



VICTORIAN CANINE ASSOCIATION INC

REG. NO. A0023882W

REGULATIONS, CODES, POLICIES & PROCEDURES

Part 20 Codes

(Effective 15th February 2008)
(With amendments published February 2008)

To be read in conjunction with ANKC Regulations, Codes & Policies

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PART 20 CODES

20.1 CODE OF PRACTICE

Each member, upon being elected or re elected to membership of the Victorian Canine Association Inc. shall be bound by the Victorian Canine Association Inc. Code of Practice.

Ethics

- 20.1.1 A member shall not knowingly or recklessly misrepresent the ANKC or the Victorian Canine Association Inc.
- 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 the Victorian Canine Association Inc.
- 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 that all dogs under their control are properly controlled, housed, fed, watered, exercised and receive veterinary care as required.
- 20.1.6 A member who leaves a dog owned by them in the care of another person shall remain ultimately 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.
- 20.1.10.A member shall not dispose of dogs owned or bred by the member to a pound or animal refuge.

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 for the pet or commercial market.
- 20.1.12 A member shall not breed with a bitch unless the bitch has reached adequate maturity for that breed as determined by the Victorian Canine Association Inc.
- 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 the Victorian Canine Association Inc.
- 20.1.14 A member shall not breed a bitch causing it to whelp more than six times without prior veterinary certification of fitness for further breeding, and without prior approval of the Victorian Canine Association Inc.
- 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 the Victorian Canine Association Inc.
- 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.
- 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 without the approval of the Victorian Canine Association Inc.

- 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 without first satisfying the Victorian Canine Association Inc. that the purchaser is a member of an ANKC recognised canine controlling body in the overseas country. The member and purchaser must further acknowledge in writing to the Victorian Canine Association Inc. that the intention of the sale is for the improvement of the quality of that breed in the overseas country, and not for any other purpose.
- 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 must be applied for within eighteen [18] months of the date of whelping.
- 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;
 - 20.1.23.3 Responsible dog ownership information; and
 - 20.1.23.4 All documentation required by the Victorian Canine Association Inc.
- 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 a dog with a health issue or disability is disposed of the member must obtain from the recipient written and signed acknowledgement of the condition of the dog.
- 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 unless they are accredited by the Victorian Canine Association Inc. and the Pet Industry Association of Australia Limited (PIAA).
 - 20.1.26.2 Allow a dog owned by that member to be given as a prize or donation or to be auctioned.

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.

20.2 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 VCA 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'.

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 the VCA, 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.
- 20.3.2.3 Where an hereditary disease is recognised by the breed club and the VCA, or the VCA, to be a problem in a breed, and where there is a suitable screening procedure or test for that disease:-
 - 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 the VCA to reduce hereditary diseases within the breed.
- 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 VCA Code of Ethics.

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 involved in facilitating 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.
- 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: "facilitating" referred to in 20.5.4 does not include normal secretarial communication relating to contractual and travel arrangements.