

 <p style="text-align: center;">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): May 16, 2021	

The COKC Training Committee is responsible for organizing the core public classes offered by the Club and is responsible for identifying and recruiting instructors and assistants to lead these classes. Volunteer Instructors/Assistants are COKC members in good standing who are in agreement with club's training philosophy and who have knowledge of one or more of the dog sport activities in which COKC is currently active.

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 **early** for every class and prepare for the class by:
 - setting up the room.
 - getting out the homework sheets and evaluation sheets on Week 6.
 - encouraging handlers to get their dogs out on the floor and begin the attention work.
 - reporting any unusual behaviours noticed to the instructor.
 - assist with cleaning up after class.
- 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. Do not be afraid to say you don't have the answer to a handler's question. Refer the handler to the instructor. 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. Any issues regarding training philosophy or policies should be directed to the training committee.
- To notify the instructor if unable to attend a class as soon as possible.
- 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).