

# **DPDTC POLICIES AND PROCEDURES**

## **Obedience Classes**

### **Revised November 2014**

## **INTRODUCTION**

Deep Peninsula Dog Training Club (DPDTC) offers obedience classes for dogs and handlers of all abilities. Whether the interest is in training the dog to be a good citizen and family member or in entering dog obedience competition, the classes necessary to meet these goals are available. Classes are open to purebred and mixed breed dogs alike.

Following are the basic policies and procedures regarding Deep Peninsula Dog Training Club as well as its obedience classes.

## **1. GENERAL CLUB POLICIES**

### **1.1 Class Information**

#### **Logistics**

We recommend that dogs under six months begin their training in our Puppy Foundation class.

Dogs must be at least four months old to be admitted to the Beginning class.

All dogs in any of our classes must be current on vaccinations.

Each session consists of seven classes on seven consecutive Mondays, not including holidays and cancellation for weather or other reasons. While most classes are one hour long, there are a few that are 30 minutes in length, and when Utility and Open are combined, that class is 90 minutes in length.

Classes are held behind the Community Center at Rengstorff Park. The list of holidays will be posted on the website and in the Beginning class materials.

If it is raining at 4:00 pm at Rengstorff Park on a training day, classes will be canceled. If the weather is questionable or there has been rain earlier in the day, call (650) 961-1891 after 4:00 pm to hear a recording giving the status of classes.

#### **Students/Handlers**

A minor wishing to train a dog must be 16 years old or older and must have control of the dog at all times. A parent or guardian must be in attendance and ready to step in if the minor is having trouble.

Young children who are observing the classes are expected to be quiet, stay on the sidelines of the training area, be under the supervision of an adult, and must not play on the stage.

#### **Dogs**

All dogs must be kept on lead and under handler/owner control, unless the particular instructor says otherwise for a given exercise.

Dogs not taking part in a class must be crated or kept in an exercise pen provided by the owner. No dogs will be left tethered to a stake or a tree or allowed to run off leash on the grounds or the stage area.

Should a dog display aggression toward another dog or person and the instructor deems it necessary, the dog must be restrained with an appropriate muzzle for the remainder of the class. If the owner of the dog does not have a muzzle, he or she will be

asked to watch the remainder of the class from the sidelines while keeping the dog under control.

If the instructor believes the dog will be a problem in the future, the owner will be required to bring a muzzle to subsequent classes. If necessary, the owner will be referred to an instructor who specializes in working with aggressive dogs.

## 1.2 Registration and Attendance

### Enrollment

All Beginning students, whether Club members or general public, should pre-register for the Beginning class by calling the Training Coordinator at (650) 961-1891 to reserve a place in class or emailing [dpdte@dpdte.org](mailto:dpdte@dpdte.org). A limited number of registrations may be taken on the first night of class.

All students beyond the Beginning level and new to Deep Peninsula may be asked to meet with an instructor for evaluation of dog and handler. This evaluation will determine proper class placement. Appointments for this evaluation are necessary and must be made through the Training Coordinator at (650) 961-1891 or emailing [dpdte@dpdte.org](mailto:dpdte@dpdte.org).

All students, including Club members, are required to sign the liability waiver at the beginning of each session.

### Placement

Class enrollment for new students in the Puppy Foundation and Beginning classes is on a first come, first served basis with no preference given to Club members. Enrollment priority in classes beyond Beginning is determined as follows:

Students already attending a class have first priority to continue in the same class in the following session, except as noted in Section 2.

Second priority is given to:

Students advancing into a class for which there is no waiting list,

Students who have met the criteria for promotion and are currently on a waiting list.

To be placed on the waiting list students should contact the Training Coordinator, and the Coordinator will place them in class in the order in which they were placed on the waiting list.

Third priority includes all other individuals:

Those who wish to become new students in our program,

Former students who choose to take off one or more sessions,

Students who did not pay for continued classes in the allotted time,

Students who have missed 3 consecutive classes and are dropped from class at the end of the session. (See Note below.)

**Note:** Out of fairness to students on the waiting list who are committed to training, in order for a student to maintain his or her place in class, he or she must attend class. If a student misses three classes in a row, future enrollment in that class cannot be guaranteed and he or she will be placed on the waiting list for the following session in order of date of contact with the Training Coordinator. Exceptions are granted for serious illness or surgery of the owner or dog or the owner's immediate family, but the Training Coordinator must be

advised. Anyone who is on the waiting list but not placed in class may remain on the waiting list for the next session.

### **Advancement**

Class advancement is not automatic. The instructor will tell the student when he or she thinks the dog and handler are ready to advance to the next level.

All class placements are the decision of the instructor(s) involved. The Training Coordinator will determine whether there is space available in the desired class.

Criteria for advancement from one level to the next are discussed in Section 2.

### **Drop-in Policy**

Drop-ins are permitted for most classes, with the approval of the instructor. For more information, contact the Training Coordinator at (650) 961-1891 or email [dpdte@dpdte.org](mailto:dpdte@dpdte.org). The drop-in fee is \$15 per class; a drop-in card for five classes may be purchased for \$75.

### **Class fees**

\$90 per session for the Beginning class plus a one-time fee of \$10 for instruction manual; \$90 per session for all other hour-long classes; \$45 per session for ½-hour-long classes or mini sessions. If a student pays for a seven-week session and misses a week, he or she will not be credited for an extra class. Full refunds will be granted only when requested one or more weeks before the session begins. Should a student have to drop out due to illness, accident, or required surgery for themselves, an immediate family member, or the dog, a prorated refund will be issued, and the student will be guaranteed a place in class upon return. The student's fee will not be rolled over to the next session. This guarantee will apply for the immediately following seven-week session only. After that, the student will be placed on the waiting list for the class in question.

Students entering a class session after the second night, should there be space, will be charged a prorated fee for the remainder of the session. Some classes do not take late registrations or allow drop-ins; for more information, contact the Training Coordinator at (650) 961-1891 or email [dpdte@dpdte.org](mailto:dpdte@dpdte.org)

### **Time of classes**

As class times may vary from session to session, see the schedule posted on the club website.

## **2. CLASS DESCRIPTIONS**

The core classes are listed below; additional classes may be added to the schedule as needed; please check the class schedules listed on the Club website to determine which classes will be offered and when.

### **Puppy Foundation (Limit 10)**

The first goal is to help handlers learn how to develop a bond of trust with their puppies.

The second goal is to help handlers learn how to train their puppies the basic behaviors in a humane and enjoyable way.

Food lures and rewards and positive motivation methods are used to teach puppies the following exercises:

- Attention to handler

- Sit
- Down
- Stand
- Sit for petting
- Walk on a loose leash
- Sit Stay
- Down Stay
- Come
- Go to your place (Settle on mat)
- Leave it
- Trade
- Puppy push ups ( sit, down , stand)
- Dogs learn to do multiple behaviors while weaning them off some of the treats
- Handlers practice hand signals and verbal commands for sit, down and stand

### **Beginning (Limit 20)**

The Beginning class is for dogs who have had little or no formal training. It is also for the owner/handler who has never trained a dog before, even though the dog may have had some training.

Beginning students are encouraged to pre-register by calling the Training Coordinator at (650) 961-1891 or emailing [dpdte@dpdte.org](mailto:dpdte@dpdte.org) and prepaying the full class fee. This is the only way a space in the class can be guaranteed.

The Beginning class is an introductory class aimed at teaching the handler how to teach the dog. All work is done on lead. Basic exercises taught are:

- Loose Lead Walking
- Go To Your Place
- Leave It
- Heeling with changes of pace, turns
- Sit, Down, Stay
- Recall
- Front
- Left Finish
- Stand on Command.

The class also includes discussions on responsible dog ownership in today's society, safety and manners, and other topics of importance to new dog owners.

Equipment needed for this class is a training or slip collar, about 3" longer than the dog's neck circumference and of medium link size, and a six foot leash of leather or fabric. A leather leash is highly recommended for medium to large dogs. Other collar choices are permitted with the trainer's approval.

Beginning students are usually encouraged to continue into Intermediate rather than to repeat the Beginning class.

### **Intermediate (Limit 20)**

Prerequisite: The dog and handler team must have completed a Beginning Obedience course recognized by DPDTC or have the instructor's approval.

This class focuses on improving the dog's reliability with the exercises introduced in the Beginning class. These exercises form the basis for obedience and, perhaps more important, help to develop a companion dog welcome in the community.

The handler may repeat this class several times in order to satisfactorily reach the following goals:

- Heeling with left, right and about turns, changes of pace
- Figure 8 Heeling
- Sit/Stay for one minute
- Down/Stay for three minutes
- Stand/Stay while handler examines the dog and makes a formal return to the heel position
- Recall with Sit in Front
- Left Finish and Right Finish

In order to be promoted, there must be room in the Advanced class as determined by the Training Coordinator.

### **Advanced (Limit 20)**

Prerequisite: The dog and handler team must have completed an Intermediate course recognized by DPDTC or have the instructor's approval.

Dogs and handlers work as a team while refining and broadening all the skills needed for basic obedience. Obedience ring procedures may be touched on briefly.

The goals of the class are:

- Heel off lead
- Sits and Downs (Group Exercises) off lead
- Stand for Examination with the instructor and/or other class members doing the exam
- Off Lead Recall with a Finish

None of these exercises needs to be done perfectly, but the dog must be under control.

In order to be promoted there must be room in the Show Novice class as determined by the Training Coordinator.

**Note:** This class emphasizes the well-mannered pet more than the competitive dog. The Advanced class, however, is the final training class offered by DPDTC for handlers who do not want to compete. If the handler is not interested in competing in Obedience competition, he or she may want to join one of the other non-competitive classes we offer or investigate other dog sports such as agility, tracking, or herding.

### **Show Novice (Limit 20)**

This class is reserved for handlers who want to achieve a Companion Dog (CD) title.

Prerequisite: The dog and handler team must have completed an Advanced class recognized by DPDTC or have the instructor's approval.

Class content is designed to instruct handlers in the AKC Obedience regulations and ring procedures for the Novice level of competition while polishing the exercises in preparation for Obedience trials. Some dumbbell retrieving and jumping may be introduced in this class.

The handler should expect to repeat this class a number of times.

In order to be promoted to the next obedience level the dog and handler team must have the Open instructor's approval.

**Open (Limit 16; this class may be combined with the Utility class at times)**

This class is a progressive course with exercises taught in stages so that the dog and handler learn to succeed.

The class prepares the dog and handler team to enter competition at the Open, or Companion Dog Excellent (CDX) level, the second AKC title level.

In order to be promoted to the next obedience level, the dog and handler team must have the Utility instructor's approval.

**Utility (Limit 14)**

The philosophy of this class is the same that for Open, but with the Utility Dog (UD) title as the goal. This is an instructional class, not simply an opportunity for run-throughs.

Upon achieving the UD title, the dog and handler team may remain in this class to work toward the UDX or the OTCH titles as long as there is no one on the waiting list for this class.