



Paws4Fun Agility Code of Conduct

24 April 2014

Paws4Fun Agility is a volunteer-based not-for-profit corporation.

Vision: to promote the recreational and competitive sport of canine agility through training, teaching, demonstrations, fun matches, social events and Agility Association of Canada (AAC) sanctioned trials; to encourage responsible dog ownership and safe participation; and to educate the public on the sport of agility.

Mission: to provide all dogs with agility activities, in a fun, safe and positive learning environment to strengthen the bond between handler and dog.

This Code of Conduct forms part of the governing policies of Paws4Fun Agility which also include the Articles of Continuance, By-law, Terms of Reference for the Board of Directors, Roles and Responsibilities, and Resolution of the Board of Directors for financial activities. These documents are available to all members on the club website.

Paws4Fun Agility is referred to herein as “the club”.

1. OFFICERS OF THE CLUB

- Members of the Board of Directors, including President, Vice President, Facilities Director, Training Director, Trials Director, and Treasurer are elected to a maximum three year term. Coordinators for Communications, Membership, Training and Volunteers, and the Secretary are appointed by the Board without limit to their term.
- Board of Directors:
 - is accountable to the members and is responsible for managing and supervising the activities and affairs of the club in accordance with the governing policies.
 - meets at least four times a year, and more frequently as required. Minutes are recorded for each meeting and available to members at General meetings or upon request.
 - prepares and implements an annual Business Plan which establishes the Objectives, Strategies and Action Plans for activities to be undertaken.
 - prepares an annual budget which includes the proposed expenditures of each of the Board of Directors, Coordinators, and Secretary.
- Coordinators and Secretary provide assistance to the Board of Directors in carrying out the affairs of the Club.

2. MEMBERSHIP

- Membership is open to all persons interested in the objectives of the club, and all types of dogs are welcome, whether pure-bred or of mixed-breed.

- Recognition and knowledge of, and adherence to the By-Law and Code of Conduct are a condition of acceptance of membership.
- The membership year is the calendar year. When the Board of Directors sets the date for notice to members for membership renewal, the Membership Coordinator contacts all members from the previous year to provide details of the Membership Application Form, annual fees, and the deadline which is one calendar month from the date of notice.
- All members are required to sign the Insurance Waiver on the Membership Form.
- Single Membership applies to one handler with one or more dogs, and Family Membership applies to two or more handlers in one family with two or more dogs.
- The Board of Directors set the annual membership fees.
- For calculating fees for a part Membership season, the year is divided into four (4) quarters. Members joining the club during the year shall pay a partial fee based on the numbers of quarters remaining in the season, including the quarter of joining.
- The Board of Directors may grant free memberships at their discretion. Members of the Board, Coordinators, Secretary, Instructors and Webmaster are granted free membership while filling these positions and their volunteer hours are not counted or recorded.
- Previous members who no longer have a dog or have a dog but no longer participate in agility events, who want to continue as members and are willing to contribute the required 16 hours of volunteer time each year will be granted free membership upon request.

3. VOLUNTEER HOURS

- Members volunteer their time for all activities carried out by the club including Fun Matches, K9 Kup, trials, equipment maintenance, facility maintenance, demonstrations and other promotional events, meetings, and social events. None of these activities can take place without volunteers and it is important that all members show respect for the volunteers, members or non-members, as well as the Judges and other officials at any and all events.
- Members commit to providing 16 hours of volunteer time each year in support of Club activities and events. Hours are pro-rated quarterly for new members joining later in the year.
- Records of member volunteer hours are maintained annually.
- Opportunities for volunteer time are announced by email and sign-up is available on the club website.

4. GENERAL MEETINGS

- The Club is required by the By-law to convene an Annual General Meeting (AGM). The AGM will be held prior to 31 December. At its discretion the Board of Directors may convene other General Meetings throughout the year. Minutes of all General Meetings are recorded and made available to members.
- Members are invited to General Meetings. Notice for these meeting is given at least 21 days in advance with details of the Agenda and any proposed amendments to the Articles of Continuance and By-law. Each member is entitled to a vote at General Meetings.

5. FACILITY

- Members are permitted to invite guests as spectators to the club and are responsible for them while on the premises. Children of members may use club facilities under the direct supervision and responsibility of their parents. Children are not allowed on the equipment.

- Guests who are invited to train with members are required to sign an Insurance Waiver and pay a nominal fee of \$5 per visit.
- All members and guests are required to have completed at least Foundation level training prior to using the facility and equipment for personal training.
- Dogs on the property must be under strict control at all times and their actions supervised to not interfere with other members and their dogs. The club is open to all types of dogs but restrictions may be imposed because of demonstrated adverse behavior of any dog.
- The grounds and facilities may be closed to access at certain posted times.
- Members, their children and dogs, and guests use the club facility or property and equipment at the individual member's own risk.
- Members will be held liable for damage to club's facilities and equipment caused by willful or irresponsible actions or by manifest negligence.
- Members are liable for any injurious consequences of their dog's behaviour to any person or dog at the facility.
- Dogs must be on leash unless running in a ring.
- Dogs must not be tied to the t-bars or fencing around the rings.
- Members must pick up after their dogs; garbage cans are available for disposal of waste.
- Dogs must not be allowed to foul the rings. If an accident occurs the solids must be picked up and the area flushed with water.

6. EQUIPMENT

- Only equipment meeting AAC specifications and approval or satisfying other safety criteria is used for training and trials.
- Equipment is not to leave the premises without the express permission of the President and the Facilities Director. Use of equipment in organized off-site activities such as trials, demonstrations or other purposes must be approved in advance by the Board of Directors. The equipment must be returned at the scheduled time and put back into its proper place.
- Members leaving each personal or scheduled training session must ensure that equipment such as the fabric chute, weave guides, and obstacle numbers are properly stored away and the premises left clean and tidy.
- Members are obliged to move the equipment, for ease of mowing the grass and/or to save the condition of the grass, when requested.

7. TRAINING - CLASSES

- Classes are taught in 6 week sessions and each class is 1 hour in duration. All scheduled classes take place unless cancelled by the Instructor. If a class is cancelled it is made up at the end of a session or on an alternate day convenient for the students.
- There will be no refunds for missed classes, except under exceptional circumstances approved by the Instructor.
- Class levels include Foundation 1 and 2 (beginner) followed by Intermediate, Starters, Advanced and Masters.
- For Foundation 1 classes the dogs should be at least 9 months old and have basic obedience with good sits, stays and recall. Foundation classes are held in the "puppy" ring which is fully fenced and the contact equipment (teeter, dog walk and A-frame) is much lower than competition height. By the end of Foundation 2 most dogs are ready to progress to full size contacts.

- Intermediate classes focus on building confidence for the dogs and improving handlers' techniques. Starters, Advanced and Masters level classes are progressive with focus on improving the ability of the dogs and the handlers to compete at sanctioned trials.
- Class schedules, descriptions, prerequisites, and further rules of conduct for training are available on the club website.
- Classes have priority access to their assigned rings during their assigned times and for ½ hour before class for any set-up work required and ½ hour after class for any tear-down.
- Instructors are provided an annual "honorarium" of \$250 to be used to attend off-site classes and seminars if and when suitable, or may otherwise be used at the discretion of the Instructor.

8. TRIALS

Trials include Fun Matches, K9 Kup and AAC Sanctioned trials:

- Fun Matches provide the opportunity to compete in a trial-like environment in preparation for sanctioned trials. Fun Matches are usually one-day events.
- K9 Kup is a team event limited to ten (10) teams, also run under trial conditions, with the same purpose at Fun Matches but includes four events held once a month from June to September. Each event consists of three (3) courses including one Standard, and two selections from Jumpers, Gamblers, Snooker and Steeplechase.
- To participate in Fun Matches and K9 Kup dogs and handlers should be working at the Intermediate or Starters level.
- At AAC sanctioned trials dogs and handlers are awarded Qs (Qualifying Scores for runs with no faults and within the set time) towards titles at the Starters, Advanced and Masters levels.
- All members are encouraged to participate and volunteer at trials hosted by the Club. Volunteer hours are counted for these activities.

9. DEMONSTRATIONS

- Demonstration events are open to all members. Members are encouraged to participate at demonstrations and other promotional events to advertise the club and to educate the public on the sport of agility. Volunteer hours are counted for these activities.

10. FINANCIAL MATTERS

- The annual operating revenue consists of membership fees, training fees, and income from trials received in the fiscal year.
- Financial activities are conducted in accordance with the Resolution of the Board of Directors dated 9 March 2013 and approved by the members at the Annual General Meeting held in December 2013.
- The NFP Act requires members of a corporation to appoint a public accountant at the Annual General Meeting unless, by unanimous vote, the membership decides not to appoint a public accountant. This does not mean the books will not be audited, it just means a public accountant will not be appointed at the AGM. In which case the Board of Directors decide if and when the books will be audited.
- At the discretion of the Board of Directors the club may sponsor AAC agility events at the provincial, national or international level, and contribute to a member attending the Canadian Nationals.