

CIGR RULES, PROTOCOLS & GUIDELINES

CIGR MISSION STATEMENT

It is the mission of California Italian Greyhound Rescue to rehabilitate and place adoptable Italian Greyhounds that are in need of re-homing. A strong emphasis is placed on education and counseling and it is our intention to prioritize quality, rather than quantity of placements.

CIGR representatives and volunteers shall NOT promote any Animal Rights propaganda. Our concern is with animal WELFARE. This includes, but is not limited to, the support and approval of responsible breeding practices and responsible pet OWNERSHIP.

CIGR is an all volunteer organization of people who, in addition to their other responsibilities i.e. work, family, dogs etc., generously donate their time to help homeless Italian Greyhounds.

The following guidelines may seem strict and elaborate but CIGR feels that this is the safest way to assure a good outcome for both the dogs and their new humans.

Policies regarding the relationships between CIGR volunteers are safeguards for humans and dogs and to assure that we use our resources wisely.

Please give us any comments or suggestions that you feel will enhance this process.

PLACEMENT APPLICATIONS

All applications must be processed through the CIGR Application Database maintained by the CIGR Record Keeper before being forwarded to the Main Area Representatives.

Main Area Reps will be responsible for pre-screening applications prior to applicants being sent to individual Foster Care Providers.

No placements will be approved to persons whose application has not been processed through the database and the Main Area Rep.

CIGR Volunteers wishing to keep a dog for himself or herself, or for family/friends, must submit an application and be processed per the usual CIGR Rules, Protocols & Guidelines and shall include the payment of the placement fee. Exceptions to this rule may only be granted by your Main Area Rep & the Board of Directors. Factors taken under consideration will be age & condition of the dog and/or amount of time served as a CIGR Volunteer.

INCOMING/SURRENDERED DOGS

All Italian Greyhounds accepted for CIGR services must be processed with the approval of your Main Area Rep. Please understand that CIGR doesn't have the resources available to take in every dog and/or may not always have a foster home available.

A Main Area Rep, or person of their designation, must determine that the dog is a purebred Italian Greyhound. This must be done either by personally seeing the dog or by seeing pictures. The Main Area Rep shall also be responsible for making an assessment of the dog's potential adoptability.

Any dog being turned in that exhibits aggressive biting behavior or with aggressive biting as a complaint must be evaluated and fostered ONLY by Tia Resleure.

The Italian Greyhound can be rescued from a shelter, pound, private home, or veterinarian's office. We will not rescue from pet shops or auctions.

If the dog is turned in as a stray your local laws about strays must be followed. If we are allowed to keep the dog during the holding period the dog will have to be posted to our website with a photo for at least 7 days, and longer if advised per the local laws. Every effort must be made to locate the dog's owner. This shall include having the dog scanned for an Avid or HomeAgain microchip, posting found dog flyers, contacting local vets and posting notices in local newspapers and on prominent websites like Pet Finders or IG email forums such as the Ital-grey list.

If the breeder of the dog can be determined that breeder must be contacted to take responsibility for the dog.

CIGR does not refer unscreened applicants to people who refuse to sign their dog<s> over to CIGR. Under special circumstances and with the permission of your Main Area Rep the dog<s> may remain in the surrendering party's home as a foster arrangement but prescreening of potential new owners MUST be done by the Main Area Rep and the dog placed according to the CIGR Rules, Protocols & Guidelines. The owner will have to agree to this and to collect an adoption fee if they wish to take advantage of our resources.

Once the dog is approved for CIGR services the person initially receiving the dog<s> must get a signed release from the legal owner<s> of the dog being turned into rescue. If the dog is coming from another rescue group or source have their representative sign our release form and be sure to get a copy of the release they obtained, from the dog's original owner.

Ideally, the surrendering owner will have the dog spay/neutered, teeth cleaned (and nails quicked if the dog requires anesthesia) be brought up to date on vaccines, fecal exam (see veterinary care section) and brucellosis tested BEFORE we take in the dog. Otherwise, a \$50 (minimum) to \$100 surrender fee will be requested. Fee should be made out to CIGR and sent to the treasurer. Do not keep fees to apply towards expenses. We need to keep detailed records in order to comply with requirements for our incorporation and non-profit filing processes.

Every attempt should be made to get ALL paperwork on the dog being relinquished, i.e.: registration papers, microchip and its manufacturer and number, original sales contract/receipt, health records and/or contact information of their veterinarian.

If the dog is registered with a canine registry service (i.e. AKC, UKC, etc.) and/or is microchipped, please have the surrendering party sign off on the registration slip and microchip registration. The person who receives the dog will be responsible for collecting and transmitting Intake Data for the Rescue Log within 72 hours to the CIGR Record Keeper.

VETERINARY CARE & RECEIPTS

If the health records of the rescue dog are not available either from the surrendering party or per a call to the dog's vet, a veterinarian must see it for a health assessment, DHPP, and fecal.

Having it go directly to the vet is wisest in most cases but this should be done at least within 48 hours of receipt. The need for isolation care will be determined at that time. No dog shall be placed that

shows signs of health problems without being seen by a veterinarian or without Main Area Rep approval.

All vet fees beyond a basic check-up, (maximum of \$200) must be cleared through your Main Area Rep. An assessment and estimate must be provided to your Main Area Rep prior to the dog receiving any treatment. Approval for procedures may only be from your Main Area Rep The Main Area Rep will then send written approval to the treasurer for this additional expense.

We have our own, approved, veterinarians but if an alternate vet is necessary you will need the approval of your Main Area Rep.

Basics covered up to \$200.00:

Physical examination, including thorough dental inspection.

Have blood drawn for Brucellosis (fastest lab)

Have blood drawn for Heartworm testing only if it is thought that the dog may have been out of California.

Fecal exam for parasites: Roundworm, hook worm, whip worm, giardia & coccidiosis

Spay/Neuter

Dental Cleaning/Polish & Extractions

DHPP puppy series and 1 year booster (at 1 year 4months) If the dog is older and there is no vaccine history one DHPP should be given.

Rabies 2 weeks after DHPP.

Copies of all approved bills and/or receipts need to be sent to your Main Area Rep for reimbursement. Please retain the originals for your records. The CIGR treasurer will reimburse you within 2 weeks. If you need help covering a bill immediately, call the treasurer. She must have the approval but will work out getting the money to the vet quickly.

To be reimbursed for expenses:

- All veterinary receipts must have an accurate and clear description of the dog *and* procedures on the receipt.
- All receipts must have the dog's CIGR ID noted on the receipt.
- All receipts must be processed through your Main Area Rep.

FOSTER CARE PROVIDERS

All Foster Care Providers must have a Volunteer Foster Care Provider Questionnaire & a signed copy of the CIGR Rules, Protocols & Guidelines on file with the CIGR Record Keeper.

Foster Care Providers shall work closely with their Main Area Rep as they become familiar with the CIGR rules, protocols and guidelines and as they acquire experience in counseling prospective and new owners and experience in preparing dogs for placement.

Foster Care Providers shall familiarize themselves with the Care & Training articles on our web site. This will aid in counseling new owners. http://www.cigrescue.org/care_training.html

Foster Care Providers shall be responsible for collecting and transmitting the dog's Profile data to the Record Keeper.

PREPARATION OF FOSTER DOGS FOR PLACEMENT

Dogs shall be evaluated and prepared for placement for at least 10 -14 days. An exception may be made for placement after only 7 days if the dog is already trained to accept teeth and nail grooming and is already crate trained or if the new owner shows experience and/or ability in these training areas. Exceptions are only to be made by the Main Area Rep and must be in writing.

The following is what we consider to be basic preparations for dogs prior to placement. These preparations will help the dog make the smoothest possible transition in the new home and can make all the difference for a successful placement.

1. Train dog to accept daily teeth brushing.
2. Train dog to accept nail grinding or filing (not cutting).
3. Train dog to accept *individual* crate (or ex-pen) confinement quietly. Feeding all meals in the crate helps to speed the process.

Let the dog earn its freedom in his/her new home! If the dog starts to be granted a lot of free time and/or is allowed to sleep in bed with you, you are only going to make it more difficult for the dog to transition smoothly into it's new home. By maintaining a certain degree emotional distance you will be helping the rescue dogs in a more meaningful way. In the long run, this will make you a better foster home that can help many dogs. It's okay to give snuggles in bed to the dog but it must learn to spend the night in it's crate or ex-pen quietly.

4. Train dog to potty on lead. This will help the adopter to train the dog to potty wherever THEY chose (i.e.: papers, yard, curbside) and makes for a more flexible placement and eases the transition for the dog.

5. Train dog to walk nicely on lead.

6. Fearful/unsocialized dogs require gentle, but firm, handling. Facing these issues head-on will not only make for a more flexible placement, but is in the dog's best interest. (It must be quite unpleasant to spend its life in this state) If the dog is behaving fearfully it is best to either ignore the behavior or speak to the dog in a mocking tone, i.e.: "don't be silly!" or "knock it off!"

It is important to not subject the fearful dog to treatment that would inadvertently give positive reinforcement for the fearful behavior.

- a. Never speak to the dog in a consoling or soothing tone, i.e.: "poor-baby" or "it's okay" when the dog is behaving fearfully.
- b. Never bribe the dog with treats when he/she is behaving fearfully.
- c. Never try to "talk" the dog into coming to you.
- d. Do not stroke the dog when he/she is behaving fearfully.

When not confined, the dog should be on lead to avoid having to chase the dog down. Try to avoid premature "testing" of the dog. S/he must earn freedom very gradually. Try to do the following on a daily basis:

a. Hold or place the dog in helper's lap. (If the dog is afraid of men, find a man who can follow your instructions to help with this) Be sure to use a firm grip so dog can't bolt. Massage the dog firmly without speaking to the dog. It is quite helpful to be chatting normally with someone while doing this to remove all obvious focus from the dog. Once the dog relaxes then s/he should be praised with a "good dog", treats, and pets.

b. Spend some time lying on the floor with the dog on lead.

Obedience lessons can help the dog immensely to gain self-confidence in the real world by giving him/her something to concentrate on besides his/her <usually irrational> fears. Highly recommend them to the adopter.

7. Try to get the dog in proper weight and condition before placement. Very skinny dogs are frequently so pitied by the new owner that the dog gets overfed and allowed to become obese (AKA: killing the dog with kindness). Ribs and hipbones should not be visibly jutting, but the ribs should be detectable with light pressure with flat hands. Having to dig with the fingers to find ribs would be a clear indication of excess weight. A few vertebrae showing on the back is acceptable. Many vets will not point out excessive weight on an IG unless it is grossly obese.

PLACEMENTS

For logistical and legal reasons we do not place dogs out of state.

We will only transfer ownership to one person.

No dog shall be placed until it is spay/neutered per CA state law.

The dog's health, condition and readiness for placement must be approved by the Main Area Rep.

A home will be sought for the rescue dog from a waiting list of potential homes maintained by the Main Area Rep and the placement must be mutually agreed upon by the Main Area Rep and the Foster Care Provider.

No more than 1 dog shall be placed with an applicant at a time. It is usually best to split dogs up and place them into individual homes. If a person wishes to get an additional IG from us, the one that is already in their home shall be fully settled in, trained and well cared for. A second dog shall not be added if the person doesn't have time for their first dog's needs. Please refer to the crate/house training article on the CIGR site for more information on the dog's need of its own crate and individual attention.

New owners shall be taught how to do teeth and nails and shall demonstrate confidence and ability in performing these procedures.

Counsel the new home on how to judge and maintain proper weight/condition.

Discuss the importance of judicious use of the crate to give the dog a sense of security and as an aid to house training during the dog's transition period with the new owner. Tell them that we expect them to continue feeding the dog in its crate, with an hour downtime, even after the dog is comfortable and reliable in their home. Keeping the dog use to the crate in this minimal manner is important if the dog should ever require crating for medical or behavioral reasons or requires re-homing in the future. Being confined to a crate is also the safest way for the to travel in a car.

We will only place the dog with someone who is willing to continue, and is capable of, maintaining this level of care.

New owners are expected to be confident enough that they should not be concerned about a “trial period”. If the dog doesn’t work out for them for any reason they are expected to return it to CIGR. A full money back guarantee may be offered if the dog is determined to be unexpectedly affected by a disease or disorder that was pre-existing at the time of placement. This determination must be made by a veterinarian in writing, and within 2 weeks. A partial refund can be made at the Board of Director’s discretion.

Placements will only be made within a reasonable and comfortable distance for home checks and follow-up visits. Please keep in mind that some placements might require several follow-up visits.

Sometimes it is necessary to remind applicants (and novice foster homes) that CIGR’s responsibility is to find an appropriate home based on a given dog’s needs and that part of meeting the dog’s needs is the ability to provide follow-up counseling and support. CIGR’s responsibility is not to provide dogs for every applicant.

Once a placement is successful copies of all paperwork should be sent to the main area rep. She will be responsible for insuring that final placement data for the Rescue Log is transmitted to the CIGR Record Keeper.

The new owner shall be asked for a fee of \$300-500 as a donation to CIGR; however, under special circumstances, dogs may be placed with the fee waived if costly continued medical care is required. Board approval is a prerequisite.

The adoption fee must be collected at the time the dog is signed over and placed into new home. Fee should be made out to CIGR and sent to the treasurer. Do not keep fees to apply towards expenses. We need to keep detailed records in order to comply with requirements for our incorporation and non-profit filing processes.

The Foster Care Provider or Main Area Rep shall be responsible for a follow-up phone call within the first week and a follow-up visit 4-6 weeks after the adoption is completed. The dog’s teeth and nails shall be inspected at this time and further counseling and demonstration be provided if necessary.

This is just a minimum suggestion. If the new home is inexperienced or lacking confidence you should keep in touch on a more frequent basis. Keep in mind that many people are reluctant to admit difficulties so it is best to call and ask them how it’s going rather than waiting for them to call you.

WORKING WITH REPS OUTSIDE OF YOUR AREA: Dog’s should not be placed in another Rep’s area without prior consent from that rep and with the understanding and willingness on that rep’s part to sponsor the placement and to possibly have the dog returned to THEM if the placement doesn’t work out.

If an applicant from another Main Area Rep’s area approaches you about a specific dog that you are fostering they should be advised that they must work with their closest Main Area Rep. If you really think they are a good potential match with your dog you should discuss this with that rep. No reps should be put into the position of being pressured to sponsor a long distance placement by any applicant or rep.

CHRISTMAS PUPPIES:

During this time of year we need to be extra cautious about placements. So many dogs are either given as gifts or gotten impulsively during the holiday excitement and the end up in rescue a few months later.

We need to meet the recipient of the gift, be certain they want and can care for the dog (teeth, nails, training), and do a home check.

If it is for a child be sure that the parents really want the dog for themselves, so that when/if the novelty wears off it will still be a welcome and cared for member of the family.

Also, ask about the homes holiday plans. If they have a busy schedule it might be better to wait until after the holidays.

An alternative might be for the holiday gift to be some dog supplies (crate, tooth paste, grinder) and a card with the promise of a dog. A photo of the dog might also be fun if there is a specific dog on hold.

Please understand that we will not place a pet into a home if any of the following apply:

The applicant has an unsettled life, such as being a young college student or is active military.

The applicant has un-neutered pet quality dogs.

The pet will be left outside unattended at any time.

The pet is intended as a gift. Unless, we can first do a home check, work with the new owner (training, nails, and teeth), and have the new owner sign the placement agreement.

CIGR MAIN AREA REPRESENTATIVES

Main Area Reps shall be responsible for providing guidance and support to the Foster Care Providers and shall maintain close contact with the Foster Care Provider while the dog is being prepared for placement and until the dog is successfully placed.

Main Area Reps shall be responsible for insuring that data for the Rescue Log be transmitted to the CIGR Record Keeper.

Main Area Reps shall maintain all records and paperwork on dogs under their care or guidance and shall return them to CIGR when/if they leave CIGR. Records shall consist of: Surrender forms, vet/health records, registration slips, pedigrees, sales receipts/contracts, new owner's original applications & adoption agreements and any active applications from the CIGR Applicants Database.

Your Main Area Representative is:

Please sign the following page and mail it to this rep.

I have read and agree to abide by the California Italian Greyhound Rescue Rules, Protocols & Guidelines.

Print Name: _____

Signature: _____

Date: _____