



Kennel Union of Southern Africa

THE
SOUTH AFRICAN
DOG CLUB SECRETARY'S
HANDBOOK

THE KENNEL UNION OF SOUTHERN AFRICA
CAPE TOWN
2008

SOUTH AFRICAN DOG CLUB SECRETARY'S HANDBOOK
(3rd Edition)

When the First Edition of this Handbook was published in 1988 everything that could be thought of, was included. In the intervening years, and in fact right up to the moment of going to press of the Second Edition, alterations were being made to improve it so as to give Club Secretaries as much information as possible. The current edition omits the section on How to Form a Club which appeared in the First Edition but contains a huge amount of additional material.

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Club officials are reminded that the copies of the KUSA Constitution, Schedules, the South African Dog Club Secretary's Handbook and other publications issued from the office are the property of the club and not of any individual. Upon retirement or resignation, these MUST be handed over to the new official.

ACKNOWLEDGEMENTS

This Handbook has been prepared with contributions, based on their own knowledge and requirements, from many sources including Federal Councilors, Provincial Councils and individual Club Secretaries, past and present, to all of whom grateful thanks is offered.

INTRODUCTION

The Handbook does not profess to be the ultimate for Club Secretaries, but rather a Guide for the Novice. Certain matters mentioned in the text one MUST do in terms of one's own Club or the KUSA Constitution, whilst others, such as writing letters of thanks to judges, one OUGHT to do, but there are also areas in the Handbook where one has wide discretion as how to handle things. The Golden Rule to live by is, if you do not know, please ask. People will think the more of you. If the query one wants answered is something specifically local, such as, can caravans be brought onto the Show grounds, use people with local knowledge. If it is a Provincial query, contact the KUSA Provincial Council under which the Club falls and the same applies to Breed Councils but should it concern KUSA direct then the office is the place to contact. A very good method of determining what one should do is to ask oneself: "If I were asked the question by someone else, where would I direct them?"

It is suggested that the Handbook is read carefully. Remember your thoughts on how the Handbook could be improved, by the inclusion of additional material etc., in future editions, are always welcome.

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**SCHEDULE OF DOCUMENTS AND RETURNS TO BE SENT TO THE
SECRETARY
(Effective Date: 1 September 1990 including amendments to May 2007)
SCHEDULE 8 of the KUSA CONSTITUTION**

For the guidance of Club Secretaries and other persons, notification is given that these documents specified in the first column shall be sent to the Secretary within the time limitation specified in the second column, namely:

1. CLUB AFFAIRS	LATEST TIME REQUIRED
1.1 Annual Affiliation fees as per Schedule 7	on or before 1 September
1.2 Minutes of every Annual General Meeting and any Special meeting together with attendance Register	within 30 days of meeting
1.3 One copy of Annual Audited accounts of Income and any Expenditure and Club Balance Sheet	
2. CHAMPIONSHIP SHOWS	LATEST TIME REQUIRED
2.1 Application for Championship Show	6 months before show date
2.2 Draft Championship Show Schedule	6 months before show date
2.3 Championship Show licence fee as per Schedule 7	6 months before show date
2.4 Application for approval of Championship Show Judges resident abroad (Sch.3,20.5.2)	9 months before show date
2.5 Letters of Acceptance from all proposed Championship Show Judges	6 months before show date
Field Trial Judges	4 months before show date
2.6 Final Approved Championship Show Schedule	24hrs after issue to public
2.7 Return of Championship Show Entries And Entry fees as per Schedule 7	10 working days after close of Show
2.8 Official Show Catalogue containing all entries and awards including name and date of birth and placings of any child or Junior Handler Competition at an All Breeds Show	10 working days after close of Show
2.9 Any Show entry form, Judges Sheets/ Books – when called upon by the Secretary subject to time of retention by Club Secretaries not exceeding 12 months from date of Show.	
3. QUALIFYING SHOWS	LATEST TIME REQUIRED
3.1 Application for Qualifying Show Licence	6 months before show date
3.2 Qualifying Show licence fee as per Schedule 7	6 months before show date
3.3 Qualifying Show Draft Schedule for Approval	6 months before show date

- | | | |
|-----|---|-------------------------------------|
| 3.4 | Application for approval of Show Judges Resident abroad(Sch.3,20.5.2) | 9 months before show date |
| 3.5 | Letter of Acceptance from all proposed Judges | 6 months before show date |
| 3.6 | Approved Qualifying Show Schedule | 24 hrs after issue to public |
| 3.7 | Return of Qualifying Show Entries and entry fees as per Schedule 7 | 10 working days after close of show |
| 3.8 | Official Show Catalogue containing all entries and awards | 10 working days after close of show |
| 3.9 | Any Show entry form, Judges Sheets/ Books – when called upon by the Secretary subject to time of retention by Club Secretaries not exceeding 12 months from date of Show. | |

4. NON-CHAMPIONSHIP SHOWS

WHEN REQUIRED

- | | | |
|-----|--|-----------------------------|
| 4.1 | Application for Non-Championship Show Licence, Draft Schedule and signed contracts from proposed Judges | 3 months before show date |
| 4.2 | Non-Championship Show Licence fee as Per Schedule 7 | 3 months before show date |
| 4.3 | Letters of Acceptance from all proposed Judges | 3 months before show date |
| 4.4 | Return of Non-Championship show Judges giving names and addresses of each Judge and breeds/groups/events and numbers of exhibits judged by each judge and in terms of Schedule 7, entry fees for each dog entered. | 14 days after close of show |

SHOULD ONE ACCEPT THE POSITION OF CLUB SECRETARY?

As most will know, a Club is a voluntary association of persons meeting together for the promotion of, in this context, the sport of dog showing, breeding of pure-bred dogs, training of dogs etc. similarly those persons elected to office accept on a voluntary basis. The Secretary features prominently in the running of the Club in terms of the Club Constitution. The Club is not formed for the acquisition of gain and consequently if any reward for services rendered is to be considered it would normally be in the form of an honorarium, granted by the Committee, if thought fit. The prime position held by the Club secretary should not be underestimated. It is voluntary dedication to a considerable amount of hard work and the *position should not be accepted unless sufficient free time is available for the immense involvement with the affairs of the Club*, (viz: Agendas for meetings, Minutes of meetings, maintaining membership records etc, all documentation connected with Non-Championship, Championship and other Shows, arrangement for qualified judges or running a Sub-Committee to deal with Shows. Generally being the mainspring in keeping the Committee Affairs under control and observing the terms of the Club Constitution on Statutory matters such as Annual General Meetings, Special General Meetings etc. The maxim here is that if in doubt how to proceed in any matter there are various sources you can consider, such as the Club Affairs Department at KUSA or your Provincial Council Secretary who will be pleased to advise in times of need.

WHAT IS INVOLVED?

When you read through this Handbook, it will appear to you that the duties of Club Secretaries and the advice given to them relates only to the organisation of meetings, writing Minutes, dealing with correspondence and preparing for Shows. This is true to a large degree as these are the areas where the Club Secretary most often needs advise, which cannot be obtained from KUSA outside office hours.

However, the Club Secretary has a far wider function than being an organiser of meetings and shows and much of what occurs cannot be covered in any Handbook being largely a matter of common sense mixed with who and what you know. The Secretary is almost certainly the first person in a Club with whom an enquirer comes into contact. ***Your approach whether face to face, on the telephone or by letter at the time of initial contact can permanently colour a person's perception of your club. It thus goes almost without saying that a Club Secretary's important qualities must include a liking for people and a cheerful and courteous manner to everyone at all times, even when under stress.***

You will find all manner of people put in touch with you who will ask you a wide variety of questions such as "Can you recommend a breeder of "X" in the area where I live?", "Does your club hold training classes for Canine Good Citizenship, Obedience, Ring craft etc., if not, who in my home area does?" "I'm new to the area, is there a vet nearby?", "I have picked up a stray "X", is there a Rescue Scheme or where is the nearest Animal Welfare Authority?", "How do I become a member of your Club?" "Can you tell me anything about KUSA?" "Do you know KUSA's telephone/fax number/E-mail addresses?" In order to answer many of these questions, you should build up information sheets either in the form of Index cards or an index book. Every time you are asked a question for which you do not know the answer, there are two routes you can follow. Either discover the answer and let

your enquirer know and at the same time note in your index the answer if you cannot find the answer, ask yourself, “Where or to whom would I turn for advise?” and suggest that route.

Never, ever forget that the Club secretary, as also is the Chairman, are seen by members, prospective members, dogdom and the public in general as The Club. So anything you do or say or the attitude taken can strengthen or weaken the effectiveness of your Club.

OBLIGATIONS OF A CLUB

Once a Club has been formed and is affiliated to the Kennel Union, it has certain obligations to its members and to the Kennel Union. Some of these are either annual or fairly obvious whilst others will be discussed in detail at a later stage in this Handbook.

PROVINCIAL COUNCIL

A Provincial Council, where one exists, is constitutionally a Sub-Committee of the Federal Council and operates on an agreed Constitution for its terms of reference and functions. Your Club must appoint a person to represent it on the Provincial Council and also nominate an alternate to take the nominated member’s place when that person is not available. When a nominee and or the alternate present themselves to the Council, they must take with them a letter of accreditation. It is normal practice for Councils to be re-formed annually. At the first meeting of the Council for that year even if they have been accredited before, each accredited member must take a fresh letter of accreditation with him/her. Special arrangements have been made necessary in the Gauteng due to the density of Affiliated clubs and information is available from the Secretary of **District of Gauteng Provincial Council & Northern Areas Provincial Council**.

Clubs should ensure that either the accredited member and/or the alternate attend each Council meeting. Although the reasons for this should be obvious, there is no harm in pointing out that these meetings constitute a forum where matters of local interest and Inter-Club matters can be discussed. Additionally, the meetings give the Council Chairman and Secretary the opportunity of bringing to every Club’s notice those matters which have been advised to them by the Federal Council or other sources and which either affect Clubs or members on a local or national basis. On the reverse side of the coin, the meetings enable Councils to forward to the Federal Council their member’s thoughts on various matters.

Delegate or Representative?

When someone is given the job of representing your club at any meeting or as a member of another body (e.g. Provincial Council), it should be made quite clear to him whether he goes as a Delegate or a Representative, as the functions of both are quite different.

A Delegate is bound to carry out the wishes of those who elected or appointed him even if it is found that those wishes are not for the good of the whole.

A Representative must put forward the viewpoint of those who elected or appointed him, but having heard other arguments may exercise his discretion.

Affiliation Fees

In terms of Article 8 of the Kennel Union Constitution, Affiliation fees are due and payable on 1st September annually. There is, however, a one month grace period until the 30th day of September during which Clubs are not penalised if the Affiliation fee has not been received by KUSA. Non-payment beyond the grace period will result in loss of Affiliation and the Club may only be reinstated on written application, payment of all sums due and subject to the imposition of a penalty fee. Should this happen to your Club, then you cannot hold any event under a Kennel Union licence and the club would lose all privileges of an Affiliated Club including representation on the Provincial Council and Public Liability Insurance Cover, until it is re-affiliated.

Loss of Affiliation

Although the usual reason for a club to get dis-affiliated is non-payment of Affiliation fees there are a number of other reasons including not adhering to your club constitution and it is wise to be mindful of these all of which are in Article 9 of the KUSA Constitution.

DUTIES AND OBLIGATIONS OF CLUB OFFICERS AND COMMITTEE MEMBERS

Before accepting any position of trust with a Club as a Committee Member, as in the case of the Principal Officer, it should be fully realised that these are positions which involve a great deal of hard work on behalf of the Club. It is therefore wise to consider the reason/s for which you are having your name proposed for any position before you finally determine whether or not to let your name go forward.

Committee Members are both the leaders and representatives of the Club and their attitude towards members and outside persons or bodies is a reflection of the Club itself and dogdom in general. As they have been elected by the members, they must serve and abide by the wishes of the members to the best of their ability within the framework of the Club's Constitution and that of the Kennel Union of Southern Africa. In their position of leadership they are responsible to the members and indirectly to the Provincial, Breed or Liaison Council and KUSA to ensure that the affairs and finances of the Club are well organised, efficiently run and work for the benefit of the club members as a whole. An officer or member of the Committee must at all times, especially publicly, subjugate his personal views, even if they are in conflict with the agreed policy of the club and reflect only those which are the Club's policy at that time. No Committee Member has the same freedom of expression as an ordinary member and if at any time he cannot reconcile his personal views with those of the club, it would be for the betterment of the Club if he tendered his resignation.

No Committee has the power to alter the Constitution of any Club unilaterally, but can make recommendations to the membership at an Annual or Special General Meeting, strictly in terms of the Club Constitution.

Chairman

The Chairman of any club is, in effect, the Managing Director. He must have his finger on the pulse of the club at all times, keeping in constant touch with the Club Secretary and so making sure that nothing goes awry.

He must uphold the Constitution of the Club and strive to improve its policies, activities and organisation. He must act, subject to any restrictions placed upon him, on behalf of his club and the Committee. He is also the representative of his Club to the outside world.

He normally occupies the Chair at any meeting, be it Committee, Annual General or Special Meeting except when the President, if there is one, is in attendance. On these occasions, the Chair is formally offered to the President who may or may not accept it. Should the Chairman be absent, then the Vice-Chairman should chair the meeting. Should both Chairman and Vice-Chairman be absent, the Committee must elect one from their members to chair that meeting. All meetings must be chaired as impartially as possible. Dependent upon the Club's Constitution, the Chairman may or may not have a casting vote as well as a deliberative vote in the event of equal voting. In the event of any meeting not accepting the Chairman's ruling he has the power to close the meeting.

The Vice-Chairman

Dependent upon the Club, the Vice-Chairman may automatically be proposed for the position of Chairman when the Chairman retires. At most meetings he acts as a Committee Member unless the Chairman is absent whereupon he assumes the position of Chairman until the Chairman returns. He is usually, but not necessarily, the longest serving member of the Committee.

The Secretary

The main duties of the Secretary are to act as the "office" for the Club between meetings to conduct all correspondence and to be advisor and generally serve the Chairman. He must also maintain an up to date list of all members, Honorary members, etc., their addresses and telephone numbers. Unless it is completely impossible, the Secretary must attend all Committee, Annual General and Special General Meetings as only by attending every meeting can he or she be kept fully aware of the affairs of the Club. If absence is unavoidable all the relevant papers, Minute Books ect., should be made available to the Chairman who must appoint a temporary Secretary. Should the Secretary be unable to carry on with his/her duties then a new Secretary must be appointed in terms of the Constitution.

The Treasurer

In the case of some Clubs, the office of Treasurer is combined with that of Secretary but this should be avoided as far as possible. Apart from being a condition of many Club Constitutions, it is considered very unwise to have both signatories to the Club's Bank Account members of the same family or non-relatives living in the same house. The Constitution should state that all cheques must be signed by two people, one of whom is normally the Treasurer but this is not essential. Should there be more than two signatories, these should be in multiples of two (i.e. one can sign in place of the Chairman or Secretary and the other in place of the Treasurer)

It is the duty of the Treasurer to maintain a complete system of accounts which show accurate record of the Income and Expenditure of the club and suitable books of accounts should be prepared. It is suggested that the minimum should comprise a receipt book, cash book, members ledger, journal, general ledger, record assets and balance sheet items. The Treasurer is responsible for the production to the Auditors, at the annual audit of all books of account,

Bank Statement etc., The Treasurer should produce the Bank Account details at every meeting. He should also work in close co-operation with the Secretary. It is strongly recommended that the Treasurer, especially in the larger Clubs, has some type of financial background.

THE KUSA CONSTITUTION AND SCHEDULES

This Constitution is the bedrock on which organised dogdom in Southern Africa is based. The foundations on which dogs are registered and shows built are contained in the various schedules which if read, will answer most of the questions which a club Secretary is asked. More than half the battle is won, if you know where to look so it would be advisable for Club Secretaries to read and highlight areas in the Constitution which pertains to them. It is not necessary to know the Regulations word for word, but ensure you have a broad knowledge of the KUSA Constitution.

No Constitution can deal with problems of morals and ethics and in such cases you, your chairman and your committee must be guided by their own consciences rather than any set of rules.

In March 1990, or since affiliation, each Affiliated Club, Provincial, Liaison and Breed Council was sent a copy of the complete 1989 Kennel Union Constitution and Schedules. Since then various supplementary information such as new Schedules, Judges Lists etc have also been sent to Clubs. These are the **property of the Club** and not of any individual and must be passed to the next Secretary when your term of office expires. Make sure that any subsequent schedules or amendments are placed in the correct section when received from the Kennel Union as follows:

- (a) Amendments to the Constitution
Schedule 7 (Kennel Union Subscription and Fees) is updated and published regularly. Each new issue is distributed to Clubs through the Provincial Councils. Although Schedule 7 KUSA Schedule of Fees is annually amended in September. Clubs should, however make themselves aware through the "Dogs in Africa" magazine of any additions to the Schedule caused by the introduction of new events, changes in vat etc., The fees may also be viewed on the KUSA Website.
- (b) Minor Amendments
Minor amendments such as the change from "South West Africa" to "Namibia", or those of a grammatical or cosmetic nature will be incorporated into any reprint of a schedule.
- (c) Major Amendments
This can appear in three forms;
 - (i) A new Schedule
 - (ii) An updated version of a previously issued schedule
 - (iii) Amendments to existing Schedules. These are published normally twice a year as a loose leaf supplement to "Dogs In Africa" Magazine.

New Schedules are circulated to clubs and must of course be inserted into the correct place in the Constitution and old editions replaced by new revised editions or reprints. Where the amendments are published as loose leaf supplements, updating documents

require some work and for those who have never had to tackle this before, this is what you do.

The amendments are printed on one side of the paper only. This is so you can “cut and paste” wherever possible. If the amendment is large, put a horizontal line through the first and last lines of the text to be deleted and join them with a diagonal line. Next, cut out the amendment. Glue the side that will be nearest the centre of the book and stick on the inner margin as close as you can to the section crossed out. Then write next the insert “w.e.f” (with effect from) and the date. This is important as sometimes amendments don’t come into force until some months after publication. Never glue directly over the text you have crossed out as it either may be in force for some time to come or you might want to look later at the original wording. Unless they are also to be deleted DO NOT cross out headings or side margin reference numbers.

In the case of a minor amendment, the amending sheet may read something like “Line 3 DELETE, ‘or’ INSERT “and”. In this case find the word to be deleted, cross it out, insert the new word, (possibly in the margin if there isn’t enough room) with a line running to where it slots in and again put in implementation date. Don’t, whatever you do, put a hodge podge of amendments at the front of a Schedule, if you do, you will be doing both yourself and your club a disservice. They must be placed where they belong.

Equally you must do the same thing in your own Club Constitution should you have any amendments. It is, as everyone will admit, a boring job but it only takes a few minutes if done regularly, but if you wait a year or so you will lose track of the amendments.

- (d) Extra Copies of the Constitution or Secretary’s Handbook
These are available to any Club or member either by payment of the current fee if it needs to be posted or it may be accessed on the KUSA Website or e-mailed.

It is essential that as a matter of routine when a club secretary receives a new schedule, an amended schedule or sees amendments to the Constitution in “Dogs In Africa”, the necessary alterations, including dates of implementation, are made to the club copy as soon as possible. Failure to do so could result in embarrassing situations arising at shows, (where it always has to be available), meetings, etc.,

NOTE: [If an official complaint is laid at a show and you don’t have a completely updated KUSA Constitution, you could find yourself in all sorts of trouble!]

The Constitution of a Dog Club

It is strongly recommended that all Clubs adopt the KUSA Specimen Club Constitution, a copy of which can be obtained, free, on application to the KUSA Office. The Specimen Constitution was drawn up with legal advice and covers all the foreseen eventualities which might not otherwise be covered when an inexperienced Club attempts to draw up a new Constitution or revise an existing one. Any special regulations for members can be covered in the Club By-Laws. It is strongly recommended that the amount of Club subscriptions membership fees are not laid down in the Constitution, for if they are, no changes to fees can

be implemented without amending the Constitution either at the Annual General Meeting or by calling a Special General Meeting.

Amendments to Club Constitutions

You can only amend your Club Constitution at a General or Special General Meeting. When you put the amendment on the Agenda, you must state quite clearly what you are amending for example; to amend Article 5 (d) Objects by deleting the words “Working Trials”. When you intend making an amendments, check very carefully through your Constitution to make sure that the amendment you are making does not affect another Article. If it does, then you will have to make a second or further amendment to line things up. These amendments must also appear on your Agenda. Remember also, that if you are altering any numbers, that this has a ripple effect and may not only affect the numbers on the side of your text, but also numbers within the various Articles. (Once you have put your amendments on paper, it is a good idea to get someone else to check to see you have made no mistakes – its so easy for this to happen).

Once the proposed amendments have been approved by your club, you send them to KUSA for ratification (in terms of Article 8.6.1 of the KUSA Constitution).When you submit the amendments to KUSA they must be accompanied by a copy of the Minutes of the Meeting accepting the amendments. To keep KUSA in the picture, always send them a copy of the covering letter you send to the Provincial Council with your Constitution amendments. In the case of Clubs in Gauteng (District of Gauteng & Surrounds and Northern Areas Provincial Councils) the Provincial Council’s need to confirm the amendments and recommend approval to the Executive Committee.

A final thought, if you are adding something to your Constitution such as an additional type of membership, remember to define it for example “Triple Membership is only available to triplets”.

Annual General Meetings and Special General Meetings

Every Affiliated Club is bound to have an Annual General Meeting and have prepared for it an audited statement of the Income and Expenditure and Balance Sheet. The actual period within which the Annual General Meeting can be held and the period covered by the Club’s financial year are laid down in the Constitution of the Club concerned. Annual General Meetings, despite their importance are not usually well attended, but some clubs boost attendance by holding them in conjunction with Non-Championship Shows, Seminars, etc., The running of an Annual General Meeting or Special General Meeting is divided into three parts:

[NOTE: Your Club is ruled by your Constitution and although KUSA has to approve any amendments, it cannot give you permission to break or alter any of the terms to suit a particular situation.]

1. The preparation.
2. The holding of the Meeting
3. Requirements after the Meeting has been held.

Preparation

It is normal practice for the Committee to meet some six weeks before the Annual General Meeting is to be held to determine the date, time and venue of the Annual General Meeting. The latest date on which it can be held is specified in the Club Constitution and is usually within three months of the close of the Club's financial year. At the same time the Committee is to instruct the Secretary to send out a Notice of Meeting to all members, not less than 30 days before the AGM, where the Kennel Union Specimen Constitution has been adopted, or at other such time as may be determined by the Club Constitution. The Notice of Meeting should also draw attention of members to the fact they may submit items to be placed on the Agenda (other than those concerned with the Club's Constitution which must be motivated through the Committee) up to 14 days prior to the date of the Annual General Meeting is to be held or such other time as determined by your own Constitution.

It is worth reminding your members that if they wish an item to be placed on the Agenda, it must be fully motivated and seconded and they should be prepared to speak on it at the meeting, which as a proposer they must attend, otherwise the item may be withdrawn.

Between 10 and 14 days before the meeting the Committee should meet to compile an Agenda for the meeting which must be posted to all members, ten (10) days before the meeting is held or as determined in your own Constitution. (Always remember delays in the Mail are not unheard of).

The majority of Club Constitutions state that any Notice of Meeting must be dispatched to the appropriate person "X" days before the meeting. Subsequently "Y" days before the meeting, the Secretary must post the Agenda. The reason for the difference in the two mailings is to give people the opportunity to submit matters to the Club Committee that they wish placed on the Agenda.

YOU CANNOT SEND OUT NOTICE OF MEETINGS AND THE AGENDA ON THE SAME DAY!

If you do so and someone wishes to have an item placed on the Agenda and has not had the opportunity in terms of your Constitution, any meeting held can be declared both invalid and unconstitutional. To avoid the possibility of this situation arising, Club Secretaries are urged to read their Club's Constitution carefully and then abide by it – despite any pressure that may be brought upon them.

The Agenda for an Annual General meeting should be drawn up along lines similar to the following:

1. Establish a quorum;
2. The Notice convening the meeting;
3. Apologies and announcements;
4. Minutes of the previous Annual General Meeting and/or any other Special General Meeting which has been held and for which the Minutes have not been approved;
5. Matters arising from the foregoing Minutes;
6. The Chairman's Report for the year (the actual report can be circulated with the Agenda);
7. The Honorary Treasurer's Report (which can be circulated with the Agenda) and the Audited Balance Sheet and the Income and Expenditure Account;

8. Matters arising from these two Reports;
9. Motions for the amendment of the Constitution which must have been circulated with the Notice of the Meeting;
10. Matters submitted by the Committee (Detail);
11. Matters submitted by the members (Detail);
12. Election of Officers, Committee members, Honorary members, etc and the appointment of an auditor;
13. Should your Club have written into its Constitution a provision whereby postal votes are permitted for the election of Officers or Committee members, then the manner in which this is carried out must be in strict accordance with the Constitution and procedure for the legality of such votes. Proxy voting will not be approved by the KUSA in any Club Constitution.

NOTE: Only matters which appear on the Agenda as a specific item can be discussed at the Annual General Meeting.

Special General Meetings are somewhat different as it is usually called to discuss one or two specific matters only. The procedure for calling such a meeting, Notice of Meeting, sending out an Agenda is governed both by your Constitution, the provisions of which you must follow; and the outline given for an Annual General Meeting. The Agenda is somewhat dissimilar from that of an Annual General Meeting in that it consists only of:

- (a) The Notice convening the Meeting;
- (b) Apologies and Announcements;
- (c) The matters for which the meeting was called.

Again,

NOTE: Only matters which appear on the Agenda as a specific item can be discussed at the Special General Meeting.

IT IS ABSOLUTELY ESSENTIAL THAT ALL NOTICES AND AGENDA'S DISPATCHED TO MEMBERS ARE CORRECT AND THAT THE RIGHT SECTION OF YOUR CURRENT CONSTITUTION IS QUOTED WHEREVER ANY SECTION IS MENTIONED otherwise you might find yourself having to cancel a meeting due to non-compliance with your Constitution. A copy of the Notice of Meeting and the Agenda must also be sent both to KUSA and your Provincial Council.

Administration of the Meeting

The Secretary must ensure the venue is adequate. The Secretary should have with him/her the Minute Book, written up, a shorthand pad and a supply of pencils for him/herself and can organise a tape recorder. The Secretary must also bring any documentation applicable for items on the Agenda which is required for the meeting together with extra copies of the Minutes of the last meeting and the Financial Reports to hand to members who may not have copies with them.

The Secretary should delegate a member of the Committee to make certain that every person attending the meeting signs the Register. KUSA and Provincial Councils shall have the right to appoint observers. Visitors may be present with the agreement of the Chairman.

Observers and visitors can take no part in a meeting unless called upon to do so by the Chairman, nor may they cast a vote.

If possible, the Secretary should try to obtain a suitable recorder to assist when preparing the minutes after the meeting. At the time appointed for the meeting, the Chairman should call it to order and before opening the meeting establish whether or not there is a quorum in terms of the Constitution. If there is no quorum then you must be guided by the terms of your Constitution. In many cases the Constitution will note that the opening of the meeting be postponed for a certain number of minutes to see if sufficient members arrive to form a quorum. It is recommended that a half hour waiting period followed by the continuance of the meeting should be adopted as part of the Constitution. This eliminates a great deal of time, trouble and expense involved in adjourning meetings.

The Chairman opens the meeting by calling on the Secretary to read the Notice of the Meeting and Agenda. He then welcomes all members, observers and visitors (probably the latter by name) and asks people that, during the course of the meeting when they stand up to speak on the first occasion they identify themselves.

Next, before the formal Agenda is started, it is customary to stand in silence in memory of any members or other persons who it is so desired to honour and who have died since the last meeting; also to record any apologies for absence, read any messages and make any announcements, such as when refreshments will be available.

The Chairman then asks if there are any alterations to be made to the Minutes of the Meeting of the previous year before a motion is put to the meeting to accept the Minutes. Should there be no alterations then the Chairman calls for a proposer and seconder who must have attended the meeting for which the Minutes are being approved and the motion is put to the meeting. If there are amendments to be made, they must be done prior to the motion for adoption being put forward.

The Passing of the Motions or Resolutions

Every motion or resolution placed before the meeting or at any meeting, for that matter, must be proposed and seconded and the name of the proposer and seconder recorded in the Minutes. Any amendment proposed to a motion or resolution on the floor must be passed **before** the main motion is voted upon. The Minutes **must** also record whether the motion was passed unanimously or whether there were any members voting against it or abstaining. It is quite in order for individuals to request that the way they voted be recorded by name in the Minutes. (The Minutes should be recorded something like this:

It was proposed that the Club purchase ten teacups. Proposed Mr J. Bloggs, Seconded Miss J. Doe Twenty-four (24) in favour. Four (4) against. Three (3) Abstentions . Motion carried.

The Meeting then discusses any matters arising from the Minutes of the previous Annual General Meeting which have yet to be resolved.

The next two items are the Chairman's and Treasurer's Reports which will be read out at the meeting, if not previously circulated. Once both Reports have been read and discussed, a motion must be put forward asking for a proposal for their acceptance. If the motion is not carried, members can ask for the Provincial Council to arrange, for example, for an

independent audit of club books. This must be proposed, seconded and voted upon in the usual manner and usually Special General Meetings are called at a later date to discuss/accept results of the audit, etc.,

Should there be a proposal for any amendment/s to be made to the Constitution, they must be brought up next. The Chairman will motivate the amendment/s on behalf of the Committee before any matter is thrown open for discussion, and the member of the Committee motivating the amendment should talk on it before the matter is thrown open to the floor to discuss. Amendments must be proposed and seconded before adoption and the Minutes should indicate that the motion is adopted either unanimously, on a majority vote, or defeated.

The next two items are matters submitted by the Committee for discussion at the meeting and matters brought forward by members. Although in both these cases and in the case of amendments to the Constitution, amendments to the original proposals may be put to the meeting, no new items can be added to the Agenda. Remember also, that if amendments to a proposal are put up these **MUST** be voted upon before the principal item is voted upon.

The last item on the Agenda is the election of Office Bearers and Committee, Patron, President, Honorary Members and Auditor for the following year. Members should be told how many vacancies there are and the names of the nominees for each position. If necessary a brief outline of the background of the people proposed can be mentioned when their names are put up. It is customary for nominees for a position to leave the room whilst voting is taking place. Voting can either be achieved by a show of hands for each person or by secret ballot. In either case two people should be designated as scrutineers to count the votes. You might think it advisable to ask two observers or visitors to act as scrutineers on behalf of the members. Should only one person be put up for a particular position they are returned unopposed. In a number of instances, year after year, the Committee is re-elected “en bloc” without any names being given. The correct procedure is as followed and should be followed by all affiliated clubs:

Mr “X” proposes and Mr “Y” seconds a motion that the current Committee be nominated “en bloc” to stand as Committee members for the following year. The Chairman then calls for other nominations. If there are no further seconded nominations, the meeting must vote on the proposal that is on the floor. If the proposal fails, persons must be nominated and seconded individually and when there are no further nominations, votes are taken to decide the members of the Committee.

If there should be further nominations in addition to the “en bloc” nomination and the total number of persons exceeds the vacancies on the Committee, each person including those whom it was proposed be elected “en bloc”, must be voted for individually.

Should the total nominations including the other nomination be less than the vacancies on the Committee or equal to the vacancies on the Committee, the total number of persons nominated and seconded become members of the committee without a vote being necessary.

The Minutes must show that this procedure was adhered to.

Your Club Constitution will have to indicate whether to elect the Chairman, Vice-Chairman and Honorary Secretary and Honorary Treasurer from the floor at the Annual General Meeting or at it’s first meeting, by the Committee.

Once the voting is completed, the Chairman should close the meeting. However, the Secretary should make sure before the Chairman closes the meeting, for someone to propose a vote of thanks to the Chair and the secretary note the time the meeting formally closes.

NOTE: ONLY MATTERS ON THE AGENDA CAN BE DISCUSSED AT THE MEETING ALTHOUGH IT IS CUSTOMARY WHEN THE MEMBERS ARE TOGETHER TO PERMIT INFORMAL DISCUSSION ON CLUB MATTERS AFTER THE AGM HAS FORMALLY CLOSED.

After an Annual General Meeting or Special General Meeting

As soon as possible after the meeting the Secretary must ensure the Minutes are drawn up in consultation with the Chairman and circulated. Remember to send a copy of the unconfirmed Minutes and the Income and Expenditure Accounts and Audited Balance Sheet signed by the auditor to KUSA with thirty (30) days of the meeting in terms of Article 8.6.2 of the Kennel Union Constitution.

Some Clubs are somewhat lax in submitting Minutes and can incur heavy penalties in terms of Schedule 8. Apart from being a KUSA Constitution requirement it is in the interest of all clubs to ensure that the Minutes of Meetings are forwarded to the KUSA office as soon as possible after the meeting. This is so that any Club's constitutional amendments may be placed before the Executive Committee of KUSA, as until that Committee's approval of such alteration has been received in writing, any action taken under the amended club constitution is invalid.

The Secretary should then write any correspondence concerned with the meeting and arrange to call a Committee meeting to deal with any matters which have been passed into the hands of the Committee by the Annual General or Special General Meetings.

Change of Secretary or Club Address

Should the Secretary have changed, then the Chairman must notify both the Provincial Council and the Kennel Union of the change of name, address and telephone number as soon after the meeting as possible. Remember a daytime telephone number is essential for KUSA. Similarly if the Chairman has changed, the Secretary should notify KUSA and the Provincial Council and where appropriate the relevant Breed or Liaison Council.

If the representatives or alternate from the Club to the Provincial Council, Breed or Liaison Council has changed, the Secretary must notify the Council of such change and provide both the new representative and alternate with a Letter of Accreditation.

Every new Chairman, Secretary or Treasurer MUST ensure that all documents or other records belonging to the Club which were in the possession of the retiring Chairman, Secretary or Treasurer or other designated Officer have been handed over. This includes the Club copy of the Kennel Union Constitution and the Secretary's Handbook.

One cannot emphasise too strongly how important it is for Clubs to notify their Provincial Council and the KUSA office in Cape Town of any change in Chairman/Secretary, address of Club or change of any contact telephone numbers for their Club as soon as this is known, although the reasons behind this request should be obvious, it is worth noting that failure to

supply these details can result in delays in Club's receiving mail and create difficulties should anyone wish to contact the club by telephone on any urgent matter. Besides these reasons, there is one that might be even more important: Not being able to tell a prospective member how to contact your Club!

CORRESPONDENCE

If your Club has a mail box, one of the duties of the Secretary is to see that it is emptied at least once a week and in the case of any correspondence, however received, is answered as soon as possible. There will be correspondence that has to be dealt with by the Club Committee and as Committee meetings are not necessarily held all that frequently, it is courteous to your correspondent, in such cases, to acknowledge the receipt of their letter and tell them the date upon which the Committee will deal with it.

All forms of correspondence addressed to the Club Secretary should be placed before the Club Committee. If the correspondence is important and urgent, it should be brought to the immediate attention of the Club Chairman for any action he deems necessary. Secretaries have no right to take upon themselves what should or should not be placed before the Committee of the club served.

Just because a letter is addressed to the Club Secretary does not mean that it should not be seen by the Club Committee as addressing the letter to the Club Secretary is the formal way of addressing the club at large.

Correspondence with Foreign Canine Authorities and other South African Registries

ALL correspondence with Overseas Canine Control bodies and other South African Registries must be routed through the Secretary of the Kennel Union. Clubs and individuals must not correspond with the bodies direct. The appropriate department will then correspond with the body concerned.

COMMITTEE AND SUB-COMMITTEE MEETINGS

The basic procedure is similar to that for an Annual General Meeting, but in calling it you must follow the procedure laid down in your Constitution.

It is usual for the date of a Committee Meeting to be set at the conclusion of the previous one. If not, the Secretary in consultation with the Chairman and Committee Members should decide upon a suitable time, date and venue that is acceptable to the Committee or the majority thereof. The Secretary must prepare an Agenda for the meeting and send this to each member of the Committee together with a Notice of Meeting and copies of any documents of which the Committee should have prior knowledge. The timing of the sending of the Notice of Meeting and Agenda is dependent upon the Constitution of the Club. If this is not specified, it is recommended that Agenda's be dispatched not less than SEVEN (7) days before the meeting.

The Secretary must make sure that he/she brings to the meeting not only the Minute Book but also all correspondence or any other items which relate to matters which will be brought up at the meeting.

Before the meeting opens, the Secretary must bring to the attention of the Chairman any apologies from members for non-attendance; any member who might have died since the last meeting, any notices to be made of such or when there will be a tea break.

The next item to be placed on the Agenda and be brought up at the meeting is the Minutes of the previous meeting and when approved after correction or amendment by members of the Committee who were present at that meeting. They should be signed by the Chairman as correct with the dated. The following item on the Agenda is "Matters Arising" from the previous meeting, which is a report on the various matters brought up at previous meetings, not on the Agenda as separate items, which are still active and may include any action or replies to action taken.

Should the Treasurer have any matters to report, this normally follows. Dependent upon the make-up of your Agenda, you may have a set pattern of items that are recorded, for example "Membership", "Shows" etc. If not, it is advisable to set a formal pattern. Under each main heading sub-items should be specifically listed. Any other specific items must be listed and brought up after the normal business has been concluded. The last two items on an Agenda are "Any Other Business", which relates to new matters which need to be brought to the attention of the Committee and which are not covered elsewhere or which have arrived too late for inclusion on the formal Agenda. (It is customary to go round the table starting with the Chairman followed by the Vice-Chairman and secretary to ask if people have any matters to bring up) and "Next Meeting", which is to determine the date, time and venue of the next Committee Meeting. It is advisable to follow the same sequence for all meetings which makes reference much easier over a period.

Once the meeting has been held, it is the duty of the Secretary to compile the Minutes of the Meeting, circulate them to the members of the Committee and paste one copy in the Minute Book. The Minutes themselves are simply a record of the decisions and resolutions of the Committee and not a verbatim report. However, at the head of the Minutes you must place the details of the date, time and venue of the meeting. It is normal practice to note at the end of the Minutes the time at which the meeting is finished.

Delays in replying to correspondence can occur with resulting irritation to correspondents if clubs only hold the statutory Committee Meetings laid down in their constitutions. Further more, if your club is looking for action on a matter and the people with whom you are dealing have to wait for the next formal club meeting every time a query arises, you cannot blame them for complaining if things seem to take forever. Secretaries, particularly new ones, are reminded that Club Constitutions normally make provision for the holding of additional committee meetings if these are necessary for the efficient management of the club. The Club Chairman should always be advised as soon as possible of any urgent matters brought to a Secretary's attention. The Chairman can always take the necessary steps to authorise an extra meeting, or even obtain a decision by telephone to be confirmed at the next meeting of the club committee, if this is expedient.

THE MINUTE BOOK/FILE/S

The record of every meeting, Annual, General, Special or Committee is kept in the Minute Book. Current and previous Minute Books are probably the most valuable documents the Club possesses as they are possibly the only record of the history of the organisation.

All Minutes should be written in ink or typed and always be signed in ink. Never use pencil which can too easily be altered or erased. Old Minute Books should never be destroyed but carefully stored and passed from one Secretary to the next. They represent a source of much valuable knowledge which otherwise would be lost when the people who wrote them have passed from the scene.

Erasures should never be made in a Minute Book and pages never be removed for obvious reasons. Should an entry be incorrect, the correct procedure is to cross it out and enter the new wording, with the crossing out initialled both by the Secretary and Chairman. Similarly if a whole page is incorrect, this should be crossed through and the word “cancelled” written across it and again signed by the Secretary and Chairman.

Minutes being permanent record should only be entered in a substantial book which is properly bound as they are the framework and official record of the organisation. It is for this reason that they should be written up as soon as possible after a meeting.

All Minutes should include the name of your club, the kind of meeting the date, time and venue at which it was held together with a list of those attending, apologies received.

NEVER FORGET; MINUTES ARE A RECORD OF DECISIONS AND RESOLUTIONS MADE AT A MEETING. THEY ARE NOT A VERBATIM REPORT.

CLUB MAGAZINES, COPYRIGHT & PROOF READING

Numerous Clubs publish magazines of one sort and another of very high standard. It is worth reminding the Club Secretaries and magazine editors that printing costs rise reasonably frequently depending on increases in the price of such items as paper, ink and labour. It is, therefore, not only advisable to obtain several quotes for any printing but also to look at your printing costs in relation to the selling price of your journal, as you might well be making a loss through not increasing your charges in line with extra costs.

Should you “lift” an article from another journal, even a Club one, apart from the legal implications in contravening the copyright laws, it is common courtesy to obtain permission from the magazine concerned before you reproduce it. Additionally, any article of photograph reproduced should be acknowledged when reprinted. Where journals are not commercially printed, bulk purchases of paper and other stationery items may be possible through your Provincial Council.

BREED SEMINARS

When Clubs intend holding Breed Workshops, Seminars, Lectures, etc, which might be helpful to Aspirant Judges and breeders, etc, notice of these should be advised to the Office as early as possible, in order that a free notice may be published in the KUSA “Dogs in Africa” Magazine. These notices may also be placed on the KUSA website.

Clubs are also requested to advise the Judges Department if they have published and have available, any lecture notes, Seminar Papers, Articles, so that the Office can advise aspirant Judges accordingly.

PROMOTING YOUR CLUB

A club will stagnate or even go down hill if the Committee does nothing to attract new members and retain the interest of existing ones. Non-Championship and Championship Shows form an important section of any Club's life, but should not be seen as the sole reason for a Club's existence, particularly as most clubs have as part of their objects the statement that they "promote interest in dogs".

Dependent on the type of club e.g. Ring craft, grooming, obedience classes, working trials etc., and how to learn to participate in them can form an important means of attracting people to join your club. However, it is no use holding such classes, seminars or lecture, unless you publicise them. There are many means to achieve this; advertising or getting free publicity in your local paper or radio station, mail-drops by Committee Members in the local letter boxes, hand-drawn posters in the local stores, competitions for school children. All are means of spreading the word your club exists at little cost. In certain instances you can get a free notice in the KUSA Magazine.

Involvement in community affairs such as Pets as Therapy at Old Age homes, talks to school children, community and religious groups about dogs and their place in the community (eg, pets, guide dogs, guard dogs etc) can also create an awareness of your club and at the same time counteract the efforts of the anti-dog lobby.

The Club Secretary should keep his/her eyes open, and encourage the Committee to do the same, for any announcements in the press that your local authority is making moves against dogs; wishing to increase licence fees, etc and thus be able to make representations to the Local Council prior to implementation.

Contacts should be made and maintained with the local welfare bodies, vets, police etc. as situations may arise where your club can help them or vice versa.

The value of purely social events such as dances, braai's, brunches, should never be overlooked as a means of getting people to know each other in situations other than Committee meetings and the show ring.

PUPPY SEARCH

Club Committee's should delegate this task to a suitable person on its Committee. The KUSA Office receives many calls from persons looking for specific breeds. The KUSA office may not give out individual breeders' names as employees of KUSA cannot recommend one breeder above another. All calls are directed to a suitable Club, i.e. if a person is looking for a Doberman, they will firstly be put in contact with a Doberman Club in their area. If there is no specialist Club, a Working group Club number will be put forward. It is the responsibility of the Club to maintain a list of current breeders of breeds covered by their Club in order to answer these queries. Should there not be any breeders in their area, they should keep a note of clubs with similar interests in other parts of the country and liaise with them regarding breeders who may have puppies available. The person responsible for communicating with prospective buyers must be helpful and polite as he/she is an ambassador for the Club and a reflection also on KUSA and the dog world. They should encourage and support these people and also try to draw them into the fold if possible.

ACCREDITED BREEDERS SCHEME

The above scheme was approved in November 2007 by the Federal Council. As and when applications are received a database will be made of Accredited Breeders. When this list becomes broader, so the KUSA office will give Club numbers out less as time goes by until the office will only give out names of Accredited Breeders.

WHO DOES A CLUB SECRETARY CONTACT FOR WHAT IN CONNECTION WITH KUSA?

Normally the Club Secretary has to deal with three groups of people depending on the problem which arises and should the matter requiring action fall under more than one heading, it is advisable to write separate letters for each subject.

The Federal Council

Should you have any matters that you would like placed before the Federal Council, these should be fully motivated in writing and submitted to your Provincial Council, where there is one, together with all relevant documentation. This will then be brought forward by the Provincial Council, if it is thought desirable, to be placed on the Agenda of the next Federal Council Meeting. Currently these are normally held in Mid May and at the end of November. It is, of course, to your advantage to have your Provincial Council's support of any matter you wish to bring forward.

Remember when matters are placed on the Agenda of the Federal Council, all Councillors have before them are papers, not people to whom they can talk. Thus any submission must be clear and concise and fully self-explanatory.

Where there is no Provincial Council, then your Club should submit proposals directly to KUSA.

Provincial Council

The Provincial Councils were mainly formed to deal with domestic Club matters which affect the area into which your Club falls; to approve Non-Championship Show dates and grant licences for them; and to bring to the attention of the Federal Council any matters which need to be aired on a national basis or which particularly affect all or any of the Clubs in that specific area and generally to act as advisory Sub-Committees of the Federal Council, in Club matters.

PAYMENTS TO KUSA VIA PROVINCIAL COUNCIL

In some cases clubs have drawn cheques in favour of Provincial Councils where, in fact, payments are due to the KUSA, and the Provincial Councils are only acting under delegated authority in collecting the fees (e.g. Non-Championship Show Licences) for onward transmission to KUSA. This results in the Provincial Councils having to deposit such cheques to their accounts and re-remit to the Kennel Union, with resultant inconvenience and charges being involved.

Authorised club officials should note that cheques should be made out in favour of Provincial Councils only for payments specifically due to Provincial Councils. Otherwise, all cheques for payments in settlement of Non-Championship licence fees should be made payable to the

Kennel Union of Southern Africa, although routed via Provincial Councils where convenient and necessary.

The Office sometimes receives cheques drawn on personal bank accounts and incorrectly drawn on club accounts with one signature, when in terms of club constitutions, club cheques bearing joint signatures of authorised signatories are required. Where a club conducts only a savings account with a bank, such bank cheques should be obtained under the normal arrangements, and made payable to The Kennel Union of Southern Africa. These are, of course, acceptable, since any withdrawals from savings accounts should also be made in terms of club mandates held by its bankers.

Today, the majority of Clubs are paying electronically or direct deposit. This is fine, however, so many times, no deposits or electronic payments are faxed/e-mailed through to KUSA. No forms are attached with the payments etc., when this occurs, the money if not adequately referenced will remain in a file awaiting allocation. **ALL PAYMENTS MUST BE ACCOMPANIED WITH THE FORM (i.e. SHOW RETURNS/LEVIES), OR LETTER GIVING A BREAK DOWN OF THE PAYMENT OR A COPY OF THE ACCOUNT. WHERE POSSIBLE AN INVOICE NUMBER AND THE CLUB'S ACCOUNT NUMBER WOULD BE OF GREAT ASSISTANCE.**

Should KUSA receive an amount of R2,270.00 for instance and there is no reference on the deposit slip for the bank to record on our bank statement, KUSA has no idea who it is from nor what it is for. Please put your account number on as a reference and if possible an invoice number, then follow up with a fax/e-mail stating what the R2,270 is for, i.e

R580.00 Championship Show licence,

R90.00 Non-Championship Show returns,

R560.00 Penalties for late submission of previous Championship Show documents,

R250.00 Penalties for late submission of previous Non-Championship Show documents

R190.00 Penalties for late submission of AGM Minutes

R500.00 Club advertisement in KUSA DIA

R100.00 for upcoming Non-Championship Show licence

Also support all of the above with invoice numbers and or copies of accounts and any required documents.

Breed Councils

These are Committees of the Federal Council created to look after the interests of a specific breed via the appropriate Specialist Clubs. The clubs concerned should approach the Breed Council on Breed matters, but should it be any matter a Club wishes to raise, which is not specifically oriented to their breed, the subject should be discussed at a Provincial Council Meeting (e.g. the availability of a venue).

Liaison Councils

Where a Breed Council is concerned with only one breed, a Liaison Council, also a Committee of the Federal Council, deals with one subject (e.g. Field Trials). Here the same conditions apply as do to Breed Councils. Anything dealing with the subject for which the Liaison Council was formed goes through them, anything else through the Provincial Council.

Kennel Union Office

The Office is responsible amongst other matters for the registration of dogs and the issue of the relative Certificates either upon original registration or transfer to fresh registered ownership; the issue of Affix Certificates and of both Championship Show Licences and Championship Certificates, the approval of Show Schedules and the keeping of records for Judges, clearing Judges both foreign and local; the publication of the KUSA Magazine and any other matters determined by the Constitution, together with acting as an information, research and Public Relations Centre for Official Dogdom in Southern Africa.

“Dogs In Africa” KUSA Magazine

It would appear that some Club Secretaries are unaware of the importance of their reading the KUSA Magazine. Secretaries are particularly urged to read the Report on the Monthly Executive Committee Meetings, Minutes of the Federal Council. “Official Notices” and any other matters that may affect them. *Secretaries are expected to bring to the notice of the Committee’s and Club members any matters which directly or even indirectly affect them.* A number of clubs bring matters affecting them, to members via their club magazine. Additionally, file your copies for future reference and if possible keep an index of the various matters that affect Clubs and Club Committees including a reference to Minutes of your meetings where any necessary items have been discussed. It is essential that when the Secretary sees in the Federal Council Minutes that there are to be alterations to the KUSA Constitution or received the loose leaf supplement of the amendments that he/she updates the Club copy and indicates the effective date. This is a tedious job, but it must be done otherwise you might give people erroneous information.

ADVERTISING IN THE “KUSA” MAGAZINE “DOGS IN AFRICA”

When submitting a copy of any advertisement to be placed in the Kennel Union magazine you must ensure the following:

- a) Copy is received by the deadline as notified in all issues of the same magazine. If you are not certain, contact the KUSA office.
- b) State clearly in which issue/s of the magazine the advertisement is to appear.
- c) The size required, i.e. full page, half page etc
- d) If there is any illustrative material, this must accompany the copy.
- e) The fee for placing the advertisement.

If in doubt please contact the KUSA office to verify the size and the amount involved.

MISCELLANEOUS INFORMATION

Flags

The Secretary of each Provincial Council has been sent a KUSA Flag to be flown on certain occasions and a “Flag Protocol”, which gives instructions as to how various flags should be flown in relation to the National Flag. It should be raised that the Protocol was published so that inadvertently no flag would be flown in a position inferior to that to which it is entitled and that due respect is paid to our National Flag on all occasions. It should also be noted that except for the addition of the KUSA and Club Flags and matters to do with them, the

document issued is virtually the same as that published by the Directorate of Protocol, Pretoria.

We would remind people that in all countries there is a Protocol for the flying of flags and it could prove extremely embarrassing if an important dignitary attended a Show at which the flag he presented was not flown, be it any national or other flag and this was brought to the attention of the Show authorities.

Notification of Deaths

On several occasions and some time after the event, KUSA has either discovered accidentally or been informed of the death of a person actively involved in dogdom. Club Secretaries are asked to inform the Secretary of KUSA timeously, if they become aware of any such sad event in order that appropriate letters of condolence may be sent and arrangements made to publish a tribute in the KUSA Magazine and on the website.

SHOWS

The word “Shows” is loosely used to cover a wide variety of events. In the case of a KUSA Licenced Show, it covers any competitive event from Conformation to Carting (incidentally Breed, Beauty and Conformation are different words used to describe the same event – the judging of dogs for their physical and sometimes mental, attributes) for which a Licence has been issued.

WHAT ARE THESE VARIOUS KINDS OF SHOWS?

A NON-CHAMPIONSHIP SHOW is one where Kennel Union Challenge Certificates and other Awards are not offered for competition and which is open to any eligible dog. Just to confuse matters, Non-Championship Shows are commonly called “Open Shows”.

The responsibilities of a Club Secretary in running a Non-Championship Show will be discussed later. It is worth remembering that on completion of the Show you must send a detailed document to KUSA and your Provincial Council and the judge/s concerned giving the name, address and telephone number of each breed, Obedience, Working Trials (Classic) and IPO, ITT, Dog Jumping, Agility, Flyball and Carting Judge together with the names and numbers of each breed or dog in each discipline he has judged. Remember to include the date and venue of the show. All Breeds Clubs only must also give the name, sex, date of birth and address of the first and second placings of any Child and Junior Handler.

A QUALIFYING SHOW is a particular variety of Non-Championship Show.

There are only two reasons for a club to hold a Qualifying show;

- a) A new Breed Club that wishes to achieve Championship Show holding status
- b) A new Dog Training or Discipline Club that wishes to achieve Championship Show holding status.
- c) A Breed Club that has lost its Championship Show holding status and wishes to re-qualify

In the case of a new club, the necessity for holding a Qualifying Show is to give it a “dummy run” to see if it can organise a Championship Show and to attract sufficient entries present on the day to qualify for Championship Show holding status.

Where an existing Breed club has lost Championship Show holding status, it holds a Qualifying Show to see if it can obtain the minimum number of entries required to regain Championship Show holding status.

New Training Clubs which do not hold Breed Classes, do not have to have a minimum number of dogs present unless specified in their conditions of Affiliation.

In holding a Qualifying Show, a club has to perform all the requirements of a Championship Show with one exception. No Challenge Certificates or other Kennel Union Awards are made. No Club may hold more than one Qualifying Show in any one calendar year. New Clubs may apply to KUSA to hold a Qualifying Show after the date of its second Non-Championship Show; If a Club becomes affiliated early in the year and manages successfully to hold two Non-Championship Show within the first twelve months it may request to hold its Qualifying Show in its second year.

Existing Clubs may apply to hold one in the calendar year following that in which they lost their Championship Show status.

Provided the KUSA Representatives report on the Qualifying Show is favourable and in the case of breed clubs, the minimum number of dogs were on exhibition, the Executive Committee may approve the holding of a Championship Show in the succeeding calendar year (e.g. Qualifying Show 2006, Championship Show 2007) and the KUSA office will notify the club in writing.

New Clubs apply to KUSA to be allocated a weekend number. (A KUSA “weekend” runs from Wednesday to Tuesday starting in January) A weekend number will be allocated to the club by KUSA. The major factor that is taken into consideration in allocating a date is to ensure that it does not “clash” with the date of any other club which might be prejudiced. (Consultation with the Provincial Council will therefore also take place) Once allocated, a date cannot be altered without the permission of the Federal Council or Executive Committee.

Breed date changes beyond 1 week need to go to Federal Council (twice a year – May/Nov)
Breed dates within 1 week and all discipline show dates can be tabled at an Executive Committee Meeting (Monthly meetings)

Any Club which has lost its Championship Show holding Status will usually be re-allocated the date on which their Show was held before they lost Championship Show holding status if possible, unless the Club requests a different date.

You should read Schedule 4A together with Schedule 3 and read the pages in this book pertaining to running a Championship Show.

A CHAMPIONSHIP SHOW is one where Kennel Union Challenge Certificates and other awards are offered for competition and which is open to any eligible dog (e.g. Maltese cannot enter a Bullmastiff Breed Show, but both a Maltese and a Pug can enter a Toy Group Breed Show and a Maltese, Pug and Bullmastiff can all enter an All Breeds Club Show)

A MATCH MEETING is a Non-Championship Show where two or more Clubs challenge each other. A Match Meeting can be any mix that is liked. It does not have to be between

clubs of the same breed or even the same Group (e.g. A Chihuahua Club could challenge an Irish Wolfhound Club).

TROPHY SHOWS are not a type of Show defined in the KUSA Constitution but one where a club's trophies are awarded. It could be any kind of show listed above, except a Match Meeting and might not even be held under the Licence of the Trophy holding Club. E.g. The Keetmanshoop Hound Club could have its Trophy Show as part of the Soutpansberg All Breeds Club Show. What happens is the winners of the various Hound classes at the All Breeds Club are awarded the Keetmanshoop Hound Club's Trophies, either after the conclusion of the judging of the breed or when all the other trophies are awarded at the end of the Show.

UNRECOGNISED SHOWS are shows not held under a Kennel Union Licence.

Other types of shows which you need to know about are;

A Demonstration is an occasion where a Club, Provincial, Breed, Liaison Council or any Committee or Sub-Committee of such nominates specific people with their dogs to demonstrate for educational, charitable or welfare purposes the Breed, Obedience, Dog Jumping, Agility, Carting qualities of their dogs without any form of judging or competition.

A Fun Event is one organised by a club for its members and held on the Club grounds or in a structure hired for such event at which the general public may neither enter or attend. It is held outside a Kennel Union Licence and consists of "Fun" Classes (e.g. the sauciest grin) in any discipline which are neither KUSA recognised classes in terms of Schedule 3, Appendix A nor Challenge Classes held at Licenced Shows.

A Charity Show is one organised by a recognised charitable or welfare organisation (e.g. PDSA, NSRI) in which KUSA members and judges may participate provided that :

- persons enter or officiate in their private capacity with no link to KUSA being mentioned in any advertisements or announcements
- KUSA Recognised Classes in any discipline are not held
- All participants are on a voluntary basis with no claims for fees or expenses being requested or required
- All profits from the event are retained by the charity body organising the event

HOLDING OF SHOWS AND LOSS OF CHAMPIONSHIP SHOW HOLDING STATUS

The holding of any Show annually is not compulsory. If in any year a Club decides not to hold a Championship Breed Show, though qualified to do so, but does hold Non-Championship Breed Shows, the number of dogs present at the last of these Shows in the calendar year immediately before it decides to hold the next Championship Show, will decide if the Club retains its Championship Status (i.e. If sufficient numbers are present as laid down in Schedule 3, Regulation 1). Equally, if a Championship Show holding Club decides not to hold any particular discipline (e.g. Working Trials) in any one year, Championship status is not lost.

No limit for All Breeds Clubs.

Requirements for Group Clubs – a minimum of – 40 dogs present

Requirements for Specialist Clubs – a minimum of 20 dogs present
No requirement for Discipline Shows

CLUB ANNUAL AWARDS

Various clubs have their own award schemes based for example on a points system or the number of CC's won, etc. The onus of collecting and collating the information required is solely the responsibility of the Club running the Scheme.

Should clubs be unable to do the necessary work themselves they can ask the KUSA office to do it. They must appreciate that a search fee will be charged and the work will be done in-between more urgent duties. The cost will depend on the amount of work involved. Adequate notice must be given of the date by which such information will be required. This type of research will NOT be undertaken over the telephone. It also may be a good idea to find someone who lives in Cape Town (who is involved in your breed) to come into the KUSA office on your behalf to extract the required information from the catalogues if the information is urgent.

BREED CLINICS, SEMINARS, WORKSHOPS ETC

In order to pass the Part II Examination on a Breed or Group, prospective Judges will have to attend Seminars organised by Clubs or Provincial Councils. Often these can be given by foreign judges coming to South Africa on holiday or for a judging appointment. Keep an eye on the "Visiting Foreign Judges" column in "KUSA" Dogs in Africa Magazine and see if you can arrange anything through and with the co-operation and agreement of the Judge's host Club.

CLUB, PROVINCIAL, BREED AND LIAISON COUNCIL ADDRESSES

An up to date list is available on the KUSA Website and one may be e-mailed upon request. Should a Club have any changes to the Club Committee they should immediately notify the KUSA office with full address and contact details.

OFFICIAL COMPLAINTS

As a Club or Show Secretary, at one time or another, it is almost certain that someone will want to lodge an "official complaint" with you. It is unlikely that you will find any two are exactly the same though the circumstances may be similar. In spite of this, before you can take action you will need to know the answers to six questions. These are easy to remember.

WHO	is complaining?
WHAT	is being complained about?
WHY	does someone want to complain?
WHERE	did the event happen?
WHEN	did the event take place (day and time)?
HOW	do you deal with the complaint?

In addition you will need to know into which of the three basic families or complaints the one before you falls. They are those arising from:

- a) Shows
- b) The Disciplinary Rules
- c) The Code of Ethics

(a) Shows

It is immaterial what kind of show is involved (Breed, Obedience, Championship, Non-Championship, etc), they are all joined together for complaint purposes to Schedule 3, Regulations for Championship Shows.

Within Schedule 3, there are various Regulations which link to complaints and the Disciplinary Rules.

Regulation 7 Entry for Exhibition

Remember if anything amiss happens in terms of this Regulation, the Show Secretary may be dealt with under the Disciplinary Rules! (Regulation 7.1). Additionally, people who enter a dog when they are disqualified may be handled under the Disciplinary Rules (Schedule 1) and if a dog is entered contrary to the Regulations it is liable to disqualification and cancellation of any awards whether or not an objection has been laid in terms of Schedule 3, Regulation 31.

Regulation 1 Disinfection and Sanitation

Anyone leaving a ringside, grooming area or benching in a dirty condition, may be dealt with in terms of Regulation 37, Fraudulent and discreditable conduct.

Regulation 14 Exclusion of Dogs

This Regulation concerns dogs that are infectious, savage disposition etc and Tells you what to do, being cross referenced through Regulation 15 (Exhibition of Dogs suffering from Contagious or Infectious Disease), to Schedule 1 (Disciplinary Rules), Regulation 2.

Regulation 19 Judging

If a dog shows aggression towards a judge or attacks a Judge (19.2) it must be dealt with in terms of Regulation 14

Regulation 20 Judges

If a judge does not turn up for an appointment he must give an explanation to the Executive Committee (20.8) and if his explanation is found unsatisfactory, may have a penalty imposed on him in terms of Schedule 1, Rule 8.

Regulation 31 Objection to dogs and disqualifications

This is possibly the Regulation that you will use the most as it covers virtually everything from deaf dogs to a dog being exhibited contrary to the Regulations. If a complaint is laid under this regulation, the sub-section must be stated in the complaint.

Regulation 37 Fraudulent or Discreditable Conduct

This regulation defines such conduct at a Show and describes how you are to act.

Regulation 38 Preparation of Dogs for Exhibition

This Regulation covers such eventualities as cosmetic operations, teeth, dyeing, etc and is linked back to both Regulations 31 & 32 and the Disciplinary Rules.

As soon as someone wants to complain or you as a Club have to forward a complaint under Regulation 37 to the Secretary, read the Regulations to see under which one the complaint is being laid and ensure this is included on any letter which is supported by documents.

Should any complaint refer to Regulation 31, then follow the Regulation from 31.4 onwards EXACTLY as it is laid down. The same applies if a Regulation refers you to the Disciplinary Rules. Follow the precise procedure laid down.

Never forget the onus of proof is on the complainant and he must be able to support any allegation made, either with statements from witnesses, or if it is a medical matter, from the Veterinary surgeon called in. It is a complete waste of time and effort to accept a complaint if it is just the word of the complainant against that of the defendant, hearsay, innuendo or assumption without proof.

Make sure in any complaint that dates, times, etc all match as many seemingly valid complaints have been dismissed on a technicality.

You may find that people say that they do not have the money or a cheque on them so they are unable to lay a complaint. This could well be true, but nowadays it is seldom that one does not have a card to withdraw money from an ATM. Where a complaint requires a deposit you must be given this at the time the complaint is laid (and issue a receipt). If the deposit is not supplied, you cannot accept the complaint.

(b) The Disciplinary Rules

The situation here is much the same as for Shows. Firstly the complainant must decide under which part of Rule 2 of Schedule 1 the complaint is being laid and then follow Rules 3 & 4, remembering that unsubstantiated evidence is useless. The complainant must state in writing under which Rule he is laying the complaint and supply his deposit.

(c) Code of Ethics

At the time of writing (2007) only someone who has been convicted in a Court of Law for contravening the Code of Ethics may be dealt with under the Disciplinary Rules.

A couple of final points

Remember if a complaint is laid and fails unless there was a bone fide misbelief or misconception, the possibility always exists that a Defendant could institute a Civil action against a complainant for damage to reputation or defamation of character.

In order to determine whether the subject of a complaint took part at a show, three criteria have to be observed.

- a) Was it at the venue for the show? [If for example the incident took place at Goldfields and there were several shows being held simultaneously, it could be

taken not to be part of your show if it took place at the other end of the grounds and this would apply at any venue, where your show only occupied part of the available terrain]

- b) A Show is determined to start when the first judging commences, regardless of Disciplines and not when it is officially opened, for example by the local Mayor.
- c) A Show is deemed to have started two hours before the scheduled time the Show given on the Show Schedule and ends one hour after the last judging ceases at that venue, regardless of how many Disciplines are being held.

SOME PRACTICAL NOTES TO SECRETARIES ON CHAMPIONSHIP SHOW MANAGEMENT

ALLOCATION OF SHOW DATES

When a Club has qualified to hold a Championship Show, dates are allocated by the Federal Council for those events the club currently wishes to hold, taking the club's suggestion for dates into consideration as far as possible. However, it should be remembered when deciding upon dates, the Federal Council must ensure that the date allocated does not clash with another club of similar interests and thus draw entries away from both. The same applies when a club wishes to add a further Discipline to those already offered.

If for any reason a club wishes to depart from its allocated show date, not only must the request be fully motivated but thought must be given to the fact that changes can only be approved by the Federal Council which only normally meets in mid May and early December and Draft Schedules have to be submitted not less than six (6) months before any proposed Show date.

INSURANCE

In terms of Article 8.6.5 of the Kennel Union Constitution all Affiliated Clubs must subscribe to and are covered by the Kennel Union Public Liability Insurance Policy that covers all Shows and events which are licensed by and held under the official auspices of the Union. Club Secretaries can always obtain a copy from KUSA Office on request. By inference, therefore, affiliated Clubs are left to their own devices when it comes to protecting themselves against claims by third parties arising out of what might be termed "unofficial" activities such as routine obedience training, informal shows, or any other Club activities that do not require Kennel Union licensing.

The policy requires that at ALL LICENSED SHOWS, including Non-Championship (Open) Shows and other events (eg Breed Surveys), the show entrants must complete and sign the official KUSA entry form. Failure to carry out this requirement would invalidate any claim arising during the show.

In the case of a Non-Championship Show where entries are received at the gate, a signature on a list headed by the declaration on the Show Entry Form would be acceptable.

This policy is not all embracing and does not cover such things as wounding by firearms, "Assistants" injured in the course of Working Trials, and you should therefore advise your Committee that separate cover for these and other specifics should be arranged if required.

THE INVITATION TO JUDGE

When your Committee sits down to work out who to invite, there are many aspects to examine such as local or foreign, experienced old hand or new boy. Regardless of any other factors, the most important you will have to examine is cost. There is no point in inviting a judge your club cannot really afford, unless you are guaranteed, in writing, that some of the cost will be borne by another club who can use your judge. Without such guarantee you could be left having to pay for everything.

Equally, once you have had a tentative acceptance from a judge your next step is to send him a Judging Contract (KUSA form J1) completed by yourself where indicated, which lays down the terms and conditions under which you will engage him. When you send this contract to your prospective Judge, it states that you must receive a reply within a set period (determined by you) otherwise the offer is cancelled. If you do not follow this course you might find yourself in all kinds of difficulty. As many arrangements are made up to two or even three years before a show, things may change. If they do, then you must come to a fresh arrangement with your judge, provided he agrees, or the judge with you if it's the other way around. However, if the terms cannot be altered and someone takes unilateral action there is always the possibility of the aggrieved party taking legal action.

In considering Judges for appointments, various factors must be taken into consideration with regard to organisation.

1. As Championship Show Schedules must be submitted to KUSA a minimum of six months prior to the date of the Show and all Judges must be appointed by that stage, it is necessary for Club Committees to consider whom they wish to appoint at least 18 months prior to the Championship Show date. The reason for this being the time taken for correspondence which must be exchanged between the Club's Secretary, the Judge and KUSA, before the appointment is finalised. The time consideration is especially important where popular overseas Judges are concerned – some are booked two or more years in advance and may not be available at the particular time of the year when the Club's Championship Show is held. With reference to South African Judges it is advisable to check whether the Judge is officiating for the same Group in the same or a neighbouring Centre prior to your Show within a period of nine (9) months as this could have a detrimental effect on the entries at your Show. Acquire and submit to the person the appropriate Judge's Application Form (J/1 for Local and J1 and J/2 Foreign Judges). It is also wise to consider a reserve panel of Judges who can officiate if, due to illness, injury, etc the original Judge appointed cannot officiate.
2. Once your potential Judge's qualifications have been approved, and the appointment confirmed by KUSA and you have received from him the signed copy of Forms J1 and J2, you must mail him Form J/5 or a letter in similar style, which at a minimum must contain the details on the Form. The Contract is now finalised and legally binding.
3. Clubs have engaged foreign Judges without having had their qualifications checked by the Office and the first KUSA knows is the inclusion with Draft Schedules of letters of acceptance or copies of contracts. Subsequently, when KUSA informs a club that the

Judge appointed is unqualified, embarrassment and the inconvenience are the lot of the Club, resulting in extra unnecessary work in a quest to find a replacement Judge.

You are reminded that before a foreign Judge is approved, the Executive Committee must be satisfied that the Judge is recognised and approved to judge that event in his country of permanent domicile (Article 25.4). Where a Judge has not judged that event or part thereof before in the KUSA area of jurisdiction, his home National Canine Authority will be contacted to verify his qualifications. This may take a while, and thus clubs must allow sufficient time for an overseas judge to be approved before they submit their Draft Schedules. You are also reminded if you have not cleared your Judges before submitting your Draft Schedules you may have to bear a heavy financial burden in the form of penalties.

In the case of judges falling under the jurisdiction of the Kennel Club, London, they will get automatic approval to judge breeds or groups that they have been authorised to judge at Championship Show level (with CC's) in UK. If they want to judge a group here but only issue 1 or 2 CC's in the UK further information is required such as a full list of breeds judged at Non-Championship Show level in the UK giving the name of the Club and date they judged and or Breed Club lists.

**Estimate the number of dogs that will be exhibited at the Show (this can be done with the use of past catalogues if available) and divide breeds/groups so that no Judge is overloaded – i.e. in excess of 175 dogs to be judged in a single day or twenty-five (25) dogs per hour. An average time for a Judge to adjudicate an exhibit is approximately 2.5 minutes, but extra time will have to be added for the awarding of CC's, RCC', BOB, Group Stakes and Group Challenge, etc. In the case of certain breeds, where critiques are allowed at Breed Specialist Club Shows additional time must be considered. (FCI Judges Regulations only allow eighty (80) dogs per judge per day if individual critiques are made). If the Judge also has to write reports on any of the breeds he/she is judging a further period of time should be added (This information will be supplied to you by KUSA.)

DOG BREEDS AND GROUPS

**There are some 700 or so breeds of purebred dogs in the world, but many of them are of local interest only and not recognised internationally. The Federation Cynologique Internationale acknowledges about 340 breeds and KUSA some 180. KUSA divides the breeds into seven different Groups (Hounds, Gundogs, Terriers, Utility, Herding, Working & Toys). You will find a list of the groups in Schedule 2 of the KUSA Constitution, Appendix "A".

Italian Greyhound	Toy Group
Tibetan Spaniel	Utility Group
Cavalier King Charles Spaniel	Toy Group
King Charles Spaniel	Toy Group
Boston Terrier	Utility Group
Tibetan Terrier	Utility Group
English Toy Terrier	Toy Group
(Australian) Silky Terrier	Toy Group
Yorkshire Terrier	Toy Group

Additionally Miniature Schnauzer is in the Utility Group, whilst the Giant Schnauzer and the Schnauzer are in the Working Group. Lastly, the Miniature Pinscher is not a Working Dog but a Toy.

Most Club Secretaries know that the FCI divides the dog breeds into ten groups, and with the exception of the Terriers, the allocation of breeds to groups is very different from KUSA. Equally virtually all Club Secretaries assume that the grouping of breeds in the English speaking countries are the same as KUSA or the Kennel Club London, and invite judges on this basis. This conception is false and by believing it you can create major problems for yourself. Examples of the differences are:- The Canadians put the Toy Poodle and the Australians the Tibetan Spaniel in the Toy Group; The Americans look on the Miniature Schnauzer as Terrier and the New Zealanders have placed the Rottweiler not in the Working but in the Non-Sporting Group. It is therefore wisest when inviting an overseas judge to check with the KUSA Office as to what breeds he can or cannot judge in a particular KUSA group before you finalise your arrangements.

Incidentally although there are both “Sight or “Gaze” and “Scent or Wind” Hounds, KUSA does not recognise these as a breakdown of the Hounds in the Schedule 2 list of recognised breeds. You must list the breeds by name or by part of the alphabet (eg A-G and H-Z) on your Schedule. The Office has merely split the group as Clubs still state Sight or Scent Hounds on their schedules and to ensure that judges do not double book, the office required to know which breeds are allocated to Sight and Scent. This is purely for administrative purposes.

APPOINTING JUDGES: BREED

The appointment of Championship Show Judges is probably one of the most important decisions taken by Club Committees much will depend on the Judge’s qualifications and popularity as to whether a Show becomes a financial success due to exhibitor participation. One of the most agonising decisions a club committee will have to make, is whether to “play it safe” and invite a well established judge or to gamble and invite a Judge on his or her way up the ladder. Without clubs taking the latter choice, from time to time, eventually there would be no more judges. If in doubt about whom to appoint the Committee, via the Secretary, may follow the course of action given below:

- (a) Consult KUSA List of Approved Judges or communicate with KUSA Club Affairs Department to confirm which breeds or groups any particular person is approved to judge and at what level before inviting the Judge.
- (b) The attention of Club Secretaries and Committees is drawn to a resolution made at the August 1983 Federal Council meeting, which stated that the Federal Council considered it both very undesirable and unethical for the members of the Committee of any Affiliated Club to judge at shows held by their own Club and that the practice should be discouraged.
- (c) An All Breeds Club may refer to the local Specialist or Group Clubs for suggested names of Judges.

APPOINTING JUDGES: OBEDIENCE/WORKING TRIALS, DOG JUMPING, ETC.

Most Provincial Councils have Sub-Committees for Obedience, Working Trials (Classic), IPO, Dog Carting, Dog Jumping, Carting, Agility and Flyball. A telephone call to the Provincial Council will put the Secretary in touch with the Chairman of these Sub-Committees who will be able to advise the names of suitable qualified persons, (but remember the comments regarding previous appointments under Breed Judges).

SCHEDULES

Some Clubs seem to have gained the impression that by sending KUSA part of the requirements of the documentation of a Draft Schedule for a Championship Show, six (6) months before the Show, they have complied with the requirements of Schedule 3.5.1 and that it is acceptable to submit the balance of the requirements in dribs and drabs, as the mood takes them. **BE WARNED**, this laxity is not looked on kindly by the Show Committee of the Federal Council and if it occurs without adequate reason, they are liable to advise the Federal Council that it is not desirable to issue a particular Club with a specified Show Licence.

Judges should also be reminded that, by not letting Clubs have their letters of acceptance in time to be submitted with the Draft Schedules, not only may they be putting a Club's Show in jeopardy, but also endangering their own future judging appointments (unreliability is not a recipe for success).

It is largely the Club Secretary's responsibility to ensure that the Clubs Committee's attention is drawn to such subjects for discussion as:

- (a) Budget, venue, prizes, sponsorship
- (b) Classes, entry fees (allowing for KUSA entrance fees – Schedule 7), Vet, First Aid, closing date for entries (which must not be more than 50 days or less than 14 days before the day of the Show).
- (c) The Kennel Union will advise the name of KUSA Representative at Shows held in District of Gauteng & Surrounds and Northern Areas. Club preferences are usually taken into consideration in the other areas.

SUBMISSION OF CHAMPIONSHIP SHOW SCHEDULE

A full Schedule must be submitted to KUSA at least 6 months prior to your Show date and must be accompanied with the relevant KUSA licence Application Form, duly completed by the Secretary, Treasurer and Chairman giving their address and copies of the letters from all the Judge/s accepting your invitations to judge, together with the relevant licensing fee – see Schedule 7. If you are unsure what details must be included refer to Schedule 3, Regulation 5.1-5.14 of the Constitution. If you are holding IPO, remember to include the name of the Registered Assistant. You must also indicate whether bitches in season will be permitted at your Breed Show. They are **NOT** permitted in Obedience Tests, Working Trials, etc. If in doubt refer to the appropriate Schedule.

DRAFT SCHEDULES v. SHOW SCHEDULES

Some confusion seems to exist with people thinking that a Draft Schedule is the same as a Show Schedule. The easiest way of explaining it is the Draft Schedule which is due to be submitted to the KUSA Office a minimum of six (6) MONTHS BEFORE THE show, is the “Original Version” and the Show Schedule which has to be mailed to KUSA within 24 hours of distribution to the public as the “Final Version”. KUSA requires to have the Show Schedule in order to check that all details are correct, complete and in accordance with the Show Licence as issued, otherwise the public Liability Insurance might be invalidated.

ALTERATIONS TO YOUR SCHEDULE OR LICENCE

Your club cannot add to or delete events from your Schedule or change dates as the mood takes it. Your Show Schedule, once published is a contract between you and your potential exhibitors and your Licence states those Disciplines for which you will be covered by Public Liability Insurance. So changing anything without first consulting the KUSA Office to see if you can, could land your club in very hot water, and that’s even without considering the ire of any judge or competitor you might upset. Even worse is to have approval given to change a date and then want to change back again. It does nothing for the respect in which your club is held.

BREED CLASSES

It is necessary to have the KUSA compulsory classes of:

Minor Puppy (6 months and under 9 months)

Puppy (9 months and under 12 months);

Junior (12 months and under 18 months);

Graduate (18 months and under 24 months);

(all the months refer to the age of the dog on the first day of the Show – so watch your entry forms.) NO EXCEPTIONS.

OTHER CLASSES - Open

You are not compelled to offer all the classes or grades at Championship Non-Breed events, though most clubs do. If entries to any class are dismal, you can cancel the class, so as to avoid unnecessary costs, but equally you must notify all concerned.

With the discontinuation of the publication of the pamphlet Show Rules and Regulations, Clubs **must not** place on any Schedule the words “Rule 9(a) applies” or “Rule 9(b) applies”. However, they **MUST** in terms of Schedule 3, Regulation 5.8.5, state clearly on the Show Schedules whether or not bitches in season are allowed at Breed Shows.

It is up to the individual Club to decide whether to include the various other breed classes listed in Appendix 1 to Schedule 3 of the Constitution. Variety Challenges have been virtually phased out of most All Breed Championship Shows largely as a result of the time factor, but the inclusion of Classes for the Puppies and Juniors are now generally accepted by exhibitors.

ENTRIES (refer to Schedule 3, Regulation 7)

A separate entry form must be completed for each dog entered, which must be solely and unconditionally the property of the exhibitor and registered in the Exhibitor's name at the Kennel Union.

The Entry Form **MUST**:

- 1.1 Be completed in ink or typescript,
- 1.2 Include the registration number and in the case of GSD and Rottweilers from 1.1.93 and Dobermans from 1.1.94, Tattoo number. If the number is omitted or RAF (Registration applied for) or TAF (Transfer applied for) inserted the entry is invalid.
- 1.3 In the case of a partnership, the full name of each partner must be stated even though one partner acts as authorised agent for the others and signs on their behalf.
- 1.4 You may not alter anyone else's entry form except where they have estimated the age incorrectly and entered it in the wrong age class. In this case you can adjust the class entered.
- 1.5 A separate Entry form is available for Handler entrants.
- 1.6 The show committee of your club may reserve the right to refuse any entry and exercise such right on good cause and reasonable ground (Schedule 3, Regulation 7.6).
- 1.7 Foreign dogs must always have a clearance certificate (valid for 1 year) to enter if they have not yet been registered with KUSA. If you see a number which looks different it is best to have it checked.

SHOW ENTRY FORMS

From time to time Regulations regarding Entry to Shows, Public Liability Insurance, Events and Classes available to exhibitors change. These changes are reflected in the Official Show Entry Form (Inserted, from time to time, in the "KUSA" magazine), which may be freely reproduced provided it is not altered, and the declaration upon it is included in any Club's personalised Entry Form. It is therefore essential that Club's use the current form and not any old one in their possession as this may invalidate any claims under the KUSA Public Liability Insurance. If you are unsure as to whether any Forms you have on hand are the latest edition, check with the KUSA Office.

UNACCEPTABLE SHOW ENTRY FORMS

You are reminded that all exhibitors at both Championship and Non-Championship Shows for any discipline or any other Licenced Event **MUST** sign an Entry Form bearing the wording "*I fully understand that it is warranted that all dogs must be kept on leads/leashes when not participating. It is understood that dogs may be slipped off leads/leashes at the discretion of the judges or Show Committee whilst parading in the ring or carrying out any licensed event as part of the competition and whilst engaged in practice prior to actual participation in*

competition at the appropriate venue". Entry Forms which DO NOT bear this proviso CANNOT be accepted.

ENTRY FEES

Club Committees must on the one hand consider the exhibitor's outlay in entry fees, travelling expenses and accommodation while on the other the rising costs of staging a Championship Show. As sponsors can be fickle, Clubs would be well advised not to rely on sponsorship being forthcoming when setting their fees. The balance is delicate and the entry fee payable to KUSA should be borne in mind. Do not overlook increased costs in matters such as postage, paper, etc., since the last time this was discussed, and revised figures should be at the Secretary's fingertips. Clubs do not wish to cause a lot of ill-feeling from exhibitors by setting the entry fees too high and then suffering a lack of entries or setting them too low and suffer financial loss.

CLOSING DATE FOR ENTRIES

The maximum is fifty (50) days before your show date and the minimum fourteen (14). If your Club is holding the Show in conjunction with other Clubs, it is advisable to liaise and decide on a common closing date as this causes far less confusion in the minds of exhibitors. Remember as Post Offices are closed on Sundays and Public Holidays and many do not process mail on Saturdays, these days must not be selected as "closing dates" as mail cannot be post marked on such dates.

When you decide upon your closing date take into consideration paperwork that will have to be done between the closing date and the day of the show, eg. The production of the catalogue, and to not allow yourself to be forced into a position where you will have to work a 27 hours day to get everything ready in time.

CHANGES TO CLOSING DATES

If known, closing dates are published in the full Annual Show Calendar, published in the December "Dogs In Africa" and thereafter in the 'rolling' Upcoming Shows Calendar for the three months prior to any show and once in the Championship Shows Entry Closing Dates column. When a closing date has been published in "Dogs In Africa", it is unlikely that approval will be given to amend it as this would prejudice potential exhibitors who have read the details.

CATALOGUE PRICE

Printing costs for a catalogue are, in the majority of cases, far beyond the finances of the average Club. Most Club Secretaries now use computers therefore computer generated catalogues make life easier, but even these costs are rising alarmingly, thus it is advisable to state on the Show Schedule that catalogues must be paid for at the same time Entry Fees are submitted. When ordered, the Secretary issues a voucher for exchange on the day of the Show. By using this method, it is possible to estimate far more accurately the exact number of catalogues required, taking into account those required by the KUSA Representative, Judges and office use, plus the marked-up and authorised copy for KUSA, so saving costs and eliminating waste. Remember to retain at least one copy for your own future reference.

VENUE

Basic requirements for a Dog Show venue are:

- 1.1 Outdoors: Adequate areas of flat, well grassed grounds.
 - 1.2 Indoors: A non slip surface.
 - 1.3 Minimum Breed Ring Sizes: (Kennel Union Gazette, March 1985, p.130), these shall be appropriate to the number of exhibits and the breeds, but shall not in any circumstances be less than 7m wide nor contain less than 50 sq metres of open clear space.
 - 1.4 Obedience Ring Size: Indoors – At least 15m x 10m (Sch.5A, 2.16.1): Outdoors – Approx 20m x 20m (Sch.5A, 2.16.2).
 - 1.5 Carting Ring Size is suggested as 30m x 30m (Sch. 5G, Reg.7.16).
 - 1.6 Dog Jumping arena: Indoors – 20m x 30m: Outdoors – 27m x 36m (Sch.5D, Reg.2.13).
2. Catering facilities.

CHANGE OF VENUE

If you change the venue of any event, or add any extra discipline, you must have the Licence amended to show the new venue, or extra event, otherwise the Public Liability Insurance may be invalidated.

You are reminded that, where known, venues are published along with other Show details in the “Upcoming Championship and Non-Championship Shows” rolling calendar published in “Dogs In Africa” for three months. When venues are changed it is essential the office is advised immediately so the necessary alteration may be made to the Calendar. Amendments to venues not received by the deadline will not be included in the following bi-monthly magazine.

The Show Calendar runs from the beginning of one month to the end of the next month. Thus, for the upcoming month which is dropped off the Calendar the amended information must be received two months in advance.

(eg. Shows being held in January/February, will appear in the Calendar in the December “Dogs In Africa” with the full Events Calendar for the following year. The February issue will start with shows in March.

Failure to supply the Office with the necessary information in time, especially in the case of Non-Championship Shows has caused clubs to lose entries and potential exhibitors extreme frustration.

CATERERS

It is always difficult to find suitable caterers, but often voluntary organisations such as the Boy Scouts, Lions, etc. can often be of assistance.

CIRCULATION/DISTRIBUTION OF SCHEDULE

1. Through having a condensed version published “Dogs In Africa” (a guide to size is one page A/4 typing equals one page in the magazine), marking it “Official Schedule”. With the high cost of postage it will pay you to compare the price of an advertisement in “Dogs In Africa”, with that of paper, envelopes, stamps, etc. especially as you will have a much larger circulation than your own mailing list.
2. Direct mailing by the Club from lists assembled from various sources such as old catalogues, requests, computer printouts of labels, etc.
3. Within 24 hours of mailing your official schedule, you must send a copy to KUSA in terms of Schedule 3, Regulation 6, otherwise you are liable to incur a penalty fee (Schedule 3, Regulation 6.2).
4. When sending out your Schedules, stress the necessity of accuracy and legibility when completing show entry forms, as much delay is caused through carelessness on the part of potential exhibitors by not doing so.
5. It is essential that you send a copy of your Show Schedule to your judges and to your KUSA representative.

ORDERING OF CC, RCC, BOB CERTIFICATES ETC.

An order form for the supply of certificates will be sent when the Licence is posted (e-mailed to club) and should be completed and submitted timeously. Due to high costs involved in overprinting as well as slow delivery from printers no further overprinting will be done through the KUSA office. In fact most Clubs are now able to print their own club names on their certificates either through the Dog Show Programme or their own computers.

APPOINTMENT OF RING STEWARDS, MARSHALS

The Secretary should contact suitably experienced persons by telephone. Your Provincial Council Secretary should be able to give guidance in case of difficulty. Upon their agreement, the Secretary should then confirm the appointment in writing indicating any special requirements advising them of either publication of the Schedule in the KUSA magazine or supplying them with a copy of the Schedule, offering them luncheon and/or refreshments, advising them whom to contact in this connection.

Marshalling Stewards are most important at Championship Shows since they provide the smooth flow of dogs into the ring for judging – by getting exhibitors organised in the Marshalling Ring; dealing with the wayward or novice, having the information available, such as absent dogs. By filtering each class in correct order into the Ring Steward’s hands a great deal of time can be saved. Runners should also be organised from the Marshalling Ring to the announcer on the Public Address System so that the Office is aware of any difficulties being experienced with any Ring. It is important to remember to keep teams together, i.e. Judge – Ring – Marshalling Stewards throughout the day, as much as possible. If it is essential for a Marshal to leave his post, ensure you have a relief available to take over for a short period.

It is not considered as polite or ethical for a Marshalling Steward to desert his Judge in order to exhibit dogs. In any case a Steward should never show his dogs under a judge for whom he is officiating.

SPONSORS & PRIZES

Count income from sponsors as a bonus – not base income.

Sponsorship by the various Dog Food companies is always in demand.

Other suggested avenues for sponsorship and prizes are:

1. Local Pet Shops, grooming Parlours, etc.
2. Chemists
3. Manufacturers OF DOG PRODUCTS (veterinary, accessories, etc).
4. Any club member's commercial contacts.

There are various suppliers of rosettes. Your Provincial Council should be able to advise your nearest supplier. All lists of prizes offered must be printed in the catalogue as must the Trophies List, together with any special conditions (eg. Cannot be taken outside the Club premises).

KUSA in the past has received a number of complaints from Exhibitors who have entered a competition where a Trophy was offered and having won, found that it could not be awarded as it had been lost or mislaid. Complaints arising from such situations cause extra and unnecessary work for all involved. In order to avoid unpleasant situations arising and possible damage to a Club's good name, where trophies are not available, these should not be offered for competition.

ADVERTISING THE SHOW

Advertising is incredibly expensive in newspapers and commercial periodicals. It is advisable therefore to choose a Friday pre-show night for advertising in the newspapers. Other avenues are:

1. Radio: Any animal or community Affairs programme on national or local stations.
2. Community columns (free advertising) in daily newspapers. Remember, also any "free" local paper.
3. Specialist Canine Journals.
4. KUSA print free brief details of Visiting Foreign Judges who are going to be judging during the year in "Dogs In Africa".
5. KUSA print bi-monthly in "Dogs In Africa" a list of all Championship and Non-Championship Shows for the upcoming months shows giving day, date, area, name of Club, whether Championship or Non-Championship, events being offered (eg. Breed, Obedience), venue and club contact telephone number. The number of times any

Non-Championship is published, depends on when KUSA is informed of the date. To get it into the Magazine, KUSA must know the date at least four and a half months before the show.

6. Closing dates for Championship Show entries are published free, depending on the date, between four and eight weeks in advance. This is a once only publication.
7. A show calendar for the whole of the coming year is published in the December issue of "Dogs In Africa".

Publicity of a Show is lot of work, but the whole point of having a Dog Show is to use it as a "Show Case" for pro-dog interests. It is up to your Committee to use its knowledge and imagination to broaden your field of publicity for as little cost as possible.

RECEIPT OF ENTRIES

From about a fortnight before your closing date for entries, these start to come in to the Club Secretary. All envelopes are opened and monies attached to the relative Entry Form, etc. Next, type the exhibitor envelope, then check the enclosed monies against the exhibitor Entry Form. If all is correct, receipts are written out and slipped into the exhibitor envelope along with catalogue voucher and/or membership cards. The monies are detached from the entry forms and the amount entered in the bank deposit book. Check total receipts against bank deposits. The envelopes are then filed alphabetically. Check all relevant sections of the Form have been completed. Any queries are set on one side for attention.

Remember to make sure that whilst they are in your possession the monies are covered by insurance. Monies should be banked as soon as possible after receipt.

The entry forms are sorted into Groups and then into Breeds within each group for your Breed Section and enter the various levels for other events (eg Novice, Beginners, etc). These are then filed with a breed index card (in large breed number, the breed is divided into dogs and bitches with a separate card – in small breeds: one card serves both). This index card enables a Secretary to find any exhibit quickly and efficiently and also acts as a check when numbering later. It is advisable to sort breed exhibits so that they run in class sequence, i.e. Minor Puppy Dog followed by Puppy Dog, followed by Junior Dog and so on. This method ignores the number of exhibits made by a single exhibitor – the advantage to this system is found in the running of the Show on the day, i.e. the Marshalling and Ring Stewards know that exhibit number 57 must be followed by exhibit number 58 and is not hunting for a wide variety of numbers, i.e. exhibits No's 5, 62, 71 and 74 all entered in the Minor Puppy Dog Class.

NUMBERING AND DISPATCH OF EXHIBITOR ENVELOPES

One whole group is numbered at a time, coming back after each breed to fill-in the index card with the relevant exhibit number in each class; this is a great aid when typing the catalogue.

The exhibitor number is made out and a rubber stamp placed on the back indicating all the classes in the Show. Now the Secretary enters the name of the dog and crosses the classes in which it is to be exhibited. This goes straight into the exhibitor envelope and is again filed alphabetically.

Although essentially the same procedure is followed when using a computer programme, you will not necessarily need to record the information in the same way as the manual system, such as creating index cards as these may well be incorporated in the software you are using. However, beware, there are a number of programmes on the market designed to help the Show Secretary, which although similar are not exactly the same. Thus it is unsafe to assume that the programme you used last year will be automatically precisely the same as you will use this year.

The exhibitor envelopes with, by now, exhibition tickets, receipts, Catalogue vouchers, diagram of grounds, instructions how to get there and timetable, can be mailed by bulk postage in packs of 25 which must be tied with string; preferably the envelopes should be bundled in postal code order starting with 0001.

To save excessive postage costs, many clubs now only send the Exhibitor the receipt for his entry by post though it is also advisable to include instructions how to get to the grounds. On the day of the show, the exhibitor presents his receipts at the Show Office to collect the Exhibitor envelope.

Notifying Judges of Breeds and numbers of dogs

Do not forget once all your figures are in to write to the Judges advising the breeds they will be expected to judge and the number for Breed and the number of entries per discipline for discipline judges.

CATALOGUE PRODUCTION

Some people are still under the impression that KUSA dictated the order in which breeds or groups must be listed in Show Catalogues. In order to correct this mis-interpretation, reprinted below is a resolution taken at the January 1985 Federal Council Meeting as a result of the 1984 Transvaal Conference, and printed in the March 1985 Gazette at page 126: "Item 33. Proposal that all Clubs be persuaded to standardise the order in which breeds are listed in the catalogue, and wherever possible, the order of judging be the same. Agreed that when reprinting the Classification of Breeds, the order would be changed. However, with regard to the order of judging and listing in catalogues, it was felt that this was a domestic matter for Clubs.

Having got the envelopes for the exhibitor completed the first part of the Catalogue can be typed, i.e. the exhibitor names and addresses which appears to the rear of the Catalogue, if you are taking this route. Alternately, the name and address of the exhibitor can appear once on his first breed entry or that of another discipline when breed classes are not entered.

In typing the catalogue, each entry must be set out in such a fashion to be easily read such as:

Example:

**NO: NAME OF EXHIBITOR: NAME OF DOG: DATE OF BIRTH: REG
NO./TATOO NO/POS. ID: NAME OF SIRE OR DAM NAME OF
BREEDER:**

BOSTON TERRIER
Mrs J Dedd, P O Box 1234, Hondeklip, 4321 Tel. (031) 333 2214
128 BREE LAVENDER 15.6.85 BA12356
Sire: Castle Julius BZ69998
Dam: Bree Comfrey Br: Mr E Dict BZ69997

By using capital letters for the name for the exhibit the Show typist or computer operator will easily pick up the name for typing of award cards. As a matter of courtesy to owners and to save unnecessary research in the Office, Club Secretaries should include both title and initials in Show Catalogues (I.e. NOT Jones and Smith or A Jones and B Smith – but Mr A Jones and Mrs B Smith, or Jones, Mr A & Smith, Mrs B – if computerised.

NOTIFY JUDGES OF BREEDS AND NUMBER OF DOGS IN EACH BREED WHICH THEY WILL BE JUDGING – TIMETABLE OF JUDGING

It is important to notify the Judges of the breeds, numbers therein and to give them a timetable for the day's judging. It saves the Secretary an enormous number of telephone calls from exhibitors if a timetable and diagram of the grounds are drawn up to answer common questions such as WHERE'S the toilet?, the caterer?, WHERE do I park?, WHERE is my Group ring?, etc.

In the case of foreign judges (i.e. residing outside KUSA area of jurisdiction), make sure they are also sent copies of the relevant Standards if they are judging breeds and Schedule 3 and/or 4 depending on whether the show is Championship or Non-Championship or the relevant Schedule if they are judging Obedience, etc.

JUDGING BOOKS, RING STEWARDS SHEETS AND MARSHALLING BOOKS

Judging Books and possibly samples of Ring Stewards sheets may be obtained through Provincial Councils. The Marshalling Book is that section of the Catalogue for which the official is marshalling. It is best to make all entries on Ring Stewards and Judges Books in RED indelible pen (in case it rains) and as Ring Stewards and Judges usually use blue or black pens absentees and award card winners are easily recognised.

SETTING UP OF RINGS & OFFICE

The Show Manager should ensure that Committee members entrusted to set up the Rings are fully informed – It is the Show Secretary's responsibility to ensure that the office is properly organised and will function efficiently.

Other equipment that will be needed includes trestle tables, bowls, soap and towels for the judges in the Ring, mats for breeds that must stand on the table to be examined, measuring

sticks or hoops, scales for the breeds that need to be weighed or height examined and place boxes.

Sometimes, due to their getting wet, Judges and Stewards Sheets, etc become unreadable and so cause problems when the Show Office tries to issue Certificates. Therefore, it is advisable to keep with your Show Day Office supplies of plastic sheets, pockets or bags which can be issued to the Judges, Stewards, etc if necessary to keep their papers dry.

If your show is a non-breed show, ensure someone is made responsible for bringing any necessary equipment, etc.

PUBLIC ADDRESS SYSTEM

This can be hired or loaned from sister Clubs or any other source your Committee may have.

TYPING OF AWARD CARDS AND RUNNING THE OFFICE ON THE DAY OF THE SHOW

The office equipment must include prize cards, CC, RCC's and BOB and Qualifying Certificates. Typewriter or Personal Computer, Catalogues, a copy of the KUSA Constitution and Rules and Regulations (updated). Particularly if you are using a new venue, check what sources of power are available (no use arriving with a Personal Computer and there is no electricity).

Regarding Certificates for All Breed Shows, much time can be saved on the day of the Show if details such as the venue, date of Show, Judge's name, Secretary's name, dog breed and sex are typed in prior to the Show, leaving the Show typist to fill in the owner's and dog's name, etc .

JUDGE'S SIGNATURES ON KUSA CERTIFICATES

You must ensure that the Judge's signature on certificates is a handwritten original as the use of a reproducing system (e.g. rubber stamp) is unacceptable to KUSA. Should a certificate need amending after an overseas judge has left, the Secretary may sign on that Judges' behalf.

PHOTOGRAPHY AND FILMING AT SHOWS

There is no KUSA Rule or Regulation forbidding the taking of still photographs or movie film for their own use by exhibitors or spectators at any show. In fact, nowadays, many people take videos both as a souvenir and as a way of learning more, in the peace of their home, about a breed, breeds, a Discipline or Handling. This particularly applies to Judges and Junior Handlers. Filming also creates a historical record for our successor to see dogs of the past and how shows were organised. Film still or movie thus forms a valuable historical archive, besides acting as an educational aid for the present.

There are, however some guidelines for clubs and these are as follows:

There is no objection to the general public taking photographs or videos of the general show, provided that these are for private use only. Dogs may only be photographed, in portrait style, with the approval of the exhibitor.

Flash photography is allowed from outside the rings when judging is taking place. However, if a powerful flash unit is used or it is clear that the exhibits are being affected, a ring steward or judge is empowered to top the photographer concerned.

No entry into any ring during any part of the judging is permitted for the taking of the photographs.

No photography will be allowed to interfere with the judging of any dog/s.

Professional filming must be looked at very differently. In terms of Article 4.3 of the KUSA Constitution "The Union shall be empowered to exercise control, though its affiliated clubs, of television film and any other professional film taken at a show held under its jurisdiction:.

This section of the Constitution is aimed at people who wish to make professional documentaries or scenes for later inclusion in a feature film. Should a newspaper photographer or television news team wish to film any part of your show this should be welcomed as it will not only give national or local exposure to our sport, but also to your club. (Never fall foul of the Press).

WHAT AREA IS COVERED BY THE SHOW PRECINCTS OR TERRAIN

On 22 January 1990 our insurers wrote:

"There is no need to define the area of the show and indeed to attempt to do so would immediately impose a limitation on the cover. The intention of the policy is to cover the Club itself and KUSA in the background against any third party claim arising as a consequence of the showing of dogs at some or other generally recognised premises including its attendant car park areas and thoroughfares and once again this concept and its practical implication is universally accepted in the insurance world."

CHAMPIONSHIP SHOWS – A CHECK LIST

Two Years Before the Show

If you intend inviting foreign Judges it is essential to start your negotiations early as Judges arrange their engagements two to three years ahead. Start to make your negotiations and remember to put everything in writing and do not forget to use the correct KUSA form. When a Foreign Judge is engaged to undertake several appointments, that the principal host club must ensure that:

- they prepare either a single letter of acceptance for the judge, listing the appointments he has to fulfil and receive back a signed copy thereof acknowledging the Judge's acceptance or separate letters of acceptance for each club concerned.
- when subsequent to the initial agreement reached by a foreign judge with a club or clubs, additional clubs wish to use the judge's services, a further letter or letters of acceptance must be obtained.

Championship Show Licences may be withheld from any Club intending to use a Foreign Judge, unless the judge's written acceptance of that particular appointment is attached to the application. If you are obtaining the services of overseas Judges, it is a good idea to ask them

to send you a recent picture (helps recognise them at the airport) and a dog career resumé which you can use for publicity purposes.

Remember to send your foreign Judges the appropriate updated extracts from Schedule 3 of the KUSA Constitution so they judge according KUSA Regulations and where necessary copies of the KUSA Breed Standards for those breeds they are going to judge.

It is important to state exactly what expenses the Club will meet and any fees on cancellation should not be overlooked, e.g. air bookings, etc. Consider whether insurance cover should be held. You will probably find that you will be working on at Shows for a couple of years at the same time.

One And One half Years Before The Show

Start to book your South African Judges.

(as time passes you will find that not only will you be working on the upcoming Show, but the following one as well. In between you will be working on your Non-Championship Shows and Match Meetings.)

(THERE IS NO CLOSED SEASON FOR DOG CLUB SECRETARIES)

One Year Before the Show

Get your licence application form completed and also your Draft Schedule, which must include details specified in Schedule 3. Reg. 5 together with the correct fees (see Schedule 7 for the current rate) and submit it to **KUSA NOT LATER THAN SIX MONTHS BEFORE YOUR SHOW.**

Remember to order rosettes, from the usual commercial sources or as decided by your Committee, and if you need them, any other supplementary prizes, gifts for Judges, etc. Make sure your Draft Schedule is accompanied by letters of acceptance from ALL your Judges, Breed, Obedience, Working Trials, etc. Otherwise you will incur penalties under Schedule 3, Regulation 5.15.

Check that arrangements are being made for a KUSA Representative to attend your Show. In many cases Provincial Councils have a panel of KUSA Representatives and consolidated lists are sent to KUSA. Remember your Draft Schedule DOES NOT need to have the names of all your Committee on it but it **must** include the names of your Chairman, Honorary Secretary and Honorary Treasurer. The names of Show Manager/Show Secretary may also be included but the inclusion of these names is not compulsory. Arrange for your Ring Stewards and Marshalling Stewards and do not forget to confirm and obtain acceptance of all arrangements in writing.

Eight To Ten Weeks Before The Show

ONCE YOU HAVE RECEIVED YOUR LICENCE FROM KUSA AND YOUR SCHEDULE IS APPROVED BUT NOT BEFORE, you can print and then dispatch copies of your Official Schedule to the Committee and all Club members and anyone else on your mailing list; also **DO NOT FORGET TO SEND A COPY TO KUSA WITHIN 24 HOURS.** If your Schedule is going to be published in “Dogs In Africa”, remember you will

need to get it published at least one month and preferably two before your closing date, which means that you will need to get your copy to the KUSA Office early in the month before publication. If you are unsure of the time factors, contact the KUSA Office for advice. As a guide, one sheet of typed A4 paper is the equivalent of one page in the magazine. When you submit your copy to KUSA remember to tell them whether it is for a full page or a half page, etc. and in what issue/s you wish it placed. **IT IS VERY IMPORTANT** that KUSA has a contact day time telephone number, in case there are problems with any advertising copy.

REMEMBER to send a copy of your Schedule to **ALL YOUR JUDGES, RING STEWARDS/MARSHALLING STEWARDS AND THE KUSA REPRESENTATIVE**. Never forget the KUSA Representative, or anyone else, if a change in venue or starting time is involved.

Make arrangements to hire tables, chairs, catering equipment, etc. especially a sun umbrella and table for the Judge in each ring together with soap, water and a towel.

Make sure your catering, toilet facilities, poop scooping and garbage disposal are organised.

Make sure arrangements have been made for Medical Aid and veterinary facilities.

Check that you have ready a scale, measuring sticks or hoops and any equipment for Obedience Classes, Working Trials, Carting, Dog Jumping, etc.

Consider placing advertisements in the local press or advertising on regional radio. If necessary, arrange for a public address system.

You should have laid plans for the compilation and preparation of your catalogue before the entries start pouring in. Once your closing date has passed you can actually prepare your catalogue, so give yourself adequate time or liaise with the computer staff (if you are using this method for catalogue preparation and issue of Challenge Certificates at the Show) to capture the Data from the Entry Forms.

Six Weeks Before The Show

If the show is not going to be held on your own grounds, check that the venue is still OK, otherwise you may have problems – major ones.

Two Weeks Before The Show, (Preferably earlier as there can be Mail delays)

Send exhibitors their numbers if you are posting them and any other information necessary for the smooth running of the Show such as plans of the venue and how to get there. Whether cars and/or trailers and caravans are allowed on the grounds – order of judging, etc.

Inform Judges of the breeds they have to judge if they are local and have the information ready to give when they arrive, if they are foreign.

One Week Before The Show

Draw up judges and Ring Stewards books. Specifically, make sure that all “specials” are clearly indicated on the Stewards sheets. Judges books are not necessary for Non-Championship Show, but must be provided at a Qualifying Show.

Check with your Show Manager, if you have one, or check yourself that you have all the equipment needed at the venue and that it is in working order.

Remember on the day of the Show you will need someone to answer queries from exhibitors and others; someone to type CC’s, if not by computer, etc. and remember that a marked copy of the catalogue has to be prepared for KUSA, showing absentees and signed as certified correct by you.

SAFETY PRECAUTIONS

ALWAYS ASSUME AN EMERGENCY CAN OCCUR AT YOUR SHOW. Be prepared. Plan ahead.

1. Ensure that there are adequate safety precautions and that the venue is equipped to deal with fire, both in the kitchens, offices, Braai area (if permitted) and anywhere else on the showground, or building where a show is being held.
2. Appoint a Committee member as Safety Officer to supervise precautions and take charge of any incident. He should patrol the grounds at all times making sure that dogs are not locked in hot cars, children are not allowed to run wild and cause vandalism, dogs are adequately secured, etc. (Your Show manager will be fully occupied with other matters).
3. If you allow braais, designate a special area.
4. Ensure that all exits including Fire and Emergency Exits are clearly marked, both for people and vehicles **AND ARE UNOBSTRUCTED AT ALL TIMES.**
5. Ensure that rubbish and litter is cleared regularly.
6. Ensure that fire-fighting equipment is not only provided but is clearly visible.
7. Ensure your First Aid Point for people and dogs is clearly marked.
8. Ensure that there are clear and unobstructed routes for emergency vehicles to get to my ringside or building.
9. Have a back-up in case there is a power failure and Certificates cannot be produced on electric apparatus.
10. Ensure that *all* the members of your Committee know what to do should any emergency arise.
11. **ENSURE THAT YOU KNOW BOTH THE NUMBER OF THE LOCAL EMERGENCY SERVICES AND THE LOCATION OF THE NEAREST TELEPHONE.**

Day Of The Show

Just pray you have remembered everything, but remember to ensure the rings are prominently numbered stating classes and Judge's name.

A copy of the KUSA Constitution and all entry forms must be on hand in case of queries. Remember to ensure that all the officials including the KUSA Representative "out in the field" are supplied with refreshments and lunches as necessary. Don't forget Obedience Classes or other events which may be some distance away.

After The Show

Ensure all Judges receive a catalogue. All Judges keep their Judges Books and can ascertain the winners and placings made.

In addition to the CC Group and BIS Winners the information listed below is **REQUIRED** (not optional) in the marked catalogue sent to KUSA.

1. Obedience Classes, Working Trials (Classic & IPO) and Carting:

- 1.1 Whether a dog has qualified.
- 1.2 The number of points or percentages awarded.

2. Dog Jumping, Agility & Flyball:

- 2.1 Whether a winning dog/team had a clear round.

3. Children's and Junior Handler Classes:

- 3.1 Show Secretaries are reminded that in Child and Junior Handler Classes the Handler should be given a unique Entry Number and the Entry Number of the dog should not be used, as it is the Handler that is the "Exhibit" and not the dog. Entries for Child and Junior Handlers in catalogues need only give First Name, Surname, date of Birth and Sex . It is both possible and allowable for a dog to be handled by one person in the Breed Classes and another in the Handler Classes. Details of the Handler are essential for Catalogue Entries for these Classes, those of the Dog and Owner are not.

Send a copy of your marked catalogue to the Kennel Union, together with your entry fees (see Schedule 7 for current rate), within 10 working days of the close of the Show (Schedule 3.10.3), and do not forget to enter the number of dogs that entered the Show . Failure to do so may incur your club a Penalty Fee (see Schedule 3.15.4).

Club and Show Secretaries are requested to ensure that any Certified Catalogue sent to KUSA has been double checked for accuracy. It may not be appreciated that inaccuracies can affect such things as eligibility for Championship Status, entry to, placing in and the results of various competitions, together with the qualifications of aspiring judges. It is the responsibility of Club Secretaries to ensure that KUSA is supplied with a catalogue of all Championship or Qualifying Shows with all the results marked and all absentees indicated.

Such catalogues must be signed, preferably on the cover, as correct by the Secretary. Clubs which submit unmarked, uncertified catalogues and judges sheets to KUSA will have them returned for the correct action to be taken by the club. Judges sheets and entry forms must be kept for a year and may be called for anytime in that year by KUSA. Particular attention should be paid to ensuring that the percentages or points awarded are inserted in addition to the winning places in the appropriate Disciplines.

Letters of thanks should be sent to all Judges, Ring Stewards, Marshalling Stewards, KUSA Representatives and any other helper who is not a member of the Committee.

Finally

You should be well acquainted with Schedule 3, Regulations for Championship Shows (Breed), and any other Schedule which affects your Show, as these will probably have the answers to most of your question. It cannot be repeated too often how essential it is to keep the Constitution updated with any amendments.

Assistance From Sponsors

Needless to say where commercial sponsors pay money to a Dog Club, they are looking for the maximum publicity and advertisement for their products. They usually are not aware of any Show Regulations or perhaps etiquette. It is therefore essential for Club Committees to reach a workable agreement with sponsors, e.g. the front cover of the Catalogue should show the Club event as the main event and describe the Show, e.g. 26th Annual Championship Show of the (Club name). Sponsors advertising one of the events must not dominate or supercede this. The positioning of flags, emblems, etc. not to obscure the view of the rings for spectators, etc. Unexpected events must not occur, .e.g. drum majorettes marching on to the ring before the Grand Challenge dressed in sponsors' costumes. Clashing of sponsors entertaining with the Club's ideas.

Club Committees can benefit from worthwhile support from sponsors but this must be regulated and amicable agreement on all items worked out in advance, and confirmed in writing.

NON-CHAMPIONSHIP (OPEN) SHOWS – CHECK LIST

Insurance

In terms of Schedule 4, Reg. 4.4 “All notices of forthcoming “Non-Championship” Shows which are published by affiliated Club shall contain a statement that all exhibitors/handlers are personally responsible for the control of their dogs at all times and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused by their dogs. Such notice shall be prominently displayed at the venue on the day of the show, in such a manner and in such places, so as to ensure that any person entering the venue will see the said notice. Furthermore, all exhibits/handlers shall sign a declaration as printed on the Official KUSA Show entry form.

Foreign Judges at Non-Championship Breed Shows

The attention of Club Committees and Secretaries is drawn to factors affecting the appointment of Foreign Judges at Non-Championship Shows.

1. The Federal Council resolved in December 1990, that visiting UK Judges must have details of their show judging experience verified with regard to breeds and numbers judged and, if such verification cannot be obtained, an appointment must not be approved.
2. As from 1 April 1992, application for approval of appointment of a foreign Judge will be made to the Executive Committee not less than three (3) months before the date of the Show.

All Judges at Non-Championship Breed Shows

The attention of Club Committees and Secretaries is drawn to Schedule 4, Regulation 15.6 which states that no Judge may judge the same breeds within a period of one (1) month in the same area.

A Judge who has passed Part 1 of the KUSA Aspirant Breed Judges Qualifying Scheme, and who has received communication from the KUSA office that he/she may judge at a Non-Championship Shows for his Breed/s or Group may accept to judge subject to writing a report and being a current KUSA Member.

A Judge who is already approved at Championship Show level for the Breed/s or Group requested to judge may also accept an appointment subject to his being a current KUSA Member and his appointments checked by KUSA.

If your club is a Group or All Breeds Club, you should appoint a Judge on four (4) Group Panels as the Best Puppy and Best In Show Judge/s alternatively where one cannot be found, the most senior Judge invited usually judges the Best Puppy in Show and Best in Show. Preferably this must be someone who has judged at least three different Groups at a Non/Championship or Championship Show. Should all the Judges you have invited be judging their Groups for the first time, you would be wise to appoint a more experienced Judge to judge the BIS or Best Puppy.

One Year Before The Show

Arrange the Judges you want and book them as soon as possible. Unless you have your own ground, it is not too early to arrange for a venue.

Three Months Before The Show

Your KUSA Licence application form should be submitted to your Provincial Council and should you not fall under one, direct to KUSA. "KUSA" will automatically publish the date of your Non-Championship Show and the type of event, provided the office knows in time. You must state your Venue on your Licence application so this can be included on your Licence and then be printed in the magazine. It is not too early to arrange for caterers for the Show.

**Schedules are compulsory – It must contain the following: (Schedule 4, Regulation 6.1)
COMPULSORY**

1. Date of the Event
2. Venue
3. Starting time/s
4. Times when entries will be accepted
5. The names of the Judges for each breed or group/s and variety classes, Best In Show, Best Puppy in Show or discipline (OB,WT,IPO, ITT, DJ,CA,AG,FL,FT)
6. Club enquiries telephone number
7. Right of Admission Reserved
8. A statement that all exhibitors/handlers are personally responsible for the control of their dogs at all times and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused by their dogs (Ref. Reg. 4.4)

Address and phone number of Secretary, also phone numbers of other members of the Committee who are able to give information. Fees, classes and prizes on offer.

If you are publishing a catalogue, it **MUST** contain all the provisions of a Championship Show Catalogue (See: Schedule 4, Regulation 6).

Obtain from KUSA confirmation that your proposed judges have the necessary qualification.

Consider placing advertisements in the local press and Radio (the regional stations are usually very good about this if asked early enough). Your final approved schedule will automatically be placed on the KUSA Website. (If clubs send the schedule via e-mail)

One Week Before The Show

If you have set a closing date, process entries and draw up Ring Stewards sheets. It is not usual at a Non/Championship show, except a Qualifying Show to have Judges Books. It is not as a rule possible to let the Judges have a “break down” but if there are specimens of rare breeds the Judge would appreciate being told and all novice judges should be told what breeds they can expect.

Day Of The Show

Check with your Show Manager that all the necessary equipment is on hand and liaise with him on the erection of the Rings. You will need stakes, ropes, ring numbers and a public address system as your basics. Remember under Schedule 4, Regulation 4.1 it is permitted to take gate entries at Non-Championship Shows.

Have a copy of the KUSA Constitution by you.

After The Show

Write letters of thanks to your Judges and Ring Stewards and any other helpers who are not members of your Committee.

Send a letter to KUSA within 14 days of the close of the show, giving the name, address, telephone number where known, of your Judges, together with a Breakdown of the number of exhibits in each breed/class/test, etc. judged by each Judge.

All Breeds Clubs must also send KUSA within 14 days of the close of the show , name, sex, date or birth and address of First and Second placings of any Child/Junior Handler Competition.

REMEMBER, Non-Championship Show Returns are covered by the Penalty Scheme! So don't forget to pay your Open Show levies.

QUALIFYING SHOWS

KUSA Certificates and Awards are not issued.

Apart from this all the sections in this Handbook on Championship Shows apply. Remember your Judges have to be Championship Show Judges.

When can we hold a Qualifying Show?

If your Club is a Championship Show holding club that lost Championship status and wants to requalify, you can probably use the date of your previous Championship show, but check this with your Provincial Council and the KUSA Office.

If your Club wants to qualify to hold a Championship Show for the first time, you cannot hold your Show before you have held two successful Non-Championship Shows. However, you may apply for your Licence as early as you like. Before settling on a date for a Qualifying Show, it is advisable to have discussed both with your Provincial Council and The Club Affairs Department of KUSA what weekend you would like permanently allocated to hold a Championship Show.

Once this date is known, you can work out by what date your Draft Schedule would have to be submitted to KUSA. This of course cannot be submitted until you have written permission to hold a Championship Show. When this is given in relation to your Qualifying Show, depends on when KUSA receives the Show Catalogue and the report from the KUSA Representative. It would be wise to assume that there will be a six week interval between your Show and granting of Championship status – provided you qualify – but it could be shorter or longer. The example below gives you an idea of the time scale.

Club Affiliated 1 June 2007

Club can hold a Non-Championship Show perhaps in August 2007 and a second Non-Championship Show in February 2008. The Club can apply to hold its Qualifying Show later in 2008 provided there have been no problems with the Non-Championship Shows. The Club can contact the KUSA Office to check on available Qualifying Show dates and if they wish to keep this date also for its first Championship Show to be held in 2009.

GENERAL SHOW INFORMATION

Show Schedules/Publicity Brochures

Once Draft Schedules for Championship Shows have been approved and the Licences issued, more and more clubs are combining their resources and publishing publicity brochures which look like Draft Schedules in an abbreviated form. On checking it has been noted in many cases that the information (e.g. closing date, entry fees) is different from that of the approved Schedule.

IT WAS CONFIRMED BY EXCO IN APRIL 1994

That, in the case of any dispute, the Official Closing Date for Entries (or any other information) is that which appears on the Draft Schedules approved by KUSA.

You are reminded that publication of bare Show Details in a separate or combined Clubs "Publicity Brochure" does not absolve them from publishing an approved Show Schedule, which forms a contract between club and exhibitor, containing the requirements of Schedule 3, Regulation 5 (except for the omissions permitted when it is published in the Official Kennel Union Journal).

Gunshots at Shows

Should a club hold as how or an event where gunshot tests will be undertaken or where there will be other sudden loud noises, or explosions (such as used by a demonstration team) they should check with the appropriate authority that these would not be in contravention of any Laws, By-laws or Regulations. Further such gunshot tests or other "Bangs, explosions or other Loud Noises", must not be done so as to interfere with the holding of any Breed Judging or Obedience Classes and the fact that such shots, explosion, etc. will be heard, **must be announced** beforehand.

Unregistered Dogs at Shows

Unregistered dogs may not enter Championship Breed Shows, Qualifying Shows, Championship or Non-Championship Obedience Classes, Working Trials, Carting Events or Dog Jumping Grades save and except for dogs described in Schedule 5D Regulations 1.5.1.2 and 1.5.1.3,

In terms of Schedule 4 Regulation 4.1 "Show Committee shall be permitted to take gate entries for a Non-Championship Show, but in doing so it shall not advertise nor encourage the entry of non-pedigree dogs, to which entry for competition shall not be given, if the fact of non-pedigree is in any case disclosed to the Show Committee". In other words, if someone enters an unregistered dog at a Non-Championship Show and tells the Show Committee that it is unregistered, the entry must be refused.

Additionally Schedule 4 Regulation 4.2 reads: "notwithstanding the lenience of these Regulations, the Show Committee shall so far as possible observe the principles of Kennel Union Championship Show Regulations and endeavour to restrict all entries to registered dogs."

Unentered Animals at a Show

Everyone should also be aware that "No **animal** other than an exhibit entered for competition or for exhibition only shall be allowed within the precincts of a Show, except for a registered Guide Dog for the Blind, Hearing Dog for the Deaf, or a dog requested for educational or instructional purposes, or by permission of the Show-holding Club. Club secretaries are

particularly asked to note that Regulation 8 of Schedule 3, which affects all events including Obedience Classes, Working Trials, etc., does not state “No **dog** other than an exhibit”.

Children’s Handling Classes & Child and Junior Handler Classes

In many instances the differences between Children’s Handling and Child/Junior Handler Classes are not always fully appreciated. Awareness of the difference is most important, especially in relation to events held leading to qualification for entry into the Children’s and Junior Handler of the year Competition Schedule 5E(12).

A Children’s Handling Class is a Breed Class where a dog is handled by a child **and it is the dog that is being judged.**

A Child or Junior Handler Class is one **where the child or junior is being judged, not the dog.** Regulation 7.1 of Schedule 5E(12) defines clearly the points on which a Child or Junior Handler Class should be judged. A dog may be entered in a Handler Class either “Show” or “Pet” trimmed. If any dog entered in a Handler Class and is also entered in a Breed Class, it must be Show trimmed.

Attraction from outside the ring (commonly called “Double Handling”)

This practice may only be condoned at certain Specialist Breed Club Shows. It is not permitted under any circumstances at Group or All Breed Clubs’ Shows, and Show Managers have the authority to stop attraction from outside the ring (“double handling”). From time to time the Federal Council may give specific dispensations for Group and All Breed Clubs. If you are unsure of the current position, check with the KUSA Office prior to your Show.

Weighing Dogs

In the past various instances have occurred whereby there have been disputes regarding the mass (weight) of Dogs.

Clubs must ensure that all scales used have been properly assayed; it is essential that table used is of an adequate size with a non-slip top surface, and that it is placed on the level whether in- or outdoors, as an uneven surface can materially affect the scales and thus the mass of the dog, especially where this is close to the limit.

Height of Dogs

In certain Breed Standards dogs can be disqualified if they are over or under height, when they are exhibited. Remember a club is required in terms of Schedule 3, Regulation 9 to provide a properly construction measuring stick or alternative measuring device. It is therefore always advisable to have one at hand in case a judge should call for it. If it’s not available, you could find yourself and your Club in trouble.

Spayed Bitches, Castrated Dogs and Bitches on Heat

Some confusion exists as to what may be exhibited where and the following Table (as at 1 April 1994) indicates which category may or may not be exhibited in the various Disciplines

	Spayed	Castrated	In Season
Breed	Yes *	No	Must state on Show Schedule allowed or not
Obedience	Yes	Yes	No
WT (Classic)	Yes	Yes	No
IPO	Yes	Yes	See Sch.5B (IPO) Reg. 1.5.8
Field Trials	Yes	Yes	No
Jumping	Yes	Yes	No
Carting	Yes	Yes	No
BWT	Yes	Yes	See Sch.5H. Reg. 1.4.5

* (includes Maidens)

**EXTRA GUIDANCE FOR SECRETARIES
OF CLUBS UNDER THE JURISDICTION OF DISTRICT OF GAUTENG AND
SURROUNDS AND NORTHERN AREAS ONLY**

1. NON-CHAMPIONSHIP SHOW DATES

Clubs are required to forward a licence application form to their Provincial Council. The Provincial Council will then grant dates and issue licences. Should there be a clash with another Club, the Provincial Council will advise Clubs and liaise with them in setting a suitable date. The licence fee should be paid direct to KUSA (remember cheques must be made out to Kennel Union of Southern Africa, not the Provincial Council, see Schedule 7 – KUSA Constitution) either by bank transfer, direct deposit or cheque. A copy of this payment must be forwarded to the KUSA office to link to the bank statement and a copy to the Provincial Council so they know you have paid. If there is no proof of payment sent by fax or e-mail KUSA will have no way of knowing who the money is from. Clubs must also use their allocated account numbers to assist in tracing payments.

NOTE: Licence Application forms require the signature and addresses of the Chairman, Secretary and Treasurer (or if the Secretary/Treasurer post is combined another responsible member of the Committee).

Licences for Non-Championship Shows must be forwarded not less than three (3) calendar months before the proposed date of the Show, preferably longer.

2. CHAMPIONSHIP SHOW DATES

KUSA has allocated each Club holding Championship Shows a weekend number. Should a Club for good reason wish to change it's date this must be forwarded in writing to the **Provincial Council** no later than January for Shows to be held in the following year, i.e. January 2004, for Shows to be held in 2005. Once the Provincial Council has had a chance to review the suggested change it will be tabled at the next Federal Council meeting for its approval.

Championship Show licences must be forwarded not less than six (6) calendar months before the date of the Show, and is to be accompanied by the Draft Schedule, Judges

Letters of Acceptance and licence fee (see Schedule 7 for current fee). **ALL LICENCES APPLICATIONS AND FEES ETC, FOR CHAMPIONSHIP SHOWS MUST BE FORWARDED DIRECT TO KUSA, P O BOX 2659, CAPE TOWN, 8000.**

3. **QUALIFYING SHOWS (BREED)**

Clubs wishing to hold a Qualifying Show must notify the Provincial Council when applying for their Non-Championship Show dates and also ask the KUSA office to confirm that the date is suitable and approved.

4. **CLUB CONSTITUTIONS**

All alterations and amendments to the Constitutions of clubs domiciled in these two regions are to forward the changes (with copies of the AGM/SGM Meeting) to their Provincial Council who will make recommendations to the Executive Committee. When a copy of the AGM/SGM Minutes are received by KUSA the proposed changes will be looked at any suggestions will be sent to the Provincial Council. No action can be taken until the Executive Committee has confirmed its approval or rejection. [All other areas send their AGM/SGM's to KUSA who will pick up the changes and table to the Executive Committee for approval. Should there be any problems with the proposed change, the KUSA office will liaise with the club.]

5. **ANNUAL GENERAL MEETING MINUTES, SPECIAL GENERAL MEETING MINUTES AND ANNUAL AUDITED ACCOUNTS OF INCOME AND EXPENDITURE AND BALANCE SHEET**

One copy must be sent to the KUSA and one copy to the Council within thirty (30) days of the meeting. A copy of the Notice of Meeting and Agenda must also be sent to KUSA and Provincial Council. Remember to advise KUSA and Provincial Council of any changes in club officials, addresses, telephone numbers, etc.

6. **APPLICATIONS FOR AFFILIATION**

Any Club in these regions seeking affiliation to the KUSA shall first make written application to their respective Provincial Council.

7. **RECORDS OF NON-CHAMPIONSHIP SHOWS AND PROCEDURE TO BE ADOPTED**

(a) Upon the conclusion of a Non-Championship Show, each Club is required to submit list detailing:

(i) The name, address and telephone number of every person who has judged at a Non-Championship Show, even if these have been supplied before as it is one way change of address and/or telephone number can be captured. (Telephone numbers are required in order that KUSA can include these on the basic details of a Judge kept in the database as the

KUSA office has continual requests for the telephone numbers of prospective Judges.)

- (ii) The breeds judged and the numbers of dogs present and exhibited in each breed.
- (b) Each Club must complete the details listed in (a) above in triplicate for each Judge and the copies must be dispatched as follows:
 - (i) one copy for the Judge;
 - (ii) one copy to the Kennel Union office;
 - (iii) one copy to the Provincial Council.
- (c)
 - (i) The Judge should retain his/her copy for his/her personal records.
 - (ii) The KUSA office will add the details given to the Judges record and file the original documentation.
 - (iii) The Provincial Council will attach the records to the duplicate copy of the Non-Championship Show Licence. Should any Club fail to render such return, the Provincial Council may withhold the issuing of any further non-Championship Show Licences until the required return has been submitted to and received by both the Kennel Union and the Provincial Council.

9. **APPLICATION FOR OBEDIENCE AND WORKING TRIAL RECORD CARDS**

Telephone the Secretary of Provincial Council for information as to where these may be currently obtained. These are usually available through the Sub-Committees of the disciplines themselves.

10. **AFFILIATION FEES**

For details see Schedule 7.

12. **REGISTRATION OF LITTERS, TRANSFERS, APPLICATIONS FOR CHAMPIONSHIP STATUS, ETC.**

All these documents must be forwarded direct to the KUSA.

CHAMPIONSHIP SHOWS

A CHECK LIST

REMEMBER! Confirm ALL arrangements, printing, etc. in writing.

1. **PREPARE A BUDGET**

It is only after you have estimated your probable income and expenses, including an allowance for price rises that you can commence work on the nuts and bolts of your show. Areas to be considered will be:

1.1 **Expenditure**

- 1.1.1 Cost of Venue.
- 1.1.2 Travelling expenses (Judges, Stewards, etc.)
- 1.1.3 Accommodation and food.
- 1.1.4 Gifts.
- 1.1.5 Prizes (including Rosettes, place cards, etc.).
- 1.1.6 Catering for officials (including Breakfast, Ring refreshments, after Show function, at Ring for Judges).
- 1.1.7 Printing.
- 1.1.8 Postage.
- 1.1.9 Advertising.
- 1.1.10 First Aid.
- 1.1.11 Telephone/Fax.
- 1.1.12 Production and printing of catalogue.
- 1.1.13 Computer expenses (if applicable).
- 1.1.14 Stationery.
- 1.1.15 Fees to Stewards Association (if applicable).
- 1.1.16 Labourers (Bucket people, etc.).
- 1.1.17 Hire of public address system/walkie-talkie.
- 1.1.18 Fees to KUSA.
- 1.1.19 Ring decorations, etc.

1.2 Income

- 1.2.1 Entry Fees.
- 1.2.2 Catalogues.
- 1.2.3 Catering.
- 1.2.4 Sponsorship (Don't rely on sponsorship for income to break even].
- 1.2.5 Stall holders.
- 1.2.6 Advertising.

2. **CHOOSE A DATE/S** (if date not already allocated)

- 2.1 Write to Provincial Council to ask if date is approved.

OR

2.2 Want to alter existing Date/s:-

write to Provincial Council to ask for change of date.

[Note: Request Championship Show Date changes can only be approved by FEDCO which meets in mid May and first week in December, providing your Provincial Council recommends the change. Requests for Day change within allocated Championship Show weekend can be approved by EXCO, provided your Provincial Council recommends the change.]

- 2.3 Receive reply.
Now you can proceed.

3. **CHOOSE VENUE**
 - 3.1 Write to Landlord of Venue.
 - 3.2 Receive reply.
 - 3.3 Write acceptance letter.

4. **JUDGES**
 - 4.1.1 Overseas Judges (need at least two (2) years booking).
 - 4.1.2 Local Judges (need at least one and a half (1½) years booking).
 - 4.2.1.1 When Judge chosen get clearance from KUSA.
 - 4.2.1.2 Once approved by KUSA, ask the judge if available and wants to judge.
 - 4.2.1.3 Write Judges offering contract.
 - 4.2.1.4 Receive acceptance form from judges.
 - 4.2.1.5 Confirm appointment and ask for photograph and personal history.
 - 4.2.2.1 Send invitation to local Judges.
 - 4.2.2.2 If accept, get clearance from KUSA.
 - 4.2.2.3 Write Judge offering contract.
 - 4.2.2.4 Receive acceptance from Judge.
 - 4.2.2.5 Confirm appointment.

[Note: Procedure in 4.1.1 and 4.1.2 must be followed for each Discipline, Breed Obedience Working Trials (Classic), IWT, Dog Jumping, Dog Carting, Field Trial, etc.]

5. **CHOOSE CLASSES (Remember some Breed Classes are compulsory)**

6. **DECIDE ENTRY FEES**

7. **CHOOSE KUSA Representative**
DOGSPC AND NAPC - Confirm through your Provincial Council.

8. **ARRANGE FOR VET EITHER AT SHOW OR ON CALL**

9. **CHOOSE STEWARDS**
 - 9.1 Send letter of invitation.
 - 9.2 Receive reply.
 - 9.3 send letter confirming appointment.

10. **PREPARE DRAFT SCHEDULE**
 - 10.1 Send Draft Schedule to KUSA
with License application, Fee and all Judges' acceptances.

11. **BOOK HOTEL ACCOMMODATION**
 - 11.1 Receive a confirmation of booking.

12. **BOOK TRAVEL**
 - 12.1 Receive confirmation of travel arrangements.
 - 12.2 Notify Judges, etc.
 - 12.3 Receive confirmation from Judges, etc. Travel Arrangements OK.

13. **INVITE RED CROSS/ST JOHN**

- 13.1 Receive confirmation.
- 13.2 Write confirming acceptance.

- 14. **INVITE BOY SCOUTS, ETC. FOR RUNNERS AND SO ON**
- 14.1 Receive confirmation.
- 14.2 Write confirming acceptance.

- 15. **CHOOSE VIP'S**
- 15.1 Write letter of invitation giving time of arrival, estimate end of Show.
- 15.2 Receive letter of acceptance/non acceptance (you must get a letter as you don't want anyone to arrive at your show "out of the blue").

- 16. **SHOW SCHEDULE (ONCE draft approved by KUSA)**
- 16.1 Decide either to distribute through mail OR print Official Schedule in "KUSA".
- 16.2 If not published in "KUSA", a copy must be sent to the KUSA Office within 24 hours of publication.
- 16.3. Send a copy of the Schedule to each Judge.
- 16.3.2 Send a copy of the Schedule to KUSA Representative.
- 16.3.3 Send a copy of the Schedule to each Steward.
- 16.3.4 Send a copy of the Schedule to your sponsor.

- 17. **THINGS TO BE ORDERED**
- 17.1.1 Entry forms form KUSA.
- 17.1.2 KUSA Certificates
- 17.1.3 Show Rules and Regulations and KUSA Breed Standards for any foreign Judge/s.
- 17.1.4 Rosettes.
- 17.1.5 Other prizes.
- 17.1.6 Gifts for Judges, Stewards, etc.

- 18. **STALL HOLDERS**
- Send invitations to:
 - 18.1.1 Dog Clubs.
 - 18.1.2 Welfare Societies, Dogs for Blind, etc.
 - 18.1.3 Your sponsor.
 - 18.1.4 Commercial.
- 18.2 Remember to state whether there is a charge.
- 18.3 Receive replies.
- 18.4 Confirm details.

- 19. **ADVERTISING**
- 19.1 Decide how you are going to advertise.
- 19.2 Paid Advertising (who will you approach).
 - 19.2.1 Banners.
 - 19.2.1.1 Who will erect and when.
 - 19.2.2 Posters
 - 19.2.2.1 Who will erect and where.
- 19.2.3 Hand bills.

- 19.2.4 Radio (Local).
- 19.2.5 Press.
- 19.3 Unpaid advertising.
- 19.3.1 Television.
- 19.3.2 Radio.
- 19.3.3 Press
- 19.4 People who will advertise with you.
- 19.4.1 Sponsor at Show.
- 19.4.2 In your catalogue.

20. **RADIO SIGNAGE AND SECURITY**

- 20.1.1 Contact Automobile Association.
- 20.1.2 Organise Road signs.
- 20.2.1 Decide if you need to employ security guards?
- 20.2.2 If yes, organise.

21. **CATERING**

- 21.1.1 Arrange catering ± 6 months before Show.
- 21.1.2 Confirm arrangements in writing.
- 21.2 Estimate number of Breakfasts needed.
- 21.3.1 Estimate total Lunches needed.
- 21.3.2 Estimate Lunches for Officials, Judges, etc.
- 21.3.3 VIP Lunches.
- 21.4.1 Estimate total Cool drinks, teas, etc.
- 21.4.2 Estimate cooldrinks, teas, etc. for officials.
- 21.5.1 Draw up lunch menu for officials and VIP's.
- 21.5. Draw up lunch menu for general public.
- 21.6.1 Draw up snacks for officials and VIP's.
- 21.6.2 Organise lunch tickets, etc
- 21.6.3 Reconfirm catering OK 2-3 weeks before Show

22. **HIRE OR LOAN MATERIALS**

Seating
 Benching
 Mobile toilets
 Marquees/Tents
 Caravan
 Public address system

23. **VENUE**

Check venue for:
 Parking facilities
 Power and power points (remember to check what type plugs the points take)
 Telephones
 Toilet facilities
 Catering facilities (eg ovens, urns, hot plates, crockery etc)
 Accommodation for Show office
 Accommodation for First Aid personnel

Accommodation for catering (i.e. serving up and eating)
Check when your club can move in and by when the grounds must be cleared after the show.

Keys. Make sure you will have keys for the grounds, building, gates etc.,

24. **SPONSOR**

Confirm the following. Will they provide:

Entry Forms

Exhibitors numbers (query if already numbered)

Exhibitors car park numbers

Exhibitors entrance tickets

Luncheon tickets for VIP's, Judges and officials, etc.,

Product prizes (Food etc)

Catalogue Covers

Advertising in Catalogue

Other – place cards etc

Will sponsor just be supplying a cheque and no materials

25. **ENTRIES**

Slit envelope make sure nothing is left in the envelope

Attach entry fee to entry form

Return entries where no fee is included

Check Entry form for:

Owners name, address and phone number

Dog's Registered name

Dog's Registration number

Dog's Tattoo/micro-chip number (where required)

Dog's date of Birth

Name of Sire

Name of Dam

Name of Breeder

Class/es entered (and check if entered correctly)

Check entry fees are correct

Is Club subscription included?

Is fee for catalogue included?

26. **FOR CLUBS ON COMPUTER**

Capture all entries

Give breakdown of money to Treasurer for banking

Have printout of captured entries for correction

Correct errors

Once entries have closed sort entries into correct order.

Number Show as per computer programme

Print labels of Entries (a) for Entry form (b) for sticking behind numbers

Have Exhibitors numbers numbered - correct size

Print address labels

Print letter acknowledging receipt of Entry together with Ring plan, starting times, route map, where tents may be erected, braai area etc.,

Enclose with Exhibitor's number that has label giving dogs name and classes entered.

Post exhibitors numbers if you are posting. Optional – Many clubs now give out exhibits numbers on the morning of the Show to save postage.

Printout “master” for catalogue (make note of number of catalogues required – paid for by Exhibitors, all Judges, KUSA Rep, KUSA Office, Trophy Steward, Official copy for Club, for sale at Show)

Take to printers, together with catalogue covers, if sponsored and advertising –check binding with printer.

Print Judges’ sheets

Print Steward’s sheets

Add any special classes, or trophies, Group or Stake Judging sheets

Attach Judges’ sheets to clip board.

Attach Stewards’ sheets to clip board

27. **FOR CLUB NOT ON COMPUTER**

Address envelopes as entries arrive for posting numbers

Insert receipts

List monies with Exhibitors name for Treasurer for banking.

Once entries close, sort into group and discipline order

Number Entry forms

Print dog’s name and classes entered on back of numbers.

Have letter printed acknowledging entries, with Ring plan, route map, starting time, where tents may be erected, braai area etc.,

Post these with numbers if posting – Optional – Many Clubs now give out Exhibitors numbers on morning of the Show to save postage.

Type or have typed, masters for catalogues

Check against entries

Have catalogue collated, printed and bound. Remember the Advertisements and covers if sponsored.

Prepare Judges’ sheets

Prepare Stewards sheets

28. **POSTING NUMBERS TO ENTRANTS**

Write letters to Judges giving Breeds to be judged and numbers of entries together with approximate time of Best in Show.

Write to Stewards giving Breeds, numbers to be judged, order show is being run together with any other instructions.

Write to Public Address Announcer giving details of show, schedule, Judges names, VIP’s to be welcomed and any other applicable information.

29. **TRANSPORT**

Arrange for transport to meet Judges, etc and take them to their hotel.

Arrange for transport to convey Judges from Hotel to show and back

Advise Judges of time of departure for show

Arrange for transport for Judges, etc, departure

Advise Judges of departure arrangements

30. **SHOW ERECTION**

Rings

Stakes (min. 8 per Ring)

Rope

Bunting
Ring numbers/Judges name/Stewards name/Event
Place number
Tables
Mats for tables, where required
Bowls on tables
Soap
Dettol/Savlon
Drinking Glasses
Cool bag containing cooldrink
Chairs
Umbrellas
Measuring hoop (if applicable)
Weighing scale (if applicable)
Hides (if applicable)
Hides (if applicable)
“A” Frame (if applicable)
Pistol (if applicable)
Equipment for Dog Jumping, Agility, Flyball and Carting (if applicable)
Dirt buckets and scoop

31. **GENERAL**
Enlarged plan of show layout
Rubbish Bins
Fire buckets and extinguishers

REMEMBER TO LEAVE ENOUGH SPACE TO LET EMERGENCY
PERSONNEL AND VEHICLES TO GET THROUGH

32. **OFFICE**
KUSA Constitution (Fully updated)
Copy of Insurance Policy
Entry forms from Exhibitors
Judge/Stewards sheets and Rosettes (including their own Rosettes on Clip board)
Prizes (if awarded at show)
Gifts for Judges, Stewards etc.,
Club memorabilia for sale (T-Shirts)
Typewriter/computer equipment including printer
Award Cards
Extension leads (check you have the correct plug for the plug point and to join extension)
Tippex
Paper clips
Pencils
Elastic bands
Pens
Felt tip pens (thick and thin)
Writing paper (in case of complaint)
Envelopes
Stapler and staples
Press stick

Drawing pins
Bulldog Clips
Clip board
Chalk
Cardboard for notices
Punch
Rulers
Pritt/glue
Scotch tape
Scissors
Receipt book for Treasurer
Membership cards for Treasurer
Calculator
Float
Bank Bag

33. **OTHER EQUIPMENT**

Walkie Talkie
Sound equipment (check your PA works before show starts)
Toilet paper
Air Freshner
Dirt bin liners
Spade
Flats – National, KUSA, Club etc
Extra Umbrellas
Chairs for Office etc
Trophies (If applicable)
Extra stakes, rope and ribbon

34. **TOOLS**

Insulation tape
Screwdrivers (flat head & star)
Pliers
Nails
Hammer
Sledge Hammer
Extension lead connectors
Light bulbs (if necessary)
Stanley knife

35. **GUARDS** (If necessary)

36. **OFFICE AT SHOW (Personnel)**

Computer operator
Checker for Judges' slips before capture
Marker for catalogue
Runners
If NOT on computer. Two (2) Typists for typing certificates
Officials to answer questions throughout the day

Official to hand out Award Cards – Rosettes and prizes if not awarded in the Ring or at a prize giving.

Officials to meet Judges/Stewards before Show commences

Officials to be available for luncheon and any social event after the Show

37. **SIGNING AWARD CERTIFICATES**

Ensure your Judges sign all Award Certificates before they leave the Show.

38. **ISSUE OF EXHIBITORS NUMBERS, CATALOGUES, ETC**

Assign a person per group/discipline at a table

A table and a person for queries

39. **PUTTING THE SHOW TO BED**

As a ring is finished with – dismantle

Clear up throughout the day

Only main ring should be left – for Best In Show

All Judges receive catalogues if not judging the next day

Payment to caterers for any expenses incurred for the Show

40. **AFTER THE SHOW**

Letters of thanks to be sent to:

VIP's

Judges

Stewards

KUSA Representative

Landlord of the Venue

First Aid Society (with a donation)

Helpers (eg Boy Scouts – with donation)

Marked Catalogue to KUSA

Anyone else who has helped or lent materials or equipment

Sponsor

Send entry fees to KUSA

41. **WHERE TO NOW?**

Back to point one. Prepare budget.



68 Bree Street, Cape Town, 8001
P.O. Box 2659, Cape Town, 8000

TEL: +27 21 423 9027
FAX: +27 21 423 5876

www.kusa.co.za
EMAIL: info@kusa.co.za



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