

# Keystone Agility Club Volunteer Working Requirements

As a member of Keystone Agility Club, you are required to meet the volunteer work requirements set up by the KAC Board. This document expands the definition of “work” to include all volunteer activities that benefit Keystone Agility Club; not just activities associated with hosting club events.

Exemptions from work requirements due to unforeseen or unusual circumstances will be considered by the Board upon receipt of a written request from the member(s).

## **POLICY**

1. To maintain qualifications to receive the club member discounted training class and seminar rates and other benefits, members must meet the Club’s volunteer worker requirements.
2. Starting January 2025, training members are required to work 30 volunteer hours per year. A concentration of the hours (~75% or ~ 22.5 hours) is expected to be worked throughout the year at our revenue generating events (trials, workshops, seminars, Sniff N Go events, etc.). Examples of “volunteer work” at an event are listed below. The remaining volunteer hours (~25% or ~7.5 hours) can be fulfilled with participation in other club activities and non-revenue generating events. Examples of “non-event volunteer work” are listed below.
3. Non-training members are expected to work 20 volunteer hours annually, with at least ½ or 10 hours credited at revenue generating events.
4. A shortfall of the minimum volunteer hours for training members will cause the member to be “Not In Good Standing” and result in a \$300 fine to be levied, unless prior arrangement has been made with KCA Board.
  - a By July 31st, training members should have completed ½ or 15 volunteer hours at this point in the year. Members who are not on track to meet volunteer hour requirements will be notified of the “Not in Good Standing” membership status, invoice will be sent, and member notified of the suspension of training/membership privileges until invoice is paid.
  - b By October 31st, members should have accrued an additional 7.5 hours (at least 23 volunteer hours). Failure to do so, the member will be notified of the “Not in Good Standing” membership status, invoice will be sent (if not already invoiced) and member notified of the suspension or continuation of suspension of training/membership privileges until invoice is paid and possible loss of their training spot for the remainder of the year.
  - c By January 31st, members should have completed their minimum 30-volunteer worker hour requirement for the year. Failure to do so, the member will be notified of the “Not in Good Standing” membership status, an invoice will be sent (if not already invoiced) and member notified that membership renewal approval is in jeopardy for the upcoming year.
5. Volunteer working hours are calculated on a rolling calendar year sum.
6. It is each member’s responsibility to ensure they receive credit for their volunteer hours. Event hours should be recorded on the sign in sheet provide for each trial/event/activity-Excluding Set-Up & Tear Down which will be recorded by the event Chairman or Organizer.

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7. Or Non-Event hours are recorded by submittal of the [online Worker Reporting form](#), located in the [Members section of the Keystone website](#) or by signing the sign in sheets provided for each trial/event/activity.
8. PAID or COMPENSATED work is excluded from worker volunteer credit hours. Travel time may be recorded at 50% with restrictions (e.g. volunteering at a trial/ workshop when not also entered/exhibiting, picking up miscellaneous items for club use, etc.)

### **Work:**

To clear up any misunderstanding, here is a rundown on types of activities that defines “work”. Qualifying volunteer work done for the club includes but not limited to:

#### **Day of Event Related activities:**

- Your assigned role on the worker schedule at a trial: **gate, time, scribe assistant scribe, score runner, leash runner, ring crew, course builder, score keeper.**
- Participation to help run the trial, Sniff N Go, working auditor at seminar/workshops
- Set-up of the site on the day before the event begins
- Tear-down of the site at the conclusion of the event: this includes putting any equipment away in an organized fashion, cleaning the site, course building for the next day, etc.
- Jobs that span or exceed the event days, such as parking, trash, hospitality, ribbons & prizes, vendor coordinator, worker raffle etc.

#### **Non-Day of Trial Activities:**

- Serving as a KAC Club Officer
- Serving as a Class Registrar, Absentee/Drop In Coordinator, Equipment Committee, Membership Chairman etc.
- Serving on any Committee (Chair or Representative)
- Course building for the next week’s training classes
- Clearing the training floor of equipment as requested by a board member or the facility owner
- Webmaster/Social Media moderator and other digital work benefiting the Club
- Training Events Support - Seminars, Workshops, Demos, Sniff n’ Go etc.
- Social Events Support – Annual in-person membership meeting and other social events
- Participation in “spring” cleaning equipment / facility or other facility support
- Attending General Membership/Board Meetings
- Other volunteer efforts supporting the Club.

The Board may recognize those members who greatly exceed the Work Requirements. The criteria and type of recognition/award will be determined by the Board.

No club member may fulfill another club member’s work hour requirements without the prior permission of the Board.

Time spent fulfilling the duties of any compensated position may not be counted towards the club member’s volunteer work hours requirements.

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Upon receipt of a written request, in advance when possible, the Board will consider exemptions from and accommodations to the amount and type of work requirements due to unforeseen, unusual, or extenuating circumstances.

New training members will be granted 30 initial volunteer hours upon membership approval.. Non- training members will be granted 20 initial volunteers’ hours upon membership approval. New members should immediately begin earning volunteer worker hours to maintain their eligibility to receive club member discounted classes, facility and seminar rates and other benefits for the future.

**Procedures**

1. Each training member who is qualified for member discounts will be granted 30 volunteer hours at program initiation or upon joining the club. This will cover the members’ volunteer requirements for the initial 12 months.
2. During the initial and each subsequent 12 months, each member will need to earn volunteer hours to maintain their 30-hour minimum for eligibility for member discounts/benefits.
3. All hours earned are active for 12 months and expire on the last day of the corresponding month of the next calendar year.

Example:

<b>DATE</b>	<b>Hours earned or (expired)</b>	<b>Total Hours*</b>
New Member – 1/30/22	30 Granted	30
4/15/22	5	35
6/01/22	10	45
7/15/22	5	50
11/01/22	5	55
<b>1/31/23</b>	<b>-20</b> expired hours from 1/22	35
3/15/23	5	40
<b>4/30/23</b>	<b>-5</b> expired hours from 4/22	35
<b>6/12 – 6/15/ 23</b>	10	45
<b>6/30/23</b>	<b>-5</b> expired hours from 6/22	40

\* If Total Hours falls below 30, the member is considered “Not In Good Standing” and no longer eligible for training discounts – but membership in “Good Standing “status resumes upon earning the 30+ hours.

4. Members must report their qualifying volunteer hours by completing the Volunteer Worker Reporting Form located on the [Keystone Agility Club website](#); Members Only Section. Or by

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recording work at club events. The hours reported will be recorded/ reviewed by the Volunteer Requirements Recorder.

Hours should be reported in the following increments:

- a. 15 min = .25
- b. 30 min = .5
- c. 45 min = .75
- d. Hour = 1, 2, 3, ....

5. Trial volunteers will log their hours at the event through a central sign in form located at the club hospitality table. Recording of the volunteer time into the electronic system will then be coordinated by the Trial Worker Coordinator and the Volunteer Requirements Recorder.
6. A summary of each member's current total hours will be posted monthly on the Keystone Agility Members List. Members should check hours credited regularly and if they feel their credited hours are incorrect, they should forward their concern to the [Worker Hour Coordinator](#). The Worker Hour Coordinator will work with each member to resolve issues.
7. It is the KAC Board's responsibility to notify individuals who have lost their training member discount eligibility and work with them to resolve.
8. Whenever training members are ineligible for discounted class rates, they must pay the full non-member training rate.
9. Members resume eligibility for discounted class rates and other benefits when they again meet or exceed the 30-hour minimum volunteer hours requirement as recorded in the electronic system.