



# **CANINE GOOD BASICS MANUAL 2021**

To be used as a guide, with some flexibility permitted.  
The overall expectation is that the dog passing should be  
considered nice natured and not aggressive.  
A 'trustworthy' dog.

## **General Provisions**

The aim of the Dogs New Zealand Canine Good Basics (CGB) is to provide a relatively simple test to encourage more people to participate and which can be undertaken as an assessment within a normal class or club situation.

It is intended as a steppingstone towards CGC and is based around goals already commonly developed in basic domestic and puppy classes.

### **Eligible Dogs**

- Any puppy over the age of 6 months.
- Any adult dog.

### **Minimum Age of Handler**

Handler must be a minimum of eight years old, with the adult guardian present for handlers under 12 years old.

### **Who may run the CGB Assessments?**

- Any CGC registered club or DogsNZ member club on application.
- Any CGC approved Private Training Provider.
- Clubs / training groups that are not CGC registered would need to provide details to the CGC Committee, along with supporting documentation.

### **Assessor Criteria**

Any CGC Assessor or approved club person can do the CGB Assessments.

Clubs are required to submit the name and details of experience of any person they wish to use as a CGB Assessor to the Canine Good Citizen Committee, unless the person is already an approved CGC Assessor.

### **Running CGB Assessments**

- Ideally, it should be able to be conducted within a short time frame, with several dogs being assessed together in a line or circle. An Assessor shall work from one handler to the next for each exercise, and then start again from the beginning of line for the next exercise.
- Two attempts only are permitted for any exercise.
- Each exercise should be based around domestic real-life tasks at a simpler level than CGC.
- Each exercise should enable the handler and dog to demonstrate an ability to perform in the requirements in a relatively short period of time.
- Each exercise is to be undertaken with the dog wearing correctly fitted equipment and being on a lead.
- There should not be any criteria placed on using specific collars, harnesses, or equipment type other than that E-collars and prong collars are not permitted.
- Dogs must display and have attached to their collar a current local registration tag.
- With exception for the recall, during the performance of any exercise, food or toys may be carried in pocket or bag and used only as reward between exercises. Otherwise, food and toys are not permitted to be used at any time as a lure.
- Any form of aggression or aggressive behaviour will result in an immediate failing of the entire assessment.
- Excessive barking (i.e., more than 50% of the time) will result in a fail.

## Results/Awards

- Once awarded, the club is required to send all results to the CGC Committee on the provided excel spread sheet. Candidate details shall then be entered into a database.
- Certificates – An e-file template is available on the Dogs NZ website (<https://www.dogsnz.org.nz/pdfs/cgb-basic-certificate.pdf>), complete with official logos which can also be used for the printing of hard copies given to graduates.
- A small ribbon is also available to hosting organizations for purchase and presentation to graduates. These can be ordered from The Executive Officer Dogs NZ, [execadmin@dogsny.org.nz](mailto:execadmin@dogsny.org.nz).
- CGB titles are not permitted to be used in conjunction with the dog's name.
- Currently there is no charge is payable to DogsNZ for the conducting of CGB Assessments.

## Canine Good Basics Assessment Exercises

1. **Legal Requirements Met:** Handler to present registration tag, and although not a legal requirement in the Dog Control Act, handlers must also show they are carrying poo bag(s).

Acceptable	Not Acceptable
<ul style="list-style-type: none"> <li>- Current registration tag on the dog.</li> <li>- Presentation of poo bag(s).</li> </ul>	<ul style="list-style-type: none"> <li>- Registration tag is not current or not on the dog or the handler is not carrying it themselves.</li> <li>- Handler cannot produce poo bag(s).</li> </ul>

2. **Responsible Owner Knowledge:** Handler to answer correctly at least 5 Standardised Questions.

Acceptable	Not Acceptable
- A minimum of 5 questions answered correctly from the list of 10.	Less than 5 questions answered correctly.

3. **Acceptance of Restraint:** Dog to accept its collar being taken by its handler and then moved 1-3 steps. A basic test of response to restraint.

Acceptable	Not Acceptable
A <i>short</i> time of mild avoidance, with final acceptance of being held/moved.	<i>Excessive</i> avoidance to being held/moved which can include growling, mouthing, struggling, fearfulness, biting, with no final acceptance.

4. **Demonstration of Mouth Manners:** Dog to demonstrate it is not food aggressive by politely taking a treat offered by its handler when presented on an open palm. Handler is to provide the treat. If they do not have a treat, the assessor, may offer one for use.

Acceptable	Not Acceptable
Gentle taking of the treat from the handler when presented to the dog and permission given.	Snatching the treat before permission given to take the treat and the handler would be at risk of a nip or bite.

5. **Owner Handling and Inspection:** Owner to handle ears, mouth (by revealing teeth – pull back lips only), feet and use hand as if grooming without the dog showing resentment or objection.

Acceptable	Not Acceptable
A <i>short</i> time of mild avoidance, with final acceptance of being handled.	<i>Excessive</i> avoidance to being handled which can include growling, mouthing, struggling, fearfulness, biting, with no final acceptance.

6. **Friendly With People:** Dog when approached and then petted by assessor shows friendliness with no fear or aggression.

Acceptable	Not Acceptable
<ul style="list-style-type: none"> <li>- A <i>short</i> time of mild avoidance, with final relaxed acceptance of being patted.</li> <li>- <i>Minimum</i> amount of jumping up in friendly greeting as long as the dog is <i>seen to respond</i> to handler's command not to do so.</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Excessive</i> avoidance to being patted which can include growling, mouthing, struggling, fearfulness, biting, with no final acceptance.</li> <li>- <i>Continual</i> and/or <i>aggressive</i> amount of jumping up with the dog's intention to prevent it being patted or the jump is a dangerous <i>stomach punch</i>, and the dog <i>does not respond</i> to handler's command not to do so.</li> </ul>

7. **Comfortable Around Other Dogs:** Dog remains calm and stays with the handler when another dog walks past at a distance of 2-3 metres.

Acceptable	Not Acceptable
<ul style="list-style-type: none"> <li>- <i>Mild</i> interest, change of posture without any lunging forward.</li> <li>- <i>Multiple</i> commands allowed.</li> </ul>	<ul style="list-style-type: none"> <li>- Dog does not remain beside handler despite handler asking it to do so.</li> <li>- Dog lunges forward with aggressive intentions.</li> </ul>

8. **Attention on Cue:** Dog responds to a positive cue from its owner and pays them attention without a leash jerk or physical prompt. This would normally be done by use of dog's name and dog turns to acknowledge it.

Acceptable	Not Acceptable
Dog looks at the handler when they ask the dog to do so. Holding the dog's attention for a short period is ideal but not compulsory.	The dog totally ignores the handler no matter what they say.

9. **Walk on Loose Lead:** Dog on lead to walk a short distance and change direction without dragging its owner. Not to be done as heelwork, but as a casual walk.

Acceptable	Not Acceptable
<ul style="list-style-type: none"> <li>- The dog is seen to stay with the handler, including during a change of direction, on a loose lead. <i>Small</i> amount of tight lead allowed (20%).</li> <li>- Dog on the right or left side permitted but should remain on the side chosen.</li> </ul>	<ul style="list-style-type: none"> <li>- Dog drags handler forward or lags behind on a tight lead 80% of the walk.</li> <li>- Lunging off <i>continuously</i> during walk, swapping from side-to-side.</li> </ul>

10. **Come When Called:** A recall of approximately 5 metres *on a long line if required* held by assessor. Alternatively, the dog may be left in a stay (if it will do this).

It is highly recommended that Assessor hold the dog by the long line even if the handler feels it does not need to be held. This is to prevent a run-away fail (as mentioned in “Not Acceptable”).

Acceptable	Not Acceptable
<ul style="list-style-type: none"> <li>- Dog comes immediately to handler.</li> <li>- Handler can reward (treat) dog when it comes to them.</li> <li>- If the dog runs slightly past handler but comes immediately on call.</li> <li>- If left in a stay without being held and then follows handler, that will be okay. Assessor to then repeat but holding line this time.</li> </ul>	<ul style="list-style-type: none"> <li>- Dog does not come to handler at all.</li> <li>- Dog runs past handler and does not come back when called.</li> <li>- If left in a stay without being held and then runs away from handler without coming when called.</li> </ul>

11. **Sit or Down on Cue:** Dog will willingly respond on a verbal and/or visual cue to change posture within a reasonable timeframe and without physical manipulation.

Acceptable	Not Acceptable
Dog changes posture upon being asked to do so.	The dog totally ignores the handler no matter what they say.

12. **Thirty Second Stay:** Dog to remain in one place while handler moves in front of the dog 1-2 metres away. Dog is to remain on lead with lead placed on the ground out the front of the dog. Can be done as a sit or a down. Retries are permitted if the exercise is achieved within a reasonable time frame.

Acceptable	Not Acceptable
<ul style="list-style-type: none"> <li>- Dog remains in a sit or a down for a <i>minimum</i> of 30 seconds (1 minute if possible but not compulsory).</li> <li>- Down is preferred as that is a more relaxed position for a ‘café’ scenario.</li> <li>- Handler can stand on the lead on the ground as long as it does not tighten at the dog’s collar attachment end.</li> </ul>	The dog does not remain in a sit or a down for a minimum of 30 seconds despite repeats of the exercise.

# Canine Good Basics Training

## SUGGESTED OUTLINE

(This can be adapted to suit individual Clubs)

Week 1		Enrolment, class talk. The classroom session is <b><u>optional</u></b> .
Week 2	Start	Treat taking Name recognition Sit Recall Handling by handler
Week 3	Practice	Treat taking Name recognition Sit Recall Handling by handler
	Start	Grooming Down Stay Lead walking
Week 4	Practice	Name recognition Sit Recall Handling by handler Grooming Down Stay Lead walking
	Start	Leave weave Collar grab
Week 5	Practice	Treat taking Name recognition Sit Recall Handling by handler Grooming Down Stay Lead walking Leave weave Collar grab
	Start	Instructor handling
Week 6 & 7	Practice	Treat taking Name recognition Sit Recall Handling by handler Grooming Down Stay Lead walking Leave weave Collar grab Instructor handling

## **CANINE GOOD BASICS COURSE DETAIL**

### **Week 1 (No dogs week)**

#### **Holding the classroom session is a matter for Clubs / Instructors to decide.**

The reason for the no-dogs week is to get the enrolment procedures out of the way with minimal difficulty and the handlers will pay attention during the next part. If the dogs are with the handler during the class talk, they will be paying attention to them, not the instructor. If you have them put in the car, most of the owners will be worrying about the damage or risk of overheating that might be done in their absence and will not be able to concentrate anyway.

(It is recommended that graduate ribbons be ordered at this time to allow for payment and dispatch).

#### **Class talk**

1. Club-specific administration including timing of classes; what to do if you cannot make it; any specific club rules. Hand out booklets etc., if not given out at registration.
2. Description of what the course is to cover and what the dogs/puppies will be able to do at the end of it (note: all this information is also in their class booklet). Explain the utility of all the exercises in real-life terms. If possible, a demonstration by a couple of new graduates of the course, to show it is possible.
3. Describe the type of training to be used i.e. reward-based, with treats as the primary reward. Explain that treats will not be needed forever! Explain how fast treats must be delivered (within 1-2 seconds).
4. Talk about types of treats, the importance of "auditioning" them to make sure the dog actually likes them, and the hierarchy of treats – kibble might work at home but something better is usually needed for the class situation. Discuss how many treats will be needed per class (3-4x as much as they think will be enough, usually).
5. Explain that short training sessions, preferably daily, will be needed initially, but that training is a life-long thing. Explain the usefulness of the TV ad break for training (gives idea of session length).
6. Explain that consistency is required in training, especially at the beginning. If the dog lives with more than one person, all should apply the same rules and use the same commands.
7. Explain breed behaviour implications, and that not all dogs, even of the same breed, learn at the same rate – and that this is not due to stupidity on the part of either dog or handler. Ask them to look up their specific breed before next week – crossbreeds, look up the breeds in the mix. Complete mixtures take a guess.
8. Explain equipment requirements – at a minimum flat collar, flat lead of suitable length (no chain leads) and some way of carrying treats that is quickly accessible (a plastic bag in a pocket means a lot of fumbling and slow delivery of the treats). A toy (no squeaks) and a small mat (for handler or dog to sit on) are optional. Dog must always be wearing its registration tag and handler must be carrying poo bags – tell them this will be checked each week. Explain the usefulness of suitable footwear and absence of flappy skirts!
9. Any questions?

### **Week 2**

1. Check that all dogs are wearing a registration tag and that all handlers are carrying poo bags. Ask if anyone has any questions about what is going to happen. Check that everyone has treats – supply some to those who forgot. Get handlers/dogs spaced in a circle or line (a circle makes it easier for them all to see and hear the instructor and any demonstrations with a class dog can be done on place).



2. Treat taking. If they have a “grabby” dog explain and demonstrate shaping for a polite take.
3. Name game. Explain. Demonstrate. Have everybody try it several times.
4. Sit. Explain and then demonstrate a lured sit. Get everybody to try it several times until all can do it successfully.
5. Recall. Explain principles (dog initially must always be rewarded, never call dog for something unpleasant, never call unless certain the dog will respond) and how to practice short, rewarded recalls at home over the next week.
6. Have handlers handle dog all over. Check dog’s acceptance – handlers may need individual advice on how to get compliance.
7. Ask handlers in turn about their breed/cross of dog and any important behavioural characteristics – prompt if necessary (“retrievers like to carry things”, “collies may tend to chase fast moving objects”, “terriers may dig” etc.).
8. Remind handlers to check appropriate page in course book and do the work.
9. Ask questions from the set question list – go around the class.
10. Any questions about today’s class/particular problems with a dog.

### **Week 3**

1. Check that all dogs are wearing a registration tag and that all handlers are carrying poo bags. Ask if anyone has any questions about last week’s class or the homework. Check that everyone has treats.
2. Check treat taking – especially last week’s grabbers.
3. Name game – check how dogs are responding. If all good add in a little bit of distraction.
4. Sits. Check lured sits and then try it with empty hand and treat held in other hand for immediate delivery (i.e., fading lure). Have handlers alternate lured and empty hand sits about ten times.
5. Recalls – instructor holds dog, dog on long line.
6. Lured downs – preferably from stand.
7. Start stay – sit or down. One second.
8. Handling and grooming of dog by handler.
9. Lured lead walking – couple of circuits. Reward after every two-three steps.
10. Remind handlers to check appropriate page in course book and practice the exercises.
11. Ask questions from the set question list – go round the class.
12. Any questions about today’s class/particular problems with a dog.

### **Week 4**

1. Check that all dogs are wearing a registration tag and that all handlers are carrying poo bags. Ask if anyone has any questions about last week’s class or the homework. Check that everyone has treats.
2. Name game – check how dogs are responding.
3. Sits. Should be doing it with cue and hand signal (no lure). Try with cue only.
4. Recalls – instructor holds dog, dog on long line. Possibly some can do off long line – ask handler if they are confident to try (only if environment safely enclosed).
5. Check lured downs and then try it with empty hand and treat held in other hand for immediate delivery (i.e. fading lure). Have handlers alternate lured and empty hand downs about ten times.

6. Extend stay to 5 seconds.
7. Lured lead walking – lures should now be fed less frequently.
8. Introduce “Leave” weave (dogs zigzagging between the other dogs in the class).
9. Handling and grooming of dog by handler. By now should be proficient – if not remedial work needed.
10. Demonstrate collar grab (grab-reward, grab-reward). Have them practice several times.
11. Remind handlers to check appropriate page in course book and practice the exercises.
12. Ask questions from the set question list – go around the class.
13. Any questions about today’s class/particular problems with a dog.

### **Week 5**

1. Check that all dogs are wearing a registration tag and that all handlers are carrying poo bags. Ask if anyone has any questions about last week’s class or the homework. Check that everyone has treats.
2. Name game – check how dogs are responding. Check collar grabs and treat taking also.
3. Check sits on cue.
4. Recalls – most should be off lead (only if environment safely enclosed).
5. Downs – should be on cue.
6. Stay – 10-15 seconds.
7. Lead walking – reward rather than lure.
8. Practice “Leave” weave.
9. Handling and grooming of dog by handler, handling by instructor.
10. Remind handlers to check appropriate page in course book and practice the exercises.
11. Ask questions from the set question list – go around the class.
12. Any questions about today’s class/particular problems with a dog.

### **Week 6**

1. Check that all dogs are wearing a registration tag and that all handlers are carrying poo bags. Ask if anyone has any questions about last week’s class or the homework. Check that everyone has treats.
2. Check attention to name, collar grabs, sit on cue, down on cue.
3. Recalls – off lead (only if environment safely enclosed).
4. Stays – should be up to 30 seconds.
5. Lead walking – reward rather than lure. Put some cones out to walk around.
6. Practice “Leave” weave.
7. Handling of dog by handler and by instructor.
8. Remind handlers to check appropriate page in course book and practice the exercises.
9. Ask questions from the set question list – go round the class.
10. Any questions about today’s class/particular problems with a dog.

## **Week 7**

1. Check that all dogs are wearing a registration tag and that all handlers are carrying poo bags. Ask if anyone has any questions about last week's class or the homework. Check that everyone has treats.
2. Check attention to name, collar grabs, treat taking, sit and down on cue.
3. Check that dogs can achieve at least a 30 second stay.
4. Recalls – off lead (only if environment safely enclosed).
5. Lead walking.
6. "Leave" weave.
7. Handling and grooming of dog by handler, handling by instructor.
8. Remind handlers to check appropriate page in course book and practice the exercises.
9. Ask questions from the set question list – go round the class.
10. Any questions about today's class/particular problems with a dog.

## **Week 8**

1. Practice if time – at least a bit of on-leash walking.
2. Test.
3. Hand out certificates (hopefully to all the class).

## **POST CLASS**

Compile list of successful candidates – Handler, Dog's name, Breed/type, Age and send to Canine Good Citizen Committee at [cgc@dogsnz.org.nz](mailto:cgc@dogsnz.org.nz).

## Canine Good Basic - Questions

Five questions to be answered correctly at any one assessment.  
Questions can be given out at start of course.

1. **By what age does your puppy have to be registered with their local authority?**
  - 3 months
  - 6 months
  - 12 months
  
2. **When should you put your dog on the lead?**
  - Where signs say that you must.
  - When you are around livestock or traffic.
  - Both of the above
  
3. **What should you instruct children to do when around dogs?**
  - Ask the owner first if they want to pet the dog.
  - Do not run, scream, or shout.
  - Both of the above.
  
4. **What should you have with you when you walk your dog?**
  - The dog's collar and registration tag (on the dog).
  - A lead and poo bags
  - Both of the above.
  
5. **Why should your dog be socialised at a young age?**
  - So it grows into a well-behaved dog that does not chase or harm people or livestock.
  - So that it is a pleasure to own and to take places.
  - Both of the above.
  
6. **How can you socialise your puppy?**
  - Take it to a well-run puppy class.
  - Make sure it meets lots of people of all ages and types.
  - Both of the above.
  
7. **Where should you never take your dog without permission?**
  - Restaurants.
  - Airports and DOC land.
  - All of the above.
  
8. **Why should you run your hands over your dog regularly?**
  - To feel for lumps and bumps, ticks, or mats in the coat.
  - So the dog gets used to being handled.
  - Both of the above.
  
9. **What are you legally required to supply your dog with?**
  - Food and water.
  - Shelter.
  - Both of the above.
  
10. **Is it OK to play tuggy games with your dog?**
  - No. You should never play tug with your dog.
  - Only if the dog wants to play and brings the tug toy to you.
  - Yes, but only if you start the game and you finish the game.

## Canine Good Basic – Answers to Questions

Five questions to be answered correctly at any one assessment

Questions can be given out at start of course.

1. **By what age does your puppy have to be registered with their local authority?**

- 3 months
- 6 months
- 12 months

2. **When should you put your dog on the lead?**

- Where signs say that you must.
- When you are around livestock or traffic.
- Both of the above

3. **What should you instruct children to do when around dogs?**

- Ask the owner first if they want to pet the dog.
- Do not run, scream, or shout.
- Both of the above.

4. **What should you have with you when you walk your dog?**

- The dog's collar and registration tag (on the dog).
- A lead and poo bags
- Both of the above.

5. **Why should your dog be socialised at a young age?**

- So it grows into a well-behaved dog that does not chase or harm people or livestock.
- So that it is a pleasure to own and to take places.
- Both of the above.

6. **How can you socialise your puppy?**

- Take it to a well-run puppy class.
- Make sure it meets lots of people of all ages and types.
- Both of the above.

7. **Where should you never take your dog without permission?**

- Restaurants.
- Airports and DOC land.
- All of the above.

8. **Why should you run your hands over your dog regularly?**

- To feel for lumps and bumps, ticks, or mats in the coat.
- So the dog gets used to being handled.
- Both of the above.

9. **What are you legally required to supply your dog with?**

- Food and water.
- Shelter.
- Both of the above.

10. **Is it OK to play tuggy games with your dog?**

- No. You should never play tug with your dog.
- Only if the dog wants to play and brings the tug toy to you.
- Yes, but only if you start the game and you finish the game.

## Summary and Checklist for Assessment Exercises

	Exercise	Description	Yes, my dog & I can do that
1.	<b>Legal requirement met:</b>	Handler to present registration tag (Dog Control Act). Leash when in public (Dog Control Act) Handlers show they are carrying poo bag(s).	
2.	<b>Responsible owner knowledge:</b>	Handler to answer correctly at least 5/10 Standardised Questions.	
3.	<b>Acceptance of restraint:</b>	Dog to accept its collar being taken by its handler and then moved 1-3 steps. A basic test of response to restraint.	
4.	<b>Demonstration of mouth manners:</b>	Dog to demonstrate it is not food aggressive by politely taking a treat offered by its handler when presented on an open palm. Handler is to provide the treat.	
5.	<b>Owner handling and inspection:</b>	Owner to handle ears, mouth (by revealing teeth – pull back lips only), feet and use hand as if grooming without the dog showing resentment or objection.	
6.	<b>Friendly with people:</b>	Dog when approached and then petted by assessor shows friendliness with no fear or aggression.	
7.	<b>Comfortable around other dogs:</b>	Dog remains calm and stays with the handler when another dog walks past at a distance of 2-3 metres.	
8.	<b>Attention on cue:</b>	Dog responds to a positive cue from its owner and pays them attention without a leash jerk or physical prompt. This would normally be done by use of dog's name and dog turns to acknowledge it.	
9.	<b>Walk on loose lead:</b>	Dog on lead to walk a short distance and change direction without dragging its owner. Not to be done as heelwork, but as a casual walk.	
10.	<b>Come when called:</b>	A recall of approximately 5 metres <i>on a long line</i> held by assessor. Alternatively, the dog may be left in a stay (if it will do this). It is highly recommended that Assessor hold the dog on the long line even if the handler feels it does not need one.	
11.	<b>Sit or down on cue:</b>	Dog will willingly respond on a verbal and/or visual cue to change posture within a reasonable timeframe and without physical manipulation.	
12.	<b>30 second stay:</b>	Dog to remain in one place while handler moves in front of the dog 1-2 metres away. Dog is to remain on lead with lead placed on the ground out the front of the dog. Can be done as a sit or a down.	