

THE AMERICAN SPANIEL CLUB FOUNDATION, INC.

Policies Governing Cocker Spaniel Rescue

Revised July 3, 2011

The affiliates of the American Spaniel Club Foundation Rescue agree with the following policy as approved by the ASCF Board of Directors.

DEFINITIONS:

1. **ASCF Rescue Chair** – appointed annually by the ASC Foundation Board of Directors.
2. **Adopter** – One or more individuals who welcome a rescue cocker spaniel into their home for the remainder of its life.
3. **Catastrophic Circumstances** - acts of nature or circumstances beyond our control.
4. **Fiscal Year** – November 1 through October 31.
5. **Foster Care** – Foster care is the short-term housing and care of a rescue dog until it is placed in an adoptive home.
6. **Hold Period** – Minimum length of time that a rescue dog will remain in foster care, generally seven (7) days.
7. **Long-Distance Rescue** – Transportation of a dog from one (1) area of the country to another that is being sent directly to an adopter or sent to a Rescue Affiliate without complete prior evaluation by an ASC member or Rescue Affiliate, including initial veterinary exam. All evaluation results are to be fully disclosed to the person accepting receipt of the dog prior to transportation.
8. **Non-Standard Veterinary Procedures** – Procedures and treatments that are not normally provided to each rescue dog. These procedures must be pre-approved by the Zone Liaison and the Rescue Chair.
9. **Outreach or Referral Placements** – Referring prospective adopters to an owner or representative of the owner. Listing/posting available dogs on the affiliate website as a courtesy to aid an owner in rehoming their dog without having the dog in the affiliate group's foster network. NOTE: Referred dogs have not always been evaluated by the rescue affiliate prior to rehoming agreement.
10. **Pull** –Accepting/removing a dog from an animal control and/or humane society.
11. **Rescue Affiliate** – Individuals and groups who represent the American Spaniel Club Foundation rescue program at a local level.
12. **Rescue Oversight Committee** – Led by the **Rescue Chair**, this group consists of at least one (1) rescue affiliate in each ASC Zone and one (1) member representing foreign rescue affiliates. Each **Rescue Zone Liaison** advocates the current and future affiliates in the states making up their zones. The **ASCF Treasurer**, **ASCF Communications Chair**, and **ASCF Fundraising Chair** also serve on this committee. The **Rescue Chair** may add additional committee members as needed for specific projects and events.
13. **Rescue Zone Liaison** – A member of the American Spaniel Club in good standing, the Liaison will be appointed for each ASC Zone & 1 member representing foreign rescue affiliates. The Liaison will represent and advocate for the Rescue Affiliates in their respective zones.

THE RESCUE CHAIR and OVERSIGHT COMMITTEE DUTIES:

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1. **The ASCF recognizes the workers and volunteers for ASCF Rescue Affiliates.** Each year, the affiliates will provide names to receive the **ASCF Rescue Appreciation Certificate**. All recipient names are to be submitted to the Rescue Chair by the first of December. Completed certificates will be returned to the **Rescue Affiliates** in February.
2. **The ASCF Rescue Oversight Committee** will coordinate the annual **Parade of Rescues** at the annual ASC Cocker Spaniel National Specialty Show in July. **Zone Liaisons** are responsible for organizing parades within their zone.
3. **The ASCF Rescue Oversight Committee** shall coordinate rescue fundraising and education booth at the ASC Summer Dog Shows.

GENERAL RULES FOR ALL AFFILIATES:

4. **All Affiliates** understand the ASCF and its' committee members are not associated with or responsible for private adoptions.
5. **All Affiliates** applying for an affiliation with the ASCF shall provide the following references: Veterinarian, two adopters and/or one foster home or rescue group affiliation. Exceptions may be made for a new rescue volunteer upon the recommendation of the Zone Liaison.
6. **All Affiliates** must send a completed & signed **ASCF Rescue Code of Ethics** document to the **Rescue Chair** annually.
7. **All Affiliates** shall not have been charged with violating the animal cruelty statutes of any local or state government or have had their AKC privileges revoked.
8. **All Affiliates** shall comply with local ordinances and state/province laws regarding the housing and care requirements of the foster dogs.
9. **All Affiliates** understand and agree that the ASCF does not endorse the "long distance" rescue or placement of a dog without the active involvement of the closest rescue affiliate or an ASC member.
10. Outreach or referral placements are at the discretion of the rescue affiliate.

HEALTH CARE POLICIES:

11. **All Affiliates** shall have initial Veterinary screening done within five (5) business days for each incoming dog.
12. **Serious illness or injury** to a dog in Affiliate's possession shall be given prompt emergency veterinary care. **Humane Euthanasia** is at the discretion of the rescue affiliate if treatment of serious illness/injury is expensive and/or **quality of life is compromised** by the animal age, temperament, illness, and/or catastrophic injuries.
13. **The Rescue Affiliate** shall provide the **Adopter** with copies of any available medical history pertaining to the dog, including full disclosure of any known health or medical problems.
14. **The Rescue Affiliate** understands and agrees that not every dog can be rehabilitated or be deemed adoptable due to health or temperament.
15. **Rescue Affiliates** understand and agree that **Quality of Life** shall always be of utmost importance. If a dog is suffering from an ongoing or terminal illness which

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prevents responsible placement, the **Affiliate** (not a foster as foster is different than Affiliate in this document) may make the decision to euthanize that particular dog. The **Rescue Affiliate** further agrees that in cases of chronic disease, severe injury or intense pain that the dog cannot enjoy an acceptable quality of life, euthanasia may be the most humane service.

STERILIZATION POLICIES:

16. **Any intact dog** coming in to a **Rescue Affiliate** shall be spayed or neutered **prior to** adoption. Sterilization may be delayed due to other health reasons as determined by a Veterinarian. The dog will be sterilized after the recuperation period. **No Exceptions.**
17. **Any dog** coming in to a **Rescue Affiliate** will not be bred. **No Exceptions.**
18. **Any pregnant bitch** brought in to a **Rescue Affiliate** shall be spayed immediately unless a Veterinarian determines the pregnancy advanced and/or surgery would prove life-threatening to the bitch, in which case the bitch will be spayed after the weaning of the puppies.

INTAKE & PLACEMENT POLICIES:

19. **All Rescue Affiliates** are encouraged to establish a positive relationship with all **animal control agencies** within their rescue area. All decisions whether to pull a dog must remain the decision of the Rescue Affiliate, **NOT ASC Foundation.**
20. **Rescue Affiliates** accepting a dog from a ‘**Good Samaritan**’ shall treat the dog as a lost dog. **All Affiliates** will know and adhere to the local laws minimum length of time regarding the “hold period” for trying to locate the owners of the lost dog prior to sterilization and rehoming in accordance with their local statutes.
21. **Rescue Affiliates** shall have **no less than seven (7) days** of temperament assessment and evaluation **prior to** placing a dog into a new home. **No Rescue Affiliate** shall place a dog that such evaluation or assessment determines the animal may be physically **unsafe or a threat to** humans in temperament or behavior. **This includes dogs with diagnosed psychosis or that are known to be habitual fear biters.**
22. **Rescue Affiliates shall not bring known biters into their rescue or place into an adoptive home.**
23. **Rescue Affiliates** shall not purchase a cocker through an auction, raffle, or lottery under any circumstances.
24. **Rescue Affiliates** shall not place a dog into homes that are unsuitable or incompatible to that particular rescue dog.
25. **Rescue Affiliates** shall place all dogs as family members and companion dogs.
26. **Rescue Affiliates** shall use an **adoption application** that requires a Veterinarian and no less than **one (1)** personal reference. Whenever possible, affiliates shall perform or arrange a home visit with the applicants by an experienced rescue volunteer or ASC member prior to adoption.
27. **Rescue Affiliates** shall not place a dog without the execution of an **adoption contract** stating care requirements for the dog, instructions for the dog’s safe

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transport and a **mandatory return to rescue** clause if the adopter cannot keep the dog for any reason.

28. **Rescue Affiliates** shall not place a dog or cause a dog to be adopted as an outside or kennel dog.
29. **Rescue Affiliates** shall not give, sell, or transfer ownership of any dog to a laboratory, breeding operation, or corporation of any type.

RECORDKEEPING & ACCOUNTABILITY:

30. **Rescue Affiliates** shall provide the **Rescue Chair** with copies of the basic paperwork used in the daily operation of their rescue program including, but not limited to Foster Care Agreement, Owner Surrender Form, Adoption Application, and Adoption Contract.
31. **Rescue Affiliates** are required to report statistics to their **Zone Liaison** by the end of each fiscal year. These statistics will be summarized and available to all ASCF Rescue Affiliates. The report shall include a minimum of:
 - a) **Total Income (Projected to year-end)** broken down by Adoption fees, fundraisers, Grants (ASCF grants and other).
 - b) **Total Expenses (Projected to year-end)** Veterinary / other
 - c) **Current Year Adoption Fees**
 - d) **Volunteers:** Average # Foster homes, Public Relations, fundraising, admin, other
 - e) **Dogs:** Intake (Physical / referral), Placements (physical / referral / transfer)
Refusals, Euthanized (age, temperament, health, other).
Returned Dogs
Repeat Customers
State License Number
Names & Contact information of Rescue-friendly shelters.

**FAILURE TO REPORT WILL SUSPEND REIMBURSEMENT FUNDING
TO THE AFFILIATE UNTIL THE DATA IS PROVIDED.**

32. **Executed adoption contracts** shall be kept on file by the Rescue Affiliate.
33. In compliance with the **American Kennel Club**, all AKC registration or registration application (or photocopy thereof) numbers or forms **will not be provided** to the new owner. Rather, the Affiliate shall mark the document "CANCEL – RESCUE" and file with the dog's rescue records. Affiliates shall maintain full rescue records on each dog including veterinary and final disposition (adoption, transfer, euthanasia).
34. **All reimbursement requests** must include a completed **Request for Reimbursement** and supporting invoices. Requests are submitted to the Zone Liaison or Chair based on guidelines defined under "Financial Aid". Upon approval, a copy of the Request for Reimbursement shall be sent to the **ASCF Treasurer and Rescue Chair** and all supporting documentation shall be sent to the **Rescue Chair**.
35. A summary of monthly and year-to-date disbursed funds will be reported at each ASCF Board of Directors meeting.

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36. **The ASCF website** shall be updated monthly with prior-year total funding, a list of current-year approved funding by organization and graphic image of funding distributed by zone and % of the annual limit. A total of denied requests shall also be noted on the website.
37. Supporting documentation of all approved rescue reimbursements must be received by the **Rescue Chair by November 3rd** of each year. **The Rescue Chair** shall have the documentation available for Board review at the January annual meeting.
38. **The Rescue Chair** shall produce a rescue report for presentation to the **American Spaniel Club and Foundation Board of Directors** at their meetings in January and July of each year.

FINANCIAL AID:

39. **The ASC Foundation Board of Directors** will set an annual limit to fund non-catastrophic rescue efforts. The amount shall be reviewed annually or as requested by the **Rescue Chair**.
40. **Reimbursement** for catastrophic circumstances shall require the immediate pre-approval of the majority of the ASCF Board of Directors.
41. **There is no rollover** of unused funds from one (1) fiscal year to the next.
42. **All year-end disbursements** must be submitted by November 5 and all prior year funding disbursed by January 31.
43. While **monies** may be requested from the rescue fund to assist with medical expenses, it is understood that requests for funding may not always be granted.
44. **Rescue funding requests** for generally adopted minimum care procedures must be submitted with a completed **Request for Reimbursement** and appropriate supporting documentation for final approval. Failure to do so shall delay the processing of funds.
45. **The ASCF Zone Liaison** may approve funding requests of amounts totaling \$250.00 or less, with a maximum total of \$750.00 per fiscal year. Once approved, the **Zone Liaison** shall send a copy of the approved reimbursement form to the **ASCF Treasurer**, and reimbursement form and all supporting documents **to the Rescue Chair**.
46. **The Rescue Chair** must approve all Reimbursement requests exceeding \$250.00 and less than \$500.00 prior to submission for payment. An annual maximum of \$2,000.00 is allowed.
47. **Funding requests** of \$500.00 -1,000.00 may be approved by an **ASCF Executive Committee** consisting of the **ASCF President, ASCF Treasurer, ASC President, and 2 ASCF Directors at large**.
48. **Funding requests** exceeding \$1,000.00 must be approved by a majority vote of the **ASCF Board of Directors**.
49. **Reimbursement Requests** must be submitted with documentation supporting the financial need including, but not limited to, veterinary receipts or estimates, emergency travel or care receipts.

