

**Tulsa Dog Training Club (TDTC)
Standing Rules**

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I. Training

A session lasts ten weeks. One class is held each week. TDTC sponsors four sessions per year. Puppy classes are eight weeks in length and start at various times during the year.

A. Training Committee

To serve on the Training Committee a person:

1. Must be a Regular Member in good standing of the Tulsa Dog Training Club (TDTC).
2. Must have trained a dog to a CDX, UCDX, OA, OAJ, or UAGII Title and be approved to teach classes by the TDTC Board of Directors.

B. Class Fees

The Board of Directors shall set the amount of class fees and the method for collecting fees.

C. Free Sessions

Active certified instructors are allowed one free session for each session taught. Free sessions must be taken during the time frame of the session (Puppy, Obedience, Agility, Tricks, or Nose Work) being taught. Instructors may not use another instructor's free session. Additionally, all Board members and Standing Committee Chairpersons will be allowed one free class per session while in office. Volunteers who work in Leads and Collars regularly one day each week during a session will receive a free session. Apprentices will be allowed one half price class for each session taught. A family member living in the same household may train in lieu of the recipient of the free session.

D. Previously Trained

1. A dog or handler who has previously attended a Beginning class or higher, excluding a TDTC Puppy class, shall not be eligible to participate in a graduation runoff trophy circle.
2. A dog or handler who has won a circle trophy is no longer eligible to win again.

E. Beginners Class Completion

1. Students who complete the TDTC Beginners class and take the evaluation in that session shall receive a Completion Certificate. Students who receive a qualifying score on the evaluation

may apply for Associate Membership any time within 90 days of graduation and may enroll in a Novice I class, provided they received a Successfully Passed certificate.

2. Students who do not receive a qualifying score have the option to repeat the Beginners class session with the same dog at half price, or take the Advanced Beginners class with the same dog at half price. If they are successful at that time, they are entitled to the rights and privileges of those members passing their initial test, except for winning high dog in the Beginners class.

II. Obedience Instructors

A. Beginners Class Instructors

1. To qualify as a Beginners/Advanced Beginners Obedience class instructor:

- a) Must have trained a dog to a CD or UCD title and should be training in an advanced obedience class, or have trained in an advanced obedience class. A virtual CD (CD-V) may not be used in lieu of the CD.

- b) Be a Regular Member in good standing and be at least 18 years of age.

2. A prospective Beginners Obedience instructor shall be required to:

- a) Apprentice for one class session with guidance under a qualified instructor. The Training Committee shall then review the applicant's qualifications and, if approved, the applicant shall be eligible to:

- b) Co-instruct one class session with a different qualified instructor. The Training Committee shall again review the applicant's qualifications and, if approved, the applicant shall be eligible to:

- c) Teach one class session under the direct supervision/observation of a member of the Training Committee.

- d) If a person is a qualified puppy instructor, only two apprenticeships are required.

3. Upon satisfactory completion of the above requirements and with the recommendation of the Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified instructor.

Note: Beginners Obedience Instructors are only eligible to teach Beginners Obedience classes.

B. Novice Class Instructors

1. To qualify to be a Novice Obedience instructor:
 - a) Must have training a dog to a CD/UCD title and should be training in an advanced obedience class, or have trained in an advanced obedience class, Open or above.
 - b) Be a qualified Beginner instructor.
 - c) Be a Regular Member in good standing.
2. A prospective Novice Obedience instructor shall be required to:
 - a) Apprentice for one Novice class session with guidance under a qualified instructor. The Training Committee shall then review the applicant's qualifications and, if approved, the applicant shall be eligible to:
 - b) Teach one Novice Obedience class session under the direct supervision/observation of a member of the Training Committee.
3. Upon satisfactory completion of the above requirement and with the recommendation of the Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified instructor.

Note: Novice Obedience instructors are only eligible to teach Beginners and Novice Obedience classes.

C. Open Class Instructors

1. To qualify as an Open class instructor:
 - a) Be a qualified Beginner and Novice Obedience instructor.
 - b) Must have trained a dog to a CDX or UCDX title and should be training in an advanced obedience class, or have trained in an advanced class, Open or above.
 - c) Be a Regular Member in good standing.

2. A prospective Open instructor shall be required to:

a) Apprentice for one Open class session with guidance under a qualified instructor. The Training Committee will then review the applicant's qualifications and, if approved, the applicant shall be eligible to:

b) Teach one Open class session under the direct supervision of a qualified Open instructor.

3. Upon satisfactory completion of the above requirements, and with the recommendation of the Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified instructor.

Note: Open obedience instructors are only eligible to teach Beginners, Novice, and Open Obedience classes.

D. Utility Class Instructors

1. To qualify as a Utility class instructor:

a) Be a qualified Beginners, Novice, and Open Obedience instructor.

b) Must have trained a dog to a UD or UUD title.

c) Be a Regular Member in good standing.

2. A prospective Utility instructor shall be required to:

a) Apprentice for one Utility class session with guidance under a qualified instructor. The Training Committee shall then review the applicant's qualifications and, if approved, the applicant shall be eligible to:

b) Teach one Utility class session under the direct supervision/observation of a qualified Utility instructor.

3. Upon satisfactory completion of the above requirements and with the recommendation of the Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified instructor.

E. Beginning Rally Class Instructors

1. To qualify to be a Beginning Rally class instructor:

- a) Be a qualified Beginning Obedience instructor.
- b) Must have trained a dog to a RA title.
- c) Be a Regular Member in good standing.

2. A prospective Beginning Rally instructor shall be required to:

a) Apprentice for one Beginning Rally class session with guidance under a qualified instructor. The Training Committee shall then review applicant's qualifications, and, if approved, the applicant shall be eligible to:

b) Teach one Rally class session under the direct supervision/observation of a qualified Rally Instructor.

3. Upon satisfactory completion of the above requirements, and with the recommendation of the Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified instructor.

F. Intermediate/Advanced Rally Instructors

1. To qualify as an Intermediate/Advanced Rally Class instructor:

- a) Must be a qualified Beginners Obedience and Beginning Rally instructor.
- b) Must have trained a dog to a RA title.
- c) Be a Regular Member in good standing.

2. A prospective Intermediate/Advanced Rally instructor shall be required to:

a) Apprentice for one Intermediate/Advanced Rally class with guidance under a qualified instructor.

b) The Training Committee shall then review the applicant's qualifications, and, if approved, the applicant shall be eligible to:

c) Teach one Intermediate/Advanced Rally class under the direct supervision of a qualified Intermediate/Advanced Rally instructor.

3. Upon satisfactory completion of the above requirements and with the recommendation of the Training Committee, the prospective instructor shall be presented to the Board of Directors for approval as a qualified instructor.

G. Puppy Class Instructors

1. To qualify as a Puppy Class instructor:

- a) Must have successfully completed a TDTC Novice II class, or obtained one leg toward a CD or UCD title.
- b) Be a Regular Member in good standing.

2. A prospective puppy class instructor shall be required to:

- a) Apprentice for one class session with the guidance of a qualified instructor. The Training Committee shall review the applicant's qualifications and, if approved, the applicant shall be eligible to:
- b) Co-instruct one class with a different qualified instructor. The Training Committee shall again review the applicant's qualifications, and, if approved, the applicant shall be eligible to:
- c) Teach one class under the direct supervision/observation of a member of the Training Committee.

3. Following satisfactory completion of the above requirements, and with the recommendation of the Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified instructor.

H. Nose Work Instructors

1. To qualify as a Nose Work instructor:

- a) Must have trained to an AKC SWA or UKC SN title and have co-instructed a Beginners Obedience class with an instructor approved by the Training Committee and should be training, or have trained, in an Advanced Nose Work Class.

b) Be a Regular Member in good standing.

2. A prospective Nose Work Instructor shall be required to:

a) Co-instruct one class under the direct supervision of a qualified Nose Work Instructor, approved by the Training Committee.

b) Teach one class session under the direct supervision of a qualified Nose Work Instructor.

3. Upon satisfactory completion of the above requirements, and with the recommendation of the Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified Nose Work Instructor.

I. Tricks Instructor

1. To qualify as a Tricks Instructor:

a) Must have trained to a TKP title and have co-instructed a Beginners Obedience Class with an instructor approved by the Training Committee.

b) Be a regular member in good standing.

2. A prospective Tricks Instructor shall be required to:

a) Co-instruct one Tricks Class under the direct supervision of a qualified Tricks Instructor.

b) Teach one session under the direct supervision of a qualified Tricks Instructor.

3. Upon satisfactory completion of the above requirements and with the recommendation of the Training Committee, the name of the prospective Tricks Instructor shall be presented to the Board of Directors for approval as a qualified Tricks Instructor.

III. Agility Instructors

A. Beginning Agility

1. To qualify as a Beginning Agility Instructor:

a) Must have trained a dog to a NA or UAGII Title and have co-instructed a Beginning Obedience Class with an instructor approved by the Training Committee and should be training, or have trained in an Advanced Agility class.

b) Be a Regular Member in good standing.

2. A prospective Beginning Agility Instructor shall be required to:

a) Co-instruct one class under the direct supervision/observation of a qualified Agility Instructor approved by the Training Committee.

b) Teach one class under the direct supervision of a qualified Agility Instructor.

3. Following satisfactory completion of the above requirements and with the recommendation of the Agility Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified Beginning Agility Instructor.

Note: Beginning Agility Instructors are only eligible to teach Beginning Agility

B. Novice Agility

1. To qualify as a Novice Agility Instructor:

a) Must have trained to a NA or UAGII title and should be training in an Advanced Agility Class or have trained in an Advanced Agility Class.

b) Be a qualified Beginning Agility Instructor.

c) Be a Regular Member in good standing.

2. A prospective Novice Agility Instructor shall be required to:

a) Apprentice one class with the guidance of a qualified Advanced Agility Instructor.

b) Teach one Novice Agility Class under the direct supervision of a qualified Advanced Agility Instructor.

3. Following satisfactory completion of the above requirements, and with the recommendation of the Agility Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified Novice Agility Instructor.

Note: Novice Agility Instructors are only eligible to teach Beginning and Novice Agility

C. Open/Excellent Agility

1. To qualify as an Open/Excellent Agility Instructor:

a) Must have trained to an OA or U-ACH Title and should be training or have trained in an Advanced Agility Class.

b) Be a qualified Novice Agility Instructor.

c) Be a Regular Member in good standing.

2. A prospective Open/Excellent Agility Instructor shall be required to:

a) Apprentice for one Open/Excellent Agility Class with the guidance under a qualified Open/Excellent Agility instructor. The Agility Training Committee shall then review the applicant's qualifications and, if approved, will be eligible to:

b) Teach one class under the direct supervision of a qualified Open/Excellent Agility Instructor.

3. Upon satisfactory completion of the above requirements and with the recommendation of the Agility Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified Open/Excellent Agility Instructor.

IV. Certified Instructors

A. To be qualified as a TDTC instructor an experienced instructor new to TDTC:

1. Must meet existing qualifications for TDTC instructors at each level.

2. Must be a Regular Member in good standing.

3. A prospective instructor shall be required to:

a) Co-instruct one class session with a qualified instructor at each progressive level, starting with Beginners.

b) Teach one class under the direct supervision of a qualified instructor at that level.

4. Upon satisfactory completion of the above requirements and with the recommendation of the Training Committee, the name of the prospective instructor shall be presented to the Board of Directors for approval as a qualified Instructor for the demonstrated level.

V. Trophies and Plaques

A. Memorial Plaques

1. There shall be a Memorial Plaque for deceased members with plates listing the names of those being memorialized.
2. There shall be a Memorial Plaque for deceased family members, and a Memorial Plaque for member's deceased dogs. The Chairperson of Trophies is responsible for coordinating the plates and plaques. Persons requesting a memorial shall make a \$10.00 minimum contribution, per plate, plus the cost of lettering.

B. Title Plaques

1. A title plaque will be provided at the club's expense to honor all AKC and UKC performance titles earned during the year by any TDTC member in good standing.
2. The member must be actively training in TDTC classes. "Actively training" shall be defined as having been enrolled in TDTC classes in at least two of the previous four sessions. If not actively training, a plaque may be provided at the member's expense.
3. Such plaques will be presented at the annual Awards Banquet. It is the responsibility of the member to petition for the plaque(s) and show proof of eligibility on the form provided by TDTC. Additional titles not described above will be engraved on plaques at the member's expense.

VI. Judges

A. Obedience Judges

1. An AKC Obedience Judges Committee shall be elected in January of each year to select judges two years in advance of the trials.
2. The Committee shall be comprised of two persons from Novice, one person from Open, and two persons from Utility, who have recently received such titles or recently exhibited.
3. This Committee shall select a slate of judges and present it to the Board of Directors at the February meeting. The Board shall make a priority ranking of judges.

B. Agility Judges

1. An AKC Agility Judges Committee shall be elected in July of each year to select judges two years in advance of the trials.

2. This Committee shall be comprised of one person from Novice, one person from Open, and one person from Excellent who have received such titles or recently exhibited.
3. The Committee shall select a slate of judges and present it to the Board of Directors at the August Board meeting. The Board shall make a priority ranking of judges.

C. Judging Assignments

1. When the Board accepts a judge the judge shall be assigned to a class to judge.
2. The judge will be immediately notified of the assignment.

VII. Membership

A. Apprentice Membership

1. Apprentice Members shall be defined as those training at TDTC classes, having never applied for a higher membership status.
2. Children shall be accepted as Apprentice Members in a regular class. In the event they cannot handle the dog, an adult in the same family must take over the training. The instructor is responsible for making this decision. TDTC encourages children 8 – 13 to enroll in the Junior Handlers Class, if possible.

B. Associate Membership

1. Associate Members shall be defined as those members that have successfully passed a TDTC Beginners class, or have successfully completed an advanced TDTC class, applied for Associate Membership and been approved by the Board of Directors.
2. Associate Members have no vote.

C. Regular Membership

1. Regular Members shall be defined as those members that have met the requirements for regular membership, and have been approved by a vote of the General Membership.
2. Regular Members shall enjoy all club privileges, including voting rights.

D. Mentor Membership

1. Any member mentoring a minor who is not a relative may add the child to his/her family membership.

2. The President must approve each mentor membership.

E. Subscription Only Membership

1. Subscription Only members shall be those members having paid dues in order to receive TDTC publications, including but not limited to member rosters and the Paw Prints newsletter.
2. Subscription Only members have no other club privileges.

F. Emeritus Members

1. Emeritus Membership designates an honorary membership to recognize members who have gone above and beyond in their service to the club.
2. Any Regular Member in good standing age 65 or older can be nominated by any Regular Member for this designation.
3. A simple majority vote of the Board of Directors is needed for approval. Emeritus status shall include, but is not limited to the following:
 - a) Full voting privileges
 - b) Free lifetime club membership
 - c) Receipt of all regular club correspondence
 - d) Emeritus Members can request a building key and alarm code. Use of club facilities shall be subject to all rules and regulations followed by Regular Members with building access. Emeritus Members do not have to apply each year for key retention.
 - e) Standard class fees apply to Emeritus Members.

G. Membership Dues

1. The Board of Directors shall set the amount of yearly dues.
2. Dues must be current for members to enroll and train at TDTC classes at the reduced rate. Dues must be current to hold any elected or appointed office at the club.

3. Instructors who have taught at least one class per session during three sessions in a calendar year shall be exempt from the Regular/Family membership dues for the following calendar year. Puppy instructors must teach at least three different classes during an eight-month period.
4. Instructors shall notify the Membership Chair each year that they would like to renew their Regular Membership and be exempt from dues. The Membership Chair may request confirmation of the instructor's status from the Director of Training. The Membership Chair will notify the Director of Training before dropping any instructor from the rolls for non-payment of dues.

H. Reinstatement

1. If dues have not been paid by February 15, membership privileges will be suspended. Suspended individuals who are currently enrolled for classes will be required to either:
 - a) Bring their dues current, or
 - b) Pay the remaining difference in class fees, or
 - c) Be dropped from the class/classes in which they are currently enrolled.
2. Membership privileges may be restored if dues are brought current before March 31. If dues are not paid by April 1, the member will be dropped from membership. After such time, they may be reinstated to Associate Membership upon payment of the current Apprentice Membership dues. The Membership Chair shall report to the Board at the first Board meeting of each new year any members who are not current.

VIII. Building and Equipment

A. Inventory of Equipment

1. At the first of each year the Board shall perform an inventory of all TDTC owned equipment and make a note of any missing or damaged equipment.
2. A record shall be kept in the safe.

B. Building Rules

1. No alcoholic beverages on the premises.

2. No drugs on the premises.
3. No smoking in the building.
4. No firearms in the building.
5. The TDTC building shall not be used for any form of monetary gain by the members.
6. A Regular Member in good standing may bring a guest(s) with a dog that has proof of vaccination to train in a single ring with the member present at all times. It is encouraged that guests leave a donation for facility use.

C. Crate Space

1. Each Regular Member requesting crate space at TDTC shall do so by submitting an application to the Second Vice President, who will in turn present the application at the next regularly scheduled Board meeting for approval. A Regular Member must be instructing, working for the club, or training multiple dogs on the same day or night during the current session to qualify for crate space in the building.
2. Members who are not instructing, working for the club or enrolled in classes with multiple dogs are responsible for removing their crate(s) until such time as they become eligible to submit a new request.
3. Crate space is subject to availability and is assigned in the following order: 1) Instructors, 2) Workers, 3) members training multiple dogs on the same day or night during the current session.
4. All crates will be certified yearly and will be provided a nametag.

IX. Keys

A. Building Keys

1. All Board Members and Standing Committee Chairpersons will be issued keys for the term of their office. Instructors will be issued a key for sessions during which they instruct classes.
2. Criteria for Regular Members to purchase keys:

- a) Regular Members may apply for a building key, if they have accumulated twelve points and have been actively training at TDTC for one year or more for two or more sessions each year.
- b) Must be actively training in Puppy, Obedience, Rally or Agility classes at TDTC for two or more sessions in a year, or instructing for two or more sessions in a year.
- c) Members shall present a Key Request Form with money or a check for \$3.00 attached to the Second Vice President, who shall bring the request to the Board. The Board shall have ninety days to reply.
- d) Keys must be returned upon termination of membership.

3. Criteria for retention of keys:

- a) Must be actively training in Puppy, Obedience, or Agility classes at TDTC in two or more sessions each year.
- b) Members may retain their keys by obtaining a total of **twelve points per year in three or more areas**.
- c) A “Green Card” will be available, beginning with the January General Meeting, to all members with a key to track their participation in club activities as listed on the final page of these rules. Members may receive points for activities when a Board Member, Committee Chairperson or event coordinator validates the card. Members shall be responsible for the possession of the card and having the card validated. The Second Vice President will review the cards at the end of the year, or when a member has accumulated the required twelve points. **Points may not be carried over to the next year.**
- d) Members receiving keys after the first of the year will be responsible for obtaining one point times the number of months remaining in the year.

B. Sales Room Keys or Combination

- 1. Shall be provided only to the Leads and Collars Chairperson and appointed assistants.
- 2. Members of the Training Committee, the President, Building Coordinator, Enrollment Chairpersons, Membership Chairperson, and others designated by the Leads and Collars Chairperson shall be provided the combination.

C. Door Codes

1. The office/storeroom door code shall be provided to Board Members, Training Committee Members, Instructors and Committee Chairpersons.
2. The agility storeroom code shall be provided to the Agility Director, Training Committee Members, Agility Instructors, Building Coordinator, Equipment Maintenance Chairperson and President.

D. Gate Keys

1. One gate key will be kept in Leads and Collars.
2. All gate locks will be opened by this key.

E. Mailbox Keys and Miscellaneous Keys

1. Mailbox keys will be assigned to the President, Treasurer, Enrollment Chairpersons, and the Building Coordinator.
2. Miscellaneous keys (lock boxes, cabinets, etc.) will be assigned only to persons designated by the President.

X. Finances

A. Charitable Donations and Contributions

1. Charitable donations must be approved by the Board of Directors.
2. Amounts of all donations will be reviewed annually.
3. Flowers and/or charitable donations will be sent in memory of current Board Members, Committee Chairs, their spouses and children. Cards will be sent to members for hospitalizations. Cards will be sent in memory of deceased members, their spouses and children.

B. Official Signatures

1. Eligible signatures for checking accounts, CD's and safe deposit boxes are the President, Treasurer and one other officer as approved by the Board of Directors.

2. Two signatures are required for any check over \$200.

C. Safe Combination

1. The combination to the safe shall be given to the President and two other Board Members as appointed by the Board.
2. The Treasurer may not be one of these two Board members.
3. The combination must be changed if any person with knowledge of the combination leaves office.

D. Discretionary Spending

1. Board members and committee chairpersons shall be allowed to spend club funds in a manner which benefits the Tulsa Dog Training Club.
2. The following limitations apply:
 - a) Board members - \$100
 - b) Committee Chairpersons - \$50
 - c) Building Coordinator and Trophy Chairperson - \$500
3. Expenditures above these amounts will require Board approval.

D. Merchant Credit Card

1. TDTC will accept Visa and Mastercard credit cards as tender for Leads and Collars sales, membership dues, class fees, donations and any other fees associated with TDTC.
2. The President, Treasurer, Enrollment Chairpersons, and designated Leads and Collars volunteers will have the authority to process credit card transactions.
3. Credit card transactions are required to be processed on the day of the sale.

4. Each credit card sales receipt is to be labeled with the type of transaction, such as Leads and Collars, dues, trial fees, etc.
5. All credit card sales receipts for Leads and Collars should be left in the cash register.

XI. Paw Pals Requirements

- A. Must be a member in good standing, current in the payment of TDTC dues.
- B. Must have passed a Novice I class, or have completed a CD Title.
- C. Must have been recommended by at least two different instructors.
- D. Must have passed TDTC's Canine Good Citizen test, which incorporates the use of a wheelchair, walker and crutches.

XI. Aggressive Dog Policy – Vicious, Aggressive and/or Out of Control Dogs

- A. TDTC will not tolerate a dog that cannot be controlled by its handler, an instructor, or that presents a threat to any person or dog on the premises.
- B. Any instructor, or the Training Director, can require that such a dog be muzzled, wear a head collar such as a "Halti", or be immediately removed from the premises.
- C. If there is a question about this decision, any party directly involved can request a meeting with the Training Director or his/her designee for an evaluation of the dog's behavior.
- D. If at any time the handler, or instructor feels that the dog's behavior has improved, a request for re-evaluation of the dog may be made to the Training Director or his/her designee.
- E. Any refund must be approved by the Training Director.

Note: The following activities will be identified as participating in TDTC activities for the purpose of retaining building keys. Key holders must earn at least twelve points in three different areas to retain key privileges.

Activity	Points
Apprentice Instructors, Class Helpers	6
Assistant Trial Secretary, Chief Ring Steward.	6
Assisting in Leads and Collars (One Session).	4
Attending One General Meeting.	1

The following activities may earn points at the rate of one (1) point per two (2) hours worked, not to exceed a maximum of four (4) points per event:

Service on any Board approved committee (i.e., Standing Rules, Judges Selection)

Assisting with trials (i.e., Stewarding, Setup, Cleanup)

Assist with any approved TDTC function (i.e., Graduation, CGC Test, Show-N-Go's TDTC Parties, Repairs and Maintenance of the Facility or Equipment)