



Member Handbook

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<http://dtccu.net>

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Table of Contents

1. Club History and General Membership Information
2. Club Management
3. Rules Pertaining to Class Participation
4. Club Policies on Training Philosophy and Abuse
5. Walk-In Rules
6. Outdoor Ring Access and Use
7. Agility Equipment: Use and Storage
8. Cleaning Instructions
9. Aggressive Dog Policy and Report Form
10. Constitution and By-Laws

Club History

The Dog Training Club of Champaign-Urbana held its first organizational meeting in July 1976 with 21 members and dues of \$10 per year. DTCCU became an [AKC sanctioned club](#) in January of 1978 and subsequently became a licensed AKC club on March 1, 1983. DTCCU held its first Obedience Trial in April 1984, first Tracking Test in December 1985 and first Agility Trial in October 1999.

Prior to the construction of our current facility, members first trained in a member's warehouse, a vacant store and later at a building located at 2000 N Cunningham Ave in Urbana. Before construction of our club building, DTCCU Obedience trials were held at Chanute Air Force Base, St. Joseph Grade School, Decatur Civic Center, and the David S Palmer Civic Center while Agility trials were held at Kennekuk Cove County Park and the Champaign County Fairgrounds. The property which is home to our current building was purchased in 2001 and construction began on the training building in January 2002.

Membership Requirements

Membership is open to all persons sixteen years of age and older who are in good standing with the American Kennel Club, subscribe to the purposes of this Club, and have attended two Club meetings (one of which may be a social meeting or a club-sponsored seminar or working at a club trial or other performance function).

An applicant must have either: Completed two classes (or are currently completing the second class) offered by this Club, one of which may be a puppy class OR have previously earned an obedience title through the American Kennel Club (or some other title acceptable to the Board of Directors of the Club).

Applicants elected January through June 30th shall pay dues for the full year. Applicants elected July 1st through October 31st shall pay dues for half the year. Applicants elected November 1st through December 31st shall pay full dues for the following year.

Membership Renewal

Membership renewals are due by January 31 of each year. Per the Constitution, a membership may be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the due date. After this period, membership shall be reinstated upon his or her written request for reinstatement to the Secretary and upon payment of the current year's dues.

Types of Membership

As outlined in the Constitution, the Board may provide for other types of membership. Currently, we offer Individual Membership (one person) and Family Membership (Two or more individuals living at the same address. A Junior member (an individual under the age of 16) must have a family membership in the name of one or both parents or guardian(s).

Membership Benefits

Members receive reduced class fees, voting rights at club meetings, access to the building, grounds and equipment for training purposes when classes are not in session and access to the Members-only area of the website.

Each year, DTCCU holds a number of AKC-licensed trials in Obedience, Rally, Agility, and Tracking, providing opportunities in a wide variety of dog-related activities. In addition, the club hosts obedience and agility matches for training purposes and four Canine Good Citizen tests yearly.

The club also sponsors a wide variety of special seminars and workshops with outside speakers having expertise in a variety of dog-related venues. Members can receive special rates at these events.

The Club holds general membership meetings monthly on the first Tuesday of each month held at the DTCCU building. These meetings seek to keep the membership informed of current issues and to keep the board apprised of member concerns. Check the calendar on the DTCCU website for special meetings which can occasionally be held offsite. All are welcome and encouraged to attend.

The Board meets monthly on the last Tuesday of the month to discuss and make decisions about all club activities. These meetings are open to all members.

The club traditionally holds two annual get-togethers: a holiday party in the winter and an Annual Award Dinner in September, at which members whose dogs have earned performance titles, breed championships, and other achievements during the year are recognized.

Member Recognition

As you earn titles with your dog(s), fill out a title form and pin it to the New Titles bulletin board. These are collected and each year at the Annual Meeting, members who have earned titles in the past year are recognized. Additionally, dogs earning high-level titles will be recognized by a framed picture displayed on the wall of the building. (February 1998)

Qualifying titles include:

Obedience: AKC Utility Dog (UD)

Tracking: AKC Tracking Dog (TD)

Agility: AKC: AX, AXJ, AXP, or AXJP

CPE: CATCH

TDAA: TACH

UKC: UACH

USDAA: MAD or PD3

NADAC: NATCH

Membership Responsibilities

Club Members share the following responsibilities.

1) An important member responsibility is club cleaning. All members are expected to clean parts of the building at least once yearly or arrange to have someone else clean on their behalf.

The building is divided into four areas: each of the three rings and the restrooms + hospitality (kitchen) room. A member is required to clean one area at least once a year. A sign-up calendar is posted online so that members can choose weekends that best fit their schedule. Cleaning Instructions are posted in the utility room together with a sign-off sheet that should be signed when the task is finished. (No one under the age of 16 is required to clean. Those with Family Memberships are responsible for two areas.) If you do not sign up, you will be assigned a weekend to clean.

If you can't or do not wish to clean, there are several members who will clean for you for a fee (listed on the online cleaning schedule). Failure to meet the scheduled membership obligation results in a \$30 cleaning fine, as well as assignment to another cleaning date during the calendar year, in addition to suspension of building use and class participation.

See the Members section of the website for the Online Cleaning Sign-up Schedule and list of people available to clean for a fee.

2) When classes are not using the rings or there are no special events scheduled, members may use the club building and its equipment for training. However, as a courtesy to others, it is important to always replace equipment in its proper area, turn off lights and be sure all doors are locked when leaving the building. The code to unlock the door will be given to you by the Membership Chair and is changed at least once a year. See the DTCCU Walk-In Rules section of this handbook for complete information.

3) The outside fenced areas together with its equipment can also be used for training. HOWEVER, these yards are NOT to be used for exercising your dog and any potty accidents that occur in a yard must be carefully cleaned. See the Outdoor Ring Access section of this handbook for complete information.

4) Dogs should be on lead when in the building or on the outside grounds when classes are going on.

5) The non-fenced outside areas are open for members to exercise their dogs. Please always pick up after your dog, using the bags or shovel provided and deposit waste in the small trashcan.

Club Web Presence

The Club maintains a website at <http://dtccu.net> where you can find class descriptions and sign up for classes, access the current class schedule and event calendar, and find other information. To access the private Members Area, your password is the current door code.

We have a general Club email list <https://groups.yahoo.com/DTCCU/info>, an agility-specific email list <https://groups.yahoo.com/DTCCUAgility/info> or join the Rally Club of Champaign Urbana's list <https://groups.yahoo.com/DTCCURallyO/info>.

The club also has a Facebook page: <https://www.facebook.com/dtccuIL> and a Twitter account: <https://twitter.com/DTCCU>

How to join a Yahoo Group

1. On the group page, click the Join Group button in the upper-right corner.
2. Haven't signed in yet? You'll be asked to enter your Yahoo! ID. If you don't have one, register by clicking Sign Up at the top of the page. Your yahoo group ID can be anything of your choice. If the ID you select has been taken, you will be asked to select another ID.
3. Set your membership preferences. Choose a profile you'd like to display to the group, select the email address at which you'd like to receive group messages, choose *how* you receive group messages, and more. You may receive messages individually or as a digest format. Individual messages will come to your email one at a time, whereas a digest will have several individual message contained within it.

How to join the mailing list only:

Yahoo! Groups recommends that you join a group via the group's page (above). But if you want, you can simply sign up for the mailing list for the group. When you're only on the mailing list, you don't get access to all the group's web features (Photos, Files, Polls, etc.)

To subscribe to a group's mailing list via email, send a blank email to:

DTCCU-subscribe@yahoogroups.com

When you get the confirmation message, just reply to it...and your subscription will be complete.

Club Management

It takes a committed membership to keep a club running smoothly. All members are strongly encouraged to be actively involved in the club's multifaceted activities: volunteer at the many club events, offer to help staff classes, be willing to assume the responsibilities of club management by helping to staff the club's various committees and/or serve on the board.

The Board

The following are the principal club Officers, elected yearly by the membership at the Annual meeting, and responsible for making decisions for the club:.

The President - Presides over all meetings of the Club and of the Board and has the duties and powers normally appurtenant to the office of President.

The Vice President- Has the duties and exercises the powers of the President in case of the President's death, absence, or incapacity. The V. P. manages and updates the building use calendar, maintains all copies of contracts and arranges the September annual club dinner. The V. P. is in charge of arranging all building rentals including writing lease agreements, ensuring that the lessee provides proof of insurance, ensuring that a club representative is present, and inspecting after rentals for cleaning and damages. The building may not be rented out to another group less than two weeks before a club event or in the case of a rental of club ground, no less than one week before a club event. (January 2006)

The Secretary -Keeps a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club. Handles all the correspondence, notifies members of meetings, and notifies officers and directors of their election to office.

The Treasurer -Collects and receives all monies due or belonging to the Club, deposits monies in a bank designated by the Board, maintains records of Club finances which are at all times open to inspection of the Board, reports to the Board at every meeting the condition of the Club's finances and at the annual meeting gives an account of monies received and expended during the previous fiscal year. The Treasurer writes and records checks for expenses such as trial expenses/reimbursements, refunds, grounds and building maintenance, routine bills and emergency expenses and may need to be in attendance at events in order to do so. The Treasurer (and President) also hold a key to the safe deposit box.

The Director of Training supervises and coordinates all training classes sponsored by the Club including scheduling and staffing classes, workshops, short courses and special classes and works with outside organizations (i.e. 4-H) when necessary to organize classes run by outside organizations at the club. The D.O.T. is in charge of any addition or cancellation of classes, scheduling and organizing any teacher training/update meetings and writing/updating any existing class curriculum. The D.O.T. has final say in any changes to class organization, class format, syllabi, curriculum, length of class session, class time, and class fees and is to be contacted regarding any class issues including but not limited to: refund requests, need for substitutes, classes that will run longer than the scheduled class session, class cancellations, or issues with problem dogs/ people. The D.O.T. ensures that Home Companion handouts, Puppy Kindergarten, Puppy Elementary, and Home Companion graduation certificates and teacher cards are available at the club when they are needed and gives the welcome address at the Home Companion and Puppy Kindergarten orientation at the start of each session. The D.O.T. has a budget of \$1000 / year (as of 4/2014) which may be used to hire outside trainers as they sees fit. The D.O.T. may appoint an assistant Director of Training and split the responsibilities as they see fit.

Members at Large- There are four “Members at Large” that serve on the board. These individuals attend Board meetings along with the Officers and vote to make decisions regarding the Club.

Chairs, Committees and Volunteer Positions

Chairs are volunteer positions approved by the Board and are responsible for specific aspects of Club maintenance and organization. Committees are appointed by the Board and consist of volunteer members that plan trials, research specific topics and present findings and recommendations to the Board. Several other volunteer positions are integral to the smooth, continuous operation of the Club.

Membership Chair-Assists new members in the process of fulfilling their requirements, confirms all requirements are met by candidates, submits names of prospective members for publication prior to voting, leads meeting proceedings to elect new members, notifies new members of their election to membership, accepts and tracks dues payments and maintains an updated roster of Members (distributed to Membership at least once/year and an updated version is given to the Secretary, Treasurer, Registrar, and Cleaning Chair as often as necessary). Distributes new door code to current Members each time it is changed and prepares sign-in sheet for general meetings.

Building and Grounds Chair- In charge of routine maintenance and repair of all Club facilities and property as well as emergency situations as they arise. Contracts for services such as mowing and snow removal and arranges to meet professionals at the building periodically when estimates or repairs are needed. Carries out a regular building maintenance schedule as agreed upon by the Board including heating and cooling, light bulb changing, salting for winter, lp purchase, and change air filters.

Cleaning Chair- Maintains cleaning schedule, assigns Members to fill in open spots not already assigned, and alerts the Board to anyone who does not show up to clean or arrange to clean/pay someone to clean by the end of the year. Maintains adequate levels of cleaning supplies and paper products and is in charge of keeping cleaning equipment in working order.

Registrar- In charge of accepting and organizing class registrations (via web form and mail-in form), maintains wait-lists for classes, contacts students with confirmation of their enrollment, and prepares rosters for instructors each session.

Obedience Committee – Organizes Obedience Trials and matches, arranges for seminars and other events on obedience topics

Agility Committee - Organizes Agility trials and matches, arranges for seminars and other events on agility topics

Tracking Committee – Organizes Tracking Tests and arranges tracking seminar

Finance Committee – Formed to assemble a report assessing the financial status of the Club

Nominating Committee- Every June, the Board selects a Nominating Committee consisting of three members and two alternates, not more than one of whom may be a member of the Board. This committee meets to choose one candidate for each office and four candidates for the four other positions on the Board and with each person’s consent, reports their nominations to the Secretary in writing. (Additional nominations may be made at the August meeting by any member in attendance.)

Website Maintenance/E-correspondence Volunteer– Maintains and updates the Club website, administrator to Club's yahoo list, responds to emails directed at the club via email and website contact form.

Phone Correspondence Volunteer- Listens and replies to Club's answering machine messages.

Beverage Supply Volunteer- Purchases (with money from the fridge door cup) and stocks soda and water in Club's fridge.

Class Card Volunteer- Prepares the Teacher class card vouchers for each session's instructors and assistants, as well as for Board members.

Class Instructors and Assistants

A very important aspect of our club is our classes and we can't provide classes without Instructors and Assistants. If you have an idea for a new class, short course or workshop, contact the Director of Training. Currently classes can be offered any day and time as decided by the Director of Training.

Class instructors-

In order to instruct a class at DTCCU:

- One must have earned a "title" at that given level on at least one dog. (ie. CGC for Home Companion). *This requirement can be waived by Director of Training.*
- One must have assisted that class at least one time (three times is preferable).
- One must show an interest in teaching and contact the Director of Training about doing so.
- Director of Training has an obligation to encourage teachers and allow them to learn-from-experience, but also to watch and/or solicit opinions from students and observers of class, and provide help with teaching or experienced assistants as needed.
- One does not have to be a member to teach.
- Instructors are in charge of collecting fees from students and recording paid status and attendance on their rosters.

Class assistants-

Requirements for being an assistant:

- In large beginner-level classes, assistants must have taken that class in question multiple times and demonstrate an ability to help with problem dogs and explain the teacher's instructions when needed on a one-to-one basis.
- In smaller advanced-level classes, there may be no requirements to be an assistant. Anyone interested in observing the class, helping with equipment, and following the teacher's instructions when needed is qualified.
- One does not have to be a member to assist.

Teacher Benefits and Priority- Head Instructors (August 1985) and assistants (December 2010) will receive one certificate (“class card”) good for a free class for each class level per session taught. These certificates, provided by the Director of Training (or appointed volunteer), expire at the end of two years (December 2010). The cards cannot be given away, donated, sold or otherwise transferred without Board approval. Class cards are transferable only to members of your DTCCU family membership

Members who instruct or assist with a class can use Teacher Priority to increase their chance to get into some of our more popular classes (like agility) for the session following the class they instructed/assisted.

Club Rules Pertaining to Class Participation and Training

1. All dogs in training classes must have proof of inoculations for Rabies, Distemper, Hepatitis and Parvo viruses. Dogs should also be checked for internal parasites while they are at the vet's office. Additionally, be sure to check for fleas. If you find them, use a flea prevention product on your dog before you come to class. The building is cleaned weekly but fleas can quickly become a problem if they're introduced into class.
2. All dogs must be on lead while classes are in session unless directed otherwise by your instructor. If you must leave your dog, please ask someone to hold him or put him in your car. Do not tie him to a post, table or leave him in a stay.
3. You are responsible for keeping your dog under control at all times. Keep him on a short leash unless you are otherwise instructed while in class.
4. You are responsible for cleaning up after your dog outside the building. There is a set of scoopers and a bucket at each post in the exercise areas.
5. Female dogs in season are not permitted in classes, but handlers are encouraged to attend without their dog.
6. Agility equipment (inside or outside) should not be used without instructor permission
7. Children are welcome to train with a responsible adult present. The instructor has the right to ask the adult to take over training if, in the instructor's view, the child is struggling with the dog.
8. Well-behaved children may observe classes as long as they are supervised. Parents are responsible for any damage caused by their children.
9. Trained or partially trained attack/guard dogs and wolf and/or coyote dog crosses may not participate in club activities. (August 1976, August 1983)
10. Dogs may be dropped from class with no notice at the discretion of the instructor. Examples of behavior that may necessitate expulsion include, but are not limited to, aggression, harsh training, lack of cooperation, and intoxication.
11. Handlers may only work one dog per class. With instructor approval dogs can be alternated from week to week.
12. Inclement weather policy-The Director of Training, together with the President, is responsible for cancelling classes for any reason (i.e. weather). The President and Director of Training together decide on a protocol for class cancellation including: 1. What time decision must be made. 2. Contact radio stations. 3. Add note to website 4. Add note to twitter and Facebook 5. Notify teachers. 6. Teachers notify students. 7. Email DTCCU email list.
13. Firearms are not allowed in the building. (March 2014)
14. Remote or electronic collars are banned at all club functions, i.e. Classes, Trials, Matches, etc. (April 1995)

REFUND POLICY

If you notify us within the first two weeks of class that you will be unable to continue, we will refund your class fee, less \$10 following completion of a Refund Form. Class fees will be refunded on a pro-rata basis through the fourth class. After the fourth class, fees will not be refunded.

DTCCU Policy Statement on Training Philosophy

As its name implies, the Dog Training Club of Champaign-Urbana (DTCCU) was formed to provide resources for dog training, to both club members and to members of the community who attend classes and events. The DTCCU embraces a wide variety of training styles, and believes that the diversity of its membership skills and experience is one of the core strengths of the club. The goal for most trainers is to produce a dog who willingly and happily responds to training and direction, and the DTCCU believes that a balanced approach is the best way to achieve this goal. The DTCCU encourages tolerance and respect between all handlers, regardless of what training philosophies they espouse, and expects that all trainers and students who enter the building shall comport themselves with courtesy and consideration for others. Students in classes have the right to refuse to use training methods with which they are uncomfortable, so long as they do it in a respectful way. In many instances, advanced classes may be taught, and advanced methods used, at times when beginning and puppy classes are also scheduled. Students should feel free to inquire about methods that they see or have questions about.

DTCCU Policy Statement on Abuse

The Dog Training Club of Champaign-Urbana prohibits abuse of dogs on club grounds at any time. We believe that there is no excuse or reason for such behavior and it will not be tolerated. Abusive actions, including but not limited to kicking, beating, striking, shaking, extreme collar/leash corrections, deliberate choking or cutting off the dog's air supply, or any other action directed at a dog, may be investigated upon submission of a signed, written (or electronically submitted) complaint, to be reviewed according to the process approved by the Board and the membership.

*Note that this policy does not include actions taken in emergency situations, e.g., dogs attacking other dogs or humans.

Both policy statements were adopted by the Membership at the 2015 Annual Meeting, September 1, 2015.

DTCCU Walk-In Rules

The following rules are meant to provide guidance when more than once person wants to train in the building at any one time. We expect all members will use common sense and a sense of decency in the implementation of these rules. The building is a great resource for our club members and a potentially great public relations tool. Please provide a hospitable atmosphere to all.

1. People assigned to clean the building for a particular week have priority over the “use” of a specific area. In other words, if someone is training in a ring, and someone needs to clean that ring, the person training **must** use a different ring.
2. Walk in use is available to Members
 - a. when the building or ring area is not reserved for a club function (classes, meetings, other) or by a group or individual with a reservation for a specific day and time
 - b. on a first arrived basis.
3. The building is divided into 3 training rings plus the 2 outside agility rings. An individual is entitled to train in only 1 ring at a time.
If two individuals are training together, they may choose to remove barriers between two rings and train in one large ring. A minimum of three individuals training together is needed to utilize the whole building as one large space.
4. Each person (group) is limited to 30 minutes of training time in any one of the 5 rings.
5. If no one is waiting for the space, an individual may train in more than one ring and for longer than 30 minutes.
6. Fees to non-members are **per visit**, not per dog, unless they are training in a class. Then the fee is **per class**.
7. Members are responsible for collecting fees from non-members.
8. The building must be returned to a “class-ready” state when an individual is done training. This means matting or ring barriers which have been moved by dogs or people must be returned to their original locations and obedience jumps or agility equipment should be put away.

Walk In Fees

	Member	Non-Member*
Individuals		
Walk-in	Free	\$5
Reserved Time Slot	See building rental rates	See building rental rates
Drop in Class Training Fee**	\$5	\$10
Organized Groups***		
Mixed Members & non-Members (i.e. flyball team)		
Walk-in	Free	\$5
Reserved Time Slot	See building rental rates	See building rental rates

* Non-members may only use the building when a member is present unless prior arrangements have been made.

** Maximum of 3 times per any one session. Instructor permission **must** be obtained.

*** Groups must supply their own equipment. For example flyball teams must supply their own matting, jumps, and boxes. The decision regarding the use of the building by flyball teams may be revisited.

There is great concern about possible wear and tear of mats.

Outdoor Ring Access

1. The DTCCU outdoor rings are open only for use by current club members. No non-member dogs are allowed at any time except during DTCCU classes, matches or events.
2. This is a training area, NOT an exercise or “play” area.
3. Rings are open for practice from dawn until dusk, except when classes or a special event is scheduled or when maintenance work is being done.
4. Rings are closed for practice the week preceding DTCCU’s outdoor trials.
5. If more than one person is present, please alternate time in the ring with a maximum of 10 minutes per person.
6. Keep gate closed except to enter or exit the ring. Lock gate when done and return key to hospitality room.
7. Keeping the grass in good condition is very important. Do not use the ring if it has rained an appreciable amount or dirt/mud patches are developing. Move equipment every time you train.
8. Class ring reservations must be made through the Director of Training.
9. Member’s use of the outdoor ring is at their own risk. DTCCU is not responsible for injuries to people or animals resulting from use of the ring or equipment.

Outdoor Ring Dog Management

1. All dogs should be under control: non-working dogs should be on leash or crated.
2. No dogs should ever be left unattended in the rings.
3. Keep barking to a minimum.
4. No crates may be left in the rings.
5. **Do not tie** dogs to the fence. **Do not lean** anything against the fence.
6. Dogs should not eliminate in the rings. If your dog does soil the ring, pour water over the area. If the dog defecates or vomits, please pick up the chunks first.

Outdoor Ring Agility Equipment Use

1. ONLY members who have taken DTCCU agility class may use agility equipment.
2. No training collars – prong, pinch, choke, head halters, harness – while using equipment.
3. Only equipment designed for outdoor use may be used for general practice (marked red)
4. Do not take any equipment out of the garage – that is for trial use ONLY.
5. Move equipment (even if slightly) each time you train: if the grass is long or you don’t think anyone will be training for a while, put the equipment along the fence so the mowers can mow.

Agility Equipment: Use and Storage

Contacts

- Check the A-Frame chain and clips each time you move or adjust it.
- Do not use the A-frame below 4 ft. without additional support (use sawhorse from garage).
- Hairpin cotter pins are inserted from the top, so the closed side is toward the dog
- Pins on old teeter are inserted so the rounded side is below.

Table

- Make sure pieces are firmly together.
- Store table on end so people don't use it as a chair or place to put their coat or treats.

Tunnels

- Tunnelbags should be used with handles on the inside.
- Do not leave tunnelbags on cart, they are too heavy!
- When tunnel is under dogwalk, make sure legs aren't poking into tunnels.
- Occasionally inspect tunnels for tears and bare wires.
- Store tunnels flat (hole down), not on their sides.

Chute

- Check chute for tears and make sure it is attached firmly to the barrel before each use.
- Note if mat in barrel becomes loose.
- Store barrel on end with chute side up or horizontally on top of table.
- Don't use chute as a trash can!

Jumps

- Make sure jump bar is loose in the cups.
- Push bases together if they become loose; straighten jump cups as needed
- Store bars in barrel, keeping each bar within one section.

Broad Jump

- Stack broad jump by height of boards when storing.

Tire

- The hook on the frame is for "leftover" chain; attach weight of tire to eyelet immediately above tire.

Weaves

- Remove all duct tape from base.
- When storing, stack bases evenly by appropriate set; make sure they are out of the walkway
- Store weavepoles in barrel, keeping poles in one section.

General

- Clean up food or "accidents" on all equipment.
- Report equipment problems to Bill Jobe or Chris Mayer.
- Do not drag the contact equipment on the mats.
- Do not drag the ring gates anywhere – care needs to be taken when moving them!
- Take care to store equipment in an orderly manner as indicated along West wall –exceptions:
 - ◆ A-frame & dogwalk: Ring 2 against wall; put rug pieces under a-frame
 - ◆ Tunnels w/4" spacing (competition): North furnace room
 - ◆ Tire (not frame): South furnace room on hook
 - ◆ Numbering Cones: above meeting room
- ❖ *Agility equipment available for non-agility class use: bar jumps, ladder, red w/ black tunnel, green tunnel, tippy board, cones, table*

Cleaning Instructions

For the purpose of cleaning, the building is divided into four areas. (see map in utility room) Areas extend from the East wall to the West wall (not just the training rings). Members may choose to address any building area not yet cleaned on a first to arrive, first to clean basis. Please initial, date and note your time on the cleaning roster posted in the utility room when finished. If cleaning for another Member, please note their name as well.

See Member area of the website for the Online Cleaning Sign-up Schedule and list of people available to clean for a fee.

Cleaning tips:

Two gallons of cleaning solution (2 ounces Consume Eco-lyser i.e. 2 full squirts per gallon of water) is sufficient for cleaning one building area unless very dirty. Dispose of leftover cleaning solution in the floor sink of the utility room. Please rinse the bucket, mop and utility sink when finished. Please dispose of all trash in the dumpster outside. Sweeping may be accomplished by push broom or vacuum.

Please contact the cleaning chairperson if cleaning supplies appear low or if you have other questions concerning the cleaning of the building.

DTCCU is a source of pride for all members.

Please contribute your efforts to the maintenance of this beautiful facility.

Area 1-ROOMS AND WALKWAY (blue section on map)
Restrooms: <ul style="list-style-type: none">● Clean sinks, counter, toilets and mirrors● Top up stock of toilet paper and paper towels in each● Empty all trash receptacles and reline with fresh bags● Fill hand soap dispensers● Sweep and mop floors
Hospitality Room: <ul style="list-style-type: none">● Clean sinks, counters, and conference table● Fill hand soap dispenser● Wipe down refrigerator● Empty trash receptacle and reline with fresh bag● Wipe down cabinetry● Clean pass-through window and sill● Sweep and mop floors
Supply Room: <ul style="list-style-type: none">● Empty trash receptacle and reline with fresh bag
Walkway area: <ul style="list-style-type: none">● Sweep and mop area between aforementioned rooms● Please move crates away from the wall when cleaning.● Vacuum rugs● Empty trash can and reline with fresh bag. Do NOT empty recycling cans.

Area 2-TRAINING RING 1 (north ring/yellow section on map)

- Dust the window sills-there are two of them
- Wipe down the top and bottom rails of all ring gates
- Sweep and mop entire area from East to West wall, move equipment and tables away from the wall to facilitate thorough cleaning
- Empty all three ring trash cans and reline with fresh bags
- Empty outside poop buckets (3) and reline with fresh bags
- Check supply of available poop scoop bags/refill if needed
- Straighten chairs around the ring

Area 3-TRAINING RING 2 (center ring/pink section on map)

- Dust the window sills-there are two of them
- Wipe down the top and bottom rails of all ring gates
- Sweep and mop entire area from East to West wall, move equipment and tables away from the wall to facilitate thorough cleaning
- Straighten chairs and equipment outside the ring
- Refill ring carts – top up spray bottle solution for ring cleanup, replenish paper towels and poop bags

Area 4-TRAINING RING 3 (south ring/green section on map)

- Dust the window sills-there are four of them
- Wipe down the top and bottom rails of all ring gates
- Sweep and mop entire area from East to West wall, move equipment and tables away from the wall to facilitate thorough cleaning
- Clean door glass on exterior doors –there are four of them
- Wipe down all tables next to the training rings, along the west wall and just outside the hospitality room
- Straighten chairs and equipment outside the ring
- Check information/premium list rack and remove outdated material

Thank you in advance for a job well done!

DTCCU Aggressive Dog Policy

This policy shall apply to all members, handlers and dogs present at and/or participating in any DTCCU functions, including but not limited to training classes, licensed trials, fun trials, demonstrations and informal training sessions.

Definition of Aggressive Behavior:

An aggressive dog is one who, on DTCCU premises or at DTCCU activities, makes – or repeatedly attempts to make – negative physical contact with any person or any animal. “Negative physical contact” is that which is potentially harmful or dangerous to persons or pets. Actual physical contact is not necessary to constitute aggressive behavior.

Any person who believes s/he experienced or witnessed an act of dog aggression may fill out a written report, which must be signed, dated and presented to the class instructor, Director of Training or Club President.

Policies & Procedures

1. All training class participants and club members will receive or be given online access to a copy of the Aggressive Dog Policy.
2. Any dog that exhibits an overt act of aggression is to be excused immediately and taken from the building or training/exhibiting area. In class situations, the instructor will request the owner/handler remain to discuss the incident, review club policies and determine options for further classes. In trial situations, the event committee will meet to establish and complete process using venue-offering organization aggressive dog guidelines.
3. If a person believes a dog is exhibiting aggressive behavior, a report (see Aggressive Dog Report Form) must be filed.
 - a. In class situations the instructor ALWAYS has the right to request that a handler remove a dog from class for that class meeting or the remainder of the class session OR may recommend other appropriate action; in such instances, the instructor will file a written report with the Director of Training and the DTCCU Board.
 - b. Full or partial refunds in cases where a dog is not allowed to return to class will be subject to board review.
4. Written reports of dog aggression will be forwarded to the instructor and Director of Training who will request an assessment of the situation from the instructor, other exhibitors or witnesses.

5. If the Director of Training determines that action should be taken, the Director of Training will share that information with the Board.

6. The President, on behalf of the Board, will formally write to the handler. The letter will inform the handler of the Club decision regarding the incident as well as the handler's appeal rights. Copies of the President's letter shall be forwarded to both the Corresponding Secretary and Director of Training.

7. Actions taken regarding an individual dog shall not affect the handler's training/showing status with other dogs.

Review Process

The owner/handler may request a formal review by the DTCCU Board of Directors of action taken by the Director of Training and/or Assessment Team following any changes in the dog's circumstances:

- Neutering
- Private Training
- Environmental Circumstances Changed
- Other Extenuating Circumstances

The Board will accept written requests for review after 6 months and will act upon such requests within 60 days of receipt.

DTCCU Aggressive Dog Report Form

Complainant: _____

Address/Phone Number/e-mail address _____

Incident Location: _____

Incident Date and Time: _____

Incident Narrative:

Action Taken:

Witnesses (include contact information)

Owner of Reported Dog (include contact information):

Dog Description: _____

Created: 4/30/2008.

CONSTITUTION AND BY-LAWS OF THE DOG TRAINING CLUB OF CHAMPAIGN-URBANA, INC.

Constitution

ARTICLE I Names and Objectives

SECTION 1

The name of the Club shall be the Dog Training Club of Champaign-Urbana, Inc.

SECTION 2

The objects of the Club shall be to promote the training and quality breeding of pure-bred dogs; disseminate knowledge regarding obedience training; conduct classes for the training of dogs; encourage and cooperate with individuals and other groups with similar purposes; hold and support obedience trials, exhibitions and matches under the rules and regulations of the American Kennel Club; promote cooperation and good sportsmanship among its members in the training and exhibition of dogs.

SECTION 3

The Club shall not be conducted or operated for profit or remainder or residue or donations to the Club shall inure to the benefit of any member or individual.

SECTION 4

The members of the Club shall adopt and may from time to time revise such By-laws as may be required to carry out these objectives.

By-Laws ARTICLE I

SECTION 1

Eligibility. There shall be one type of membership open to all persons sixteen years of age or older who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club and who have attended two Club meetings, one of which may be a social meeting or club-sponsored seminar, and who have either (1) completed two classes (or are currently completing the second class) offered by the Club, only one of which may be a puppy class; or (2) have previously earned an obedience title through the American Kennel Club or who have earned some other title acceptable to the Board of Directors. The Board may provide for other types of membership at its discretion.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the trainers and exhibitors in the immediate area.

SECTION 2

Dues. The Board of Directors shall determine annual membership dues and training fees. Membership dues shall be payable on or before the last day of January of each year. No member may vote whose dues are not paid for the current year. During the month of November the Treasurer or his designee shall send each member a statement of his dues for the ensuing year.

Training fees shall be due and payable as determined by the Board of Directors. No one may train whose training fees are not paid for the current year.

SECTION 3

Election to Membership. Each applicant for membership shall apply on a form as approved by the Board of Directors which shall provide that the applicant agree to abide by these Constitution and By-laws and the rules of the American Kennel Club. The application shall state the name, address, and the phone number of the applicant.

All applications are to be filed with the Secretary or designee and the name of each applicant shall be published in the next available Club newsletter or other regular Club publication in any medium. At the Club meeting following the publication of the name of an applicant, provided eligibility requirements have been met, the application shall be voted on and votes of three quarters ($\frac{3}{4}$) of the members present and voting at that meeting shall be required to elect the applicant.

Dues are payable when the applicant is accepted for membership. Dues will be pro-rated. Applicants elected January through June 30th shall pay dues for the full year. Applicants elected July 1st through October 31st shall pay dues for half the year. Applicants elected November 1st through December 31st shall pay full dues for the following year.

Applicants for membership who have been rejected by the Club may not reapply within six months after such rejection.

SECTION 4

Termination of Membership. Membership may be terminated: **a. by resignation.** Any member in good standing may resign from the Club upon written notice to the Secretary. **b. by lapsing.** A membership may be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the due date; however, the Board may grant an additional 60 days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of the meeting. **c. by expulsion.** A member may be terminated by expulsion as provided in Article VI of these By-laws.

Termination of membership by any of the above means does not cancel or terminate a member's financial obligations to the Club.

SECTION 5

Reinstatement of membership. Any person whose membership has terminated in accordance with paragraphs (a) or (b) of Section 4 above, shall be reinstated upon his or her written request for reinstatement to the Secretary and upon payment of the current year's dues, as specified in Section 3 above.

ARTICLE II

Meetings and Voting

SECTION 1

Club Meetings. Meetings of the Club shall be held within 25 miles of the Cities of Champaign-Urbana each month, at such date, hour, and place as may be designated by the Board of Directors. Notice of such meeting shall be made by the Secretary. The quorum for such meetings shall be 15 members or 20% of the members in good standing, whichever is less.

SECTION 2

Special Club Meetings. Special Club meetings may be called by the President, or by a majority of the members of the Board who are present and voting at any regular or special meeting of the Board, and shall be called by the Secretary upon receipt of a petition signed by five members of the Club who are in good standing. Such special meetings shall be held in (or within 25 miles) of the Cities of Champaign-Urbana at such place, date, and hour as may be designated by the person(s) authorized herein to call such meetings. Written notice of such a meeting shall be mailed by the Secretary at least five days and not more than fifteen days prior to the date of the meeting, and said notice shall state the purpose of the meeting, and no other Club business may be transacted thereat. The quorum for such a meeting shall be 15 members or 20% of the members in good standing. Notice of special club meetings shall be made in accordance with rules the Board may adopt from time to time for that purpose.

SECTION 3

Board Meetings. Meetings of the Board of Directors shall be held in or within twenty-five miles of the Cities of Champaign-Urbana six times yearly and as decided by the Board of Directors at such hour and place as may be designated by the Board. The quorum for such a meeting shall be a majority of the Board.

SECTION 4

Special Board Meetings. Special meetings of the Board may be called by the President and shall be called by the Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held in (or within 25 miles) of Champaign-Urbana at such place, date, and hour as may be designated by the person authorized herein to call such a meeting. Notice of special Board meetings shall be made in accordance with rules the Board may adopt from time to time for that purpose.

SECTION 5

Voting. Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he is present. Proxy voting will not be permitted at any Club meeting or election.

SECTION 6

Notice of Meetings. Notice of all Club meetings, Board of Directors' meetings, committee meetings shall be made in accordance with rules the Board may adopt from time to time for that purpose.

ARTICLE III

Directors and Officers

SECTION 1

Board of Directors. The Board shall be comprised of the President, Vice President, Secretary, Treasurer, Director of Training and four other persons all of whom shall be elected for one-year terms at the Club's

annual meeting as provided in Article IV and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.

SECTION 2

Officers. The Club's officers, consisting of the President, Vice President, Secretary, Treasurer, and Director of Training shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

- a) **The President** shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified by these by-laws.
- b) **The Vice President** shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.
- c) **The Secretary** shall keep a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club. He or she will have charge of the correspondence, notify members of meetings, notify officers and directors of their election to office, and carry out other such duties as prescribed by these by-laws. The Secretary or designee shall also notify new members of their election to membership and keep a roll of the members of the Club with their addresses and phone numbers.
- d) **The Treasurer** shall collect and receive all monies due or belonging to the Club. He or she shall deposit the same in a bank designated by the Board, in the name of the Club. The Board may appoint an Assistant Treasurer with alternate check signing abilities. Additionally, the Treasurer may, with the approval of the Board, appoint specially designated depositors. His or her books shall be at all times open to inspection of the Board and he or she shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting he or she shall render an account of monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.
- e) The offices of Secretary and Treasurer may be held by the same person in which case the Board shall be comprised of the officers and five other persons.
- f) **The Director of Training** shall supervise and coordinate all training classes sponsored by the Club.

SECTION 3

Vacancies. Any vacancies occurring on the Board or among the offices during the year shall be filled until the next annual election by a majority vote of all the then members of the Board at the first regular meeting following the creation of such vacancy, or at a Special Board Meeting call for that purpose; except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the Board.

ARTICLE IV

The Club Year, Annual Meeting, Elections

SECTION 1

Club Year. The Club's fiscal year shall begin on the 1st day of January and end on the 31st of December.

SECTION 2

Annual Meeting. The annual meeting shall be held in the month of September at which Officers and Directors for the ensuing year shall be elected by secret ballot from among those nominated in accordance with Section 4 of this Article. If there are no nominations in accordance with Section 4(c), below, officers and directors may be elected by acclamation. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to his or her successor in office all properties and records relating to that office within 30 days after the election.

SECTION 3

Elections. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The four nominated candidates for other positions of the Board who receive the greatest number of votes for such positions shall be declared elected.

SECTION 4

Nominations. No person may be a candidate in a Club election who has not been nominated. During the month of June, the Board shall select a Nominating Committee consisting of three members and two alternates, not more than one of whom may ("may" substituted for shall) be a member of the Board. The Secretary shall immediately notify the committeemen and alternates of their selection. The Board shall name a Chairman for the Committee and it shall be his or her duty to call a committee meeting which shall be held on or before July 1st.

- a) The Committee shall nominate one candidate for each office and four candidates for the four other positions on the Board, and after securing consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.
- b) Before August 1st the Secretary or his/ her designee shall notify each person selected of his/her nomination. The slate of candidates shall be presented to the membership at the August meeting.
- c) Additional nominations may be made at the August meeting by any member in attendance provided that the person so nominated accepts when his/her name is proposed, and provided further that if the proposed candidate is not in attendance at the meeting, his or her proposer shall present to the Secretary a written statement from the proposed candidate signifying his or her willingness to be a candidate.

No person may be a candidate for more than one position, and the additional nominations which are provided herein may be made only from among those members who have not accepted a nomination of the Nomination Committee.

- d) Nominations cannot be made at the Annual Meeting or in any manner other than as provided in this Section.

ARTICLE V Committees

SECTION 1

The Board may each year appoint standing committees to advance the work of the Club in such matters as shows, obedience trials, field trials, trophies, annual prizes, membership and other fields which may well be served by the committees. Such committees shall be subject always to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.

SECTION 2

Any committee appointment may be terminated by a majority of the full membership of the Board upon written notice to the appointee; and the Board may appoint successors to those persons whose services have been terminated.

ARTICLE VI Discipline

SECTION 1

American Kennel Club Suspension. Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of the Club for a like period.

SECTION 2

Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the sport. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of ten dollars (\$10.) which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club or the sport. If the Board considers that charges do not allege conduct which, if proved, would be prejudicial to the best interests of the Club or sport, the Board may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of hearing by the Board not less than three weeks nor more than six weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he or she wishes.

SECTION 3

Board Hearing. The Board shall have complete authority to decide whether counsel may attend the hearing, but both the complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after the hearing all the evidence and testimony presented by complainant and defendant, the Board may, by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than 6 months from the date of the hearing. And if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his or her fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

SECTION 4

Expulsion. Expulsion of a member may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation. The defendant shall have the privilege of appearing in his or her own behalf, though no evidence shall be taken at the meeting. The President shall read the charges and the Board's findings and recommendations and shall invite the defendant, if present, to speak in his or her own behalf if he or she wishes. The members shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those present and voting at the meeting shall be necessary for expulsion. (Last sentence in this paragraph deleted).

ARTICLE VII

Amendments

SECTION 1

Amendments to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent of the membership in good standing. Amendments proposed by such a petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

The Constitution and Bylaws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for the purpose. The membership shall be notified of the proposed amendments at least two weeks prior to the date of the meeting. Notification shall be in accordance with rules set out in Article II, Section 6.

ARTICLE VIII Dissolution

SECTION 1

Dissolution. The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club, other than for reasons of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof nor any assets of the Club shall be distributed to any members of the Club but after payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

ARTICLE IX Order of Business

SECTION 1

At meetings of the Club, the order of business, so far as the character and nature of the meeting shall permit shall be as follows:

- Roll call
- Minutes of the last meeting
- Report of the President
- Report of Secretary
- Report of Treasurer
- Report of Committees
- Election of Officers and Board (at annual meeting)
- Election of new members (after election of Officers and the Board, if taken up at an annual meeting)
- Unfinished business
- New Business
- Adjournment

SECTION 2

At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

- Reading of minutes of the last meeting
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished business
- New business
- Adjournment

Circa 1976

Revised September 6, 1988; Revised August 3, 1993; Revised November, 2001.