

**CAPITAL DOG
TRAINING CLUB
INFORMATION
HANDBOOK
FOR
CLASS
ATTENDEES**

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The committee would like to acknowledge the many club members who assisted in this compilation.

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TABLE OF CONTENTS

Introduction	Page 1
LOWER LEVEL OBEDIENCE CLASSES:	
Puppy Kindergarten	Page 2
Good Manners Class	Page 3
Basic Class	Page 4
Advanced Basic Class	Page 4
UPPER LEVEL OBEDIENCE CLASSES:	
Subnovice Class	Page 6
Novice Class	Page 6
Open Class	Page 7
Utility Class	Page 8
OTHER CLASSES OFFERED:	
Agility Information	Page 9
Introduction Agility Level	Page 11
Beginning Agility Level	Page 11
Intermediate Agility Level	Page 11
Skills Agility Level	Page 12
Competition Agility Level	Page 12
Conformation Classes	Page 12
Beginning Class	Page 12
Advanced Class	Page 12
Flyball Classes	Page 13
Beginning Flyball	Page 13
Intermediate Flyball	Page 13
Advanced Flyball	Page 13
Competition Flyball Team	Page 14
Freestyle Class	Page 14
Rally Classes	Page 15
Beginning Rally	Page 15
Competition Rally	Page 15
Tracking Class	Page 15
Guidelines for Class Attendees	Page 16

TABLE OF CONTENTS (CONTINUED)

Who are the CDTC Obedience Instructors	Page 18
How many dogs per class	Page 18
How much are classes and how long are they	Page 18
Types of Membership	Page 19
Membership Requirements	Page 20
Proficiency Test	Page 20

INTRODUCTION

AS A CLASS ATTENDEE YOU ARE CONSIDERED A "TRAINING MEMBER"

**CAPITAL DOG TRAINING CLUB OF WASHINGTON, D.C., INCORPORATED,
is a not-for-profit organization run by member volunteers.**

The objects of the Club shall be to:

- (a) promote the training of dogs;
- (b) disseminate knowledge regarding dog training;
- (c) conduct classes for the training of dogs and their handlers;
- (d) hold and support "dog companion sport" trials and matches (e.g., obedience, rally, agility, and tracking). As a Member Club, these events shall be conducted under the Rules and Regulations of The American Kennel Club;
- (e) promote cooperation and good sportsmanship among its members in the training and exhibition of dogs

LOWER LEVEL OBEDIENCE CLASSES OFFERED AT CDTC:

PUPPY KINDERGARTEN (PK)

Synopsis PK offers new puppy owners an opportunity to socialize their puppies to “friendly strangers” (instructors, other owners, and other puppies) and to build the puppy’s confidence in various situations. PK will instruct students how to begin teaching the basic commands of dog obedience to their puppies in a safe, structured environment.

Topics covered

- 🐾 Name recognition
- 🐾 Sit
- 🐾 Down
- 🐾 Loose lead walking
- 🐾 Handling & grooming exercises
- 🐾 Fun recalls
- 🐾 Confidence building exercises

Prerequisites

- 🐾 Puppies 10-20 weeks old at beginning of class
(the younger, the better!)
- 🐾 Do not have to have all vaccines *(consult with your Vet)*

Length 8 weeks
Cost \$80 (*\$70 for rescues, first class, \$145 for 2 dogs; i.e., 2 handlers from same household*)

Successful Completion Attend at least 6 classes to receive a certificate

Next logical class Basic class

GOOD MANNERS CLASS

Synopsis **Good Manners Class** is geared to beginning dogs and/or beginning trainers, or trainers just wanting to do some continuing education. Students will learn how to “speak dog” and teach their dog some basics, several useful skills for the real world and even a few tricks. Class emphasizes responsible dog ownership, best ways to handle unwanted behaviors, and the importance of play, exercise & enrichment in a dog’s life. Good Manners, while not a pre-requisite to Capital’s “Basic” class, is an option for those new to training and/or owners seeking to know more about how to live compatibly with their canine companion.

Topics covered

- 🐾 Name recognition
- 🐾 Sit & down
- 🐾 Loose lead walking
- 🐾 Station training (“go to your place”)
- 🐾 Grooming & handling
- 🐾 Play & exercise is important in your dog's routine
- 🐾 Responsible dog ownership
- 🐾 A bit of trick training

Prerequisites Dogs at least 5 months old
Length 8 weeks
Cost \$80 (*\$70 for first class for rescues*)

Successful completion Attend at least 6 classes to receive a certificate

Next logical class Basic class

BASIC CLASS

Synopsis **Basic** Class exposes new and experienced dog owners to the training that dogs need for good manners at home and in public, and perhaps for eventual obedience competition. This class also provides students the opportunity to teach their dogs appropriate behavior in the presence of other people and dogs. All training is done on leash.

Topics covered

- 🐾 Name recognition & paying attention
- 🐾 Leash handling
- 🐾 Sit
- 🐾 Down
- 🐾 Stays
- 🐾 Loose lead walking
- 🐾 Recalls
- 🐾 Heel position
- 🐾 Beginning stand
- 🐾 Help with common behavior problems

Prerequisites

- 🐾 Dogs at least 6 months old, or
- 🐾 5 months if graduate of PK

Length 8 weeks
Cost \$80 (*\$70 for first class for rescues, \$145 for 2 dogs; i.e., 2 handlers from same household*)

Successful completion Attend at least 6 classes to receive a certificate

Next logical class Advanced Basic (or Subnovice on the recommendation of Basic instructor & approval of Subnovice instructor)

ADVANCED BASIC

Synopsis	Advanced Basic students will learn to get behaviors on cue more consistently, to teach their dogs to perform for longer periods, to do stays at greater distances, and to work with their dogs around greater distractions (<i>the 3 Ds of training—duration, distance, distraction!</i>)
Topics covered	<ul style="list-style-type: none">🐾 Walking on a loose leash🐾 Heeling🐾 Sits & downs without physical or food prompts & at various distances🐾 Formal & fun recalls🐾 Stand🐾 “Finish” (return to heel position)🐾 Exposure to exercises from the AKC’s Canine Good Citizen Test
Prerequisites	<ul style="list-style-type: none">🐾 Dogs must be a graduate of a Basic Class, or🐾 Graduate of a PK (with recommendations of PK instructor), or🐾 Approval of Advanced Basic instructor
Length	8 weeks
Cost	\$80 (<i>\$145 for 2 dogs; i.e., 2 handlers from same household</i>)
Successful completion	Attend at least 6 classes to receive a certificate
Next logical class	Subnovice class, on recommendation of Advanced Basic instructor

UPPER LEVEL OBEDIENCE CLASSES:

Subnovice Class

Novice Class

Open Class

Utility Class

With the exception of the Subnovice Class, these classes are continuous and advancement to the next level class occurs after earning two (2) legs towards a title or upon completion of a title. Advancement from the Subnovice Class to the Novice Class requires passing the Proficiency Test.

SUBNOVICE CLASS:

In Subnovice students polish skills learned in earlier classes. The handler and dog acquire skills necessary to become a "team" and develop the foundation for the exercises in the Novice level of obedience competition.

Instructions will be given in:

- Attention
- Heeling with attention
- Automatic sits and turns while heeling
- Stand for examination
- Off-leash recalls
- Off-leash stays (1 minute sit, 3 minute down)

Prerequisites

Graduate of an Advanced Basic Class, or Graduate of a Basic Class (with recommendation of Basic Class instructor), or recommendation after evaluation by the Subnovice Instructor

Length: Twelve (12) weeks

Cost: \$120.00

NOVICE CLASS:

Novice instruction offers students an opportunity to work with instructors who will help prepare them for showing at the Novice level of obedience competition.

Instructions will be given in:

- Attention
- Heeling with attention, automatic sits and turns, and figure eights
- Off-lead heeling
- Off-lead recalls
- Off-lead group stays (with distractions)
- Ring etiquette and procedures

Prerequisites:

Dog must be able to pass CDTC Proficiency Test, or by approval of the Novice Class instructor, if handler has previously trained.

Length: Twelve (12) weeks

Cost: \$120.00

Requirements to attend CDTC Open Class:

Two (2) legs toward Companion Dog obedience title or by approval by the Instructor.

Next logical classes:

- Open Class and/or Retrieving Class
- Agility Class
- Freestyle Class
- Flyball Class

OPEN CLASS:

Open instruction offers students who have completed, or who are completing, a Companion Dog title the opportunity to learn the exercises required in the Open level of obedience competition.

Instructions will be given in:

- Off-lead heeling and Figure Eight
- Drop on Recall
- Retrieve on Flat
- Retrieve over High Jump
- Broad Jump
- Out of sight Sit Stay
- Out of sight Down Stay

Prerequisites:

Two (2) legs toward Companion Dog obedience title or by approval by the Instructor.

Length: Twelve (12) weeks

Cost: \$120.00

Requirements to attend CDTC Utility Class:

Two (2) legs toward Companion Dog Excellent obedience title or by approval by the Instructor.

Next logical classes:

- Utility Class
- Agility Class
- Freestyle Class
- Flyball Class

UTILITY CLASS:

Utility instruction offers students who have completed, or who are completing, a Companion Dog Excellent title the opportunity to learn the exercises required in the Utility level of obedience competition.

Instructions will be given in:

- Off-lead Heeling
- Hand signals for Heel, Stand, Stay, Sit, Down, Recall, and Finish
- Directed Retrieve
- Scent Discrimination
- Moving Stand and Examination
- Directed Jumping

Prerequisites:

Two (2) legs toward Companion Dog Excellent obedience title or by approval by the Instructor.

Length: Twelve (12) weeks

Cost: \$120.00

Next logical classes/goals:

- Competition classes, as available, for working on Utility Dog Excellent title
- Utility Dog Excellent title
- Obedience Title Championship
- Agility Class
- Freestyle Class
- Flyball Class

OTHER CLASSES OFFERED AT CAPITAL DOG TRAINING CLUB:

**Agility
Conformation
Flyball
Freestyle
Rally
Tracking**

AGILITY INFORMATION

Dog Agility-What is it? Dog Agility is a rapidly growing sport in which a handler directs his dog over a timed obstacle course. The result is a sport that is fun for both handler and dog. The obstacles used on a course are: A-frame, weave poles, pause table, see-saw, dog walk, various types of tunnels, and assorted jumps and hurdles.

Who can train? Your dog must be at least one (1) year of age, and no older than ten (10) years of age, and must at a minimum, have completed a basic obedience course or equivalent. It is recommended that you have completed advanced basic obedience training. CDTC only allows one (1) dog per handler per agility class. It is also important that your dog be in good physical condition. Agility is strenuous! Your dog should not be overweight or have any other health problems. If in doubt, consult your vet and if your dog needs to lose weight, start now!

What does the Introduction Class consist of? Class goals are to:

- establish foundation skills and confidence on each of the major agility obstacles
- to develop proper jumping skills
- to learn agility safety skills
- to lay the foundations for distance work, directional control and further handling skills.

What happens after Introduction Agility: Beginner, Intermediate and several levels of competition classes are available to graduates of CDTC agility. Dogs coming from other than CDTC Agility programs must be able to demonstrate a skill level appropriate for the upper level agility class. When an applicant requests an upper level class, notification of the date and time for the evaluation will be given.

When are CDTC Agility Classes held and what is the cost? Agility classes are held on Wednesday nights. Agility classes are Eighty Dollars (\$80.00) for eight (8) weeks for non-members and Forty-five Dollars (\$45.00) for CDTC members. To register for classes, complete an agility class form, sign the agreement and mail form to Shirley Harry 2758 Garfield Ave, Silver Spring, Maryland 20910 with a deposit of half the class fee along with proof of basic obedience. If applying for an upper level class you must submit proof of your agility title.

Where are the classes held? Classes are held at the CDTC training facility, 2758 Garfield Ave, Silver Spring, Maryland. Indoor classes are held on padded rubber matting.

What should I bring to class? You will need a buckle collar (choke and pinch collars will not be permitted as they are unsafe for agility training), a “grab tab” (i.e. a leash short enough that the dog cannot step on it.) And some motivational items(s) such as toys or training treats. Motivational items will be used, so come prepared. For the first class, you must also bring your dog’s rabies certificate.

What are the Class rules?

- All dogs must remain on lead at all times in a non-class situation
- Dogs may relieve themselves outdoors in the designated area only and you must pick up after your dog. Anyone observed breaking this rule will be excused from class without a refund
- Positive training techniques will be used.
- Aggressive dogs will be excused from class. Uncontrollable dogs or dogs that cannot be let off leash may be excused from class.
- All class students must assist in putting up and taking down of equipment. Agility is a participation sport. Working with the equipment encourages the handler to learn equipment safety.

Need more info? Call Shirley Harry 301-270-1890

Agility Program Classes

Agility is a competitive, fast-paced sport in which the handler directs a dog through a timed obstacle course.

CDTC offers five (5) levels of agility instruction. All the agility classes are given on Wednesday nights and are eight (8) week sessions. Each of the levels builds on each other. Each level requires a "test in" for the dog and handler if they do not start at the Introduction level. The goal of CDTC’s agility classes is for the handler and dog to work together as a team, to have fun and to prepare you for competition.

TEST IN

All dog and handler teams joining the CDTC agility program must pass a test aimed at identifying issues that will prohibit the team from being successful. Specifically, we are evaluating:

- The ability of every dog to get along with people and other dogs.
- The physical abilities of a dog
- A dog’s responsiveness to its handler

Any dog that exhibits any form of aggression during this evaluation will not be accepted into the program. Handlers who are not able to keep their dogs under control, or are

unable to get their dog's attention off lead, will not be allowed. Such issues make it difficult and unpleasant for instructors and students and dogs in a class. They also potentially raise safety issues. The Training Director will arbitrate any student concerns with this policy.

If a dog does not pass this evaluation, the dog is not eligible to join CDTC agility classes for a three (3) month period.

Introduction Agility Level

Introduction Agility introduces the dog and handler team to the use of equipment. The team is then taught the basic skills to confidently and safely complete each obstacle. Everything is taught at the ground level or slightly above.

- Tunnels
- Contact obstacles
- Jumps
- Weave poles
- Sending dog out to an obstacle
- Target training

Pre-requisites for Introduction

- Dogs will be evaluated for temperament, basic obedience skills (proof of basic obedience class), and appropriate physical condition (not overweight).
- Dogs must be at least one (1) year old and in good physical condition.
- Dogs must possess a reliable recall.
- Dogs may not be aggressive towards people or towards other dogs.

All students participate in set-up/take down of agility equipment for each class.

Beginner Agility

Builds on each of the established foundation skills from the Introduction agility classes. The newly learned skills build on the confidence level of the team. The team will successfully execute each obstacle and have a basic understanding of the weave pole exercise and complete a four (4) to five (5) obstacles course or series of obstacles. The team will start/have foundation work for the contact obstacles.

Intermediate Agility

The intermediate agility student's (dog and handler) focus will be on building on all of the skills learned in Introduction and Beginner's Agility classes taking all of the skills learned to improve on the dog's speed on the equipment. At this point, the dog will have solid contacts, six (6) weave poles, and run a simple course without food.

Requirements for CDTC intermediate agility team to move to Skills Agility Class:

To move to the skills class, the dog must be confident on each of the obstacles and successfully complete six weave poles. The dog and handler team must successfully complete a simple course without food.

Skills Agility

Skills Agility class focuses on improving the dog's skills and speed on the equipment and improving the handler's ability to move the dog through the course. New skills such as cross in front, cross behind, layering, distance control, etc. are learned. Skills class is for handlers who are getting ready to show their dogs at the novice level of competition. Dogs and handlers completing the skills level should be able to compete in an agility trial at the novice level. Novice courses are set up and students are exposed to what it is like to "run a dog at a trial." It is the time to learn the rules for showing in agility.

Competition Agility

To move up to competition level the dog and handler team must successfully complete twelve (12) weaves poles and be showing in some agility venues.

Competition Agility is for the advanced student showing their dog in competition. It may be any Agility venue. CDTC's focus is on AKC. Handlers will run their dogs through courses set up while an instructor critiques and assists the student in fine tuning skills.

CONFORMATION CLASSES:

Beginning Class

Anyone who is a novice (has never shown or has very limited experience)

Course Content:

- Familiarity with Breed Standards and Their Importance
- Canine Anatomy Terminology
- Proper Equipment use for Exhibiting Specific Breeds
- Show Procedures and Attitude
- Movement Patterns
- Ring Appearance
- Good Sportsmanship

Advanced Class

Anyone currently exhibiting a dog or has at least a year exhibiting and has put a conformation title on a dog themselves. This does not include someone who has used a professional handler who finished their dog.

Course Content:

- Reviewing your specific breed standard to evaluate your dog's faults and positives
- Show Attitude and Good Sportsmanship
- Nonverbal signs from judges
- Stacking your dog considering the breed
- Movement Patterns
- Ring Appearance

FLYBALL CLASSES: (Contact Dona Dwyer: ddjildon@aol.com)

Flyball is a team sport in which two (2) teams of four (4) dogs compete against each other by running a straight course that includes jumping hurdles and retrieving balls. It is particularly appealing to high-energy dogs that enjoy retrieving and playing with balls. Flyball classes meet at the CDTC Clubhouse on Saturday nights. All students are asked to help with the Club's competition team. CDTC offers three levels of Flyball instruction and supports a competition Flyball Team.

Beginning Flyball:

Beginning Flyball introduces the dog and handler team to the equipment and basic skills, such as motivational recalls, ball retrieves, and jumping a series of jumps. Dogs are introduced to the Flyball box.

Requirements for CDTC Intermediate Flyball:

To move up to Intermediate Flyball, the dog must be able to execute a series of four (4) flyball jumps, retrieve a ball from the Flyball box and bring the ball back to the handler.

Intermediate Flyball:

In Intermediate Flyball, students begin to improve Flyball skills by breaking down the sport into individual exercises. Dogs are taught to retrieve from a Flyball box and jump a series of four (4) jumps.

Requirements for CDTC Advanced Flyball:

To move up to Advanced Flyball, the dog must be able to execute the full Flyball course go over four (4) jumps, retrieve a ball from the Flyball box, return over four (4) jumps, and return the ball to handler.

Advanced Flyball:

Advanced Flyball is for dogs who are ready to begin working with other dogs on a team. Dogs are being prepared for competition. Students must help with Capital's team and attend a local tournament.

Requirements for CDTC Flyball Team:

To move up to the Flyball Team, dogs must be able to successfully execute the Flyball course around distractions such as other dogs running nearby courses.

Competition Flyball Team:

The Flyball Team is offered to a student when CDTC Flyball instructors feel that the dog is ready to compete. Dog and handler will be tested-in prior to acceptance. Students must commit to a regular training schedule. No fee is charged for participating on the team (tournament & demos). However, a class fee is charged for participating in the competition flyball class (practice & training sessions). Flyball Team members are also expected to participate and help with all team activities.

Length: Eight (8) weeks

Cost: \$80.00 for non-CDTC members

FREESTYLE CLASS: (Contact Mary Sullivan: blkdogtrainer@aol.com)

Freestyle introduces handlers to this new canine sport in which handler and dog move as a team through required and optional choreographed movements to music especially chosen to match the dog's rhythm. This is a great class for the older dog that may be retired from more physically demanding sports, young dogs in training for obedience or agility competition, and for the well-trained pet whose owner wishes to have another venue. Freestyle at CDTC is taught following the guidelines of the Canine Freestyle Federation.

This is an ongoing class from beginner through advanced. By the time a dog is working at the advanced level, most will have a choreographed routine and be preparing for competition or demonstration.

Course Content:

- Right and left-side heeling
- Interactive attention
- Choosing music for specific dogs
- Required and optional movements for competition
- Technical and artistic aspects of Freestyle performance

Prerequisites:

Dog should be heeling at novice level on lead. Exceptions may be made at the discretion of the instructor.

Length: Twelve (12) weeks

Cost: \$120 for non-CDTC members

RALLY CLASSES

Beginning Rally

According to the AKC website, “Rally provides a link from the Canine Good Citizen (CGC) program to obedience or agility competition, both for dogs and handlers. In addition, rally promotes fun and enjoyment for dogs at all levels of competition.” Rally uses fifty (50) signs to build a course. There are three (3) levels: Novice, Advanced and Excellent. Each dog-handler team follows the course, walking from sign-to-sign at a brisk pace and working as a *team*.

The Beginning Rally class will introduce the student to each of the twenty-nine (29) signs used on a Rally Novice course. Each week, a Rally course will be set up, using the signs learned to-date. Students will be given course maps. There will be a discussion on how to read a map and “walk” the course. Deductions will be explained. Other aspects of Rally will be reviewed.

Prerequisites: In order to enroll in the Beginning Rally class, you should have completed an Advanced Basic obedience class (or the equivalent). Your dog must know where Heel position is. She or he must know the commands: Sit, Down, Stay, Come and be able to do at least one Finish exercise.

Next Logical Class in Rally: Competition Rally class

Competition Rally

Everything you need to know to successfully compete in AKC rally: correct performance of all the exercises, explanation of all the regulations, understanding ring protocol, developing course strategy, and individualized training tips. Occasionally practice courses are set up in class.

Prerequisite: Advanced Basic obedience or equivalent; for best results should also be enrolled in at least Subnovice obedience). Required reading: Latest edition of the AKC *Obedience Regulations* and *Rally Regulations*; AKC rally signs.

TRACKING CLASS:

Beginner Tracking: This class is for dogs and handlers that have not tracked before to assist them in attaining the AKC Tracking Dog (TD) title. Students will learn the basics of teaching their dog to track, including starts, turns, article indication, and aging. Students will also learn to plot tracks and estimate yardage. There will be a lecture portion to familiarize students with equipment, regulations, and theory of scent work.

Prerequisites: None

Length of class: Six (6) sessions (First session consists of 1/2 day lecture plus field work)

Cost: TBA

Additional Requirement: Students must work at one of Capital's tracking tests.

GUIDELINES FOR CLASS ATTENDEES

When you attend classes at CDTC we expect you to follow these guidelines:

1. Obey the rules for dog walking. Give your dog a chance to relieve him or herself at home before coming to class and again when you arrive at the Club. The only area where dogs are allowed to relieve themselves is along the chain link fence in the parking lot or over along the SIDE of the building. Cleaning up after any solid waste is required or we will all be stepping in doggy poop. Take solid waste home. Also watch your dog in class. If dog eliminates, clean it up and take waste home. DO NOT place *any* clean-up waste in the trash can in the building. Since the Club could lose its lease if these rules are not obeyed, violators will be dismissed from class without refund.
2. Bring clean-up materials: paper towels, plastic bags (right size for dog), can with lid (e.g. coffee or yogurt). Emergency cleaning supplies are located on the posts inside the Clubhouse.
3. Park along the fence, going up the hill on the right, or around back in the upper lot. Do not park in front of the garage doors in front of the Clubhouse (as a courtesy, this area is reserved for teachers & assistants). Feel free to double park in front of the trucks along the fence.
4. While Capital's facility is air conditioned during the summer, bring a bowl if you think your dog might want water. You may fill water bowls in the bathroom, not the water fountain. Do not use the water fountain or bathroom sinks as a washing place for dog bowls, etc. If a bowl requires rinsing, put water in it from the bathroom, then take the bowl outside and rinse it.
5. CDTC's weather policy is that when Montgomery County schools are closed then CDTC will not hold classes. On the weekends CDTC will not hold classes if Montgomery College does not hold classes. Instructors of daytime classes make their own arrangements about whether classes will be held if Montgomery County classes are only delayed.
6. The telephone at Capital is for use by students only in an emergency. All telephone calls cost thirty-five cents (\$.35).
7. Wear comfortable working clothes to class: old clothes in case you need to sit on the mat, and low-heeled rubber or crepe-soled shoes.

8. As a courtesy to others, as well as for your dog's sake, bring a clean healthy dog to class. If the dog is ill or comes into season, it must stay home. If a bitch comes into season during the first half of a session of Puppy, Basic, Advanced Basic, Subnovice, Flyball or Agility classes, she will be put in another class. Otherwise leave the dog at home. However, it is advisable for the handler to come and watch the class to keep current. If the regular handler cannot attend, at the instructor's discretion another person who has regularly worked with the dog may handle for that session.
9. You are responsible for controlling your dog during class. Do not permit your dog to focus on anything but you. Especially ensure that large dogs do not frighten small ones. Be aware of where your dog's tail is! A large dog, at the end of a six-foot leash, will have its tail ten feet from your hand. For you and your dog's safety, do not allow socialization between dogs.
10. Your dog should be under your control by your side on a lead when taking the dog to and from class.
11. Family members are welcome to come and watch quietly from the edge of the training ring. (All members of the family should learn to control the dog.) Adults are responsible for their children. Keep children away from other dogs. Capital is **NOT** responsible if a child teases dogs, and is then bitten.
12. (For instructors who allow food during training.) Bring unmessy, firm food treats to use as training rewards: put in pocket or 'bait apron'. You will be giving very small pieces; rewards are not meals. If food falls on the floor, be sure that you or your dog pick it up.
13. Students may use crates if necessary, e.g. to hold a dog while the handler uses the bathroom. However, sufficient crates should be left free for instructors. Crates are not for students' extra dogs that are not enrolled in any classes.
14. A leather leash, no wider than necessary for the size of your dog, is strongly recommended for training. Wide or nylon leashes are hard on the hands. The usual preferred length is short leashes for heeling and fifteen foot (15') leashes for stays or recalls. No chain leashes.
15. CDTC favors positive training methods. Where correction is necessary and appropriate only the smallest correction necessary to address the problem is acceptable.
16. Practice. We will *not* train your dog. We will train *you*, and you will then train your dog. Try to train your dog for a minimum of four (4) times a week for fifteen to twenty (15-20) minutes a time. More frequent short training sessions [two (2), three (3) or five (5) minute sessions can accomplish alot] are better than fewer long sessions

Who are the CDTC Obedience Instructors?

Class instructors at CDTC are Club members who volunteer their time and expertise. They come from a wide variety of backgrounds, and most have had years of experience training dogs. Some instructors teach privately for a fee, but due to Club policy, this cannot be done in the Club facility. Many obedience instructors are also active in other aspects of dog training and competition such as agility, flyball, conformation, tracking, freestyle, therapy dogs, lure coursing, and earthdog, to name a few.

Below are the basic requirements needed to serve as an obedience instructor for CDTC.

- Puppy Kindergarten Class and Basic Class: Instructors must have earned at least one (1) CD obedience title, and assistants must be training or active members of CDTC.
 - Subnovice Class: Instructors must have earned at least one (1) CDX obedience title or two (2) CD obedience titles, and assistants must be training or active members of CDTC.
 - Novice Class: Instructors must have earned at least one (1) CDX obedience title or two (2) CD obedience titles, and assistants must have earned at least one (1) CD Title.
 - Open Class: LEAD Instructors must have earned at least two (2) UD obedience titles, and assistants must have earned at least one (1) CDX obedience title.
 - Utility Class: LEAD Instructors must have earned at least two (2) UD obedience titles, and assistants must have earned at least one (1) leg toward a UD obedience title.
 - Tracking Class: LEAD Instructors must have earned at least two (2) TD Titles or one (1) TDX title.
- Abbreviations used above:
 - CD - Companion Dog
 - CDX - Companion Dog Excellent
 - UD - Utility Dog

How many dogs per class?

Generally ten (10) dogs per class, sometimes more.

How much are classes and how long are they?

Classes run eight (8) weeks for fifty (50) minutes per class, and cost Eighty Dollars (\$80.00) Subnovice and above are Ten Dollars (\$10.00) per class and billed quarterly. (Prorated if you join in the middle of a quarter.)

Class Participation Required

- Students registered for a class must regularly attend to remain on the class roster.

TYPES OF MEMBERSHIP. There shall be several types of membership (as stated below), open to all persons eighteen (18) years of age and older (unless stated otherwise) who subscribe to the purposes of this Club.

- (a) Training Membership. Training Membership in the Club shall be available to an individual who enrolls in classes and pays the class fees. Training Membership includes the right to receive publications and general announcements of the Club and to attend meetings, and all other privileges of the Club, except that:
 - (i) Training Members shall not be eligible to vote at any meeting of the membership.
 - (ii) Training Members shall not be eligible to run for any office in the Club.
 - (iii) Training Members shall not be eligible to compete for special annual awards and trophies offered by the Club.
 - (iv) Once your application has been submitted, you are entitled to all members' rights with the exception of the right to vote.

- (b) Active Membership. Active Membership in the Club shall be available to an individual over eighteen (18) years of age who has:
 - (i) completed no less than three (3) months as a Training Member paying the prescribed fees therefore; and
 - (ii) passed a Proficiency Test as prescribed by the Club with a dog that she or he has trained or has obtained a qualifying score toward an AKC title in any “dog companion sport” trial.

Each applicant for membership shall apply on a form as approved by the Board of Directors. Accompanying the application, the prospective Member shall submit dues payment for the current year. Upon receipt of the application, general membership reading will take place, followed by the Board of Directors signing the application, and then a voting by the general membership. This could take approximately three (3) months due to the necessity of a quorum.

Active Membership includes the right to attend meetings, vote, receive publications including a monthly newsletter (Obichaff), access to the membership section of CDTC's website, access to Yahoo groups and events, seminars, events, announcements of the Club, the right to hold an elective office in the Club, and all other privileges and benefits of the Club.

Former Active Members must evidence a current interest in the club and, therefore, must be a Training Member again before applying for Active Membership, but no additional Proficiency Test is required.

Membership Requirements:

To apply for membership at Capital Dog Training Club you must first attend nine (9) of twelve (12) weeks of classes. You are then eligible to take a proficiency test (administered by any Club member with a CD except your current instructor, the Training Secretary, Training Director or Assistant Training Director). The Proficiency Test is waived if you have ever earned at least one (1) leg towards a title in obedience, agility or rally. Upon meeting the above requirements, you will fill out the membership forms which the tester will provide to you and return the forms along with proof of rabies and a check for the membership dues amount [currently One Hundred Dollars (\$100.00)] to the Clubhouse (prorated to half that amount for applications tendered after the first of the year) within thirty (30) days.

Once your application has been received, you are no longer required to pay training class fees. The application will be read at the next general membership meeting. Your presence is not required, but you are welcome/encouraged to attend. (The meetings are held on the second Tuesday of each month at 8 p.m. at the Clubhouse). The application will then be signed by the Board at the next Board of Director's meeting, and finally, your membership will be voted on at the next general meeting with a quorum present. So, at a minimum, this takes one (1) full month. It can sometimes take a few months if we have difficulty achieving a quorum. Be patient! Once you have been voted in, you will be contacted by a Board Member to inform you of your change in status from training member to Club member.

PROFICIENCY TEST

Given by: Any member with a CD **except** the Training Director, Assistant Training Director, Training Secretary or the instructor of the applicant.

Test:

Heel on leash & figure 8	40 points
Stand for exam (ON leash)	30 points
20' recall (OFF leash)	30 points
Novice stays	60 points

To pass you must earn at least 130 points and half of every exercise.

No restrictions on the number of tries; two weeks between failing and retrying.