

**Dear K9NW Clients:**

**Please take the time to read Rules “IN FULL & SIGN”**

As ongoing Classes and Clients go from week to week, from month to month, and year to year, it is very easy for everyone to get lax and forget the base rules of the Class and the sport. These rules are in place for safety - For the good of the Classes/Clients I am going to put out some refreshers for everyone. Please remember my K9 Nose Work Classes allow for Dog/Dog and Dog/Human Reactive Dogs, who are under control at all times, to play too! They, and everyone, need a safe controlled environment to enjoy their Classes. **LET’S KEEP THIS CLASS FUN & SAFE FOR ALL!**

**Sign you have read in full our Coronavirus (COVID-19) Rules under Facility & Training Rules – Under “Our Forms” on our Website Online:**

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**Physical Class ‘&’ Online Class Goals Every Week: Safety First, then FUN for all (Dogs and Handlers)** – I FIRST am an Advocate for your Dog that they are safe, are successful, and have fun! Please understand these rules are in place to create a safe and fun working environment for everyone (Humans/Dogs) to be able to relax and enjoy K9NW! **EVERYONE MUST FOLLOW....**

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**REMINDER = Parking Lot/Safely Secured Dogs** - The **ONLY** dogs that should be outside of the vehicles on leash at one time/well distanced are – The dog inside the building working and the next dog up pre-potting and waiting to run. **NO** other dogs should be out. **ALL Dogs should be secured safely inside their Vehicles at all times – NO Heads hanging out the windows – as this is a Liability Issue! NO one should be out wandering around with their Dogs!**

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**#1: In January of EVERY new Calendar Year**, everyone, please be ready to provide an **Updated and Signed Liability Release and Class Contract** along with a Copy Of Your Dog’s Current Rabies “Certificate”, and a copy of current Vaccination Receipts/Invoices. For Vaccinations, please ask your Veterinarian to provide you/I with a Print Out of your Dog’s Rabies Certificate and Vaccinations to date. Forms are available on my Website under “**Our Forms**”.

**#2a:** There should be 1 Adult Handler per Dog attending Class. A maximum of 1 other Specified Same Household Member (Spouse/Significant other) may come to Class. However, no one else should be attending Classes. All must sign a Liability Waiver. No minors ‘unless’

by a special approval on a case by case basis! Please do not show up and bring someone else – Human and/or Dog - without in advance special onetime approval.

**#2b:** It is your responsibility that EVERYONE attending with you and your Dog follow the Rules, the same as you/the Handler. NO exceptions, EVERY week. All Adults must sign a Liability Release for being On Site (even if will just be sitting out in your Vehicle with your Dog). Dogs **MUST BE** secured safely inside your Vehicles at all times, unless searching or out for a quick potty!

**#2c: Referrals are greatly appreciated.** If you have a friend/family member/someone you know who may be interested in doing the sport of K9 Nose Work with their dog, they are welcome to contact me at – [therightsteps@comcast.net](mailto:therightsteps@comcast.net) or [916-966-6883](tel:916-966-6883), to book an appointment to watch 1 Class in Session, no charge (not a Week #1 Class of a new Introduction to K9 Nose Work Lecture, but a Week #2 or after would be appropriate). I would be happy to speak with them. After watching 1 Class, if they would like to return and watch Classes, with no dog, an Auditing Fee would apply thereafter for each Week watched.

**#3: ONLY the signed up and paid for Dog in Class may attend each week.** NO other Dogs are allowed during your Class Time. If you show up with a Non- Class Dog, you will be asked to skip Class for that week, return home - No Refunds. If you have a onetime special circumstance you need to bring another Dog, you MUST get a special approval in advance, and the Dog MUST stay safely secured in your Vehicle at ALL times – NO walking out and about/outside of your Vehicle.

**#4a: Handlers must wear closed toed shoes that provide stable traction for safety (tennis shoes or hiking boots for example).** Handlers who come with open toed shoes will be unable to run their dogs for that Class.

**#4b: Please avoid wear short mini-skirts/skorts as this is a sport you will be bending over a lot!** Please plan your attire carefully each week as this is a true Sports Dog Working Class, where the audience is watching closely trying to learn, in a comfortable environment.

**#4c: Each Week – Clearly know your Staging Areas, Traffic Flow of Audience and Handler/Dogs; Never stand up while Dogs are in the room working/coming/going.** Do not stand outside if front of the windows and/or hold loud conversations – These are things that can easily cause fearful Dogs to shut down and/or become reactive. Please be kind. If in doubt please ask Cindy C. Smith, CNWI – earlier than later.

**#5a: Never bring sick/ill/contagious Dogs to Class.** No exceptions. If they have something contagious, a Signed Letter from ‘your’ Veterinarian on their Letterhead is required to come back to Class once safe for all.

**#5b:** Sick, Running a Fever, Ill, and/or Contagious Handlers = STAY HOME!

**#6:** **Dogs in heat**, may run in Fitted Doggy Bloomers/Panties, **but** they will only run 1 time at the very end of the class, after all other dogs/runs are completed. Dogs in heat are unable to participate in Obedience Training Classes – K9NW Only at the end of Class.

**#8a:** Dogs with dog/dog and/or human reactivity MUST BE IN CONTROL AT ALL TIMES. Dog/dog reactive dogs may participate **if** they are safely under control at all times!

**#8b:** Having your dog wear a Red Bandana and/or you the Handler wearing a Red Bandana signals to other Class Members you have reactive dog, please give extra space. For others = Please give them a WIDE berth – say a minimum of 10 Feet, more if needed. Please be kind and respectful.

**#8c:** **ONLY** the Owner may handle THEIR Reactive Dog in Class for liability reasons and said Dogs must be safely under control at all times.

**#8d:** Aggressive Dogs with a bite history with Dogs and/or Humans may not participate, for the safety of the Class and due to Liability. If dogs are deemed unsafe in a Class setting, they will be referred out to Private Training and/or referred out to specialized Behaviorists or Trainers who specialize in aggression. Group Classes and Private Training Fees are not transferable/refundable. You may also choose to take the course Online via a Private Face Book Group and How To Videos each week, as Dog is unable to attend physically.

**#9a:** Dogs must be on leash at ALL times and under control, unless approved inside the Training Facility to be off leash.

**#9b:** **NO dog/dog or dog/human socializing.** Please remember this is a Class where other Dogs may NOT want to say Hi to other Dogs/People – Please give them respect and space. **NO** Petting/No Saying Hi/No Dog-Dog Greetings!

**#9c:** Please be courteous and give other dogs and their vehicles space. Do **not** walk or walk your dog directly next to or behind vehicles with dogs in them. Please give them space.

**#9d:** If you have a dog with vehicle/space issues, barking in vehicle issues, please park away from the other vehicles/dogs, set your dog up for success. Cover your vehicle if they need a visual block and to keep dogs quiet in their vehicles when not working. It is your responsibility at the same time to keep your Dogs safely cool and not overheating.

**#10:** On or off-site if anyone from the outside approaches with questions please direct them to me/the Instructor. The Instructor should be the only one answer inquires, questions, concerns, etc.

**#11:** When/if I am lucky enough to have Mentees who help with the safe flow of the Classes - Please remember to refer to me/The Instructor however for all questions. They are not there to answer questions. They are there to learn about K9NW in depth and in turn help with the flow and safety of the Class/Handlers/Dogs/Placing Hides/coming and going flow during the searches as well as helping me set up/take down the search areas. Please always treat them with respect. I am so very thankful when I am lucky enough to have Mentees who want to learn first-hand about K9NW (that is how we increase our Instructor Pool), as well as help me - with my K9 Nose Work Classes, especially at the beginning or the end of a very long work/training day. I want to keep them around. :o)

**#12:** Parking Lot/Safely Secured Dogs - The **ONLY** dogs that should be outside of the vehicles on leash at one time well distanced are – The dog inside the building working and the next dog up pre-potting and waiting to run. **NO** other dogs should be out. **ALL Dogs should be secured safely inside their Vehicles at all times – NO Heads hanging out the windows – as this is a Liability Issue! NO one should be out wandering around with their Dogs!**

**#13:** AGAIN - **Only** Class Dogs are allowed on site secured in vehicles and out walking to potty. Please leave your other Dogs HOME!

**#14:** CELL PHONES OFF IN CLASS!!!! Reminder if you are texting and/or checking your phone it is not off. Please focus on Class. *If you cannot control yourself, please leave it secured in your vehicle in a safe place locked up.*

**#15:** NO Video Taping or Photography in Classes. Your Instructor may choose to Video your Classes and post to a Private Face Book Group for your viewing learning opportunities. These are special opportunities, not guaranteed, but an extra bonus outside of the Class.

**#16a:** Audience Members: When you are not working your dog, you should be sitting in the Audience quietly/watching/learning while other Handlers run their dogs. You learn by watching 100s and 100s of dogs work over time. *If you are talking, you are NOT listening!*

**#16b:** Your job is to look for and listen for changes of behavior (c.o.b.s) when the dogs are working odor and scent cones (breathing changes, paw slams, head snaps, chuffing noises, tail wag changes, head lifting/dropping, to name just a few). You actually learn by watching in Class, take the knowledge home and apply when you work your dogs at home.

**#16c:** There will be time after searches/when dogs are not running for question/answer time at the end of the Class. Reminder Class is about the QUALITY of the searches and learning for each individual dog, NOT the Quantity! Each dog will work at THEIR current level, dogs in Classes may be working different hides and different levels as over time Classes tend to get consolidate together at times.

**#17a: Personal Issues:** If you have a personal issue or question for you and your dog, issues with the Class, Classmates, and/or Instructor, please address privately after Class, e-mail or call, so we may address privately right away! - *Please take the time to address a.s.a.p. and be honest. Remember I cannot fix what I am unaware of!*

**#17b:** Classes are ran professionally - The Instructor will not take time out from Class to air personal arguments or get into debates, as they are not appropriate for Group Classes – We do offer [Private Training](#) when needed or wanted – Our [Private Training](#) Fees apply.

**#17c:** As well, as when appropriate we may refer out to other Instructors who may be a more appropriate fit, if better for the Dog, Handler, and/or my Class/Business in the long run.

**#18a: Good Sportsmanship** – **Mentees and Clients** are all expected to be respectful and courteous of each other and others, within and out, of the Nose Work Sports at all times (all Venues).

**#18b: K9 Nose Work is a Dog Sport**, and as with any sports, some folks tend to be very competitive. The goal of Classes is that everyone (Dogs and Handlers) are first and foremost safe and having FUN! **Clients should be supportive of each other.** Please be nice and respectful to other Venues other than NACSW.

**#18c: Reality check? This is a Dog SPORT!** *These are NOT Professional Detection Dogs with life and death on the line at every search.* **Please remember to lighten up and have FUN with your Dog and Best Friend!**

**#18d:** Some Clients may have goals to Trial, other Clients may not be interested in Trialing and/or are just not in a place in their lives currently to be able to Trial....That is okay. Just because you are not interested in Trialing does not make it wrong, you can do it for fun at home. For others wanting to Trial, keep it fun!

**#19a:** My NACSW K9NW Classes are structured for learning by creating a solid foundation over time, NO rushing - Period! Classes are taught under the [NACSW \(National Association of Canine Scent Work\)](#) Guiding Principles by Cindy C Smith, CNWI (Certified Nose Work Instructor). Training with me, means you are utilizing the methods I teach, based on my Certification with the NACSW.

**#19b:** The foundation will be laid so that any Client, when the Dog and Handler are both ready, may Trial if they wish or not. The training is the same, either way.

**#20a: Sharing Experiences and Learning from each other....** In Class for those who have Tried, Instructor included, in Class the Trial Experiences will be discussed for learning. What was your experience? What did you learn? What did you do right? What will you do better next time? How did your dog do? Were you able to read the dogs C.O.B.s (Change of Behaviors)?

Did you Trust Your Dog? Share your Trial Videos – fantastic learning to be had for all! We will TOGETHER briefly before your Class to celebrate everyone’s personal wins with their dogs and to in turn learn from each other.

**#20b:** It is not only about whether you Titled or not and who was fastest, but FIRST did your dog have fun? Did you have fun? Remember, Titles and pretty ribbons are just icing on the cake.

**#21c:** *Remember when folks are negative, cold, disinterested, stiff, arms crossed/frowny faced, and put themselves off-putt from the group and participating and/or celebrating wins it affects the overall dynamics and flow of the Class. Support each other and keep class professionally interactive and fun!*

**#22a:** For those Trialing – KNOW your rules and revisit for changes – Go over JUST before you Trial. Print out and take the rules with you to read to every trial! Like any other dog sport rules do change from time to time. [NACSW Trial Rule Book:](http://www.nacsw.net/trial-information/trial-rule-book)  
<http://www.nacsw.net/trial-information/trial-rule-book> .

**#22b:** **Remember**, even under your stress, at Sniff & Gos, Mock Trials, Trials, Seminars, etc. ALWAYS be courteous and respectful of the Hosts, Judges (**NEVER** argue with a Judge/CEO/Etc!), Certifying Officials, Guest Speakers, and Volunteers....without them these events would not occur. **Thank them and treat kindly at all times.**

**#22c:** At O.R.T.s and Trials: Remember ALWAYS HUSH/HUSH – NEVER discuss the hides or the searches, period – Ever – Please do not ruin someone else’s runs and Trial!

**#22d:** **Remember** in order to eventually be able to take your dog(s) O.R.T.s (Odor Recognition Tests) and Title before you may Trial NACSW, you the Handler must become a [NACSW Member](http://www.nacsw.net) (annual Human dues) and your dog(s) (dogs are life time) must all become [NACSW Members](http://www.nacsw.net). <http://www.nacsw.net/home>

**#23a:** **Mental Health Day:** Your health/happiness and in turn your dogs happiness comes from you coming to Class ready to work and happy/having fun as a Team (2 parts make up the Team)! If you are having a bad day, it is okay to cut yourself a break, and stay home! Instead of working your dog, just love them, play fetch, play a game, heck take a nap....whatever gets you back to your happy place :o) Trust me your Dog will thank you for staying home, versus coming to Class cranky and them paying the price and you later for feeling guilty. There are days when I make this decision for the better of my dogs and in turn me, we are after all just Human.

**#23b: Your Dog isn't feeling right/good/is off** - Leave your Dog home to rest. Come to Class without your Dog and learn from watching the other Dog/Human Teams work. When Dogs are hurting or not feeling 100% they too need a break from time to time.

**#24: Remember a great way to learn is to volunteer at our NACSW Trials as well as Sniff & Gos and Mock Trials.** First these events would not happen without our volunteers, but second it is a great way to see a Trial in action, see what it is all about, and learn by watching Dogs/Handlers work. Remember ALWAYS HUSH/HUSH – NEVER discuss the hides or the searches, period! <http://www.nacsw.net/calendars/trial-calendar>

**#25: It is your responsibility to read and know The Right Steps Class & Facility Rules - Examples but not limited to:** Equipment allowed on site, equipment not allowed on site, no leash corrections/jerking/popping allowed, dogs in heat, Cell Phones Off, Foot Wear, Vaccinations, to only name a few! **And your Week #1 Homework, Rules, Etc. for your K9 Nose Work Class specifically** (how the Class is run, K9NW Class Rules, safety, etc.).

**#26: Photography and Videos taken by Cindy C. Smith are @2021 Cindy C. Smith, CNWI & The Right Steps are owned by Cindy C. Smith, CNWI & The Right Steps.** If we provide you a copy and you use with our approval in advance, you must give credit to back to the artist.

**#27: Thank you for playing the sport of K9NW with your Dog and The Right Steps – Your Business is as always greatly appreciated!**

**Physical Class Fees – No Free Make Ups – Drop Ins – How \$\$\$\$ Works....**

**#1a: Each set of Classes are a total of 6 set # of weeks for \$195.00.** There are no free make up sessions available, as every Client has a specific Class Space/Day/Date/Time each and every week. If you miss a week (vacation, illness – human/dog, just skip-mental health day) there are no free Make-Ups, you lose that week. (Please keep in mind, I too am a paying Class Sports Dog Student with my own dogs in both Agility & K9NW Classes & Private Lessons with my Instructors/Trainers = If I miss a Class, for whatever the reason, I too forfeit my week's Class Fees for my Dogs. This is a pretty universal policy out there with all long time Professional Trainers or Instructors.)

**#1b: If you miss a Class** - you are welcome to check, the same week you missed your Class (so if you are in a Friday's Class – the immediately following Saturday or Sunday Class, or if you are in the Sunday Class the immediately following Friday or Saturday Class) to see if there is space for you to attend another K9NW Class. If yes, I would waive the \$33.00 Drop-In Fee.

**#1c: Private Make Up Option:** A Private Daytime Discounted 45 Day Time Make-Up Private Session may be available, for those interested on a Wednesday/Thursday/Friday daytime for \$55.00, based on availability.

**#1d: Only Weekly paying Clients have priority for each Continuing 6 Week Sessions.**

These are the only spaces that are yours every week and held for you, whether you are there or not, as they are paid in advance spaces. **Please note - If you take a break from Classes and are not paying for your space, they are not held for you.** You risk them being filled with a Client who has been waiting for a space to open up. If this occurs and you want to return at a later date, you would be welcome when/if a space opens back up for you. (Please keep in mind, I too am a paying Class Sports Dog Student with my own dogs in both Agility & K9NW Classes & Private Lessons with my Instructors/Trainers = If I stop paying and coming to Classes, I lose my space/it is not held.)

**#2a: Drop-Ins are \$33.00 Exact Cash per Drop In.** Physical Classes only. Drop-Ins are offered by availability. That may change from week to week, from month to month. Drop-Ins, based on availability may be available on a different day and time, if the Class Level is appropriate for Dog/Handler and there is space – Drop-In Fees are \$33.00 per drop in per dog and must be approved/booked in advance the week of. **If you book a Drop In space and do not show up, you are still responsible for the \$33.00 Drop-In Fee, as you have removed the availability for someone else, who may have wanted it and gave us no notice to fill it. 24 hour minimum cancellation period required.**

**#2b: If you purchase a set of 6 Drop-Ins in advance - \$195** – You have first priority for an open Drop-In Space, **after** the 6 Week Sessions paid Clients. They expire 6 months from the date of purchase; it is your responsibility to book and use them within that time frame, or they are forfeited. Physical Classes Only.

**#2c: \$33.00 Drop Ins – Pay as you use them – has last priority for spaces.** You may check in the day before the Class you wish to attend to see if room is available.

**#3: Phone Consultations via Phone or Phone Video are available** – Standard Phone Consultation Applies.

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**I have read in full and agree to the Terms, Rules, and Conditions of The Right Steps K9 Nose Work Classes. I understand if I cannot follow the rules each week consistently, I will be excused from said Class, NO Refunds.**

X \_\_\_\_\_ / /2021  
**Owner’s Signature**                      **First/Last Name**                      **Dog’s Name**                      **Date**

**Initial you have read in full our: [Facility & Training Rules](#) \_\_\_\_\_ & [Policies](#) \_\_\_\_\_**