

**Scent Work Club of Brevard County
(SWCBC)**

Policies and Procedures

The following policies and procedures have been approved by the general membership and provide direction on how business for the Scent Work Club of Brevard County (SWCBC) will be conducted.

1. General Rules and Procedures

1.1 Facility

Training, activities and trials will be held at Canine Star Training Academy (CSTA). There may be activities that are held offsite. All income from scent work classes and workshops will be split 50/50 between SWCBC and CSTA. Seminars and trials will be split 50/50 between SWCBC and CSTA after expenses; in other words net income.

1.2 Clean Up

It will be the responsibility of members, students, handlers, and guest to clean up after themselves and their dogs. All solid potty will be bagged and properly disposed of in a nearby trashcan. Anyone who does not clean up on a regular basis may be asked not to return to CSTA or any activities that are held offsite. Smokers will be required to smoke at least 50 feet away from the entrance to the building and must dispose of cigarette butts in nearest trash receptacle.

1.3 Footwear

Only closed-toed shoes are allowed to be worn when working with dogs at CSTA and any other location. Flip-flops, open toed sandals, etc. do not provide proper footing when working with dogs and can pose a safety hazard.

1.4.Fees, Dues and Membership

1.4.1 Membership Requirements, Dues and Training Fees

The requirements to become a member of SWCBC are as follows:

- a. Membership requirements: attend one scent work class and/or two workshop classes.
- b. Complete 5 hours of volunteer time for SWCBC. These 5 hours will go towards the 10 hours of time needed by members annually.
- c. Be voted into membership of SWCBC by current members. Election to membership requires a vote of 2/3 of the membership present and voting by the club.
- d. Pay membership dues at time of membership approval.

1.4.2 The requirements to continue yearly membership in SWCBC are as follows:

- a. Complete 10 hours of volunteer time annually at SWCBC.
- b. Pay membership dues on or before January 1st annually.

1.4.3 The Annual Membership Dues are as follows:

- a. Single Membership Annual Dues are \$25.00
- b. Family Membership Annual Dues are \$40.00

1.4.4 Fees

- a. Regular Classes such as beginner class Scent Imprinting and Indication and any other classes that may be added to the class schedule in the future - \$60 (members), \$75 (non-members)
- b. Workshop class sessions, \$10 (members), \$20 (non-members)

1.4.5 Fees for specialty classes, workshops, and/or seminars shall be set by the Board.

Membership renewal notices will be sent prior to first day of November each year. Last possible day renewal payments can be postmarked to Treasurer is December 31st. If membership dues are not postmarked by December 31st, the greater of either a) earned hours will be revoked and member will start new fiscal year with zero earned hours or b) a late filing fee will be assessed in the amount of \$40.00. Exceptions will occur if prior notice of late payment is given to the Board. A volunteer will call members who haven't renewed by December 1st.

1.5 Expenditures of Funds by the Board of Directors

The Board of Directors may authorize funds up to \$250.00 per expenditure without authorization by the general membership. Expenditures between \$251.00-\$500.00 can be voted on by general membership via email. Expenditures greater than or equal to \$501.00 will be discussed and voted on at a membership meeting. The Board of Directors does not have the authority to change the amount and rules associated with these expenditures without general membership approval.

2.0 **Directors and Officers**

2.1. Board of Directors Voting and Terms

The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, and two Members-At-Large, one of which will be the Training Director. All members of the Board are voting members except for the President. The President votes in the event of a tie. Officers will be elected during the Annual Membership Meeting in November. SWCBC's officers' terms are for one year beginning January 1st and ending December 31st. A transition period will occur from November to December 31st where newly elected officers will shadow outgoing/retiring officers. Officers may be re-elected to their position for additional terms if they are willing to continue in their position.

2.2. Emergency Decisions by the Board

The President, or Vice President if President is unable, has the authority to make emergency decisions regarding health and safety without prior Board approval. The President will notify members within 24 hours of any emergency decisions. If necessary and/or requested by a Board member, the Board shall meet within 7 to 10 days of the emergency decision for discussion.

3. **Training Classes**

3.1 Training Committee

Training Committee will be composed of the SWCBC Training Director and the President. The Board and Training Committee will be responsible for establishing the training schedule.

3.2. Aggressive and Reactive Dogs

3.2.1 Evaluation

The Training Director will address concerns of aggressive and/or reactive dogs enrolled in classes. Based on the evaluation and the recommendation of the Training Director, the dog may be allowed to remain in class and the class must be made aware that the dog requires more space while training. The dog will also be required to wear a colored bandana (typically yellow) so others in the class can visually identify the extra space requirement needed for the dog.

4. **Emergency and Accident Management**

4.1. Accident Management

In the event of an accident involving a person or dog, it is recommended that the person and/or owner of the dog seek medical attention as soon as possible and, if needed, services of 911 to obtain medical attention or treatment. In the event of a bite incident, the first priority is ensuring that all people present are not hurt. Anyone who witnesses the accident should fill out an accident report form.

4.2. Member Accident Responsibility

Members are financially responsible for their dog's actions while on facility property and/or at a trial site. If there are injuries to an animal or person, the involved owner should meet the obligations of the accident within a reasonable amount of time. Failure to pay for their obligations is grounds for expulsion of SWCBC membership. CSTA or SWCBC and Landlord(s) or Property owner of trial sites are not responsible for any financial responsibility between parties involved.

4.3. Insurance Carrier Notification

A Board Member shall notify the insurance carrier of any medical accident within 24 hours of the accident of 1st business day after accident. Accident reports from witnesses will also be collected as needed.

5. **Volunteer Hours**

5.1. Earning Volunteer Hours for Members

Members must have 10 hours of volunteer time each year accumulated before being able to start accruing earned hours. Hours can be earned by volunteering for jobs related to club activities, some of which are listed below. They will be tracked on an hourly basis always rounding up to the nearest hour (i.e. 1.5 hours = 2 hours). Hours are kept for the duration of your membership. Earned hours never expire as long as you remain a member. If your membership expires for more than 1 year, your earned hours will start over at zero once you become a member again. Hours will also start over at zero if annual dues and training fee are not received by December 31st each year unless waived by the Board. Members will keep track of their earned hours.

Jobs that earn volunteer hours include:

- a. Maintenance of Facility and Equipment
- b. Instructors and Assistant Instructors
- c. Assistance with Classes
- d. Trial Volunteer
- e. Website
- f. Any Activity/Job performed to help SWCBC