

**ESSFTA**  
**BREEDER EDUCATION AND REFERRAL PROGRAM**  
**COMPLAINT RESPONSE PROCEDURE**

To maintain the integrity of the Breeder Education and Referral Program, the ESSFTA has created this Complaint Response Procedure. All breeders included on the Breeder Referral List (hereinafter referred to as “Listed Breeder”) have received a copy of this Procedure.

If a party has a contractual relationship with a Listed Breeder and a problem arises out of that relationship, the party may file a written complaint on the form attached. The complaint must describe the nature of the contractual relationship. The ESSFTA will not entertain any complaint unless the party and the Listed Breeder are in privity of contract. For purposes of this Complaint Response Procedure a contractual relationship shall be deemed to exist between a party surrendering a dog to a rescue organization and the rescue organization. Further, if the ESSFTA receives appropriate factual material that clearly indicates that a breeder has abdicated responsibility for re-homing dogs bred or owned by him or her to rescue organization(s) the ESSFTA may implement this Complaint Response Procedure to review the member's continuing participation in this program.

The complaint must be in writing and must be signed by the complainant. No anonymous complaints will be reviewed.

The only issue to be dealt with under this Complaint Response Procedure is the review of how the Listed Breeder allegedly failed to comply with the Guidelines for Responsible Breeders of English Springer Spaniels promulgated by the ESSFTA.

The complaint must specifically allege the facts and circumstances which the complainant believes establish the Listed Breeder's failure to comply with the Guidelines. No other issues will be reviewed under this Complaint Response Procedure.

The written complaint and any supporting documentation must be submitted by mail to the Club's Corresponding Secretary.

Upon receipt of the complaint, the Corresponding Secretary shall forward it to the Listed Breeder involved. The Corresponding Secretary shall include a letter to the Listed Breeder advising him/her that he/she has 30 days in which to provide a written response to the allegations contained in the complaint. The Corresponding Secretary may grant additional time to respond in his/her sole discretion.

If the Listed Breeder refuses to respond to the complaint, the Listed Breeder shall be removed from the Breeder Education and Referral Program for a period of two (2) years. After the two-year removal period has expired, the Listed Breeder may reapply to the Program.

If the Listed Breeder prepares a written response to the complaint, the complaint and response shall be reviewed by the Executive Committee of the Board of Governors of the ESSFTA. If the Executive Committee believes that the Listed Breeder has failed to follow the Guidelines for Responsible Breeders of the English Springer Spaniel, the Executive Committee shall direct that the Listed Breeder's name be removed from the Breeder Education and Referral Program for a period of two years. If the Executive Committee finds no merit in the complaint, no action shall be taken. In either event, the Executive Committee shall review the complaint and response within 60 days after receipt of the response and shall send the final decision to the Listed Breeder by registered mail.

If the Executive Committee has determined that removal from the Program is appropriate, the Listed Breeder may initiate an appeal to the Board of Governors of the ESSFTA by filing a written request for review addressed to the President of the ESSFTA. Such request for review must be received by the President within 30 days after the date the decision of the Executive Committee was sent to the Listed Breeder (evidence of the date of the sending of the decision to the Listed Breeder shall be the registered mail receipt) Removal from the list shall be stayed pending appeal. The appeal shall be heard at the next annual meeting of the Board after the decision of the Executive Committee is sent to the Listed Breeder by registered mail.

After final appeal or if no appeal, after the appeal period has expired, the Executive Committee may, in its sole discretion, publish notice of the Listed Breeder's removal from the list for cause in the Spotlight.

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**BREEDER EDUCATION AND REFERRAL PROGRAM**  
**COMPLAINT AND REQUEST FOR RESPONSE**

Complainant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Listed Breeder:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

The undersigned has a contractual relationship with the Listed Breeder as follows:

**(Specifically describe the nature of the contractual relationship, i.e. puppy buyer, leased a bitch for breeding, contracted for stud services, etc. Attach documentation and additional pages as needed.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The ESSFTA Guidelines for Responsible Breeders are printed on the reverse side of this form. The Listed Breeder has promised to follow those Guidelines to the best of his/her ability. The undersigned believes that the above Listed Breeder has failed to follow the Guidelines as follows:

**(State specifically which Guidelines you believe were not followed and the facts and circumstance that support this belief. Attach documentation and additional pages as needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby requests a response from the Listed Breeder and a review of this matter by the ESSFTA.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Complainant

This form and attachments must be mailed to:

**ESSFTA**  
**c/o Barbara Granatir, Corresponding Secretary**  
**364 Old Wilmington Road**  
**Coatesville, PA 19320**

**ENGLISH SPRINGER SPANIEL FIELD TRIAL ASSN.**

## BREEDER EDUCATION AND REFERRAL PROGRAM APPLICATION

**ALL APPLICANTS MUST SIGN AND RETURN THIS FORM IN ORDER TO BE ACCEPTED INTO THE ESSFTA BREEDER EDUCATION AND REFERRAL PROGRAM. THIS APPLICATION IS FOR ESSFTA MEMBERS ONLY, AND SUPERSEDES ANY PREVIOUS APPLICATION TO THE BREEDER EDUCATION AND REFERRAL PROGRAM. THERE IS A ONE YEAR WAITING PERIOD BETWEEN INCEPTION OF MEMBERSHIP IN THE ESSFTA AND ELIGIBILITY FOR THE BREEDER EDUCATION AND REFERRAL PROGRAM.**

I, \_\_\_\_\_ hereby request that my name be listed in the Breeder Education and Referral Program. I understand that the ESSFTA has published, and actively promotes Guidelines for Responsible Breeders. As a member of the ESSFTA, and a breeder of the English Springer Spaniel, I promise to follow these Guidelines to the best of my ability. I also understand that this program is first and foremost, an education program, and that as a participant, I may be contacted by potential English Springer Spaniel owners for information about the breed, even if I do not have puppies available at the time.

The Breeder Education and Referral Program includes a complaint response procedure and my signature on this form is an acknowledgment of my receipt of a copy of that procedure.

The Guidelines, which I promise to follow to the best of my ability, read as follows:

Responsible breeders:

1. Strive in each and every breeding to achieve the highest quality possible relative to the breed standard for conformation, excellence in hunting for field, and trainability for obedience, tracking, and the field, and temperament in order to maintain our breed's characteristics.
2. Use only physically sound, mature dogs of stable temperament for breeding. These characteristics are rarely, if ever, determined before the age of two for either males or females. A minimum breeding age of three is seriously recommended in order for breeders to determine with greater certainty that the parents are of good health and temperament.
3. Continue to educate themselves regarding genetic diseases pertinent to the breed, including, but not limited to hip and elbow dysplasia, eye diseases, seizure disorders, allergies, heart disorders, and PFK, and information available as to their modes of inheritance. Make use of genetic tests as suggested by the needs of their individual dog(s) and close relatives thereof. Documentation of hip and eye screenings should be available to prospective puppy buyers. Hip screening documentation should consist of an OFA or Penn Hip report and/or a letter of evaluation from a board certified Veterinary Radiologist or Veterinary Orthopedist; eyes should be evaluated by a board-certified ACVO diplomate.
4. Apply the same high standards to those bitches accepted for breeding to their stud dogs as they apply to their own breeding stock.
5. Match each puppy's personality as carefully as possible with a compatible buyer/family. Temperament testing of a litter before puppies are offered for sale is encouraged.
6. Take appropriate steps to have each puppy examined by a veterinarian for general health and examined by a veterinary ophthalmologist for congenital eye disease prior to placement. Each puppy should be vaccinated and wormed by or in consultation with a veterinarian. Proper documentation which indicates normal health and eyes for the age of the puppy, or specifying any health or eye problems found at time of examination should be furnished to puppy buyers.
7. Encourage buyers of pet puppies to spay/neuter. Methods should include written spay/neuter contracts, limited registration and/or spay/neuter rebates.
8. Endeavor to gain personal knowledge of the temperament and health of every dog they breed, or to which they breed in order to gather information on which to base future breeding decisions. They share this information

fully and honestly with other breeders and with prospective buyers.

9. Sell breeding prospects to knowledgeable, ethical and experienced persons or are willing to help educate and guide novices. They should at any time accept the return of any dog/bitch their breeding program produces and they should always help when relocation is needed.

10. Do not engage in misleading or untrue advertising, and do not use ESSFTA membership as a marketing tool.

11. Do not sell, supply, donate or surrender any dog for which they are responsible to a pet shop, raffle, catalog house, wholesale dealer in laboratory. They should have reasonable assurance that each individual receiving a dog will provide a home with appropriate shelter, restraint, control and responsible care.

12. Encourage puppy buyers to go to puppy and obedience class to help their puppies become better canine good citizens. The achievement of a Canine Good Citizen certificate should be encouraged.

13. Participate and/or cooperate in research studies into heritable defects affecting the English Springer Spaniel.

I am making this Application on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

*THERE IS A ONE YEAR WAITING PERIOD BETWEEN INCEPTION OF MEMBERSHIP IN THE ESSFTA AND ELIGIBILITY FOR THE BREEDER EDUCATION AND REFERRAL PROGRAM.*

I have been a member of the ESSFTA since (Date: ) \_\_\_\_\_

\_\_\_\_\_  
Signature Required

My interests (besides breeding) are (circle all that qualify):  
Show, Obedience, Tracking, Agility, Hunting, Field Trials, Rescue

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Optional ONLY if e-mail is available)

E-mail address: \_\_\_\_\_ Kennel name: \_\_\_\_\_

Website Address: \_\_\_\_\_

Mail to:  
**ESSFTA Breeder Education and Referral Program**  
**c/o Barbara Granatir, Corresponding Secretary**  
**364 Old Wilmington Road**  
**Coatesville, PA 19320**