

 <p>Policies and Procedures</p>	Number: 10
	Name: Responsibilities of the Assistant in COKC Training Classes
	Developed by: Training Committee
	Approved by: Executive
Approval Date: 2008	
Amendment Date(s):	

The responsibilities of a person acting as an assistant in COKC's training classes are:

- To be knowledgeable of each lesson in the curriculum you are assisting. Use your manual and read each lesson and homework sheet before every class.
- To be on time (early) for every class and prepare for the class if requested, by:
 - setting up the room.
 - getting out the homework sheets.
 - encouraging handlers to get their dogs out on the floor and begin the attention work.
 - reporting any unusual behaviours noticed to the instructor.
- To be an extra pair of eyes and hands for the instructor. Be ready to step in and assist any handler that is having difficulty with an exercise.
- To be prepared to work with small groups if requested by the instructor. If asked to teach an exercise, be sure you are prepared.
- To reinforce the information given by the instructor or as stated in the homework sheets if questioned by a handler. It is not appropriate for an assistant to give handlers conflicting information. Any differences between an instructor and an assistant should be discussed after class time or at a trainer's meeting. Do not be afraid to say you don't have the answer to a handler's question. Refer the handler to the instructor. Any issues regarding training philosophy or policies should be directed to the training committee.
- To notify the instructor if unable to attend a class.
- To attend trainers' meetings and bring forward for discussion any issues/questions regarding training that the assistant feels are relevant.
- Under normal circumstance, to commit to a one-year (September to May) term as an assistant, and, to notify the Training Committee at least one session in advance if you will be unable to assist with a future session or sessions (i.e. no later than the end of the September session if you will be unable to assist for the January session).