

## ORKC Practice Procedures 2024:

- ✓ You must be a member in good standing of the Oak Ridge Kennel Club, received confirmation of completing 10 hours of volunteer service and attended two meetings during 2023.
- ✓ In Addition, you must have received training on the proper gate security procedures to obtain the entrance code or key for the main gate to the campus.
- ✓ Make sure the **gate is LOCKED** when you leave. As a refresher, locking instructions are available in the Members Only section of the website.
- ✓ You may **NOT share your entrance code** or key with anyone.
- ✓ It is your responsibility to keep your email and phone up to date with the Club Secretary so you can be contacted if the code needs to be changed.
- ✓ Always fill out and sign the log sheet/book anytime you are on premises and not attending a class session or event.
- ✓ If you are practicing or training dogs, **you are expected to pay the appropriate fee** by cash or check. Fees are posted in each building. Teaching credits may not be used for payment.
- ✓ If you **bring a guest** to the facility to practice or train their dogs, they must **sign a Release of Liability Form, fill out the log sheet/book and pay the appropriate fee** by cash or check. Fees are posted in each building.
- ✓ You must remain on the CLUB premises while your guests are there.
- ✓ For the purposes of these procedures, guests include non-members and members who do not have additional benefits (privilege of access to the campus for independent practice/training)
- ✓ If you bring a friend to watch, take photos, observe etc. and that individual(s) does not bring a dog, the guest fee is waived.
- ✓ You are expected to leave the premises in the condition you found it and report any irregularities promptly. If you use agility equipment it is to be placed in the condition you found it; Rally, you must put all signs away in numerical order.
- ✓ It is **strongly recommended that you utilize the Reservation Calendar on the ORKC** website to reserve the agility field or buildings. If someone arrives who has a reservation and you are using the area they reserved, **you are expected to vacate that area immediately.**
- ✓ This access/use privilege is for club members to practice individually or in small groups and is not to be used for other purposes.
- ✓ All individuals should follow their veterinarian's recommendations to assure their dogs are free of internal and external parasites, any communicable diseases, and have appropriate vaccinations.
- ✓ Please follow ALL posted directives in the buildings that apply to training/practice.