



# QCDTC MEMBERSHIP APPLICATION

ASSOCIATE

JUNIOR

Received: \_\_\_\_\_

Reading 1: \_\_\_\_\_

Reading 2: \_\_\_\_\_

Voted on: \_\_\_\_\_

Check #, Amount, Date: \_\_\_\_\_

## NAME

Approved

Denied

Address: \_\_\_\_\_

City: \_\_\_\_\_ email: \_\_\_\_\_

State: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Junior Handler \_\_\_\_\_ Breeds: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Dog Training Interests: \* Good Manners = I just want a great family dog ... I'm not focused on earning titles right now

- |           |              |            |                |
|-----------|--------------|------------|----------------|
| Obedience | Conformation | Scent Work | Therapy Dog    |
| Rally     | Agility      | Tracking   | Good Manners * |

**List four 6 or 7-week classes you have taken, taught, or assisted within the last 2 years (training requirement is 6 months.)**  
 To count, you must have attended at least 6 of the 7 class sessions in each class listed. **Classes taken concurrently do not count.**

checked	Class	Date (m/d/yy)	Time (hh/mm)	# attended	Instructor	Initials
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**List at least one activity (minimum 4 hours duration) that you have assisted with in the last 12 months** and the name of the event chairman whom you assisted. We recommend you volunteer in two different events (i.e. agility, obedience, rally).

checked	Event	Date	Specific Duties	Chairman
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**List at least two regular QCDTC Membership Meetings**

_____	_____
_____	_____

you have attended within the past 12 months (m/d/yy)

**NAME**

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**Please list at least two Regular or Lifetime (voting) Members who are willing to sponsor you for membership in QCDTC.**

We will verify their membership status and collect their recommendations via the QCDTC Membership Application Rubric.

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\_\_\_\_\_

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**Why would you like to become a member of Queen City Dog Training Club?**

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**Why would you make a good member of Queen City Dog Training Club?**

How would you be willing to volunteer and serve the club?

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**Have you ever been written up at a trial or reprimanded at ANY club for failing to control your dog?**

Have you allowed your dog to soil QCDTC rings or property without cleaning up after your dog? (i.e. picking up poop outside, etc.)

**We want responsible dog owners for members.** If you have already violated our Floor Rules, you may not be a good candidate for club membership. If there were extenuating circumstances, please explain.

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# NAME

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## HOW YOU FOUND QCDTC

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## FAMILY — PEOPLE, PETS, AND BREEDS

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## CONTACT INFO

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## DOG TRAINING INTERESTS & EXPERTISE

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## VOLUNTEER ACTIVITIES

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## ~ THREE THINGS MOST PEOPLE DON'T KNOW ABOUT YOU

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## SPONSORS

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# NAME

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## Membership Application Process: application must be submitted in person at a club meeting

The QCDTC Membership Application & Bio should be completed as an **editable PDF**, then printed out and **submitted to a Membership Chairman at any club meeting** along with a **check for Application Fees/Dues**. If you are unable to complete an editable PDF, bring your information typed or printed by hand and we'll help enter your information into a PDF when you submit your application in person.

You also need to include a **digital photo** for the Bio form, or one will be taken of you when you submit your application. **Please email a copy of the PDF and photo** to Holly Kopcha at **hkopcha@gmail.com**.

## Junior members are approved by the Board of Directors.

**Member applications** are read at two meetings following verification of application details (which can take 1 month) and publication in Pawprints before being voted on. Your membership must be approved by two-thirds of the members present and voting. **We are a club of volunteers**. It is important that new members show a **willingness to serve the club and treat its members with respect**. Please see the **QCDTC Membership Evaluation Rubric** for expectations. Election to membership is an **honor**, not a right of those completing the minimum requirements. Applicants for membership who have been rejected by the Club may not reapply within six months (6) after such rejection. Any applicant for membership who has been rejected three times may not reapply.

**QCDTC meetings are held on the first Tuesday of each month beginning at 7:30 pm, except for the months of July and August**. When New Year's Day falls on January 1, the Annual Meeting is held on January 8. At the Annual meeting, club officers are elected, and Top Dog Awards are given for the club's Award Year of November 1 - October 31.

## You must include a check for Membership Application Dues/Fees, payable to QCDTC, as follows:

- Associate Membership – \$100
- Junior Membership – \$25

\* For members who are voted on and **received into the club between September and December, this fee also covers your renewal for the following calendar year**. Members received into the club between January and June will owe full dues of \$50 (Associate) or \$15 (Junior) for your renewal.

**Membership must be renewed annually and is due by January 1 to remain in good standing**. Dues notices are sent out with Pawprints beginning with the November Issue (sent out in mid-October). There is a 30-day grace period, after which your membership will lapse and you will need to reapply for membership from scratch.

## **If elected to membership in Queen City Dog Training Club, Inc., I pledge:**

- To abide by the rules and regulations of the **American Kennel Club**
- To abide by the **Code of Conduct of QCDTC**
- To follow the **Floor Rules of QCDTC**
- To acquaint myself with the **Constitution, Bylaws and Standing Rules of QCDTC**.
- To keep my dog up to date on all **required inoculations**
- To **promptly pay all dues and obligations** to QCDTC (including annual membership renewal)
- To subscribe to and read the club's **monthly newsletter, Pawprints**
- To continue to **attend club meetings and volunteer to support the club on a regular basis**.

**Waiver of Liability** - The undersigned Member does hereby release Queen City Dog Training Club, Inc. from any claims, rights or liability from any claims made against them because of injuries to the undersigned, their dogs or belongings while at QCDTC events. Your application fee will be returned if you are not voted into membership.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# QCDTC MEMBERSHIP EVALUATION RUBRIC

Category	Desired Behavior	Room for Improvement	Does Not Meet QCDTC Standards
<b>Ethical Training</b> Ethical treatment of dogs, fair corrections	Applicant is fair and consistent with feedback and interested in improving. Applicant listens to instructor, takes instruction, and makes adjustments accordingly.	Applicant is easily frustrated in class. Applicant continues to blame dog when they have been told the issue is their fault.	Applicant is abusive of dog. Yelling or verbal abuse witnessed. Physical abuse witnessed, or threatening behavior – kicking, etc.
<b>Dog Safety</b> Dog-aware, safety conscious	Applicant is alert and watchful of their dog and surroundings at all times. Does not congregate in groups with their dog.	Applicant is easily distracted when talking to others with their dog. Applicant contributes to congestion in the aisles, potentially contributing to safety issues.	Applicant allows dog to lunge at other dogs. Applicant allows dog to attack other dogs.
<b>Citizenship</b> Respectful of others, takes responsibility for own actions; Team Player – realizes this is a volunteer organization with limited resources	Applicant is alert in class, respectful of instructor, training director, and students. Comes early to help set up for class (agility). Has an attitude of service, asks what they can do to help out. Cleans up after dog promptly.	Applicant becomes frustrated when they don't get their own way. Does not listen or take direction well. Does not help set up or clean up after class (agility).	Applicant does not listen to instructor, training director, or others. Applicant intimidates others to get their way and/or violates direct instructions, including but not limited to Floor Rules, registration process.
<b>Volunteerism</b>	Applicant helps out at multiple club events, across disciplines.	Applicant does the minimum volunteer service, and only in one event.	Applicant does no volunteer service.
<b>Housekeeping</b>	Applicant picks up after their dog promptly and disposes of their own garbage. Applicant learns how to change garbage bags in poop bins outside.	Applicant picks up after their dog promptly and disposes of their own garbage.	Applicant leaves messes for others to tidy up.
<b>Overall Comments</b>			

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# CODE OF CONDUCT

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As a member of Queen City Dog Training Club, Inc., I agree to abide by the Constitution and Bylaws and the Rules of the American Kennel Club and Queen City Dog Training Club, Inc.

In addition, I will strive to uphold the following code of conduct:

- I will strive to be respectful and welcoming of other members, guests, visitors and their dogs at all times.
- I will strive to be an example of good stewardship and responsible dog ownership to others.
- I will be gracious, courteous and kind towards others.
- I will refrain from making disparaging comments about other members, dog breeds, clubs or facilities in public.
- If I have concerns about the QCDTC facility, policies, or other members, I will first bring them to the attention of the Board of Directors.
- I will strive to be gracious and respectful when posting comments on public media (such as Facebook, Twitter, etc.) about the club and other members.
- In the event that I witness a case of dog aggression or reactivity, I will address the issue with the handler in a calm manner without screaming and yelling, which would only serve to make the situation worse. If I wish to report the incident for further action, I will make a note of the date, time and location of the incident to facilitate review on the security tapes.
- I will strive to keep my own dog(s) under control at all times while passing other dogs.
- I will avoid contributing to congestion that happens in passageways.

We are united by our love for our dogs, our desire to improve our training skills, and to improve the lives of other canine/human families by sharing our talents with others.

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# FLOOR RULES - REVISED 2/24/2019

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The following Floor Rules describe expectations for members who train in the QCDTC Facility and are in addition to the Training Rules, Constitution, Bylaws & Standing Rules. Please see also “Terms”, page 23 and “Who to Contact” inside front cover.

**Logbook.** Members must sign in using one of the logbooks when entering the building “After Hours,” and should sign out when leaving. The sign-in books are located on the front counter of the Main Building, and are on the table under the microphone in the Hutchins Building.

## Member Training

Members may use training rings not scheduled for class use, but must vacate the ring 15 minutes before a class is scheduled and put away any equipment brought into the ring in its proper place. **Member training time is limited to 20 minutes.** This is an honor system.

Only one dog per handler may be off-lead at a time for training or playing, unless doing long sits/downs when the building is open to the public. For Advanced Obedience training, multiple handlers may work their dogs off lead at a time. Please be respectful of classes and be as quiet as possible when training in an adjacent ring.

Free play with multiple dogs is permitted “After Hours”, but only within a ring. At no time may any dog have free run of the facility.

If a member has more than one dog enrolled in a class, another club member may handle the additional dog(s) for that class.

If a member is unable to handle their dog in a class, a club member may substitute.

Members may not sign up family members who are not Queen City members for classes for the reduced class fee.

Members are permitted to bring multiple dogs that are owned or co-owned by them. They may only train one dog at a time. They may switch dogs trained during a class with the permission of the instructor, provided it does not hold up the class.

\*\*In general, children must be at least 12 years old to be on the training floor in classes open to the General Public. Participation of children ages 9-11 in training classes is at discretion of the relevant training director, on a case-by-case basis. They are restricted to handling the dog registered for that class in the ring under adult supervision. They may not bring the dog into or out of the building on their own. They may not approach or touch other dogs.

\*\*Junior members may train in the building “After Hours” under supervision of an adult member approved by their parent or guardian.

Members may not use the Queen City facilities for private instruction where remuneration is exchanged, either inside or outside the building. No sales of any kind allowed on premises, unless approved by the BOD. (Some private training is allowed with coordinator approval.)

## Housekeeping & Cleanup of Accidents

All members are responsible for good housekeeping. Pick up after yourself and dispose of any personal trash. There is a large garbage can outside the door of the Main Building, and a dumpster across from the building front.

It is very important that dog “accidents” and any spills on the training floor be cleaned up immediately. Use cleaning solution and paper towels and/or mop and water. Solid waste should be disposed of in the outside garbage can, or in the dumpster.

\*\*Accidents on the sport turf in the Hutchins Building must be cleaned up according to the instructions posted, and carry a \$20 fine. Dogs who urinate on the sport turf are required to wear a “belly band” or panty with absorbent pad.

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# FLOOR RULES, CONT'D - REVISED 2/24/2019

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## Dogs & Equipment

Dogs must be on leash at all times, in and outside the building, except when in the ring.

Chain link leads and electronic collars are not permitted on the premises.

Flexi leads may be used at the discretion of an Instructor only in class activities, and are not to be substituted for a leash inside or outside the building.

Mistreatment of dogs will not be tolerated. Any action deemed as such may result in sanction by the Board of Directors.

No sick animals, or bitches in season allowed on the premises. Dogs should be free of external parasites.

Dogs should be “bathroomed” only on Queen City property and only in the designated areas. Pick up and dispose of solid waste using the plastic bags and small trash cans provided. Empty the poop bucket if it more than ½ full, and replace the plastic liner.

- Do not allow male dogs to urinate on the Building, pillars or flower pots.

If the “poo stations” are out of plastic clean-up bags, please refill from the storage area behind the tan curtain in the kitchen. They are on the top shelf. These are to be refilled in the green boxes above the waste containers.

Dogs may not be left unattended in the building.

- Exception: Dogs belonging to members of an event committee may be left unattended at the Board’s discretion for special circumstances – such as taking a judge out to dinner, when it is deemed in the best interest of the dog. Dogs must be securely crated if left in the building, and a note should be placed on the top of the crate with the name and phone number of the owner.
- Under no circumstances should a dog be left overnight in the building.

## Facility

The crate room is for use by all members. Use of crates is on a first come/first served basis. (All crates in crate room are QCDTC property.) Dogs in crates must be quiet and not disturb classes.

Dogs may not be tied or attached to any fixture inside or outside the building.

No dog grooming permitted on sport turf. Dog grooming other than simple combing, brushing and trimming of nails is prohibited elsewhere inside the facility. Please clean up any debris you create from simple grooming.

No personal water bowls may be left in the building.

In general, no personal items, including crates, may be left in the building overnight. Exceptions include:

- Trials and seminars
- Personal crates may be left in the Hutchins building overnight for students and instructors with a day class the following day with permission of the agility committee.

Water and soft drinks are available for purchase from the refrigerator in the kitchen. It is the honor system. There are recycle bins for pop cans and plastic water bottles.

Personal food items, including dog treats, should not be stored in the refrigerator.

Smoking and Alcoholic beverages are prohibited in and around the training facility.

- Exception: wine or beer may be served at judges’ dinners hosted at the Queen City Dog Training Club facility, at the Board’s discretion.



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# FLOOR RULES, CONT'D - REVISED 2/24/2019

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The buildings close at 10 pm on training nights for non-members.

Do not unlock or block the emergency exit doors.

Make sure all exit doors are locked when you leave, if no one else is in the building.

## **Member Training Times**

Classes are scheduled Mondays – Thursdays. PLEASE check the website for current class schedules.

**Obedience, Rally, Conformation, Scent Work & special classes** are held in the Main Building. One practice ring is available for member training during class times. Members may train on the floor at any unscheduled class time, other than when the building is scheduled for use.

**Agility classes** are held in the James P. Hutchins Building. Members may train on the floor at any unscheduled class time, other than when the building is scheduled for use.

**Friday – Sunday:** Both Agility and Obedience practice are available, except when the building is being used to host an event or trial. Agility practice and/or Obedience practice sessions are often scheduled on Friday evenings, which are open to the general public for a fee. Check the club calendar for details.

Availability of training space is subject to change due to additional classes, seminars, trials and special events.

## **Length of Practice (includes equipment set up)**

Agility practice is limited to 20 minutes, if others are waiting. Two rings are available. Contacts should not be moved. Please see Agility Ring Regulations for more details.

Obedience, Rally, Conformation, Scent Work practice is limited to 20 minutes, if others are waiting. These rings are open to all members at any training level. Members may share the ring, but the combined training time for two or more members may not exceed 40 minutes. Group sits and downs do not count towards the 20 minute limit per person. Please leave the ring with the configuration in which you found it. Put away any special equipment you got out.

Please respect these time limits. No group has a monopoly on ring usage for extended periods of time.

Members who do not have a building key must leave the buildings when the last key holding member leaves.

All members must assume the responsibility for keeping the rings and equipment in proper order.

## **Agility Ring Regulations - turf rings are for agility practice only, not general exercising**

Contacts are pre-set for the week – do not move!

Any equipment set up outside the rings must be put away after use.

Any unusual training aids that you set up – jump chutes (i.e. 7 jumps in a row), weave pole wires, white gate dividers, numbered cones, practice boards, contact trainers – must be put away after use.

Food must not be placed on the contacts or in the tunnels.

Aggressive dogs will not be tolerated. If your dog cannot control himself around other dogs please do not bring him into the building until you are ready to run. This includes crated dogs - a crated dog that is lunging and snarling is not acceptable. Keep your dog on a short leash and do not place them where they are a threat to others.

We want everyone to be able to run their dogs in a safe environment. Prevention and being aware are key.