



Kennel Union of Southern Africa

SCHEDULE 8

SCHEDULE OF DOCUMENTS AND RETURNS TO BE SENT TO THE SECRETARY (1989)

(Effective 01.04.2016)

For the guidance of Club Secretaries and other persons, notification is given that those 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	<u>LATEST TIME REQUIRED</u>
1.2.1. Annual Affiliation Fees in terms of Schedule 7	On or before 1 September
1.2.2. Minutes of every Annual General Meeting and any Special General Meeting together with attendance register	Within 30 days of meeting
1.3. One copy of annual audited accounts of income Expenditure and Club Balance Sheet	Once in each calendar year (Usually with AGM Minutes)
2. CHAMPIONSHIP SHOWS	<u>LATEST TIME REQUIRED</u>
2.1. Application for Championship Show	6 months before Show Date
2.2. Draft Championship Show Schedule for approval	6 months before Show Date
2.3. Championship Show Licence Fee in terms of Schedule 7	6 months before Show Date
2.4. Application for approval of Championship Show Judges resident abroad	6 months before Show Date
2.5. Signed contracts from all proposed Championship Show Judges	6 months before Show Date
2.6. Approved Championship Show Schedule	24 hours after issue to public
2.7. Return of Championship Show Entries and Entry Fees in terms of Schedule 7	15 working days after close of Show
2.8. Official Show Catalogue containing all entries and awards	15 working days after close of Show
2.9. Any Show entry form, Judges Sheets/Books subject	When called upon by the Secretary to time retention not exceeding 12 months from date of Show.
3. QUALIFYING SHOWS	<u>WHEN REQUIRED</u>
3.1. Application for Qualifying Show Licence	6 months before Show date
3.2. Qualifying Show Licence fee in terms of 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	6 months before Show date
3.5. Signed contracts from all proposed Judges	6 months before Show Date
3.6. Approved Qualifying Show Schedule	24 hours after issue to public
3.7. Return of Qualifying Show Entries and	15 working days after close of Show
3.8. Official Show Catalogue containing all entries and awards	15 working days after close of Show
3.9. Any Show entry form, Judges Sheets/Books	When called upon by the Secretary subject to time retention not exceeding 12 months from date of Show

- | 4. <u>NON-CHAMPIONSHIP SHOWS</u> | <u>WHEN REQUIRED</u> |
|---|-----------------------------|
| 4.1 Application for Non-Championship Show Licence,
Draft Schedule and signed contracts from proposed
Show Judge/s | 3 months before Show date |
| 4.2 Non-Championship Show Licence fee in
terms of Schedule | 3 months before Show date |
| 4.3 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 |
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5. <u>PENALTIES</u> | |
| Any Club which fails to submit a Return in terms of this Schedule 8 shall pay a penalty as specified in terms of Schedule 7. | |



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Most recent changes to this Schedules has an effective date of 01.04.2016