

## HUTCHINSON KENNEL CLUB POLICIES

### A. AKC

1. The delegate to the AKC will be sent to at least one Delegate meeting per year. Reimbursement is up to \$300 per meeting. If at all possible, this should be the AKC annual meeting in March.

### B. BUILDING USE

1. There will be no smoking in the training building
2. Key codes will be assigned for entry into the building. Each code is to be used only by the member it is assigned to. Violation of this policy will result in the code being cancelled. A member suspecting their code has been compromised may apply for a new code and the code in question will be deleted. There will be a committee appointed by the Board to administer the key codes. In order to be assigned a key code you must:
  - a) be an active member of 2 or more years OR have Board-assigned duties requiring access to the building,
  - b) renew your membership by paying your dues and returning the renewal form,
  - c) access to the building for Board-assigned duties or training your dog,
  - d) AND complete the key code application. (Board 12-21-17)
3. Crating Policy
  - a) Space will be provided for members and students to place their personal crates during club activities such as classes.
  - b) Personal crates may not be left in the building overnight without Board approval.
  - c) HKC will provide crates, the number and size to be determined by the Board based on need and available space.
  - d) Class instructors and assistants will have priority use of the HKC crates
4. Building Use Policy
  - a) Priority of Use

The club has first priority of use of the club building, organizations approved by the Board of Directors and/or the general membership shall have second priority and finally, individual members.

## b) Club Use

The HKC building shall be used for all business of the Hutchinson Kennel club deemed proper by the Board of directors and/or the general membership. It shall include, but not be limited to, the following:

- Club meetings (General, Board, Cluster)
- Training Classes (Obedience, Conformation, Agility)
- Competitions (Sanctioned Matches, Obedience & Agility Trials)
- Test (Canine Good Citizenship, Puppy, Therapy Dog)
- Socials (Awards banquet, parties, picnics)
- Seminars sponsored in whole or in part by the club

## c) Individual Club Member Use

The use of the HKC building by a club member for their personal use shall be limited to dog-oriented activities deemed proper by the Board of Directors and/or the club membership. The club member shall be able to use the building for training any dog owned, bred by or otherwise living at the club member's residence, provided the member is not engaged in the business of dog training in the eyes of the Board of Directors. The club member must agree to follow the conditions set forth in the key code form. The member shall be considered to be conducting a business if any of the following conditions are met:

- Profit is a priority
- Advertising of services
- Private paid lessons

The policy of members attending an obedience class open to the general public for a member's reduced fee is suspended if a member is to train a dog other than stated above. The member will be required to pay all fees charged to the general public applicable at the time of the class. If the member is the leader of a general public class they may use such a dog in the teaching of the class. The member will be allowed to attend and train those dogs on members-only night.

#### d) Use by Other Organizations

The club building shall be used only for activities deemed proper by the Board of directors and/or the club membership. The organization must agree to the following conditions:

- A member of the club in good standing shall be present at all times and be in charge of the building.
- The organization must return the building to the condition as stated in the contract.
- Sign and return a building use contract
- If used for an income-generating purpose, must agree to donate to the club for use of the building. The Club reserves the right to deny any organization the use of our building as stated in the contract.

### C. TRAINING AND CLASSES

1. The fee for an 8-week Basic Obedience class is \$95.00. The fee for an 8-week Puppy Kindergarten class is \$75.00. The registration/orientation night is considered the first night. The Board may waive any training fee for a dog in the KSDS program. (3-2-17)
2. Obedience and Agility class fees are not refundable after the first night the dog has attended class, except under extreme circumstances. Any requests for refunds or transfers to another class should be directed to the Board for a final decision.
3. Upon successful completion of a class HKC will give each class participant a coupon for \$20.00 to be used toward a class within six months of completion of the original class. (4-1-10)
4. An HKC member in good standing may enroll in classes at a reduced fee of \$25.00. (Board 05-17-23)
5. The fee for an eight (8) week agility class is the same as for Basic Obedience.
6. Any member who trains a dog that is not owned by his/her immediate family will pay the regular non-member fee which would be charged for that dog.
7. Fees for other classes will be set by the Board.
8. There will be at least one handler per puppy in the Puppy Kindergarten class.

9. Trainers are to be at least 12 years old. The instructor of the class may allow a younger participant after evaluating and approving the child and dog.
10. Each instructor and each assistant for a class will receive a coupon which may be used for a free class, or for payment toward membership dues. The value of the coupon will be equivalent to the members' fee for a training class. There will be no cash refunds for the coupons, which may be used only by the recipient or an immediate family member.
11. HKC members pay no fees for drop-in practices. Non-members, unless otherwise specified, will pay \$5.00 for all drop-in practices. (3-28-2019)

#### **D. VACCINATIONS**

1. All dogs participating in classes or events on the premises of the Hutchinson Kennel Club are required to have current vaccinations.

##### VACCINATIONS REQUIRED ARE:

Rabies: For all dogs 16 weeks and older, with repeat vaccinations every 1 - 3 years, as recommended by the individual's veterinarian.

DHLP-P: Puppies must have their first in series vaccinations before starting class, and must complete the puppy series of vaccinations as recommended by the individual's veterinarian.

Core vaccinations one year after puppy shots and every 3 years thereafter, or as recommended by the individual's veterinarian.

##### RECOMMENDED VACCINATION:

Kennel Cough (Bordetella) Vaccinations at least once a year for all dogs 16 weeks and older.

HKC encourages vaccinations for younger puppies, prior to starting Puppy Kindergarten, as recommended by the individual's veterinarian.

2. No dog will be allowed to participate unless veterinary vaccination records are provided, showing that minimum HKC requirements are met, except:
  - Individuals who perform their own vaccinations may provide dates and types of vaccinations, together with receipts and labels. If a dog is unable to receive a vaccination for reasons such as allergies, the individual may present a letter from his or her

veterinarian, annually, confirming that the dog should not be vaccinated, has been examined, is healthy, and may participate in club activities without health risk to the dog or other participants.

Hutchinson Kennel Club recommends that each owner consult with his or her own veterinarian for advice on appropriate vaccination protocol.

#### **E. LIBRARY**

1. Members may check out books from the club library for four (4) weeks.
2. Members are responsible for replacement of library materials that are not returned or returned damaged.

#### **F. EQUIPMENT**

1. Groups may be granted permission to use all club equipment, including the trailer, obedience and agility equipment. Requests in writing must be presented to the club members at a regular club meeting and permission will be granted on an event-by-event basis. The Board may grant one-time permission in an emergency. An HKC member must be present to check the equipment in and out. Equipment is to be returned in good condition and put away. (10-4-12)
2. The club shall reimburse the drivers who represent the club and tow the agility trailer to club-approved events. If the trip is more than 25 miles round trip from Hutchinson, reimbursement will be either the actual fuel expense or payment based on the standard reimbursement. (9-6-12)
3. Members who tow the trailer are to provide the treasurer with a certificate of insurance that includes a rider covering towing (9-21-11)

#### **G. SHOWS**

1. Trophies must be paid for before the listing is sent to the superintendent for the premium list. Exceptions may be made for businesses.
2. Catalog ads placed by members at a discounted rate must be paid before being sent to the superintendent.

3. HKC will hold at least one sanctioned match per year. Rosettes will be awarded to the Best in Match Puppy, Best in Match Adult, High in Trial, and Best Junior Handler. All other awards will be flat ribbons.

#### **H. HKC AWARDS**

1. Any dog trained, bred, or shown by a club member which wins a Best-in- Show or High-in-Trial in Obedience at an AKC all-breed or specialty show will be honored by the club. The member is to supply a photo not larger than 16" x 20" to be framed by the club and displayed in the training building with a plaque listing the dog's accomplishments.
2. Award plaques and bars will be given for HKC- and UKC-recognized titles only. Repetitive titles will be honored with publication in the award program. Awards will be limited to presentation for the appropriate year, unless extenuating circumstances prohibit timely submission of application. (2-21-07, Board 2-17-16)
3. The dogs owned and handled by club members earning the highest score in each of Novice, Open and Utility Obedience classes in a club year will each receive the NEUWAY TROPHY. Each winner will have their name added to the plaques at the training building and will receive a plaque.
4. HKC DISTINGUISHED SERVICE AWARD is awarded to the member who contributes of themselves to the service of purebred dogs, doing more than their share to continue to the advancement as a whole in this area of the country through donating their time, talent and efforts. Number of dogs or show successes are not a consideration for this award.
5. HKC BREEDER OF THE YEAR is awarded to a member who, over the years has made an outstanding contribution to their particular breed in the area. This includes, but is not limited to. breeding champions over several generations, protecting and advancing interests of the breed by encouraging sportsmanlike competition at dog shows, and urging other breeders to accept AKC-approved standards for their breed.
6. HKC MEMBER OF MERIT is awarded to the member who has shown exemplary service, given of themselves and contributed to the successful operation the Hutchinson Kennel Club and its sponsored events for the previous year. (Board 10-20-17)

7. HKC OUTSTANDING NEW MEMBER (aka Rookie of the Year) is awarded to a member who joined the Hutchinson Kennel Club within the three previous years who has shown exemplary service by stepping up to assume responsibilities, duties and tasks to further the success of the Hutchinson Kennel Club. (Board 10-20-17)
8. HKC JUNIOR AWARD OF MERIT is awarded to a member of junior status, 18 years of age or younger, within the Hutchinson Kennel Club. This award is designed to provide recognition to a junior who has made a significant contribution to the Hutchinson Kennel Club through service within the community, his or her family, and the club. This award is not about the earning of titles, it is about working towards the betterment of the Hutchinson Kennel Club and promoting responsible dog ownership. (Board 10-20-17)
9. AKC OUTSTANDING SPORTSMANSHIP AWARD honors an individual who has made a difference in the sport of purebred dogs, embodied the AKC Code of Sportsmanship, and has been an active and valued member of an AKC member club.

#### **I. EMPATHY**

1. Cards of congratulations, get well, etc. will be sent to members and their immediate families on appropriate occasions.
2. A memorial will be sent in condolence to members who have had a death in the immediate family.

#### **J. CANINE GOOD CITIZENSHIP**

1. The Club will pay the application fee and bi-annual renewal fee of any member who is an AKC Canine Good Citizenship evaluator. The member will be expected to provide his or her services to the HKC as a CGC evaluator without charge.
2. The Club will conduct at least one CGC evaluation each year. The evaluation charge will be \$15.00, except that a dog and handler taking a repeat evaluation within the year will be charged a reduced fee of \$10.00. The Training Director will give certificates to obedience class students allowing a CGC evaluation without charge. The certificates may also be used for Advanced CGC and Urban CGC evaluations. (Board 3-15-17)

3. Trick Dog evaluations, which are conducted by an AKC Canine Good Citizenship evaluator, will be charged \$5.00 per dog per test. (Board 4-19-17)

#### **K. FINANCE**

1. Expenditures in excess of \$250 excluding normal club maintenance, events, and operations will be introduced to the membership, presented to the Board for consideration, published in the Bow Wow Flyer and voted on at the next General Meeting.
2. All bills for expenses shall be submitted to the Treasurer for reimbursement not later than 60 days after the expenses are incurred. All income shall be transferred to the Treasurer within 14 days of receipt. (Board 10-15-08)

#### **L. MEETINGS AND PROCEDURES**

1. Minutes of membership and board meetings will be provided to each board member when completed. After review by the board the minutes of membership and board meetings will be published in the Bow Wow Flyer.
2. The microphone system and online attendance platform (such as Zoom) will be set up for every membership meeting. (10-2-08)(5-17-23)

#### **M. BOW WOW FLYER**

1. Articles submitted for publication in the Bow wow Flyer that are commentary in nature must include the name of the author. (10-4-07)
2. The Bow Wow Flyer will be sent to prospective members once they are introduced at a club meeting. (2017)
3. A printed copy of the Bow Wow Flyer will be mailed to members subscribing for \$40.00 annually.