

# Agility/Obedience Coordinator Handbook



[www.4rk9s.com](http://www.4rk9s.com)

Phone (319) 366-5668

910 Second Avenue SW  
Cedar Rapids, Iowa

“Iowa's First Dog Agility Club”

# 4RK9s MEMBERSHIP HANDBOOK 2009

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# Class Coordinator General Information

## Class Information

- Agility
  - Tuesday Evenings are reserved for Agility Classes
  - Standard classes are 7 weeks long and cost \$85
  - Normal times are 7-8 & 8:15-9:15.
- Obedience
  - Thursday Evenings are reserved for Obedience Classes
  - Standard Obedience classes are 6 weeks long and cost \$85
  - Normal times are 7-8 & 8:15-9:15
- Mini classes are 4-5 weeks long, \$42.50.
- Review the Class **Payment Policy** in the **Members Handbook** for rules on holding students spot in class, for Members Discount information and for use of Payment Certificates by Members.
- The Agility Coordinator and the Obedience Coordinator have the discretion to allow classes to be audited under special circumstances including:
  - A potential student may be allowed to attend a single class, without a dog, for purposes of seeing if the student eventually would like to sign up and pay for a full course. This class may be attended for free.
  - A student may be allowed to attend a full course, without a dog, for 1/2 the price the student would normally pay.
- Classes may be offered on other weeknights or weekends on occasion. The Agility Coordinator and the Obedience Coordinator are responsible to make sure the building is not scheduled for any other usage during these non-standard class times.

## Coordinator Duties

### *Scheduling*

- Schedule classes and arrange for Instructors & Assistants. Most classes have an instructor and an assistant. Home Obedience I and II classes have an instructor and 2 assistants.
- Email new and changed course schedules to members and website coordinator. Website coordinator should return a Class Code that can be used in the event you are going to ask for electronic Evaluation Forms.
- After reasonable period of time check website has correct information regarding classes including :
  - Class Schedule page has correct Title, Dates, Times and Instructors/Assistants
  - Class Schedule page Class link goes to correct description
  - Calendar entries for all classes

### *Potential Student Contact*

- Maintain correspondence with potential students
  - Individuals will often check on whether a class is open or not.
  - Individuals may also ask questions regarding their dog's behaviors. If you are unsure of the answer, seek guidance from an expert.
- Mail or email forms and/or information requested by potential students
  - Remind them of what they need to send.

- Make sure they understand they must pay the entire class fee with their application.
- Inform them that once a Class starts, standard policy is no refunds. (Exceptions to this policy allow the Coordinator to grant a refund until the start of the second class. After the second class the Coordinator can take an exception request to the board. The Coordinator also has the discretion to give a credit to a later class in a special case such as a medical issue with student or dog.)
- As items arrive -
  - Check to make sure they provided current record of vaccinations
  - Check to make sure they have signed the liability waiver,
  - Check to make sure they have enclosed a check, certificates or coupons totaling the correct amount.
  - Confirm by mail or e-mail that registration was received and what (if anything) might be missing
  - Follow up for more information (when necessary) if student expresses concerns regarding "biting" or "nipping" or "growling". If concern seems to be a potential aggression bring instructor into discussion. Instructor can always say no to a student or in marginal cases accept the student for first class to allow evaluation. A full refund should be given if, after evaluation, it is decided student is not acceptable.
  - It is recommended that a list of the above items are maintained on a spreadsheet

### ***Accepted Student Contact***

- When all is in order, confirm by mail or e-mail students' spot in class
- Provide student with "Obedience and Agility Information" and "House Rules for Class" from this Document

### ***As First Class approaches***

- Send Reminder email to students
  - Include Instructor/Assistants Names, Phone & email address
  - Remind them of weather postponement policy. Note – a current copy of this policy can be found in the Membership Handbook.
- Send Class Roster/Information to Instructors/Assistants
  - Names and contact information of people
  - Name and breed and age of dog
  - Any student concerns regarding "biting" or "nipping" or "growling"
- Ensure instructor has keys to the building, if not mail a set with instructions that they are to return the key to the class coordinator when the class is completed.

### ***Prepare and Provide instructor packets***

The following information is needed by the night of the first class. This information can either be given to the instructor or, if the information is available at the Building, the instructor can be notified as to where the information is. If the student has not provided the information to the coordinator by the time of the first class, the Instructor or Coordinator should collect the information at the first class and place it in the appropriate location.

- Registration Forms
- Vaccination Papers (to be filed at the building)
- Final Class Roster/Attendance Sheet
- House Rules

- Evaluation forms (only necessary if paper forms are to be used). It is at your discretion whether you will use paper forms, electronic forms or whether you will give students the option of either form.
- Completion Certificates (if applicable)
- \$10.00 Discount Certificate toward Home Obedience II Class (only applicable for Home Obedience I class)

***At the conclusion of Classes***

- Send certificates to instructors with a thank-you for their work. For a full 6 or 7 week class, two certificates for the instructor and one certificate for each assistant. For 4 week classes, one certificate for the instructor and one for the assistant.
- If electronic Evaluation Form is to be used send email to students giving them Class Code they are to use when they fill out the electronic form.
- Collect and review evaluation forms.

***At appropriate times***

- Submit Payments to Treasurer. It is recommended that payments should not be sent to Treasurer until after the first class in the event that an instructor is not comfortable with a student.
- Keep Class Coupons and Discount Coupons on file at least until the end of the class (in case there is a reason for a refund).

***Miscellaneous Duties***

- Prepare and present report to Membership at monthly meetings.
- At least once a year solicit the information from the instructors and potential instructors. This can be by means of email (if all participants have access to email) or a meeting. The information can provide insight into :
  - Instructor/Assistant feedback
  - New classes
  - Classes to be omitted
  - Class policies, etc.
  - Generally how to improve our classes.
- Make sure description of offerings on website is informative and correct.

# Example Obedience Information for Instructors

The following Instructor Handout has been used Peggy Freeburg in the 2009 Obedience year.

1. Copies of House Rules are in the top file drawer. Please feel free to use these with your students.
2. Copies of the Class Evaluation forms are also in the top file drawer. Please give these to your students to fill out at the end of class. After you are done with them, please put them in the clear plastic file for the Obedience Class Coordinator above the desk.
3. There are also copies of several course completion certificates in the top file drawer which you may give to each of your students.
4. For Home Obedience I graduates only: there is also a coupon good for \$10.00 off on a Home Obedience II class. They are in the top drawer of the file cabinet as well. Please give these to your students.
5. For Class Assistant Instructors: Please be sure to find a substitute if you cannot attend a class and be sure to inform the lead instructor of who your substitute will be.
6. If you must cancel or reschedule your class, please CC me in the e-mail that you send to your class members. Sometimes, I am contacted when someone forgets and arrives at an empty building.

THANK YOU FOR ALL YOU DO TO MAKE YOUR CLASSES THE BEST!

Peggy Freeburg  
4RK9s Obedience Class Coordinator

# Agility Training Tips

1. Be patient when starting to train something new.
2. Praise generously and sincerely.
3. Keep training sessions short and positive.
4. Gently guide dog through periods of fear or confusion.
5. When training the contact obstacles such as the dog walk, A-frame, teeter totter, etc. always use a spotter to prevent the dog from falling or jumping from the obstacle.
6. Choose ONE command for each obstacle and use it EVERY time.

## Command Examples:

Tunnels: "tunnel", "through", "chute"  
Weave poles: "weave", "poles", "snake"  
Dog walk: "walk", "dog walk", "up", "walk it"  
Teeter-totter: "teeter", "see-saw"  
Hurdles: "jump", "over", "hup"  
A-Frame: "A-Frame". "A", "frame", "climb"  
Pause Box: "box"  
Pause Table: "table"

7. Consider your dog's physical fitness. How much exercise is he used to? Are his nails trimmed? Check pads for soreness. Is he over-weight? Has his vision been checked? Is he on medication?
8. Teach your dog to work off your right and left sides.
9. Do NOT pattern the wrong behavior by allowing the dog to repeat the same mistake over and over.
10. Before entering onto a piece of equipment check to make sure no one else is on that piece of equipment or approaching it. As you become more advanced and there is a course direction... DO NOT GO THE WRONG WAY ON THE COURSE.
11. Always end on a successful note by allowing the dog to do something fun or easy.

## OUR AGILITY MOTTO:

If your dog makes a mistake, the error was in the handling, NOT in the dog!!!

# Obedience and Agility Information Sheet for Students

## Benefits

Obedience and Agility have many benefits

1. Good way to socialize your dog with people and other dogs.
2. It builds confidence in your dog.
3. It is a good way to bond with your dog.
4. It is good exercise for the mind and body (both you and your dog).
5. It's a fun way to re-enforce the basic obedience commands of sit, stay, and come. We train using the "treat/reward" method.

## Bring to Class

- |  |  |
|--|--|
| <input type="checkbox"/> Dog   | <input type="checkbox"/> Water & Bowl              |
| <input type="checkbox"/> Buckle collar w/ 6' lead (no harnesses, no choke collars, no flexileads etc.) | <input type="checkbox"/> 2' or tab lead (optional) |
| <input type="checkbox"/> Food/Toys (food should be cut into small pieces)                              | <input type="checkbox"/> Crate (optional)          |





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## “Iowa's First Dog Agility Club”

### House Rules for Classes

1. Training should be fun for you and your dog. Absolutely no shock collars will be permitted! Nor may you use harsh verbal or physical corrections while training. You may be asked to leave. Instructor's ruling is final.
2. Aggressive dogs will NOT be allowed in class. Again, Instructor's ruling is final.
3. Bitches in season (in heat) will NOT be allowed in classes.
4. Clean up after your dogs inside and out. Cleanup materials are available. Please ask for them if your dog has an accident.
5. Do NOT allow your dog to sniff or closely approach other dogs unless you have permission from the other dog's owner. A six-foot lead plus your three-foot arm makes a circle with an 18 foot diameter! Pay attention to where your dog is... if you're not paying attention, why do you expect your dog to?
6. Keep your dog QUIET at all times - especially when the instructor is talking.
7. Keep your dog on a leash at all times. As we progress with training, do not let your dog off leash until instructed to do so. Ask for a spotter if you need to drop your leash to negotiate an obstacle if you feel your dog may run. The spotter and you can prevent this from happening.
8. Do NOT allow your dog to go on any equipment they have not been properly trained on.
9. All visitors and guests not involved with the training of a dog must stay in the visitor's area during class unless other arrangements have been made with the class instructor.
10. An adult must supervise all children under the age of 12 at all times! Children not involved with the training of a dog must remain in the visitor's area during class time.
11. Children are not to play on any of the equipment at any time.
12. No personal property may be left on the premises without permission.
13. You may bring a crate to class but only club members may keep their crate(s) in the building on a regular basis.