

NAME OF ORGANIZATION: Newfoundland Athletic Dog Association, Inc. (NADA)	DATE: December 28, 2017	REV.DATE: January 12, 2019
POLICY SECTION: Private Training Session Booking Policy		PAGE: Page 1 of 1

POLICY STATEMENT	Newfoundland Athletic Dog Association, Inc. (NADA) provides the opportunity for current instructors and current members to connect for private training sessions.
BOOKING PRIVATE TRAINING SESSIONS	<p>Each booking is for a maximum of 1 hour, and other members are not permitted to use the facility during this time.</p> <p>All private training sessions must be pre-approved by the Instructor and Facility Drop-In Manager.</p> <p>Private sessions can only be organized with an individual and current NADA instructor.</p>
RESPONSIBILITIES	<p>Instructor: Once a session is organized between a student and instructor, the instructor must contact the Facility Drop-In Manager via email in order to have the session approved. This must take place at least 7 days in advance.</p> <p>Facility Drop-In Manager: Once a private session is approved, the Facility Drop-In Manager must notify the Secretary of the date and time of the private session as soon as the approval is given.</p> <p>Secretary: Once the Secretary receives notification from the Facility Drop-In Manager of a private session, the Secretary must notify the membership via email at least 5 days before the session.</p>
RESTRICTIONS ON BOOKING	<p>Private sessions cannot be booked at the following times:</p> <ul style="list-style-type: none"> (a) During scheduled NADA classes as well as within the 1 hour time slot preceding and following NADA classes (b) From 7 – 8pm on weekday evenings (c) On Saturdays and Sundays between 10am – 5pm (d) During any other times when NADA events are being held in the facility.