



FLOOR RULES – revised 12/4/17

The following Floor Rules describe expectations for members who train in the QCDTC Facility and are in addition to the Training Rules, Constitution, Bylaws & Standing Rules.

Terms:

- **“After Hours”** – outside of scheduled class times, seminars or events when the building is normally open to the public. “After Hours” implies a building key is needed for access.
- **BOD** – Board of Directors
- **Logbook** - a book used to record your presence in the building “After Hours”, also referred to as a “sign-in” book. There is one in each building. Use whichever is most convenient.
- **Main Building**, also referred to as Building 1, contains the main entrance, office, restrooms, Canine Cupboard, meeting room, kitchen and crating room.
- **Hutchins Building**, also referred to as Building 2, houses the agility equipment.

Logbook. Members must sign in using one of the logbooks when entering the building “After Hours,” and should sign out when leaving. The sign-in books are located on the front counter of the Main Building, and are on the table under the microphone in the Hutchins Building.

Reporting Issues

Please report any issues with building maintenance, including HVAC (heating, ventilation & air-conditioning), electrical, water, or phone by calling White Bourland at 513-936-8668 (H) or 513-543-7603 (cell) or Ivan Immel at 937-430-1700 (cell).

Please report any issues with “accidents” found in the building to Catherine Berberich at 513-260-8456. Please include the date, time and location where the issue was noticed to facilitate review of security tapes.

Contact Catherine Berberich for copier issues at 513-260-8456.

Please report any dog contact issues to Diane Carr (513-772-3340) for Obedience, or MaryAnn Chappellear (513-532-0591) for Agility, or a Board Member. Please make a note of date, time and location of the incident to facilitate review of security tapes if needed.

For any other issues, such as door left unlocked, suspicious activity in the parking lot, etc., please contact a Board Member. A list of Board Members may be found on the counter by the phone in the Main Building.

Member Training

Members may use training rings not scheduled for class use, but must vacate the ring 15 minutes before a class is scheduled and put away any equipment brought into the ring in its proper place. Member training time is limited to 20 minutes. This is an honor system.

Only one dog per handler may be off-lead at a time for training or playing, unless doing long sits/downs when the building is open to the public. For Advanced Obedience training, multiple handlers may work their dogs off lead at a time. Please be respectful of classes and be as quiet as possible when training in an adjacent ring.

Free play with multiple dogs is permitted “After Hours”, but only within a ring. At no time may any dog have free run of the facility.

If a member has more than one dog enrolled in a class, another club member may handle the additional dog(s) for that class.

If a member is unable to handle their dog in a class, a club member may substitute.

Members may not sign up family members who are not Queen City members for classes for the reduced class fee.

Members are permitted to bring multiple dogs that are owned or co-owned by them. They may only train one dog at a time. They may switch dogs trained during a class with the permission of the instructor, provided it does not hold up the class.

**In general, children must be at least 12 years old to be on the training floor in classes open to the General Public. Participation of children ages 9-11 in training classes is at discretion of the relevant training director, on a case-by-case basis. They are restricted to handling the dog registered for that class in the ring under adult supervision. They may not bring the dog into or out of the building on their own. They may not approach or touch other dogs.

**Junior members may train in the building “After Hours” under supervision of an adult member approved by their parent or guardian.

Members may not use the Queen City facilities for private instruction where remuneration is exchanged, either inside or outside the building. No sales of any kind allowed on premises, unless approved by the BOD. (Some private training is allowed with coordinator approval.)

Housekeeping & Cleanup of Accidents

All members are responsible for good housekeeping. Pick up after yourself and dispose of any personal trash. There is a large garbage can outside the door of the Main Building, and a dumpster across from the building front.

It is very important that dog “accidents” and any spills on the training floor be cleaned up immediately. Use cleaning solution and paper towels and/or mop and water. Solid waste should be disposed of in the outside garbage can, or in the dumpster.

****Accidents on the sport turf in the Hutchins Building must be cleaned up according to the instructions posted, and carry a \$20 fine.** Dogs who urinate on the sport turf are required to wear a "belly band" or panty with absorbent pad.

Dogs & Equipment

Dogs must be on leash at all times, in and outside the building, except when in the ring.

Chain link leads and electronic collars are not permitted on the premises.

Flexi leads may be used at the discretion of an Instructor only in class activities, and are not to be substituted for a leash inside or outside the building.

Mistreatment of dogs will not be tolerated. Any action deemed as such may result in sanction by the Board of Directors.

No sick animals, or bitches in season allowed on the premises. Dogs should be free of external parasites.

Dogs should be “bathroomed” only on Queen City property and only in the designated areas. Pick up and dispose of solid waste using the plastic bags and small trash cans provided. Empty the poop bucket if it more than ½ full, and replace the plastic liner.

- **Do not allow male dogs to urinate on the Building, pillars or flower pots.**

If the “mailboxes” are out of plastic clean-up bags, please refill from the storage area behind the tan curtain in the kitchen. They are on the top shelf.

Dogs may not be left unattended in the building.

- Exception: Dogs belonging to members of an event committee may be left unattended at the Board’s discretion for special circumstances – such as taking a judge out to dinner, when it is deemed in the best interest of the dog. Dogs must be securely crated if left in the building, and a note should be placed on the top of the crate with the name and phone number of the owner.
- Under no circumstances should a dog be left overnight in the building.

Facility

The crate room is for use by all members. Use of crates is on a first come/first served basis. (All crates in crate room are QCDTC property.) Dogs in crates must be quiet and not disturb classes.

Dogs may not be tied or attached to any fixture inside or outside the building.

No dog grooming permitted on sport turf. Dog grooming other than simple combing, brushing and trimming of nails is prohibited elsewhere inside the facility. Please clean up any debris you create from simple grooming.

No personal water bowls may be left in the building.

In general, no personal items, including crates, may be left in the building overnight. Exceptions include:

- Trials and seminars
- Personal crates may be left in the Hutchins building overnight for students and instructors with a day class the following day with permission of the agility committee.

Water and soft drinks are available for purchase from the refrigerator in the kitchen. It is the honor system. There are recycle bins for pop cans and plastic water bottles.

Personal food items, including dog treats, should not be stored in the refrigerator.

Smoking and Alcoholic beverages are prohibited in and around the training facility.

- Exception: wine or beer may be served at judges' dinners hosted at the Queen City Dog Training Club facility, at the Board's discretion.

The buildings close at 10 pm on training nights for non-members.

Do not unlock or block the emergency exit doors.

Make sure all exit doors are locked when you leave, if no one else is in the building.

Member Training Times

Classes are scheduled Mondays – Thursdays. PLEASE check the website for current class schedules.

Obedience, Rally, Conformation & special classes are held in the Main Building. One practice ring is available for member training during class times. Members may train on the floor at any unscheduled class time, other than when the building is scheduled for use.

Agility classes are held in the James P. Hutchins Building. Members may train on the floor at any unscheduled class time, other than when the building is scheduled for use.

Friday – Sunday: Both Agility and Obedience practice are available, except when the building is being used to host an event or trial. Agility practice and/or Obedience practice sessions are often scheduled on Friday evenings, which are open to the general public for a fee. Check the club calendar for details.

Availability of training space is subject to change due to additional classes, seminars, trials and special events.

Length of Practice

Agility practice is limited to 20 minutes, if others are waiting. Two rings are available. Contacts should not be moved. Please see Agility Ring Regulations for more details.

Obedience, Rally, Conformation practice is limited to 20 minutes, if others are waiting. These rings are open to all members at any training level. Members may share the ring, but the combined training time for two or more members may not exceed 40 minutes. Group sits and downs do not count towards the 20 minute limit per person. Please leave the ring with the configuration in which you found it. Put away any special equipment you got out.

Please respect these time limits. No group has a monopoly on ring usage for extended periods of time.

Members who do not have a building key must leave the buildings when the last key holding member leaves.

All members must assume the responsibility for keeping the rings and equipment in proper order.

Agility Ring Regulations

Contacts are pre-set for the week – do not move!

Any equipment set up outside the rings must be put away after use.

Any unusual training aids that you set up – jump chutes (i.e. 7 jumps in a row), weave pole wires, white gate dividers, numbered cones, practice boards, contact trainers – must be put away after use.

Food must not be placed on the contacts or in the tunnels.

Aggressive dogs will not be tolerated. If your dog cannot control himself around other dogs please do not bring him into the building until you are ready to run. This includes crated dogs - a crated dog that is lunging and snarling is not acceptable. Keep your dog on a short leash and do not place them where they are a threat to others.

We want everyone to be able to run their dogs in a safe environment. Prevention and being aware are key.

Who to Contact

Reporting Issues

Please report any issues with **building maintenance**, including HVAC (heating, ventilation & air-conditioning), electrical, water, or phone by calling **White Bourland** at 513-936-8668 (H) or 513-543-7603 (cell) or **Ivan Immel** at 937-430-1700 (cell).

Please report any issues with “**accidents**” found in the building to **Catherine Berberich** at 513-260-8456. Please include the date, time and location where the issue was noticed to facilitate review of security tapes.

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Please report any **dog contact issues** to **Diane Carr** (513-772-3340) for Obedience, or **MaryAnn Chappellear** (513-532-0591) for Agility, or a Board Member. Please make a note of date, time and location of the incident to facilitate review of security tapes if needed.

For any other issues, such as door left unlocked, suspicious activity in the parking lot, etc., please contact a Board Member. A list of Board Members may be found on the counter by the phone in the Main Building.

Board Members:

President – Erica Behnke, 513-266-8931

Vice-President – Marilyn Cones, 513-265-8580, 513-829-5756

Secretary – Pat Doty, 513-604-9463, 513-541-9004

Treasurer – Catherine Berberich, 513-260-8456

AKC Delegate – Erica Behnke, 513-266-8931

Trustees:

- White Bourland, 513-936-8668 (H) or 513-543-7603 (cell)
- Diane Carr, 513-772-3340
- Ivan Immel, 937-430-1700 (cell)
- Sandy Jennings, 513-317-3215, 513-561-2550
- Sandy Schmidt, 513-543-6822, 513-451-9007

QCDTC Address:

12018 Tramway Drive, Sharonville, OH 45241