



The Canine Behaviour and Training Society

CODE OF ETHICS AND PRACTICE

I. NAME:

The name of the Association shall be The Canine Behaviour and Training Society, hereafter referred to as TCBTS (formerly known as the UK Registry of Canine Behaviourists Ltd. /UKRCB).

2. REGISTERED OFFICE:

The Registered Office of TCBTS (Company number 4120030) shall be **c/o Edwards, Pearson & White, 9 Hurst Road, Longford, Coventry CV6 6EG** or premises as mutually agreed by the Board of Managers.

All official correspondence shall be addressed to the current acting TCBTS Board Secretary.

3. ALL AFFILIATES (Full, Provisional, Student, Dog Training Instructor and Honorary members) ACCEPT THAT:

A. The best interest of clients and their animals must at all times be paramount. Integrity must never be sacrificed to commercial interests.

B. Although the preferred method of referral is from veterinary surgeons, to ensure that clients are not denied help, referrals may be accepted from other sources. When this is the case, members must be aware that some behavioural problems may arise as a result of medical condition, and it is recommended that clients are asked to visit their veterinary surgeon to rule out such a possibility.

- C. Affiliates must maintain a professional relationship with their clients at all times. They must never attempt to exploit their client for their own benefit in any way whatsoever.
- D. All advertising shall be honest and not in any way misrepresentative or fraudulent.
- E. Affiliates may not practice when in a physical or mental condition which would affect the quality of their consultation.
- F. All affiliates are expected to further their own education on an ongoing basis in the field of animal behaviour, training or animal welfare.
- G. No affiliate, by words or actions, shall cause TCBTS or any of its members to be brought into disrepute.
- H. It is obligatory that affiliates practising as behaviourists or trainers have cover for both Professional Indemnity and Public Liability Insurance.

4. TCBTS ETHOS:

TCBTS believes that extensive hands- on practical experience, in addition to the required standard of academic knowledge (a minimum of an ABTC recognised level 5 qualification, or similar), is essential for those wishing to practice as behaviourists in the field of canine behaviour. Indeed, we strongly believe that academic knowledge on its own, without the necessary hands- on practical experience, does not bring the necessary scope of knowledge needed for a client to gain maximum benefit from a consultation. Because of this belief, all our affiliates, whether behaviourists or trainers, in addition to their specialised knowledge of canine behaviour, are also required to show that they have had and continue to have practical hands- on experience with a large variety of dogs.

5. MEMBERSHIP:

Full Membership:

Full membership of TCBTS will normally be given to persons of proven ability in accordance with clause 4 above, following:

- a) The completion of an in-depth application form.
- b) A satisfactory interview by a minimum of three members of the Board of Managers.
- c) A period agreed by the Board of Managers as a provisional member.
- d) A behaviour consultation attended by a member of the Board of Managers.

Once accepted as a Full Member, they will be entitled to use TCBTS' logo on personal and business stationery and to advertise that they are a member of TCBTS. Full members shall have their name, contact numbers, town and county of domicile carried on TCBTS' website.

Provisional Membership:

Most applicants who are successful in their initial application for membership will be required to become a Provisional Member normally for a period of one year before being considered for full membership.

Provisional members will be asked to provide case histories of all consultations undertaken during the course of their provisional membership and they will be required to undertake a number of consultations whilst being observed by a member of the Board and/or to be interviewed by members of the Board before being considered for full membership.

A provisional member will be able to attend all meetings and activities of the Society, and shall be entitled to any discount on conference tickets. Provisional members shall have their names, contact numbers, town and county of domicile carried on TCBTS' website.

Student Membership:

Applicants may be accepted as student affiliates after they have sought and embarked upon an approved academic course, or courses culminating in a qualification such as the A.DipCBM (Advanced Diploma in Canine Behaviour Management, NQF level 5) or an accredited qualification equivalent to the National Qualification Framework, Level 5 or above.

Those interested in student affiliation will complete the student TCBTS application form, providing proof of courses enrolled upon, a detailed CV, and references from two referees. The referees should know the applicant personally; academic references will not suffice. Applicants will usually be interviewed by the Board of Managers prior to an offer of affiliation.

While student affiliates are completing their academic courses, advice will be available through TCBTS if they have not yet reached the high standard of hands- on dog training and consultation criteria necessary to apply for provisional membership.

It is expected that student affiliates will further their in-depth practical dog training experience in parallel with their academic studies.

Dog Training Instructor Membership:

Dog training instructor members will be accepted following:

- a) The completion of an in-depth application form.
- b) A satisfactory interview by a minimum of three members of the Board of Managers.
- c) Course literature and hand-outs having been approved by board members.
- d) Being observed teaching classes and/or one to ones by two board members.

They will be able to attend all meetings and activities of the Society, and shall be entitled to any discount on conference tickets. Dog training instructor members shall have their names, contact numbers, town and county of domicile carried on TCBTS' website.

Except in exceptional circumstances, all affiliates must annually attend the AGM Seminar or an education day and the Conference, to retain their TCBTS status.

HONORARY MEMBERSHIP:

Outstanding people in the field of canine behaviour, whom TCBTS wishes to honour, may be invited to become Honorary Members at the discretion of the Board of Managers in

recognition of their services to Dogdom. Honorary Members may attend, but are not obliged to attend the AGM Seminar and the Conference

6. VOTING:

All members shall be entitled to one vote each at any TCBTS meeting they attend. There shall be no valid postal votes.

7. ADVISORS:

The membership, through the Board of Managers, has access to the expertise of professional advisors outside the immediate canine behaviour field.

8. COMPLAINTS PROCEDURE:

Any formal complaint about an affiliate of TCBTS should, in the first instance, be made in writing to the Board Secretary of the Society. All board members must be notified of the complaint within 28 days. If not successfully dealt with by the Chairman to the satisfaction of both parties, a formal hearing will take place before three members of the Board of Managers when both parties will have the opportunity of stating their case. At least 28 days' notice of such a meeting must be given. Either party may bring witnesses or representatives if they so wish. If, after such a meeting, the complaint is upheld by the Board of Managers, then the member shall be informed of the result in writing.

9. RIGHT OF APPEAL:

If the accused affiliate does not accept the findings of the disciplinary hearing, then he/she has the right to make an appeal to the Board of Managers, whose finding shall be binding. At least 28 days' notice must be given of any such hearing. At least five members of the Board of Managers must attend this hearing, only two of which shall have been present at the initial hearing. Sanctions may vary from a written warning as to further conduct, a period of time spent at a lower level of affiliation, expulsion from TCBTS or any sanction deemed necessary by the Board of Managers at the disciplinary hearing.

10. FINANCE:

A) All monies raised by or on behalf of TCBTS shall be applied to further the objects of the Society and for no other purpose, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper repayment to members of the Board or any person or committee appointed by the Board of Managers hereof of reasonable out of pocket expenses.

B) The honorary Treasurer shall keep proper accounts of the finances of the Society.

C) An audited statement of the accounts for the last financial year shall be submitted by the Board at the AGM Seminar.

D) A bank account or Building Society account shall be opened in the name of TCBTS with a bank/building society which shall be agreed by the Board. The Board shall authorise in writing the Treasurer and two other board members to sign cheques on behalf of the Society. All payments must be authorised by not less than two full board members.

E) Subscriptions: A subscription shall be payable on being accepted as an affiliate of such a sum as determined by the Board of Managers to cover registration fees, administration costs and may also include Professional Indemnity Insurance cover for full and provisional members. When subscriptions are not paid in full, on the due date by an affiliate, then such affiliate will be given one month to rectify this, after which time an administration fee will be made. Subscriptions will be payable in April. Should an affiliate fail/refuse to pay their annual renewal fee within two months of the due date, then such an affiliate may have their membership of TCBTS cancelled and if a Full Member, be required to surrender their membership certificate.

11. ALTERATIONS TO THE CODE OF PRACTICE:

Any alteration to this Code of Practice shall only be ratified by the consent of not less than two thirds of voting membership attending the AGM or meeting considering the amendment. At least 28 clear days notice in writing of a meeting to be called to alter the Code of Practice shall be given by the Board Secretary to all affiliates, setting forth the terms of the proposed alteration.

12. DISSOLUTION:

If the Board of Managers by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve TCBTS, it shall call a meeting of all affiliates of the Society who have the power to vote. Notice of not less than 28 days of such meeting shall be given in writing stating the purpose and reasons for the meeting. If such a decision shall be confirmed by a simple two thirds majority of those present and voting, the Board shall have the power to dispose of any assets held by or on behalf of TCBTS. Any assets remaining after the satisfaction of any proper debts shall be given or transferred to any canine organisation benefiting the welfare of dogs agreed by a simple majority of the remaining voting affiliates.