

# **ALLIANCE OF THERAPY DOGS**

## **POLICIES**

Definition: Policies are the operational guidelines for Alliance of Therapy Dogs. The purpose of policies is to protect and steer the staff and the board as they fulfill ATD's mission.

**Failure to adhere to the ATD Policies will jeopardize your membership.**

### **I. Use of ATD Materials**

All materials representing ATD, which include the title, artwork and logo, are registered and/or copyrighted-and may not be recreated or printed in any fashion in newsletters, memos, or other communications, on websites, business cards, organizational brochures, official printed matter created by a local organization, clothing, or specialty items without written authorization from the president of ATD. You may be denied permission or asked to remove the ATD name, logo, slogan, or link at ATD's discretion.

### **II. Use of ATD 501(c)(3) Tax Identification Number**

Permission to use the ATD TIN will be given only for monetary donations being made to ATD, and requests will go through the ATD office.

ATD will place all donations received into the general fund unless otherwise specified by the donor.

Donations made in the name of a local group for services they have provided will be divided 50/50 between the group and ATD at the group's request. If no such request is made, ATD retains the entire amount of the donation and deposits it to the general fund with any other special instruction from the donor.

### **III. Website and Disclaimers**

The information that is published on or collected through ATD's website is public information as described in the Freedom of Information Act. The following paragraphs disclose the information gathering and dissemination practices of the ATD website:

#### **Alternative Formats and Accessibility**

Copies of portions of the ATD website are available in alternative format upon request. ATD is committed to making its presence on the Web as accessible as possible to all. A member of the board of directors or the corporate office may be contacted in case of difficulty with any portion of the ATD website.

#### **Privacy Policy**

ATD does not collect personal information on website users in the logs kept to compile statistics. The website statistics section of this policy offers further details about the information that is collected.

### Linking to External Sites

The ATD website may contain links to other sites not owned by ATD. Even though efforts are made to ensure the integrity, accuracy, and usefulness of the website, no claims are made as to the accuracy or verification of the information found on external sites. External links to other sites do not have the endorsement of ATD, and therefore, ATD cannot be responsible for the privacy practices observed or for the content of other such sites.

### Website Statistics

ATD uses server log analysis tools to create periodic summary statistics of its website's usage. These statistics serve to reflect usage summaries, such as general access (number of hits received), resources accessed (most and least popular pages), visitors and demographics (IP addresses and domains), diurnal activity statistics (most/least active days), technical statistics (client errors), referrals and keywords (search engines and sites pointing to the ATD), and browsers and platforms.

## **IV. Membership**

### Section 1. Certified Handler Membership

Membership is open to all who support the purposes of ATD. A member in good standing, one who is current on dues, whose therapy dog is up to date on vaccines and exams, who is not presently suspended from making visits for any reason, and who will abide by the ATD Rules and Regulations, including junior handlers. Annual membership dues are due and payable on the membership anniversary date. ATD reserves the right to not renew membership.

### Section 2. Supporting Membership

Supporting membership is open to anyone who would like to support ATD and is not currently registered with a dog, including Tester/Observers who no longer have a certified dog. Supporting members receive ATD publications and remain in the organization's database.

### Section 3. Membership Eligibility

**Members:** Any person aged 18 or older may be tested with a dog and apply for membership. Anyone aged 12 through 17 may be tested with a dog to become a junior member.

**Dogs:** Any breed or mixed breed of dog may be tested with a handler to become a certified therapy dog. For insurance reasons, ATD cannot certify wolves or wolf-hybrids or coyotes or coyote-hybrids because the rabies vaccination has not been proven to be effective with these animals.

**Handler/Dog teams only:** ATD certifies only handler/dog teams. A prospective member or current member testing with a new dog must own or have had a close relationship with the dog for a minimum of six months before testing.

### Section 4. Termination of Membership

ATD reserves the right to deny, revoke or not renew membership. ATD members must strictly comply with the Rules and Regulations and Code of Ethics. Membership will expire or lapse for non-payment of membership fees. The membership of any individual may also be terminated for any reason including, but not limited to:

- Committing three (3) verifiable violations of the Member Rules and Regulations, Policies, and/or Code of Ethics;
- Attempting to damage or defame ATD;
- Deliberately providing incorrect information, withholding incriminating information, or falsifying ATD documents;
- Displaying menacing or abusive behavior while representing ATD;
- By every appearance, not supporting the purposes of the organization;
- Being convicted of a felony while a member;
- Being required to register as a sex offender;
- Engaging in cruelty, abuse, or neglect to animals or humans; and
- Engaging in crimes against humanity, including but not limited to, any violent crimes, arson, burglary, robbery, fraud, slander, libel, plagiarism, or copyright infringement.

#### Section 5. Appeals Process:

If a member or non-member wishes to appeal any board or committee decision, s/he must submit a letter giving reasons for the appeal to the office within 30 days from the date of the notification.

All information regarding said case and the appeal letter shall be presented to the board of directors for consideration. The member shall be notified by letter of the final decision.

#### Section 6. Member Handler/Dog Team Re-evaluation:

If ATD has been alerted to a possible high-risk or behavior issue with a member or a member's dog, ATD may request that the team be re-evaluated. When there is no T/O in the general area who can give an unbiased report or evaluate the handler/dog team fairly, ATD may choose to send one of the directors to the area to re-evaluate the handler/dog team at the expense of ATD.

### **V. Social Media**

ATD does not intend to interfere with any member's private life, but publicly observable communications, actions, or words are not private. Social media platforms are electronic public forums. Any posts depicting official ATD visits that are brought to ATD's attention which appear to show rules not being followed may be addressed publicly or privately by ATD.

### **VI. Endorsements**

No unauthorized advertisements or solicitations will be allowed on the ATD website or social media platforms.

### **VII. Non-Discrimination**

ATD provides registration to all qualified persons. No person shall be excluded from participation, denied the benefits of membership, or be subjected to discrimination because of race, religion, gender, sexual orientation, disability, or national origin. All applicants will be tested and observed under this policy.

**VIII. Aggression/Abusive Behavior:** ATD has a zero-tolerance policy for any dog displaying aggression toward humans or unprovoked aggression toward other dogs and for any handler displaying menacing or abusive behavior while on a visit. When the ATD office is notified of a bite or suspected bite incident by a dog or an ATD Code of Ethics, Rules or Policies violation or a crime committed by a member, the handler, dog and/or team will immediately be placed on suspension to allow time for the Grievance/Ethics Committee to investigate the incident.

If a dog has been deemed dangerous, aggressive, or similar designation as defined by local laws as a result of an incident and documentation verifies it, the certified dog's membership will be terminated.

### **IX. Breeds and Breed Specific Legislation**

ATD does not support any breed specific legislation. ATD membership is open to handlers with all breeds of dogs except wolf and wolf-hybrids and coyote and coyote-hybrids. T/Os are expected to test all breeds and mixed breeds without prejudice.

### **X. Local Groups**

ATD only recognizes individual members and T/Os. There are no ATD-sanctioned local groups or chapters. The ATD Board of Directors does not involve itself with any locally formed group issues, costs, or rules unless the local rules conflict with the ATD Rules and Regulations, Policies, or Code of Ethics. Individual members may choose to join any local group as they see fit.

ATD wants to help support your local event! ATD will pay up to \$100 for a booth at an event. Members may apply to the ATD office. Please submit an application to the office at least 14 days prior to the event. Please note that if your request is approved, it will be an ATD booth. As ATD does not sponsor local groups, all signage must be ATD. The application can be found on the ATD website under the Member Tab, Download Helpful Documents.

### **XI. Disaster Relief**

Any ATD handler/dog team that provides visits as a result of an emergency or disaster while representing ATD is covered by ATD insurance. An agency which contacts a handler/dog team requesting their services is acting merely as a liaison and is not financially liable.

### **XII. Member Communications**

ATD will use multiple communications channels to ensure that membership is kept informed about new developments. The following channels will be used for all membership updates: posts in the Member Portal, email blasts, Facebook posts, Facebook Live sessions, Instagram posts, and, as appropriate, paper mail. T/O communications will be done through these channels as well as the T/O egroup.