

# Berkshire Search and Rescue Dogs Rules and Regulations November 2013



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# Berkshire Search and Rescue Dogs Rules & Regulations

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## 1 Introduction

This document describes the rules and regulations of Berkshire Search and Rescue Dogs ("Team") as per Clause U of the Team Constitution ("Constitution") reproduced below:

### *Clause U. Rules*

- 1. The executive Committee may make rules for the conduct of the Charity.*
- 2. The rules cannot be used to change or alter any provisions contained in this constitution.*
- 3. The executive Committee has the power to add, alter or repeal the rules of the Charity.*
- 4. The executive Committee will ensure that the rules are brought to the notice of the Members.*
- 5. The rules of the Charity shall be binding on all Members of the Charity.*
- 6. No rule shall be inconsistent with or repeal anything contained in this constitution.*
- 7. This constitution shall always supersede the contents of the rules of the Charity*

## 2 Team Management

1. The executive Committee ("Committee") is responsible for managing all aspects of the Team's operations.
2. The Committee shall be elected and constituted as defined in the Constitution.
3. All Committee Members are responsible for the maintenance of discipline within the Team and for ensuring that Members behave in an acceptable way.
4. Committee Members may be called upon to operate the Team's Disciplinary or Grievance procedures as detailed in Appendices A and B.
5. When standing for election Members should acquaint themselves with the role for which they are applying.
6. When standing for election Members must have a reasonable expectation of being able to attend most, if not all, of the planned regular Committee meetings.

### **2.1 Joint Committee Positions**

A joint Committee position is where two Members share equal responsibility for a Committee position. This practice is strongly discouraged as it is very often ineffective, however, on occasion the Members may decide to elect joint roles. In this event, the following shall apply:

1. The pair shall have between them only one vote. One Member must be named at the AGM or EGM as the vote holder. If only one Member attends a Committee meeting then that Member has the vote. If both attend then the vote holder only may vote.
2. If either of the pair resign their position or are suspended as Team Members, the next Committee meeting must decide, in consultation with the remaining position holder, whether to ask the remaining Member to continue alone, to co-opt a new partner, or to call an EGM for a new election for that Committee position. The Committee may decide to opt for a completely new election even if the remaining holder wishes to continue alone or with a new partner.
3. Joint positions, where more than two Members share the position, are not permitted.

## **2.2 Committee meetings**

1. Committee meetings are held as and when required (normally on a monthly basis). Only in exceptional cases will Committee meetings be held on a general training evening.
2. Committee meetings are open to all Members to attend, although participation is at the discretion of the Chairman. Confidential matters may need to be discussed in private during which non-Committee Members may be asked to withdraw (e.g. Membership applications).
3. Exclusion of non-Committee Members from individual agenda items or from a complete meeting requires the majority agreement of the Committee.

## **2.3 Record of Committee meetings**

1. Minutes of previous meetings will be distributed to all Committee Members by the Secretary (or other Committee Member) prior to the next meeting.
2. Minutes will be made available to all Members, however, this version may be redacted, or have information removed, to protect information of a sensitive or confidential nature.

## **2.4 Communications to Members**

1. The normal method of communicating general information to Members is face to face at weekly training meetings.
2. On a training night announcements will be made at an appropriate time when all Members attending training are present.
3. It is not Team policy to telephone, post or text (SMS) non-urgent messages, however, on occasion, the SMS system may be used in this manner (e.g. if it will save many Members significant time or money, if a Team social event is cancelled when most Members will already be en route etc.).
4. Urgent notices shall be served in accordance with the Constitution.

### **3 Membership**

There are two categories of Membership: Members and Friends.

#### **3.1 Membership of Berkshire Search and Rescue Dogs**

Membership of the Team is open to any person over the age of 18 years interested in furthering the objectives of the Team.

There are 3 types of members: Probationary Members, Full Members and Honorary Members.

##### **3.1.1 Probationary Members (“Probationer(s)”)**

Probationers are prospective Members who have yet to complete their probationary training and gain approval by the Committee. Persons who are new to the Team are granted probationary status. Probationers must attend normal training meetings on a regular basis for 12 sessions which shall include completing the mandatory training sessions set out in 4.2 below, before their application may be considered by the Committee.

During their probationary period, the following conditions apply:

- a. No call sign will be assigned
- b. No uniform or equipment will be issued
- c. Attendance at events and duties is at the discretion of the Committee
- d. Attendance at live duties is not permitted until operational status is gained.

Once a Probationer has completed their probationary training the Membership Secretary will pass their application to the Committee for consideration.

If a Probationer does not attend training sessions for the period of one month they will be removed from the Probationer’s list and must re-start their probationary period at a mutually convenient time.

##### **3.1.2 Full Members**

Full Members (“Members”) are Members who:

- a. Have completed their probationary training (as per 4.2 below)
- b. Have been granted membership by the Committee
- c. Have paid their annual subscriptions
- d. Have completed and signed a Team confidentiality agreement
- e. Have successfully passed Thames Valley Police vetting (or are exempt from this due to already passing a higher level vetting).

Upon acceptance as a full Member:

- a. A call sign will be assigned
- b. Uniform and equipment will be issued as per Section 5
- c. Access to D4H will be granted
- d. Attendance at events is permitted
- e. Attendance at live duties is not permitted until operational status is gained.

##### **3.1.3 Honorary Members**

Honorary Membership is a discretionary award that can be made by the Committee to longstanding Members who step down from operational duties. Honorary Members are encouraged to promote the image of the charity, participate in fundraising and assist with the

training of Members and attending events. Honorary Members will be permitted to retain uniform, however, all other equipment must be returned.

### **3.2 Friends of Berkshire Search and Rescue Dogs**

1. Friends are encouraged to promote the image of the Team and participate in fundraising.
2. The minimum age for Friends is 18.

### **3.3 Award of Membership**

1. Membership is granted to Members by a two-thirds majority vote of the Committee, following successful completion of their probationary training.
2. Membership runs from 1st April to 31st March the following year. To obtain benefits of Membership full Members must pay an annual subscription fee, which will be set by the Treasurer at the start of the financial year.
3. No Member whose subscription is unpaid by 1st May is entitled to any privileges of Membership.
4. Any Member who fails to pay outstanding subscriptions by the 8th May will be removed from the register of Members, unless exceptional circumstances apply which have been discussed and agreed by the Committee.
5. The subscription of any Member, who is granted Membership of the Team after 30th October in any year, will be calculated on a pro-rata basis.

### **3.4 Operational status**

Once a full Member has completed the requirements laid out in 4.3 below then they will be granted operational status.

### **3.5 Dual Membership Policy**

Members must comply with the Team's Dual Membership Policy set out in Appendix D.

### **3.6 Termination of Membership**

Membership will be terminated if:

1. A Member dies;
2. A Member resigns by written notice to the Team, unless after their resignation there would be less than two Members;
3. Any sum (excluding subscriptions) due from the Member to the Team is not paid in full within six months of it falling due;
4. A Member fails to pay outstanding subscriptions (in accordance with section 3.3(4));
5. A disciplinary action is proven against a Member in accordance with the Team's recognised disciplinary procedure;
6. A Member does not consistently maintain the minimum training requirements laid out in section 4.10;
7. A resolution is passed by the Committee that it is in the best interests of the Team that his or her Membership is terminated. This may only be passed if: the Member has been given at least 21 days' notice in writing of the meeting at which the resolution will be passed and the reasons why it is to be proposed; the Member or their representative (who need not be a Member of the Team) has been allowed to make representations to the meeting.

### **3.7 Membership Information**

1. Members will be asked to provide information that includes but not be limited to: name, address, mobile phone number, email address and emergency contact details.
2. Members' details may be stored electronically and maintained by the Committee.
3. Membership information will be held in confidence by the Committee.
4. Members may request a printout showing all Membership information held about him or her, which will be provided without charge.
5. Membership information will be used for internal use only and may not be distributed to non-Members.
6. Membership information may be made available to outside emergency or civil aid organisations with the agreement of the Committee.
7. Use of a Member's information by another Member for non-Team purposes, especially commercial purposes, is prohibited.
8. Distribution of a Member's information to commercial organisations is prohibited.

### **3.8 Members Code of Conduct**

The Team Code of Conduct applies whenever it could appear to others that a Member is acting on behalf of the Team, e.g., when taking part in official or unofficial Team business or social events, when wearing Team uniform or logo, or when in a vehicle displaying Team signs or logo.

It is expected that all Members uphold this code of conduct. Non-Committee Members should report any breaches to a Committee Member, who will then act according to the Member Disciplinary Procedure set out in Appendix A.

In the absence of clear Team policy, all matters requiring immediate action should be referred to the Chairman or Vice Chairman or if neither is available another Committee Member should take responsibility. In any case an appropriate number of Committee Members should be consulted and consent to any course of action. Less urgent matters should be referred to the next Committee meeting.

1. All Members must conduct themselves at all times in an appropriate, safe and professional manner. They will be polite and respectful to other Members, other professionals (e.g. police or council workers), and members of the general public.
2. Use of racial, sexual, offensive or derogatory language or behaviour will not be tolerated. This is especially important when other persons are present (whether police, council etc. or the public), and at Team meetings of any kind.
3. At all times Members will adhere to the Dogs (Fouling of Land) Act 1996 by cleaning up after their dog.
4. All Members will comply with the rules and regulations defined in this document.
5. Committee positions should be respected, and matters relating to a particular Committee position should be referred to that Committee Member.

### **3.9 Confidentiality**

1. All Members must complete and sign a confidentiality agreement.
2. Members must keep all information brought to their knowledge, through their involvement with the Team in strict confidence.
3. Members must not give out information which is not available to the general public without prior authorisation from the Chairman, Vice Chairman or Press Officer.

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4. Contravention of this section is considered gross misconduct and as such constitutes reasonable cause for expulsion from the Team.

### **3.10 Public Representation**

1. No Member, except the Chairman (and in his or her absence, the Vice Chairman) and Press Officer, or those Members who have the express permission of the Committee, has the authority to represent the Team publicly or to the media.
2. No Member other than those stated above may (under any circumstances) give information to the media without prior authorisation from the Committee.
3. No written opinion or statement prepared on behalf of Team may be released to persons outside the Team without the prior approval of the persons authorised in section 3.10(1).



## **4 Training**

Training is managed by the Training Officer and the Training Sub-Committee (hereinafter referred to as the Training Team) any matters arising relating to training should be referred to the Training Officer either directly or via email to [training@k9-sar.com](mailto:training@k9-sar.com).

### **4.1 Official Training Sessions**

The Team holds regular training session on Tuesday evenings and regular operational training sessions at other times. Members should be aware that any training outside of these times is not considered official training unless sanctioned by the Training Team.

### **4.2 Probationary Training**

1. During their first 12 sessions probationers should complete the following mandatory training:
  - a. Introduction to the Team
  - b. Use of equipment and HQ
  - c. Berkshire Lowland Search and Rescue (SEBEV)
  - d. Radio Communications
  - e. Basic Navigation
  - f. Basic Navigation exercise
  - g. Fitness Walk
  - h. Consolidation Exercise
  
2. This will be followed by an interview with two Members of the Committee.

### **4.3 Operational Support**

1. To obtain operational support status, Members must complete the following training to ALSAR standards (where such standards exist):
  - a. Basic Search Technician
  - b. Berkshire SAR Dogs Top Up training
  - c. Navigation
  - d. Basic Life Support
  - e. Operational Assessment
2. Any operational Member who has been absent from training for a period of 8 weeks or more, must complete an in-house operational assessment on their return to the Team before their operational status is re-instated.
3. Members joining directly from another SAR Team who hold the relevant qualifications shall complete an appropriate probationary period and an in-house assessment as decided by the Committee.
4. Operational Members must be able to walk 5 miles (8 kilometres) in 2 hours to remain operational. This will be assessed annually.
5. Operational support Members (i.e. those Members not training a dog) are expected to complete Team Leader Training within one year of obtaining operational status. Members who are training a dog must obtain Team Leader qualification in order to qualify as a Level 3 handler.
6. Following achievement of operational status, Members will be shown as "Operational" in D4H, however, their record will be suffixed with the tag "Newly Qualified" until they have completed three callouts or callout based operational exercises. If any issues come to light during the first three callouts then the Committee reserves the right to extend the

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"Newly Qualified" time period until such time as the issues are resolved, to the satisfaction of the Committee.

### **4.4 Level 2 Dog Handler**

To qualify as a Level 2 dog handler, Members must be an operational Member and pass a Level 2 National Assessment with each dog.

### **4.5 Level 3 Dog Handler**

To qualify as a Level 3 dog handler, Members must be an Operational Level 2 dog handler, hold Team Leader qualification and pass a Level 3 National Assessment with each dog. Members who have previously qualified a dog to Level 3 may proceed directly to Level 3 qualification with another dog without first having to pass a Level 2 National Assessment with that dog.

### **4.6 Search Controller**

To qualify as a Search Controller, Members must be an operational Member, hold Team Leader qualification and qualify as a Search Controller.

### **4.7 Initial Dog Evaluations**

Prior to commencement of training or PR dog activities, all dogs must pass an initial evaluation. In the event that this is failed, then the dog cannot commence training or PR activities until the required standard has been reached.

### **4.8 Quarterly Dog Evaluations**

All dogs in training will undergo a quarterly evaluation. In the event that a dog fails its evaluation, then:

1. They will be entitled to a second evaluation.
2. In the event that the dog fails a second time then its performance will be reviewed with the Training Officer and a plan put in place.
3. In the event that the dog fails a third time it will be withdrawn from Team training and work must be done by the handler outside of the Team until such time as the dog is capable of passing the evaluation.

### **4.9 Rules pertaining to National Assessments**

1. No dog handler shall be put forward for National Assessment until they are operational as per section 4.3 above and no longer have their "newly qualified" tag set.
2. National Assessments shall be granted to dogs and their handlers once they have passed two mock assessments, one at night and one during the day.
3. All nominees for National Assessment shall be approved by majority vote of the Training Team prior to being put forward for assessment.
4. The allocation of support to assessment candidates may be made by a draw prior to the assessment.
5. In the event that a National Assessment is failed then the dog and handler must once again pass the requirement for mock assessments prior to being put forward for another National Assessment.
6. Members wishing to become a National Assessor must be an instructor on the Training Team prior to nomination.

#### **4.10 Minimum Training attendance**

1. Operational Members are expected to maintain and keep their skills up-to-date by attending at least 4 official training sessions in any 3 month period (as defined in 4.1 above).
2. Attendance at operational exercises will not be recorded unless a minimum of 4 hours is attended.
3. The Membership Secretary will monitor the attendance levels of operational Members and report to the Committee on any Members who fall below the minimum requirement.
4. If an operational Member's attendance falls below the minimum requirement, then that Member will be contacted by the Membership Secretary and given 21 days to respond.
5. The Member's reply (or lack of a reply) will be considered further by the Committee. If the Member still fails to maintain minimum attendance without good cause, then their Membership may be terminated by the Committee.
6. At each training session an attendance sheet is provided. All Members are required to sign this sheet at the start of each session. If the sheet is not signed by a Member, their attendance at that particular training session will not be counted. If Members have not marked themselves as attending on D4H then their attendance will also not be counted.
7. No Member may leave the session early without informing the Training Officer or a Committee Member.
8. If Members elect to take approved training outside of Team training this should be arranged via the Training Officer. This allows the Training Officer to co-ordinate training more effectively.
9. Members are requested to make known to the Training Officer, any SAR related training that they are undertaking, as this is always of interest and may affect future Team training.
10. There are no training requirements for Friends or Honorary Members but they may attend training as observers or participants at the discretion of the Training Officer or a Committee Member.

## **5 Uniform and Equipment**

Uniform and equipment is the responsibility of the Equipment Officer, any matters arising relating to equipment should be referred to the Equipment Officer either directly or via email to [equipment@k9-sar.com](mailto:equipment@k9-sar.com).

### **5.1 Uniform**

Team uniform consists of:

- Team black polo shirt
- Black (full length) trousers
- Issued or Approved Jacket
- Footwear appropriate to the conditions

#### **5.1.1 Approved Uniform**

The equipment officer will hold a list of approved uniform. This will consist of items which the Committee has decided are acceptable alternatives to issued uniform. These may be purchased and badged at an individual Member's expense and then worn as official uniform. Any Member may request an item be added to the list of approved uniform and application should be made to the Committee through the Equipment Officer. Additions will only be accepted if in the Committee's opinion the item is appropriate and broadly fits with the Team's current corporate style.

### **5.2 Use of Uniform and Team Signs**

1. Members should wear uniform when on official Team business, e.g. training, duties or callouts.
2. Whilst prevailing weather conditions and the nature of the task will ultimately dictate 'suitable' clothing choice it is anticipated that in most circumstances the outer layer of clothing will be Team issued or approved and badged accordingly.
3. Members may wear uniform whilst travelling to or from the duty or event.
4. Members should not wear uniform at purely social events.
5. Team signs should only be used at official training sessions and events.
6. If any Member wishes to use the name or logo of the Team on any sign, clothing, vehicle, website or other medium, prior approval of the Committee must be sought.
7. Approval to use magnetic signs or vehicle livery will not be granted if the vehicle has the livery or badging of another organisation (e.g. work vehicle) unless the badging can be fully covered or removed.

### **5.3 Uniform and Equipment Issue**

1. All Members are responsible for the uniform and equipment that has been issued to them.
2. All uniform or equipment issued free of charge (or repurchased by the Team) remains the property of Team and must be returned on request.
3. Any items of clothing or equipment displaying the logo of the Team that are owned by the Member should be returned to the Team (or have the logo removed) upon termination of Membership.

Uniform and equipment will be issued to Members according to the list below:

### **5.3.1 Friend**

Team black polo shirt

### **5.3.2 Full Member (non-Operational status)**

Team black polo shirt

Class 3 Hi-Visibility jacket

### **5.3.3 Full Member (Operational status)**

Team black polo shirt

Class 3 Hi-Visibility jacket

Waterproof Jacket

Torch

First Aid Kit

OS Maps 159 & 160

Compass

### **5.3.4 Honorary Members**

New Honorary Members will be issued with a Team black polo shirt only.

Existing Member who are granted Honorary Membership may retain any uniform issued (including waterproofs) but must return any equipment issued.

### **5.3.5 Trainee Dogs**

Trainee dogs will be issued with a white Team dog tag

### **5.3.6 Operational dogs**

Operational dogs will be issued with:

A Team dog tag (denoting the level of qualification)

A dog jacket

## **5.4 ID Cards**

ID cards will be issued to all Members and Friends and should be at worn all times while in uniform or acting on behalf of the Team.

## **5.5 Care of Equipment**

1. At shows, incidents and operational exercises, Members may be issued with equipment for the duration of the activity.
2. Members are responsible for the care and safety of this equipment at all times.
3. Equipment should not be passed on to other Members unless it has been signed back in by the first Member and signed out by the second Member.

## **5.6 Issue of Radios**

1. The Team has a finite number of handheld radios and will not always be able to issue one to every operational Member.
2. When there are sufficient operational radios available all operational Members out of Newly Qualified status will be issued one.
3. When there are insufficient operational radios for personal issue a percentage will be issued to the current top responders. The remaining radios will be held as a reserve to be issued on a task by task basis.

**5.7 Personal Ownership of VHF radios**

1. Personal ownership of VHF radios programmed to UK SAR and Ofcom PBR frequencies is not permitted. Usage of these channels is permitted ONLY on Team (or other SAR unit) radios.

## 6 Health & Safety

Health and Safety is the responsibility of the Committee. Any Health and Safety issues should be referred directly to the Chairman or via email to [chairman@k9-sar.com](mailto:chairman@k9-sar.com)

1. No Member may be excluded from the Team purely on health grounds. However, Members must be physically fit and new Members are required to notify the Committee of any health issues they may have. Members must notify the Committee of any change in their general state of health which may affect their ability to carry out their role in the Team. Operational Members with recurrent health or fitness problems may have their Operational status removed until the situation improves sufficiently to enable the Member to carry out their role in the Team.
2. Members who are not able to attend their paid employment due to health reasons are required to obtain written and signed permission from a healthcare professional stating that they are fit to undertake Search & Rescue activities before they will be permitted to continue their role in the Team.
3. All Members must conduct themselves at all times in a manner that is safe to themselves and others.
4. Any Member behaving in a manner likely to cause a serious injury, or endangering his or her own safety or the safety of another person will be liable for disciplinary action.
5. At all training events involving working at heights, depths, or other situations in which significant dangers exist, one experienced Member will be designated as Safety Officer by the Training Officer. The Safety Officer may not participate in the training but instead will be responsible for supervising and double checking all procedures relating to safety, and maintaining an overview of the training session from a safety perspective. For larger exercises additional director/supervisor personnel should be designated to assist the Safety Officer, but the Safety Officer must take overall responsibility.
6. All accidents during Team events or activities must be documented in the Team Accident Book by a Committee Member.
7. All dog handlers are responsible for the health and safety of their dogs at all times.
8. All Members must be trained to ALSAR standards on water awareness.

### 6.1 Driving on Duty

The Team is not an emergency service in the same way as the police, fire or ambulance services. Therefore the Committee will not sanction simple participation in a live incident or duty as a defence in case of prosecution for any traffic offence.

Team Members driving their own or the Team's vehicle on Team business should:

1. Comply fully with the Highway Code and road traffic laws;
2. Comply with the Team code of conduct;
3. Drive in a courteous manner and within the speed limit;
4. Not use blue lights, alternating headlamps or any other lighting or signage not allowed on standard road vehicles unless:
  - a) This has been agreed in advance by the Committee. Agreement for the above must be by a regular Committee meeting (not simply by agreement of Committee Members) and;
  - b) The matter has been discussed to the satisfaction of the Committee with the appropriate police authority (usually Thames Valley Police);
  - c) Adequate protocols have been decided and distributed defining the circumstances under which the above may be used, including who authorises their use at the time.

**6.2 Working in Hot Weather**

All Members shall work in accordance with the Hot Weather Working policy set out in Appendix D.



## **7 Finance**

Financial matters are the responsibility of the Treasurer. Any matters arising relating to finances should be referred directly to the Treasurer or via email to treasurer@k9-sar.com

### **7.1 Purchases**

1. Only Committee Members (or Members specifically authorised by the Committee for a particular purpose) are authorised to make purchases on behalf of the Team. They are responsible for minimising expenditure where reasonably possible and for taking account of the current financial circumstances of the Team.
2. The following limits apply:
  - a. Less than £60 no agreement necessary;
  - b. £60 to £120 agreement in advance from two other Committee Members;
  - c. Over £120 agreement is required in advance by the full Committee.(For shared or joint Committee positions agreement should not be given by the other Member sharing the post.)
3. All claims must be made within 90 days of the expense being incurred.
4. Purchases under £120 must be for items or services within the purchasing Committee Member's area of responsibility only (this may include areas in addition to their official elected role if the area of responsibility is well established).
5. Every effort should be made for the payment to be completed by the Treasurer using BACS transfer or Team cheque.
6. Once approval has been granted by the Committee, small changes (for example a 10% increase in price or a small change in the type or size of item) may be approved by a majority of Committee Members without waiting for the next meeting.

### **7.2 Emergency Purchases**

1. Essential repair or maintenance of the main Team vehicle or other essential equipment such as radios, may be organised at any time by the Committee Member with responsibility, up to a limit of £300, although the Treasurer should be warned if possible. Above this amount approval of a majority of Committee Members is necessary (no meeting is necessary but the Committee Members must be consulted in advance).
2. Non-essential items or repairs may not be purchased in the above manner; the purchase must be approved in advance by a scheduled Committee Meeting and a price limit agreed upon.

### **7.3 Valid Time Periods**

1. Committee approval to purchase brand new or second-hand items will be valid for a maximum of 3 months from the meeting at which it was authorised, unless otherwise agreed, and recorded in the minutes.
2. Increases over a 3 month limit shall not be valid beyond the meeting at which it was authorised.
3. After 3 months the purchase must be approved again at a normal Committee meeting.

### **7.4 Payments to Members**

The Treasurer shall make clear their policy on when expenses are paid, but should be able to pay all expenses within 4 weeks of the expenditure. For amounts over £100 the claimant may request that payment be arranged between Committee meetings – this should be agreed at

the time the expense is approved by the Committee. For example, a cheque could be made out, signed by one signatory and left with a second to be collected by the claimant.

### ***7.5 In Between Treasurers***

The outgoing and incoming Treasurers are responsible for ensuring that the Team can meet its financial obligations to Members and others during the hand-over period. Note that up until the point where the new signatories are able to sign cheques the outgoing signatories should still be able to do so.

### ***7.6 General Expenses***

The current receipted expense claim form must be completed and returned to the Treasurer. Subject to the limits for Team purchases detailed above, the authorising Members should sign the claim form, as should the cheque signatories.

### ***7.7 Travel Expenses***

Those Members who wish to claim for a contribution to the fuel expenses for callouts can claim 15p per mile from their home. Mileage can be claimed both for callouts in the Team's primary area of operation and for assisting in other areas.

Claims must be submitted to the Treasurer on an official expense claim form (available on the forum) and must be made within 30 days of the callout. Mileage claims must be the most direct route from home to callout and back.

For all other Team business all travel expense claims must be approved by two Committee Members (not including the Member claiming the expense) before the journey or, by a full Committee meeting, after the journey. Claims must be submitted to the Treasurer on an official expense claim form (available on the forum) and must be made within 30 days of the journey.

### ***7.8 Transparency of Committee Expenses***

All expense claims and a summary of all monies paid out should be made available to all Committee Members at each Committee meeting by the Treasurer. Should the Treasurer be unable to attend, arrangements should be made for viewing at the next meeting.

## **8 Appendix A: Member Disciplinary Procedure**

Once a Committee Member is aware of a disciplinary problem that may affect the Team, its Members, or the public, (either first-hand or from a report from a non-Committee Member), they must carry out the Disciplinary Procedure below:

1. If the issue was raised by a Member who is not on the Committee the Committee Member to whom it was reported should obtain all relevant details from that Member.
2. The Committee Member should then select two other Committee Members to form a 3 person Disciplinary Panel (hereinafter referred to as the Disciplinary Panel). None of these three should be interested parties. If the Committee Member to whom the problem was reported would reasonably be considered to be an interested party then they must hand over their place to another (third) Committee Member. Should there not be enough non-interested Committee Members to make up the Disciplinary Panel, the number should be made up from non-interested Members. Should there not be enough non-interested Members to make up the Disciplinary Panel; ALSAR should be asked to provide Disciplinary Panel Members. Should ALSAR be unable to make up the Disciplinary Panel, suitable respected non-ALSAR persons may make up the Disciplinary Panel.
3. One member of the Disciplinary Panel should be the Chairman unless they are an interested party. In this case the Vice Chairman, Treasurer or Secretary should stand in.
4. The Disciplinary Panel should meet in private and determine the facts by speaking to the persons involved. The Member against whom the complaint was made must be given the opportunity to be accompanied by a friend or representative at this time. The Disciplinary Panel should then decide on the best course of action. At this stage they may decide that no action is necessary, or, for example, one of them may talk to the Member against whom the complaint was made to ask them to change their behaviour. Any decision or action must be written down and a record kept by the Chairman, Vice Chairman, Treasurer or Secretary (whichever was involved).
5. The Disciplinary Panel may decide to issue a verbal warning or a written warning to the Member in question. In this case they must ask the Member to attend a meeting of the Disciplinary Panel. The Member may again be accompanied by a representative or friend.
6. If further complaints are received against a Member an effort should be made to convene a Disciplinary Panel with the same Members. Continuity of record keeping should be maintained (i.e. if three complaints are made against the same Member there should not be three separate sets of notes lodged with three separate Committee Members).
7. If it is considered necessary the Disciplinary Panel may immediately suspend a Member until the issue is resolved. A Member who is suspended may not attend training, callouts of any kind, or official Team social events.
8. After two written warnings the Disciplinary Panel may decide to recommend to the Committee that the Member's Membership is terminated. One member of the Disciplinary Panel will outline the reason for the recommendation to a Committee meeting open only to Committee Members. If the Chairman is an interested party they must hand over the chair to a non-interested Committee member for that agenda item. If the Member against whom the complaint was made is a Committee Member, the chair may require them to leave for that agenda item. The Member against whom the complaint was made (whether a Committee Member or not) must be given the opportunity to speak at the meeting and to be accompanied by a friend or representative.

## **9 Appendix B: Team Grievance Procedure**

If a Member has a grievance or complaint of any kind relating to Team activities they should make reasonable attempts to resolve the matter by talking to the parties involved. Should they be unable to resolve the issue in this way they may then request that it is investigated by a Grievance Panel (as defined below) as follows:

1. The Member should make the request to any Senior Member\*. This person normally becomes the Grievance Panel Chairman. However, if the Senior Member to whom the problem was reported would reasonably be considered to be an interested party then they must hand over to another Senior Member.
2. The Grievance Panel Chairman must then select two other Senior Members to form a three-person Grievance Panel. None of these three should be interested parties. Should there not be enough non-interested Senior Members to make up the Grievance Panel, the number should be made up from other non-interested Members. Should there not be enough non-interested Members to make up the Grievance Panel, ALSAR should be asked to provide Grievance Panel Members. Should ALSAR be unable to make up the Grievance Panel, suitable respected non-ALSAR persons may make up the Grievance Panel.
3. The Grievance Panel should fully investigate the complaint, talking to all parties involved.
4. The Grievance Panel should then try to resolve the issue in an appropriate manner, either talking directly to the parties involved or, in more extreme cases, taking their conclusions to a Committee meeting or (in the most extreme case) calling an Extraordinary General Meeting.
5. This process is expected to take time – the complainant must not expect a resolution in just a few days. However, it is reasonable to expect some form of conclusion within 28 days.

\*A Senior Member is any elected Committee Member, or any Member who has been a full Member of the Team for two years or more.

## 10 Appendix C: Equipment list

This Appendix lists the equipment that should be carried and the uniform that should be worn by all operational Members attending callouts.

This Appendix details **Mandatory** equipment (i.e. equipment that **MUST** be carried) and **Optional** equipment (i.e. equipment that Members may wish to carry)

### 10.1 Personal Clothing:

The following items are mandatory

- Team uniform to consist of;
  - Team Black polo shirt
  - Black Walking trousers (full length).
- Walking boots (these should be worn with walking socks)
- Team ID card (on display)

Clothing should be appropriate for forecasted weather conditions, therefore, it is the responsibility of the Member to ensure that if required they also have the following items:

- Waterproof jacket
- Waterproof trousers (dark colour or black)
- Fleece (dark colour or black)
- A warm hat (dark colour or black)

Notes:

- Uniform should be clean and presentable
- Trousers are to be worn at all times (shorts or skirts are not permitted)
- Trousers should be preferably poly cotton or other quick drying material
- Under no circumstances are jeans and/or trainers to be worn
- All dogs must wear a collar and tag with the owners name and address in accordance with Control of Dogs Order 1992
- Whilst working or training dogs must also wear a Team ID Tag

### 10.2 Mandatory Personal equipment:

It is mandatory that all dog handlers and operational support Members carry the following items when attending an incident:

- Hi-Viz jacket\*
- Team Issue Radio\*\* (or radio issued temporarily by the Team running the incident)
- Whistle (e.g. Fox 40 or ACME thunderer)
- Torch (team issued or equivalent personal torch if preferred)
- Mobile phone (fully charged or with appropriate portable charger)
- Food and Drink (sufficient for 4 hrs)
- Compass
- Notebook and Pen (preferably waterproof)
- Scene of crime kit (minimum of team issued kit)
- Personal First Aid Kit ( minimum of team issued kit)
- Spare batteries for Torch/GPS

### **10.3 Optional Personal Equipment**

The following items are optional:

- Map case
- Pocket knife
- Global positioning system (GPS)
- Flask & cup (with hot drink)
- Survival blanket (or Bivvy bag)
- Sun screen (small sachet)
- Mosquito repellent wipes or spray
- Glow sticks
- Tick removal tool
- Portable battery charger (e.g. powermonkey)

Notes:

*\*Team Hi Visibility jackets are to be worn under direction of Search Controller/POLSA or at the Members' discretion.*

*\*\*Each search Team must carry at least one radio. All Team Members are responsible for compliance with this.*

### **10.4 Mandatory Additional equipment for Dog Handlers**

It is mandatory that all dog handlers carry the following items when working their dog during an incident:

- Team Dog Jacket (or harness for ground scenting dogs)
- Team ID tag
- Night Safety device/collar
- Lead (to suit dog discipline)
- Thermometer (to record air temperature)
- Water
- Dog Food
- Poo bags
- Reward/Toy as per dog's normal working discipline
- Additional Dog First aid items (see section below for contents)

### **10.5 Scene of Crime Kit**

It is mandatory that all dog handlers and operational support Members carry the following items during an incident:

- Nitrile gloves (these can be combined with first aid kit)
- Evidence Bags (x 3)
- Marker Pen (to write on bags)
- Small Roll of Red/ White barrier tape

### **10.6 Suggested First Aid Kit**

It is mandatory that all First Aid qualified Members carry a first aid kit. Listed below are the suggested contents of a suitable first aid kit.

- Waterproof Low Allergy Plasters and/or strip plaster
- Non-Sterile Triangular Bandage x 2
- Safety Pins
- Medium (low adherent e.g. melolin) dressing x 1 (e.g. 10cm x 7cm)
- Small (low adherent e.g. melolin) dressing x 2 (e.g. 5cm x 5cm)

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- Non-alcoholic wipes x 4
- Nitrile powder free gloves x 4pairs
- Crepe/roller bandage x 2
- Micropore tape
- Eye dressing
- Tough cut shears
- Tweezers

### ***10.7 Additional Dog First aid items***

It is mandatory that all dog handlers carry the following dog first aid items in addition to their own personal first aid kit during an incident:

- 2 Large dressings (e.g. 15 x 15cm or similar)
- Gauze bandage
- Vet wrap
- Cotton wool

## 11 Appendix D: Dual Membership Policy

The purpose of this policy is twofold:

1. To allow individuals who are already full Members of the Team to apply for associate membership of their local SAR team.
2. To allow individuals who are already full members of another SAR team ("Primary Team") to apply for associate membership of the Team.

The conditions for allowing a Member to apply for associate membership of their local SAR team are:

- Any full Member of the Team is permitted to become an associate member of another volunteer SAR body (e.g. MR, ALSAR, NSARDA, RNLI).
- Members will be expected to declare membership of another volunteer SAR body. Failure to do may be deemed as gross misconduct and may result in termination of membership.
- Members are responsible for keeping up their minimum attendance and ensuring that their own personal training and commitments to the Team are kept up to date.
- Members are expected to give priority to Team callouts.
- Team equipment and uniform may not be used when training or acting on behalf of another SAR Organisation unless agreed on an individual basis.
- Team insurance will not be available to Members when training as or acting on behalf of another SAR Organisation.
- Training with another SAR Organisation will not count towards the attendance requirements of the Team.

The conditions for allowing individual member of another SAR team to become associate members of the Team are:

- The Primary Team must have a reciprocal dual membership working agreement with the Team.
- The Primary Team must authorise the individual to be an associate member of the Team.
- The individual must receive a successful Team Police vetting check or supply evidence from the Primary Team that one is in place.
- The individual must hold a current Search Technician qualification and provide such evidence.

Associate members will receive the following benefits

- Team Top up training to allow ALSAR members to support a Dog Handler
- The option to attend Team Callouts as an operational support
- Unlimited access to Team training sessions
- Access to the Team's Callout System (D4H)
- Access to the Team's Members forum
- Associate members will be allowed to attend Team meetings, however, they will have no voting rights and will not be able to become a Committee Member.

Restrictions on Associate membership

- Associate Membership is only open to support members. If an associate member wishes to train a dog, then they must become a full Member of the Team
- Associate members may only act as a support on callouts
- Associate members must adhere to all rules and regulations of the Team



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- Associate members will not have voting rights at applicable meetings
- Associate members may not serve on the Committee
- Associate members will not be issued with any Team equipment or uniform
- Associate members are not eligible to receive training funded by the Team. They may attend chargeable training courses but only if funded by their Primary Team
- Associate members must declare any change of membership circumstances as it relates to their Primary Team (i.e. they leave the Primary Team or wish to transfer to the Team as a full member).

## **12 Appendix E: Hot Weather Policy**

### **1. INTRODUCTION**

1.1 Following the death of two Police Dogs in June 2009 due to hot temperatures it has become apparent that the Team needs a policy to protect the welfare of the dogs that are members of the unit whilst engaged in Team activities.

1.2 Despite the topic of dogs in hot weather being commonly talked about no clear legislation or guidance is published by any organisation worldwide with regard to temperatures relating to the resting and working of dogs. A number of sources of information were gathered and discussed in a group consisting of 50% of the operational membership of the Team. Should any clear guidance or legislation be produced we will revise our policy should it be necessary.

This policy has been written with reference to the following publications:

Keep Dogs Cool – RSPCA Website (RSPCA, 2009)

Animal welfare: Transporting animals during hot weather – Defra (defra, 2009)

Hot Weather Not Cool for Dogs in Cars, Warns Kennel Club – Kennel Club (Kennel Club, 2009)

### **2. POLICY STATEMENT**

The Team takes the subject of Animal Welfare very seriously and works to promote responsible dog ownership. It is important that we start by educating our Members and set a good example to the public.

### **3. PROCEDURE**

#### ***3.1 Hazards***

Dogs can suffer from heatstroke, which can be fatal.

Even when it is just 22°C (72°F) outside, the temperature in a car can soar to 47°C (117°F) within 60 minutes.

Open windows or a water bowl make little difference.

Cloud cover can disappear quickly.

All dogs will suffer, but some dogs are more prone to heatstroke. For example, dogs that are old, young, short-nosed, long-haired, overweight or heavily muscled are more at risk, as well as dogs with certain diseases.

Temperatures in air conditioned cars can reach the same temperature as outside within just five minutes of being turned off.

#### ***3.2 Policy***

3.2.1 It is agreed by all that the welfare of a dog is the primary responsibility of the dog handler and that they will do all that is possible to reduce the risk of harm to their dog at all times.

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3.2.2 Dog Handlers should be aware of the signs of heatstroke, treatment of heatstroke and methods of cooling to reduce heatstroke which can all be found in Schedules A – C.

3.2.3 All Members of the Team should have the confidence to approach a dog handler or the most senior Member of the Team present with any concerns over a dog's welfare without fear of reprisal.

3.2.4 It is not the responsibility of the SAR Manager or Event IC to monitor the welfare of any dog.

3.2.5 All Dog Handlers must have a thermometer that should be clearly visible in any area where their dog is resting so that all people are aware of the air temperature of that location. Furthermore handlers should carry a thermometer when searching so that the air temperature can be recorded and monitored whilst searching.

3.2.6 No dog will be allowed to work or rest in an area that exceeds 31°C (82.4°F) under any circumstances.

3.2.7 Should a dog show signs of distress in temperatures lower than 31°C the dog handler must stop and move their dog to a cool area and start treatment immediately.

3.2.8 The Committee will take disciplinary action against any Dog Handler found working or resting their dog in an area above 31°C or when their dog is showing signs of distress.

## **Schedule A**

### RSPCA - Signs of heatstroke

The most obvious warning signs of heatstroke are excessive panting and profuse salivation.

Other signs include:

- a rapid pulse
- overly red or purple gums
- lack of coordination, reluctance or inability to rise after collapsing, seizures, vomiting or diarrhoea
- coma or death in extreme cases.

## **Schedule B**

### RSPCA - Treating heatstroke

- Heatstroke can be fatal, so speed is essential. Move your pet to a cooler spot and call your veterinary surgeon for advice immediately.
- Douse your dog with cool (not cold) water. Never cool your dog so much that he/she begins to shiver.
- Let your dog drink small amounts of cool water.
- Continue to douse your dog with cool water until his/her breathing starts to settle and then take your dog straight to the vet.

## **Schedule C**

### **RSPCA - Top tips to keep dogs cool**

- Your dog should always have access to water and be able to move into a cooler, ventilated environment if he/she is feeling hot.
- Never leave your dog alone in a car. If you want to take your dog with you on a car journey, make sure that your destination is dog-friendly.
- Never leave your dog in a glass conservatory or a caravan. Even if it is cloudy when you leave, the sun may come out later in the day and it could become unbearably hot.
- Dogs can get sunburned too, particularly those with light-coloured noses or light-coloured fur on their ears. Ask your vet for advice on pet-safe sunscreens.

### **Other Top Tips**

- Do not shave your dog so that the skin is visible. Shorten their fur or remove excess undercoat.
- Never wet the top of your dog as the fur will get flattened and will then absorb heat. Wet your dog from the paws up to its belly.
- Provide plenty of water and cool with ice if available.
- Try to search and rest in shade if possible.
- Consider the use of reflective sheets to provide shade and reflect heat away; cooling beds for your dog to lie on; fans to move air around to aid cooling. Do not buy anything to cover your dog as this will have the opposite effect (cooling coats, bandanas etc).