



Code of Practice

Record Keeping Obligations

Information Booklet

RECORD KEEPING OBLIGATIONS UNDER THE CODE

A condition of Applicable Organisation status is that Dogs Victoria's Codes of Practice comply with requirements set by the Victorian Government. In August 2018 the Code was updated to reflect this. Included in this update were several specific requirements regarding record keeping.

This booklet is intended to assist DV members in your efforts to achieve compliance under the Code. It is not compulsory to use the specific templates and model forms included; they are only suggestions to assist if you wish. Alternatively, if you have your own record keeping system that complies with the Codes of Practice, please continue to use your own system.

These records, or alternatively your own records should be kept and produced as evidence of your compliance with your obligations under the Codes when you are audited by a Dogs Victoria Field Officer. They can also be produced should you be inspected by an authorised officer (e.g. from local government) to indicate your commitment to appropriate record keeping.

The Codes of Practice (for breeding) and the following model documents are included:

MODEL HEALTH MANAGEMENT PLAN

MODEL VET service AGREEMENT

MODEL ANIMAL RECORD FORM

MODEL LITTER RECORD FORM

MODEL HEALTH CERTIFICATE

MODEL PUPPY HEALTH CERTIFICATE

MODEL BREEDING CLEARANCE

MODEL BREEDING CLEARANCE 8 YEARS +

Each Model Record has a Cover Sheet with reference to where its use is required under the Code

PART 20 CODES

20.1 CODE OF PRACTICE (amended 15/08/18)

Each member, upon being admitted or re-admitted to membership of the Victorian Canine Association Inc. shall be bound by the Victorian Canine Association Inc. (hereinafter 'Dogs Victoria') Code of Practice.

Ethics

- 20.1.1 A member shall not knowingly or recklessly misrepresent the ANKC or Dogs Victoria.
- 20.1.2 A member shall not engage in any behaviour that is contrary to the standards accepted by the community.
- 20.1.3 A member shall display good sportsmanship and conduct at all times so as to reflect credit upon themselves, the ANKC and Dogs Victoria.
- 20.1.4 Members shall constantly strive to improve their knowledge of their chosen breed or breeds, and their knowledge of the requirements for the care, welfare and betterment of dogs.
- 20.1.5 Members shall ensure proper care for all dogs under their control, whereby
 - 20.1.5.1 Food shall be provided in sufficient quantity and nutritional quality; it must be canine appropriate and nutritionally balanced to meet the daily requirements for the condition, activities, age and size of the each dog. All dogs shall have access, in their housing area, at all times, to a sufficient supply of fresh, clean, water daily. Food and water utensils shall be kept clean;
 - 20.1.5.2 Dogs shall be housed in a safe and secure manner that is suitable for the size and containment requirements of the dog and provides protection from adverse environmental conditions and climatic extremes. Adequate ventilation and sufficient space must be provided for dogs to stand. The flooring area of pens/cages shall not be made from uncovered suspended wire. Each dog older than 16 weeks of age shall have access to a separate bed or sufficient bedding material that all animals can sleep comfortably at the same time;
 - 20.1.5.3 Dog sleeping, housing and exercise areas shall be kept clean and at a good standard of hygiene by cleaning any faeces, wasted food, and soiled bedding daily. Where pens and kennels are cleaning by hosing, material on floors (toys, bedding, food, faeces etc) shall be removed prior. Hard surfaces in pens and kennels should be disinfected weekly or more often if required. Veterinary advice shall be sought for managing the cleaning of premises and management of isolation if a contagious illness occurs in dogs;
 - 20.1.5.4 All dogs of all age and breeding status shall be provided with an appropriate amount of daily exercise, social contact and enrichment suitable to the individual needs of the dog;
 - 20.1.5.5 Where dogs are tethered, they shall be tethered in accordance with the Prevention of Cruelty to Animals Act 1986 and Regulations. Pregnant bitches of more than 7 weeks gestation, whelping bitches and lactating bitches with puppies shall not be tethered. Puppies under 16 weeks of age shall not be tethered.
 - 20.1.5.7 Dogs shall be transported in a safe and secure manner. Dogs shall not be transported in the boot of a sedan type car. When on the back of a ute or trailer, dogs must be appropriately tethered or caged. Sealed transport containers shall have multiple ventilation holes.

-
- 20.1.5.8 Veterinary care is provided as required in accordance with the Code of Practice for the Private Keeping of Dogs. Additional veterinary requirements for breeding dogs is described in Section 20.8 Code of Practice for Breeding Animal Health Management.
- 20.1.6 A member who leaves a dog owned by them in the care of another person shall remain responsible for that dog.
- 20.1.7 A member shall take all appropriate lawful measures to assist a dog in distress.
- 20.1.8 A member shall positively enhance the reputation of dog breeders and owners by ensuring that dogs owned by the member are not a danger or nuisance to the community.
- 20.1.9 A member shall not participate in nor support any activity in that involves cruelty or damage to animals, excluding legal hunting activities.
- 20.1.9.1 Dogs shall not be trained or worked beyond their willingness and capabilities. All training methods used shall be humane and not cause undue fear, distress or pain.
- 20.1.10 A member shall make every effort to rehome any dog no longer required by that member to a suitable home. A member shall not dispose of dogs owned or bred by the member to a pound or animal refuge except in exceptional circumstances and following notification in writing to Dogs Victoria. In this instance, depending on circumstances Dogs Victoria may request that any breeder prefix also be suspended or surrendered.

Breeding

- 20.1.11 A member shall breed primarily for the purpose of improving the quality and / or working ability of the breed in accordance with the breed standard, and not specifically or predominantly for the pet or commercial market.
- 20.1.11.1 If breeding animals are determined to be no longer suitable for breeding, or are retired and are to be rehomed, they must be prevented from further breeding by transfer to limited register, neutering, contraception, contract of agreement or other means.
- 20.1.12 A member shall not breed with a bitch unless they have reached adequate maturity for that breed as determined by Dogs Victoria, without the prior approval of Dogs Victoria. Where the Rules, Regulations and Codes of Practice are otherwise silent, the minimum age for breeding a bitch shall be 12 months [see attached Minimum Breeding Age for Bitches]. (15/11/18)
- 20.1.13 A member shall not breed a bitch causing it to whelp more than twice in eighteen months without the prior approval of Dogs Victoria.
- 20.1.14 A member shall not breed with a bitch causing it to whelp more than five times in its lifetime (amended 15.03.17)
- 20.1.14.1 First generation breeding (eg father / daughter; brother / sister; mother / son) matings are not permitted.
- 20.1.14.2 The progeny of any matings under 20.1.14.1 will be registered on the Limited Register and endorsed "never to be upgraded". It will be a breach of Code 20.1.14 by the member/s who are the owners of the sire and dam of the litter constituting an offence against Dogs Victoria Rules, Regulations and Codes.
- 20.1.14.3 All bitches eight years of age and over at the time of a mating must have a current veterinary certificate stating that the bitch is in good health at the time of breeding. This certificate must be presented at the time of registration of the litter resulting from

this mating. A current veterinarian certificate is defined as being within three months prior to the mating. (15/08/15)

20.1.15 A member shall not permit any of that member's pure bred dogs to be mated to a dog of a different breed, to a cross bred dog, to an unregistered dog of the same breed, or to a dog not on the Main Register without the prior approval of Dogs Victoria.

20.1.15.1 A member shall not permit any of that member's unregistered dogs to be mated to any other unregistered dog, with the exception of dogs registered with a Registry Body recognised by ANKC Ltd (unless an exemption is granted by Dogs Victoria).
(amended 15.03.17, 15.04.18)

20.1.16 A member shall take responsible action to reduce the incidence of hereditary diseases in accordance with the ANKC Code of Practice for Hereditary Diseases and shall comply with Dogs Victoria's Code of Practice for Hereditary Diseases (Code 20.3), and the Prevention of Cruelty to Animals Act 1986, particularly with respect to the Code of Practice for the Responsible Breeding of Animals with Heritable Defects that Cause Disease.

20.1.17 A member shall not, within Australia, sell or otherwise transfer from that member's care any puppy under eight [8] weeks of age. (amended 15.05.17)

20.1.18 A member shall not export a puppy under the age of eleven [11] weeks, or such greater age permitted under the livestock import requirements of the country to which the puppy is being exported.

20.1.19 A member shall not knowingly sell a dog to any person residing in an overseas country known to be involved in the utilisation of dogs for the meat trade

20.1.20 A member shall ensure that persons acquiring dogs from that member understand the requirements for the care, welfare and responsible ownership of the dog, and that they have the time and facilities, e.g. adequate fences, sufficient room and proper shelter, to fulfil their responsibilities.

20.1.21 A breeder shall be expected to maintain reasonable contact with the purchasers of dogs from that breeder and to offer continued advice and reasonable assistance.

20.1.22 A member shall register all puppies bred by that member that are living at the date of registration. Such registration must include all puppies from the litter on the one litter registration application form and, subject to regulations, must be applied for within eighteen (18) months of the date of whelping. (15/11/11)

20.1.22.1 A breeder shall create a record file for each individual puppy born, and maintain until ownership changes or the animal is deceased. A breeder shall make available all records for inspection by an authorised officer or as directed by an officer of Dogs Victoria. Copies of these records must be retained by the breeder for a minimum of 3 years from date of last entry.

20.1.22.1.1 Records to be kept for puppies under 12 weeks of age shall include the following (copies of original documents are acceptable where originals accompany the puppy to its new owner):

- a copy of the litter registration form, or alternatively:
 - name,
 - microchip number (when implanted);
 - sex;
 - breed;
 - date of birth;
 - colour and markings (if applicable); and
 - dam and sire registered names and numbers

-
- health care history including vaccination records, internal and external parasite control,
 - purchase/disposal record including name and address of new owner (where applicable),
 - copy of health declaration, and
 - record of return (if applicable) with supporting documentation.
- 20.1.22.1.2 Records to be kept for dogs over the age of 12 weeks acquired or retained by breeders for the purpose of breeding shall include:
- either ANKC registration certificate, or alternatively:
 - registered name and number;
 - microchip number;
 - sex;
 - breed;
 - date of birth;
 - colour and marking (if applicable); and
 - dam and sire registered name and numbers
 - council registration certificate;
 - health care history including vaccination records or titre tests, internal and external parasite control,
 - breeding status and breeding history,
 - purchase/disposal records including name and address of new owner (where applicable), and
 - record of return (if applicable) with supporting documentation.
- 20.1.22.2 Records of breeding history for dams must include dates of mating or artificial insemination, dates of whelping, number of puppies born alive, number of puppies stillborn, record of any whelping complications and resultant treatment, microchip numbers for live pups at 8 weeks, and post-partum veterinary treatment.
- 20.1.23 A member shall provide to all recipients of dogs sold or otherwise disposed of by that member, written details of:
- 20.1.23.1 The breed characteristics;
- 20.1.23.2 Vaccination record and / or requirements including the due date of the next vaccination or recommended timing for next titre;
- 20.1.23.3 Responsible dog ownership information;
- 20.1.23.4 All documentation required by Dogs Victoria
- 20.1.23.5 Records on internal and external parasite control;
- 20.1.23.6 Records of microchip number with a signed transfer of owner form;
- 20.1.23.7 A desexing certificate (if applicable); and
- 20.1.23.8 A written health declaration in accordance with 20.1.25.
- 20.1.24 A member shall not incorrectly describe nor knowingly misrepresent the characteristics of a breed.
- 20.1.25 A member shall ensure that all dogs sold or disposed of by that member are in the best possible state of health. Where any known physical abnormalities exist, a breeder health declaration shall be supplied which includes details of the known physical abnormality at the time of sale and how that abnormality may affect future health and welfare of the dog. This shall be signed in acknowledgement by the

recipient. With the exception of matters disclosed in the health declaration, a member shall abide by the following as a minimum practice when selling dogs;

- 20.1.25.1 Where a dog is returned to the member within 3 days of sale, for any reason not supported by a statement from a veterinary practitioner, the member must take back the animal and refund 75% of the purchase price.
- 20.1.25.2 Where a dog is returned to the member within 21 days of sale accompanied by a statement from a veterinary practitioner that the animal is unacceptable for health reasons, the member must take back the animal and refund 100% of the purchase price.
- 20.1.25.3 If an animal is diagnosed with, suffering from, dies of, or is euthanased from a physical defect or disease that is directly traceable to the point of sale within 3 years of purchase, the member must, subject to a second veterinary opinion, refund 100% of the purchase price where the owner of the animal provides supporting statements from a veterinary practitioner, including test results where a suitable test is available. Owners of the animal must make veterinary reports and test results available to the breeder for the breeder to obtain their own veterinary advice (second opinion), and for the purpose of informing future breeding management.

20.1.26 A member shall not:

- 20.1.26.1 Sell or dispose of a dog to a commercial pet wholesaler or retail pet shop.
- 20.1.26.2 Allow a dog owned by that member to be given as a prize or donation or to be auctioned.
- 20.1.26.3 Advertise in any media or other display, the sale or disposal of a dog without the inclusion of the member's DOGS Victoria membership number and, unless subject to written veterinary advice that the health of the dog is liable to be significantly prejudiced if it is implanted, each dog's full microchip number. It is mandatory that the following wording is included in any advertisements:
"Please contact Dogs Victoria on email: office@dogsvictoria.org.au to verify my membership".

General

20.1.27 A member who provides or makes available a dog for use in a film, advertisement, promotion, or any media or public display must ensure that:

- 20.1.27.1 The dog is portrayed in a manner consistent with its breed characteristics and temperament as described in the Standard for that breed; and
- 20.1.27.2 The dog is presented in a manner that is unlikely to create a negative reaction to dogs generally or that breed in particular and that if there is any likelihood of a negative impression, this is at the same time corrected through the development of a story line that presents the dog or breed in a balanced manner.

20.1.28 A member shall not indulge in false or misleading advertising relating to the conformation, characteristics or performance of that member's dog.

20.1.29 A member shall not misrepresent nor malign the conformation, characteristics or performance of another member's dog.

20.1.30 A member shall not misrepresent, malign, impugn or denigrate another member or person in such a way as to bring discredit upon themselves or Dogs Victoria. (14/02/13)

Minimum Breeding Age for Bitches
Minimum age at which a Bitch can be mated (amended 05/01/18)

The age is calculated in the same way as for conformation classes. See also ANKC Regulations Part 5 Section 1 Regulation 1.2 which states:

1.2 To calculate the age of dogs for entry into breed classes where the date of birth does not occur in the relevant month, the anniversary date be taken as the last date of that month, e.g. dogs born on 31 January will be eligible to enter the baby puppy class on 30 April. **(06/95, 30.1.2)**

Note also ANKC Regulations Part 6 Section 8 Regulation 8.2 which states:

8.2 The minimum breeding age for bitches across all breeds is 12 months at the time of mating. This regulation is not intended to reduce minimum age requirement for breeding set out in the Code of Ethics of Member Bodies and the Rules of National Breed Councils and/or Breed Clubs. **(Added 10/10, 6.7(Amended EAP 07/11))**

12 Months

All Other Breeds (15/12/18)

15 Months

Labrador Retriever (30/06/16)

16 Months

Border Terrier

French Bulldog

18 Months

Akita Inu

Alaskan Malamute

American Staffordshire Terrier

Australian Kelpie

Australian Terrier

Basset Hound

Beagle

Bedlington Terrier - applies to bitches born after 01.01.2000

Border Collie

Borzoi

Boston Terrier

Boxer

Bullmastiff - applies to bitches born after 01.06.2011

Cane Corso

Chow Chow

Curly Coated Retriever

Dalmatian

Deerhound

Dobermann

Dogue De Bordeaux

Finnish Lapphund

Flat Coated Retriever - applies to bitches born after 01.01.2002

German Shepherd Dog - applies to bitches born after 01.01.1997

German Shorthaired Pointer

Golden Retriever - applies to bitches born on or after 01.01.2002

Griffon Bruxellois

Hungarian Vizsla

Japanese Spitz

Keeshond

Miniature Pinscher

Pekingese

Pharaoh Hound

Rhodesian Ridgeback

Samoyed

Schipperke

Schnauzer (Miniature)

Scottish Terrier

Shih Tzu

Staffordshire Bull Terrier

Weimaraner

Weimaraner [Longhair]

20 Months

Bernese Mountain Dog

Mastiff

Schnauzer (Giant)

22 Months

Anatolian Shepherd Dog

Leonberger

Neapolitan Mastiff

Newfoundland

Pyrenean Mastiff

Rottweiler - applies to bitches born after 01.01.1997

Spanish Mastiff

Tibetan Mastiff

24 Months

Australian Shepherd

Azawakh

Cocker Spaniel [American]

Great Dane

Irish Wolfhound

Lhasa Apso

Old English Sheepdog

Pyrenean Mountain Dog

Russian Black Terrier

Saluki

Schnauzer

St Bernard

20.2 CONFORMATION JUDGES CODE OF PRACTICE

RESERVED: (Note: The code is covered by ANKC Judges Code of Practice and Conduct)

20.3 CODE OF PRACTICE FOR HEREDITARY DISEASES

20.3.1 Compliance

This Code of Practice has been developed to conform with the Dogs Victoria Code of Ethics, by which each member is bound and in particular the commitment of members to 'breed only for the purpose of improving the standard of the breed'. (amended 15.08.18)

20.3.2 Practical Application

- 20.3.2.1 Members will take responsible action to reduce the incidence of hereditary diseases in their breeds.
- 20.3.2.2 Where there is a control program, approved by Dogs Victoria, covering a breed for a disease known or considered to be inherited, then breeders within the breed should participate and comply with the requirements of the program. (amended 15.08.18)
- 20.3.2.3 Where an hereditary disease is recognised by the breed club and Dogs Victoria, or Dogs Victoria, to be a problem in a breed, and where there is a suitable screening procedure or test for that disease:- (amended 15.08.18)
 - 20.3.2.3.1 The owner of a stud dog should, before making the dog available for stud duty -
 - 20.3.2.3.2 have a current official evaluation or test result for the dog for such hereditary disease:
 - 20.3.2.3.3 provide the official evaluation or test result to owners of bitches to be mated;
- 20.3.2.4 The owner of a bitch should, before mating her to a dog -
 - 20.3.2.20 have a current official evaluation or test result for the bitch for such hereditary disease;
 - 20.3.2.4.2 provide the official evaluation or test result to the owner of the stud dog;
- 20.3.2.5 Ensure that the proposed mating fits within the parameters of responsible action as approved by Dogs Victoria to reduce hereditary diseases within the breed. (amended 15.08.18)
- 20.3.2.6 Before any puppy or adult animal is sold, the prospective owners be advised that the seller has taken all reasonable steps to ensure that the animal is healthy as stated in the Dogs Victoria Code of Ethics by way of a health declaration in accordance with 20.1.25. (amended 15/08/18)
- 20.3.2.7 If the reason for diagnosis, death, or euthanasia of a dog is a result of a known heritable defect, the parents and any offspring from those parents still held by the breeder must be tested and managed for the heritable defect. Breeder's records must link test results and death certificates with the individual dog's microchip or registration number. (amended 15/08/18)

20.4 CODE OF PRACTICE FOR MANAGEMENT AND OTHER COMMITTEE MEMBERS

20.4.1 Title

This is a Code of Practice for the conduct and performance of duties by Management and other committee members of the Victorian Canine Association Inc.

20.4.2 Objective

The objective of this Code of Practice is to provide guidance and set standards for elected and appointed Management and other committee members to assist the individual to carry out their duties, responsibilities and obligations.

20.4.3 Authorising Provisions

This Code of Practice is made under clause 1.5.18 of the Constitution of the VCA.

20.4.4 General

The Management Committee shall, without limitation have the following responsibilities:

- 20.4.4.1 adoption and continuance of a Strategic Plan for the VCA.
- 20.4.4.2 adoption and continuance of a Business Plan for the VCA.
- 20.4.4.3 establishment and continuance of a register of pecuniary interests of Management and other committee members. Such register shall include all commercial interests in dog activities, plus involvement with affiliated clubs and any non affiliated dog organisations.
- 20.4.4.4 establishment and continuance of a policy manual for the VCA.
- 20.4.4.5 establishment and continuance of a formal induction program for new Management and other Committee members, which shall include current policies, financial position, strategies and issues before the respective committee, as applicable.
- 20.4.4.6 ensure all Resolutions contain a delegated responsibility for implementation and a time frame for same.
- 20.4.4.7 ensure, through the Chief Executive, that at all times proper budgeted training programs are in place and undertaken by appropriate staff members and where necessary by Management Committee members.
- 20.4.4.8 establish an agreed charter for all committees, sub-committees, panels and working parties. Such charter to contain clearly defined delegation of authority in accordance with VCA Rule 2.87. Working parties to be established with a specific time frame for their operation.
- 20.4.4.9 establish clearly defined delegation of responsibilities to the Chief Executive. Such delegation to be subject to annual review in the month of January each year.
- 20.4.200 ensure that staff employment contracts, which contain provision for performance evaluation of the employee against agreed key performance indicators, are entered into with all staff.
- 20.4.201 ensure that the VCA accounts and audit procedures conform with relevant Australian accounting and auditing standards.
- 20.4.202 ensure that at all times the VCA Constitution, Rules, Regulations, Codes and Policies are upheld by all members and administration staff.

20.4.5 Confidentiality

- 20.4.5.1 Where a Resolution is reached by Management or any other committee the committee shall also decide upon a responsibility for "communications to members or individual", thereby ensuring all Management or other committee members clearly understand how communication is to be made or announced. Management and other committee members shall not discuss

such resolutions, with any person who is not a member of Management Committee or other committee (as the case may be), until the matter has been officially announced or conveyed in accordance with the agreed procedure.

20.4.5.2 Management and other committee members shall not knowingly discuss matters under investigation or before the Disciplinary or Appeals Committee with any individual. Any member raising serious queries on such matters shall be referred to the Convenor of the Investigations Committee, or advised to correspond with the Chief Executive.

20.4.5.3 Where the Management Committee decides that a matter before any VCA committee is to be kept totally confidential then no member of a committee shall divulge any details to do with that matter, except to a person who is a member of the appropriate committee.

20.4.5.4 Subject to the above conditions, Management and other committee members shall be free to and indeed encouraged to discuss, explain and seek viewpoint of members on any matter.

20.4.6 Use of Position or Information

20.4.6.1 Management and other committee members shall not make improper use of information acquired by virtue of their position as a committee member. This applies irrespective of whether the committee member would gain, directly or indirectly, a personal advantage or advantage to any associated person, organisation or company.

20.4.6.2 Management and other committee members shall not take improper advantage of their position to gain, directly or indirectly, a personal advantage or advantage for any associated person, organisation or company.

20.4.7 Conflict of Interest

20.4.7.1 Management and other committee members shall at all times give primacy to the interests of the VCA and shall not allow their personal interests, or the interests of any associated person, organisation or company, to conflict with those of the VCA.

20.4.7.2 Management and other committee members shall at all times act in the best interest of the total membership and the pure bred dog fraternity in general and not support sectional interests.

20.4.7.3 Management and other committee members shall immediately disclose any conflict which may arise, in accordance with the requirements of VCA Rule 2.79.3 and 2.79.4.

20.5 CODE OF PRACTICE FOR AFFILIATES

VCA approval to conduct a fixture is on the understanding that the affiliate will endeavour to conduct and manage the fixture ensuring that the activities are an enjoyable experience for all members and that the fixture represents a public showcase of VCA activities.

In particular:

- 20.5.1 The affiliate is to ensure that ANKC Judges Contracts are completed fully and reflect all of the affiliate's requirements, especially in relation to embargoes.
- 20.5.2 The Show Secretary is to ensure that contracted conformation Judges are notified of the number of exhibits entered for each breed. Such notification is to be communicated in writing so as to reach the Judges at least seven days before the date of the Show.
- 20.5.3. The affiliate committee is to ensure that non Australian judges are briefed on the VCA and ANKC procedures for judging.
- 20.5.4. Affiliate committee personnel, show managers or show secretaries who facilitate or interact with judges shall not handle dogs under those judges nor participate at the competition area in such a way as to compromise the perception of fairness. (15/11/17)
- 20.5.5 The Show Secretary is to ensure that entry fees are banked promptly to ensure that invalid cheques / payments are identified.
- 20.5.6 The Show Manager is to ensure that all Stewards are competent in the duties required of them, and arrange appropriate support where necessary.
- 20.5.7. The affiliate is to ensure adequate provision for and maintenance of parking, toilets, foodstuffs [if applicable], first aid, competition and exhibitor areas.
- 20.5.8 The affiliate is to ensure that safe and unimpeded access is provided around and to the rings.
- 20.5.9 The affiliate committee is to appoint a VCA Representative as required by VCA Regulations and provide the administrative and logistic support required by VCA Procedures - Fixture Incidents / Complaints.
- 20.5.10 Aggressive Dog incidents are to be dealt with in accordance with VCA Regulation 3.5.6.
- 20.5.11 The affiliate committee is to ensure that persons attending the fixture comply with acceptable standards of behaviour, and therefore the committee is to be fully conversant with the VCA Procedures - Fixture Incidents / Complaints.

NOTE: "facilitate" referred to in 20.5.4 does not include normal secretarial communication relating to contractual and travel arrangements prior to the day of the event. (15/11/17)

20.6 CODE OF CONDUCT FOR MEMBERS - SOCIAL MEDIA

Members shall at all times conduct themselves with behaviour as set out in the DOGS Victoria Policy Statement – Social Media Code of Conduct dated 15 July 2016. (15/07/16)

DOGS Victoria Policy Statement Social Media Code of Conduct

Background

Social media has become an integral part of day to day communication for individuals as well as businesses.

Social media is defined as the social interaction among people in which they create, share or exchange information and ideas in virtual communities and networks.

Social media may include but is not limited to magazines, Internet forums, weblogs, social blogs, microblogging, wikis, social networks, podcasts, photographs or pictures, video, rating and social bookmarking. Technologies include blogging, picture-sharing, vlogs, wall-posting, music-sharing, crowdsourcing and voice over IP.

Its ability to capture community sentiment and shape opinions is driven by its dynamic and immediate nature.

What constitutes ethical behaviour can be somewhat ambiguous when engaging in social forums, however DOGS Victoria believes its members should uphold the highest ethical standards displaying respect, honesty and integrity.

This Social Media Code of Conduct aims to provide guidelines on best practice behaviour when using social media.

Guidelines

- * Abide by DOGS Victoria rules & regulations
- * Be reasonable and respectful – do not post malicious, misleading or unfair content in relation to DOGS Victoria or its affiliates, DOGS Victoria staff, DOGS Victoria members or members of other ANKC affiliated bodies or indeed of members' dogs
- * Be accurate – any comment posted as fact should be able to be substantiated
- * Act in manner that is consistent with good community expectations

The same values that apply in the real world also apply in the virtual world and in social media exchanges.

Despite the seemingly unregulated nature of social media, the law is applicable to online content. Postings online (and similarly in email or text messages) are subject to the law in areas such as defamation, racial discrimination, intimidation and bullying.

Breach of the Social Media Code of Conduct

DOGS Victoria continually monitors activity in relation to the organisation and its members.

Dogs Victoria takes compliance with this policy seriously. Where members believe that behaviour is in breach of our Rules, Regulations or codes and is reported, the disciplinary process may be initiated by DOGS Victoria. Where proven, either formal warnings or other penalties may apply or if it is of a serious nature the offending members may be considered liable under the law.

Consultation or advice

This policy has been developed to provide guidance for DOGS Victoria members.

Any members who are unsure of their rights, liabilities or actions online and seek clarification should contact DOGS Victoria Management Committee or the DOGS Victoria CE.

20.7 CODE OF CONDUCT BY DOGS VICTORIA MEMBERS AT DOGS VICTORIA EVENTS

DOGS Victoria expects that all members and exhibitors will conduct themselves in a responsible manner when attending DOGS Victoria activities. Participants must also ensure that their dogs are properly cared for at all times during events and do not become a nuisance to others.

Members will always act in a way which will make events friendly and welcoming, creating a safe environment for the enjoyment of all. They will conduct themselves by displaying good manners, respecting other participants, officials and judges.

The following is the expectation of DOGS Victoria of all attending an event authorised by it.

- You will display a commitment to the values of fair play, honesty, courtesy, spirited competition whilst winning and losing with grace equally.
- You will welcome, encourage and support newcomers to the sport.
- You will act so that the experience of others attending a DOGS Victoria event may be enriched.
- You will reject any opportunity to take personal advantage of positions offered or bestowed on you.
- You will always consider paramount, the welfare of the dogs.
- You will refuse to embarrass the sport or DOGS Victoria whilst taking part.

Behaviour not tolerated

- Abusive or aggressive behaviour towards anyone attending the event whether it be the judge, event officials or management or participants.
- Harassment which may be defined as causing alarm, distress or anxiety, physical violence, threats, offensive language or verbal abuse.
- Refusal to accept a judge's decision by comment on the decision whilst still in the ring or near precincts or refusal to continue to participate whilst eligible to do so.

Reporting of poor or bad behaviour will be encouraged. It may then be speedily tracked through the disciplinary process by which DOGS Victoria demonstrates its strong commitment to a high standard of behaviour at all times by its members. (15/07/16)

20.8 CODE OF PRACTICE FOR BREEDING ANIMAL HEALTH MANAGEMENT (amended 15/08/18)

- 20.8.1 All breeding dogs must have a general health check by a veterinary practitioner at least once per year, or more frequently as directed by a veterinary practitioner.
- 20.8.2 All dogs must have a general health check by a veterinary practitioner prior to their first mating. Proof of the health check may be a Veterinary practitioner's certificate, stating that at the time of examination, the dog had no impediments to breeding. This may be undertaken in conjunction with the health check in 20.8.1.
- 20.8.3 All bitches must have a post-partum health check by a veterinary practitioner.
- 20.8.4 A breeder shall have a written agreement with one or more veterinary practitioners which describes arrangements for:
- the use of the veterinary practitioner's facilities for the treatment of animals;
 - the provision of isolation housing if the breeder does not have a separate isolation housing; and the supervision of animals in isolation who remain in the care of the breeder;
 - advice relating to the health management plan for the breeder if Dog's Victoria's Model Health Management Plan for Breeders is not used;
 - providing vaccination certificates for puppies being sold from the breeder;
 - providing veterinary assistance for the breeder and able to provide treatment and/or services to the breeder within 6 hours of notification that veterinary attention is required; and
 - 24 hour contact or treatment or provision of services through an alternative 24 hour or emergency practice.
- 20.8.5 A breeder shall either:
- 20.8.5.1 adopt Dogs Victoria's Model Health Management Plan for Breeders, or
- 20.8.5.2 alternatively develop their own written health management plan that has been formulated and is reviewed annually in consultation with a veterinary practitioner, and meets the requirements for Health Management Plans which are contained within Section 3(5) of the Victorian Code of Practice for the Operation of Breeding and Rearing Businesses (2014)

DOGS VICTORIA MODEL HEALTH MANAGEMENT PLAN

The Model Health Management Plan will be a separate document, published as a template for members to complete and is referred to by our Code of Practice in section 20.8.5. It is therefore expected that once complete, members will follow the content of the plan, or develop their own which meets the requirements in 20.8.5.1. Members will be required to produce their plan on request of Dogs Victoria and compliance may be inspected by Dogs Victoria Field Officers. The Model Health Management Plan will be developed by a working party including veterinary practitioner[s].

The Model Health Management Plan is expected to include protocols for:

- grooming requirements
- exercise, environmental enrichment and socialisation programs
- behavioural and welfare assessment of dogs
- assessment programs for the health and welfare of dogs being reared for sale or as breeding dogs
- assessment for admission of new breeding dogs
- processes for determining the suitability of breeding dogs to continue breeding
- processes for long term management, desexing and/or assessing suitability for rehoming of retired breeding dogs
- whelping protocols
- health assessment for puppies

-
- vaccination and/or titre testing protocols, internal and external parasite prevention programs consistent with Dogs Vic's position on these (below)
 - response to a general outbreak of disease
 - protocols for quarantine and movement of dogs, including new animals introduced
 - management of isolation facilities (where isolation facilities are constructed at the breeder's premises)
 - consideration of an appropriate response to foreseeable emergencies for both humans and dogs, including evacuation procedures
 - approved methods of euthanasia for emergency situations consistent with Dogs Vic's position on euthanasia (below)

Position on vaccinations, titre testing, parasite and pest control

Vaccination programs and/or titre testing protocols within the Health Management Plan for all dogs and puppies shall address the Core Vaccines as recommended by the AVA (Canine Distemper; Infectious Canine Hepatitis; Canine Parvovirus) at a frequency determined by the breeder following consideration of the policies of the AVA and WSAVA, or consistent with findings of published and peer reviewed research. Guidance on this will be provided by Dogs Vic in the Model Plan. Preventative treatment is also recommended for intestinal worms and Heartworm.

Non-core vaccines (Parainfluenza virus, Bordetella bronchiseptica and Leptospira interrogans) are only required by dogs whose geographic location, local environment or lifestyle places them at risk of contracting specific infections.

Every effort should be made to control pests such as fleas and paralysis tick. Preventative treatment for pests should be considered based on risk, geographical location and health risk factors.

Prevention and treatment products should be used in accordance with the manufacturer's or alternatively the AVA, or breeder's vet's recommendations. Where no prevention or treatment is used in an instance where the Health Management Plan had originally indicated it would be given, a veterinary certificate to that effect containing the veterinary advice given and the breeder's rationale for the different action must be available.

First treatment for worms should not be given before 14 days of age and first vaccination not before 6 weeks of age except on veterinary recommendation. Other preventatives should only be administered to puppies under 8 weeks on veterinary recommendation.

Vaccination certificates, including dates of next vaccine, details of the vaccine required, and a record of who administered the vaccine, must be signed by a veterinary practitioner at each vaccination. Alternatively where titre testing is used in lieu, a copy of the results and recommended date for the next test should be kept on file.

Position on euthanasia

Where euthanasia is necessary, it must be carried out by a veterinary practitioner, except in emergency situations. In the case of emergency, a breeder may only carry out euthanasia under the direction of a veterinary practitioner, using a humane method. In such a situation, the veterinary practitioner must provide the breeder with a certificate stating that the veterinarian gave permission for the euthanasia including time, reason and approved form of euthanasia.

Euthanasia must be performed in an area that is separate from any dog housing areas, out of view of any other animals.

MODEL HEALTH MANAGEMENT PLAN

A condition of Applicable Organisation status is that Dogs Victoria's Codes of Practice comply with requirements set by the Victorian Government. Breeders maintaining a Health Management Plan is one of these. This requirement is documented in Dogs Victoria's **Code of Practice 20.8.5.1**.

Dogs Victoria has developed this Plan for its breeder members, so they do not need to develop their own. The topics covered can be modified if required, to suit the individual requirements of each breeding set up, and there is ample space to outline specific procedures or variations to those outlined in this document. This Plan has been developed and endorsed by a veterinarian. If the plan is used without modification, except to delete sections that are not relevant or to add further detail, then it may be used without further endorsement by the member's own veterinarian.

The Plan supplements the health requirements that are documented in Dogs Victoria's Rules, Regulations, and Codes of Practice. Where these clear expectations, this plan does not duplicate these. It must therefore be read in conjunction with these.

Members have the option to develop their own plan rather than adopt this document. In that case, their plan must meet the content requirement that is detailed in the Dogs Victoria **Code of Practice 20.8.5.2**, and the plan must be developed in consultation with a veterinarian and reviewed annually.



Dogs Victoria

Model Health Management Plan for Breeders

Version 2: June 2018

Breeder Name[s]:	
Breeder Prefix:	
Breed[s]:	
Date Completed:	

What is a Model Health Management Plan and why do I need one?

A condition of Applicable Organisation status is that Dogs Victoria's Codes of Practice comply with requirements set by the Victorian Government. Breeders maintaining a Health Management Plan is one of these. This requirement is documented in Dogs Victoria's Code of Practice 20.8.5.1

Dogs Victoria has developed this Plan for its breeder members, so they do not need to develop their own. The topics covered can be modified if required, to suit the individual requirements of each breeding set up, and there is ample space to outline specific procedures or variations to those outlined in this document. This Plan has been developed and endorsed by a veterinarian. If the plan is used without modification, except to delete sections that are not relevant or to add further detail, then it may be used without further endorsement by the member's own veterinarian.

The Plan supplements the health requirements that are documented in Dogs Victoria's Rules, Regulations, and Codes of Practice. Where these clear expectations, this plan does not duplicate these. It must therefore be read in conjunction with these.

Members have the option to develop their own plan rather than adopt this document. In that case, their plan must meet the content requirement that is detailed in the Dogs Victoria Code of Practice 20.8.5.2, and the plan must be developed in consultation with a veterinarian, and reviewed annually.

How to use this Plan

1. Read each section.
2. Cross out anything listed under "Plan Essentials" that does not apply to your specific breed of dogs, or breeding set up. For example, under Grooming – if you have a hairless or short coated dog, you may delete the requirement to ensure your dogs' coats are free of mats, major knots etc.
3. Include any additional information that you do for your specific breed of dogs or breeding set up under "My Enhanced Plan".
4. If your modifications have substantively varied the content, then make an appointment with your veterinarian to discuss these. A record of this consultation needs to be attached to this Plan.
5. Keep the Plan on file with your breeding records.

Contents

Assessment of Stud Dogs and Breeding Bitches	Page 4
Core Viral Disease Prevention in Adult Dogs	Page 5
Core Viral Disease Prevention in Puppies	Page 6

Emergency Management Plan	Page 7
Euthanasia	Page 8
Exercise, Enrichment & Socialisation	Page 9
Grooming	Page 10
Health, Behaviour & Welfare Assessments	Page 11
Health, Behaviour & Welfare Assessments – Puppies and Dogs for Sale	Page 12
Long Term Management of Breeding Dogs	Page 13
Parasite Prevention	Page 14
Quarantine & Isolation Protocol & Disease Response	Page 15
Whelping Protocol	Page 16

Assessment of Stud Dogs and Breeding Bitches

Principles	<ul style="list-style-type: none"> • All of my dogs who are used for breeding are healthy and fit to breed at the time of mating. • I seek advice from my veterinarian[s] about the health of my dogs and bitches. • I keep detailed records of the health of my dogs and bitches. • My breeding plans minimise the propagation of heritable defects. • Assessment of suitability for breeding takes place prior to identifying a potential dog or bitch for inclusion in breeding plans • All potential stud dogs and breeding bitches have attributes that will benefit my breed such as breed type, working ability, temperament, and health and distinctive pedigree. They have passed a general veterinary health check and been deemed suitable for breeding, attained adequate maturity for breeding, and been tested for known heritable disease status (where such tests exist) in accordance with Dogs Victoria Code of Practice 20.3. • Prior to any breeding of a dog or bitch, aside from their veterinary health checks defined in Dogs Victoria Code of Practice 20.8, an assessment is also undertaken of the known health status of any offspring, as well as consideration of any difficulties encountered with breeding and/or whelping of prior litters, and in the case of a bitch, her maternal behaviour.
Plan Essentials	<p>My assessment protocol for admission into my breeding program & for determining suitability for further breeding aims to deliver the following outcomes:</p> <ol style="list-style-type: none"> 1. I breed for the purpose of improving or preserving the standard of my breed[s]. 2. Only healthy, reproductively fit dogs and bitches, with a known status for hereditary disorders, as far as is practicable, are bred. 3. A veterinary practitioner has confirmed that the dog/s are healthy at particular life stages including prior to first mating, within 8 weeks post-partum for bitches, whenever there are health concerns, or whenever recommended by my veterinarian in accordance with Dogs Victoria Code of Practice 20.8. 4. Dogs or bitches that are not suited to breeding due to age, health, behaviour, or reproductive disorders are not bred from and are retired from breeding 5. Dogs or bitches that have produced offspring with heritable diseases/defects are managed in accordance with Dogs Victoria's Code of Practice 20.1.16 and 20.3. 6. All test results for hereditary disease, vet records, mating records, litters and litter outcomes are recorded in the dog's individual health record.
My Enhanced Plan	

Core Viral Disease Prevention in Adult Dogs	
Principles	<ul style="list-style-type: none"> • Canine Distemper virus, Canine Adenovirus and Canine Parvovirus are three serious canine viral disease agents that are easily preventable. • Prevention of these diseases occurs when the dog's immune system is prepared to combat infection, should a dog be exposed to the virus. • Immunity in dogs can be established early in life by vaccination, and maintained throughout adult life either through a recognised vaccination protocol, <u>or</u> by confirming the presence of immunity with antibody titre testing.
Plan Essentials:	<p>I ensure my adult dogs are immune to Canine Distemper virus, Canine Adenovirus and Canine Parvovirus by undertaking one of the following:</p> <p>Vaccination:</p> <ol style="list-style-type: none"> 1. 'Core' vaccines for dogs (Canine Distemper virus, Canine Adenovirus and Canine Parvovirus) are administered every three years or via an alternative recommended protocol. 2. At the time of vaccine dosing, the following information is recorded and retained in my dogs' health record: <ul style="list-style-type: none"> - date of vaccination - identity of person administering the vaccine - vaccine name, batch number and expiry date - Vaccination certificates, including dates of next treatment, details of the treatment required, and a record of who administered the treatment, signed by a veterinary practitioner at each vaccination will be kept in the individual's health record. 3. Vaccination against 'Non-core' diseases may also be required and will be administered as advised by my veterinarian. <p>Titre Testing:</p> <ol style="list-style-type: none"> 1. Demonstration of protective antibodies (as measured by serum antibody titres) for Canine Distemper Virus and Canine Parvovirus instead of vaccination for these viruses. 2. Repeat titres are measured every 3 years 3. Results of titre testing and the recommended date of next test are recorded in the individual dog's health record 4. Until such time as there a validated antibody titre test in Australia for Canine Adenovirus, I will arrange for this test to be completed overseas, or follow the protocol outlined for <i>Vaccination</i>.
My Enhanced Plan	

Core Viral Disease Prevention in Puppies

Principles

- Canine Distemper virus, Canine Adenovirus and Canine Parvovirus are three serious canine viral disease agents that are easily preventable
- Prevention of these diseases occurs when the dog's immune system is prepared to combat infection, should a dog be exposed to a virus
- Immunity in dogs can be established and maintained through vaccination
- It is important that steps are taken to ensure immunity is established early in life.

Plan Essentials

- I ensure my puppies are immune to Canine Distemper virus, Canine Adenovirus and Canine Parvovirus by undertaking the following:
1. Vaccination of puppies will not commence prior to 6 weeks, (unless otherwise recommended by my veterinarian)
 2. Revaccination, regardless of the type of vaccine used, will not occur more often than every 2 weeks during the period from 6–16 weeks of age.
 3. A standard vaccination protocol for puppies will be developed with my veterinarian and may consist 2 or more doses of vaccine depending on the protocol and the vaccine used. Where an alternative (non-standard) vaccination programme is developed for pups in higher risk environments or where vaccination commences after 16 weeks, this should be documented by the veterinarian.
 4. At the time of vaccine administration, the following information is recorded and retained in my dogs' health record:
 - date of vaccination
 - identity of person administering the vaccine
 - vaccine name, batch number and expiry date
 - Vaccination certificates, including dates of next treatment, details of the treatment required, and a record of who administered the treatment, signed by a veterinary practitioner at each vaccination will be kept in the individual's health record.

My Enhanced Plan

Emergency Management Plan

Principles

- I have in place an emergency management plan to cover both humans and animals that may be present on my property.
- The emergency management plan includes a documented evacuation procedure for both humans and animals including designated meeting point.
- My emergency management plan includes preparedness strategies at times of high risk – e.g. on days of extreme fire risk.

Plan Essentials

1. I have considered the foreseeable emergencies that may affect my property – e.g. fire, flood, chemical spill, disrupted access to my property.
2. I have developed a written plan that includes both the humans and animals that may be present on my property (including visitors) at the time of an emergency, and all people regularly at my premises are aware of the plan. This is documented under “My Enhanced Plan” and includes an evacuation plan including how, when and to where I will evacuate.
3. Where a full evacuation is not possible, I have considered other strategies that reduce the risk of harm to any animals that may have to remain on the premises.

My Enhanced Plan

Euthanasia	
Principles	<ul style="list-style-type: none"> Should euthanasia of a dog be deemed necessary, it will be performed in a humane manner, which means the dog is rendered immediately unconscious and does not regain consciousness prior to death. Euthanasia will be performed by a registered veterinarian unless in an emergency situation where advice is sought.
Plan Essentials	<p>I manage any dogs requiring euthanasia to deliver the following outcomes:</p> <ol style="list-style-type: none"> If deemed necessary, any euthanasia will be performed by a registered veterinarian. In emergency situations, I carry out euthanasia under the direction of a veterinary practitioner only. In an emergency I will contact (by phone) my veterinary practitioner and request advice. If the veterinary practitioner is unable to attend within a reasonable amount of time, or provide suggestions with respect to alternative care, and both the veterinary practitioner and I agree that immediate euthanasia is required, I will carry out that euthanasia in a manner agreed to by the veterinary practitioner. In such a situation, I will request written certification of this from my veterinarian following this event, and retain this in my records. I will not permit any euthanasia procedure to be performed in view of any other animals. I will ensure that the body of any euthanised (or deceased) dog is disposed of in an appropriate manner.
My Enhanced Plan	

Exercise, Enrichment & Socialisation

Principles	<ul style="list-style-type: none"> • Dogs of all ages and breeding status require daily exercise, enrichment and socialisation. • Exercise activities should be safe, take into account the age, activity level of the dog, any climate extremes, and take place in an area separate to the dog's regular housing area if they are kept in a kennel, crate, or pen. Exercise activities should be monitored. • Enrichment programs must include rotation of age appropriate activities and must not be limited to periods of exercise and handling.
Plan Essentials	<p>I manage my dog's daily program to deliver the following outcomes:</p> <ol style="list-style-type: none"> 1. All dogs receive daily handling, exercise and enrichment appropriate to their age, breeding status and health status. 2. For adult dogs I will provide 30 minutes exercise twice a day along with enrichment activities such as training sessions, interaction with toys, and/or other forms of appropriate mental stimulation. Every dog will also have daily handling and positive human interaction. Where necessary this will be modified to meet altered requirements due to age, breeding status or illness/injury, or due to climatic extremes. 3. Puppies will be provided daily enrichment activities and exercise appropriate to their age and development, along with daily individual handling. 4. Where dogs are exercised or provided enrichment activities in groups or pairs, supervision/monitoring is essential to ensure dogs are socially compatible.

My Enhanced Plan

Grooming	
Principles	<ul style="list-style-type: none"> • Grooming is as essential part of a care regime for dogs of all breeds. • My health plan for grooming sets the minimum standard I will achieve for health purposes. It is not intended as a guide to grooming a dog for a show. • My grooming health plan is necessary to maintain a healthy skin, coat and nails in all of my dogs. • Grooming includes brushing and combing, clipping, washing or bathing, nail care, skin care, and care of particular areas such as anal glands, ears, eyes, feet, etc. relevant to the individual needs of the dog and breed.
Plan Essentials	<p>I perform a regular routine of skin and coat care relevant to my breed(s) that delivers the following outcomes:</p> <ol style="list-style-type: none"> 1. My dogs' coats are free of mats, major knots, and have minimal or no foreign material such as grass seeds, burs, bindies, or similar present. 2. If they become wet or are bathed, my dogs are able to dry either by access to an appropriate warm and dry area, or through me drying them. 3. Skin, eyes and ears are disease-free, or skin/ear/eye conditions are being actively treated under the supervision of a veterinary practitioner. 4. The length of coat is appropriate and does not hinder normal function and activity of my dog(s). 5. Any soiling of coat by vomit, faeces, mud or other contaminant is addressed promptly. 6. There are no unpleasant odours associated with skin or coat conditions. 7. Nails are kept at an appropriate length, and not allowed to become overgrown.
My Enhanced Plan	

Health, Behaviour & Welfare Assessments

Principles	<ul style="list-style-type: none"> • All dogs in my care will undergo a daily health, behaviour & welfare assessment. • Where problems/issues are identified, action should be taken immediately to address the issue, and where disease or illness is suspected, advice from a veterinarian should be sought. • All dogs, regardless of breeding status must have a general health check by a veterinary practitioner at least once per year. • Puppies (especially those prior to weaning) require increased observation and care.
Plan Essentials	<ol style="list-style-type: none"> 1. All dogs in my care will be examined/observed daily for: <ul style="list-style-type: none"> - any changes in behaviour, that may indicate a health or welfare concern - signs of illness or disease (coughing, sneezing, vomiting, diarrhoea etc.) - signs of pain, inflammation, or discomfort - changes to appetite - changes to activity level - changes to coat/hair (hair loss, matting, scratching, visible parasites) - presence of discharge, bleeding, or swelling - signs of oestrus - any other health or welfare concerns 2. Where a problem is detected, I will take immediate steps to address the issue, or seek the advice of my veterinary practitioner. 3. Pregnant, lactating or elderly dogs will be examined/observed more regularly. 4. Puppies will be identified in a manner that allows individual health, behaviour and welfare assessments to take place. 5. In addition to the regular observations outlined for adults, puppies under the age of 2 weeks shall be weighed at least once each day and advice from a veterinarian shall be sought for puppies not gaining weight. 6. More frequent observations are required to ensure that all puppies within a litter have adequate access to food, water and resting places, and that smaller/less robust puppies are not disadvantaged. Where a problem is detected in one or more puppies, I will take immediate steps to address the issue, or seek the advice of my veterinary practitioner 7. .Records of any concerns will be recorded in the individual dog's health record
My Enhanced Plan	

Health, Behaviour & Welfare Assessments - Puppies & Dogs for Sale

Principles	<ul style="list-style-type: none"> • All puppies and adult dogs will have a health and welfare assessment conducted prior to sale – this applies to puppies being sold from a litter, juvenile or adult dogs being sold, and retired breeding dogs being re-homed • All puppies and adult dogs being sold should be accompanied by full health documentation, vaccination records, microchip information and transfer documentation, general care and preventative health care information – along with information about any physical or behavioural abnormalities that have been detected and their likely long and short term impact on the health and welfare of the puppy or adult dog.
Plan Essentials	<ol style="list-style-type: none"> 1. All puppies and adult dogs being sold or re-homed will undergo a veterinary health & welfare examination prior to sale. 2. Where puppy or adult dog has a physical, health or behavioural abnormality, or has tested positive to a known hereditary disease, information shall be recorded in their individual health record and provided to the purchaser, along with information about how that abnormality may affect the short- and long-term health and welfare of the dog. 3. Puppies and adult dogs that are sick or unwell shall not be made available for sale.
My Enhanced Plan	

Long Term Management of Breeding Dogs

Principles

- All dogs and bitches who have been involved in breeding will eventually come to a point where they are no longer suitable for, or required, for future breeding plans.
- A long term management plan should be in place for all dogs and bitches retiring from breeding that maximises their ongoing health and welfare.

Plan Essentials

I manage all of my retired dogs and bitches to deliver the following outcomes are achieved:

1. All of my dogs and bitches that are no longer included in breeding plans will be kept as pets (without exceeding my allowed limits of animals that can be kept on the premises), or rehomed to a suitable home provided that their health and temperament has been assessed as suitable for rehoming. This is done in accordance with the Dogs Victoria Code of Practice 20.1.10 and 20.1.11.1.
2. In the rare case where a veterinarian has deemed a dog or bitch as unsuited to being kept as a pet or able to be rehomed due to health or behavioural issues, I may choose to have that dog euthanised by a veterinary practitioner.

My Enhanced Plan

Parasite Prevention

Principles

- I administer a parasite treatment program that prevents or minimises parasitic disease in my dogs.
- My veterinarian provides advice on the ideal preventative products for the needs of my individual dogs, location, and risk profile.
- I keep a record of all prevention treatments administered in each dog's health record.

Plan Essentials

- I manage a parasite prevention program for my dogs to deliver the following outcomes:
1. Intestinal worms (hookworm, whipworm and tapeworm) are treated by dosing with an appropriate wormer preparation approved by my veterinarian at 2, 4, 6, 8, 10 and 12 weeks of age, then 4, 5 and 6 months and then at an interval of every three months through adult life.
 2. I regularly screen all of my animals for the presence of external parasites such as fleas, ticks, ringworm
 3. Where necessary, or due to elevated risk of disease, I administer treatments to manage heartworm and external parasites such as ticks and fleas.
 4. I seek advice from my veterinarian in regard to rotation of active ingredients in my worming treatments, and for specific instructions relating to my parasite control program for elderly, pregnant and lactating dogs, as well as puppies under the age of 8 weeks.

My Enhanced Plan

Quarantine & Isolation Protocol & Disease Response

Principles	<ul style="list-style-type: none"> • I have a documented plan to minimise the risk of introducing disease to my existing dogs. • Disease outbreaks may occur within my own dogs, or may occur in my local area, state area or nationally. • I have discussed with my veterinarian ways in which to minimise disease spread should one or more of my dogs become unwell. This considers my Dogs Victoria / ANKC and other dog-related activities and the regular movements of my dogs. • I have an area for the isolation of dogs suspected of having an infectious disease, or I have an agreement with my veterinarian to provide these facilities.
Plan Essentials	<ol style="list-style-type: none"> 1. I minimise the risk of introducing disease to my dogs. This risk may be from visiting dogs, my own dogs that have been off the property (such as dogs returning from a show, trial or event, dogs returning from a veterinary or boarding facility, dogs returning from stud duties), or new dogs that are being introduced. I do this by keeping my dogs away from any noticeably unwell dogs, and if contact with these dogs may have occurred, I consider separating the dogs that may have been exposed from those which have not until veterinary advice is received or possible incubation times have been exceeded. I take further care around puppies and lactating bitches including changing clothes and shoes before entering the whelping area when I have been around dogs that I do not know the health status of. 2. I have defined separate areas of housing that I can use, and have considered both human and dog movement through these areas. 3. I have an 'isolation' area that is completely separate to the housing for other dogs, and have discussed its suitability with my veterinarian. If I do not have a suitable area, I plan to move any dogs requiring isolation to my veterinarian's facility. 4. Where one or more of my dogs becomes unwell, I will immediately seek the advice of my veterinarian regarding treatment, any requirement for enhanced hygiene or disinfection practices, as well as isolation and quarantine requirements to minimise the spread of the disease to my other dogs, and the dogs of others. If there is a chance of the disease being notifiable then the relevant authorities will need to be contacted, this contact will be initiated by my veterinarian.
My Enhanced Plan	

Whelping Protocol

Principles

- Bitches who are due to whelp require increased observation and care as the time of whelping draws near.
- The first few days post whelping require increased vigilance and exceptional care and supervision to ensure that the puppies are feeding and maternal acceptance has been firmly established.
- Separate areas need to be provided for bitches who have a litter of pups. These areas need to be in a quiet, and warm place, which is able to be well lit and easily cleaned.
- A whelping box helps to provide a safe, enclosed environment for the bitch and her pups, that prevents puppies from falling out or becoming separated from their mother/littermates. It should be easily cleaned and disinfected, and contain soft, absorbent bedding that can be easily cleaned or disposed of.

Plan Essentials

- I manage all of my whelping bitches to deliver the following outcomes:
1. All pregnant bitches are monitored closely as their due date approaches, provided a suitable area for whelping, and once whelping commences, are continually monitored until the birthing is complete.
 2. All whelping areas are kept clean and disinfected, with appropriate bedding at all times.
 3. Bitches and their puppies are monitored closely, and records are kept of the whelping and daily progress of each pup. If there are any abnormalities observed, or any concerns for the welfare of the bitch or puppies, veterinary advice is immediately sought.
 4. Both the bitch and puppies receive adequate exercise, handling, enrichment and socialisation as determined appropriate and outlined in my *Exercise, Enrichment & Socialisation* protocol.

My Enhanced Plan

MODEL VETERINARY SERVICE AGREEMENT

To assist members with compliance with Dogs Victoria **Code 20.8.4**. Alternatively, if you have your own agreement that complies with the Code of Practice or your vet chooses to provide their own, please continue to use that.

Agreement to provide veterinary services

I, _____, veterinary practitioner registered under the *Veterinary Practice Act 1997*, agree to provide veterinary services for the following Dogs Victoria member:

Name	
Prefix	
Membership Number	
Address	
Contact Details	

I agree to provide the following services to the member listed above: (amend as appropriate)

- use of my veterinary facilities for the treatment of animals belonging to the member
- isolation housing if the member does not have separate isolation housing; and the supervision of animals in isolation at the member's address
- advice relating to the health management plan for the breeder if Dog's Victoria's Model Health Management Plan for Breeders is not used
- health checks for breeding animals kept by the member
- vaccination certificates and health checks to accompany the guarantee for dogs (including puppies) being sold by the member
- providing veterinary assistance for the breeder and able to provide treatment and/or services to the breeder within 6 hours of notification that veterinary attention is required, or 24-hour contact and treatment, or referral to the alternative 24-hour or emergency practice nominated below*

Practice Name	
Practice Address	
Contact Details	

Signed: _____ Date: _____

Veterinary Practitioners Registration Board of Victoria Number: _____

Nominated 24-hour/emergency practice *(if applicable)

Practice Name	
Practice Address	
Contact Details	

MODEL ANIMAL RECORD FORM

To assist members with compliance with Dogs Victoria Codes 20.1.22.1 – 20.1.22.2.

Complete Animal Record

Member Name	
Address	
Contact Number	
Member Prefix	
DV Membership Number	

DOG/BITCH DETAIL

Address where housed, including Municipal Council (if not with breeder)	
---	--

Registered Name			
Microchip #		Sex	
Registration #		Breed	
Date of Birth	/ /	Coat Colour	

Note: Insert (or attach) scanned registration certificate

BIRTH HISTORY

Number of females in the litter		Number of males in the litter	
Number of live births in the litter		Number of stillborns in the litter	
Describe any birth complications			

NEW HOME DETAILS

<input type="checkbox"/> Exhibition (show/trial etc.) <input type="checkbox"/> Pet <input type="checkbox"/> Breeding	Source Number (if applicable)	
---	-------------------------------	--

NEW OWNER DETAILS

Name				
Residential address where animal will live				
Contact Number				
Municipal Council				
Microchip form transfer signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Microchip form transfer lodged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sales contract signed and given to new owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Note: Copy of microchip transfer form and signed guarantee should be attached to this record

EUTHANASIA DETAILS

Date of euthanasia (or death)	/ /
Vet clinic performing euthanasia	
Reason for euthanasia (death)	

RETURN RECORD

Registered Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Microchip #		Return date	/ /
Microchip form transfer signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: __/__/__	Microchip form transfer lodged?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: __/__/__
Return reason			

Note: Copy of microchip transfer form should be attached to this record

VACCINATION & WORMING HISTORY (Must be accompanied by a copy of the veterinary issued vaccination record)

Date Given	Canine Distemper	Infectious Canine Hepatitis	Canine Parvovirus	Canine Cough (parainfluenza (Type II) and Bordetella bronchiseptica)	Intestinal worms	Heartworm	Fleas, Ticks and Mites
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

GENERAL HEALTH HISTORY (Must be accompanied by a copy of any veterinary treatment record)

Date	Description of Illness	Treatment
Example 7/2/2018 7:50AM	Small wound on back leg — above hock Has been bleeding, but had begun to scab over	Washed with saline Antiseptic ointment applied Check in 4 hours
/ /		
/ /		
/ /		
/ /		
/ /		

REPRODUCTIVE HISTORY (BITCH)

Registered Name			
Microchip #		Date of Birth	/ /
Attach copy of breeding clearance to this record			

Last annual health certificate issue date	Mating/ Insemination date (List each day)	Sire	Expected due date	Birth date	# Live births		# Stillborn		Total number in Litter
					Female	Male	Female	Male	
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							

Attach copies of litter records whelped by this bitch here.

REPRODUCTIVE HISTORY (DOG)

Registered Name			
Microchip #		Date of Birth	/ /
Attach copy of breeding clearance to this record			

Last annual health certificate issue date	Mating/ Insemination date (List each day)	Female	Expected due date	Birth date	# Live births		# Stillborn		Total Number in Litter
					Female	Male	Female	Male	
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							

Last annual health certificate issue date	Mating/ Insemination date (List each day)	Female	Expected due date	Birth date	# Live births		# Stillborn		Total Number in Litter
					Female	Male	Female	Male	
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							
/ /		Name:	/ /	/ /					
		Microchip #:							

NOTES

MODEL LITTER RECORD FORM

To assist members with compliance with Dogs Victoria Codes 20.1.22.1 – 20.1.22.2.

Complete Litter Record

Member Name	
Address	
Contact Number	
DV Breeding Prefix	
DV Membership Number	
Breed	

Litter Parents Details

Sire:

Registered Name			
Microchip #		Coat Colour	
Registration #		Date of Birth	

Dam:

Registered Name			
Microchip #		Coat Colour	
Registration #		Date of Birth	

Date of Commencement of Season	
Date of Insemination	
Method of Insemination (Underline)	Natural, Fresh AI, Chilled AI, Frozen AI (Surgical/TCI)
Comments on bitch during gestation – feeding, worming, activity, discharge etc	

Whelping Record

Date first pup born: _____ Division of sexes: _____

Puppy #	Time	Sex	Color	Markings	Placenta	Time between	Presentation	Weight	Comments
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Litter Details

Number of females in the litter		Number of males in the litter	
Number of live births in the litter		Number of stillborns in the litter	
Describe any birth complications			

Litter Weight Record

Puppy ID	Birth	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

Comments (including feeding regime for bitch)

Litter Weight Record/Dates Wormed/Vaccinated/Microchipped

Puppy ID	2 weeks	3 weeks	4 weeks	6 weeks	8 weeks	10 weeks	12 weeks
1				Chip #			
2				Chip #			
3				Chip #			
4				Chip #			
5				Chip #			
6				Chip #			
7				Chip #			
8				Chip #			
9				Chip #			
10				Chip #			

Comments (including weaning regime and food, worming and parasite prevention brand and type of vaccination)

General Health History of Litter (Must be accompanied by a copy of any veterinary treatment record)

Date	Description of Illness	Treatment
Example 7/2/2018 7:50AM	<i>Puppies Numbers 1,3 & 5 have diarrhoea</i>	<i>Treated with Yakult & Peptosyl Withhold next meal Firm stools after 12 hours</i>
/ /		
/ /		
/ /		
/ /		
/ /		

Puppy being rehomed (there must be a form completed for every puppy that leaves the breeder)

Registered Name			Breed	
Registration #		Gender	Coat Colour	
Microchip #			Date of Birth	

New owner

Name				
Residential address where dog will live				
Contact Number				
Municipal Council				
Microchip form transfer signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Microchip form transfer lodged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sales contract signed and given to new owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Health Certificate Given to New Owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: Copy of microchip transfer form and signed Sales Contract should be attached to this record

Return Record

Registered Name			Breed	
Registration #		Gender	Coat Colour	
Microchip #			Date of Birth	
Microchip form transfer signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: __/__/__	Microchip form transfer lodged?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: __/__/__	
Return reason				

MODEL HEALTH CERTIFICATE

To assist members with compliance with **Dogs Victoria Code 20.8.1**. Alternatively, if you have your own agreement that complies with the Code of Practice or your vet chooses to provide their own, please continue to use that.



General health check certificate

Dog details

Registered Name		Date of birth	
Microchip number		Gender	
Breed		Colour	

Declaration

I, _____,
today performed a general health check on the dog identified above.

Signed: _____ Date: _____

General comments (optional) about the dog's health can be made on the reverse side of this certificate

Date of this veterinary check	
Age at time of veterinary check	

Veterinary practitioner name	
Practice name and address	
Contact number	
Dogs Victoria Members Name	
Dogs Victoria Registered Prefix	
Dogs Victoria Membership Number	

General comments (optional)

Signed: _____ Date: _____

MODEL PUPPY HEALTH CERTIFICATE

To assist members with compliance with **Dogs Victoria Code 20.1.23 and 20.1.25**. Alternatively, if you have your own agreement that complies with the Code of Practice or your vet chooses to provide their own, please continue to use that.

Note the importance of providing one of these, with the vet having noted any issues with the puppy (e.g. undescended testicle, any bite anomaly, heart murmur etc.) at time of sale.



Puppy health check certificate

Dog details

Registered Name		Date of birth	
Microchip number		Gender	
Breed		Colour	

Date of this veterinary check	
Age at time of veterinary check	

Declaration

I, _____,
today performed a general health check on the puppy identified above.

Signed: _____ Date: _____

General comments (optional) about the puppy's health can be made on the reverse side of this certificate

Veterinary practitioner name	
Practice name and address	
Contact number	
Dogs Victoria Members Name	
Dogs Victoria Registered Prefix	
Dogs Victoria Membership Number	

General comments (optional)

Signed: _____ Date: _____

MODEL BREEDING CLEARANCE

To assist members with compliance with **Dogs Victoria Code 20.8.2**. Alternatively, if you have your own agreement that complies with the Code of Practice or your vet chooses to provide their own, please continue to use that.



Breeding clearance certificate

Dog details

Registered Name		Date of birth	
Microchip number		Gender	
Breed		Colour	

Date of this veterinary check	
Age at time of veterinary check	

General comments about dog's health (optional)

--

Declaration

I, _____,
today examined the dog identified above and, in my opinion, there are
no impediments to this animal being used for breeding.

Signed: _____ Date: _____

Veterinary practitioner name	
Practice name and address	
Contact number	
Dogs Victoria Members Name	
Dogs Victoria Registered Prefix	
Dogs Victoria Membership Number	

MODEL BREEDING 8 YEARS+ CLEARANCE

To assist members with compliance with **Dogs Victoria Code 20.1.14.3**. Alternatively, if you have your own agreement that complies with the Code of Practice or your vet chooses to provide their own, please continue to use that.

Note that under **Code 20.1.14.3** a current veterinarian certificate is defined as being issued within three months prior to the mating.



Breeding clearance certificate 8years +

Bitch details

Registered Name		Date of birth	
Microchip number		Gender	<i>Female</i>
Breed		Colour	

Date of this veterinary check	
Age at time of veterinary check	

General comments about bitch's health (optional)

--

Declaration

I, _____,
today examined the bitch identified above (being in excess of eight (8) years of age) and in my opinion, there are no impediments to this animal being used for breeding.

Signed: _____ Date: _____

Veterinary practitioner name	
Practice name and address	
Contact number	
Dogs Victoria Members Name	
Dogs Victoria Registered Prefix	
Dogs Victoria Membership Number	

VETERINARY CERTIFICATE POST PARTUM

To assist members with compliance with **Dogs Victoria Code 20.8.3**. Alternatively, if you have your own agreement that complies with the Code of Practice or your vet chooses to provide their own, please continue to use that.



Veterinary certificate post partum

Bitch details

Registered Name		Date of birth	
Microchip number		Gender	<i>Female</i>
Breed		Colour	

Date of this veterinary check	
Date of last whelping	

General comments about bitch's health (optional)

--

Declaration

I, _____,
today performed a post partum general health check on the
bitch identified above.

Signed: _____ Date: _____

Veterinary practitioner name	
Practice name and address	
Contact number	
Dogs Victoria Members Name	
Dogs Victoria Registered Prefix	
Dogs Victoria Membership Number	