

## **GUIDELINES FOR KUSA EVENT LICENCE APPLICATIONS**

For Club events scheduled to take place between now and the end of 2021 on their **traditional dates**, whether previously cancelled or postponed, the following is required:

**All of the “normal” documentation required when submitting a license application such as**

- Licence application form completed and signed
- Proof of payment for license
- Draft Schedule including all requirements as per kusa regulations **including the mandatory COVID-19 Protocols & Procedures statement.**
- Judge’s Contracts – completed and signed

**In addition, Clubs must also submit**

- Name, KUSA Membership number and contact details of the appointed COVID-19 Compliance Officer
- Name and contact details of the appointed Deputy COVID-19 Compliance Officer.

**Concessions have been granted regarding the timelines for submission of documents for obtaining show licences, however before a licence is issued, the Club affairs must be up to date including**

- Affiliation fees paid
- AGM held & Financials submitted
- No outstanding documents or levies for previous events
- No outstanding penalties
- Certificate orders for previous events paid

**No concessions will be granted for post-show timelines.**

Clubs requesting **“new” dates** as their events were cancelled or postponed due to COVID-19 should initially submit the following:

- The date applied for (plus an alternate date if possible) and the type of event or show

- Reasons for selecting the date/s
- Letters of agreement or objection from any other Clubs that might be affected by your event\*
- Including:
  - Clubs that traditionally uses the date, but have decided to cancel or postpone their 2020 event
  - Clubs that have similar events in a different province on the same date
  - Club that have events planned for the same date and venue
  - The above applies to all

\* The onus will be on the Club making application to establish what other events are affected and to communicate with those Clubs. Clubs should refer to the KUSA Events Calendar, consult with all affected Clubs (irrespective of whether the shows are in cancelled or postponed status) and **obtain written responses from those clubs**. Applications will not be considered without letters from all affected clubs.

The task team will assess the application and once permission has been granted for the new date, the club should submit the licence application together with all documents as listed above.

#### **PLEASE NOTE**

The KUSA Office will prioritise the licensing of events taking place in the next three months and, until further notice, the Task Team will only consider new date applications for the next three months.

Clubs are urged to ensure that everything is in order and is submitted at one time in order to assist the KUSA Office in expediting the issuing of a licence.