



Columbia Agility Team

Mission Statement

Columbia Agility Team is a non-profit corporation formed to promote the sport of dog agility for dogs and people of all ages. The team holds trials and hosts fun matches throughout the year. The team sponsors training classes, the Northwest Agility League and demonstrations. The team also donates a portion of trial entries to dog related non-profit organizations. The board, which is member elected, reviews the policies each year in February. The following are the policies adopted by the board of Columbia Agility Team.

COLUMBIA AGILITY TEAM

POLICIES

AGILITY TRIAL POLICY3

BARN RENTAL POLICY7

CAT BUCKS ISSUANCE & REDEMPTION POLICY.....8

DATA STORAGE POLICY9

DOG AGGRESSION POLICY10

EQUIPMENT RENTAL POLICY11

FINANCE POLICIES13

HANDLER CONDUCT POLICY.....16

INSTRUCTOR POLICY17

JUNIOR HANDLER POLICY18

MEMBERSHIP POLICY & FORM.....19

REFUND POLICY FOR AGILITY TRIALS.....21

VENDOR POLICY.....22

AGILITY TRIAL POLICY

It is the policy of the Columbia Agility Team (CAT) to hold a minimum of six agility trials each year. There are two CPE, two NADAC and two USDAA trials held at various locations throughout the Portland/Vancouver metropolitan area. These trials are held to promote the sport of dog agility. CAT is a volunteer organization, and as such, positions for the trial committee should be composed of volunteers. The current Handbook for Agility Trials will be given to the Trial Chair and Trial Secretary by the Board of Directors.

TRIAL COMMITTEE

The Trial Committee

1. Should be formed 8-12 months before an event is scheduled to take place;
2. Is composed of a Trial Chair(s), a Trial Secretary, 1 Course Captain per ring, 1 Ring Captain per ring, Score person, Equipment Manager, and Award person; and
3. May also include a hospitality person and a raffle person if used.

The Trial Chair

1. Files the event application with the sanctioning organization 8-12 months before the event and an subsequent updates required, to avoid late fees;
2. Selects the judges and arranges their lodging and travel;
3. Requests approval of the judges selected from the sanctioning organization;
4. Submits a budget to the CAT Board of Directors (Board) 4 to 6 months before a trial;
5. Confirms there is a site available for the trial;
6. Confirms availability of awards for the trial.
7. Entry gifts for trial competitors have been discontinued.
8. Paying groups to work at CAT trials requires Board approval.

The Trial Secretary

1. Composes the trial premium and writes it in accordance with the guidelines set forth by the sanctioning organization;
2. Insures the accuracy of the location, the opening and closing dates for the trial, and trial fees listed in the premium;
3. Submits the prepared premium to the CAT Board for approval prior to submitting it to the sanctioning organization;
4. Submits Board approved premium to the sanctioning organization for their approval;
5. Posts the premium to the CAT website at least one week prior to the trial's opening date; and
6. Delivers all entry fees, detailed on the club's Reconciliation Form, and paperwork to the club treasurer within five business days of the trial's completion.

TRIAL BUDGET

1. REVIEW OF TRIAL EXPENDENTURES - The treasurer shall present to the board for review a detailed report of each most recent agility trial, comparing actual intake and expenditures with those of the approved trial budget. This report shall be reviewed by the trial chair of that trial, and shall be made available at the next general meeting of the club.
2. HOSPITALITY – Will be offered at each trial with a budget of \$100 per day for food and drinks.
3. RAFFLE – is optional and limited to an allowance of \$100 per trial.
4. GIFTS/TOYS for entry to a trial are not offered at CAT Trials.
5. JUDGES GIFTS - allowance is \$50 per judge.
6. JUDGES EXPENSES:
 - a. Approved expenses
 - 1) Lodging
 - 2) Airline tickets and ticket fees
 - 3) Airport parking, mileage, toll fares or taxi fare
 - 4) Photocopies
 - 5) Rental car (At the discretion of the trial chair)
 - 6) Photocopies
 - 7) Meals; per diem at a rate of \$50/day (Ex. A 2 day trial qualifies as 3 days of meals)
 - b. Disallowed Expenses
 - 1) Airline ticket upgrades
 - 2) Meal expenses outside the per diem rate
 - 3) Hotel service charges other than the basic room charges (such as movies, meal service, etc.)
 - 4) Kennel expenses
7. RIBBONS are standardized for CPE, NADAC and USDAA as:
 - a. Placement Ribbons – 2” X 8” Eyelet Flat Ribbon (#2 [Clearview] CR).
 - b. Qualifying Ribbons – 3 ½ Rosette, with one 8” streamer (#6 CR).
 - c. Tournament Ribbons – 4” Rosette with three 12” streamers (#8 CR).
 - i. (Ribbons for the USDAA, Grand Prix and DAM, no ribbons for Steeplechase)
 - ii. (Ribbons, if needed, for our NADAC Columbia Cup, USDAA NW Cup, and CPE Spring Classic)
 - d. Championship Ribbons for highest awards – NATCH, NATCH -S, ADCH, PDCH, CATCH and CATE - 7" Rosette diameter with five 24" Streamers with Tassel (#52 CR). (CR refers to Clearview Ribbons or equivalent.) Championship ribbons along with a Signature Pole are only to be awarded for Championships earned at our trials.
 - e. Ribbons shall be charged against the budget of the trial from which they were used.
8. RIBBON CHOICES SIGN to be placed at the ribbon station.
 - a. TAKE what you earned and save it with Pride!
 - b. TAKE, DISPLAY & RETURN, at the end of the trial!

c. OR LEAVE THE RIBBON and keep trial costs down!

9. TRIAL ENTRY AWARDS and CLUB EXCHANGE VOUCHERS

a. The amount of all vouchers is set at \$50, and are “Good Only Towards a Trial Entry for Columbia Agility Team “ and expiring five years from issuance as stated on the voucher.” They may be referred to as “Entry Awards” or “Entry Vouchers”.

10. TRIAL ENTRY FEES:

- a. CPE – Entry fee per run \$11, Package per dog, \$10 for Weekend Package (ex. 10 runs for \$100), for same dog/handler.
- b. USDAA – Entry fee per run \$12, Package per dog, \$11 for Weekend Package (ex. 6 runs for \$66), for same dog/handler. Tournaments; DAM Tournament: \$60, Grand Prix: \$22, Steeplechase \$22: with no package. CAT CLUB will be implemented October 2013. Refer to CAT CLUB PROGRAM explanation below. Entry fees per run will be raised to \$15, Package per dog, \$14 for Weekend Package for a minimum of 6 runs purchased for same dog/handler. Tournaments; DAM Tournament: \$65, Grand Prix: \$27, Steeplechase \$27: with no package.
- c. NADAC – Entry fee per run \$11, Package per dog, \$10 for Weekend Package (ex. 12 runs for \$120), for same dog/handler.

CAT CLUB PROGRAM

1. CAT CLUB PROGRAM DESCRIPTION:

- a. All handlers earn CAT CLUB Status by one of the following:
 - 1) Are new to CAT USDAA trials. Everyone starts the system with CAT CLUB status, without regard to previous working history.
 - 2) Dogs entered in Starters/P1 are automatically granted status. (Dog is eligible if they have not yet earned any starters/P1 title before closing).
 - 3) Participants that are working trial committee positions as defined by the CAT trial guidelines.
 - 4) Junior Handlers.
 - 5) Work at the last CAT USDAA trial entered.
- b. In order to keep CAT CLUB status, the handler must:
 - 1) Work twice over the weekend or
 - 2) Help with Set up or
 - 3) Help with tear down.
 - 4) Work a trial committee position.
- c. At each trial, workers will be given a USDAA CAT CLUB workers ticket with the following on it.
 - 1) Date of current trial.
 - 2) Request Name (of Handler)
 - 3) Request Phone number/email of handler (for verification purposes only)
 - 4) "This ticket is good for \$2.50 at trial vendors, OR 3 raffle tickets OR exchange for a \$2.50 voucher for future CAT trial."
 - 5) It is the handler's responsibility to make sure the trial committee gets the filled out voucher.
- d. The trial chair shall be responsible (or delegate that responsibility) of gathering the filled vouchers and handing out future CAT \$2.50 vouchers.
- e. A database will be maintained with the following information:
 - 1) Handler Name
 - 2) CAT CLUB Status: "OK" for a particular trial
 - 3) CAT CLUB Status: "NO" for a particular trial
- f. The handler's eligibility will be based upon the LAST CAT USDAA TRIAL ENTERED, and if new then they are granted CAT CLUB status automatically. In order to maintain CAT CLUB status, the handler must fulfill the requirement at each CAT USDAA trial entered.
- g. CAT CLUB members are eligible for a \$3 discount for each titling or non-titling run. \$5 discount for each Tournament run (Steeplechase and Grand Prix). The package price for the DAM Tournament will be \$60.

BARN RENTAL POLICY

It is the policy of the Columbia Agility Team (CAT) to provide practice space and classes at the club's various training facilities, for the advancement and enjoyment of its members, in the sport of dog agility.

GUIDELINES

1. The Barn Manager

A. The Board of Directors will appoint a Barn Manager or renew the appointment of the existing Barn Manager at the same time as the guidelines are reviewed. The term of this position will be for one year, or until terminated by either the Board of Directors or the incumbent.

B. The Barn Manager facilitates practice time schedules. The Barn Manager has the authority to void any agreement with the renter for breaching of safety rules or of the signed agreement

C. The Barn Manager is responsible for the maintenance of the barn and equipment, rental agreements and bookkeeping

2. Rental time and space is for the use of CAT members only. Members are not allowed to rent this space and conduct training sessions for a fee.
3. The fee for one-hour rental per week for a period of one month is \$35.00. Additionally, a half hour per week time slot for a period of one month may be rented for \$17.50. This fee is payable to CAT and must be given to the Barn Manager during the first week of each month rented. If no payment is received by the 10th of the month, the Barn Manager may reassign that time slot to another CAT member.
4. A CAT member renting this space and time must have a signed rental agreement filed with the club, reviewed a copy of the Barn Safety Rules, and paid for the first month's rent, prior to using the barn.
5. The time slot rented by a CAT member may be shared with up to five other CAT members. All CAT members participating in practice time at either CAT barn must have a signed agreement on file with the club.
6. The renter will have first priority for the time period rented if any dispute should occur regarding the interest of others for this time slot.
7. The club reserves the right for use of any time period, as determined by the Board of Directors.
8. Dogs in heat are not allowed on the premises or grounds of the practice facility.

CAT BUCKS ISSUANCE & REDEMPTION POLICY

Columbia Agility Team (CAT) policy for issuing and redeeming CAT Bucks:

GUIDELINES

1. No monetary change may be given when using a CAT Bucks coupon.
2. CAT Bucks in any denomination can be used by the following:

CAT Members may use denominations of \$2.50 and larger towards a lunch meal or raffle tickets at a CAT sponsored agility trial, entry to a CAT sponsored agility seminar, CAT barn rental fees or towards the entry fee to a CAT sponsored agility trial, Agility League, CAT Agility Classes or Fun Runs.

Non-CAT Members may use denominations \$2.50 and larger towards food, raffle, tickets at a CAT agility trial, or toward the entry fee at a future CAT agility trial.

3. Unless authorized by the Board of Directors, the CAT Treasurer, President or a member approved by the Board are the only persons authorized to print CAT bucks.
4. CAT Bucks of \$2.50 denomination do not expire. CAT Bucks over \$2.50 must be signed and dated by the issuer, and expire five years from date of issue.
5. CAT reserves the right to declare CAT Bucks non-redeemable at any time.
6. A Board approved form will be used for printing CAT Bucks.
7. A CAT Bucks Request Form may be found on the CAT website.

DATA STORAGE POLICY

The club archives are to be kept on a free online digital storage service. This includes, but is not limited to, information about the club's organization, finances, and meeting minutes. Access is through the current Treasurer, Secretary and President and as their term expires, the registration and password information will be passed on to the next officers.

The records to be stored are, but not limited to, the following:

Treasurer – Financial records, year-end Profit and Loss Statements, IRS filings;

Secretary – Minutes of all meetings;

President – Corporate documents, Annual Awards list, Officers and Directors list;

This does not preclude making these documents available to the membership by other means.

DOG AGGRESSION POLICY

It is the policy of the Columbia Agility Team to provide a non-aggressive environment for both dogs and persons at all functions of the club.

GUIDELINES

1. Dog aggression, for the purpose of this policy, is defined as behavior where there exists a realistic risk of injury to a person, other dog or property.
2. *During a sanctioned agility event*, within the ring, any decision concerning dog aggression is the judge's decision. Outside the ring, any complaints concerning dog aggression will be brought to the trial chair. The trial chair and two board members will investigate the complaint, including gathering statements from all parties involved, and make decisions based on their findings as well as the sanctioning organization's guidelines. If two board members are not present, one board member and the trial chair will investigate.
3. *During an unsanctioned agility event*, any complaints concerning dog aggression will be brought to the coordinator of the event. The coordinator and two board members will investigate the complaint, including gathering statements from all parties involved, and make decisions based on their findings as well as the USDAA guidelines. If two board members are not present, then one board member and the event coordinator will investigate.
4. Any dog, having been found to have displayed aggressive behavior, on any site that is being used by the Columbia Agility Team may be excused from the entire event and no refunds will be made for any fees paid by the owner of the offending dog.

EQUIPMENT RENTAL POLICY

It is the policy of Columbia Agility Team (CAT) not to compete with businesses whose purpose is to rent agility equipment. If another local agility organization finds their club in a bind leading into a scheduled agility trial, due to loss or damage of equipment, CAT will consider the rental of its equipment pursuant to the guidelines below.

GUIDELINES

1. Any request for the use of CAT's equipment and/or supplies must be made in writing and submitted to the Board of Directors for consideration. No verbal requests will be considered.
2. Each request will be considered on its merit. Points of consideration will include, but not be limited to the following: is it in the best interest of CAT that the equipment and supplies be provided, is it in the best interest of the sport of dog agility for the equipment and supplies to be provided, will the equipment be in the care of a CAT member while being utilized by another club, and will the absence of the equipment and supplies create a hardship for any CAT activity?
3. The club or society renting CAT's equipment and supplies (excluding electronic timers) will be charged a minimum of \$250 per day for one ring or \$450 per day for two rings of agility equipment. In the event that only "Jumpers or Jumpers with Weavers" equipment is desired, the fee will be \$200 per day for one ring or \$350 per day for two rings.
4. Each additional day that the equipment or supplies are in a standby status not due to CAT's culpability will be charged the renting party at a rate of \$25 per day.
5. The transportation of CAT's equipment or supplies will be under the control of a CAT member. The renting party will be charged for transportation at a minimum of \$40 per day in each direction. An additional \$0.50 per mile will be charged for any mileage more than one hundred and sixty miles from the point of origin to point of origin. CAT will dispense these transportation fees to the member providing the transportation.
6. The rental rate for electronic timers will be \$200 each per day, plus transportation fees. A CAT member trained in the use and care of the timer equipment must be present at the trials where the equipment will be used.
7. The renting party will provide proof of liability in an amount of \$100,000.00, covering the equipment and trailers from point of origin and to the return of this equipment, supplies, and conveyance to point of origin to insure replacement or repair to its original state, any and all of the aforementioned equipment in the event of damage due to any cause.
8. Any rental agreement will be in written form agreed upon and signed by both parties; i.e. the requesting party and any Board Member of the Columbia Agility Team.

FINANCE POLICIES

It is the policy of Columbia Agility Team to provide the financial tools necessary to carry out the activities of the Club, while using reasonable and customary methods to protect the financial assets of the Club.

EXPENDITURES & LIMITS

1. Any purchases \$200.00 and above must be pre-approved by the Board of Directors.
2. Requests for reimbursement must be accompanied by a properly completed Request for Payment form.
3. The Treasurer must receive requests within 90 days of the purchase/event date to be eligible for reimbursement.

CREDIT CARDS

1. The Club will maintain three credit cards and these will be in the possession of the President, the Treasurer and the Clubs equipment purchasing agent.
2. These credit cards will be for non-routine expenditures only.
3. Any person making a purchase with any Club credit card must submit a receipt within 10 business days for expenditures and details outlining these charges to the Treasurer.
4. The Club credit card may not be used for personal purchases by any person whether being the cardholder, a Columbia Agility Team member, or a non-member.
5. The Treasurer has unlimited authority to cancel any Club credit card held by any member other than the President. The Treasurer has the authority to cancel the credit card of the President if expense details are not submitted promptly and misuse is suspected. Conversely, the President has the authority to cancel the credit card of the Treasurer if expense details are not submitted promptly and misuse is suspected.
6. The Columbia Agility Team Board of Directors has the authority to cancel any Club credit card.

CHECKING ACCOUNTS

1. Only Board members may be authorized signers on the Club's bank accounts.
2. The Club shall require dual control, in the form of two signatures, on all checks over \$1101.00.
3. The Club shall require dual control for bank account reconciliation. A non check-signer (may be a non-board member) shall be assigned the duty of promptly reconciling the bank accounts independently from the Treasurer. This person should be someone familiar with the normal transactions of the Club. The reconciler shall notify the President when the reconciliation is

completed each month, and at the same time, make the most current accounting file available to the President. The accounting software will be provided to the President.

- Each year, immediately following the election of the new Board of Directors, the Treasurer shall promptly notify the Bank in writing to delete the prior year's check signers who did not return to the Board for another term. Additions of new board members should be done as promptly as possible.

CAT BUCKS COMPENSATION

The following amounts represent the **maximum** amount of CAT Bucks per position that may be offered to persons filling key duties at trials:

Trial Chair.....	120 CAT Bucks per trial day
Trial Secretary.....	120 CAT Bucks per trial day
Course Captains.....	70 CAT Bucks/ring/day
Ring Captains.....	50 CAT Bucks/ring/day
Score Captains.....	1 entry/day or 60 CAT Bucks/day
Judges Liaison.....	20 CAT Bucks/judge
Hospitality.....	30 CAT Bucks/day
Equipment Manager (provide, setup, take down)	80 CAT Bucks
Awards.....	40 CAT Bucks
Raffle.....	40 CAT Bucks
Full Day CAT Workers*.....	30 CAT Bucks/day
Tear Down/Set up crew.....	20 CAT Bucks
Volunteer Workers**.....	2.50 CAT Bucks
Holiday Party Organizer.....	80 CAT Bucks
Picnic.....	80 CAT Bucks
Instructors for CAT.....	150 CAT Bucks
Assistant Instructors for CAT.....	75 CAT Bucks
Librarian.....	80 CAT Bucks
League Coordinator.....	80 CAT Bucks
Seminar Coordinator.....	150 CAT bucks or one day of a working spot

* Full Day CAT Workers are experienced volunteers who are not running a dog and volunteer to work a full day at one of the following jobs: Scorer, Gate Steward, Timer, or Scribe.

** Volunteer Workers are people who volunteer intermittently during a trial.

Trial Chairs should use common sense in forming a Trial Committee and in choosing the positions needed for their particular event. The worker compensation must be included in the Trial Budget and approved by the Board.

CHARITABLE CONTRIBUTIONS FROM TRIAL PROFITS

It is the practice of the Club to make a charitable contribution of 10% of each trial's net profit to a dog-related charity. The Trial Chair selects the recipient for their event. The Trial Chair must provide the Treasurer with a completed Trial Donation Request Form (found in the Forms section on the website) no later than 2 weeks after the close of the trial. If the Trial Chair makes no selection, the Board of Directors shall designate the donation recipient.

COMPENSATION FOR TOWING EQUIPMENT TRAILERS TO TRIALS

If the distance from the trailer storage location to the trial site is less than **40** miles, the person towing is reimbursed for the actual number of miles towed at the Club's currently approved rate, plus **\$20**. If over **40** miles, reimbursement will be a flat fee of \$75 while towing to the site and \$75 while towing from the site back to the storage location for the trailers.

MILEAGE REIMBURSEMENT

It is the policy of the Club to use the current IRS approved mileage rate when reimbursement is appropriate.

Trial Chairs should take this into account when reviewing contracts with judges. With the exception of the compensation for towing equipment trailers (see above for specifics), the Club generally does not reimburse trial committee members for mileage to and from the trial site. Compensation for filling these jobs is included in the CAT bucks. The judges' liaison or other club member may be reimbursed for mileage that "takes them out of their way" to pick up judges from the airport, back and forth to their hotel and to dinner, i.e. special trips. If the hotel were in the vicinity of the driver's home, no mileage would be earned. Anticipated mileage costs should be included by the Trial Chair in their budget.

Other activities that warrant mileage reimbursement include hauling or towing equipment to a Club sponsored demo and equipment manager making trips to practice barns to repair or deliver equipment. Members who anticipate a project that they feel they will need mileage reimbursement for should contact the Club president in advance for approval.

BOARD MEMBERS

As a 501C7 Organization, the Club has the right to compensate board members. Effective January 2016 the following compensations shall be offered:

- President, Vice President, Secretary, Training Director shall receive 500 CAT Bucks per year, free seminar auditing, free barn time of 1 hour per week and free drop in barn time at 1 hour per week.
- The Treasurer shall receive 800 CAT Bucks per year, free seminar auditing, free barn time of 1 hour per week and free drop in barn time of 1 hour per week.
- The Member At Large positions shall receive compensation in the form of free seminar auditing and free drop in barn time at 1 hour per week.

HANDLER CONDUCT POLICY

It is the policy of the Columbia Agility Team to insure that handlers conduct themselves in an exemplary manner.

GUIDELINES

1. The purpose of this policy is to insure a positive public perception of the handler's conduct and their interaction with other people, their own dog and other's dogs.
2. *During a sanctioned agility event*, within the ring, any decision concerning handler misconduct is the judge's decision. Outside the ring, any complaints concerning handler misconduct will be brought to the trial chair in written form. The trial chair and two board members will investigate the complaint and make decisions based on their findings as well as the guidelines of the event's organization. If two board members are not present, then one board member and the trial chair will investigate.
3. *During an unsanctioned agility event*, any complaints concerning handler misconduct will be brought to the coordinator of the event in written form. The coordinator and two board members will investigate the complaint and make decisions based on their findings as well as the USDAA guidelines. If two board members are not present, then one board member and the event coordinator will investigate.
4. Any Handler, having been determined to have displayed handler misconduct on any site that is being used by the Columbia Agility Team, may be excused from the entire event and no refund will be made for any fees paid.

JUNIOR HANDLER POLICY

It is the policy of the Columbia Agility Team to support junior handlers in the sport of dog agility.

GUIDELINES

1. For the purpose of this policy, competitors are considered "juniors" if their age is seventeen or younger while competing in NADAC trials; or eighteen or younger while competing in USDAA tests and CPE trials.
2. The Trial Chair is strongly encouraged to include Junior Handler classes at their trials
3. Junior handlers may claim a fifty percent (50%) discount on all entry fees for any and all Columbia Agility Team events that are sanctioned by NADAC, USDAA or CPE.
4. As a guide for Trial Secretaries the following language may be used for premiums:

"A Junior Handler, as defined by the sanctioning organization, can receive a 50% discount on all runs whether in a junior handling class or in a regular agility class. No package or CAT discount would apply."

5. Junior handlers may not claim any further discounts in these events.

INSTRUCTOR POLICY

It is the policy of the Columbia Agility Team (CAT) to reward members for their volunteer efforts as instructors, and instructor assistants, in the CAT Agility School. The goal of this reward system is to encourage volunteer instructors to participate in agility seminars and clinics, thereby, improving their teaching skills. All CAT instructors and teaching assistants must be members in good standing with the club.

GUIDELINES

1. Coupons will be reimbursed by the Treasurer when presented with documentation that the instructor has entered, or participated, in a valid CAT event. CAT coupons are earned at the rate of 150 per course series taught and usually given to the lead instructor if more than one instructor is present. Upon approval by the Training Director, a class size may be increased from the normal 6 spots to 9 spots (50% increase in normal class size) if an assistant instructor is utilized for the series. The assistant instructor will be entitled to earn 75 CAT bucks for actively participating with such oversized class for the course series. The coupons are distributed by the Training Director who maintains a record of courses taught and coupons issued. Coupons are valid for two calendar years after the year they are earned.
2. CAT instructors and teaching assistants will have free entry, as auditors, to any and all CAT sponsored clinics and seminars. The Training Director will keep a record of instructors and full time assistants and will provide this information to the Seminar Committee on a timely basis.
3. A fund of \$1500 will be allocated each calendar year to reimburse CAT instructors taking non-CAT agility seminars or workshops to further develop skills for instruction. Approval from the Training Director prior to the seminar is necessary for reimbursement. At completion of the seminar, the instructor will conduct a class for their fellow CAT instructors or provide materials that will allow the other instructors to make use of the techniques learned in their classes. Reimbursement is limited to \$100 per individual per year and is available until the fund is exhausted for that year. This policy supersedes any written or unwritten policy that has been used in the past.
4. The training director can issue punch cards for classes. A student can purchase a punch card with 11 punches costing \$105.00 for non-members and \$90.00 for members.
5. The charge for the CAT Classes shall be:

CAT Regular Member in good standing.....	\$60.00
Non-member and CAT Associate Member	\$80.00
Junior Handler (under 18 years)	\$40.00
Audit-only (handler comes without dog).....	\$40.00

MEMBERSHIP POLICY & FORM

From the Columbia Agility Team, Inc. Bylaws:

Article IV, Section B:

"Members in good standing may enjoy the privileges of the Club. To maintain good standing a member must have no outstanding debts to the Club and must attend a minimum of one general meeting and work a minimum of one club sponsored event during the year."

1. **Regular Member** - A Regular Member has full membership privileges, including voting, holding office (see Bylaws for exceptions) and receiving any discounts offered to Club members. The dues are \$20 for an individual membership and \$35 for a household membership. Charter members shall have their membership fees waived beginning January 1, 2014.
2. **Associate Member** - An Associate Member is a Limited Membership category in the Bylaws and has all the privileges of membership except they are not allowed to vote, hold an office or receive any Club discounts. Associate Members are not required to attend a General Meeting, but are still required to help at one CAT event per year. The dues are the same as the Regular Membership.
3. **Subscription Only** - Any former member may subscribe to the club news group (AgileCAT), by completing a Membership Renewal Form and paying the dues of \$15 to the Secretary.
4. **Prospective Member** - Prospective Members will be added to the club news group (AgileCAT) upon submitting a Membership Application and paying an application fee in the amount equal to regular member dues. The prospective member will fulfill their membership obligations per the ByLaws after which they will be voted on by the Board.
5. **Change Personal Information or Membership Category** - Club members may file a Membership Renewal Form with the Secretary to update personal information or to change membership type, after fulfilling requirements, and paying any applicable dues.
6. **Adding to a Membership** - A Household member may be added to a membership at any time by completing a Membership Renewal Form and paying the additional Household membership dues, if applicable.
7. **CAT Membership Renewal** - CAT members renew their membership by signing a Membership Renewal Form, verifying they have met the appropriate membership requirements, and paying their dues to the Secretary, on time.
8. **Late Fees and Dropped Membership** – Late fees will not be assessed for 2017 membership. According to the Bylaws, any member not paying their dues by April 1, of each year, will be dropped from the Membership List.
9. **Lapsed Membership Renewal** - Lapsed members, who have been previously verified by the CAT Board of Directors as meeting membership requirements, may rejoin the club at their eligibility level by completing and signing a club Membership Renewal Form, along with the payment of dues. A late fee, will not be assessed for former members rejoining the club if they have not been members for at least 1 year.
10. **Membership Renewal Form** - The Membership Renewal Form is available, here, at the CAT website or from the Secretary. The form must be completed for the category of membership, with the appropriate dues, and sent to the Secretary.

**Columbia Agility Team, Inc.
Membership Renewal Form**



MEMBERSHIP INFORMATION:

Name(s): _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____

Determine your membership classification and fees. Check the appropriate boxes below to renew or change your membership.

- Regular Member:** I have attended a General Meeting and worked at a Club event during the current year and qualify to renew as a Regular Member.
- Associate Member:** I have not attended a General Meeting, but worked at a Club event during the current year and qualify to renew as an Associate Member.
- Subscription Only:** I would like to subscribe to the club news group only.
- Charter Member:** I am a Charter Member and as such owe no dues, but am submitting the current renewal and waiver.

Dues

- Individual \$20.00
- Household \$35.00
- Subscription \$15.00.

Waiver signed (on the reserve side of this form) _____ (initial)

Signed _____ Date _____

Please return this form with a check made out to: Columbia Agility Team

To: Nancy Griffith
2518 SW Peggy Ct
Aloha, OR 97006

Check No. _____
Amount _____
Received _____

Thank you for your continued support of CAT
Any questions or comments to Nancy Griffith at (ngriff@prodigy.net)

Columbia Agility Team Waiver Agreement

I (we) acknowledge that the Columbia Agility Team ("the club") has the right to deny for cause, permission for any person or dog to participate in or continue participating in an agility training or practice exercise or agility event. Cause may include, but is not limited to, aggression by a dog, failure of a dog's owner to restrain his or her dog for the safety of the dog or the safety of other persons or dogs, or failure to follow all barn safety. If the club exercises its right to ban a dog or person from further class or practice participation, the club is not obligated to refund any monies paid by the dog's owner or handler. I (we) also understand that the club prohibits wolf hybrids from participating in club classes, practices, or other club events, and by signing this agreement I (we) warrant that any dog I (we) train in the club's practice facilities is not a wolf hybrid.

I (we) agree to hold the Columbia Agility Team, its members, guests or family members of individual club members, and the owner or lessor of the premises, harmless from any claim for loss or injury which may be alleged to have been caused directly or indirectly to any person or thing by the act of any dog I (we) are training in the club's practice facilities or while in a class or while participating at events (fun run, demonstration) hosted by the club at other locations. I (we) personally assume all responsibility and liability for any such claim resulting from or alleged to have resulted from any act of any dog that I (we) train in the club's practice facilities or who participate at events (fun run, demonstration) hosted by the club at other locations.

I (we) further agree to hold the Columbia Agility Team, its members, guest or family members of individual members, and the owner or lessor of the premises, harmless from any claim for loss of any dog I (we) train by disappearance, theft, death or otherwise, and from any claim for damage or injury to the dog, whether such loss, disappearance, theft, death or injury be caused or be alleged to have been caused by the negligence of the club, its members, guests or family members of individual club members, or the owner or lessor of the premises, or by the negligence of any other person, or any other cause or causes.

I (we) also assume the risk in participating in dog training or practice classes or events which will be held on the grounds of the club's facilities or at events or the owner or lessor of the premises and will be attended by unfamiliar dogs, using training equipment that I (we) may be unfamiliar with. I (we) release the Columbia Agility Team, its members, guests or family members of individual club members, and the owner or lessor of the premises from and agree to indemnify and hold them harmless from any and all loss and expense (including legal fees and costs) including damage to the loss of any property of mine (ours); damage for personal injury to me or my guests; or my death or the death of a guest of mine, arising out of or in consequence of my (our) participation in the clubs' agility training classes, practices, or arising out of my (our) setting up or taking down or moving of equipment. I (we) agree to release the Columbia Agility Team, its members, guests or family members and the owner or lessor of the premises from such liability whether or not any harm is caused or is alleged to have been caused by the negligence of the Columbia Agility Team, its members, guests or family members of individual club members, or the owner or lessor of the premises or any of their employees or agents, or any other person(s).

I (we) agree to abide by posted Barn Safety Rules and any additional rules posted at the barn in use. I (we) also agree to understand and fully comply with the CAT Barn Rental Policy (available on the club website at www.columbiaagility.org).

Name of member (please print)

Name of member (please print)

Signature of member

Signature of member

Date

Date

Note: All members of the household participating in agility training in the club's practice facilities or while in a class or while participating at events (fun run, demonstration) hosted by the club at other locations must sign this waiver. If the participant is a minor, then the parent and/or guardian must also sign this waiver agreement.

REFUND POLICY FOR AGILITY TRIALS

It is the policy of Columbia Agility Team to provide reasonable refunds to competitors who have to withdraw from a trial subject to the guidelines below.

GUIDELINES

1. The following language should be stated in entry premiums and used as a guide by Trial Secretaries.

A 100% refund will be given for any requests received prior to the closing date for trial entries. Refunds in the amount of the entry fees less any unavoidable expenses incurred by CAT will be made for requests received after the closing date and up to the day before the trial if the refund is requested for the following reasons:

- Dog in heat
- Injured or ill dog with verification from a vet upon request
- Injured or ill handler with verification from a doctor upon request
- Family emergency

2. Additional information for the Trial Secretary (not published in the entry premium): If a dog/handler team withdraws before the closing date, return the entry form and check to the owner/handler.
3. A dog and/or handler that is called to official civic duty is eligible for a full refund of trial entry fees at any time. Verification of call to duty required upon request.
4. Any other refund request, outside of these guidelines, should be forwarded, with documentation, to the Board of Directors for a decision.

VENDOR POLICY

It is the policy of this club, the Columbia Agility Team, to provide vendor space at its agility competitions and demonstrations.

GUIDELINES

1. All requests for vendor space will be made in written form.
2. Vendor space will be at the discretion of the Chairperson and will be considered on a first-come/first-serve basis. Space will be allocated, as space is available.
3. The fee for vendor space per weekend during typical local CAT trials will be \$25.00 or a donation to the workers raffle, at the discretion of the Trial Chair. This fee is payable to the event chairperson when a written request is made. The vendor will be responsible for any additional charges the site owner makes for the space.