

Policy – Contribution to Instructor Professional Development

Introduction

The By-Laws of Bellarine Dog Activities Group provide for the club to make a financial contribution towards club instructors. This provision was accepted at the 2018 AGM by the inclusion in the By-Laws of the following clause:

Excerpt from Bellarine Dog Activities Group By Laws, updated July 2018

15. Contribution to Instructor Professional Development

In order to encourage and support instructors to continue to enhance the skills needed for instructing at BDAG, the club may make an annual contribution of up to \$200 towards the professional development of each practicing instructor. This contribution will usually be in the form of a partial reimbursement for costs incurred by the instructor to attend relevant further training. Practicing Instructors are defined as qualified instructors who instruct a minimum of three full blocks in the year that the contribution is sought. All decisions on contributions will be made by the Committee.

This policy prescribes how this By Law will be implemented.

Eligibility

- Each Practicing Instructor is eligible to apply for a contribution of up to \$200.00 per calendar year towards their professional development in the field of instructing in dog training.
- Practicing Instructors are defined as those who:
 - have fully completed and passed the BDAG instructor training program (theory, practical and one year internship), or have qualified in the Delta Certificate IV course, and
 - have instructed - as the lead instructor - dog training classes at BDAG for a minimum of three out of four blocks in the current or preceding year.
- The contribution will normally be to support eligible instructors in their professional development by undertaking courses which build knowledge and expertise in instructing dog training classes.
- Eligible dog training must align with the principles of BDAG training – motivational and force-free/fear-free.

Implementation

An instructor who wishes to receive the contribution should make a brief written application to the Committee (can be a simple email). The application should include:

- Name and date of the training/development opportunity, and
- Brief outline of content and a link to further detail, and
- Cost of development opportunity and contribution sought.

Internal Training and development

If the development opportunity meets the eligibility criteria (above) and is provided or hosted by BDAG, approval for up to \$200 contribution is automatic and can be achieved by providing a discount on the cost of attendance, or a refund of amounts paid by the instructor.

External training and development

If an application is made for contribution to attend an external training/development event, Committee will consider the application made by the instructor against the eligibility criteria at its regular meetings. Committee will make the decision on the eligibility of the event, and advise the applicant.

BDAG will refund instructors who have attended events deemed eligible up to a total of \$200 on presentation of a receipt and after the instructor has attended the training event. Pre-attendance approval can be sought by instructors.

Payment

Payment of an approved contribution will normally be made by electronic funds transfer from BDAG into the instructor's account.