

A TRAINED DOG IS A BETTER DOG

Guidelines for Submission of a Non-Member Training Application

1. Use this form **ONLY** if you are not a member of Merrimac Dog Training Club. Members use the special members form.
2. Please do not use old forms which do not match this one (dated 2 February 2016). Older forms may not have the current mailing address and do not have the current Training Regulations.
3. Read the entire second sheet of this document (Training Regulations, August 20, 2015) before signing the application even if you have attended classes at MDTC before. **There have been recent changes.**
4. Include a check or money order (payable to MDTC) or submit a PayPal payment **BEFORE** submitting your applications (see information on PayPal option below). Payment at the building may be made in cash however, MDTC is not responsible for cash sent through the mail or left in the building drop box. There is a \$25 fee for any returned check. Applications will not be processed without payment. **Credit cards, Debit cards, On-line payment options other than PayPal, etc. CANNOT BE accepted.**

You may pay on-line, via PayPal using a major credit card or your PayPal balance, as follows. If you are not familiar with sending money via PayPal, other than paying for an on-line purchase via a link from the website to PayPal, see "Steps for Paying with PayPal" on sheet 4 of this application.

1) There is a \$5 administrative fee for each payment made (you may pay for multiple class applications on one PayPal transaction). You must include this amount in the amount you send via PayPal.

2) Submit Payment to: merrimacdogtraining@gmail.com

a) Include the class(es) name in the "special instruction to seller" space on the PayPal "send" page. Failure to do so may delay the acceptance of your application and endanger you getting into the class.

b) Include the PayPal transaction number on each class application. Failure to do so may delay the acceptance of your application and endanger you getting into the class.

3) Applications are not valid until both the form **AND** the payment is received. If the requested class fills before an application and payment is received, payment made by PayPal will be refunded.

5. Mail the application, and payment (keep the copy of the Training Regulations for your reference), to the address on the top of the application or deliver it to the walk-in registration on the dates listed on the MDTC website. Applications may be dropped off in the box **INSIDE** the MDTC building (beginning as soon as the list of classes for that session are posted on the MDTC website) if the building is open. The building may not open unless there is a class in progress so this is not a recommended option if you are not already in a class at MDTC. **DO NOT MAIL ANY APPLICATION TO THE BUILDING OR LEAVE ANY APPLICATION IN THE MAILBOX ON THE OUTSIDE OF THE BUILDING.** Applications must be **RECEIVED** by 3 PM on the last day of class registration.

Merrimac Dog Training Club, Inc.
Training Regulations

1. Puppies in “Puppy” and “Conformation” classes must be 12 weeks old on the first night of class. For all other classes, dogs must be at least five months old the first night of class.
2. Bitches in season are not permitted to participate in training classes. Handlers should attend class and work their bitches at home on exercises performed in classes missed. **Bitches in season may participate in sanctioned events that allow it.**
3. All dogs must have shots appropriate for their age and breed – rabies, distemper, hepatitis, leptospirosis, kennel cough and parvo inoculations – before joining the classes. Proof of shots should be available at the first class and will be checked for “Puppy” and “Basic Obedience” classes. The instructor or training director may randomly request to examine these records at any class and may excuse any dog for which such records cannot be produced). However, the person signing the Training Class application is fully responsible for insuring that shots are up to date.
4. Except for “Conformation” classes, the required training equipment consists of an appropriately fitted collar and a six-foot leather or woven leash. Electronic training collars (e-collars), collars with spikes and electronic bark collars are banned from the building during any activity officially sponsored by MDTC. For “Conformation” classes, a collar/lead appropriate to the breed in conformation competition may be used. **All dogs using prong collars MUST also wear a secondary collar. The lead MUST be attached to both collars simultaneously.**
5. Each handler must watch and control his/her dog at all times. A handler should never allow his/her dog to get into the space of another dog, including those dogs in crates. Dogs wanting to visit or “say hi” can be put into a very dangerous situation as well as their handlers.
6. **Dogs must be crated or held on a lead, no longer than 6’ at all times, in order to be considered under control. The exception is when a dog is working in an exercise that requires it to be off lead.**
7. At the discretion of the training director/assistant director, fighters and/or overly aggressive dogs may be barred from classes.
8. The instructor reserves the right to bar from classes any dog suspected of having a contagious disease.
9. **The instructor reserves the right to ask a handler or handler’s dog to leave if considered disruptive in the class.**
10. Functional training attire that will allow kneeling should be worn. No loose fitting sandals. Soft-soled shoes (sneakers) must be worn. If you do not wear this type of shoe, you will not be allowed in the class, but you may watch.
11. You are responsible for cleaning up any accident your dog may have. Keep paper towels and plastic bags with you in case an accident occurs.
12. Non-members, including prospective members, shall train in the building only in a class in which they are enrolled.
13. No alcoholic beverages will be permitted at the training building.
14. Person or persons signing the application form are the only persons permitted at the training building.
15. As a general rule, if Thomas Nelson Community College Hampton Campus is closed due to inclement weather, MDTC will also be closed.

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Merrimac Dog Training Club, Inc.
P. O. Box 9187, Hampton, VA 23670

Non-Member Training Class Application

Please print except the Certification Signature. Please be sure you complete all blanks.

Class: _____ Day: _____ Time: _____ Session #: _____

ONLY ONE CLASS FOR ONE DOG PER APPLICATION FORM

Name: _____

Address: _____ City/Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

E-Mail: _____

Handler's Name (if different from above): _____

Dog's Call Name: _____ Breed: _____

DOB/Age: _____ Sex: _____ Spay/Neutered? Yes _____ No _____

Previous Training Classes for this dog: _____

Where did you learn about our club and classes? Please check:

____ web search ____ website ____ Facebook ____ newspaper
____ brochure from vets ____ brochure from business ____ poster ____ word of mouth
____ festival or expo info. table ____ previous class ____ other _____

Application cannot be processed without the below signature

I hereby agree to abide by the rules and regulations of Merrimac Dog Training Club, Inc. I have read the Training Regulations and I agree to abide by them. I understand that training fees are non-refundable. I accept complete responsibility for the actions of my dog(s) and will not hold MDTC, Inc. or the owner of the training premises liable for any loss or injury to my dog or person. I also certify that my dog's vaccinations are up to date.

Note: Proof of shots should be available at the first class and will be checked for "Puppy" and "Basic Obedience" classes. The instructor or training director may randomly request to examine these records (and may excuse any dog for which such records cannot be produced), however the person signing the Training Class Application is fully responsible for insuring that shots are up to date. Please review all Training Regulations before registering.

SIGNATURE: _____ DATE: _____

REFERRED BY: _____

Payment for classes may be made via PayPal (subject to a \$5 per transaction administrative fee). See the [Guidelines for Submission of a Member Training Application](#) (available with the Non-Member [Non-Member Training Application](#) on the MDTC Website

NOTE: If you get the class you request, you may not be notified by the Registration Chairman. However, you will be contacted if the class you request is not available.

Amount Enclosed*: \$ _____

Cash _____ Check _____ Check # _____ PayPal Transaction # _____

Receipt # _____ By: _____

*Cost per class session is \$90.00 for 6 week classes. If dog was obtained from either a Breed Rescue Agency or Humane (SPCA) Society, the cost is only \$80.00 for your first class only at MDTC (documentation of rescue must accompany application when submitted). (be sure to include the \$5 per transaction fee for applications paid for via PayPal, see above).

Steps for Paying with PayPal

The following steps will allow you to pay for classes at MDTC using your PayPal account. If you do not already have a PayPal account, you will be provided an opportunity to set one up, using a credit card to pay for the total transaction, during the process.

1. Open the following site,
<https://www.paypal.com/us/webapps/mpp/send-money-online>
2. If you do not have a PayPal account, click the “Sign Up” Button in the upper right corner. If you do have a PayPal Number, continue, with “3” and log in latter.
3. In the “Their email or phone number” block, enter “merrimacdogtraining@gmail.com”.
4. In the “Amount” block enter the fee for all MDTC classes you wish to pay for in US dollars (i.e. USD). Be sure you add the \$5 administrative fee.
5. Step 4 should open a page to offer you the choice to send to “Friends or Family” or “Goods or Services”. Click on “Goods of Services”.
6. Click the “Send Money Button”. Sign In if not already signed in. On the next page in “Special Instructions to seller” block, enter all information needed to identify the class(s) you wish to sign up to take. **Failure to do so may delay the acceptance of your application and endanger you getting into the class.**
7. Follow prompts on the succeeding pages to log in and send the fee to MDTC.
8. Record the PayPal Transaction number and enter it on each class application. Failure to do so may delay the acceptance of your application and endanger you getting into the class.