

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 licence application such as

- Licence application form completed and signed
- Proof of payment for licence
- Draft Schedule including all requirements as per KUSA regulations*
- 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.
- A Protocols & Procedures document covering all aspects of compliance with COVID-19 Regulations.

* The Protocol document must be issued together with the Show Schedule as well as a copy of the Disclaimer.

The Protocol and plan submitted by the Club will be integral to the issuing of a licence and should be carefully thought out and cover all aspects on complying with Regulations. Please note KUSA will NOT issue licences unless the Club’s plans are considered to be viable.

Concessions have been granted regarding the timelines for submission of documents for obtaining show licences. However, before a licence is issued, the Club’s 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 use the date, but have decided to cancel or postpone their 2021 event
 - Clubs that have similar events in a different province on the same date
 - Club that has 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.