



OTTAWA THERAPY DOGS ANNUAL RENEWAL FORM

2020

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DOG'S FORM

Table with 5 columns: ID Badge #, DOG'S NAME, DATE OF BIRTH, BREED, MONTH OF ANNUAL VET CHECK

INSTITUTION(S) YOU CURRENTLY VISIT (If additional space is required, please attach list.)

Table with 4 columns: NAME OF INSTITUTION, DAY/TIME OF VISITS, CONTACT, PHONE

Please remember that visits with your dog(s) are mandatory for your dog(s) to be considered a "Therapy Dog." Handlers of retired therapy dogs will be issued ID Badges on application to the Board and subject to fees for Associate Members.

Note: You will be covered under OTD's Volunteer Insurance program only while in service as a volunteer with a current valid registration. (Insurance only applies within Canada.)

Please retain a copy of the "Rules for OTD Members" (see page 2 of this document) for your records.

Membership Fees

- Therapy Dog Team Membership (one handler, one dog) - \$40.00
Associate Member (non-handler) - \$20.00
Same handler - each additional dog \$5.00

AMOUNT ENCLOSED: \$
Make cheques payable to: Ottawa Therapy Dogs

NOTE: Each handler must pay a separate registration fee. There are no family memberships.

Please include with this Annual Renewal Form:

- Your cheque or money order for the proper amount (see above);
An OTD Annual Health Records Form confirming that all vaccinations are up-to-date AND a negative fecal test (not applicable for Associate Members) - both dated within the past 12 months (include only if not already on file);
A signed copy of "Rules for Ottawa Therapy Dog (OTD) Members" (see page 2 of this document);

Please return completed annual renewal package with payment to:

Ottawa Therapy Dogs, 99-1568 Merivale Road, Suite #369, Ottawa, ON, K2G 5Y7

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

## RULES FOR OTTAWA THERAPY DOG (OTD) MEMBERS

2020

OTD Members agree to adhere to OTD Rules when volunteering for Ottawa Therapy Dogs in any capacity and when visiting for animal-assisted activities/therapy.

### A. Before a visit:

1. The Ottawa Therapy Dog Member Handler and dog must have passed the **OTD REQUIREMENTS** given by one of our certified Evaluators. ONLY the Handler tested with the dog is permitted to handle the dog during therapy dog visits or OTD approved events.
2. Dogs must be a minimum of two years old to be tested and registered with OTD.
3. OTD Member Handlers under 18 must be accompanied on therapy dog visits by the parent or legal guardian who has signed the registration form & attended Orientation, Evaluation & all mentor visits with the minor Handler.
4. OTD Member Handlers must submit OTD's Annual Health Records Form with a negative fecal test, completed and signed by a veterinarian, for initial registration and annual membership renewal.
5. OTD Member Handlers may take only one dog at a time on therapy dog visits. A maximum of two OTD therapy dog teams are allowed in one visiting site at a time.
6. OTD Member Handlers are covered under OTD's Volunteer Insurance program only when registration with OTD is current. OTD Member Handlers are covered by this insurance only when visiting as a volunteer. OTD Insurance coverage applies only within Canada. It is strongly recommended that OTD Member Handlers have Home Ownership insurance.
7. OTD Members understand that the **Volunteer Insurance coverage** provided by OTD is strictly limited to liability actions brought by clients. Said insurance will not cover injuries and/or damages if there is violation of OTD's Rules and Regulations while visiting. Further, OTD Members agree to indemnify and hold blameless OTD for such injuries and/or damages.

### B. During a visit:

1. Ottawa Therapy dogs must be clean and well-groomed when visiting.
2. Female dogs must not be in estrus when participating in therapy work.
3. During a visit, Ottawa Therapy dogs must be on leash at all times and the use of treats is strictly prohibited. Any exception must be approved in writing by OTD's Standards & Practices Committee in advance. The Handler must pay attention to the dog at all times. Note: Facilities, which allow unleashed dogs or non-evaluated dogs to roam are deemed inappropriate & unsafe for OTD teams.
4. While on duty, OTD Therapy dogs must wear their OTD tag, bandana and a collar with a quick release buckle--whether it be a flat collar or martingale; or a harness such as an E-Z walk harness, with a quick release buckle. If unsure whether your dog's collar or harness is permissible, please contact the Program Manager.  
**(Training collars, metal collars or leashes and/or extendable leashes are not permitted.)**
5. A current OTD ID card with the photo and name of the Member Handler and their dog is mandatory when visiting.

### C. After a visit:

1. Ottawa Therapy Dog Members agree to inform OTD's Program Manager immediately if an OTD dog(s) shows any form of aggressive behaviour toward other dogs or persons or exhibits any change of temperament. OTD Member Handlers further agree to stop visiting with their dog(s) in a therapy dog capacity until the matter has been resolved.

### D. General conduct:

1. OTD Members understand that their dog's OTD registration may not be used for any personal or financial benefit. The use of OTD registration to gain access to places that are not generally accessible to dogs (other than therapy facilities) is not permitted.
2. OTD's Volunteer Coordinator must pre-authorize any public relations appearances using the OTD name or logo.
3. OTD Members must carry OTD identification.
4. OTD Members will conduct themselves with courtesy and professionalism at all times. OTD Members will present themselves and their dog as courteous, caring, and well-prepared volunteers who project the good will and high standards of practice that OTD has fostered in its members.
5. OTD Members' primary objective in wishing to become members of OTD is to share the companionship of their therapy dogs with those whom they encounter in therapy dog visits and/or to further the objectives of OTD.
6. OTD Members hereby give permission for their names and/or images (of both handler and dog), captured during regular or special therapy dog activities through video/photography, to be used in order to promote OTD's profile and mission in print or on-line, and waive any rights of compensation or ownership thereto.
7. OTD Members understand that **all OTD therapy dogs are prohibited from consuming raw food.**
8. An OTD Member's signature indicates that they have been provided a copy of OTD's Rules and Regulations and have read and understand the responsibilities and obligations under them. This signature testifies that the OTD Member is prepared to abide by all of these Rules and acknowledges that a violation of these Rules could result in a review of their OTD status by OTD's Board of Directors which may result in any of the following: review of the Member's suitability to remain a member; imposition of a probationary period; temporary suspension of OTD privileges; requirement that a dog(s) be re-tested or expulsion from the program and relinquishment of OTD registration.

### E. OTD Non-Handler Members

1. Individuals without a registered OTD therapy dog are welcome to join Ottawa Therapy Dogs as Associate Members.
2. It is strongly recommended that Members have Home Ownership insurance.
3. Members of OTD volunteering to support the work of OTD's Board of Directors are covered by the Board's Director & Officer Liability Insurance (DOLI) as long as these Members are acting with the knowledge and consent of the Board and/or Volunteer Coordinator and follow OTD Rules, Regulations, Policies & Procedures.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_