



## ***Columbia Agility Team***

### **Mission Statement**

Columbia Agility Team is a non-profit corporation formed to promote the sport of dog agility for dogs and people of all ages. The team holds trials and hosts fun matches throughout the year. The team sponsors training classes, the Northwest Agility League and demonstrations. The team also donates a portion of trial entries to dog related non-profit organizations. The board, which is member elected, reviews the policies each year in February. The following are the policies adopted by the board of Columbia Agility Team.

COLUMBIA AGILITY TEAM

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## AGILITY TRIAL POLICY

It is the policy of the Columbia Agility Team (CAT) to hold six agility trials each year. There are two CPE, two NADAC and two USDAA trials held at various locations throughout the Portland/Vancouver metropolitan area. These trials are held to promote the sport of dog agility. CAT is a volunteer organization, and as such, positions for the trial committee should be composed of volunteers. The current Handbook for Agility Trials will be given to the Trial Chair and Trial Secretary by the Board of Directors.

### GUIDELINES

#### The Trial Committee

1. Should be formed 8-12 months before an event is scheduled to take place;
2. Is composed of a trial chair(s), a trial secretary, a chief course builder and a chief ring steward(s); and
3. May also include a chief scorer, a hospitality person, an awards person and a raffle person.

#### The Trial Chair

1. Selects the judges and arranges their lodging and travel;
2. Requests approval of the judges selected from the sanctioning organization;
3. Submits a budget to the CAT Board of Directors (Board) 4 to 6 months before a trial;
4. Confirms there is a site available for the trial;
5. Confirms availability of awards for the trial and may help in the selection of the awards; and
6. May select gifts of their choice for the competitors.

#### The Trial Secretary

1. Composes the trial premium and writes it in accordance with the guidelines set forth by the sanctioning organization;
2. Insures the accuracy of the location, the opening and closing dates for the trial, and trial fees listed in the premium;
3. Submits the prepared premium to the CAT Board for approval prior to submitting it to the sanctioning organization;
4. Submits Board approved premium to the sanctioning organization for their approval;
5. Posts the premium to the CAT website at least one week prior to the trial's opening date; and
6. Delivers all entry fees and paperwork to the club treasurer within five business days of the trial's completion.

## BARN RENTAL POLICY

It is the policy of the Columbia Agility Team (CAT) to provide practice space and classes at the club's various training facilities, for the advancement and enjoyment of its members, in the sport of dog agility.

### GUIDELINES

#### 1. The Barn Manager

A. The Board of Directors will appoint a Barn Manager or renew the appointment of the existing Barn Manager at the same time as the guidelines are reviewed. The term of this position will be for one year, or until terminated by either the Board of Directors or the incumbent.

B. The Barn Manager facilitates practice time schedules.

The Barn Manager has the authority to void any agreement with the renter for breaching of safety rules or of the signed agreement

C. The Barn Manager is responsible for the maintenance of the barn and equipment, rental agreements and bookkeeping

2. Rental time and space is for the use of CAT members only. Members are not allowed to rent this space and conduct training sessions for a fee.
3. The fee for one-hour rental per week for a period of one month is \$25.00. Additionally, a half hour per week time slot for a period of one month may be rented for \$12.50. This fee is payable to CAT and must be given to the Barn Manager during the first week of each month rented. If no payment is received by the 10<sup>th</sup> of the month, the Barn Manager may reassign that time slot to another CAT member.
4. A CAT member renting this space and time must have a signed rental agreement filed with the club, reviewed a copy of the Barn Safety Rules, and paid for the first months rent, prior to using the barn.
5. The time slot rented by a CAT member may be shared with up to five other CAT members. All CAT members participating in practice time at either CAT barn must have a signed agreement on file with the club.
6. The renter will have first priority for the time period rented if any dispute should occur regarding the interest of others for this time slot.
7. The club reserves the right for use of any time period, as determined by the Board of Directors.
8. Dogs in heat are not allowed on the premises or grounds of the practice facility.

## CAT BUCKS ISSUANCE & REDEMPTION POLICY

Columbia Agility Team (CAT) policy for issuing and redeeming CAT Bucks:

### GUIDELINES

1. No monetary change may be given when using a CAT Bucks coupon.
2. **CAT Bucks in any denomination can be used by the following:**

**CAT Members** may use denominations \$2.50 and larger towards a lunch meal or raffle tickets at a CAT sponsored agility trial, entry to a CAT sponsored agility seminar, CAT barn rental fees or towards the entry fee to a CAT sponsored agility trial, Agility League or Fun Runs.

**Non-CAT Members** may use denominations \$2.50 and larger towards food, raffle, tickets at a CAT agility trial, or toward the entry fee at a future CAT agility trial.
3. Unless authorized by the Board of Directors, the CAT Treasurer is the only person authorized to print CAT bucks.
4. CAT Bucks are good for up to two years after the date of issuance and CAT Bucks over \$2.50 must be signed and dated by the issuer.
5. CAT reserves the right to declare CAT Bucks non-redeemable at any time.
6. A Board approved form will be used for printing CAT Bucks.

## DOG AGGRESSION POLICY

It is the policy of the Columbia Agility Team to provide a non-aggressive environment for both dogs and persons at all functions of the club.

### GUIDELINES

1. Dog aggression, for the purpose of this policy, is defined as behavior where there exists a realistic risk of injury to a person, other dog or property.
2. *During a sanctioned agility event*, within the ring, any decision concerning dog aggression is the judge's decision. Outside the ring, any complaints concerning dog aggression will be brought to the trial chair. The trial chair and two board members will investigate the complaint, including gathering statements from all parties involved, and make decisions based on their findings as well as the sanctioning organization's guidelines. If two board members are not present, one board member and the trial chair will investigate.
3. *During an unsanctioned agility event*, any complaints concerning dog aggression will be brought to the coordinator of the event. The coordinator and two board members will investigate the complaint, including gathering statements from all parties involved, and make decisions based on their findings as well as the USDAA guidelines. If two board members are not present, then one board member and the event coordinator will investigate.
4. Any dog, having been found to have displayed aggressive behavior, on any site that is being used by the Columbia Agility Team may be excused from the entire event and no refunds will be made for any fees paid by the owner of the offending dog.

## EQUIPMENT RENTAL POLICY

It is the policy of Columbia Agility Team (CAT) not to compete with businesses whose purpose is to rent agility equipment. If another local agility organization finds their club in a bind leading into a scheduled agility trial, due to loss or damage of equipment, CAT will consider the rental of its equipment pursuant to the guidelines below.

### GUIDELINES

1. Any request for the use of CAT's equipment and/or supplies must be made in writing and submitted to the Board of Directors for consideration. No verbal requests will be considered.
2. Each request will be considered on its merit. Points of consideration will include, but not be limited to the following: is it in the best interest of CAT that the equipment and supplies be provided, is it in the best interest of the sport of dog agility for the equipment and supplies to be provided, will the equipment be in the care of a CAT member while being utilized by another club, and will the absence of the equipment and supplies create a hardship for any CAT activity?
3. The club or society renting CAT's equipment and supplies (excluding electronic timers) will be charged a minimum of \$250 per day for one ring or \$450 per day for two rings of agility equipment. In the event that only "Jumpers or Jumpers with Weavers" equipment is desired, the fee will be \$200 per day for one ring or \$350 per day for two rings.
4. Each additional day that the equipment or supplies are in a standby status not due to CAT's culpability will be charged the renting party at a rate of \$25 per day.
5. The transportation of CAT's equipment or supplies will be under the control of a CAT member. The renting party will be charged for transportation at a minimum of \$40 per day in each direction. An additional \$0.50 per mile will be charged for any mileage more than one hundred and sixty miles from the point of origin to point of origin. CAT will dispense these transportation fees to the member providing the transportation.
6. The rental rate for electronic timers will be \$200 each per day, plus transportation fees. A CAT member trained in the use and care of the timer equipment must be present at the trials where the equipment will be used.
7. The renting party will provide proof of liability in an amount of \$100,000.00, covering the equipment and trailers from point of origin and to the return of this equipment, supplies, and conveyance to point of origin to insure replacement or repair to its original state, any and all of the aforementioned equipment in the event of damage due to any cause.

8. Any rental agreement will be in written form agreed upon and signed by both parties; i.e. the requesting party and any Board Member of the Columbia Agility Team.

## FINANCE POLICIES

It is the policy of Columbia Agility Team to provide the financial tools necessary to carry out the activities of the Club, while using reasonable and customary methods to protect the financial assets of the Club.

### EXPENDITURES & LIMITS

1. Any purchases \$200.00 and above must be pre-approved by the Board of Directors.
2. Requests for reimbursement must be accompanied by a properly completed Request for Payment form.
3. The Treasurer must receive requests within 90 days of the purchase/event date to be eligible for reimbursement.

### CREDIT CARDS

1. The Club will maintain three credit cards and these will be in the possession of the President, the Treasurer and the Clubs equipment purchasing agent.
2. These credit cards will be for non-routine expenditures only.
3. Any person making a purchase with any Club credit card must submit a receipt within 10 business days for expenditures and details outlining these charges to the Treasurer.
4. The Club credit card may not be used for personal purchases by any person whether being the cardholder, a Columbia Agility Team member, or a non-member.
5. The Treasurer has unlimited authority to cancel any Club credit card held by any member other than the President. The Treasurer has the authority to cancel the credit card of the President if expense details are not submitted promptly and misuse is suspected.
6. The Columbia Agility Team Board of Directors has the authority to cancel any Club credit card.

### CHECKING ACCOUNTS

1. Only Board members may be authorized signers on the Club's bank accounts.
2. The Club shall require dual control, in the form of two signatures, on all checks over \$500.00.

3. The Club shall require dual control for bank account reconciliation. A non check-signer (may be a non-board member) shall be assigned the duty of promptly reconciling the bank accounts independently from the Treasurer. This person should be someone familiar with the normal transactions of the Club. The reconciler shall notify the President when the reconciliation is completed each month.
4. Each year, immediately following the election of the new Board of Directors, the Treasurer shall promptly notify the Bank in writing to delete the prior years check signers who did not return to the Board for another term. Additions of new board members should be done as promptly as possible.

### TRIAL COMPENSATION

The following amounts represent the **maximum** amount of CAT Bucks per position that may be offered to persons filling key duties at trials:

Trial Chair .....	120 CAT Bucks
Trial Secretary .....	120 CAT Bucks
Chief Course Builder .....	80-120 CAT Bucks <sup>(1)</sup>
Course Captains .....	40 CAT Bucks
Chief Ring Steward .....	120 CAT Bucks <sup>(1)</sup>
Ring Captains .....	40 CAT Bucks
Chief Score Keeper .....	120 CAT Bucks
Score Captains .....	40 CAT Bucks
Judges Liaison .....	40 CAT Bucks
Hospitality .....	40 CAT Bucks
Equipment Manager .....	80 CAT Bucks per trailer
Awards .....	40 CAT Bucks
Raffle .....	40 CAT Bucks
Full Day CAT Workers* .....	40 CAT Bucks per day
Tear Down/Set up crew .....	20 CAT Bucks
Volunteer Workers** .....	2.50 CAT Bucks
Electronic Equipment Manager ...	80 CAT Bucks per trial
Computer Equipment Manager ....	80 CAT Bucks per trial
Holiday Party Organizer .....	120 CAT Bucks
Picnic .....	120 CAT Bucks

<sup>(1)</sup> Trial Chair should use judgment depending on how many rings, whether Chief Ring Steward is spending upfront time pre-scheduling workers or just using whiteboard etc.

\* Full Day CAT Workers are experienced volunteers who are not running a dog and volunteer to work a full day at one of the following jobs: Scorer, Gate Steward, Timer, or Scribe.

\*\* Volunteer Workers are people who volunteer intermittently during a trial.

Trial Chairs should use common sense in forming a Trial Committee and in choosing the positions needed for their particular event. The worker compensation must be included in the Trial Budget and approved by the Board.

#### CHARITABLE CONTRIBUTIONS FROM TRIAL PROFITS

It is the practice of the Club to make a charitable contribution of 10% of each trials net profit to a dog-related charity. The Trial Chair selects the recipient for their event. The Trial Chair must provide the Treasurer with a completed Trial Donation Request Form (found in the Forms section on the website) no later than 2 weeks after the close of the trial. If the Trial Chair makes no selection, the Board of Directors shall designate the donation recipient.

#### COMPENSATION FOR TOWING EQUIPMENT TRAILERS TO TRIALS

If the distance from the trailer storage location to the trial site is less than **40** miles, the person towing is reimbursed for the actual number of miles towed at the Club's currently approved rate, plus **\$20**. If over **40** miles, reimbursement will be a flat fee of \$75 while towing to the site and \$75 while towing from the site back to the storage location for the trailers.

#### MILEAGE REIMBURSEMENT

It is the policy of the Club to use the current IRS approved mileage rate when reimbursement is appropriate.

Trial Chairs should take this into account when reviewing contracts with judges. With the exception of the compensation for towing equipment trailers (see above for specifics), the Club generally does not reimburse trial committee members for mileage to and from the trial site. Compensation for filling these jobs is included in the CAT bucks. The judges' liaison or other club member may be reimbursed for mileage that "takes them out of their way" to pick up judges from the airport, back and forth to their hotel and to dinner, i.e. special trips. If the hotel were in the vicinity of the driver's home, no mileage would be earned. Anticipated mileage costs should be included by the Trial Chair in their budget.

Other activities that warrant mileage reimbursement include hauling or towing equipment to a Club sponsored demo and equipment manager making trips to practice barns to repair or deliver equipment. Members who anticipate a project that they feel they will need mileage reimbursement for should contact the Club president in advance for approval.

## HANDLER CONDUCT POLICY

It is the policy of the Columbia Agility Team to insure that handlers conduct themselves in an exemplary manner.

### GUIDELINES

1. The purpose of this policy is to insure a positive public perception of the handler's conduct and their interaction with other people, their own dog and other's dogs.
2. *During a sanctioned agility event*, within the ring, any decision concerning handler misconduct is the judge's decision. Outside the ring, any complaints concerning handler misconduct will be brought to the trial chair in written form. The trial chair and two board members will investigate the complaint and make decisions based on their findings as well as the guidelines of the event's organization. If two board members are not present, then one board member and the trial chair will investigate.
3. *During an unsanctioned agility event*, any complaints concerning handler misconduct will be brought to the coordinator of the event in written form. The coordinator and two board members will investigate the complaint and make decisions based on their findings as well as the USDAA guidelines. If two board members are not present, then one board member and the event coordinator will investigate.
4. Any Handler, having been determined to have displayed handler misconduct on any site that is being used by the Columbia Agility Team, may be excused from the entire event and no refund will be made for any fees paid.

## INSTRUCTOR POLICY

It is the policy of the Columbia Agility Team (CAT) to reward members for their volunteer efforts as instructors, and instructor assistants, in the CAT Agility School. The goal of this reward system is to encourage volunteer instructors to participate in agility seminars and clinics, thereby, improving their teaching skills.

### GUIDELINES

1. Coupons will be reimbursed by the Treasurer when presented with documentation that the instructor has entered, or participated, in a valid CAT event. CAT coupons are earned at the rate of 150 per course series taught and usually given to the lead instructor if more than one instructor is present. Upon approval by the Training Director, a class size may be increased from the normal 6 spots to 9 spots (50% increase in normal class size) if an assistant instructor is utilized for the series. The assistant instructor will be entitled to earn 75 CAT bucks for actively participating with such oversized class for the course series. The coupons are distributed by the Training Director who maintains a record of courses taught and coupons issued. Coupons are valid for two calendar years after the year they are earned.
2. CAT instructors and teaching assistants will have free entry, as auditors, to any and all CAT sponsored clinics and seminars. The Training Director will keep a record of instructors and full time assistants and will provide this information to the Seminar Committee on a timely basis.
3. The training director can issue punch cards for classes. A student can purchase a punch card with 11 punches costing \$100.00 for non-members and \$85.00 for members.

## JUNIOR HANDLER POLICY

It is the policy of the Columbia Agility Team to support junior handlers in the sport of dog agility.

### GUIDELINES

1. For the purpose of this policy, competitors are considered “juniors” if their age is seventeen or younger while competing in NADAC trials; or eighteen or younger while competing in USDAA tests and CPE trials.
2. The Trial Chair is strongly encouraged to include Junior Handler classes at their trials
3. Junior handlers may claim a fifty percent (50%) discount on all entry fees for any and all Columbia Agility Team events that are sanctioned by NADAC, USDAA or CPE.
4. As a guide for Trial Secretaries the following language may be used for premiums:  

“A Junior Handler, as defined by the sanctioning organization, can receive a 50% discount on all runs whether in a junior handling class or in a regular agility class. No package or CAT discount would apply.”
5. Junior handlers may not claim any further discounts in these events.

## REFUND POLICY FOR AGILITY TRIALS

It is the policy of Columbia Agility Team to provide reasonable refunds to competitors who have to withdraw from a trial subject to the guidelines below.

### GUIDELINES

1. The following language should be stated in entry premiums and used as a guide by Trial Secretaries.

A 100% refund will be given for any requests received prior to the closing date for trial entries. Refunds in the amount of the entry fees less any unavoidable expenses incurred by CAT will be made for requests received after the closing date and up to the day before the trial if the refund is requested for the following reasons:

- Dog in heat
- Injured or ill dog with verification from a vet upon request
- Injured or ill handler with verification from a doctor upon request
- Family emergency

2. Additional information for the Trial Secretary (not published in the entry premium): If a dog/handler team withdraws before the closing date, return the entry form and check to the owner/handler.
3. A dog and/or handler that is called to official civic duty is eligible for a full refund of trial entry fees at any time. Verification of call to duty required upon request.
4. Any other refund request, outside of these guidelines, should be forwarded, with documentation, to the Board of Directors for a decision.

## VENDOR POLICY

It is the policy of this club, the Columbia Agility Team, to provide vendor space at its agility competitions and demonstrations.

### GUIDELINES

1. All requests for vendor space will be made in written form.
2. Vendor space will be at the discretion of the Chairperson and will be considered on a first-come/first-serve basis. Space will be allocated, as space is available.
3. The fee for vendor space per weekend during typical local CAT trials will be \$25.00 or a donation to the workers raffle, at the discretion of the Trial Chair. This fee is payable to the event chairperson when a written request is made. The vendor will be responsible for any additional charges the site owner makes for the space.