



Member Handbook

October 2019

On behalf of the Board of Directors and the Skyline membership, congratulations and welcome to the Skyline Agility Club. We are looking forward to your involvement in your club.

This booklet is a brief overview of history, facts, and valuable information that you may find helpful in learning about Skyline and how to enjoy the benefits of membership. If you have any questions, please do not hesitate to ask.

A VERY BRIEF HISTORY:

Skyline Agility Club was started in 1994, when a handful of people taking back yard agility classes (dodging trees and poison ivy) joined forces with a small New Jersey agility club. In 1995 Skyline held our first seminar, an agility games seminar, a fun match, our required AKC "A" match, our first AKC trial and hosted a 2-day AKC judge's seminar.

The following spring, we held our first NADAC trial in conjunction with Contact Agility Club. We have been growing ever since, hosting weekly agility classes, seminars, special events (even Pet First Aid and CPR), and AKC, CPE and NADAC Agility trials.

Skyline Agility's training facility is currently located at 120 Tetz Lane in Middletown, Orange County, NY.

TYPES OF MEMBERSHIP:

- A. Individual membership is open to all persons eighteen (18) years of age or older who meet all membership requirements, and who shall enjoy all the rights, privileges and responsibilities of membership.
- B. Family membership includes all persons eighteen (18) years of age or older residing in the same household. Family membership requires at least one member of the household to meet all membership requirements. Any applying member of the household who meets all membership requirements has the same rights, privileges and responsibilities as an individual member. All other members of the household are considered Associate members (see part (d) of this section) unless and until they satisfy the requirements of membership.
- C. Junior membership is open to individuals less than eighteen (18) years of age. Juniors are not eligible to vote or to hold office; however, they are entitled to all other rights and privileges of the Club. Junior members do not pay dues, but are required to fulfill other membership requirements. A junior member who reaches eighteen (18) years of age becomes a full member and may elect to be a family or an individual member.
- D. Associate membership is available to any Club member eighteen (18) years of age or older who, for whatever reason, is unable to fulfill the requirements for full membership. Associate members will enjoy limited privileges and will have the opportunity to revert to a full membership upon completion of the membership requirements for the current calendar year.
- E. Life and Associate Life memberships may be awarded by the membership and do not require payment of dues. Otherwise they are identical to Individual and Associate memberships respectively.

RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP:

Members in good standing (full members) have the following rights and privileges:

- A. To vote on any item presented to the membership.
- B. Ring Rental. *Please see the Ring Rental Policy for details.*

- C. Discounts to Skyline classes, seminars, mini-clinics, and other events. Discounts vary by type of event.
- D. Annual update to member/dog Title Plaques.
Plaques are given to all dogs that have received agility titles during the past year. Members are entitled to one plaque per dog, and it can be updated annually.
- E. One free rental hour Birthday gift from Skyline each year.
- F. Free use of the Skyline CD/Book library.
- G. Stall space assignment where crates can be left for use during classes, trials, or events.
- H. RV parking priority at Skyline trials. *Please see the Members RV Policy for details.*

Members in good standing (full members) have the following responsibilities:

- A. Annual Dues must be paid no later than November 30. Dues cover the following year if a new member is voted in at the last meeting of the year (Oct-Nov). *The renewal form that accompanies your dues payment is on page 7 of this handbook.*
- B. Members must work at all Skyline trials in which they are entered. This includes, but is not limited to, setting up before a trial and/or cleaning/resetting building after trial as well as working while the trial is running. Working during the trial includes working in the ring and all the other jobs associated with hosting a trial (see Trials section below).
- C. Members must volunteer for at least one non-trial club activity (participate on clean-up day, organize an event, work on a committee, coordinate Brunch or BBQ meeting, order annual plaques, etc.). *Our club is only as good as its members and their volunteer support. Get involved! if you have special interests and talents that will help our club, let someone know. There are always things to do!*
- D. Each Member must attend at least one general meeting per year (see additional information on member meetings below).

ADDITIONAL INFORMATION ON CLUB MEETINGS AND GOVERNANCE:

Member Meetings:

- A. Regular Member meetings are held 6 times per year, and are usually scheduled during the off-week, which is in between class sessions. Additional Special Meetings may be called if needed. Members are encouraged to attend as many meetings as possible to keep informed about their club.
- B. One of the six Member meetings is the annual brunch held the first Sunday after January 1st. This meeting is when Skyline holds its annual election for Officers and Board members.
- C. Another Member meeting is held during August and is usually accompanied by a potluck dinner.
- D. All Meetings and locations are announced via the Skyline email group (IO group).

Board Meetings:

The Skyline Board of Directors, consisting of the Executive Board (President, Vice President, Secretary and Treasurer) and the Directors (4 Board Members), hold Board meetings at least 6 times a year. Any member in good standing can attend these meetings. If interested in attending, please contact the Secretary for the schedule.

Constitution and By-Laws:

You should have received our Constitution and By-Laws with this information. If not, they are posted in the files section of the Skyline email group (see below). It is important for members to familiarize themselves with this information and the policies of the Club.

FINDING INFORMATION AND OTHER MEMBERS:

Skyline Email Group: This is where many club discussions take place, it is currently an IO group. Members who need help with running trials and other activities will also post their requests. Brags are posted too. The files section contains all sorts of useful information; be sure to take a look. The club calendar, where you can sign up to rent the ring is also on this group. Please ask the Membership Chair how to join.

Skyline Directory: The latest Member Directory, with phone numbers and email addresses, is posted in the files section of the email group. Please make sure your listing is correct once it has been posted.

Whom do I Contact about *?:** The latest list of which members are responsible for which aspects of running the club is at the end of this booklet. If you are still not sure whom to ask, contact a Board member for help.

Skyline Website: www.SkylineAgility.org

Skyline Facebook Page: Please be sure to like and follow the Skyline Agility Facebook page.
<https://www.facebook.com/SkylineAgility/>

Skyline Instagram: <https://www.instagram.com/skylineagility/>

AGILITY TRIALS:

Skyline Agility Trials: Skyline currently hosts AKC, CPE and NADAC Agility Trials with the schedule and premium information available on the Skyline website. Links to agility trial sanctioning organizations can be found on our website under the “What is Agility” tab.

There is a lot to do to put on a trial. The trial chairs (see below) are always looking for help. Among the official and unofficial posts are: Trial Chair, Committee Members, Chief Course Builders, Worker Coordinators, Hospitality, Garbage and Potty Patrols, Parking, and more.

If you are not yet trialing, coming to one of our trials is a great way to see what it is all about. And sign up to ring crew while you are there – it’s the best seat in the house to see all the action!

And, most importantly, Welcome to Skyline Agility Club!

This booklet is a work in progress. Please contact Diane Lange if you have suggestions of what could be added or changed.

SKYLINE AGILITY CLUB ORGANIZATION 2019

Board of Directors

- Officers
 - President Lynne Garfinkel
 - VP Rob Conroy
 - Treasurer Alice Carter
 - Secretary Norbert Kowal
- Board Members Laura Bollenbach, Lisa Schaefer, Helen Sherman, Wendee Tartaglia

Board Committees

- Building Committee Norbert Kowal, Stacy Budd, Lynne Garfinkel, Chris Miele, Sandra Schwinzer
- Nominating Committee Lynne Garfinkel, Angela Legg, Linda Montemarano

WHO DEALS WITH ***?

If something is missing or you see a blank that you could fill, please let the Board know, and thank you!

Membership

- Membership Linda Montemarano
- Sunshine Brenda LaRosa
- Library Linda Ranieri

Facilities

- Equipment Maintenance Norbert Kowal
- Landlord Liaison Betsi Hartman
- Porta John Contact Rae Jeffs
- Rental Calendar Verification
- Propane Norbert Kowal
- VF Ring Rentals/Contracts Board of Directors
- Supply Management Lynne Garfinkel
- Stall Assignments Lynne Garfinkel, Betsi Hartman
- Ring Grooming Betsi Hartman

Classes

- Class Registration Marcia Garstin
- Training Director Betsi Hartman
- Publicity

Technical Support

- Website Wendee Tartaglia
- Face book Kristen Mathieson
- Instagram Erik Kessler
- IO Group Owner Lavonda Herring, Norbert Kowal, Diane Lange, Lisa Wiseman

Activities

- Fun Runs Pat Koziol, Lisa Schaefer, Lisa Wiseman
- Seminars Karen Profenna
- External Demos
- Clean Up Day Lynne Garfinkel
- August BBQ Meeting Bev Pietrucha
- January Brunch Meeting

Trials

Trial Coordinators

- CPE - Alice Hughey
- AKC - Diane Lange
- NADAC – Caryl Jersey

Ribbon Management

- CPE - Alice Hughey
- AKC - Donna Anderson
- NADAC - Caryl Jersey

Trial Chairs

CPE Trials (8)

- March - Kristen Mathieson
- April - Wendee Tartaglia
- July - Lynne Garfinkel
- August - Angela Legg
- September - Kris Kalfas
- October - Linda Montemarano
- November - Judy Girard
- December - Monique DeRuggiero

AKC Trials (4)

- May - Carol Wert
- September - Lisa Schaefer
- October - Helen Sherman
- November - Stacy Budd and Alice Carter

NADAC trials (3)

- April - canceled
- May - Carole Daggett
- November - Barbara Rushman

Membership Renewal Form

Name: _____ Date: _____

Please check the Member Directory file posted in the files section of the IO group to make sure all your contact information is correct. List any changes to the directory here:

In order to be a full member of Skyline Agility Club next year, you must have attended at least one meeting this year.

_____ YES, I attended a meeting
_____ NO, I did not attend a meeting

You also must have worked at every trial you attended.

_____ YES, I worked during every trial
_____ NO, I did not work during every trial

And working a trial may also include set-up before the trial or clean-up afterwards.

_____ YES, I set-up at least once
_____ NO, I did not help set-up
_____ YES, I helped clean up at least once
_____ NO, I did not help clean up

In addition, you should have taken on at least one other activity or job for the club. Please list the other things you have done this year below (these can include, but are not limited to, major trial related jobs, barn clean-up, being on a committee, organizing and helping with seminars or run-thrus, working trials you did not enter):

Please let us know if there are any Club activities in which you would like to be more involved, or any expertise you have that you feel would be of use to the Club:

Please send this form with your check to:

Please note, your renewal is not considered complete until this form is received and if Full Membership requirements were not met, your status will change to Associate. Please refer to Constitution and By-Laws and Policies and Procedures regarding membership located in the IO Group Files.

Annual Membership Dues are due by November 30.