

THERAPY DOGS INCORPORATED RULES AND REGULATIONS

Part I

2012 GOVERNING MEMBER GUIDELINES

Failure to adhere to the Therapy Dogs Inc. Governing Member Guidelines, Code of Ethics or Policies will jeopardize your membership in Therapy Dogs Inc.

1. Therapy Dogs Inc. (TDInc.) is a non-profit, all-volunteer organization. We do not accept monetary reimbursement for any of the services our members provide. Donations are welcome. All requests to use the registered TDInc. name, logo, slogan or 501(c)(3) Tax Identification Number must be submitted in writing to the President. The request will be evaluated by the Board of Directors and the requestor will be notified in writing whether permission is granted.
2. Membership is a privilege, not a right, granted by the TDInc. Board of Directors through the various committees appointed to represent and protect the interests and safety of the organization. TDInc. reserves the right to deny, revoke or not renew membership.
3. TDInc. registers only handler/dog teams. For insurance reasons, we cannot register wolves or wolf-hybrids, coyotes or coyote-hybrids because the rabies vaccination has not been proven to be effective with these animals. Membership is open to handlers with all breeds of dogs.
4. TDInc. provides liability insurance that protects you from claims of others for injury or illness and property damage resulting from therapeutic visitation with your dog. This coverage does not protect you or your dog from injury or illness as a result of participation in this program. Coverage applies to the TDInc. registered handler/dog team functioning as a therapy dog team at a visit or event such as described below. A therapy dog function may include, but is not limited to, making visits at a facility such as hospital, nursing home, library, school, detention center, hospice care center, etc. Therapy dog participation can also be for community events such as a parade, educational seminar, dog breed showcase, public educational event, or events promoting or describing the national TDInc. organization. At such an event, if the dog is displaying the red heart TDInc. tag, the team is representing TDInc. Members who take their dogs to work with them and/or use them in their jobs such as, but not limited to, teachers, therapists, doctors or psychologists are not covered by TDInc. insurance when functioning as employees. During such times the dog must not display any official TDInc. identification. If a member has a therapy dog that is also the member's service dog, official TDInc. therapy dog identification should not be displayed while the service dog is assisting the member in restaurants, stores, flights etc. Therapy dogs do not have the same public access rights as service dogs.
5. TDInc. requires a minimum of one visit every three months per dog. If a team fails to make these four visits in one year, they must be observed at least one time by a TDInc. Tester/Observer (T/O). Handlers must carry a current membership card, and dogs must wear the official red heart-shaped TDInc. identification tag when representing TDInc. on visits or events. Identification from other independently insured organizations is prohibited when representing TDInc. Members must have written proof of their dogs' vaccinations readily available at each visit, either carried with them or in the car and available upon request.
6. The minimum age requirement for TDInc. membership is 18. Prospective members 12 to 18 years old must apply and be approved through the Exceptions Committee. Children under the age of 18 years, unless an approved junior handler, are not allowed on TDInc. visits. A prospective member aged 12 to 18 may accompany a T/O on one visit before being tested. A TDInc. member, with or without a dog, must accompany a 12 to 18 year old member and a parent/guardian on all visits. If the parent/guardian

2012 Therapy Dogs Inc.® Rules and Regulations Part I Governing Member Guidelines

is the TDInc. member, he or she may not bring an additional dog, but may alternately handle the junior member's dog if also registered with that dog. Upon reaching the age of 18, the handler is required to contact the office and sign a release of claims for the TDInc. member files. Anyone accompanying a TDInc. registered team on a visit (e.g., family member, spouse, friend) must not require assistance from the handler.

7. The member/handler must notify the TDInc. office if the dog has developed any disability since the initial testing, or shows signs of physical and/or mental distress during visits. The handler/dog team will need to be retested with one observation and go through the Exceptions Committee before continuing any visits. Dogs must have an annual physical examination, including a fecal check, by a veterinarian. They must be current on their rabies vaccination and any other vaccines as advised by their veterinarian. Veterinary reports of titer levels of 0.5 IU or higher are acceptable only when state or local laws allow titers in lieu of rabies shots.
8. Any member/handler who has had any medical condition change since initial testing that might impede their ability to safely handle their dog, such as but not limited to: stroke, a handicap condition, weakened strength, disability, change in mental or emotional condition, etc. must notify the TDInc. office and may need to be retested/observed, and/or go through the Exceptions Committee before continuing any visits.
9. Participating dogs must be clean and well groomed, have trimmed/filed nails, clean teeth, be free of internal and external parasites, and in good general health. If used, topical flea and tick preventative must be applied a minimum of three days prior to any pet therapy visits. Flea and tick prevention collars shall not be worn during TDInc. visits. Dogs or handlers who have any fresh wounds, recent surgery, other injuries, infections or any condition which may inhibit the ability to handle the dog safely may not do pet therapy visits until recovered and healed. Handlers must be able to act quickly enough to remove themselves and their dogs without assistance from a facility in the event of an emergency. Bitches in season will not participate in therapy visits. Maternity leave is required for pregnant bitches from 30 days prior to whelping date to 60 days after whelping.
10. While participating in therapy visits, handlers must be clean, well groomed, and without influence of alcohol and/or drugs that would impair safety or judgment. Skimpy or tight-fitting attire including short shorts, tank tops, and bare midriffs are not allowed. Wear sensible, safe walking shoes (no flip-flops, high heels, spike heels or shoes without backs). Dogs must also be free of any drugs or substances that might affect performance. All visited facilities must be informed of any medical conditions that would affect the team's ability to perform volunteer duties.
11. While participating on an official TDInc. visit, a handler must have their attention on their dog for the safety and welfare of their therapy dog as well as those whom they visit. A TDInc. handler must be alert to their surroundings at all times. Handlers may not participate in activities that take their attention from their dog, including, but not limited to, directing bingo, reading to a group or playing a piano.
12. Members/handlers must never leave their dog alone with staff, patients, or visitors. Dogs must be kept on a 4 foot or shorter leash held only by the member/handler; the leash must be held by the member's hand and may not be hooked or attached to the member's body, belt, any chair, wall, purse or other person, etc. Dogs must be kept at least two feet from other dogs and animals at all times while representing TDInc. on a visit or event. The visit or event begins as soon as you reach the facility property, including the parking lot. If members choose to do group photos with dogs posed closer than 2 feet, they will be done at the members' own risk.
13. If safe conditions exist, a dog may be taken off leash when performing trick demonstrations or when

posing for photos. If assisting with therapy, such as retrieving, only one dog at a time may be off leash. If one additional person wants to walk the dog, the handler may use two leashes or a 2-loop leash with the handler always holding the shorter leash or loop, so that control of the dog is always maintained by the handler.

14. **Equipment that is not allowed includes clickers, retractable, elastic/bungee or chain leashes, pinch, prong, spiked or electronic collars.** Collars, including slip, buckle, quick release, martingale, limited slip, or any other smooth collars made of chain, nylon or leather, are acceptable. Leashes must be 4 feet or shorter in length and made of material strong enough for the size/strength of the dog. The use of a traffic leash is recommended for large dogs. The collar should fit snugly enough so the dog cannot easily back out of the collar or slip it off of his/her head. A slip collar should be correctly worn so it releases properly as designed. Head halters and body halters/harnesses made of fabric webbing or leather with metal or plastic buckles are acceptable. Body halters/harnesses fastened with Velcro® or metal clothing snaps are not allowed. Dogs wearing a body halter/harness or a head halter must also wear an approved collar.
15. Liability considerations require any special situations (exceptions) to be submitted in writing to TDInc. Each handler may handle only one dog at a time while participating in any TDInc. visit and/or activities. All exceptions require a cover letter from the handler explaining the reason for the exception. If requesting special equipment, a picture is required of the dog with the equipment (e.g., stroller, cart, etc.). Certain requests may require letters of reference from those directly involved or those who will need to be aware of these exceptions or situations (e.g., a facility, hospital, etc.). Obtain the appropriate information from the corporate office. Exceptions to these TDInc. Member Guidelines include but are not limited to:
 - One handler with more than one dog during a public relations event such as a parade (maximum of two dogs through exceptions approval)
 - If 2 or more dogs are participating in a trick, demonstration or presentation
 - Handler under the age of 18
 - Special equipment or devices, such as carts and dog strollers, etc.
 - If any registered dog develops a disability during its career, the member must notify the TDInc. office and the team may need to be retested/observed and/or go through the Exceptions Committee before continuing any visits
 - Any member/handler who has had any medical condition change since initial testing that may impede their ability to safely handle their dog, such as but not limited to: stroke, a handicap condition, weakened strength, disability, change in mental or emotional conditionIf a handler chooses to engage in a behavior/activity that is outside of these guidelines without an approved exception, the handler must remove the dog's official TDInc. red-heart shaped tag and notify a facility supervisor that TDInc. insurance is not in effect for the duration of the behavior/activity.
16. Therapy dog teams must strictly adhere to all rules and regulations in each facility. If these rules are unclear, ask a staff member or activities director to explain them. TDInc. members will not provide chemical substances or apply them to their dog. Substances include, but are not limited to, hand sanitizers, hand wipes, or lotions, unless authorized by the facility. Do not give food, water, or assistance to a patient or resident, even if asked. Notify a staff member if help is needed. Read and obey all warning signs on room doors, such as "ISOLATION" or "INFECTIOUS, DO NOT ENTER." Handlers must stay alert to their surroundings at all times. If any facility rules conflict directly with TDInc. Rules and Regulations, please contact the TDInc. corporate office.
17. The TDInc. member/handler must know and strictly adhere to the facility policy concerning dogs on any furniture, including, but not limited to, chairs, couches, wheelchairs, beds, physical therapy beds/pads, using clean linens on the lap or bed either provided by the facility or personal pads brought along, etc. Therapy dogs are not allowed onto any occupied bed, chair or wheelchair unless that

practice is allowed by the facility and the resident/patient has given permission. Only with this permission, may the handler lift the dog onto and remove it from the occupied bed, chair or locked wheelchair in the same fashion without injury to the resident/patient. The handler must also control the dog's head while in this position. If facility policy allows and permission from the patient/guardian is given, TDInc. allows dogs weighing less than 10 pounds to be placed in laps and dogs weighing less than 50 pounds to be placed onto occupied furniture. For safety reasons, TDInc. will allow only one dog at a time on any occupied furniture as described above. Be cautious with patients who might have existing or recent injuries or surgery with regard to placement of the dog so as not to cause an injury with the dog's feet or body weight. Always ask if the person has a sore spot or if there is an area which you should avoid when placing the dog. Remember to watch for tubes, lines, and other medical equipment.

18. Dogs may not precede handlers down halls, around corners, at doorways, or doors at stairways. Stand back while waiting for an elevator door to open. When the door opens, wait to assure safe exit of passengers. If the elevator is occupied, the handler must ask permission to enter with the dog.
19. Member/handlers must not make or receive calls or text messages using a cell phone inside a facility. Pagers and cell phones must be set on silent or vibrate while inside a facility. If the use of a phone becomes necessary, handlers must excuse themselves temporarily and complete the call outside the facility.
20. Observe all rules of privacy and confidentiality as required by HIPAA. Never discuss a patient's health or personal issues with the patient or anyone else. Photos may not be taken without prior written permission of the subject (or guardian) and a representative of the facility.
21. TDInc. members may not provide information to others in regard to whether expenses resulting from volunteer activities are tax deductible. Anyone having questions about whether certain expenses are tax deductible should be told to seek the advice of their tax preparer or the Internal Revenue Service, not other TDInc. members, the board of directors or the TDInc. office.
22. If an incident or injury to an employee, resident, or visitor in the facility occurs while representing TDInc.:
 - Immediately contact the facility's supervisor on duty.
 - Document the incident on all required forms for the facility.
 - Immediately contact the TDInc. office and report the incident. If after hours or weekend please leave a voice message and make contact with the TDInc. office during the next business day.
23. If a member has been convicted of a felony that has not been previously reported to the TDInc. office, he/ she must do so.
24. Membership is a privilege, not a right, granted by the TDInc. Board of Directors through the various committees appointed to represent and protect the interests and safety of the organization. TDInc. reserves the right to deny, revoke or not renew membership. **At the discretion of the TDInc. Board of Directors, a handler/dog team will be asked to temporarily or permanently refrain from further visits under the name of TDInc. if they fail to comply strictly with these Rules and Regulations (or) as provided by Article III Section 4 of the TDInc. By-Laws. Should this action be necessary, the handler will be requested to return the official red heart-shaped TDInc. identification tag and membership card to the corporate office of TDInc.**