



## PURPLE CARD PROCEDURE

- New Member registers with a club and checks off that they are a Novice. Any age, any time of the year.
- National sends welcome letter and coloring book to driver. Novice Log Book and Novice Orange Card are sent to the Club President.
- Following Novice School, the Novice Log Book and orange novice card are given to the driver.
- Upon Graduation from the Novice Class by the Home Club Novice Committee/President, a driver will either move onto a competitive QMA class as permitted by the rulebook or will be granted an extension if needed and the proper form is filled out and sent to the National Office.
- The club will send to the RD, a list of all Novices and mark whether they have graduated or if they have permission for an extension of up to two months at a time using the QMA Novice Extension form.
- The RD will send this list to the National Office via e-mail and any extension forms via US postal service.
- The National Office will mark the graduation date (novice end date) under the driver's name. The next column will have a date field for 12 months from the graduation date.
- The National Office will issue purple cards to all those who are marked graduated and mail them to the handler.
- Any driver requiring the extension will not receive a purple card until the National Office is notified that they have graduated. Please remember that extensions are requested for two month periods at a time.
- Each month the National Office could run a report showing drivers entering the 12<sup>th</sup> month of their purple card period. (This new report would have to be created by Flytrap). During this month, the National Office would send the handler the white driver card so that it arrives by the 12<sup>th</sup> month anniversary of their graduation (end date) from novice.
- If a novice handler requests that they be moved up prior to their one year purple card period expires, they would be required to get unanimous approval from the Novice Committee.
- If they receive unanimous approval from the Novice Committee to move up during their purple card period, they will need final approval from the RD.
- If RD approves then the "Novice Move Up" form will be completed and sent to the National Office so that a White Driver Card can be issued and sent to the handler.