



## STCA STANDARD OPERATING PROCEDURES

### SOP

#### STCA BREEDER REFERRAL CHAIR

**Job Description:** The Board appointed Chairman serves a one-year term as the contact person for public inquiry regarding purchase of Scottish Terriers. AKC mandates parent clubs to have Breeder Referral. The Chair coordinates appropriate information for all parties requesting acquisition assistance, as well as recommending care and maintenance of the Scottie when appropriate.

**Responsibility:** Prior to accepting the position, review the SOP and the reference portions on the STCA website; confer with the predecessor and the assigned Board liaison, in order to have a reasonable understanding of the assignment.

The assignment requires computer use. All incoming requests need to be handled promptly by the BR Chair, the email address [4breeders@stca.biz](mailto:4breeders@stca.biz) is assigned to the Chair.

#### Transfer Duties

1. Arrange for the transfer of all existing materials, hard copy and all files, including pending requests.
2. Coordinate with Corresponding Secretary to notify all advertising sources of the changeover immediately
  - 1 AKC for their web site.
  - 2 STCA feedback form at the web site
  - 3 AKC Insert regarding STCA which accompanies AKC registration papers.

[notify the Corresponding Secretary]

- 4 Other sources, as determined

#### Duties

- 1 Establish an effective communication system inclusive of:
  - a Computer/phone
  - b Filing system to assure efficient and timely response for handling requests.
  - c Suggested use of an Excel spread sheet or ledger to track and record all serious inquiries. Use categories when info is available such as name, address, phone and email of prospective buyer, along with date of inquiry, preferences for sex and color, pet or show.
  - d Maintain list of available puppies

e Make reports to STCA Board as requested.

f Expense vouchers with receipts to STCA Treasurer monthly.

2 Disseminate information to inquiring persons

an Acknowledge all requests as soon as possible. Determine the type of inquiry, the category for the requestor, and the service needed.

The following descriptions are suggestions for the Chair to think about

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when working with inquiries.

b Classify requestors:

1) Never owned a Scottie

2) Have owned a Scottie

3) Have just lost a Scottie

4) All other Cases

c Provide information:

1) Breed traits: Description specifying needs and care

2) Care, training, nurturing, hazards

3) Use of the Breeder Referral list

4) Refer to STCA Rescue service [when applicable]

5) Mail a copy of Breed Information booklet when appropriate

3 Establish relationship with members listed as STCA breeder referrals

a Maintain a list of members agreeing to be BR contacts

b Coordinate communications, buyer and seller

c Isolate system problems, recommend solutions

4 Useful Resources.

a Board Liaison officer

b Breeders

c Other breed personnel in like assignment

5 Update Breeder listings on the STCA web site through the Feedback form no more than weekly.

a Maintain the BR master spread sheet with name, state, email and or telephone contact required, kennel prefix.

b Prepare and/or evaluate copy for Breeder Referral sections of the STCA website for accuracy, readability and effectiveness.

**Board Approved 10/01/2009 / Revised Feb 22, 2014/ Revised March 2017**

**ADDENDUM #1****Breeder Referral****USE THE FOLLOWING AS A RESOURCE IF NEEDED.****A Guide for Prospective New Owners**

For anyone who has not previously owned a Scottish Terrier, it is vital that we be thorough about what the prospective owner needs to know before beginning the search and before making any decision to purchase. Scotties are different. Their traits are unlike those of any other dog due to the independent spirit and strong mindedness that sets them apart from all others. Although quite intelligent, Scotties can be a challenge to train. Enrollment in an obedience class may be advisable, one that will train the owner in positive reinforcement techniques.

Since the Scottish Terrier is for the most part an indoor dog not a yard dog, a secure place in a home with human companionship and understanding are essential to his well-being as well as his happiness. To this end, there are environmental and safety factors to be met by the prospective buyer of any STCA member bred Scottie. Applications are required, and a home check may be required in order to assure the safety and welfare of the dog.

By nature, aloof, the Scottie may not be overly friendly to strangers. For the family circle and an accepted few, his devotion is deep and lifelong. The Scottie can be a "mixed bag of tricks", but for those addicted to their wonderful and quirky personalities there will never be another breed.

Before buying a Scottish Terrier, ideally the best situation would be for the buyer to visit a Scottie home, interact with the dogs and discuss their habits. If the purchase is from an STCA referred breeder, this may be possible depending upon distance or time constraints.

- **Personality** - Though extremely dependent upon being close to their people, Scotties want to do things on their terms. They are unlike most dogs because of this singular trait. For people seeking an affectionate dog, one that likes to be cuddled or fawned over, there are other breeds far more suitable.

- **Home Alone** - Scotties are dependent upon being with people. They are indoor dogs that like to be around their family. It is neither fair nor healthy to leave a Scottie penned up, crated, or on his own in the home if people are away for long periods. Arrangements should be made to return, at least every four hours, to tend to their needs. It is unsafe to ever leave a Scottie out in the yard during the family's absence.

- **Exercise and Play** – Scotties need to run, and his favorite games are chasing thrown toys, running the fence and playing with any other dogs. He also thrives on long walks. His favorite toys are those that appeal to his hunting instincts, things he can chew on, shake, and hide in unexpected places.

- **Children** – Brought up with children who respect his independent nature, he can adjust to them activities and may appoint himself as their guardian. However, his basic dignity makes him tend to

shun rough and tumble games. Scotties do not like being startled and will not put up with clumsy petting, cuddling, hair pulling or teasing.

- **Barking** - Scotties are protective of their turf and usually bark if they sense anything they see as a threat. This may include postmen, deliverymen, as well as passing dogs and cats. If neighbors become annoyed and lodge a formal complaint, the authorities would require you to take action.

- **The Yard** - A high fence that cannot be jumped over, dug under, or scaled, with a locked gate, is **4**

required if the Scottie is to be let out into an unsupervised yard. Yards must be secure, flowerbeds protected, gates and doors kept locked at all times. Electric fencing does not work.

- **Grooming** - While not considered high maintenance, every two to three months you will need the services of a professional groomer to bathe, clipper, scissor trim the coat, and cut the toenails. The coat and furnishings must be home-brushed thoroughly several times a week.

- **Boredom** - Scotties are on their best behavior when the option to interact with their humans is present. If left alone for long periods, they will seek ways to wile away the time, sometimes by destructive pastimes such as chewing furniture, walls, or digging flooring. For working families, Scotties are not recommended unless they can be tended to every few hours.

- **Swimming Pools and Bodies of Water** – The Scottish Terrier body with its heavy head and short legs are not designed to swim. Their center of gravity brings their heads below the level of the water, and they tire quickly keeping their noses above the water. Their bodies can be best described as a “concrete block with legs”. Drowning is one of the leading causes of accidental death.

- **Other House Pets** - Properly managed, a Scottie puppy may fit in with other animals. But this is an important consideration because a Scottie has natural prey instincts and will fight to the end to protect himself if set upon by another animal no matter how friendly that animal may be.

## **BREEDER REFERRAL INFORMATION**

The STCA maintains a Breeder Referral list to assist persons interested in obtaining a well-bred Scottish Terrier. Members have agreed to follow the club's Code of Ethics. Scottish Terriers obtained via the STCA reference system are bred by people dedicated to the welfare and the future of the breed. Unlike other purchasing sources, STCA breeders are not commercial vendors and are not in the business of selling dogs. They are fanciers and only breed when necessary in the pursuit of their hobby.

- STCA breeders will maintain an ongoing relationship with their people and if, for any reason, there is a problem, they will assist, or provide a resolution. It is intended to be a lifetime commitment.

- Responsible breeders will provide an agreement to be signed by both parties at the time of sale.

- Reputable breeders may provide the buyer with a registration application from the AKC, a current health certificate that includes shot and worming information, a three-generation pedigree, and a bill of sale and/or contract stipulating all conditions of sale. Also provided will be instructions for care and feeding.

- Ethical breeders will not sell either a female, or a male Scottie, without a spay/neuter provision as a part

of the contract. Any exceptions must have prior agreement, with stipulated conditions to be met by the purchaser.

**- Issued by the Scottish Terrier Club of America Breeder Referral Chair**

**January – 2011**

**Revised March 2017**