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## WHIPPET RESCUE AND PLACEMENT POLICIES AND PROCEDURES

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According to the Articles of Incorporation for WRAP, "Rescue includes pickup from owners or animal welfare facilities, assessment of the Whippet's suitability as a pet, providing health care and training as needed and appropriate, qualification of prospective homes, placement, follow-up, and, if a placement fails, recovery into Whippet rescue."

To qualify as a WRAP dog, the dog must be a purebred whippet. WRAP's position is that if it looks like a Whippet – it is a Whippet.

To achieve those goals, rescuers are to observe the following policies and procedures. The WRAP Board of Directors or Regional Advisors may authorize any exceptions to these policies. Failure to follow these policies, without prior authorization from your Regional Advisor and/or Board, may result in a rescuer being removed from WRAP.

If you are unable to contact your Regional Advisor via e-mail, phone, or cell phone, then you may contact a member of the Board of Directors.

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### GENERAL

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**1) All rescuers must observe state animal welfare laws.**

Many states require licensing or registration if you take in a certain number of animals a year. Individual rescuers are responsible for fulfilling state requirements. Note that in some states, rescuers may be defined as "dealers." When a dog is placed and an adoption fee collected, legally that is considered a binding transaction. WRAP is not responsible for state registration fees or any fines you might face if you are in violation of state laws.

**2) WRAP does not place a dog if there is significant doubt that the animal will be a safe pet.**

WRAP's position is that we take in ALL Whippets that are offered to us. Rescuers are to make every effort to get a complete history. Be sure to fully complete the Owner Interview & Release form. On owner turn-ins discuss with the relinquishing owner any issues they may have had and make sure to include a summary in the notes on the form. Rescuers should keep in mind when contacted about a Whippet that someone wants to turn into WRAP, that quite often the owner will give reasons that may or may not be true. For example, they may say that a dog has bitten someone (or tried) because they believe that in our eyes they are then justified at giving up the dog not realizing the complications for the dog... Therefore information provided should be documented but not necessarily taken as gospel. If the rescuer taking in the dog does not feel qualified or is not willing to foster the dog for evaluation, they should contact their Regional Advisor who will coordinate with other rescuers in their area so that the dog can be placed in a foster who can do the evaluation.

If, after evaluation and in the foster's best judgment, the dog will be a safe pet, it may be placed in an appropriate home. If, however, the foster does not feel the dog can be re-homed safely and successfully, contact your Regional Advisor. Your RA will contact the Board who will authorize the dog be humanely euthanized.

Should the fostering home wish to adopt the dog themselves rather than have it euthanized, they may complete the appropriate adoption paperwork with WRAP. The following statement must be included: "I am aware that this animal may bite (or whatever the pertinent issue is for that dog) and I accept full responsibility for it. WRAP is hereby absolved from all liability."



**3) WRAP does not buy whippets.**

Purchasing dogs or puppies from backyard breeders, auctions, or pet shops encourages more irresponsible breeding and WRAP funds will not be approved for the purchase of these dogs.

**4) If a Whippet is surrendered to rescue, WRAP will try to find and notify the breeder of the dog.**

In each case, the Regional Advisor shall be contacted and either the RA or the rescuer who has possession of the dog will contact the breeder. The first priority is to remove the Whippet from the situation where he is no longer wanted and get it safely into Rescue's possession. Once that is accomplished the breeder will be notified as above. Quite often the breeder will request that the dog be returned to them for re-homing. Costs associated with the return are the responsibility of the breeder.

**5) Rescuers who are members of both WRAP and another rescue organization must insure that all Whippets taken in are placed through WRAP.**

Please notify WRAP if you rescue for any other organization. If a dog does qualify as a WRAP rescue, it must be placed thru WRAP.

**6) WRAP should be notified of any independent rescue that does not qualify for rescue through WRAP.**

Occasionally a rescuer may want to take in a dog that does not meet WRAP requirements – for example, whippet mix you think you can place. In these cases, you assume full responsibility for the expenses, care and placement of the dog and must use your own contracts and other forms.

**7) WRAP does not accept obvious mixed breeds into rescue.**

Shelters identify many dogs as Whippets or whippet mixes. One of the primary duties of a Rescuer is to assure that dogs accepted into WRAP are, in fact, Whippets.

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## WRAP E-MAIL LIST

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Rescuers are to adhere to the following rules for postings to the list. In all cases members are reminded that postings are confidential and should not be forwarded to non-rescuers

**POSTINGS APPROPRIATE TO BE SENT TO THE ENTIRE LIST:**

- New rescuer
- New rescue. Post a basic description when you have a new rescue *in your possession*
  - Post to your fellow rescuers who are within your general area when you have been contacted about a possible rescue so that rescue efforts can be coordinated - often times people will contact several rescuers at the same time.
- Post when a dog has been found - see that section for further details
- Post when a dog has been adopted
- Assistance needed for pick up or transport
- Advice on behavioral or medical issue on which you would like general input

**POSTINGS THAT ARE TO BE SENT PRIVATELY:**

- Congratulations on placing a dog or welcoming new members, etc. We are all happy to hear the good news but do not need to wade thru each and every member saying "Congratulations" or "Welcome" Please continue to offer support but please do so by replying only to the person - not the list
- **Names of breeders (or the registered name of the dog) ARE NOT to be posted to the list. Should there be information that needs to be relayed it will be done so by the Regional Advisor or Board Member directly to the people who have a need to know.**



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## PROCEDURE FOR ACCEPTING A WHIPPET INTO RESCUE

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When you are contacted about a rescue whippet, get complete contact information and make arrangements to take the dog into WRAP's possession as soon as possible. Be sure to ask the person contacting you how soon they need you to take the dog. If you are not able to take in, pick up or foster the dog yourself, contact your Regional Advisor IMMEDIATELY.

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### OWNER TURN IN

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If the dog is being turned in by its owner, find out as much information as possible about the dog's history, personality, living conditions and especially immunization and health records:

- Complete the Interview for Owner Release form (IMPORTANT NOTE - make sure you obtain the owner's signature on this form. Without it, WRAP does not have legal ownership of the dog.
- Complete the Release for Veterinary Information
- Request the AKC paperwork as well as any other information they may have such as breeders records, pedigree, etc.
- If the dog has a microchip, complete the owner transfer of chip form

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### FROM ANOTHER RESCUE GROUP OR ANIMAL CONTROL SHELTER

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If you are contacted by another Rescue Group or Animal Control Agency to take in a Whippet they have in their custody

- THANK THEM for contacting us
- Make arrangements to pick up the dog as soon as it is convenient for them
- Complete the owner interview & release form with as much information as they may have (or are allowed by law to release to us)
- Get their contact information and address and send that to the WRAP treasurer so that we can send them an official Thank You
- If required, pay the adoption fee - you will be reimbursed by WRAP
- Sign their forms, as required for release and request a copy for our records
- Give them your contact information and provide them feedback on the dog's placement (general info - we found Buddy a great home with a loving family. He now has a big back yard and another dog to play with...")

If another Rescue or Animal Control agency has the dog and either will not or cannot yet release the dog to WRAP, ask them to send you a picture (dog must be a purebred Whippet) and if the dog qualifies as a WRAP dog, offer to post pictures and their contact information on the WRAP web site. **Be sure to contact your Regional Advisor immediately if there is a situation where the Rescue or Animal Control wishes to place the Whippet themselves.** WRAP works with these agencies whenever possible and it is important to get your Regional Advisor involved as soon as possible.

Please take extra care in your approach. Be polite, respectful and offer assistance. Some rescue groups or animal control agencies have had bad experiences in the past with other rescues. Please remember our goal is to take care of the Whippet as best we can. That may require you to "bite your tongue" - just remember more flies are caught with honey...

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### STRAY

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If the dog is turned into WRAP and is a Stray, IMMEDIATELY scan the dog for a chip.

- If the dog is chipped call the service issuing the chip or contact information. Advise them that WRAP has the dog and provide your contact information.



- If the dog is not chipped:
  - post a description of the dog and where found to the WRAP list
  - post description and where found to other Whippet lists you may be on ask that the notice be cross posted to other lists, also advise that pictures are posted on the WRAP website and ask that breeders check to see if they recognize the dog
  - send a description and pictures to WRAP Webmaster to be posted on the WRAP website under found dogs,
  - e-mail a description and pictures of breeders in the area where the dog was found (couple hundred mile radius) to see if anyone recognizes the dog.
  - monitor local papers in the area
  - call vet offices in the area where the dog was found and leave your contact name and number
  - call animal control offices in the area where the dog was found and leave your contact name and number
  - post listing on Pet-finders and Craig's list.

**NO VETERINARY CARE BEYOND EMERGENCY CARE IS TO BE ADMINISTERED TO A STRAY BEFORE THE 10 DAY HOLD TIME HAS ELAPSED!**

The dog should be held as a stray for 10 days before making it available for adoption

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### **GENERAL PROCEDURES FOR ALL WRAP RESCUES**

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**4) Report rescued dogs to WRAP immediately.**

Provide name, description, and history. Post this information to the whippet rescue email list to keep other rescuers aware of WRAP activities. If you know who the breeder of the dog is, report this to your Regional Advisor. **DO NOT POST THE BREEDER'S NAME TO THE LIST!!**

**5) Rescue dogs should be kept in rescue for a minimum of two weeks – three to four weeks is better – to evaluate health and temperament. (If you feel the timeframe is not appropriate for your particular rescue, contact your Regional Advisor.)**

A dog does not exhibit his normal behavior patterns in a strange environment, and until he is comfortable in your home, you will not be able to assess him. Part of rescue's mission is to match dogs to homes; you cannot do this unless you have a good picture of the dog's temperament and his behavior in various situations. Never be in a hurry to place a rescue. If you are having a problem keeping him in your home, notify your Regional Advisor and they will try to have the dog transferred to another volunteer.

**6. Post description and pictures on WRAP website.**

After the initial evaluation and you believe you know - or at least have a good general idea - what type of owner/home would be a match for the dog, send pictures and a write up to be posted on the WRAP adoption web site.

**7. Vaccination Protocol**

WRAP recognizes the problems associated with over-vaccination. Therefore Rescuers are encouraged to make a concerted effort to obtain vaccination and other health records. Please ask a relinquishing owner to complete and sign the Release of Veterinary Information form and/or obtain records from the shelter regarding any shots they may have administered while the dog was in their care.

WRAP's protocol for vaccination requirements are as follows:

- Only the core vaccine of distemper/adenovirus type 2/parainfluenza/parvovirus (known as 5 way shot)
  - Booster should not be given more often than every 3 years.
  - No vaccinations on dogs age 7 or over.
- Rabies only as required by law. Longest duration possible, i.e. if law allows every 3 years - that is what it



should be.

No other vaccinations should be given. If records indicate the dog has received these vaccinations within the above time frame the dog is to be considered up to date on vaccinations. **NO lyme, lepto or corona vaccines should be given.**

- 6) **Before placement, a rescue dog must be:**
  - spayed or neutered (or if under 1 year a date will be agreed upon in writing for altering to occur)
  - heartworm negative
  - up to date on vaccinations as outlined above
  - free of internal and external parasites
  - micro-chipped (microchip provided by WRAP)
- 7) **Each adopter must complete and sign an adoption application and adoption contract.**  
Go over the terms of the contract and make sure the adopter understands it.
- 8) **Each adopter should be provided with:**
  - health record, including brief history
  - copy of adoption contract
  - general care information
  - collar and leash (provided by WRAP)

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## INQUIRIES

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- 1) **All inquiries about adopting rescue whippets should be answered as promptly as possible.**
  - If you aren't able to respond, refer the inquirer to the Regional Advisor for your area.
  - If no rescues are available in your region, suggest an adult whippet from a breeder. We are fortunate that most whippet breeders do take back their own. Those breeders should be supported by sending them referrals whenever possible.
- 2) **Remember that you are representing WRAP and maintain professional standards.**
  - If you make an appointment, keep it.
  - Be courteous
  - Follow through on promises.
  - Be truthful and aboveboard.

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## ADOPTIONS

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- 1) **All placements are at the discretion of the individual rescuer who is fostering the dog.** Each application should be considered on its own merit. Discuss any concerns with the potential adopter (and your Regional Advisor, if you have a question or concern) and make your best decision based on what you believe will be the best match for the dog you are placing.
- 2) **Adopters should be fully informed of any behavioral or health issues the rescue dog might have.**  
One of the reasons people come to a rescue organization instead of a shelter is that they don't want a lot of "surprises" when they get the dog home. That means we tell them the good AND the bad!
- 3) **All rescuers are expected to follow up on adoptions, offer advice if needed, and help address problems.**  
Check in after the first 24 hours, a week, and at the end of a month. After that, try to touch base every six months to a year.
- 4) **Any time a rescue whippet cannot remain in its adoptive home, for whatever reason, it must be returned to WRAP.** If you are not in a position to take the animal back, contact your Regional Advisor IMMEDIATELY and someone else will help in this situation.



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## FINANCIAL

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WRAP's goal is to place healthy dogs into good homes at reasonable cost. Adopters should not be expected to face substantial veterinary expenses immediately after taking a rescued dog home.

However, WRAP's funding is entirely dependent upon donations and adoption fees. A substantial reserve must be maintained for rescue situations involving multiple dogs, as well as the occasional dog whose expenses far exceed his adoption fee. In a kennel seizure, for example, costs could include not only veterinary expenses but also boarding fees for each dog ultimately entrusted to WRAP.

Rescuers are expected to obtain the best prices possible and to ask their vets if rescue discounts are practical.

**1) For all rescue whippets, WRAP will pay, without advance authorization, for the following as needed:**

- basic physical exam, including blood panel for dogs 6 years and older
- spay/neuter surgery (no pre-surgical blood panel on dogs six years or under)
- rabies vaccination (only if not currently vaccinated)
- distemper/hepatitis/parvovirus and parainfluenza vaccination (only if dog has **NOT** been vaccinated within the last 3 years)
- heartworm test
- fecal test/deworming
- heartworm preventative medication while dog is with WRAP
- insertion of microchip provided by WRAP (many vets will do this free of charge)
- medication/treatment for ear or eye infections, minor injuries, etc
- emergency first aid care

**2) Other veterinary expenses must be approved in advance. Submit your request in writing (email is okay), or a call to your Regional Advisor before the service is performed, and include:**

- name of dog
- brief history (where he came from, condition, etc.)
- symptoms or condition requiring medical treatment
- recommended procedure or treatment
- estimated cost
- name and contact information for veterinarian

**Note:** Vets often suggest dentals. Unless there is a medical problem caused by tooth or gum infection, a dental is considered routine health maintenance and not an authorized rescue expense. However, if the dog needs to have another procedure done such as spay/neuter a basic cleaning could be done if a reasonable price can be negotiated with the vet. In such case approval should be obtained first from your RA

**3) Reimbursement for expenses is made only upon receipt of the actual bill.**

Your veterinarian may mail the invoice directly to WRAP's Treasurer for direct payment (address is listed on WRAP website), or you may pay it and request reimbursement by submitting the paid invoice. If other arrangements are needed, contact WRAP Treasurer. ***Important:* Do not subtract vet (or any other) expenses from the adoption fee.**

WRAP rescuers may also request reimbursement for mileage driven and tolls incurred to pick up the dog.

A detailed log of date, to and from address, miles driven and purpose must be submitted to the Treasurer. All reimbursement bills can be submitted to the Treasurer at any time before or after the dog has been adopted.

**4) Adoption fee in effect April, 2007.**

**The adoption fee should be made payable to WRAP by the adopter and mailed to the Treasurer, as listed on**



**the website.**

- Whippets under one year \$400
- Whippets aged 1-8 years \$300
- Senior or Special Needs Whippets - fee determined on an individual basis in consultation with your WRAP Regional Advisor

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**PAPERWORK**

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Within **ten** days of adoption, the rescuer must submit the following paperwork to the WRAP Treasurer. Rescuer should keep a copy for their records.

- signed owner interview and release form
- signed veterinary release form
- signed adoption contract
- completed adoption application
- copy of health record & brief history provided to adopter
- copy of microchip registration
- check from adopter made out to WRAP
- all receipts for reimbursement
  - veterinary care you may have paid for directly
  - mileage
  - tolls
  - adoption fee you may have had to pay to shelter
  - any other expenses pre-approved by your Regional Advisor

**To simplify bookkeeping, do not deduct your expenses from the adoption fee. Send the entire adoption fee to WRAP; a check for your expenses will be issued when your receipts for services are submitted.**