

REQUIREMENTS FOR NON-CHAMPIONSHIP SHOWS (OPEN SHOWS)

1. Check your dates with Provincial Council in the year before the events are to take place.
2. If Clubs wishes to change dates check with Provco if new dates are available then download form from KUSA website, (Application for show date change) complete and submit to Provco and KUSA.
3. **Deadlines – no less than 3 months prior to the show**
4. Deposit your Licence fee directly into the KUSA Account. (Make sure your amount is correct, fees are available on the KUSA Website) When doing the deposit please put your Club numeric code and OP/LIC as your reference.
5. Send your licence application to your ProvCo & KUSA with proof of payment of your Licence fee.
6. Send draft Show Schedule direct to KUSA (See Schedule 4 for requirements)
7. Send signed judges contracts direct to KUSA.
8. If the returns for your previous Open show have not been received, your application may be refused until the payment is received.
9. If documents come in after the three 3 month period penalties start accruing leading up to the Show. If show returns (levies and breakdown of judging) are not sent to KUSA within fourteen (14) days of the show, penalties will also be added).
10. Download Schedule 8, stick on your fridge door or on the wall by your computer to remind you when documents are due.

REQUIREMENTS FOR CHAMPIONSHIP SHOWS

1. If inviting a foreign Judge ensure that you have requested KUSA to clear them first. Once you have received a list of breeds they are eligible to judge then you may send a contract to the foreign judge.
2. **Deadline – 6 months prior to the Show**
3. Deposit your Licence fee directly into the KUSA Account. (Make sure your amount is correct for the type of Club you are. Fees are available on the KUSA Website.) When doing the deposit please put your Club numeric code and CH/LIC as your reference.
4. Send your Licence Application form directly to KUSA with proof of payment of your Licence fee.
5. Send draft Show schedule direct to KUSA.
6. Send signed judges contracts direct to KUSA.
7. If your Championship show has not been cleared for the previous year, no licence will be issued, so make sure you are up to date with outstanding documents/payments.
8. If documents come in after the 6 month period, penalties start accruing leading up to the Show. If Show returns (Levies and Catalogue) are not sent to KUSA within ten (10) working days of the show, penalties will also be added.
9. Download Schedule 8, stick on your fridge door or on the wall by your computer to remind you when documents are due.

CLUBS THAT ARE ON THE CLUB PORTAL

Clubs that are registered on the Club portal may do the following:

1. Amend Club address and contact details
2. Capture new events and amend current events
This includes capturing their entire schedules and Judges for forthcoming events.

The Shows department captures and verifies more than 500 events per annum. It would be greatly appreciated if Clubs could start capturing their own events. KUSA would only then need to verify and communicate any problems to the Club.

The Schedules will not go live until all documents, fees and any outstanding information have been provided.