

# WE MEAN BUSINESS



# SETTING UP

- What would you like your business to be? A few examples...

## → Sole Trader

If you're a **sole trader**, you run your own business as an individual and are self-employed. You can keep all your business's profits after you've paid tax on them. You're personally responsible for any losses your business makes.

<https://www.gov.uk/set-up-sole-trader>

## → Limited Company

A **limited company** is a popular type of legal structure that is incorporated through Companies House and provides limited personal liability to the owner(s) of the business. A limited company must be registered at Companies House as 'limited by shares' or 'limited by guarantee'.

<https://www.gov.uk/limited-company-formation>

## → Partnership

A legal form of **business** operation between two or more individuals who share management and profits. The federal government recognizes several types of **partnerships**. The two most common are general and limited **partnerships**.

<https://www.gov.uk/set-up-business-partnership>



# HMRC

- HMRC - Her Majesty's Revenue and Customs. HMRC is responsible for the collection of taxes
- <https://www.gov.uk/topic/business-tax/self-employed>

## Introductory guides

- [Working for yourself](#)
- [Write a business plan](#)
- [Set up as a sole trader](#)
- [Set up a business partnership](#)
- [Running a business from home](#)
- [Growing your business](#)
- [Employing staff for the first time](#)

## Self Assessment

- [Register for and file your Self Assessment tax return](#)
- [Self Assessment tax returns](#)
- [Self Assessment: register a partnership for Self Assessment \(SA400\)](#)
- [Self Assessment forms and helpsheets: self-employment and partnerships](#)

## How to register

- [Register for and file your - Self Assessment tax return](#)
- [VAT registration](#)
- [Tell HMRC about a change to your business](#)

## Managing expenses

- [Expenses if you're self-employed](#)
- [Simplified expenses if you're self-employed](#)
- [Claim capital allowances](#)

## Paying HMRC

- [Pay your Self Assessment tax bill](#)
- [Pay Class 2 National Insurance if you don't pay through Self Assessment](#)
- [Pay your VAT bill](#)

## Help and support

- [Help and support if you're self-employed](#)
- [Get help and support for your business](#)
- [Business Income Manual](#)

## Tax and National Insurance

- [Get help with tax](#)
- [National Insurance](#)
- [Self-employed National Insurance rates](#)
- [Cash basis](#)
- [Appoint someone to deal with HMRC on your behalf](#)
- [What you must do as a Construction Industry Scheme \(CIS\) subcontractor](#)
- [Share fisherman: Income Tax and National Insurance contributions](#)
- [Tax budgeting scheme for share fishermen](#)

## Records you must keep

- [Business records if you're self-employed](#)
- [Keep your business records](#)

## Stopping or selling your business

- [Stop being self-employed](#)
- [Selling your business: your responsibilities](#)

# INSURANCE

- Why do I need insurance?
  - Dogs are animals and owners don't always tell you the truth
  - For your own protection
  - Injuries (people and dogs)
- What is it for?
  - Public Liability to protect you from third party claims
  - Care Custody and Control (Liability to Animals) – in case the animal is injured or lost due to your negligence
  - Non-Negligent cover – accidental injury to an animal in your care.
  - Professional Indemnity – if someone alleges that they lost financially due to something you advised or did
  - Personal Accident Cover – should you have an accident whilst at work and as a result your earnings suffer through disability
  - Equipment cover for specialist materials or equipment your business uses
  - Employers Liability for any staff you employ
- Where to get it?
  - <https://www.ppawinsurance.co.uk> <https://www.petbusinessinsurance.co.uk>  
<https://www.oliver-ton.co.uk> These are suggestions



# FIRST AID

- First Aid for People

- Because accidents can happen.

- For minor injuries

- Canine First Aid

- Because accidents can happen.

- How to lower your pet's body temperature due to heat stroke so you can prevent brain swelling and gastrointestinal injury.

- How to stop bleeding so you can prevent your precious pet from severe blood loss on the way to the vet.

- How to properly bandage a wound so you can help prevent infection.

- How to induce vomiting so your pet can expel poison from the body.

- How to alleviate choking so you can prevent your pet from going unconscious.

- How to perform Rescue Breathing and CPR (a second "C" for cerebral means improved techniques for moving blood and oxygen to the brain) so you can keep that life-giving blood and oxygen circulating, keeping the animal alive until you get to medical help.

- First Aid Courses/Books/Kits for Dogs

- Suggestions for courses:

<http://www.dog-first-aid.com>

<https://www.animal-job.co.uk/canine-first-aid.html>

<http://www.britishcollegeofcaninestudies.com/product/canine-first-aid-course/>

- Suggestions for Canine First Aid Kits:

<https://fetch.co.uk/complete-first-aid-kit-for-pets>

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<https://www.hyperdrug.co.uk/Hi-Travel-First-Aid-Kit-for-pets>



# FINANCES

- Record keeping
  - Overview
  - You know what you need to work on/cut down
- Accountant
  - Knows the in's and out's
  - Can save you money
- Expenses
  - Pay yourself
  - Don't spend all your money on your dogs
- Helpful tools
  - Online account programmes
  - E.g. Xero, Sage Online, Quick Books



# GETTING HANDS ON

- Venues
- Equipment
- Health & Safety
- Contracts / T's and C's



# VENUES

- Think of a good venue to do an Introduction Course
  - You have 5 minutes
- What makes a good venue?
  - Safety – Is it safe for the people and dogs to trail in?
  - Do we need to take safety precautions? If any, which ones?
  - Is the location suitable for all levels/dogs to trail in? Or just advanced trailers?
  - Can barking dogs or the presence of dogs be a nuisance to any members of the public (Always make sure to wear Hi-Vis vests when trailing in a public area)
  - Do you need to register with the landlord/owner/council/etc. to say you are training?
  - Are there fees, such as parking or entry fees? If you become a member of the National Trust (<https://www.nationaltrust.org.uk/join-us>) you will pay no parking fees or entry fees in any of their buildings/sights etc.
  - Are other animals, e.g. cows, sheep, in the area that you have to consider?
  - Time management – plan the timing according to the level of trailers you have. Bank holidays for example, can mean that places are busier, which can make it harder for the dogs to trail (more distractions).
  - Weather conditions – Can weather conditions affect the training at this particular venue?
  - Be thankful and let them know! It might help you, if you would like to use the venue again in the future.





# EQUIPMENT

- Harnesses

Why is the right harness so important?

→ Dog is comfortable at all times (no long term damage)

→ Safety

- Leads

→ Biothane

→ Leather

→ Fabric

→ Super- Grip

- Gloves

JULIUS  
K-9®



**When it's dark, please make sure your dog handler teams are clearly visible!**



# HEALTH & SAFETY

- Equipment
- Training Venue
- Dog handler skills
- Dog
  - Reactive to dogs, humans or both?
  - Likes to chase bikes/cars?
- First Aid Kits
- Registration Form



# CONTRACTS + T'S AND C'S

## ■ Workshop Registration Form

### Registration Form Mantrailing Workshops

Name, First Name	
Street	
Town	
County	
Postcode	
Email address	
Mobile Number	

Dogs Name/ D.o.B	
Breed	
Level of Experience (Beginner to Advanced)	



### Declaration

I am fully aware that my dog and I participate in this course at my own risk. I will not hold Mantrailing UK Ltd responsible for any injuries caused to me or the dog/s.

I have read and agree to the Terms and Conditions of Mantrailing UK Ltd.

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

### **General Data Protection Regulation Agreement**

You agree that by the completion of this form you consent to the collection and use of your Personal Information by Mantrailing UK Ltd. Mantrailing UK Ltd will only use your personal information to administer your account and provide the services you have requested from us. We will not share any of your personal information with other organisations or individuals without your expressed permission.



- Form to sign when on sight



**Declaration**

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# MANTRAILING UK T'S AND C'S

The terms and conditions are in effect as soon as you sign up for any service offered by Mantrailing UK Ltd.

- [Signing-up](#)
- [Payment](#)
- [Participants](#)
- [Cancellation policy](#)
- [Participation rules](#)
- [Behaviour in and around the training areas](#)
- [Health of the dogs](#)
- [Liability and insurance](#)
- [Equipment and clothing](#)
- [Length of the event/service](#)
- [Cancellation of a contract or postponing of an event/service by Mantrailing UK Ltd](#)
- [No guarantee of success](#)
- [Copyright](#)
- [Non-Disclosure agreement](#)
- [Pictures and videos](#)
- [General](#)
- **By booking a course/seminar/workshop or attending our training sessions or any other services of Mantrailing UK Ltd you agree to be bound by these terms and conditions.**



# YOUR IDEAL CLIENT

- Draw your ideal client
- In pairs how to communicate/how to reach this client
- Mantrailing UK's ideal client



How to  
communicate/How to  
reach this client

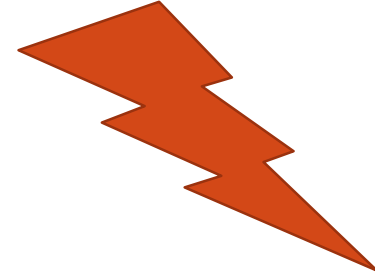


# MANTRAILING UK'S IDEAL CLIENT

- Dog lover
- Woman
- 20-70 years
- Retired/full- or part time workers



# TROUBLE SHOOTING



- What problems/issues do you think could arise before/during/after an Introduction Course or Training Session?
  - Being late
  - Not paying
  - Dog is more reactive then you've been told
  - Negative person/ Pessimist
  - You don't know the answer to a question
  - Injury
  - Complaints
  - Disagreements





# TIME MANAGEMENT + ATTITUDE

- Weekly planner and goals
- Breaking your goals down – What are your goals?
- Growth mindset

