



**TITLE: RESCUE SERVICE POLICY AND PROCEDURE**

**PURPOSE:** To ensure a coordinated, timely and quality response for any ANKC registered pure bred Belgian Shepherd Dog or ANKC associate registered Belgian Shepherd Dog that is referred to the BSDCQ for re-homing or rescue services.

**ACCOUNTABILITY:** BSDCQ management committee members, the BSDCQ rescue coordinator, BSDCQ rescue volunteers and the BSD community.

**POSITION STATEMENT: IN DEVELOPMENT**

**POLICY**

**BREED IDENTIFICATION** – due to insurance limitations, all dogs utilizing BSDCQ rescue service must be ANKC registered Belgian Shepherds or “associate register” Belgian Shepherds. This can be ascertained by matching the microchip to the dogs ANKC registration papers or verified by Dogs Qld that the dog is recorded on the ANKC database. Breeders and stud dog owners can be contacted via Dogs Qld for any dog recorded on the ANKC database.

No dog that has been declared Dangerous by the authorities may enter into BSDCQ Rescue due to insurance limitations.

**1.1** All requests to assist with rehoming or to rescue a Belgian Shepherd Dog (BSD) will be responded to in a timely and coordinated manner.

**1.1.1** Dogs eligible for BSDCQ rescue are limited to ANKC registered pure bred Belgian Shepherds and ANKC “associate register” Belgian Shepherds, verifiable by microchip inclusion in the ANKC database.

**1.1.2** Microchip number to be sent immediately to BSDCQ Secretary to check ANKC database and Microchip registries.

**1.1.3** Any dogs that are not ANKC registered are to be referred in a timely manner to alternate rescue and welfare agencies for immediate assistance. These non ANKC dogs are to be referred to as “Shepherd” or “Shepherd Cross” rather than Belgian Shepherds.

**1.2** The initial action of the BSDCQ rescue service for any dog where assistance is requested to rehome or to rescue a dog will be to contact the dog’s breeder and stud dog owner, traceable through Dogs Qld.

**1.3** The placement of any dog into the rescue service will be managed by the BSDCQ rescue service coordinator.

**1.4** The fostering and placement of a BSD will take place through a BSDCQ approved, and current, list of volunteers.

**1.5** The transfer of a dog to a new owner will be completed by the BSDCQ volunteer and supported by the BSDCQ rescue service coordinator.

**1.6** Rescue dogs with severe temperament disorders will be thoroughly assessed by qualified individuals, in order to ensure the best possible outcome for the dog.

**1.7** The BSDCQ rescue service coordinator and volunteers will be reimbursed for all reasonable costs associated with the fostering and re-homing of a rescue dog from the BSDCQ rescue service fund upon provision of an itemised receipt. Payments will be approved at the next Management Committee Meeting.

## **PROCEDURE**

### **1.0 Responding to initial rehome and rescue requests**

**1.1** All requests for assistance with rehoming or rescuing a BSD should be made on the BSDCQ web site rescue page form at <http://www.bsdcq.com/rescue---surrender-dog-to-rescue.html>

**1.2** The BSDCQ rescue coordinator can be more generally alerted about a BSD requiring rehoming/rescue through:

- Email: [rescue@bsdcq.com](mailto:rescue@bsdcq.com)
- Phone: 0417 464 573 Jenine Glenn (2019-20 Coordinator)
- BSDCQ Face Book page.

**1.3** The BSDCQ rescue service coordinator will organise regular updates (if anything changes, or at least weekly, after the initial post about the dog) via the BSDCQ Face Book page about any dog they have received requests to assist.

**1.4** Individual enquiries can be made about a particular dog as per **1.2**

### **2.0 Assisting with rehoming a Belgian Shepherd Dog**

**2.1** In the case where a current owner would like assistance with rehoming a BSD, rather than surrendering to the BSDCQ rescue service, information about the dog will be published on the BSDCQ web page, linked to the BSDCQ Face Book site, emailed to members, and shared on related Belgian and rescue sites. All notifications to include a 'Buyer Beware' disclaimer statement

**2.2** Interested parties will be put in contact with the dog's current owner and all negotiations and discussions and liabilities are to be between the current owner, and potential new owner.

**2.3** The current owner and new owner will be invited by the BSDCQ rescue service coordinator to make a monetary donation to assist the BSDCQ with future rescue situations.

**2.4** Free limited membership and a Breed Info Pack will be offered to the new owner of the dog; the BSDCQ rescue service coordinator will contact the BSDCQ secretary with full details.

**2.5** The current owner and new owner are to advise of change of ownership, so that BSDCQ promotion can be kept current and accurate.

### **3.0 Breeding Responsibilities to Rescue Dogs**

**3.1** An owner wishing to dispose of the dog is asked to make contact with the breeder of the dog.

**3.2** If a dog is referred to the rescue service and the breeder is not known to the current owner (or if the owner is unwilling to contact the breeder), the BSDCQ rescue service coordinator will contact the breeder and/or the owner of the stud dog, and ask them to take one of the following steps:

**3.2.1** Take the dog back, or

**3.2.2** Help the present owner re-home the dog, or

**3.2.3** Make a generous donation to the BSDCQ rescue service, should one of the dogs they have bred be in need of re-homing.

### **4.0 Placing dogs into the Rescue Service**

**4.1** Any inquiries for dogs to be placed into the BSDCQ rescue service will be via the BSDCQ rescue service coordinator using the BSDCQ web site rescue page form at <http://www.bsdcq.com/rescue---surrender-dog-to-rescue.html>

**4.2** A detailed history of the circumstances of the dog will be taken from the current owner.

**4.3** The BSDCQ rescue service coordinator will determine if it is a genuine rescue case and act accordingly.

**4.4** The breeder and/or stud dog owner will be contacted as per **3.2.** and asked to take responsibility for the dog.

**4.5** If this is not possible, the dog will either remain with its present owner, if practical, or be placed in a foster home/kennels until a home is found by the rescue service.

**4.6** If the breeder/stud dog owner declines to take responsibility for the dog, they will be requested to send either a signed email or signed letter to the BSDCQ rescue service coordinator, stating they are relinquishing the dog to the BSDCQ rescue service.

**4.7** The current owner is required to complete '**FORM C - Transfer of a dog to the BSDCQ Rescue Service**', and will be given a detailed verbal explanation that they are relinquishing all their rights of ownership of the dog. If possible, a donation should be made by them to the BSDCQ rescue service.

**4.8** All dogs are to be micro chipped before being rehomed through rescue, and undertake a vet check and vaccination, heart worm and parasite treatments are to be current. If the relinquishing owner is not willing to do this, the BSDCQ will bring all vet work up to date before the dog is released to a new home.

**4.9** The de-sexing of dogs being re-homed through the BSDCQ rescue service will be considered on a case by case basis.

**4.10** The adoption price for dogs will cover de-sexing, vet work, rehabilitation and boarding costs, where incurred, in addition to a request for a donation to cover club ancillary expenses to provide rescue services. The anticipated adoption cost will be reviewed annually by the BSDCQ rescue service coordinator at the General Meeting immediately following each Annual General Meeting. The agreed

adoption price for 2019-20 is to cover costs up to an agreed \$600 adoption fee. The rescue service coordinator will determine expenses to enable adoption fees to cover cost to serve.

## **5.0 Fostering of a Rescue Dog**

**5.1** The BSDCQ rescue service coordinator will keep an active list of all volunteers willing to foster dogs. All volunteers will undergo a BSDCQ screening process for suitability.

**5.2** The BSDCQ rescue service coordinator will keep an active list of homes waiting to adopt a BSD rescue dog.

**5.3** If a dog placed into the BSDCQ rescue service requires fostering, the nearest volunteer to that dog will be contacted by the BSDCQ rescue service coordinator, if it is not the BSDCQ rescue service coordinator.

**5.4** If the volunteer is able to foster the dog, transport of the dog to the volunteer will be arranged by the BSDCQ rescue service coordinator.

**5.5** Details of the dog's availability is to be published on the BSDCQ web site, linked to the BSDCQ Face Book site, emailed to potential adopters, BSDCQ financial members, and shared on related Belgian and other rescue sites. This will be coordinated by the BSDCQ rescue service coordinator and tasked to the most relevant management committee member.

**5.6** The volunteer will be also asked to promote the dog in their local area and assess all prospective new homes, in liaison with BSDCQ rescue service coordinator.

**5.7** When a suitable home is found the procedure for transferring a rescue dog to a new owner will be followed, as per **6.0**.

**5.8** The BSDCQ rescue service will reimburse the volunteer for costs associated with the fostering and re-homing of the dog upon receiving itemised receipts for these expenses. Payments will be approved at the next Management Committee Meeting.

## **6.0 Transferring a rescue dog to a new owner**

**6.1** The volunteer fostering the rescue dog will be supplied with all the necessary forms by the BSDCQ rescue service coordinator.

**6.2** All prospective new owners will be checked using '**FORM B - Prospective New Owners**' as a guideline by the volunteer.

**6.2.1** The dog is to be vet checked and be issued with a certificate of wellness within 24 hours of being transferred to the new owner.

**6.3** If the home is satisfactory, the dog will be transferred to the new owner with the proviso that a further home check takes place in approximately six weeks. At this time the new owner completes '**FORM E - Disclaimer Form**' and is provided with the Rescue booklet and any information they require.

**6.3.1** The new owner will be encouraged to ensure their own dog and liability insurance policies are in place, as Dogs Qld's insurance does not extend into a trial period with the new owner beyond the Foster home.

**6.3.2** The new owner will be requested to take the dog to their own vet within 24 hours of arrival for an additional wellness check.

**6.4** The rescue donation/adoption fee will be obtained by the volunteer before the dog is relocated.

**6.5** Contact is kept during the initial six week period between the volunteer/ BSDCQ rescue service coordinator, and the new owner.

**6.6** After six weeks, the volunteer will complete the final home check. If everything is satisfactory at this time, the dog will be legally transferred to the new owner using '**FORM D - Transfer Of A Dog From BSDCQ To A New Owner**'.

**6.7** After the trial period, the new owner will be given any vaccination and vet certificates for the dog, free limited BSDCQ membership and Breed Info Pack.

**6.8** It will be reinforced that the BSDCQ will provide a full advisory service for the new owner as required, and if for any reasons they cannot keep the dog, ownership will revert to the BSDCQ rescue service.

**6.9** The BSDCQ rescue service coordinator will require all original forms for the records, the new owners will be provided with photocopies of all forms.

## **7.0 The Assessment of Rescue Dogs with Severe Temperament Disorders**

No dog that has been declared Dangerous by the authorities may enter into BSDCQ Rescue due to insurance limitations.

**7.1** A BSD placed in the rescue service will require a character assessment if:

**7.1.1** It is placed in the rescue service for reasons associated with maladaptive behaviour i.e. aggression, extreme nervousness etc.

**7.1.2** The volunteer who is fostering the dog is concerned about the dog's behaviour.

**7.2** If at all possible the character assessment would not take place sooner than 10-14 days after the dog has been transferred to the rescue service.

**7.3** The dog will be assessed by the BSDCQ rescue service coordinator, and another person nominated by the BSDCQ Management Committee, who has experience of behaviour problems in the BSD.

**7.4** Following this 'in house' assessment, if a decision cannot be made, an independent and fully qualified animal behaviorist will be hired to assess the dog in order to make the final recommendation on the future of the dog.

**7.5** Following the final recommendation, a decision will be made regarding the dog's future within seven days after consultation between the BSDCQ rescue service coordinator and the BSDCQ management committee.

**7.6** If it is decided that a dog is so severely disturbed that euthanasia is necessary, this will be organised by the BSDCQ rescue service coordinator and the BSDCQ Management Committee.

**7.7** If it is decided that the dog's temperament can be improved to an extent where it could be re-homed, the dog should be fostered by an experienced volunteer who is able to devote the necessary time to work with the dog.

## **8.0 The BSDCQ Rescue Service Fund and Finances**

**8.1** The BSDCQ rescue service will reimburse the BSDCQ rescue service coordinator and volunteers all reasonable costs associated with the fostering and re-homing of a dog upon receiving itemised receipts for these expenses. Payments will be approved at the next Management Committee Meeting.

**8.2** The treasurer for the rescue account is the BSDCQ appointed treasurer.

**8.3** The BSDCQ rescue service coordinator and volunteers shall forward all receipts, accounts and donations straight to the BSDCQ treasurer with appropriate documentation.

**8.4** All monies to be paid into the rescue service fund i.e. donations, funds raised, etc, should be sent directly to the BSDCQ treasurer

**8.5** Reasonable costs associated with the re-homing of a rescue dog, upon receiving receipts for these expenses, might include, but are not limited to:

- Petrol costs associated with rescue work
- Food for rescue dog
- Veterinary fees for rescue dog

**8.6** All reimbursements to be made to the BSDCQ rescue service coordinator and volunteers will be formally approved by the BSDCQ Management Committee.

**8.7** The bank account will be opened with \$1500 and it is the rescue service coordinators responsibility to keep the balance at that amount with adoption fees covering rescue costs, and fund raising to replenish costs exceeding the 2019-20 set price of \$600 adoption fee.

**8.8** The books will be audited annually and be presented to each AGM.

Signature: .....*Roger Winton*.....(President)

Date: .....25/09/2019.....

Review Date: .....

Review Date: .....