HANGTOWN KENNEL CLUB

POLICIES, GUIDELINES, AND OPERATING PROCEDURES

**Section 1: General Operations**

**Meeting Times:** General meetings will start at 6:30 PM

**Refreshments:** The club will purchase beverages and supplies for meetings and events.

**Raffle:** There may be a raffle held at the conclusion of each general meeting. Each member wishing to do so will put $.50 into the pot, along with their name. When a member’s name is drawn and that person is present, having contributed, he or she, will receive the full fund.

**Property:** Club property may be loaned to members **ONLY.** A member shall submit a written request to the Board and each request shall be acted upon individually. No property should be loaned out one month prior to a show or match. Members must take full responsibility for the borrowed items and return them in good condition.

**Dispute Resolution:** Any problems or complaints should be dealt with directly by the member delegated with the responsibility for that particular club activity. The Board must be notified of the situation, if the dispute cannot be successfully resolved initially. The Board shall be notified by email or in writing, whichever is most practical to the situation requesting further action.

**Member Notification of Board Agenda Items:** Issues coming before the Board involving committee business or individual members must be announced to the individuals involved at least three (3) days prior to the meeting and their attendance requested.

**Using the Name of the Club:** No club member may speak in the name of the club without prior approval of the Board. This includes emails, in social media, the use of club stationery and use of the club logo.

**Match:** The club shall make all reasonable efforts to have at least one (1) match each year.

**Section 2: Financial**

**CPA:** At the discretion of the Board, the club may contract with a local Certified Public Accountant to assist with audits, prepare taxes, prepare 1099 forms and other financial duties as designated by the Board.

**Petty Cash:** The Petty Cash box will be reconciled monthly and should contain no more than approximately $200.00 except during large club events. The amount in the cash box may be increased during these events but will be reconciled and reduced back to the previous balance following the event.

**Reimbursement for Mileage:** If requested, the club may reimburse members who drive for club business, using the current IRS charity rate for their mileage. The request for reimbursement must be submitted to the Board for approval **PRIOR** to the anticipated travel. Upon completion of the travel, an invoice will be submitted to the Treasurer for recordkeeping.

**Payments:** All invoices or receipts over $25.00 will be paid by check. Requests for payments must be submitted to the Treasurer no later than two (2) months after the expenditure. Members requesting reimbursement for monies

spent on behalf of the club for a committee must present or mail their receipts to the Treasurer. Reimbursement checks will be written by the Treasurer and approved by persons authorized to sign on the account before issuance.

**Local Vendors:** Local vendors should be used whenever possible unless there is more than a 10% difference in price.

**Spending Limit:** No member shall spend more than $50.00 for club business without Board approval. Cost estimated over $50.00 must be submitted to the Board for approval with the exception of committee chairs working under previously approved budgets;

**Scholarship:** The Josephine Pope and Hangtown Kennel Club memorial Scholarship will be awarded yearly to students at the U C Davis School of Veterinary medicine who have an interest in small animal medicine and are in financial need, with preference given to any resident of El Dorado County. The award will be considered for renewal each year by a vote of the membership.

**Section 3: Awards**

**Award Period:** The award period will be January 1st through December 31st of each year with awards presented at the annual Awards Banquet.

**Dinner:** The club may pay all or a portion of all members’ dinner at the annual Awards Banquet. Members attending the banquet must reserve a spot in advance. Members who fail to cancel within five (5) days of the dinner must reimburse the club for the expense of their dinner. This reimbursement may be waived by the Banquet Chairperson for members who have special circumstances causing the inability to cancel.

**Section 4: Training Classes:**

1. To become a trainer/assistant for Hangtown Kennel Club a person must have these qualifications:

 a) Must be a member in good standing of Hangtown Kennel Club.

 b) Must have attended at least one session of Hangtown Kennel Club classes as a student.

 c) Must have trained a dog of your own to the Companion Dog level. You do not need to have titled a dog

 but should be familiar with all exercises that are taught at that level.

d) Must assist for at least two (2) complete sessions of the classes you are applying to teach for HKC under

 an experienced Hangtown Kennel Club teacher.

e) Must have an experienced teacher as an assistant for the first session you teach and you agree to follow

 the Hangtown Kennel Club approved class outline if teaching Puppy Kindergarten and/or Beginning

 classes. An approved outline will be provided for any new and/or special classes, if available.

 f) All new instructors will require approval by the Training Director prior to teaching their first class.

2. Training Class Structure:

 Puppy Kindergarten: No more than twelve (12) students per class; dogs must have at least two (2) sets of

 vaccinations and a rabies vaccination at four (4) months of age and proof thereof; class is for dogs twelve

 (12) weeks to five (5) months (exceptions may be made by the instructor); a class outline will be provided;

an assistant may be provided to the instructor and training committee approved equipment will be provided

to each student.

 Beginner: No more than twelve (12) students per class; an assistant may be provided to the instructor, if

necessary; training committee approved equipment will be provided to each student; dogs must have all

vaccinations and proof thereof; dogs must be at least five (5) months of age (or by instructor approval),

a class outline will be provided; the instructor must use a positive motivational method to teach class.

No harsh corrections or other negative behavior will be allowed.

 Beginner 2, CGC, Beginner Novice, Intermediate, Competition Obedience Rally & Agility: Are classes that may

be offered from time to time. Other classes may be offered as qualified teachers become available.

Content of these classes will be approved by the Training Director.

3. Scholarships

 a) Scholarships for the continuing education of our instructor/assistants may be available by application to

 the Board of Directors. The application may be made in writing or in person at a regularly scheduled Board

 meeting. These scholarships will be approved on an individual basis. The amount of the scholarship will be

 also be approved on an individual basis. No instructor/assistant may apply to receive more than one

 scholarship per year unless approved by the Training Director prior to the application being submitted.

 Each applicant must have taught or assisted (or a combination thereof) at least two (2) sessions of classes

 for Hangtown Kennel Club and must agree to teach and/or assist two (2) future sessions of classes. Once the

 scholarship has been used, the instructor/assistant shall make a presentation to the Hangtown Kennel Club

 membership at a general meeting as a program for that month.

 b) Instructor/assistants may take a free session of classes for every session they work.

**Section 5: Conformation Shows**

 **Member Showing:** There will be no printed restrictions regarding members showing their own dogs at the

 Hangtown Kennel Club shows. However, dogs owned or co-owned by the Show Chair, Club President,

Judge’s Selection Committee, Chief Ring Steward, Club Treasurer and members who transport or provide

hospitality to a judge shall not be shown at these shows. When the club hires a judge for a show who also is

a club member, no club member may show under that judge at a club sponsored show.

This would include both owned and co-owned dogs.

**Section 6: Performance Events**

 **Definition:** Performance events will include Obedience, Rally, and Agility Trials and any other

 AKC sanctioned performance events.

 **Member Showing:** There will be no restrictions of members participating in club performance events.

**Section 7: Therapy Dogs**

**Definition:** Hangtown Kennel Club supports the responsible use of therapy dogs in community settings. To achieve this goal Hangtown Kennel Club has established the following:

**RESPONSIBILITIES OF THE HANGTOWN KENNEL CLUB BOARD**

The Hangtown Kennel Club Board shall appoint a Therapy Dog Team Coordinator annually.

**RESPONSIBILITIES OF THE THERAPY DOG TEAM COORDINATOR**

a) The Hangtown Kennel Club Therapy Dog Team Coordinator shall evaluate all new teams prior to first visit.

b) Some facility visits may be limited by certification requirements.

c) The Coordinator will do his/her best to allow as many teams to participate in the various visits available.

d) Preference will be given to registered therapy dogs and/or those in the process of obtaining a certificate,

and senior aged dogs working towards a title.

e) Coordinator or appointed designee will oversee a new team on the first visit.

**RESPONSIBILITIES OF THE HANDLER**

a) The handler must be a current Hangtown Kennel Club member in good standing.

b) The handler must complete and submit an information questionnaire to the Therapy Dog Team Coordinator prior to the initial visit of the dog/handler team.

c) The handler must carry proof of vaccination for rabies or current titer, negative fecal exam and other necessary vaccination records for each dog participating in the Hangtown Kennel Club Therapy Dog program. d) A copy of those records and proof of a negative fecal exam, or membership card from a therapy dog organization must be supplied to the Therapy Dog Team Coordinator yearly.

e) The handlers shall keep all dogs on a 4-foot leash. No chain collars are allowed.

f) It is preferred that the handler/dog team be registered or in the process of being registered, by a recognized

Therapy Dog organization.

g) The handlers must notify the Therapy Dog Team Coordinator WHETHER OR NOT they will be able to attend a visit session.

h) Teams shall not make individual visits as representatives of Hangtown Kennel Club without prior authorization from the Hangtown Kennel Club Board of Directors or the Hangtown Kennel Club Therapy Dog Team Coordinator.

**REQUIREMENTS FOR THERAPY DOG PARTICIPATION**

a) Dogs shall be at least 1 year of age.

b) Dogs do not need to be purebred.

c) Dogs must be in good health and free of any open sores/wounds.

d) Dogs are to be clean and groomed, including nails trimmed and smooth.

e) Dogs shall have a minimum of a CGC, if not certified by a Therapy Dog Organization.

f) Bitches in season will not be allowed on any visit.

**Section 8: Policy Process**

 **Definition:** The club shall adopt and maintain Policy, Guidelines and Operating Practices to ensure uniform

 and standard practices in carrying out club business.

1. Any club member may propose amendments to this document in writing and submit them to

the Board for consideration.

 b) The Board shall review the proposed policy and may assign the proposal to the appropriate committee

 to research and develop the policy. Should the Board opt not to pursue the proposed policy, the Recording

 Secretary shall notify the member who submitted the proposal.

 c) The assigned committee will prepare a policy recommendation for Board review, which will include

 any impact of the proposed policy and the pros/cons of implementation.

 d) The Board shall review, the Committee recommendation and either approve, reject or modify the proposed

 policy. If approved, the policy shall be presented to the membership at the next General

 membership meeting for a vote. The policy will be approved by a simple majority of members in

 attendance, who are eligible to vote.

 e) Policy documents may be distributed by email or other means.

**Section 9: Incident Reporting**

 **Definition:** To document and record significant events which occur during club activities

 a) Any injury or accident which occurs at a club activity shall be reported to the Board within 24 hours. The

 member designated as the manager of the activity/event (Committee Chair, Instructor, Seminar Leader, etc.)

 shall document the occurrence on a club approved Incident Report form.

 b) The report shall include the names of club members present, the name of the injured party and a narrative

 description of the incident. (How did the injury/accident happen).

**Section 10: Defibrillator Policy**

 a) The club shall maintain an Automatic Electronic Defibrillator (AED) for emergency use at club events.

 b) The event Chairperson shall ensure that the AED is on site and available for emergency use.

 c) The club shall provide training to the members for the use of the AED.

 d) The club shall designate a member to provide storage of the AED when not needed at events.

 e) The AED shall be tested annually; the battery shall be observed for function (blinking green light); and the

 pads inspected for sealed packaging and that they are within the expiration dates set by the manufacturer.

Reviewed, revised, approved---July 2017

 November 2017