

SWCR POLICIES

OBJECTIVES:

- ◆ To ensure that *all collies rescued by SWCR* are rescued, evaluated, treated, and matched with adopters fairly and consistently.
- ◆ To ensure that *all adopters applying to SWCR* are qualified and matched fairly and consistently with collies.

COLLIES

A. Rescue policies:

1. Rescue source procedures:

- a. From shelters: Follow whatever procedures SWCR has worked out with local shelters regarding fees, vet work, microchipping, etc.
- b. Strays:
 - i. ***Immediately: try to identify owners.*** Scan for microchip and/or look for tattoo to possibly identify breeder and/or owner. Advertise found dog in local paper and/or put up flyers for a minimum of one week -- requiring owners to ID dog and provide some proof of ownership -- before officially listing as SWCR collie. (Note that sometimes the person who originally found the dog will have already advertised before turning the dog over to SWCR.) (Note that sometimes the person who originally found the dog will have already advertised before turning the dog over to SWCR.) ***See also BREEDER POLICIES below.***
 - ii. ***Week One: Do basic wellness check, including fecal, to safeguard resident animals, and treat medical emergencies.*** Quarantine dog if necessary. Begin to evaluate dog.
 - iii. ***Week Two: post dog on web site.*** Put dog on web site if no response to ad so far; continue to search for owner and to evaluate dog.
 - iv. ***Week Three: proceed with SWCR rescue procedures.*** Most owners claim lost dogs within two weeks. After two weeks, SWCR will continue with rescue procedures as if the dog is unclaimed and

available for adoption, factoring in local laws and regulations. If owners appear after this period, their claims will be handled on an individual basis according to the procedures below as well as local laws and regulations. Exceptions to policy will be based on local SWCR representative recommendations and board approval.

- v. Owners who are identified and want to reclaim the dog during the first two weeks of an owner search should be counseled if appropriate. Owners who are identified and want to reclaim the dog *but clearly have not taken care of the dog* should also be counseled, and SWCR can consider recommending that the owner release the dog to SWCR.
 - vi. Collies will not be released to owners who have outstanding AKC violations, local animal control convictions, or for whom there is strong evidence of irresponsibility or abuse. Refer to local animal cruelty laws and consult with local experts if necessary.
 - vii. Owners who are identified and do not want to reclaim the dog will be asked to sign release papers.
 - viii. In all cases, identified owners should be encouraged to reimburse SWCR for expenses incurred in rescuing the dog.
- c. Owner turn-ins: Require owner to fill out turn-in form on dog, including behavior, age, medical history, breeder identification (if known), etc. Also require owner to supply vet records or authorize SWCR to obtain vet records. When the dog is officially picked up by SWCR, the owner will sign a legal release form. Owners should be encouraged to make a contribution to SWCR if they are able. *See also BREEDER POLICIES below.*

- 2. Collie alert issued to board members and rescue coordinators.
- 3. Foster (and transport to foster) needs identified and resolved.
- 4. Preliminary bio and picture submitted for web site as quickly as possible.
- 5. BREEDER POLICIES.

- a. *Breeder-owner turn-ins*: Breeders who wish to turn collies over to SWCR:
- i. Breeders may approach SWCR for consideration if they have collies or a litter of puppies they wish to turn over to SWCR.
 - ii. SWCR retains the option of accepting purebred collie dogs/puppies if the breeder has any of the following situations:
 1. Breeder is seriously ill and has no one to assist in caring for the dogs. An example would be a breeder who is undergoing chemotherapy and is seriously debilitated for a long period of time.
 2. Breeder cannot financially take care of the dogs, and is willing to suspend breeding and work with a mentor from SWCR OR sign a contract with SWCR that they will no longer breed and will alter any dogs they keep.
 3. Breeder placed a dog/puppy in a home where the current owner is debilitated by illness, finances, divorce, or career demands that compromise the welfare and future of this animal. The breeder is currently not in a position to take the dog/puppy back, but wants to insure that it has a good home and refers it to SWCR. It should be recommended to the breeder that assistance with any vet bills, spay/neutering, etc. would be most helpful.
 4. Breeder's family feels it is in the best consideration for the dogs/puppies that they be placed in responsible homes due to the health/mental health issues of the owner, or the decision that the breeder should be moved to a care facility. A Certified Power of Attorney of the individual who releases these dogs to SWCR must be presented to SWCR and kept on file with the Secretary if this should occur. This is to protect SWCR from liability if the owner should bring suit against SWCR due to the fact that they did not personally release the dog/puppies to SWCR. Once the dogs/puppies are officially the property of SWCR, they will be placed in adoptive homes in the same manner that all SWCR collies are placed. If the breeder's health makes it possible for the

return of any of their remaining dogs, the breeder shall be subject to the same adoption process as other applicants, including both application and home visit.

5. Breeder's dogs are confiscated through legal channels and turned over to SWCR by the legal entity, which may be county or city enforcement officials, SPCA, Humane Society, or another rescue organization.
- iii. SWCR retains the option of asking a breeder to sign a contract in which they forego all future breeding of collies and will alter any dogs they keep if SWCR agrees to take the breeder's dogs/puppies.
 - iv. SWCR retains the option of invoicing any breeder for all expenses of those dogs/puppies who have been accepted into its care, when it is learned that this breeder has impregnated or bred female collies for the purpose of producing more puppies. If the breeder refuses to pay towards those expenses within a reasonable time, SWCR reserves the right to file suit in Civil Court for the cost of the expenses as well as punitive damages.
 - v. Breeder shall be required to sign an agreement with SWCR stating that they understand all of the above stipulations.
- b. *Breeders whose collies come into rescue and SWCR can identify the originating breeder:*
1. If there is documentation which shows who the breeder is on a dog/puppy and the breeder is in good standing with SWCR, then SWCR will contact the breeder by phone or certified letter (see appendix) to notify the breeder that SWCR has a dog/puppy they bred in SWCR care. A breeder in good standing is a breeder who has either reclaimed a dog from SWCR or paid the dog's expenses for SWCR. Breeders in good standing will be given the opportunity to claim a dog/puppy. However, the breeder in good standing will be asked to pay any expenses already incurred by SWCR for the dog/puppy's care. If the breeder is not able to claim a dog/puppy but is willing to help SWCR with expenses, the breeder will remain in good standing.

2. Certified letters (see appendix) will be sent to breeders who had had at least two instances when dogs/puppies have been rescued by SWCR and have not claimed a dog/puppy or paid expenses for a dog/puppy in SWCR care. These are those rescued collies who find their way into SWCR's care with documentation showing unequivocally who the breeder is.

c. SWCR Breeder Mentoring

- i.* At the time of the first instance of SWCR being asked to take collies from a breeder for personal financial or health reasons, SWCR will communicate with the breeder and determine a course of action. If the breeder agrees to suspend breeding for a period of time in order to prevent the further accumulation of collies in need of rescue AND work with a mentor from SWCR, the first instance will not be held against the breeder.
- ii.* In cases where a mentor is assigned, the mentor will function as liaison between SWCR and the breeder and will provide the following kinds of help, depending on the situation:
 1. advise breeder on appropriate care of collies,
 2. make recommendations on whether some of the collies need to be moved to SWCR foster homes,
 3. provide breeding expertise, and
 4. help breeder determine when, if at all, breeding should continue.

B. Medical policies:

1. *Spay/neuter.* All dogs with the following exceptions:
 - a. Seniors: In some cases, a senior collie will not be a good candidate for surgery and the board will decide -- on the recommendation of the SWCR rescuer and the rescuer's veterinarian -- that the dog should not be spayed/neutered.
 - b. Puppies: We prefer not to spay or neuter puppies until they are at least six months old. . Puppies can be placed in a foster-to-adopt home and officially adopted by contract when the spay/neuter has been done.

- i. SWCR will provide FTA adopters with a summary of the current research about spaying and neutering. We will also encourage them to consult with their veterinarian and their SWCR representative about the best time to spay or neuter, and make an informed decision about what is best for their dog.
 - ii. Exceptions can be made by the Board in order to comply with local ordinances that require earlier spay/neuter. If the Foster-to-adopt (FTA) adopter wishes to request a waiver of a local mandatory spay/neuter ordinance, they will be responsible for any associated costs.
 - iii. FTA homes will be responsible for all costs related to caring for the puppy with the exception of the expenses covered by SWCR policy.
 - iv. FTA adoptions will not be finalized until the puppy has been altered.
2. Collies will be *tested for diseases prevalent in the area* where the collie was rescued.
3. Collies will have *vaccinations* up-to-date.
4. Collies who *test positive for a disease* (i.e., heartworms, erlichia, etc.) should be immediately put on a treatment protocol.
5. Collies who have *existing permanent medication needs*, including senior collies, should be kept on their med protocol.
6. SWCR'S local vets should look at each rescued collie's eyes for obvious indications of *possible eye problems*. Possible problems that are identified should be brought to the board's attention for decision on further action, including possible referral to a veterinary ophthalmologist.
7. Collies who have *special needs require board approval* for extraordinary medical expenses: i.e., dental surgery, allergy testing, etc.
8. *Seniors* who are clearly unadoptable but have basic quality of life, will be placed in long-term foster/hospice homes. SWCR will continue to pay all medical fees on these dogs, and possibly food expenses as well. In cases where quality of life is severely compromised by debilitating pain, incurable debilitating disease, kidney failure, massive infections, extreme disorienting dementia, inability to get

up or walk on their own, lack of appetite / interest in eating, euthanasia may be the only humane answer.

C. Microchipping policy: *Collies will be microchipped with local SWCR representatives as primary and secondary contacts.* When collies are adopted, new owners are encouraged to revise registration so that they are primary contacts and the SWCR representative in their local adoption area is secondary contact.

D. Grooming policy: Collies should be groomed at the time of intake, their skin and coats maintained while in foster care, and freshly groomed before being turned over to their new families. SWCR will automatically reimburse one professional grooming expense, with any additional expenses requiring approval by the local board member.

E. Evaluation policies: Collies will be evaluated, using the following categories, for a minimum of two weeks in order to ensure that they have transitioned from rescue trauma and recovered physically and emotionally.

1. Compatibility. Whether the dog gets along with people (men, women, children, seniors, etc.), with other dogs, and with cats.
2. Basic training. Whether the dog is trained or not and, if not, how easily we think the dog can be trained. All collies should be housebroken before placement.
3. Temperament and activity level. Both can be important: does the dog prefer to be in charge or is it happy to be low on the totem pole? Is the dog high energy, laid back, somewhere in between?
4. Special medical needs. Clearly some dogs have special medical needs and we need to include these in the bios and in our discussions with potential adopters. This might also include a lot of our senior dogs that are on permanent "senior meds" of some kind.
5. Preference for canine companionship. Some rescued collies need canine or other animal companionship much more than others, especially if they are routinely left alone for long periods of time. SWCR will carefully evaluate individual collies and prospective adopters to assure a happy match.

6. Special handling needs. Occasionally a dog will require an experienced owner/handler based on the SWCR rep's evaluation of the dog's temperament, energy level, etc.

F. WEB SITE BIOS AND PICTURES

1. Bios and pictures. Get preliminary information online as quickly as possible and update continuously as dog is more fully evaluated and additional pictures are available.
2. Adoption Pending status. Collies are marked "Adoption Pending" when adopters and SWCR have agreed on a match and transport is being planned. When the collie is safely in its new home, it is removed from the available list.

II. FOSTERS

A. Recruiting, qualifying, and nurturing fosters; is primarily the responsibility of the regional SWCR board member and local area rescue coordinators where they exist.

B. Qualification: Fosters are the heart of rescue work and should be qualified as carefully as adopters, including applications and home visits.

C. Foster Responsibilities:

1. Room and Board. The foster family will supply a safe and loving home and a nutritious diet appropriate for the dog.
2. Healing. The foster family will be the primary source of physical and emotional healing for rescued dogs.
3. Veterinarian Visits. The foster family will get the dog to the required veterinary appointments and will provide the medical home care required. Veterinary expenses are the responsibility of SWCR.
4. Evaluation. Fosters will provide critical information for the evaluation of the collie that will help SWCR match the collie with the best adoptive family. Fosters may be asked to communicate with possible adopters to help determine the best match for the dog.

5. Housebreaking. Fosters should make sure that rescues are housebroken, and SWCR should advise adopters to continue this training. (See McConnell's booklet, *Way to Go*, which will be provided to all fosters.) Note that fosters with doggy-doors may not be able to vouch that the dog is reliably housebroken.
6. Foster Reports. Fosters will report informally but regularly to the appropriate SWCR board member (and rescue coordinators where they exist) regarding the progress and evaluation of the collie. They may also provide detailed notes on the dog's behavior, training, etc. to prospective adopters, and include up-to-date notes in the adoption packet.

D. SWCR Responsibilities:

1. Medical Expenses. All are the responsibility of SWCR. Extraordinary expenses (beyond normal expenses listed above) must be approved by the board.
2. Microchipping Expense.
3. One Grooming Expense. Additional grooming expenses on approval of local board member.
4. Evaluation. Primarily the responsibility of the SWCR board member (and rescue coordinator where one exists) with critical input from the foster family.
5. Matching Decisions.

E. Foster & Volunteer Training: It is the responsibility of regional directors and rescue coordinators to train fosters and volunteers on SWCR policies so that policies are understood and applied throughout our operations.

III. ADOPTERS

A. Qualification process:

1. Applications Received: Applications are to be submitted to the SWCR board as soon as they are received, so that everyone is aware of a potential adopter

in the pipeline and requirements for matching that are noted in the application; in addition, board members will have the opportunity to raise questions or issues that should be explored during the home visit.

2. Home Visit: Schedule as soon as possible after application is received, and then send report to SWCR so that applicants and their lifestyle needs are better understood by everyone. Issues identified by the local SWCR representative can be referred to the board for discussion and qualification decision.
3. Qualified List: The regional board member in the adopter's area will make the qualification decision. If there are questions or issues, the board member will discuss with the full board before officially qualifying the adopter. As soon as adopters are qualified, they should be put on the qualified list and SWCR starts looking at available collies for matches. See notes below on evaluation of adopters.

B. Evaluations of adopters:

1. Lifestyle and the role of the dog in the family. The home visit provides a visual check on the home environment and also insight to the adopter's lifestyle. Are they looking for a family dog to play with the kids and/or other dogs? A one-person dog to be a constant companion? A dog to share outdoor activities, like hiking and camping? A dog to do obedience or agility competition? How does the dog fit into the family's life? (See Home Visit Evaluation Form.)
2. Complete family commitment to adoption. The local SWCR representative will ensure that *all the adults in the family* are committed to adopt a rescued collie.
3. Appropriate home environment for a collie: An appropriate home should be a combination of humans who can provide the love and care, including health and medical care, and the lifestyle that is appropriate to an individual collie. The best home environment has a securely fenced or walled yard, although collies should live with their people and never be exclusively "outdoor dogs."
 - a. Apartment-dwellers & other exceptions to the fenced yard policy: SWCR will consider exceptions to policy depending on the SWCR

representative's evaluation of the adopter and the availability of collies suitable to the adopter's home environment.

- b. Exceptions to the "house dog" policy. If adopters have indoor facilities for dogs apart from the house (i.e., a heated and air-conditioned outbuilding), SWCR will consider exceptions to policy depending on the SWCR representative's evaluation of the adopter and the availability of collies suitable to the adopter's home environment.
4. Young children. Although collies tend to be exceptionally gentle and patient, we rarely know about the past experiences of our rescued collies with small children, who can be unpredictable. Therefore we prefer to err on the side of safety and discourage families with children under five from adopting from SWCR except in very special cases.
5. Training experience. It is useful to know an adopter's experience with training, both privately and in obedience classes. All dogs will benefit from training, some dogs will really thrive with training, and others will truly excel with an experienced handler. SWCR recommends obedience training for *all* adoptive families, not only because of the benefits of the training itself, but also because of the bonding benefits.

C. Inquiries Outside SWCR Territory: People who inquire from outside SWCR territory should be advised that location complicates the adoption process, although it does not make it impossible. SWCR should explain the process, note that we would have to identify a colleague to do the home visit when the application is received, and explain that we would need the adopter to take responsibility for part if not all of the transport of the collie.

D. Previous owners.

1. Previous owners who have given up their collie and later change their minds may apply to adopt if the dog is still available: Previous owners will be required to submit an application, have a home visit, and qualify as an SWCR adopter; pay the adoption fee plus vet expenses that exceed the adoption fee; and supply all transportation required if they are able.

2. The collie is considered no longer available once the dog has been promised to another adopter and transport is being planned. If the dog has not already been transported to its new home, SWCR may consider the option of discussing the situation with the adopting family to see if they will consider another collie that is an equally good match for them.
3. The new owner's name will NOT be provided to a previous owner.

IV. PLACEMENT

A. General order of placement:

1. Collies who have been in foster care the longest but are ready to be placed should always be prioritized in order to keep foster family expenses realistic, and to move a deserving collie into its permanent home as quickly as is reasonable. We should always be looking for an adopter match for each of our collies.
2. Adopters who are qualified should be considered in order of qualification. If available collies are not a match or are "passed on" by a qualified adopter, these collies are immediately available to the next adopters on the list. As soon as adopters are placed on the qualified list, we should be looking for a collie to match that family and minimize the risk of losing qualified adopters. Adopters should be encouraged to consider dogs that SWCR thinks would be a good match for them, and to make decisions based on extensive discussions about the available dogs.

B. Matching Discussions & Decisions: Adopters should be encouraged to consider collies that SWCR feels are good matches for their lifestyles. Under no circumstances will SWCR place a dog in a home we do not believe is a good match.

1. Participants: Collie's SWCR representatives, including foster parent, and Adopter's SWCR representatives, including adopter.
2. Discussions: SWCR reps who know the collie and the adopter best should have preliminary discussions to determine whether they think they might have a match. If they do, SWCR should contact the adopter and discuss matched collie(s) with them. Foster parents should email full and detailed

evaluation notes on the dog, and might also be included in phone discussions in order to benefit from their intimate knowledge of the dog. Please note that the adopter has already been qualified and the objective of matching discussions is to find the right collie for the adopter.

3. Decisions: Choosing a collie is left to the adopter as long as SWCR agrees the dog is a good match. Dogs should *never* be placed if SWCR thinks they are inappropriate matches.

C. Fosters

1. Fosters who decide to adopt. Fosters who decide to adopt the collie in their care trump all other qualified adopters, although it's helpful if fosters decide relatively quickly.
2. Foster-to-adopt placements. Applicants should be fully qualified to adopt before fostering a collie. All applicants should know that this option exists, but it should be considered an emergency-only scenario.

D. Transport

1. Transport distances should not interfere with placing a dog in a well-matched and qualified adoptive home. SWCR functions as one organization with a single unified list of qualified adopters and a single unified list of available dogs.
2. Adopters should be encouraged to participate in transport if they are able. Adopters who are out of SWCR's territory are required to participate in transport if they are able.
3. Transport policy to be included on web site and on application:

Due to high gas prices and volunteer limitations, adopters interested in collies being fostered in distant locations should plan on participating in the transport of their new collies to their new homes. Depending on location and distance, this may require the adopter to arrange for the entire transport of their new collie. Adopters who are unable to participate in transport should seek the advice of their local SWCR representative.

E. Adoption Follow-ups: are the responsibility of the SWCR director, rescue coordinator, or other representative who has been involved with the adopter during the placement decision-making process.

1. Follow-ups by phone or email must be made: during the first week the dog is in the new home and periodically during the first six months. Follow-ups can include home visits if they seem to be needed and are feasible. Follow-up reports should be broadcast to the SWCR Operations Team, and other interested SWCR parties, including the people who rescued and/or fostered the collie.
2. SWCR will identify any transitional problems and help to resolve them.
3. Adopters should be encouraged to continue to communicate with SWCR.

[Sections V and VI below to be added after new contract is approved.]

V. CONTRACTUAL OBLIGATIONS OF AN ADOPTION

VI. RETURNS

A. Adopter-initiated.

B. SWCR-initiated.

VII. RELATIONSHIPS WITH SHELTER & RESCUE COLLEAGUES

SWCR fully endorses the National Collie Rescue Foundation Policy Governing Purebred Collie Rescue, and will always work cooperatively with shelter and rescue colleagues, both locally and across state lines.

- A. Other Collie Rescues.** SWCR will cooperate with all other collie rescue groups in good standing, which is determined by the rescue's commitment to provide medical treatment for the collies, spay/neuter prior to adoption, evaluate and rehabilitate, make every effort to match

collies to appropriate adopters (including conducting home visits), and take back all collies whose adoptions do not work out or whose adopters become incapacitated. Specifically, SWCR will cooperate with these collie rescues in the following ways:

- a. Alert them to collies needing rescue in their area;
- b. assist when possible with rescue and fostering when local groups do not have room;
- c. collaborate to rescue collies in areas not covered by local collie rescue groups;
- d. alert other groups to adopters in their area and encourage adopters to adopt locally before considering SWCR collies; and
- e. conduct home visits for other collie rescue groups.

B. Other Breed Rescues & All-Breed Rescues. SWCR will similarly cooperate with other breed and all-breed rescue groups determined locally to be in good standing; specifically, SWCR will help wherever possible to assist in the rescue of other dogs, purebreds and mixed breeds, will refer potential adopters to other rescues where appropriate, and will conduct home visits for other rescues.

C. Shelters. SWCR will work toward constructive relationships with local shelters (local animal control shelters and Humane Society shelters) in order to ensure that all collies are saved. Wherever possible, SWCR will cooperate with other rescue groups to facilitate saving additional dogs in local shelters.

APPENDIX

1. SWCR adoption application.
2. SWCR home visit checklist.
3. SWCR adoption contract.
4. SWCR breeder letter #1: notification that one of their dogs has come into rescue

***SWCR Letter to Breeders
Certified Mail Return Receipt Requested***

***Southwest Collie Rescue, Inc.
1808 N. Fowler***

Hobbs, NM 88240

**Carey Gleghorn
9501 Miller's Run Drive
El Paso, TX 23236
August 23, 2004**

Dear Mr. Gleghorn:

This letter is to make you aware that a collie you bred is now with Southwest Collie Rescue. Our organization feels it has a responsibility in its love for the breed to establish a working relationship, with those who breed their collies, to promote the highest standards of care.

Sire:

Dam:

Born:

As a breeder of purebred dogs, we know that you feel a responsibility for the lives that you created. We ask that you contact SWCR to claim your collie or send a contribution since the initial placement of this collie has not worked out and is now our responsibility. This contribution will help pay for vaccinations, spay or neuter, worming, heartworm test and treatment if needed.

Please visit our website at www.nmcollierescue.com and I look forward to hearing from you and to receiving your donation.

Vicky Gann, President

**Southwest Collie Rescue
A 501© non-profit organization**

5. SWCR breeder letter #2: notification of loss of good standing

**SWCR Letter to Breeders not in Good Standing
Certified Mail Return Receipt Requested**

Southwest Collie Rescue, Inc.

AS OF JANUARY 2011

**1808 N. Fowler
Hobbs, NM 88240**

**Carey Gleghorn
9501 Miller's Run Drive
El Paso, TX 23236
August 23, 2004**

Dear Mr. Gleghorn:

This letter is to make you aware that you are considered a breeder who is no longer in good standing with SWCR. Our organization feels it has a responsibility in its love for the breed to notify breeders SWCR has contacted in the past that are no longer in good standing with SWCR for refusal to either claim or contribute to a collie's care, which they bred. Once a breeder has refused to take responsibility for a collie they bred after notification from SWCR two times the breeder is no longer considered in good standing.

From this point forward SWCR will NOT contact you if a collie you bred comes into SWCR care.

If you have any questions or comments, please contact SWCR at ?????

Vicky Gann, President

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