Obedience, Open Training sessions (Typically \$5/per session fee, does not include Fun Matches).
- vii. Building Key – One-time \$25 non-refundable deposit – After being an Activity Pass holder for one year in good standing (current on all payments), members are eligible to receive a key (or code) to the building. (*See Building Access Policy for more information*)

d. Ring Rental for Private Instruction with Non-member Instructor

- i. Rings (and Backyard) may be rented during non-class hours by a member(s) to participate in Private Instruction with a Non-member Instructor or for Digital Competition with the following stipulations:
 1. The Board must approve all requests prior to rental.
 2. Member(s) are responsible for use of any and all equipment and facilities, and adequately securing the building when finished (ex: lights off, fans off, ALL doors shut and locked).
 3. A \$40 per hour - per ring - fee will be charged (as approved by the Board in March 2010), payable to the Treasurer upon Board approval of the request.
 4. The Board may be petitioned to waive fees and may elect to do so, with just cause.

Children Policy

- A. Well-behaved children over the age of 8 and under the age of 12 are allowed to participate in a regularly scheduled class with parent or guardian supervision, subject to Instructor approval.
- B. Children under the age of 8 years are not allowed to handle dogs in regularly scheduled classes.
- C. No children under the age of 12 are to be left without adult supervision during class.
- D. Well-behaved minors over the age of 12 and under the age of 18 may participate in a regularly scheduled class without parent supervision, but will require a parent or guardian signature and approval.
- E. Parents are responsible for behavior of their children at all times.

Dog Aggression Policy

- A. No unsafe dog shall knowingly be placed into classes or at public events, as all students enrolled in GLOC classes have the right to feel safe.
- B. On occasion, GLOC may have a student in a particular class to help resolve a dog behavior issue. The Instructor will inform the class of such and students will be able to openly discuss their concerns.
- C. Dog-on-dog Aggression where Bite Occurs: The biting dog will be evaluated by a neutral third party before being allowed back into class.
- D. Dog-on-person Aggression where Bite Occurs (not handler): The dog will be excused from class training. No refund of training fees will be given.
- E. Any incident involving a bite must be documented immediately following the occurrence on a GLOC Incident Report Form (available in the GLOC building office) and reported to the Training Directors.
- F. Other Aggressive behavior/actions will be addressed on an individual case basis.

Unaltered Dogs In-Season Policy

- A. Dogs in season are allowed in the building with appropriate attire. During classes, the instructor should be notified.
- B. Dogs in season are NOT allowed on Agility or Flyball equipment.

Dog Vaccination, Illness, Injury Policy

- A. Members and non-members dogs entering classes or using the facility must have proof of rabies as required by law and may be required to show proof that vaccinations have been administered per veterinarian protocols.
- B. Members/Instructors are required to notify the Corresponding Secretary if their dog contracts and is diagnosed with a contagious disease (ie: Bordetella, Parvo) after being on club premises.
- C. Ill or Injured dogs will not be allowed to participate in classes. Students are encourage to attend classes without their dogs during these times.

Insurance Policy

The club will carry liability insurance as required by AKC and building rental contracts.

Club Property Policy

- A. Members are not allowed to remove club equipment from the premises for personal use.
- B. A general equipment inventory list will be kept by the Building Supervisor. An Agility and Flyball Equipment inventory list will be kept by the Dog-Sports Training Director.
- C. Members are responsible for upkeep of equipment and any damage that occurs and should report damaged equipment to the Building Supervisor (or President, in the absence of a Building Supervisor).
- D. Damaged club property will be repaired or replaced as soon as possible.

Member's Property Policy

GLOC is not responsible for loss or damage to Member's private property left on the premises.

Unattended Dogs Policy

- A. GLOC is not a boarding kennel facility. Please abide by the following:
 - a. If a situation arises where a member will be out of the building for a short period of time and there are others in the building, please ask someone to take responsibility for your dog so that it does not cause a disturbance.
 - b. If you need to leave a dog unattended in a crate for a longer period of time, please notify another member or the GLOC President.
- B. While Instructors are allowed to bring their dogs to utilize Instructor Mat-time Incentives, they shall be cognizant of their dogs' crate manners and do everything possible to decrease disturbances during scheduled class times.
- C. If an Instructor's dog has multiple reports of causing disturbances during classes while in a crate, the Instructor shall be informed and may need to make other arrangements for their dog.

Clean-Up After Your Dog Policy

Owners are responsible for cleaning up after their dogs (both indoors and outdoors) and shall supervise their dogs to ensure accidents do not occur frequently.

Building Access Policy

- A. General access to the building is by individually numbered and assigned keys for members only (may change to key codes). Activity Pass and Officer Keys will be tracked and distributed by the Treasurer. Instructor Keys will be tracked and distributed by the Training Directors.
 - a. Board Officers, Training Directors, and Building Supervisor are allowed free access to the building.
 - b. Designated workers and Instructors are allowed free access to the Building on an as-needed basis.
 - c. Non-key Holding Members are allowed free access to the Building during regularly scheduled class hours or Open Training times.
 - d. Members in good standing for 1-year that hold an Activity Pass may request a key to the Building for a \$25 deposit fee. Lost keys will be replaced for a \$15 fee. After multiple lost keys, it will be at the discretion of the Board of Directors if the offending member may continue to be a key holder.
 - e. Non-member guests may have access for a \$5 fee and must be accompanied by a key-holding member.
- B. Entering/Exiting Building –
 - a. The last key-holding member to exit the building shall be responsible for closing procedures. Lights and fans shall be turned off and all doors shut and locked when exiting. A Building Exit Checklist shall be posted near keyed exits. During daylight hours, please use lights conservatively.
 - b. Heating shall be set during winter months. The Board may establish a range of indoor/outdoor temperatures to be observed before heat is utilized.
 - c. Please be conscientious of your own dog when entering or exiting the building and do not congregate at the entrance limiting flow of other people and dogs entering or exiting.
 - d. Dogs shall be leashed when entering or exiting the Building per City Ordinance regardless of level of Obedience or Handler control.