



DURHAM KENNEL CLUB, INC.

INSTRUCTOR PROCESS and RESPONSIBILITIES

PURPOSE: This policy defines the process to teach classes for the Club

REFERENCES: Instructor Manual ([link](#))
Volunteer Benefit Policy ([link](#))
Instructor Continuing Education Policy ([link](#))
DKC ByLaws ([link](#))

DEFINITIONS:

- ◆ Instructor: Any member or associate member who teaches a DKC sponsored class on or off site.
- ◆ Assistant: Any member or associate member who assists in the teaching of a DKC sponsored class on or off site.
- ◆ Session: Groups of classes held over a designated length of time. Basic Sessions are six weeks, special classes are three or four weeks.
- ◆ Class: a single occurrence.

All instructors should consider themselves ambassadors of Durham Kennel Club when interacting with DKC members and the canine community.

Any member or associate member wishing to become a new instructor and teach a class at Durham Kennel Club will complete the Instructor Application ([link](#)) and return to the appropriate Group Leader. New instructors will submit a syllabus for the class they plan to teach which would include a brief description of the learning activities for the class session.

Instructor Requirements:

- ◆ An Instructor teaching for a competitive event, must have obtained a title or appropriate certification at the level being taught
- ◆ An instructor teaching a non-competitive class, i.e. puppy, companion, etc. the individual must have dog experience that would support their knowledge.
- ◆ An instructor teaching specialty classes, i.e. run-thrus, attention, heeling, FITDog, CGC, etc. must would require certificate or dog experience in area being taught.

Assistant Requirements:

- ◆ An Assistant must be able to work in tandem with the class instructor following the instructor's lesson plan.
- ◆ Comfortable working one-on-one with class participants.
- ◆ If comfortable, could take over teaching the class if the instructor is unable.

Instructor Responsibilities

Instructors are responsible for the DKC building, equipment, and property during class times. Report broken or missing equipment to the appropriate Group Leader as soon as possible.

Instructors have the ability to postpone classes due to conflicts or illness. The instructor must make every effort to reschedule a class due to their absence, weather, etc. A refund will only be issued if the class cannot be rescheduled.

Send welcome message (email, phone) to class participants prior to the start of the session with instructor contact information and any specialty equipment or resources needed for the class, including notification that no refund will be issued to a participant after the completion of the second class of a session.

Maintain a safe training environment during class times. Instructors may remove from class any dog or handler who continually disrupts or poses a threat to participants or dogs. The instructor must complete a Disruptive Dog Incident Report ([link](#)) including statements from witnesses. A refund may be issued at the discretion of the instructor and Group Leader.

All dogs not in a ring working must be on leash or in a crate. No dog is to be left unattended in a sit or down stay.

Attend instructor meetings as scheduled by the Group Leader prior to each class session, or at least bi-annually. To ensure program integrity, Group Leaders or members of the Obedience Committee may make drop-in visits to classes.

Make certain that all participants in class have the appropriate DKC Health Certificate with current state-mandated Rabies vaccination prior to start of session. On-line class registration will include the requirement to provide the date of last rabies vaccination and the ability to upload a current Rabies vaccination certification or veterinary receipt showing inoculations. Rabies certificate or veterinary receipt may be brought to class on first class meeting. Participants in drop-in classes must have proof of current rabies vaccination with them.

Instructors, assistants, and/or those providing a dog for demonstration purposes are subject to the same rabies vaccination requirement.



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INSTRUCTOR APPLICATION

Name _____

Address _____

Phone _____ email _____

What class(es) are you applying to teach? _____ or

In What class(es) would you like mentoring to be able to instruct? _____

Have you ever been a DKC Instructor? Yes/No _____ Assistant? Yes/No _____

What classes have you taught? _____

What classes have you assisted? _____

Have you taught classes somewhere else? Yes/No _____ Assistant? Yes/No _____

Where? _____

What classes _____

Dog Experience:

How long have you been training/showing? _____

What breeds have you owned? _____

Breeds of dogs trained? (Please note if titles were Owner Handled)

Agility _____ Titles earned _____

Obedience _____ Titles earned _____

Rally _____ Titles earned _____

Conformation _____ Titles earned _____

Scent Work _____ Titles earned _____

Tracking _____ Titles earned _____

Herding _____ Titles earned _____

Hunt Tests _____ Titles earned _____

Seminars Attended/When? _____

Special Knowledge/Certifications/Dog Experience/References (please use back, if necessary)
