

SOP for the Review of Membership Requests and Entries to Events ~~and Activities~~

Version ~~3.02.1~~

Purpose:

Procedure to verify the eligibility of individuals who want to become members of Paws4Fun or participate in Paws4Fun events.

Scope:

Participation in any and all Paws4Fun events is limited to individuals who respect the Paws4Fun Rules of Conduct (<https://www.paws4funagility.ca/rules-of-conduct>). This includes, but is not limited to, trials, training, fun matches, or even demonstrations in agility, rally and other activities, whether these events take place at the Taylor Road site, winter training facilities, or other locations. Behaviour detrimental to the interests of Paws4Fun, such as failure to respect the Rules of Conduct, disruptive or dangerous behaviour, and failure to respect the rights and safety of other participants and their animal companions, volunteers, and organizers can result in temporary or permanent exclusion from all such activities. A temporary or conditional exclusion may occur, for example, if a member does not meet volunteer requirements and does not pay the resulting fee.

Description:

All membership and activity entries must be reviewed to exclude individuals who have been placed onto the Restricted Individuals List ~~do not respect club policies, rules of conduct, handler etiquette, and bylaws (members only) or who have a history of violation of these principles.~~

Responsibilities:

~~The Board ensures the Restricted Individuals List is kept up to date. The Board will review the list annually, prior to opening membership each year. It requires a Board of Directors approved motion to add individuals to, and remove individuals from, the Restricted list.~~

The Membership Coordinator ~~is responsible for~~ will checking new membership requests and renewals against the Restricted Individual List. ~~The Membership Coordinator will forward all new membership requests to the Board of Directors, making specific note if the applicant appears on the Restricted List. When a membership renewal request is received from someone on the Restricted Individuals List, the Membership Coordinator will notify the Board of Directors, and not accept the renewal request unless instructed to do so by the Board of Directors (for example, if the applicant takes action to correct a conditional restriction).~~

~~The Board of Directors will review all new membership requests. A motion will be put forward, and a vote held with respect to the new member within two weeks of receiving the new membership request with a majority vote allowing the individual to become a Paws4Fun member.~~

~~The Board ensures the Restricted Individuals List is kept up to date. The Board will review the list annually, prior to opening membership each year. It requires a Board of Directors approved motion to add individuals to, and remove individuals from, the Restricted list.~~

All event organizers are responsible for ~~must~~ reviewing the Restricted Individuals List or consulting the Membership Coordinator or a designated Board member before accepting registration to any Paws4Fun events (as outlined in the scope).

The Board Member or Coordinator assigned to monitor visitor registrations is responsible for must-reviewing the Restricted Individuals List when accepting the visitor registration (as outlined in the scope).

The Webmaster is responsible for ensuring that all registration forms, including but not limited to membership, trial, workshop, class, fun match, and visitor registrations, require that the registrant agree to the Paws4Fun Standard Waiver and Release, and that the Paws4Fun Standard Waiver and Release contains the following text "I agree that the organization (Paws4Fun Agility Club) has the right to refuse this application for cause which the organization shall deem to be sufficient."

The Restricted Individuals List

The list of individuals who are restricted from participating in Paws4Fun events (as outlined in the scope above) is kept in a separate file which is password protected and stored in a password protected section of the website in the Board Only section of the Paws4Fun website.

The Board will review the Restricted Individuals List annually, prior to opening membership each year.

Whenever the Restricted Individuals List is updated notification must be sent to all Directors and Coordinators, plus any event organizers who have access to the list because they have an event open for registration.

There are two types of entries on the Restricted individuals List:

1. Conditional Restrictions: these individuals can take action to remove themselves from the list. For example, they may be on the list because they owe money to Paws4Fun, and when they pay that debt they will be removed from the list. The list shall specify the action they need to take to remove themselves from the list.
2. Permanent Restrictions: there is no action that these individuals can take to remove themselves from the list. It is at the discretion of the Board of Directors to add or remove individuals who are permanently restricted.

Permanent Restrictions List Process

It requires a Board of Directors approved motion to add individuals to, and remove individuals from, the Permanent Restrictions section of the Restricted Individuals List.

Conditional Restrictions List Process for Unpaid Debts

An individual incurs an unpaid debt with Paws4Fun Agility they:

- have registered for and participated in a Paws4Fun event without submitting the required payment;
- have registered for not participated in a Paws4Fun event, and did not withdraw from the event prior to the stated refund period;
- have not submitted payment for missed volunteer hours in a membership year when that year has ended.

When an individual incurs an unpaid debt, the President will add them to the Conditional Restrictions section of the Restricted Individuals List. Within a month of them being added, the Treasurer will send them a personalized invoice stated what they owe, why they owe it, and reminding them that they will not be able to participated in any events at Paws4fun until they pay the invoice.

When an individual pays the debt for which the Conditional Restriction was incurred, the Treasurer will send them a receipt for their payment, and notify the President, who will remove them from the Restricted Individuals List.

Conditional Restrictions List Process for Any Other Reason

It requires a Board of Directors approved motion to add individuals to the Conditional Restrictions section of the Restricted Individuals List for any reason other than unpaid debt.

Membership Request & Event Registration Process

The Membership Coordinator will forward all new membership requests to the Board of Directors, making specific note if the applicant appears on the Restricted List. When a membership renewal request is received from someone on the Restricted Individuals List, the Membership Coordinator will notify the Board of Directors, and not accept the renewal request unless instructed to do so by the Board of Directors (for example, if the applicant takes action to correct a conditional restriction).

The Board of Directors will review all new membership requests. A motion will be put forward, and a vote held with respect to the new member within two weeks of receiving the new membership request with a majority vote allowing the individual to become a Paws4Fun member.

When a Board Member, ~~or~~ Coordinator, or event organizer receives a registration request, or membership request, from an individual on the Restricted Individuals List, they shall notify the President, ~~as well as the Treasurer if the restriction is linked to financial matters~~. The President ~~or Treasurer~~ shall respond to the registration request via email as follows:

Thank you for your interest in the Paws4Fun <event name and date>. In acceptance of the Paws4Fun Standard Waiver and Release in the registration form, you agreed that Paws4Fun Agility has “the right to refuse this application for cause which the organization shall deem to be sufficient”.

[Unconditional Permanent restriction]

We regret to inform you that the Paws4Fun Agility Board of Directors feels it would not be in the club's best interests at this time to accept your registration for <event name>. We must therefore decline your registration.

[Conditional restriction]

The Paws4Fun Agility Board of Directors regrets to inform you that your registration cannot be accepted unless <condition for reinstatement, for example, payment of outstanding debt>.

<include if needed> Please expect an email from the Treasurer with respect to your refund.

~~The Restricted Individuals List~~

~~The list of individuals who are restricted from participating in Paws4Fun events (as outlined in the scope above) is kept in a separate file in the Board Only section of the Paws4Fun website.~~

References:

Paws4Fun Agility Conduct & Etiquette Policies

Paws4Fun Agility — Bylaws

Visitor Registration: <https://www.paws4funagility.ca/bookings>

Revision History:

~~Version 1.0 (April 2021) — New document~~

~~Version 2.0 (June 2023) — Updated policy~~

~~Version 2.1 (Feb 2025) — removed board approval date which was incorrect~~