

# Visit Coordinator Responsibilities

## *Space Coast Therapy Dogs, Inc.*

### 1) **HOST**

As Coordinator, YOU are in charge of this visit. Bring a Sign-In Sheet to each visit and make sure everyone signs it. Know the teams who attend your visit, welcome them, thank them for attending, and make them feel appreciated. Introduce newcomers, chat with them about their dog, and encourage them to complete the observation process. Direct teams so that the visit flows smoothly without groups standing around, blocking the halls, waiting to go into rooms, talking among themselves, and not watching their dogs. The assigned visit T/O may ask you to take around a new person who is observing without his dog. Be knowledgeable about the program and be able to describe what you are doing, answer any questions they may have, and show interest in them. If there's a team who has been regular but who has missed several of your visits recently, make a courtesy call.

### 2) **LIAISON WITH FACILITY**

You are the contact person for SCTD in this facility. Know the name and phone number of your facility contact person (usually the Activities Director), and be sure he has your contact information. Decide where the group will assemble prior to the visit so everyone can meet and greet before entering. Arrange for an entry/exit door. Help the T/O by keeping members out of the testing area until the test has been completed.

### 3) **KNOW TD INC. GOVERNING MEMBER GUIDELINES AND SCTD STANDING RULES AND ENFORCE THEM**

Remember that SCTD dress code is in effect for members on all visits. Members not in compliance (i.e. striped pants, sandals, non-SCTD shirt) should be politely asked to leave. *Be aware that SCTD Single Members only may attend SCTD visits with a dog, meaning application and dues/shirt payment received by SCTD at the P.O. Box, health records and copy of TD Inc. card received by SCTD at the P.O. Box, member cleared to begin SCTD visits, and member in dress code.* (The appropriate SCTD Board member or rep will confirm receipt of these items.) Teams who have been signed off but have not completed the application process may NOT visit. No exceptions will be permitted. Neither the handler nor the dog has liability insurance with anyone at that point.

No one, not even Coordinators or T/Os, are permitted to accept health records or membership cards from members. By accepting these records, you may be allowing a dog or handler, who has not met the requirements, to visit without insurance coverage. All members must send their own paperwork to the SCTD P. O. Box (Attn: Member Records Chair). Members have the responsibility to ensure that this information is on file and up to date. If they cannot accomplish this on their own, how will they be able to follow the other guidelines that govern our visits?

Be aware of allowable collars/leads and leash length, look for Brevard County license tag on collar, watch for cleanliness of dog, etc. Even long-time members sometimes hurry or become careless. Handle all situations with tact and politeness and privately if possible.

### 4) **INCIDENT REPORT** ... *(available on our website under "Resources/Links")*

Since it's mandatory to report incidents immediately to TD Inc. and SCTD, keep one in your possession (car) in case you need it. Fill it out completely, describing the incident clearly and noting everyone involved as well as witnesses. Phone the President immediately and mail the report promptly. *(also in Apr-May-June 2004 newsletter)*