

# **GAWLER DOG TRAINING CLUB INC.**



# **CLUB RULES**

*Revised 24<sup>th</sup> January 2015*

**RULES ATTACHED TO AND FORMING PART OF THE  
CONSTITUTION OF THE GAWLER DOG TRAINING CLUB  
INC.**

**TO BE READ AND INTERPRETED IN CONJUNCTION  
WITH THE CONSTITUTION OF THE CLUB**

**A. ADMINISTRATIVE RULES**

**INCIDENT/ACCIDENT REPORTS**

All records of incidents and accidents shall be recorded on an incident/accident report form and kept by the Secretary and tabled at next Committee Meeting for any necessary action.

**1. Trial Results**

- (a) All trialing results obtained by members must be placed in the marked box provided if they are to be counted towards the end of year trophies.
- (b) Only results from trials sanctioned by the South Australian Canine Association but excluding restricted trials, will be eligible for end of year trophies.
- (c) Gawler Dog Training Club must be placed first on trial entries for results to be eligible for end of year trophies.
- (d) All Rules pertaining to end of year trophies contained in “Tips for Trialing” booklets available on request.

## 2. Life Membership – Rules Regarding Nomination and Election

- (a) The Nominee must have been a member of the Gawler Dog Training Club inc. and completed at least five (5) years **NOTABLE** continuous service to the Club. Life Membership is not automatic on five years service.
- (b) Any nomination for Life Membership must be:
  - (i) in writing and signed by the Nominator and Seconded (both must be financial members of the Gawler Dog Training Club). The nomination should contain the full names and addresses of the nominating parties giving as much detail and information about the Nominee as reasonable. The nomination to be handed to the Secretary of the Club not less than thirty (30) days prior to the Annual General Meeting or Special General Meeting.
  - (ii) as per Club Constitution Item 5. MEMBERSHIP (2) (d). This information to be obtained from the Secretary prior to nomination.
- (c) Voting for Life Membership to be as per the Constitution of the Club – Item 12. PROCEEDINGS AT MEETINGS (j).
- (d) No discussion of the motion will be allowed at the Annual General Meeting or Special General Meeting called for that purpose other than the presentation by the original Nominator and Seconder.
- (e) Life Membership will be presented at the presentation evening for Club trophies and awards unless special circumstances require earlier consideration.

- (f) The procedure for nominations for Life Membership is to be announced and advertised to Club members prior to closing date of nominations, calling for nominations and specifying the criteria and Rules governing the appointment and announcing the closing date for nominations.

### **3. Honorary Membership**

The appointment shall be made at the discretion of the Committee and shall be for a period not exceeding one year as per the Club Constitution.

### **4. Membership Fees**

Committee members and members of the Instructing Panel shall not be required to pay membership fees. This Rule does not apply to Aspiring Instructors not Instructors on leave of absence (excluding Life Members).

Any member joining the Committee or Instructing Panel after the commencement of the financial year shall not be entitled to a refund of membership fees.

## **B. GENERAL RULES**

1. The Chief Instructor(s) has the authority to deal with any Club member or member's dog, guilty of unseemly conduct or an act harmful to the Club on the training grounds in relation to training and has the authority to request the removal of any dog or handler behaving in the aforesaid manner.
2. Bitches in season are not permitted on the grounds on training nights.

3. AGILITY ONLY: Dogs must be six months of age to attend Puppy Agility Class and 12 months of age to attend Agility classes and all dogs must be deemed fit by an Instructor.
4. No dog that is suspected of being infected with any contagious disease or has come into contact with same is permitted on the training grounds until certified by a Vet as fit.
5. All dogs must be immunized against Distemper, Parvovirus and Hepatitis and a current certificate of vaccination must be presented at the time of joining and annually thereafter. 'Vaccination' means those vaccinations recognized by the Australian Veterinary Association.
6. A dog that is not happy and cannot concentrate because of ill health or injury is not permitted to remain in class. The decision to remove the dog is to be made by the Instructor of that class in consultation with the Chief Instructor(s).
7. Dogs are not to be left unattended, nor are they permitted inside the Clubrooms. This rule can be modified in exceptional circumstances.
8. No dog shall be taken off leash or left unattended on the Club grounds unless under instruction or with permission from the Chief Instructor(s) or in exceptional circumstances as may arise during agility training.
9. ONLY THE CHIEF INSTRUCTOR(S) or the ASSISTANT CHIEF INSTRUCTOR(S) have the authority to insist that aggressive dogs be muzzled.

10. (a) All Club members must wear current membership badges unless a suitable reason is presented.  
(b) Only the member whose name is on the current membership badge can train dogs in classes.
11. Authorisation must be obtained from the Chief Instructor(s) or Assistant Chief Instructor(s) to use the Club equipment. An Instructor must supervise jumps. Utility is the exception.
12. (a) Training equipment (collars, leashes etc.) must be of a Club approved standard.  
(b) Sensible, suitable footwear must be worn.
13. If a dog fouls the ground the handler **MUST** remove the droppings. Bags and waste disposal bin are situated by the centre light pole.
14. No dogs are permitted in the training area before the commencement of the first session of classes. Dogs not in classes should remain off the training area until their class commences.
15. (a) Handlers are expected to be present at the starting time of each class.  
(b) A member should notify their instructor if they need to leave a class before the finishing time.  
(c) Un-cooperative handlers may be asked to leave the class and the training area.
16. No Club official, other than a qualified Instructor or aspiring Instructor, shall handle any dog or instruct any member on the training grounds. Instructors and aspiring Instructors must first have the permission of the owner if handling a member's dog, unless exceptional circumstances require immediate action.

17. The Club requires that a responsible adult must accompany any handler under fourteen (14) years of age. This adult must remain clear of the training area and not interrupt the handler's training unless asked by the Instructor.
18. No smoking on the Club green or in the Clubrooms. Smoking is only allowed on the concrete area and butts must be disposed of responsibly and appropriately.
19. Only food and drink used as a training aid for the dogs may be taken on to the grounds on a training night.
20. AGILITY ONLY – Training will not be held if the temperature (as given by the radio station 5aa) at 6.00pm is 32 degrees or over. If there is consistent rain in the training district prior to training on a given night, training will be cancelled. If you have doubts about training or have a long way to travel, then ring either the President or Chief Instructor(s) of the Club before 6.00pm.
21. Any member accused of alleged cruelty or undesirable behaviour will be removed from the class on the day of the accusation. This removal will remain until an appeal is lodged and been presented and dealt with according to Item 5. MEMBERSHIP (6) Expulsion of a Member, Items (b) to (i) of the Constitution of the Club.
22. Should a member wish to lodge a complaint against a Chief Instructor, the Committee must be informed in writing as soon as possible. The Committee will then address the complaint, in the first instance, in the presence of the Chief Instructor. Relevant information may be sought from the Instructing Panel and the complainant.

23. Each Instructor is directly responsible to the Chief Instructor. Complaints concerning Instructors must be directed to the Chief Instructor.
24. The Instructing Panel(s) must approve the formation of or changes to the training or instructing Rules of the Club and such Rules cannot be repealed or amended by the general members of the Club. Notwithstanding, the Committee shall have the power to modify any such Rules relating to training or instructing if those Rules are deemed by the Committee to be unjust or unfair and breach Club protocol or the Constitution or appear, in any way, to disadvantage the democracy of any member.



## **C. RULES FOR THE INSTRUCTING PANEL**

1. The Instructor of a class must maintain a high degree of control of that class.
2. Instructors should be knowledgeable in dog training theory and methods, keeping abreast of new trends and information through reading, exchange with other Clubs, attendance at seminars etc. They should develop a thorough understanding of the Rules of their code and ideally trained a dog to at least (Companion Dog) CD/ (Agility Dog) AD standard. All Instructors must be conversant with the Rules and Constitution of the Club.
3. If any SACA approved Instructor from another affiliated Club is invited by the Chief Instructor(s) to join the Panel, they are to be invited to an Instructing Panel meeting to meet the Panel members. At this time they should present their qualifications and experience. No discussion of the invitee's suitability will be held until the invited Instructor has left the meeting. This procedure to be explained to the Instructor prior to attending the meeting.
4. The Instructing Panel(s) selects the aspiring Instructors. An aspiring Instructor must have reached Level 4 standard in Obedience and trial standard in Agility to be invited to become part of the Panel.
5. An aspiring Instructor will be invited to attend an Instructing Panel meeting to be introduced to the Panel. No discussion of the applicant's suitability will be held until the aspiring Instructor has left the meeting. This procedure to be explained to the aspiring Instructor prior to attending the meeting.

6. Aspiring Instructors are directly responsible to the Instructor to whom they are assigned for training purposes. On all occasions they are directly responsible to the Chief Instructor(s).
7. Any Instructor accused of alleged cruelty or undesirable behaviour on the Club grounds will be removed from the Instructing Panel on the day of the accusation. This removal will remain until an appeal is lodged and been presented to the combined Instructing Panel and Committee. At the combined meeting the accused will have the opportunity to state his/her case.  
A written appeal must be lodged with the Secretary of the Club Committee with fourteen (14) days.
8. Instructors are not required to handle member's dogs but should they do so, they are expected to handle them with skill and consideration to both the dog and the handler. Permission must be sought from the handler.
9. Instructors are expected to arrive early for their class and intended absences should be conveyed to the Chief Instructor(s) at the earliest convenience. They are expected to attend at least 80% of training sessions.
10. Instructors should take a personal responsibility to ensure training sessions run smoothly and use their initiative to assist other Instructors and Committee members in their responsibilities.

11. In the event of both the Chief Instructor(s) and Assistant Chief Instructor(s) being absent, another competent Instructor will be appointed prior to that training night to take charge or, in other cases, may be voted to take charge on that night by other Instructors.
12. If a member of his/her class makes a serious complaint against an Instructor, then the Chief Instructor(s) should investigate the complaint. The Instructor shall have the right of appeal regarding any decision made by the Chief Instructor(s). This appeal to be lodged with the President or Vice President within fourteen (14) day.
13. All Instructors must give notification, in writing, of intention of taking leave of absence. If this leave of absence should exceed twelve (12) months, it will be considered to be a resignation. The absentee Instructor must, within the relevant twelve (12) months, notify the Chief Instructor(s) of his/her wish to return. The absentee Instructor to be contacted re their intention two (2) months prior to completion of twelve (12) months leave of absence.

Any Instructor on leave of absence ceases to be a member of the Club (Life Members and Committee Members excepted). Instructors on leave of absence to be provided with any training Minutes or changes to training methods to enable them to stay informed of training practices. Only information relevant to training is to be provided to absentee Instructors and is at the discretion of the Chief Instructor(s).
14. If a situation occurs on any training night where a shortage of Instructors is evident, the Chief Instructor(s) has the authority to appoint a SACA approved Instructor of another affiliated Club to assist for that night or until the situation is resolved.

This applies to Club training members only. A short briefing prior to class would be adequate.

15. If a complaint is to be lodged against the Chief Instructor(s), the Committee must be informed, in writing, as soon as possible. The Committee, in the presence of the Chief Instructor(s), will address the complaint, in the first instance. Relevant information may be sought from the Instructing Panel and the complainant.
16. Instructors can train their dogs on the Club grounds without the supervision of another Instructor but must observe all relevant training Rules. The use of Club equipment such as jumps does not require the supervision of another Instructor.
17. The Instructing Panel(s) should meet on a regular basis.
18. The Instructing Panel(s) is not a Sub Committee. It is only responsible to the Committee through the Chief Instructor(s). The Chief Instructor(s) must have the support of the Instructing Panel when making any proposal to the Committee regarding any aspects of Club training. All Instructor information tabled at Committee meetings must be presented by the Chief Instructor(s) nominated for that purpose.
19. The Chief Instructor(s) is responsible to the Club and the Committee to fulfill the role of Chief Instructor in a manner befitting the importance of the role. The Committee may at any time request clarification of any changes to instructing procedures that have not been presented to the members appropriately.
20. The current Instructors must elect the Chief Instructor(s) one week before the end of the financial year of the Club at a

properly conducted Special Meeting. The procedure will include nominations, which must be lodged two (2) weeks prior to the Special Meeting and must meet democratic guidelines. This voting excludes aspiring Instructors but includes Instructors on leave of absence.

Nominations must be placed in a sealed envelope and lodge in a box to be provided for the purpose. The Chief Instructor(s) to notify all Instructors of the date of the Special Meeting to elect the Chief Instructor(s) for the coming year.

21. Any Minutes of relevance (other than usual training discussion) recorded by the Instructing Panel(s) are to be kept as a true and correct record of proceedings after being accepted by the Instructors. These Minutes to be recorded by one of the Panel of Instructors and kept in a safe place on the Club premises by the Secretary of the Club for future reference.
22. The formation of or changes to the training Rules of the Club must be approved by the Instructing Panel(s).
23. No Instructor shall be liable to pay a membership fee providing the Instructor regularly takes at least one class. Aspiring Instructors do not qualify for free membership.  
Any member joining the Instructing Panel(s) during the current year will not be entitled to a refund of membership fees already paid.

## **NOMINATION PROCEDURE FOR LIFE MEMBERSHIP** **AS PER CLUB RULES**

Nominator and Nominee must both be members of Gawler Dog Training Club Inc.

Nomination must be in writing and signed by Nominator and Seconded (both to be financials members of the Club).

Nomination to be received by the Secretary of the Club twenty one (21) days prior to the Annual General Meeting or Special General Meeting.

The appointment takes place at an Annual General Meeting or Special Meeting by 'Special Resolution'.

'Special Resolution' by definition in the Constitution "means a Resolution of the Club passed at a meeting of the Club of which a Notice specifying the intention to propose the resolution as a Special Resolution has been duly given at least 21 days before the meeting and which is passed by a majority of at least three quarters of the members' present at the meeting and voting in person".

### **These are the objects of the Club alluded to in the Constitution** **re appointment of a Life Member**

The objects of the Club are:

- (a) to promote Obedience and Agility training in all dogs and the improvement thereof in a manner consistent with the

Constitution of the Association and to obtain such licences and permits from the Association as are necessary or conducive to the attainment of this object;

- (b) to educate and encourage members, breeders, exhibitors and judges to abide by the requirements of and standards for Obedience and Agility approved by the Association;
- (c) to promote and support competition in all practical ways and to hold such exhibitions as are permitted by the Constitution of the Association and the ANKC in accordance therewith;
- (d) to promote public interest in Obedience and Agility training and Obedience and Agility Trials;
- (e) to promote good fellowship among those interested in dogs;
- (f) to hear and determine any objections, protests or complaints made by any member or exhibitor against any other member or exhibitor arising out of or in connection with an exhibition conducted by the Club or any of its other activities;
- (g) to otherwise conduct itself in accordance with and observe the provisions of the Constitution of the Association and abide by any directions lawfully given by the Association from time to time;

## Other criteria

- Length of notable service, which is five (5) years
- To have served on the Committee of the Club for at least two (2) years and/or
- To have served as an Instructor (Obedience or Agility) for at least three (3) years
- To have been involved in Club Obedience or Agility Trials, by way of organization or voluntary participation during or leading up to the Trial.

It is then up to the Nominator and Secunder to prove to the members at the Annual General Meeting or Special General Meeting that the Nominee is a worth recipient of the Life Membership. The proposal should contain enough information and background on the Nominee, to allow the members who are not familiar with the Nominee to vote according to the appreciation of that members record.

In this way the members are made aware of the contributions that the member has made to the Club and that member ceases to be a stranger to them

The member is then appointed on merit rather than on a personal level and has a fair and equal opportunity to that appointment.



