

 <p style="text-align: center;">Policies and Procedures</p>	Number: 12
	Name: Training Committee Membership and Responsibilities
	Developed by: Training Committee
	Approved by: Executive
	Approval Date: April 13, 2012
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A Training Committee (TC) consisting of a minimum of four members shall be appointed by the Executive. The members of the TC shall be COKC members in good standing who are in agreement with club's training philosophy and who have experience in one or more of the dog sport activities in which COKC is currently active.

The following three classes are considered “**core public classes**”.

- Manners 1
- Manners 2
- Puppy
- Rally
- Competition Obedience

The following classes are considered “**other training classes**”:

- Agility
- Flyball
- Disc Dog

These dog sport activities which COKC is considered active could change as dog sports evolve. For instance, Scent Discrimination, Tracking or Herding could be added in future, if there is demand. Classes will only be offered if there are qualified instructors, approved curricula, and public demand.

CORE PUBLIC CLASSES:

- The Training Committee's duties and responsibilities with regard to **core public classes** include: Developing and delivering a training program for all classes.
- Staffing all classes.
- Developing and amending all training curricula.
- Scheduling all class offerings throughout the year and posting these offerings on the club website. The website information shall include start and end dates for each session, plus the date of the in-person/online registration session for that session. While it is recognized that sometimes these dates will have to be amended, every attempt will be made to post all class session dates for one year going forward. (e.g. Fall #1, Fall #2, Winter #1, Winter #2, Spring session dates should be published no later than August of that year.)
- Identifying and recruiting instructors and assistants.
- Providing appropriate training for all instructors and assistants.
- Holding periodic meetings and/or professional development sessions of instructors and assistants
- Ordering and maintaining an inventory of specialized equipment and books/DVDs etc., if such items are not available locally, and reporting on all purchases for the COKC library to the Vice-President.
- Reporting the list of instructors/assistants to the Treasurer at the end of each session, so that the Treasurer can prepare Free Class vouchers for these individuals.
- Working closely with the Registration Clerk so that he/she may perform duties successfully
- Ensuring that the COKC website is kept updated with all class offerings, schedules, etc., in a timely fashion.
- Organizing and staffing all Registration Sessions, if applicable.
- Making final decisions as to class cancellations, for example pandemic situations, taking into account information provided by the Executive.

- Creating an on-line evaluation form (i.e. using Google Forms) and providing the link to the instructors to send to their students at the end of each session, ensuring paper copies of the evaluation form are available in the training hall for those students that prefer it; compiling a summary of these evaluations for the TC's use to help evaluate and make improvements to classes or curriculum. Completed class rosters will be kept for a minimum of 1 year and stored at the club office. Ensuring that evaluations are emailed to the class instructor after the evaluation summary is compiled.

OTHER TRAINING CLASSES:

The Training Committee's duties and responsibilities with regard to **other training classes** include:

- Reviewing all new dog sports that are proposed for COKC involvement and forwarding a recommendation with regard to COKC's involvement in these new dog sports to the Executive for final decision: approval or other appropriate action.
- Requesting from those involved in the delivery of other training classes the most current curricula and maintaining a copy of same.
- Ensuring that those involved in the delivery of other training classes develop evaluation forms to ensure appropriate evaluation for that particular dog sport class.
- Ensuring that students in all other classes are offered the opportunity to evaluate their classes at the end of each session, compiling a summary of these evaluations, and posting this summary, along with completed class rosters, in a binder that is available for public review. In addition, ensuring that a copy of evaluations (hard copy or electronic) is available for the class instructor(s) to view after the evaluation summary is done.
- Requesting regular updates from those individuals involved in the delivery of other training classes be provided to the TC. Updates will include information such as planned class dates, times, and length of session.

COMMUNICATION WITH COKC EXECUTIVE:

The TC shall provide written reports to all Executive meetings. Minutes of any TC meetings held since the last Executive meeting shall be sent to the Executive when requested. If a member of the TC is also a member of the Executive, this individual will be the TC-Executive liaison. If there is no member of the TC who is also a member of the Executive, a TC member will attend the Executive meeting if more information is required. NOTE: This is the same as the current situation as it applies to Agility, Flyball, Disc Dog and Show Committee reports to the Executive.

CHANGING MEMBERSHIP IN THE TC:

Membership in the TC shall change on a biennial basis (every two years). The method for change shall be as follows:

1. The TC shall notify all club members when they are looking for a new member and request that interested members send their expression of interest to both the COKC President and the TC, stating their experience and areas of interest.
2. An effort will be made to ensure that all dog sport activities are represented on the TC. In the spring quarter of the year (January – March), one COKC member in good standing, who has experience in one or more of the dog sport activities in which COKC is involved, and who is familiar with, and supportive of, COKC's training philosophy shall be chosen by the TC from interested applicants. This choice shall be forwarded to the Executive for their approval.
3. The new member of the TC shall replace one of the existing members of the TC in May of that year (at the same time as the Executive changeover).
4. After a year's absence from the TC, a member is eligible to be re-appointed to the TC.