

 <p style="text-align: center;">Policies and Procedures</p>	Number: 11
	Name: Responsibilities of the Instructor in COKC Training Classes
	Developed by: Training Committee
	Approved by: Executive
	Approval Date: 2008
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The COKC Training Committee is responsible for organizing the core public classes offered by the Club and is responsible for identifying and recruiting instructors and assistants to lead these classes. Volunteer Instructors/Assistants are COKC members in good standing who are in agreement with club's training philosophy and who have knowledge of one or more of the dog sport activities in which COKC is currently active.

The responsibilities of a person acting as an instructor in COKC's training classes are:

- To be knowledgeable of each lesson in the curriculum you are teaching. Use your manual and read each lesson, homework and handouts before every class.
- To be **early** for every class and make sure the room is prepared for the class as necessary and all materials needed for the class are available.
- To observe the handlers and dogs as they enter the training hall. Watch for tight leashes, handlers not paying attention to their dogs, excessive barking, lunging, dogs staring at other dogs, shyness, or aggression. Refer to "Instructor Information: What to do when" in your manual.
- To continue to watch for these and any other inappropriate class behaviour (dog or handler) throughout the six sessions. Refer to Policy 16 Protocol for Managing Difficult Dogs in COKC Classes.
- To encourage the handlers to begin the attention work as soon as they are in the training hall.
- To set the class up in small groups to work on exercises if this is appropriate, or to plan for individual working time if the exercise requires this.
- To encourage the involvement of the assistant in the class by assigning specific responsibilities. If you will be asking the assistant to teach a specific exercise, be sure you allow time for the assistant to prepare.
- To notify the Training Committee if you feel an exercise is not working or you are having difficulty teaching it and require clarification or assistance.
- To reinforce the information provided in the instructors manual, in the handouts and in the homework sheets. Any disagreements between you and your assistant should not be discussed in class, but at a

later time. Any issues you as the instructor have with the method or curriculum should be directed to the training committee or brought forward for discussion at a trainers' meeting.

- To notify the Training Committee and Assistant as soon as possible if you are unable to teach a class. If a substitute Instructor cannot be found the Instructor will be responsible to cancel classes and notify the students.
- To notify the Training Committee as soon as possible if the Assistant cannot make it to class.
- To take attendance, ensure information including contact number(s) and email for the student is correct and if the student is unable to attend the reason for their absence.
- To attend Trainer's Meetings and bring forward for discussion any issues/questions regarding training.
- Under normal circumstance, to commit to a one-year (September to May) term as an instructor, and, to notify the Training Committee at least one session in advance if you will be unable to instruct a future session or sessions (i.e. no later than the end of the September session if you will be unable to instruct for the January session).