

Registration Council for Dog Training and Behaviour Practitioners  
Management Meeting Report: 17<sup>th</sup> May 2011 at 2.00pm at the Kennel Club

PRESENT: Mr Bill Hardaway (Chairman), Dr Claire Corridan (Companion Animal Behaviour Therapy Study Group), Lez Graham (Guild of Dog Trainers), David Cavill (Animal Care College), Paul Rawlings (The Kennel Club), Annette Conn (Dog Expert Witness) and Fiona Whelan (Company of Animals)

IN ATTENDANCE: Dorothy McIntyre RCDTBP Secretariat

1. MEMBERSHIP

- a. The Management Committee considered the recommendation made regarding having an incentive to attract individual registration from members of training Clubs around the United Kingdom.
- b. It was agreed that whilst adding their name to the website may be perceived as an incentive, as the list increases this may not have the same impact. It was agreed therefore that a link to their website/email address could appear alongside their name and that they could use the Council's logo. A letter explaining agreed wording about Council Registration to be produced.
- c. It was agreed that current and future member organisations be advised that their members may also be listed as individuals on the Registration Council website for a fee of £25.00 and advised of the incentives proposed in 1 b. above.
- d. It was agreed that the subject of registration fees be reviewed again next year including the possibility of discounting through registration with organisations signed up to the Code of Practice.
- e. It was agreed that a standard letter be produced for confirmation of registration.

2. WEBSITE

- a. The Management Committee agreed that a section to list names of individual members and provide links to other organisations and individuals' websites be added to the Council's website.
- b. The Committee agreed that a section be added for summary of the Council's minutes to be agreed by the Chairman and Vice Chairman.
- c. It was also agreed that articles on the work on Animal Care and Animal Care Management NOS from Lantra be written with a link to their website.
- d. The Management Committee asked that the website highlight that the RCDTBP is the ONLY Council endorsed by CAWC

3. AIMS AND OBJECTIVES

The Management Committee endorsed the following:

- a. It was agreed that the key aim of the Management Committee was to uphold the constitution of the Registration Council for Dog Training and Behaviour Practitioners and to manage complaints / grievances against members who failed to operate within the CAWC Code of Practice that had not been resolved by member organisations.
- b. It was also agreed that objectives outlined on the Council's website would be achieved through member organisations

4. PR for the RCDTBP

The Committee asked that promotion through the Kennel Club be investigated.

It was noted that Claire Corridan would design a leaflet.

DATE OF FUTURE MEETINGS

The Council agreed that meeting of the Registration Council be held annually unless a Special General Meeting is called in line with the Constitution. The next meeting would be arranged for May 2012

No other business and the meeting closed at 3pm

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Minutes 10th May 2012

MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE OF THE REGISTRATION COUNCIL FOR DOG TRAINING AND BEHAVIOUR PRACTITIONERS AT THE KENNEL CLUB ON 10 MAY 2012 AT 2.00PM

PRESENT:

Mr Bill Hardaway - Chairman

David Cavill - Animal Care College

Paul Rawlings - The Kennel Club

Fiona Whelan - Canine and Feline Behaviour Association CFBA (Vice-Chairman)

APOLOGIES FOR ABSENCE

Claire Corridan - Companion Animal Behaviour Therapy

Study Group (CABTSG)

Lez Graham - Guild of dog Trainers

Annette Conn - Dog Expert Witness

IN ATTENDANCE:

Dorothy McIntyre - RCDTBP Secretariat

Mr Hardaway in the Chair

1.MATTERS ARISING

- A) Having addressed the rotation of the Management Committee at the RCDTBP meeting and the resignation of Dr Claire Corridan, the Chairman recognised Fiona Whelan as the newly elected Vice-Chairman. It was noted that Ms Whelan had changed organisations to the Canine and Feline Behaviour Association. Ms Whelan agreed to provide new contact details to the Secretariat.
- B) It was also noted that Chris Bloomfield had been elected to the role of Treasurer and agreed to establish a 'Paypal' account for registration applications.
- C) The Secretariat would remain the same until the next meeting.
- D) It was also noted from the RCDTBP meeting that the CABSTG title would change to British Veterinary Behaviour Association (BVBA) and Jaqi Bunn would forward a new email address

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when available.

## 2. MEMBERSHIP

- A) It was agreed to review the registration fees at the next meeting including consideration of any discounted fees for Individual Registration if already a member of a Member Organisation. It would also consider Associate Registration and what rights should be given to these members.
- B) The draft proforma letters to acknowledge registration were agreed.
- C) It was proposed that a Registration card be considered at the next meeting.

## 3. WEBSITE

- A) It was noted that the website would be re-developed by a new web designer and the information should include FAQs to reduce email queries.
- B) A Paypal option should be provided on the registration application page.
- C) The Committee agreed that a link to the CAWC website should be raised with CAWC to enable download of the Code of Practice.

## 4. PR for the RCDTBP

The Committee agreed that Fiona Whelan would design the RCDTBP Flier and the following should be included:

- A) Introduction to CAWC (with a link to Efra)
- B) Independent of Government Funding
- C) Aims – Simple statements, promoting high standards of training for the dog
- D) Benefits – to protect, enable, assure, assist, facilitate, provide a grievance/complaints procedure, security and trustworthiness
- E) Benefits of registration to include:
  - i. Part of regulated group through CAWC Code of Practice
  - ii. The ONLY Council given responsibility of managing the Code of Practice
  - iii. Individual listing on the Council Website with other high profile organisations and individuals
  - iv. Registration network forming access to research groups and shared best practice
  - v. Use of Council Logo

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- vi. Proposed Registration Card
- F) About the Council
- G) Registration Information
- i. Levels
- ii. Fees
- iii. Payment method
- iv. How to join/What you need
- v. Website details

#### 5. MEMBERSHIP APPLICATION AND RENEWALS

It was noted that the current list of signatories

- The Kennel Club (0001)
- The Canine and Feline Behaviour Association (0002)
- Animal Care College (0003)
- The Guild of Dog Trainers (0004)
- British Institute of Professional Dog Trainers (0005)
- The Dogs Trust (0006)
- Paul Rawlings (0007)
- John McNeil (0008)
- Chris Bloomfield (0009)
- Kay Attwood (0010)
- Hev Bushnell (0011)

It was noted that renewals are due annually in August.

#### 6. DATE OF FUTURE MEETING

It was agreed that meetings of the members of the council (list of signatories) be held in May annually unless a Special General Meeting is called in line with the constitution.

#### 7. A.O.B.