

Policies and Procedures Practice Manual

Title: Policy, Emergency and General Procedures for any activities involving Dog Walking.

Objective: To provide a written statement of policies and procedures of U3A Knox Inc. to ensure consistent acceptable standards are maintained for the conduct of Dog Walking classes/groups or any other activities involving dogs.

Medical Policy

1. Members are solely responsible for ensuring their medical and physical fitness for these classes/groups. If uncertain they should seek medical advice before enrolling or participating at any time. The class/group leaders may request verbal confirmation that medical advice has been obtained and is being followed.
2. Prior to any scheduled walk, members and others attending must be personally satisfied that they and their dog(s) can complete the walk. If uncertain they should not attend.
3. Members must wear or carry their U3A Knox Inc identity name tag including details of any emergency contact telephone number, relevant medical condition or vital medication, to alert medical professionals who may be called on their behalf.
4. When serious injury, illness or other medical emergency occurs an ambulance is to be called.
5. Any costs associated with receiving medical services, medical treatment of any kind, attendance by paramedics or emergency services are the responsibility of the member or other person receiving the treatment or service.
6. Qualified medical or first-aid treatment is **NOT** provided for members of classes/groups involving dogs, however, a basic first aid kit is provided.
7. Class/Group leaders are to ensure each class member is advised in writing details of the *Medical Policy*.

Practice:

8. Class/Group leaders are to ensure each member of the class/group is advised in writing at the beginning of each year or at commencement, as appropriate.

Safety Policy

1. Each class/group is to appoint a Safety Representative.
2. Safety Representatives are to receive appropriate training from the Risk Management Officer who will determine the need and scope of periodic refresher training.

3. Safety representatives are to advise the class/group leader of any safety concerns and possible remedial action for consideration by the class/group leader.
4. Class members are responsible for obeying Local Laws, trail or park rules and showing courtesy to all others. In addition they are required to comply with any related and reasonable request from the class/ group leader.
5. **Breeds of dogs classified as dangerous or restricted, or dogs likely to menace or be aggressive are not permitted.**
6. **The class/group leader must be satisfied that a dog and its handler are suitable for the class/group.**
7. **Bitches in season or observed by the leader or safety representative likely to be in season must not be permitted to attend.**
8. **The maximum number of members enrolled in each class must not exceed twelve (12). In addition the class/group leader may permit a visitor/s to attend. however ,total attendance must not exceed 12 people.**
9. A maximum of two (2) dogs per member/person is permitted to be taken on any walk. The maximum number of dogs allowable in each class at any one time must not exceed fourteen (14).
10. Dogs must not be left unattended and must be under the control of a handler at all times.
11. Children under the age of 16 years must not attend these classes/groups.
12. All dogs must be on a suitable standard length lead at all times. Extendable leads are not permitted.
13. Members of the public particularly children must not be permitted to socialise with any dog in the class/group.
14. Dogs must not be permitted to jump on or at passers-by or at other dogs including in the class/group.
15. Class members are required to advise the class leader if they;
 - I. are not attending class,
 - II. intend joining the class at other than the listed starting point,
 - III. intend to deviate from the planned route being taken, and
 - IV. intend to leave before the finish of a walk.
16. Class members who do not to complete a walk or deviate from the programmed or planned route without the consent of the leader, are deemed to be absent from the class/group for that period.
17. Walks must not be conducted or continued when the ambient temperature in the location of the walk is more than 30°C. The leader must call off any walk if the weather conditions are deemed unsuitable or unsafe. Walks must not be conducted at any time on days in areas declared to have a Total Fire Ban.
18. Changes including cancellation for any reason may only be made by the class/group leader.
19. A class/group leader may appoint a member to be the walk leader.
20. The class/group leader to carry mobile telephone and advise the number to each member, the Class Coordinator and the U3A Knox office.

21. The class/group leader or delegate is to carry a basic first aid kit as provided.
22. A description of all walks in the term or other program will include the start location approximate length, duration, the pace and degree of difficulty
23. Class members are at all times required to be aware of and abide by all applicable policies and rules established from time to time by U3A Knox Inc.

Practice:

Class/group leaders are to ensure:

1. the *Safety Policy* is implemented.
2. the official attendance sheet has been completed prior to and at the end of each ride,
3. Any accidents, injuries or incidents are reported to the Course Coordinator,

General Policy

1. In the absence of the class/group leader from a class, an interim leader will appointed. As soon as is practicable the Course Coordinator is to be advised details of the change.
2. The interim Leader must be made aware of and ensure that the duties and responsibilities of the class/group leader are performed.
3. Class/group leaders may invite an un-enrolled member or a visitor/s to participate in an introductory or other walk. Class/group leaders are to ensure the invitee/s is aware, understands and accepts the relevant provisions of the *Policy, Emergency and General Procedures for Classes involving Dogs*.
4. **Members or other persons attending class/group are solely responsible for the welfare and conduct of a dog/s in their control.**
5. **Members or others attending are solely responsible for any injury or damage their dog/s may cause to any member, walker, person, other dog or property**
6. **Members or other persons attending must not hit, abuse or harshly handle a dog/s under their control.**
7. All dogs must be registered and have the current registration tag attached to the collar.
8. Members/persons in charge of a dog/s in a public place must carry a facility for the effective removal of excrement deposited by their dog/s and appropriately dispose of the excrement.
9. All dogs must have up to date vaccinations. The class/group leaders may request verbal confirmation that vaccinations are current.
10. When a mid-term program has not been provided, an extension of the term program to;

participate in community or other public events, or other walks during the term or term break, may only be made by a class/group leader or delegate.

11. The Course Coordinator is to be advised of any changes, extensions or cancellations to the programs. If a class/group or member/s of a class/group proposes representing U3A Knox Inc in a community festival or other public event, prior notice is to be given to the Course Coordinator.
12. At the end of each term class/group leaders are required to return the completed class attendance sheet to the Course Coordinator.
13. The leader or delegate is required to obtain the weekly bulletin and any other relevant information from the office and read to class/group members.
14. Each member is to be advised in writing that U3A Knox Inc does **NOT** indemnify ordinary members or provide public liability, personal accident or any other insurance cover whatsoever including loss or theft or damage to personal or other property.
15. All policies and or instructions established from time to time by U3A Knox Inc are to be adhered to,
16. A statement in accordance with this policy outlining conditions for participation in classes/groups involving dogs is to be provided at the commencement of the year or upon joining the class/group.
17. This policy and statement to be reviewed on an annual basis and any proposed changes referred to the Risk Management Sub Committee for evaluation. Any proposed changes to be approved by the U3A Knox Inc Committee.

Practice:

- 12 Class/group leaders are to ensure the *General Policy* is adhered to.
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