

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 wish to change dates they need to check with Provco if new dates are available then download the form from KUSA website, (Application for show date change) complete and submit to ProvCo and KUSA.
3. **Deadline for documents to the KUSA Office - 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 completing your transaction please provide your ORG No and OP/LIC as your reference.
5. Send your licence application to your ProvCo & KUSA with proof of payment of your Licence fee (NAPC, KZN, EC, WC)
6. Send your licence application direct to KUSA with proof of payment of your Licence fee (DOGSPC, NAM,FS)
7. Send draft Show Schedule direct to KUSA (See Schedule 4 for requirements)
8. Send signed judges contracts direct to KUSA.
9. If the returns for your previous Open show have not been received, your application may be refused until the payment is received.
10. 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). PLEASE NOTE PENALTIES ARE FOR PRE-SHOW AS WELL AS POST-SHOW DOCUMENTS.

11. Download Schedule 8, place where you will see it on a regular basis 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 clearance 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. When completing your transaction please provide your ORG No and CH/LIC as your reference.
4. Make sure your amount is correct for the type of Club you are. Fees are available on the KUSA Website.
5. Send your Licence Application form directly to KUSA with proof of payment of your Licence fee.
6. Send draft Show schedule direct to KUSA.
7. Send signed judges contracts direct to KUSA.
8. 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.
9. NO LICENCES WILL BE ISSUE IF ANY OF THE FOLLOWING ARE OUTSTANDING:
 - A) AGM documents & Signed audited Financials
 - B) Chairman, Vice Chairman must be KUSA Members (01.02.2019) and Treasurer must be KUSA Members (01.02.20) clubs to be compliant with their own Club and KUSA Constitutions.
 - B) Penalties for late submission of Documents

- C) Open Show returns - Complete 3 page Form and proof of payment
 - D) Championship Show returns - Show Returns form, proof of payment and marked Show Catalogue.
10. If documents are received after the 6 month period - pre show, penalties start accruing leading up to the Show.
 11. Submit Show Returns within fifteen (15) working days after the Show/Trials etc., Returns of Show entries/levies form, proof of payment and marked Catalogue)
 12. Download Schedule 8, place in a prominent place where you will see it on a regular basis to remind you when documents are due.

CLUBS UTILISING 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 when the Schedule they wish to distribute is submitted.

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

Updated 22 August 2019