

Policies and Procedures

Manitowoc County Kennel Club

I. Purpose

The purpose of these policies and procedures is to further explain and augment the policies stated in the by-laws of the Manitowoc County Kennel Club. Any club situation not directly addressed in the current Policy and Procedure manual shall be regulated **by the current MCKC Bylaws**. The absence of any policy and procedure or any normal, standard, past or ongoing practices shall not constitute implied consent.

II. Amendments

Amendments to these club policies and procedures may be made by a majority vote of the Board of Directors at any regularly scheduled board meeting.

Policies and procedure changes shall be published on the club website and communicated to the membership via standard club communication means approved in the Bylaws of the Manitowoc County Kennel Club.

III. Code of Ethics

It is expected that all members will adhere to all AKC regulations regarding dog events. It is also expected that members will adhere to state and local laws regarding breeding and maintaining the health and safety of their dogs. Any person found guilty of violating AKC regulations and/or state or local laws as provided above may be subject to disciplinary action and/or expulsion by majority vote of the Board of Directors. **It is also expected that all members will adhere to the Manitowoc County Kennel Club “Code of Ethics” and the AKC “Code of Sportsmanship.”**

IV. Administration

Administration of Club affairs shall be vested in the Board of Directors and Officers duly elected by the general membership. Any Board member who is absent without a reasonable cause from two consecutively called Board meetings should provide a reason and, if they cannot make the meetings, they should resign and be replaced **as stipulated in the current MCKC Bylaws**. At the end of each year, all paper records older than one year that are kept by an officer should be stored at an MCKC facility and an electronic copy of all MCKC records older than one year should be saved on a memory stick and delivered to the Treasurer to be kept in the bank’s safety deposit box. When there is a change in an officer’s position, only paper and electronic records from the previous year should be handed over to the incoming officer, and the outgoing officer should return any paper records to the Treasurer for storage and delete any electronic records they have kept on their personal computer.

V. Club Provisions/Functions

Manitowoc County Kennel Club may hold the following meetings and/or functions each year:

1. Regular club member's meetings will be held not less than four times a year, dates approved by the board of directors, special meetings may be called at any time by the president or secretary if necessary. In addition, an awards meeting and member's social get together will be held in June (date to be determined), and the annual club general meeting and elections will be held on the first Wednesday of December.
2. All-Breed dog show and obedience trial
3. Sanctioned field trial
4. Licensed field trial
5. Agility classes, matches and trials
6. Hunt tests
7. Fun matches
8. Training classes, dependent upon availability of:
 - A) Instructors
 - B) Adequate class enrollment
 - C) Training facility
9. Information on club events will be communicated to the membership via standard club communication means approved in the bylaws of the Manitowoc County Kennel Club.
10. Maintain active membership in the National Retriever Club, the National Amateur Retriever Club, the Master National Retriever Club, and the American Kennel Club
11. Hold an annual awards recognition gathering, the date, time, and venue and communicated to the membership via standard club communications.

VI. Membership

Application forms for membership may be downloaded from the MCKC website or requested from the club secretary.

There will be the following classes of membership:

- Full voting membership – either Single, Family, or Professional Membership
- Life membership
- Junior membership

The following rules apply when applying, or reapplying, for a membership:

1. A prospective member must fill out a membership application which must include the signed endorsement of two voting or life members of the Manitowoc County Kennel

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Club. Applications must be delivered, by mail or in person, to the club secretary with a check for the appropriate type of membership. Schedule of fees are posted in both clubhouses and may also be downloaded from the MCKC website.

2. A membership application is tentatively accepted as soon as the club secretary receives the proper application and check. The club secretary, or membership secretary, will immediately notify the board of the application for tentative approval. One reading of the membership application will be announced at the next club members meeting. It is highly encouraged that the applicant attends at least one meeting. A vote will be made by the members present at the meeting on the prospective new member.
3. New members will receive a Welcome Letter, Code of Ethics, Constitution and By-Laws, a copy of the Policies and Procedures, and a list of MCKC Officers and Board members. New members may also download all the listed information from the MCKC website.
4. New members will be communicated to the membership via the meeting minutes.
5. Membership term runs from January 1 to December 31.
6. New members voted in after October 1 will qualify for the next year's membership without an additional renewal fee for that year.
7. All membership requirements as listed in the By-Laws would also have to be met.
8. Members joining (i.e., being voted in) at the October, November, and December meetings have the same dues and work hour requirements as if they joined in Jan. of the following year. To allow for members to accrue worked hours during the year, they will need to work two (2) hours for every month they are a member during the year they become a member. (For example, if Jane Smith joins in February 2005, she will owe full renewal fees in 2006 and be responsible for 22 hours of volunteer time [2 hours for each of the 11 months she was a member]. If Mike Jones joins in June 2005, he will owe full renewal fees in 2006 and be responsible for 14 hours of volunteer hours [2 hours for each of the 7 months he was a member].)
9. A new member is defined as a person that has not belonged to MCKC for a full twelve (12) months.
10. Family membership is defined as members living in the same household including children under 18.
11. Per the Constitution a Family membership is limited to two votes, one per adult.
12. Professional Membership – Field Only
 - A) In addition to all contingencies under Full Voting Membership, the following definition shall apply: *Professional member- a person who during the period of two years preceding January 1 has earned any part of his or her livelihood from the training of a dog for hunting, field trial, or hunt test competition and/or handling a dog in such competition.*

- B) A limit of eight (8) professional membership slots will be allowed in a given calendar year with existing professional members taking precedence over new professional memberships.
- C) Any new considerations for professional membership will be reviewed by the field committee with a recommendation submitted to the board before acceptance of application.
- D) An existing member may update their membership to professional status by contacting the membership secretary to confirm an open slot and paying the additional fee assigned to professional status.
 - Note: Confirmation of membership status MUST be obtained BEFORE acting in a professional state at the MCKC field grounds. (*i.e., has earned any part of his or her livelihood from the training of a dog for hunting, field trial, or hunt test competition and/or handling a dog in such competition.*)

Life Membership

1. A member must be nominated in writing by two members in good standing. Written nominations must include contributions made to the club.
2. The nominee must be approved by a majority vote of the Board of Directors.
3. An existing member may be approved for Life Membership if they have been a working/contributing and exemplary member for a minimum of 20 years.
4. Life members have the same privileges as voting members except requirements for dues and volunteer hours are waived except for special assessments determined by the club.
5. Life Membership privileges will go into effect the year following board approval.

Junior Membership

A Junior member is anyone 9 to 17 years of age who is not part of a family membership. Required membership fee, and all requirements listed in the By-Laws must be met. No voting rights and no volunteer hours are required. At age 18 the membership fee reverts to adult status without the initial adult membership fee. Voting rights and volunteer hour requirements would also apply.

Membership Maintenance Requirements

The membership year shall run from January 1 to December 31. Membership renewals will be sent out electronically via email in the **first week of December**. Dues and payment for un-worked hours must be remitted by check made out to MCKC and mailed to the club's secretary **or online via credit/debit card by January 31, of the following year**. This will apply to each succeeding year. **This notice will be communicated to the membership via standard club communication means approved in the bylaws. Dues shall be reviewed annually and established by the Board of Directors.** In addition to annual dues, all active members are required to volunteer 25 hours of service to the club. A fee will be charged for each unworked hour to maintain membership. Event chairs and individuals are

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responsible for documenting worked hours. The Membership Secretary and Field Secretary will keep track of such hours. (The Board of Directors appoint the Membership Secretary to assist the Club Secretary with membership issues.) Voting members must meet work hour requirements or pay alternate fees. Any member whose dues are over 60 days delinquent may be terminated from membership. No member terminated from membership will be readmitted without such a request IN WRITING and payment of delinquent dues and Board approval.

VII. Club Expenses

1. The treasurer shall be authorized to pay club expenses.
2. Membership communication expenses shall NOT require monthly approval of the club membership.
3. Any expenses exceeding \$1,500 unrelated to a specific club event shall require a majority vote of the Board of Directors.
4. An audit of club books shall be completed annually or at any time requested by a majority vote of the general membership and/or Board of Directors.
5. The President will have access to the club check book to issue checks for payment of bills when the Treasurer is unavailable.
6. If at any time the general club is unable to pay the general club's bills (after any current year extra mortgage payment has been returned to the general club) the treasurer is required to transfer enough funds from each of the ground's improvement accounts (an equal amount from each) to keep the general club account in a positive position. The treasurer will keep a record of such transfers and return the funds to the grounds improvement accounts as cash is available. The return of these funds will take place before any additional year-end mortgage payments are made.
7. Income and expense items that are directly related to the Field Group ("Valders Grounds") are to be posted to the Field Group accounts and items directly related to the Manitowoc Group are to be posted to Manitowoc Group accounts. Financial items that are not directly related to the Manitowoc or Field Group (i.e., common to the entire club) are to be posted to the General Club accounts. Two major items, member dues and insurance expenses will remain posted to the General Club. At year end any excess income or expense balance in the General Club accounts are to be shared with or reimbursed equally by the Manitowoc and Field Groups to the extent the General Club Checking Account balance is maintained at the Required Minimum Balance, "RMB", of \$4,000. Should the General Club cash account fall below the RMB at any point during the fiscal year the deficit will be reimbursed equally by the Manitowoc and Field Groups.
8. Any requests for funds from the General Club for Manitowoc or Valders grounds improvements, or for projects that increase current expense levels, must be brought to the attention of the club Treasurer for analysis and recommendations to the board.

VIII. Committees (Subject to Board approval)

1. Committees shall exist for the most efficient delegation of authority for various club functions according to the Constitution and By-Laws provisions.
2. Committees with ongoing duties should report at club meetings. Committee event chairs shall file a report **within one month, if possible,** of the conclusion of that event. Oral updates at meetings are encouraged.
3. All Committee and Event chairpersons should keep an updated back-up plan of their duties and responsibilities and share with members of their committee. The Club Secretary should maintain a copy.
4. Event treasurers are recommended by event chairpersons and approved by the board of directors. The board of directors must approve bank accounts for major events. Currently the events are the hunt tests, field trials, **conformation dog show classic (NWDSC),** fall conformation/obedience/ rally show and agility trials. Event treasurers and the club treasurer must sign a bank signature card. Only event treasurers may sign checks for their events. Each event bank account will have a beginning balance. If additional funds are needed, the club treasurer should be contacted to make a transfer.
5. Event treasurers are authorized to deposit event income and pay expenses as approved by the event chairperson. An accurate check register must be kept current for all bank transactions. An invoice or other written document is required for all payments with the check number written on each document. An up-to-date balance must be kept for all accounts (a simple check register should work for this). All event treasurer records must be kept in good accounting order. If the club treasurer needs to make a transaction in an event account, the event treasurer must be informed. The club treasurer will use the monthly bank statements to record event income (deposits) and expenses ("cleared" checks) into the clubs' general ledger. The club treasurer will then forward the monthly bank statement to each event treasurer. Statement amounts (checks and deposits) must be reviewed for accuracy and the club treasurer notified of any problems or errors. The club treasurer must be informed of any checks issued for return of income rather than an expense (i.e., entry refunds - see event report form).
6. After all activity for an event is completed a MCKC Event Income and Expense Report form is to be completed and given to the event chairperson who will forward (email or mailed) the information to the club secretary (the event treasurer may wish to keep a more detailed list of event income and expenses). The report will be reviewed at the next board meeting. Also, an oral summary report is to be given at the next general meeting. Within 30 days, all event records are to be forwarded to the club treasurer (to include deposit receipts, paid invoices, check registers, bank statements and the final income/expense detail report). At the end of a calendar year, the Treasurer will issue a 1099 to any judge who receives over \$600 in fees during that year. Event records are kept with general club records. The club treasurer will transfer event account money (less a starting balance for the next event) to the appropriate club account. The amount of the transfer is determined by the current cash needs of the club. Currently profits from the

hunt tests are transferred into the Valders grounds improvement account. Profits from agility, nose work and scent work are transferred into the Manitowoc grounds improvement account. All other event profits are transferred into the club's general checking account. Event treasurers will be informed of the transfer amount.

7. Event treasurers may contact the bank to check on the status or amount of a transaction or the balance of their account. All other correspondence with the bank is managed by the club treasurer. If a credit card is required, it is suggested the event treasurer obtain a credit card in their name to be used for event needs. Then, the club Treasurer can pay the statement.
8. The committees and their functions include:
 - A) Show Committee – to organize and facilitate all-breed dog show and obedience trial which is held annually.
 - B) Field Trial Committee – to organize and facilitate the Sanctioned Field Trial and Licensed Field Trial which are both held annually.
 - C) Obedience Committee – to organize and instruct obedience classes which occur on a regular basis pending availability of instructors, adequate class size and suitable training facility.
 - D) Field Committee – to supervise and maintain all field activities.
 - E) Banquet Committee – To organize and host the annual awards banquet and arrange the awards and trophies.
 - F) Manitowoc Grounds Committee – to maintain and improve the club grounds at the Albert Drive location.
 - G) Hunt Test Committee – to organize and facilitate the Hunt Tests.
 - H) Correction Clinic Committee – to organize and facilitate the Obedience Correction Clinics.
 - I) Fun Match Committee – to organize and facilitate the Fun Match which is held annually.
 - J) Agility Committee – to organize and facilitate agility classes and trials to be held annually.
 - K) Conformation Committee – to organize and facilitate conformation training, classes and clinics throughout the year.
9. Coordinators and Administrators and their functions include:
 - A) Public Information/Education Administrator – to disseminate in the mass media information about MCKC, its members, activities, and functions.
 - B) Program Coordinator – to organize programs for our general membership meetings.

- C) Sunshine Administrator – to send cards, flowers, etc., to members and their families for illness and sympathy or other occasion deemed necessary by the Board of Directors.
- D) Website Coordinator – to maintain the MCKC website.
- E) Calendar Administrator – to maintain the MCKC calendar of events and functions at an MCKC facility.
- F) Social Network Communications (ie. Facebook, Twitter, etc.) Coordinator – to maintain and monitor social media communications on behalf of the MCKC.
- G) Hospitality Coordinator –
- H) Librarian/Historian –
- I) Nose Work Coordinator –
- J) Tracking Coordinator –
- K) Retriever Training Coordinator –

IX. Valders' Club Grounds

The MCKC maintains club grounds about three miles west of Valders WI at 4020 Quarry Road. A Field Member is a MCKC member who has met the grounds usage requirements (either hours or paid the appropriate usage fees) and has paid the property assessment if required. MCKC members meeting those requirements will be considered an active Field Member and will be entitled to field privileges.

1. The grounds are for the exclusive private use of MCKC for field trials, hunt tests, meetings, dog exercise and training by members.
2. Any theft, vandalism, or unauthorized use or appropriation of club property from the grounds by any member of his/her guest (see 21. guest policy below) shall be punishable by censure or suspension, at the discretion of the Board of Directors.
3. The Field Group will hold separate meetings to discuss and make decisions regarding field matters.
4. The Field Membership will elect annually the following positions that will function similarly to the main club and board, Secretary, Treasurer, two at-large committee person and field event chairpersons. Bi-annually a Vice Chairman is elected and at the end of that two year term, will succeed the Chairman. The outgoing Chairperson will serve on the Field Committee for two years after leaving the Chairmanship.
5. The scope of the Field Group will include the following areas: appointing field tasks, managing the Valders' grounds improvement fund, approving classes, managing events and controlling Valders' grounds/equipment usage.
6. Any MCKC member can become a field member by meeting ground usage requirements and by paying any grounds assessments.
7. The field group will implement major capital improvements to the grounds/equipment that are funded by the Valders' grounds improvement fund.

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8. Revenue for the Valders grounds improvement fund can come from the following areas: hunt tests, fall and sanctioned field trials, donations, grounds rental, special functions, grounds usage fee and field member assessments if approved by the Field Group.
9. Valders' grounds improvement fund is to be audited annually per normal club policy.
10. The Valders' grounds improvement fund shall be held by the club Treasure and dispensed for major capital improvements as directed by the Field Committee.
11. The Field Secretary will maintain a current list of field members and distribute gate/club house combinations upon request.
12. A list of current membership and rules will be posted at the grounds.
13. Any violation of ground usage and procedure are to be reported to the Field Committee.
14. The primary purpose of the grounds is for dog training. Hunting is permissible by members if it does not conflict with use of grounds for dog training.
15. Separate checkbooks will be maintained for field trials, and hunt tests. These checkbooks will be strictly for related expenses.
16. Field Privileges:
 - A) Access to the grounds for training or any other dog-related purposes.
 - B) Have an "F" by your name on the membership roster.
 - C) Receive the gate combination and use of all property.
 - D) Receive all the field mailings.
 - E) May attend and vote at field meetings.
 - F) Life members' fees are optional.
 - G) All club members using the Valders Grounds must be a field member. Due to the short field season, if a person applies for field membership their application is tentatively accepted as soon as the club secretary receives the proper application and check. The club secretary or membership secretary will immediately notify the field secretary to proceed with giving the new prospective member the gate combination, field rules, and any other necessary items. The prospective new member is highly encouraged to attend at least one general club meeting as stated in the club rules and procedures.**
 - H) Non-members may take an approved class at the grounds.
 - I) Non-members must pay a designated fee for the class and can only be on the grounds during class hours.
 - J) The Field Committee must annually approve all classes.**
 - K) The class instructor must present to the Field Committee a written plan having the following:

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- i. The curriculum of the class.
- ii. The hours the class is to be held.
- iii. Start date and end date of class.
- iv. Fees.
- v. At the conclusion of the class, the instructor must submit a written report of the class to the Field Committee and the Board.

17. Member definitions:

A) Non-working member is defined as a professional or amateur who did not meet any of the work requirements in the previous year.

B) A Working member is defined as a professional or amateur who met some or the entire work-hour requirement in the previous year. For those amateur working members who did not meet all (100%) of the work-hour requirements, membership can be retained by paying MCKC (in addition to the normal membership fee) MCKC work-hour fees for those hours short of the required.

- 18. Any disagreements at year end regarding work hours must be resolved with the field secretary before submitting the New Year's payment.
- 19. Guest policy: Professionals may bring clients and dogs not member owned. Non-Member clients of Pros may not run dogs, ONLY the Pro may run non-members dogs.
- 20. Members may bring bird throwers, gunners, spectators, etc., in accordance with the Professionals Policy guidelines.
- 21. Professional Members may bring bird throwers, gunners, spectators and clients
- 22. Special guest privileges beyond the standard policy may be obtained with the permission of the field committee. This will involve a fee and an application to be filed with the Club Secretary (see club website for details).
- 23. Hunting is permitted on the grounds, but training has a higher priority. Hunters should yield to training.
- 24. Tie out stakes are **only permitted if painted blaze orange and contain the name and phone number of the owner**. A three-foot high blaze orange marker stick must also be placed in the vicinity of the stakeout as a reminder. Stakes left behind and creating damage to the mower will be the responsibility of the stake owner. **Remember: stake-out chains are potentially lethal to the person mowing the grounds.**
- 25. The gate combination may only be given out by the field secretary or other field committee members.
- 26. Please use good judgment and courtesy when at the grounds. It is not the desire of the field committee to develop extensive rules.
- 27. Any questions about the grounds should be directed to a current serving field committee member.

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28. All training birds should be removed when leaving the grounds. Training birds **should not** be placed in the dumpster (it is emptied once per month), disposed of in the river, or left on the grounds.

29. Field use guidelines/policy for professional trainers:

- Grounds are available Monday to Friday (no weekends).
- Pros must be off the property by 4:30 pm.
- Use of grounds by all field members is on a first-come first-served basis; members will treat each other and all other users with respect and fairness.
- Cap Pro memberships at a total of 8. Present Pro memberships will be grandfathered in.
- New Pro applicants would be added to a waiting list and considered on a first-come first-served basis.
- The long term average usage of the Valders grounds for professional trainers shall not exceed more than one day per week with a maximum usage of 2 days per week and the 2 day maximum be only used once per month. It is recognized that professional members are valuable to the club but the main use of the grounds is for amateur members.

X. Trophies and Awards

At the annual awards banquet, recognition awards shall be given for outstanding achievements in dog events. Awards given out are restricted to those titles earned through the AKC only. Recognition will be given to other non-AKC accomplishments by way of the booklet and at the awards banquet.

There will be a plaque for the top AKC dog awards in the following categories:

- Top Conformation Dog
- Top Owner-handled Conformation Dog
- Top Obedience Dog
- Top Field Trial Dog
- Top Hunt Test Dog
- Top Agility Dog
- Top Scent Work Dog
- Top Junior Handler
- Top Breeder
- Others (as approved by Board of Directors)

The point system previously established by AKC will be used to determine the top dog or individual in each category. The Field Group will be responsible for establishing a method of ranking this category and notifying the committee for publication.

Recognition will be given to members who finish a title by placing a framed picture with a plate stating the owners' name, name of dog, and award earned for each dog thus awarded at the annual banquet. These framed pictures will be placed on a designated area of the wall of the MCKC building. The frame will be furnished by the club for the sole purpose of displaying the award winners and remain the property of the club.

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Pictures and plates will be returned to the award winner when the next annual award recipients are displayed.

MCKC will have a high-quality certificate with MCKC official seal to be awarded to any member who has won a title in the preceding year to be given at the awards banquet. Junior Show Certificates will be awarded to the top Junior Handler in each class from the previous year. Any member wishing to have their own plaques representing their dog's achievements may do so at their own expense. Any member may give/donate a special interest award and/or sponsor a plaque with Board approval.

The following are for:

AKC events only:

- *Top Field Trial Dog:* awarded to the dog/owner receiving the most AKC all-age points.
- *Top Obedience Dog:* awarded to the dog receiving the highest average score in AKC events in any level of competition.
- *Top Show Dog:* awarded to the dog receiving the highest number of all-breed points. 1 point is awarded for each dog defeated in AKC events.
- *Top Show Dog Owner-Handled:* same as above except only shows where the dog is owner-handled will be eligible.
- *Top Junior Handler:* awarded to the individual with the most Junior Handler points. Points are earned as follows: Conformation: 5 points, Best Junior in Show 4 points 1st place, 3 points 2nd place, 2 points 3rd place, and 1 point 4th place. Obedience: 5 points HIT 4 points 1st place, 3 points 2nd place, 2 points 3rd place, 1 point 4th place in class, 1 point for each qualifying score. Agility: 4 points 1st place, 3 points 2nd place, 2 points 3rd place, 1 point 4th place, 1 point for each qualifying score.
- *Top Breeder:* awarded to the individual earning the most titles on dogs they bred.

Field Awards:

- *The Red Allen Memorial Trophy:* awarded annually to the Retriever receiving the most AKC licensed and sanctioned points trained and handled by an amateur.
- *Retriever MCKC High Point All-Age Trophy:* awarded annually to the Retriever receiving the highest number of Open and Amateur All-Age points in AKC licensed field trial competition.

The following awards are for any organizations holding events unless otherwise specified:

- *MCKC OTCH Plaque:* any MCKC member awarded an OTCH title on a dog owner-handled is eligible for a plate stating owner's name, dog's name and date title awarded.
- *Agility Plaque:* any MCKC member awarded an agility title on a dog owner-handled is eligible for a plate stating owner's name, dog's name and date title awarded.
- *Tracking Plaque:* any MCKC member awarded an AKC tracking title on a dog owner-handled is eligible for a plate stating owner's name, dog's name and date title awarded.

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- *Top Scent Work Dog*: any MCKC member awarded the highest level of SW titles.
- *Utility Plaque*: any MCKC member awarded a utility title on a dog owner-handled is eligible for a plate stating owner's name, dog's name and date title awarded.
- *Puppy Hall of Fame*: any member finishing a title on a dog under 1 year of age is eligible for plate stating owner's name, dog's name, date title earned and age of dog.
- *Woodlands Teddy Bear Jesse UD Memorial Plaque*: awarded to the member with the highest combined three scores toward an obedience title through an organization other than AKC.
- *Walter G. Pitkin Memorial Award*: awarded to a German Shepherd Dog finishing a title in any area.
- *MCKC Appreciation Award*: given annually to the MCKC member who has given extraordinary service to the club over a period. The Board of Directors will select next year's honoree.
- *Shelly M. Parizek Memorial Nosework Award*: Given to any AKC registered dog who earns a certified K9 Nosework Title through NACSW. This award was donated by MCKC's first Nosework class on 5/30/2012 in memory of Shelly M. Parizek.

MCKC Wall of Fame:

The Manitowoc County Kennel Club will maintain a "Wall of Fame." This wall will be a permanent display of photographs of dogs and/or members who have achieved the following level of excellence in training their dogs:

- *Agility*: Agility Excellent (AX), Excellent JWW (AXJ), Master Agility Excellent (MX), Master Excellent JWW (MXJ), Master Agility Champion (MACH), Agility Excellent Preferred (AXP), Master Agility Excellent Preferred (MXP), Master Excellent Jumper Preferred (MJP)
- *Obedience*: Utility Dog (UD), Utility Dog Excellent (UDX), Obedience Trial Champion (OTCH)
- *Conformation*: Conformation Champion (CH), Grand Conformation Champion (GCH)
- *Rally*: Rally Excellent (RE), Rally Advanced Excellent (RAE)
- *Tracking*: Champion Tracker (CT), Variable Surface Tracking (VST)
- *Field*: Master Hunter (MH), Field Champion (FC), Amateur Field Champion (AFC), National Field Champion (NFC), National Amateur Field Champion (NAFC)
- *Scent Work*: SWE, SWM, SWD and Any SWElite

The assistance of others for the purpose of training and/or handling is allowed for this recognition provided the other requirements of dog ownership are met. Additions to the Wall of Fame will be made in conjunction with the annual awards banquet.

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When an above titled dog is recognized by MCKC as eligible for display on the club's Wall of Fame following the Annual Awards Ceremony, the owner can submit a photograph, whereupon the photograph will be framed and placed on the wall with an engraved plaque displaying the dog's full AKC name, title/s earned and year, and owner/s.

Any subsequent club-approved titles earned on the same dog will be acknowledged with a new or updated plaque added on the new title, along with the owner/s opportunity to update the photograph displayed.

XI. Manitowoc Building Grounds

1. Borrowing or taking any equipment from MCKC requires Board approval.
2. Junior members will be allowed in the building with a qualified for building use member.
3. Members must agree to sign in and out each time the building is used for individual training sessions.
4. Any member in good standing with the MCKC who has building/grounds use privileges may train any dog in his/her care (defined as currently residing on member's premises, but not necessarily owned by them) providing that dog is current on vaccinations and is in good health to the best of the individual's knowledge. Classes and/or events have priority over other usage.
5. An area in the building will be established to display historical information about the club and a separate committee and Club Historian will be named.
6. A member in good standing may take a non-member into the building for training purposes only if the building is not otherwise in use such as classes. A \$10.00 fee will be charged to the non-member. The MCKC member will remain in the building for the entire time and turn the money into the club treasurer listing the name of the non-member and the date.
7. New Members may have use of the MCKC Building on 40 Albert Drive by meeting the following requirements:
 - A) Have a member in good standing accompany the new member when they use the building for training outside of the regular scheduled classes.
8. A new member will not receive the combination to use the building for training purposes until they have been a member for a full year and have met the regular member in good standing qualifications. A new member that has the combination for other reasons, i.e., helping a training class may not use that privilege to train on their own. A member in good standing who sponsored the new member will give the new member a guided tour of the MCKC building and answer any questions they may have.
9. To use the contact agility equipment and the flexible tunnels, graduation from an agility class is required as well as instruction in proper procedure for setting up said equipment and proper storing of it before out-of-class use of it is permitted.

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10. It will be understood that misuse of the door combination, the building, the grounds, or any property of the MCKC shall be managed on an individual basis and dealt with by the Board of Directors.
11. Dogs will be allowed into the building on meeting nights if they are kept under control.
12. MCKC Code of Ethics and AKC Code of Sportsmanship will be displayed in the building.
13. Annual membership lists will be published and posted on the website.
14. Hours earned as it pertains to building use privileges will be 25 hours per Household.
15. Hours earned by children of family memberships may be applied toward accumulation of hours as it pertains to building use.
16. Children of qualified building use members may be allowed in the building with proper supervision by a qualified building use member.
17. No dogs may be allowed off-leash in the building except when being used to demonstrate for a class or for training purposes.
18. The training building must be vacated one hour prior to scheduled classes to allow trainers to prepare for their class.
19. Bitches in season MAY NOT be brought into the building at any time.
20. All dog urine and feces must be removed, and the floor sprayed with disinfectant and wiped dry. Feces must be removed from outdoor fenced areas.
21. Any damage incurred to MCKC property by a member while using the building will be the responsibility of the member to repair or replace.
22. Good judgment and courtesy should always be applied when sharing the building/grounds. Work with each other to avoid any conflicts.
23. Only MCKC members may use the large, fenced area (those entered in training classes may use this area before or after class).
24. Any member who fails to comply with the above rules will be sent a letter of warning for the first offense. A second offense will constitute loss of privilege to be decided by the Board of Directors.

XII. Trainer Policies and Procedures

1. General Requirements for Trainers

- A) All trainers must be members in good standing of the MCKC for at least one year. (Exceptions to this may be considered in the case of a new member who has previously trained with another club, upon recommendation by the appropriate committee and approval of the Board of Directors).

- B) All members wishing to become Head or Assistant Trainers must submit a resume, The appropriate committee will recommend applicants for approval by the Board of Directors. Resume forms will be available at the MCKC building.
2. Requirements to Qualify and/or Maintain Trainer Status
- A) The Board of Directors must approve all trainers.
 - B) All trainers must be at least 18 years old.
 - C) All trainers must have a general understanding of AKC rules and regulations that apply to the level being taught in the class.
3. General Policies
- A) The Training Chairman (Agility, Conformation, Field, and Obedience) shall be appointed by the President and approved by the Board of Directors.
 - B) The duty of each chairperson includes:
 - i. evaluating and making recommendations for updating MCKC policies for trainers and classes.
 - ii. evaluating and recommending members wishing to become trainers.
 - C) All trainers must be able to communicate understandably with the public, showing respect and care for their dogs and their needs as trainees. Good rapport is essential.
 - D) Obedience coordinators will have the final say on all obedience activities and promotional materials.
 - E) Trainers and others are allowed to attend classes unless, in the opinion of the class trainer, an individual(s) behavior is disruptive to the class. Any discussions or views regarding this procedure are to be directed to the Board, not the Obedience committee or individual trainers.
 - F) Any trainer who feels they are being harassed or intimidated should document such incidents and report them to the Board. Disciplinary action may be taken at that time if deemed necessary.
 - G) The Canine Good Citizen test will be offered as needed.
 - H) Harsh corrections of a trainee's dog are **ABSOLUTELY PROHIBITED** by all trainers.
 - I) The safety of other trainees and their dogs comes before all other considerations. No wolf hybrids are allowed in training classes, nor any dogs deemed aggressive and dangerous. Referrals for aggressive dogs are made to an area animal behaviorist.
 - J) These policies may be modified or terminated at any time without notice by action of the Board of Directors if, in their opinion, continuation of these policies poses serious threat to the general welfare of the club or its property.

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Recommendations or suggestions from members should be presented to the appropriate committee or the Board of Directors.

- K) Mileage will not be paid for dog trainers.
 - L) The club will purchase shirts with the MCKC emblem and the trainer's name for all trainers.
 - M) The MCKC Board will entertain applications from approved trainers to attend seminars that will benefit MCKC training programs. Guidelines are a 50% reimbursement of fees up to a \$100 maximum for up to two recipients per discipline (Agility, Conformation, Field, and Obedience) per year. Applications will include how seminar material will be shared with other trainers. Exceptions to this must be approved by the Board. All trainers are strongly encouraged to attend clinics and seminars. Committee chairs have information about upcoming clinics and seminars in the area. Contact the Committee chair for a Seminar Reimbursement Form.
 - N) All trainers are encouraged to assist or train at least one-half of the total number of full sessions each year.
4. Head Trainer Qualifications:

Head Trainers are trainers who teach the following Agility, Conformation, Field, and Obedience classes offered by the MCKC:

Puppy Kindergarten	Open
Beginner	Utility
Novice	Conformation
Rally Obedience	Retriever Training
Adv. Beginner	Canine Good Citizen
	Agility

PUPPY KINDERGARTEN

- Read and understand the puppy manual and agree to train by its principles.
- Assist weekly with a puppy class for three full sessions.
- Read at least one book from recommended trainers' reading list.
- Read and understand the puppy curriculum and agree to train by its principles.

BEGINNER

- Read and understand the rules and regulations of our club's Beginner sheets and agree to train by their principles.
- Assist weekly with a Beginner class for three full sessions.

ADVANCED BEGINNER

- Read and understand the rules and regulations of our club's Advanced Beginner sheets and agree to train by their principles.

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- Assist weekly with an Advanced Beginner class for three full sessions.

PRE-NOVICE

- Must have earned a Companion Dog (CD) degree on at least one dog.
- Must assist weekly with a Pre-Novice class for three full sessions.

NOVICE

- Must have earned a Companion Dog (CD) degree on a dog.
- Assist weekly with a Novice class for three full sessions.

OPEN

- Must have earned a Companion Dog Excellent (CDX) degree on a dog.

UTILITY

- Must have earned a Utility (UD) degree on a dog.

CANINE GOOD CITIZEN

- Must have AKC evaluator status or have assisted an approved evaluator.
- Must have assist weekly with three full CGC sessions.

RALLY

- Must have a working knowledge of the rules and regulations of AKC Rally Obedience.
- Must have earned or being working toward a Rally Obedience title.

RETRIEVER TRAINING

- Must be approved by the Board of Directors.

CONFORMATION/SHOWMANSHIP CLASSES

- Must be an AKC-approved Conformation or Junior Handler judge or
- Must have owner-handler two or more dogs to their championship in AKC shows.

AGILITY

- Agility instructors must have completed an agility title.

5. Assistant Trainer Qualifications:

Assistant Trainers are trainers who assist the Head Trainers in teaching the above classes.

PUPPY KINDERGARTEN

- Must have read the puppy manual and understand the philosophy of training and agree to train according to its principles.

BEGINNER

- Must have read the club's beginner sheets and understand the philosophy of training and agree to train according to their principles.

ADVANCED BEGINNER

- Must have read the club's advanced beginner sheets and understand the philosophy of training and agree to train according to their principles.

PRE-NOVICE

- Must have completed and graduated from a novice training class.

NOVICE

- Must have earned a CD degree on a dog or working towards a CD.

OPEN

- Must have earned a CDX degree on a dog or working towards a CDX.

UTILITY

- Must have earned a UD degree on a dog or working towards a UD.

RALLY

- Must have a working knowledge of the rules and regulations of Rally Obedience.

AGILITY

- Must be working towards an agility title.

XIII. Agility

1. Agility class regulations

- A) All non-member dogs must have up-to-date immunizations and records must be brought to the first class.
- B) ONLY buckle collars will be allowed on the dog during class (no choke chains, pinch collars, handkerchiefs, etc.)
- C) Safety of the dog is the #1 concern. If the handler endangers the safety of their dog after being cautioned, they will be asked to leave the class.
- D) Dogs must be always kept under control. Crates will be used in the building.

2. Use of Agility Equipment

- A) Handlers that have acquired building usage may use the agility equipment if the handler has completed an intermediate agility class.

3. Agility instructors are to be approved by the agility coordinators and the Board of Directors.

XIV. Tracking

The purpose of tracking is to train a dog to have the ability to recognize and follow human scent, a skill useful in the service of mankind. Tracking is a vigorous, non-competitive outdoor sport.

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Tracking tests demonstrate the willingness and enjoyment of the dog in its work and should always represent the best in sportsmanship and camaraderie by the people involved.

1. Tracking classes will be held on the Valders Grounds. Instructors will need to plan with the field group for permission to use the grounds and dates of the class so as not to interfere with the field activities.
2. Instructors for tracking classes must have obtained AKC Tracking titles on at least one dog. It is also beneficial that the instructor has had previous experience teaching group classes and is familiar with AKC Tracking Rules.
3. Classes should be limited so that each student and their dog will have the appropriate amount of time, space, and availability of the instructor for participants to learn and practice at classes. Classes will be held for a 7-week session.
4. Dogs attending classes will be crated or safely contained in their vehicle during the times they are not working. Dogs will always be on leash. Handlers are responsible for proper harness, lines, water, etc for their dogs. The safety of the dog and handler must always come first.
5. Class instruction should include how to lay a track, how to map a track, cross tracks, different surface tracks, basic wind information and any other necessary information needed for the level of tracking being taught.

XV. Scent Work/Nose Work

K9 Nose Work/Scent Work is a handler/dog team sport. The dog is trained to identify and search for specific essential oil scents. These scents are hidden in different vessels and venues, i.e.: Vehicle, Container, Exterior, and Interior.

1. Nose/Scent Work Classes will be taught by an board approved instructor. Classes can be held at the MCKC Manitowoc Grounds and cover all the venues.
2. Instructors should take into consideration the space used for the class ensuring each team has enough space and time to learn and practice what you are teaching them. A 90-minute class is usually necessary.
3. It is the responsibility of the instructor to maintain their qualification status and stay updated with all changes in rules and instruction procedures.
4. All teams interested in Nose/Scent work will start with the Introduction class. At the end of that session, the team will have enough training to use their training as a fun activity to enjoy with their dog. Students who are interested in competition in this sport will go on to Introduction to Odor, etc.
5. It is strongly recommended that students assist in Trials and activities being sponsored by MCKC not only for help to the club but as a learning experience observing other dog teams' work.

XVI. Website

The purpose of the MCKC website is to provide general information regarding the club and the sport of purebred dogs for the public and to provide specific information for club members.

1. The Board of Directors will appoint the website coordinator.
2. The Board must approve any changes to information on the “Home” page of the website.
3. The Board of Directors must approve any change of the Internet Service Provider (ISP).
4. As only the website chairperson (with limited exceptions listed below*) can have information added or changed to the site, all materials will be sent to this person. This information must come from the designated person/persons from each discipline. A list of persons who are responsible for making changes will be approved by the Board of Directors. Any action regarding the website should be communicated by email to the website chairperson.
5. *The following members may contact the ISP directly with website updates as approved by the Board of Directors - Club Secretary, Committee Chairpersons, or Calendar Administrator.
6. The membership page of the website is password sensitive. It will be sent to all members who have email access. The rationale for having a password is privacy. Any changes/corrections to the membership page must be emailed to the membership chairperson.
7. Any member who does not want certain personal information listed on the member page is responsible for notifying the membership chairperson.
8. No names of minors will be listed in captions of photographs.
9. The Calendar Administrator will update the website calendar as needed. To avoid duplicate scheduling, all event chairs are responsible for notifying the Calendar Administrator of dates to be included on the calendar.
10. Additions and/or changes to the club calendar on the website are submitted to the calendar chairperson. Changes for events and classes sponsored by MCKC must be submitted in a timely fashion to avoid conflicts with building or grounds usage. In the case of annual events e.g., dog trials, hunt tests, the dog show and agility trials, notification several months prior to the event is recommended. These additions and/or changes may only be requested by official club representatives for those events, like event or committee chairs, i.e., the obedience chair, dog show chair, etc. No others may request such changes. Members may not use the calendar to reserve club building/grounds for personal use. Personal usage is covered in this manual in section XI.
11. Nothing libelous or slanderous to the MCKC or any person will be printed.
12. Nothing detrimental to pure-bred dogs will be printed.
13. Nothing detrimental to the welfare of the club will be printed.

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14. No sale or transfer of animals is permitted.
15. Links to other sites do not necessarily reflect approval/concurrence/etc. by the MCKC. Links from the website, be they from members or events, are to be approved by the Board.

XVII. SOCIAL NETWORK COMMUNICATIONS (IE. FACEBOOK, TWITTER, ETC.)

The purpose of the MCKC public Facebook page, or other social networking media, is to share information regarding the club, its members, activities, and functions, with each other, communities of like interests, and the public. Additional private Facebook general groups and facet area groups enable members to share information pertinent to the club in timely manner. Members may share, publish, or comment via Facebook in accordance Facebook policy.

1. The Board of Directors will appoint the Social Network Communications Coordinator.
2. The Board must approve any changes to information on the “About” page of the network page or groups.
3. The Social Network Communications Coordinator and board of directors will be set as administrators of the MCKC Facebook page and groups.
4. The administrators will remove posts and content out of compliance with the Networks policy.
5. All club members who request membership into private networking groups will be approved and added by administrators to the groups. Non-members interested in club functions may be approved to join group pages.
6. Club members may invite friends involved with MCKC, to join the groups; once invited, an administrator will approve the person.
7. Privacy settings for the MCKC social networking pages will be set to allow anyone to see information like what would be on the public MCKC website.
8. Privacy settings allowing others to post information or see information that is personal will be set to limit access; therefore, groups must remain private through the Closed Facebook designation.
9. Verbal permission must be obtained before posting photos of people and dogs; if a member wants the photo or information removed, they must notify the Social Network Communications Coordinator.
10. No names of minors will be listed in captions of photographs. However, a minor or their parent or guardian may Tag the minor.
11. Member assistance in setting up an account and privacy settings, joining Groups, and Liking the page, may be obtained from the Social Network Communications Coordinator.
12. Posting and sharing anonymously or with a false name is not allowed.
13. Nothing libelous or slanderous to the MCKC or any person will be shared or published.

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14. Nothing detrimental to pure-bred dogs will be shared or published.

15. Nothing detrimental to the welfare of the club will be shared or published.

16. No sale or transfer of animals is permitted.

17. Laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including MCKC owned copyrights, must be adhered to.

Links to other sites do not necessarily reflect approval/concurrence/etc. by the MCKC; and may be removed by the administrators.

XVIII. Building/Grounds Rental (see Attachment A)

Any organization desiring to rent the MCKC facilities must apply in writing to the MCKC Board of Directors. Rental requests should be made 4 to 6 months or more prior to the rental date. The renter must check the calendar on the club web site (mc-kc.com) for any date/time conflicts. Any conflicts must be brought to the attention of the board when first requesting a rental date. The board will try to resolve any date/time conflicts prior to giving rental approval.

Organization must meet the following requirements:

1. Provide proof of liability insurance prior to the event.
2. Clean building/property at the conclusion of the event, leaving it in original condition.
3. Pay building/grounds/equipment rental fees and security deposit where applicable.
4. Return signed agreement one month prior to the event.
5. Payment must be received within 30 days after the event has been completed.

Approval must be in writing from the MCKC Board of Directors via a signed copy of the Rental Agreement.

ATTACHMENT A

BUILDING / GROUNDS RENTAL AGREEMENT

This is an Agreement between the:

Manitowoc County Kennel Club (MCKC)
40 Albert Drive
Manitowoc WI 54220
920.684.1911

and:

(Organization) _____ (Renter)

(Address) _____

(City) _____ (State) _____ (Zip) _____

(Phone) _____ (Email) _____

The names and addresses of persons who have authority to act on behalf of Renter are attached to this agreement.

I. PURPOSE

The purpose of this Agreement is to provide for the rental by Renter of the facility owned by MCKC located at 40 Albert Drive, Manitowoc WI 54220 / Valders' Grounds, Quarry Road, Valders WI 54245. Renter shall have the use and occupancy of the building/grounds in accordance with the terms of this agreement commencing on the _____ day of _____, 201__, at _____ o'clock __.m., and ending on the _____ day of _____, 201__, at _____ o'clock __.m.

II. RENT, SECURITY DEPOSIT AND INSURANCE

Renter shall pay rent to MCKC in the amount of \$ _____ for the use of the buildings/grounds and \$ _____ for the use of _____ during the period described above. This rent shall be paid on or before the _____

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day of _____, _____ **Year**. In addition, Renter shall pay a security deposit to MCKC in the amount of \$ _____. The security deposit shall be paid on or before the _____ day of _____, _____ **Year**

Renter shall provide MCKC with proof of insurance certifying the renter has liability insurance, naming MCKC as an additional insured, in the amount of not less than One Million Dollars (\$1,000,000). Such certificate shall be provided to MCKC at least one (1) month in advance of the scheduled use of the premises by Renter. MCKC may, at its option, cancel this Agreement if Renter fails to provide the certificate at least one (1) month in advance of the scheduled use of the premises by Renter. In the event of such cancellation, MCKC, may, at its option, retain as liquidated damages all sums paid by Renter.

III. USE AND RESTRICTIONS

A. MANITOWOC BUILDING AND GROUNDS

Except as stated herein, Renter shall have full use of the premises, including the training and kitchen area. Renter may use training equipment, jumps, ring equipment (stakes, ropes, picnic tables), kitchen equipment such as coffee pots, stove, refrigerator, metal utensils, bowls, chairs and tables. Bathroom supplies shall be provided.

Renter may not use articles stored in the locked storage areas.

Building and grounds may not be used for any purpose after 12 o'clock midnight.

Camping shall not be permitted nor shall any camper vehicles be permitted to hook up to internal or external power sources without club approval.

No dogs may be tied or left unattended anywhere on the MCKC grounds, in or out of the building.

Dogs brought onto MCKC grounds, that is, in or out of the building, must have either temporary or permanent shots for immunization against distemper, infectious hepatitis, parvo virus, parainfluenza, and rabies at required ages. All other animals brought onto MCKC grounds must have appropriate temporary or permanent immunizations and vaccinations as required by MCKC.

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One or more representatives of MCKC may be present on the premises during Renter's occupancy, but shall not interfere with or hinder Renter's occupancy of the premise unless such representative reasonably believes that Renter's activities are or shall result in damage to the premises.

B. VALDERS' GROUNDS

Except as stated herein, Renter shall have full use of the premises, including buildings and kitchen area. Renter may use all training and trial equipment such as boats, portable blinds, cookers, generator, etcetera, that is stored on grounds.

Renter may not use any tractors owned by MCKC.

Building and grounds may be used by Renter 100% of the time that this agreement is in effect. Camping on grounds is permitted.

No dogs may be left tied or unattended anywhere on the MCKC grounds.

Dogs brought onto MCKC grounds, that is, in or out of the building, must have either temporary or permanent shots for immunization against distemper, infectious hepatitis, parvo virus, parainfluenza, and rabies at required ages. All other animals brought onto MCKC grounds must have appropriate temporary or permanent immunizations and vaccinations as required by MCKC.

One or more representatives of MCKC may be present on the premises during Renter's occupancy, but shall not interfere with or hinder Renter's occupancy of the premise unless such representative reasonably believes that Renter's activities are or shall result in damage to the premises.

IV. CLEANUP

A. MANITOWOC GROUNDS

All animal defecation and urine occurring in the building must be cleaned up and disinfected immediately. All animal defecation on the exterior of the building must be cleaned up and disposed of immediately. A shovel and place of disposal shall be provided. Renter shall, when leaving:

1. Remove any ring equipment, tables, or other equipment brought onto the premises.
2. Thoroughly sweep the building and vacuum where appropriate so as to return the premises to the condition that it was in when Renter took possession.
3. All trash accumulated during Renter's event shall be bagged and put out in the dumpster.
4. Turn off all electrical appliances and lights.
5. Lock all doors and windows.

B. VALDERS' GROUNDS

Renter shall, when leaving:

1. Remove any equipment or supplies brought onto the premises.
2. Be responsible for removal and disposal of all dead birds.
3. Replace all MCKC equipment used to location and condition in which it was found.
4. All trash accumulated during Renter's event shall be bagged and put in dumpster.
5. Entire grounds shall be left in the condition in which it was found (i.e., brush blind removed, etc.).
6. Lock all buildings and gates.

V. RETURN OF SECURITY DEPOSIT

The security deposit, in whole or in part, shall be returned to the Renter within ten (10) days after termination of Renter’s use of the premises. Before MCKC makes deductions from the security deposit, MCKC shall notify Renter within five (5) days after the end of Renter’s use of the premises of all deductions to be made from Renter’s security deposit. The purpose of providing Renter with this notice is to advise Renter of the proposed deductions from the security deposit and allow MCKC and Renter an opportunity to discuss the proposed deductions from the security deposit before they are imposed by MCKC.

Approved by the MCKC Board at their Board Meeting on: _____

Dated this _____ day of _____, _____ Year

MANITOWOC COUNTY KENNEL CLUB

By: _____

Print Name: _____

Print Title : _____

Dated this _____ day of _____, _____ Year

By Renter: _____

Print Name: _____