

Policy for Calamity Day Cancellation of Classes

Effective 06/08/2025

Overall rule - All classes must have 1 week built in between sessions from November to April for coverage of calamity days. Instructors who wish to have classes on the “off day” may do so. Students would be charged the standard drop in rate depending on their membership status. (comment – this would eliminate the need to change the schedules). At the start of each session students will be informed that it is their responsibility to check the club website, call the office or look for an email from CABTC Registration whenever weather conditions become threatening.

Definition: Calamity days are those dates that pose an imminent threat due to weather, natural disaster or illness to our students or animals. They can happen at any time during the year.

Trigger events: these are events that require immediate cancellation of all classes.

Condition	Level/type	Definition
Cold	Extreme	Wind chill or temperature is expected to fall to or below -20 degrees for at least 2 hrs up to 36 hrs
Cold	High	Wind chill or temperature is expected to fall to -10 to -19 degrees for at least 2 hrs up to 36 hrs.
Snow	Level 3	Roadways are closed to all non-emergency travel due to extremely hazardous conditions. No one should be on the roadway unless it is absolutely essential to travel.
Snow	Level 2	roads are deemed unsafe due to blowing and drifting snow, and potential ice cover making it dangerous to drive. People are advised not to drive unless it's an essential trip.
Heat	Excessive	Excessive Heat Warning is a heat index of 105 °F or greater. This level of rare and/or long-duration extreme heat with little to no overnight relief affects anyone without effective cooling and/or adequate hydration
Tornado	Warning Subject to time issuance and duration	a tornado's been recently spotted in your area. Warning. If you hear a tornado warning, immediately take cover.
Health	Parvo, Covid or other outbreaks	Parvo and other diseases that could infiltrate the entire class population

Overall Plan:

Committee composition –

At the October Board meeting, the Board will identify the members who will decide when classes will be cancelled during the upcoming year. The group will include members from the surrounding areas (at least one person from the east side, west side, and south side), all disciplines, all training directors, office and registration managers. When making the decision, consideration will be given to the instructors, weather reports, and road conditions in the decision whether or not to cancel classes.

Considerations for cancellation –

Consideration should be given to the number of instructors for the classes, the weather conditions, the number of students who have indicated participation that particular day and the time of day. (comment: weather conditions change continuously. Weather at 3PM, might be horrible by 6PM)

- **Evening Classes:** starting after 5 pm, cross disciplines with multiple instructors: decision to be made by 3:00PM by the committee and posted by 4:00 PM
- **Daytime Classes:** Any class starting prior to 4:30pm cross disciplines: made by the individual instructor/s in conjunction with committee or at the very least the disciplines chair or director. The instructor/s in these cases are fully responsible for notifying all the students and obtaining a response.
- **1 instructor classes (evening or day):** different criteria than a class where other instructors can fill in. If the single instructor is unable to attend the class for any reason: weather, illness, etc. with input from their respective director have the authority to cancel their class. The instructor is responsible to notify their students using the process below. If possible, efforts should be made to find a substitute instructor for that class

Notification process:

Students/Instructors need to be notified a minimum of 1 hour to the start of class. via multiple methods email, text, messenger group; requesting receipt confirmation.

When the decision to close is made, the following people must be contacted:

1. Office Manager – will place a message on the phone stating that classes are cancelled and contact other Office staff
2. Registration Manager – will send a notice to students in the affected classes
3. Directors – Agility chairperson & training director: Obedience Chairperson & training director: Scent director.
 - a. Notification could include all or some of these directors depending on the reason for cancellation.
4. Webmasters – will place an announcement on the website banner
5. Social Media coordinator – will place an announcement on facebook
6. Manager of the member and friends list – will place an announcement on the email list
7. Instructors – May contact students directly, this is optional but should be highly considered.