



Paws4Fun Agility Membership & Volunteer Hours Standard Operating Procedure

V2. ~~321 March 2025~~ January 2026

1. Membership Principles

- 1.1. All new and renewing membership applications are subject to the Review of Membership and Entries to Events SOP.
- 1.2. Membership fees are based on person(s) applying, and are not contingent on the number of dogs owned by the person applying for membership.
- 1.3. Membership is open to people interested in the objectives of the club, and all types of dogs are welcome, whether pure-bred or of mixed-breed.
- 1.4. The Board of Directors sets the annual membership fees, volunteer hour requirements, defines the Frequent Volunteer Reward Program parameters, and updates section 5 of this document accordingly.
- 1.5. Under some circumstances, “free membership” is granted for a membership year. A person or family receiving free membership for a year:
 - Does not pay the basic membership fee for that year;
 - Has a volunteer hour requirement of zero hours for that year. I.E they will not be charged a penalty for missed volunteer hours regardless how many volunteer hours they perform.
 - Volunteer hours worked in that year will count towards membership discount the following year, per the Frequent Volunteer Rewards program.
- 1.6. The Board of Directors may grant free memberships at their discretion.
- 1.7. All members report all volunteer hours they perform, and these hours are counted towards their volunteer hour requirements and the Frequent Volunteer Reward Program.
- 1.8. Previous members who no longer have a dog or have a dog but no longer participate in agility events, may request special dispensation from the Board of Directors.

2. Process for Handling Membership Applications

- 2.1. When membership opens, the Membership Coordinator contacts all members from the previous year to provide details of the Membership Application Form, and annual fees.
- 2.2. The membership application form for new and renewing membership shall be available online on the website.
- 2.3. The membership application form must include:

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- agreement to the insurance waiver; and,
 - agreement to abide by the By-Laws and all club rules and policies, including but not limited to the Harassment Policy and Code of Conduct.
- 2.4. All membership applications, new or renewing, are sent to the Membership Coordinator, who vets the applicant according to the “SOP for Review of Membership and Entries to Events”.
- 2.5. Applications that are rejected according to the “SOP for Review of Membership and Entries to Events” process are handled according to that process.
- 2.6. The Membership Coordinator will forward all new membership requests that are accepted according to the “SOP for Membership and Entries to Events” to the Board of Directors. The Board of Directors will review all new membership requests and accept or reject the membership application.
- 2.7. Applications that are accepted from steps 2.5 and 2.6 are handled as follows:
- 2.7.6.1 A ~~renewing~~ applications for renewing members must be accompanied by payment, prior to the applicant knowing whether or not their membership has been accepted.
 - 2.7.6.2 If payment from a renewing member is not received, the Membership Coordinator will remind the applicant to pay by a method of their choosing.
 - 2.7.6.3 Applications for new members should not be accompanied by payment. Payment should not be sent until the membership has been accepted.
 - 2.7.6.4 When a new membership is accepted, the Membership Coordinator will ask the applicant to send payment. Until payment is received, the Membership Coordinator will remind the applicant by a method of their choosing. The applicant is not a member until payment is received.
 - 2.7.6.5 If accepted and payment received, the new or renewing member is sent a confirmation email notifying them that they have been accepted for membership. That email includes but is not limited to:
 - Description of how to volunteer;
 - Request to join the FB page.

3. Membership Year

- 3.1. The membership year begins April-1, and ends March-31.
- 3.2. Membership opens for renewal and new application membership one month prior to the start of the membership year.
- 3.3. Any member who has not renewed before the first day of the membership year is no longer a member.
- 3.4. Membership renewal ends one month after the start of the membership year. After this date:
- Any membership application received is considered to be a new membership application;
 - Membership discounts accrued from the Frequent Volunteer Program no longer apply;
 - ~~Free membership granted to individuals who worked previous year as Directors, Coordinators or Instructors no longer applies.~~
- 3.5. Mid-season membership begins August-1.

4. Guest of Members

- 4.1. Members are permitted to invite guests as spectators to events and training and are responsible for them while on the premises. Signs will be posted for general liability coverage, as these guests are spectators only, not using Paws4Fun equipment.
- 4.2. Children of members may use club facilities under the direct supervision and responsibility of their parents/~~adult~~**adults**. Children are not allowed on the equipment.
- 4.3. Guests who accompany members onto the property for private training outside of events and classes, but are not training a dog themselves, are required to sign a liability waiver and release.
- 4.4. Guests who are invited to **trainingtrain** a dog with members for private training outside of events and classes are required to sign a liability waiver and release and pay a fee of \$10 per visit.

5. Volunteer Hours & the Frequent Volunteer Reward Program

- 5.1. Members volunteer for all activities of the club. As described in section 6, various membership types come with a request for a specified number of volunteer hours per membership year. The cost of a membership is determined by how many volunteer hours the member performs in the membership year.
- 5.2. For each portion of an hour of work a member performs, they are credited with one volunteer hour. A member must not be credited with more than one hour for each hour worked, or any other compensation for that hour. Examples: 15 min = one hour, 45 minutes = 1 hour, 1.5 hours = 2 hours.
 - The exception to this is when a member comes to the Paws4Fun location to perform a volunteer task they will receive a minimum of 1 hour volunteer time credit, regardless of how much time they work.
- 5.3. As described in section 6, for each membership level, if the member puts in more than a threshold number of volunteer hours in a membership year, the cost of their next membership year is reduced. This is known as the Frequent Volunteer Reward Program. The Frequent Volunteer Reward Program reduces the cost of the following year's membership, it does not impact the number of volunteer hours required for the following year. For example, if a person with a single membership puts in more than 50 hours in 2021, they get a 100% reduction in membership fee for 2022, but they are still required to put in 16 volunteer hours in 2022.
- 5.4. Volunteer opportunities must be announced to the membership, and made available for all members to volunteer.
- 5.5. Members must be kept informed throughout the membership year of the number of hours they have worked, giving them the opportunity to report any hours that they have worked that may not have been reported.
- ~~5.6. Volunteer hours are also tracked for member work done at Demonstration events. Members are encouraged to participate in demonstrations and other promotional events to advertise the club and to educate the public on the sport of agility.~~
- ~~5.6. Event organizers should provide volunteers information on how to report hours worked. For events with volunteer sheets, members should use the sheets. Volunteer sheets are always available in the shed. Members can also submit their hours directly using the form on the website~~
- ~~5.7. Event organizers provide volunteers information on how to report hours worked. For events with volunteer sheets, members should use the sheets. Volunteer sheets are always available~~

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~~the When an event is complete, the organizer must provide the following information to the Volunteer Hour Tracker, by sending email to VolHourTracking@paws4funagility.ca—~~

- ~~• Date(s) on which volunteer activities were done, and~~
- ~~• Names of volunteers, the hours they worked and the jobs they performed.~~

~~5.8. Volunteers may also report hours worked directly, providing the following information to the Volunteer Hour Tracker, by sending email to VolHourTracking@paws4funagility.ca—~~

- ~~• Name,~~
- ~~• the date worked,~~
- ~~• how many hours worked, and~~
- ~~job performed.~~

6. Membership Types, Fees and Frequent Volunteer Rewards

6.1. Single

Definition: one person, 18 years of age or older

Full Year Membership Fee Structure:

Volunteer Hours Completed	Missed Hours	Penalty per Missed Hour	End-of-year penalty	Actual Cost of SINGLE Membership (\$70 fee + penalty)
More than 16 **	0	n/a	\$0.00	\$70 **
16	0		\$0.00	\$70
15	1	\$5.00	\$5.00	\$75
14	2		\$10.00	\$80
13	3		\$15.00	\$85
12	4		\$20.00	\$90
11	5		\$25.00	\$95
10	6	\$7.00	\$42.00	\$112
9	7		\$49.00	\$119
8	8		\$56.00	\$126
7	9		\$63.00	\$133
6	10		\$70.00	\$140
5	11	\$9.00	\$99.00	\$169
4	12		\$108.00	\$178
3	13		\$117.00	\$187
2	14		\$126.00	\$196
1	15		\$135.00	\$205
0	16		\$144.00	\$214

** See the Frequent Volunteer Reward Scale

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Mid-Season Membership Fee Structure:

Volunteer Hours Completed	Missed Hours	Penalty per Missed Hour	End-of-year penalty	Actual Cost of SINGLE Membership (\$50 fee + penalty)
More than 8 *	0	n/a	\$0.00	\$50 *
8	0		\$0.00	\$50
7	1	\$5.00	\$5.00	\$55
6	2		\$10.00	\$60
5	3		\$15.00	\$65
4	4		\$20.00	\$70
3	5	\$7.00	\$35.00	\$85
2	6		\$42.00	\$92
1	7		\$49.00	\$99
0	8		\$56.00	\$106

* See the Frequent Volunteer Reward Scale

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Frequent Volunteer Reward Scale:

Hours	Next year's membership discount
20 to 29	25%
30 to 39	50%
40 to 49	75%
50 an over	100%

6.2. Family

Definition: two or more persons sharing a residence

Full Year Fee Membership Structure:

Volunteer Hours Completed	Missed Hours	Penalty per Missed Hour	End-of-year penalty	Actual Cost of FAMILY Membership (\$100 fee + penalty)
More than 24 **	0	n/a	\$0.00	\$100 **
24	0		\$0.00	\$100
23	1	\$5.00	\$5.00	\$105
22	2		\$10.00	\$110
21	3		\$15.00	\$115
20	4		\$20.00	\$120
19	5		\$25.00	\$125
18	6		\$30.00	\$130
17	7		\$35.00	\$135
16	8		\$40.00	\$140
15	9	\$7.00	\$63.00	\$163
14	10		\$70.00	\$170
13	11		\$77.00	\$177
12	12		\$84.00	\$184
11	13		\$91.00	\$191
10	14		\$98.00	\$198
9	15		\$105.00	\$205
8	16		\$112.00	\$212
7	17	\$9.00	\$153.00	\$253
6	18		\$162.00	\$262
5	19		\$171.00	\$271
4	20		\$180.00	\$280
3	21		\$189.00	\$289
2	22		\$198.00	\$298
1	23		\$207.00	\$307
0	24		\$216.00	\$316

** See the Frequent Volunteer Reward Scale

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Mid-season Membership Fee Structure:

Volunteer Hours Completed	Missed Hours	Penalty per Missed Hour	End-of-year penalty	Actual Cost of FAMILY Membership (\$85 fee + penalty)
More than 12 *	0	n/a	\$0.00	\$85 *
12	0		\$0.00	\$85
11	1	\$5.00	\$5.00	\$90
10	2		\$10.00	\$95
9	3		\$15.00	\$100
8	4		\$20.00	\$105
7	5		\$25.00	\$110
6	6		\$30.00	\$115
5	7	\$7.00	\$35.00	\$120.00
4	8		\$40.00	\$125.00
3	9		\$63.00	\$148.00
2	10		\$70.00	\$155.00
1	11		\$77.00	\$162.00
0	12		\$84.00	\$169.00

* See the Frequent Volunteer Reward Scale

Frequent Volunteer Reward Scale:

Hours	Next year's membership discount
30 to 44	25%
45 to 59	50%
60 to 74	75%
75 and over	100% ?

6.3. Junior

Definition: one person, under 18 years of age

Full Year Fee Membership Structure:

Volunteer Hours Completed	Missed Hours	Penalty per Missed Hour	End-of-year penalty	Actual Cost of JUNIOR Membership (\$50 fee + penalty)
More than 8 **	0	n/a	\$0.00	\$50 **
8	0		\$0.00	\$50
7	1	\$5.00	\$5.00	\$55
6	2		\$10.00	\$60
5	3		\$15.00	\$65
4	4		\$20.00	\$70
3	5	\$7.00	\$35.00	\$85
2	6		\$42.00	\$92
1	7		\$49.00	\$99
0	8		\$56.00	\$106

** See the Frequent Volunteer Reward Scale

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Mid-season Membership Fee Structure:

Volunteer Hours Completed	Missed Hours	Penalty per Missed Hour	End-of-year penalty	Actual Cost of JUNIOR Membership (\$40 fee + penalty)
More than 4 *	0	n/a	\$0.00	\$40 *
4	0		\$0.00	\$40
3	1	\$5.00	\$5.00	\$45
2	2		\$10.00	\$50
1	3		\$15.00	\$55
0	4		\$20.00	\$60

* See the Frequent Volunteer Reward Scale

Frequent Volunteer Reward Scale:

Hours	Next year's membership discount
10 to 14	25%
15 to 19	50%
20 to 24	75%
25 an over	100%