New Zealand Kennel Club (Inc.)

(Affiliated with The Kennel Club, England
(Associated with the Federation Cynologique Internationale)

HANDBOOK

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Headquarters
Prosser Street, Porirua.

New Zealand Kennel Club
Private Bag 50903
Porirua 6220

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Section I

1. Summary of Obligations

1.1 Annual Requirements

Annual Subscription

An account is sent in January and is due on 1 April each year

Annual Return

As soon as the AGM has been held and within three months of the annual balance date send to the New Zealand Kennel Club

- List of executive officers with name, address and membership numbers
- Copy annual report
- Copy annual financial statements presented to AGM
- Contact address and telephone number for publication in New Zealand Kennel Gazette (advise New Zealand Kennel Club if the AGM is not held within three months of balance date).

Alterations to information

Any alteration to the following must be notified to New Zealand Kennel Club as soon as they occur.

- Names and addresses of Executive officers
- Contact address or telephone number

1.2 Changes of Rules

All proposed change of rules require the approval of New Zealand Kennel Club. Once passed the final text must be submitted to New Zealand Kennel Club.

1.3 Show Licences and Dates

Championship Show Licences

Affiliated All Breeds Clubs - granted automatically

Associated Clubs – apply up to two years in advance on form available from New Zealand Kennel Club Dog

Training Clubs - granted automatically

Other show licences or change of dates

Open Shows - apply in writing at any time two months prior to show

Obedience and Agility fixtures - obtain consent of Zone and New Zealand Kennel Club for Open Trials and Agility Events

Change of dates - apply in writing as early as possible - Affiliated Championship show date changes must be advertised.

1.4 Judges Approvals

New Zealand and Australian Judges - no prior approval necessary if listed as eligible to judge on New Zealand Kennel Club or Australian National Kennel Council Official Judges Panels

All others apply as soon as possible giving residential address.

1.5 Show Requirements

Show Schedule.

Championship Shows, Championship Obedience Tests and Championship Agility Events - Advertising compulsory - Due date published in New Zealand Kennel Gazette.

Open Shows, Open Obedience Trials and Agility Events - advertising optional, draft must be forwarded for approval at least one month prior to show.

Show Levies

Championship Shows, Championship Obedience Tests, Championship Agility Events Open Shows, Open Obedience Trials, Agility Events, Obedience Working Trials, and AD Classes.

Due before first day of show - use New Zealand Kennel Club Levy form

Marked Catalogue

Championship Shows, Championship Obedience Tests, Championship Agility Events, Open Shows, Open Obedience Trials, and Agility Events and result sheets for Obedience Working Trials and AD Classes

Due within 14 days after the fixture.

1.6 Ribbon Parades, Obedience Ribbon Trials and Agility Ribbon Trials

Copy of schedule showing date, venues and judge must be sent to New Zealand Kennel Club within 14 days of fixture. No Show levies are payable on these shows.

1.7 Matters to be reported to New Zealand Kennel Club

Disputes Matters

A report of any dispute matter must be sent within 14 days of any hearing or action taken.

Monorchids or Cryptorchids

Details of any dogs reported by a judge must be notified within seven days of the show.

Withdrawal from Competition

Details of any dog withdrawn from competition on the day of a show without justification and without the consent of the Show Manager (conformation shows only) must be reported at the conclusion of the show.

Dogs Excluded from the Show Ring

Details of any dog excluded from the show ring by a judge because of its savage disposition must be reported within 14 days of the date of the show.

Section II

2. Member Clubs

2.1 Member Society Structures

A club is an association of individuals who form a body to act for those individuals collectively. An official of a club is not acting in their own right but on behalf of the club. They are restricted to act in the name of the club only so far as they are authorised.

This authority is derived in the following ways

- As defined in the constitution of the club
- As set out in the general law of New Zealand governing clubs and societies
- As permitted by custom, precedent or common practice.

All New Zealand Kennel Club member societies are required to have written constitutions. These must be approved by New Zealand Kennel Club as must any amendment to them.

2.2 A Society's constitution does the following

- Sets out the aims of the club and defines the limits of the club's authority. If the club acts outside this authority then it is acting ultra vires which is another way of saying outside its powers or illegally.
- Sets out the structures of the club and the procedures for creating and maintaining them (e.g. size of committee and how they are elected).
- Defines who are members, how people become members, how they maintain their membership, and how membership can be withdrawn.
- Delegates certain functions to certain named individuals or group of individuals and defines what these functions are (e.g. defines the secretary's duties).
- States what property a club can have and who is responsible for it.
- Imposes financial controls.
- Generally imposes limits on the club and its officers and defines the way the club conducts its business.

The constitution is however only a base to work from.

2.3 The authority of the club is limited as follows:

- As a member of the New Zealand Kennel Club a society is restricted to act only as permitted by the New Zealand Kennel Club Rules and Regulations and the club's status pursuant to those rules and regulations. e.g. A recognised Specialist breed club under New Zealand Kennel Club Rules cannot conduct an All Breeds show as its activities are limited to activities for one breed only nor could it hold a championship show because recognised clubs cannot do this. It needs Associated status to do this.

- It is restricted to do those things only permitted by its constitution and the laws of the country. e.g. A dog club cannot run a shoe store because its constitution restricts it to canine activities.
- It cannot act contrary to law. This is mainly a problem when persons rights or property are in jeopardy. e.g. Even though a club may have a clear procedure to dismiss a member this may not be sufficient at law because when discipline of any nature is involved then a society must obey the rules of "natural justice" which require certain minimum procedures to be followed regardless of what the society's rules may say.

2.4 The authority of the club extends beyond the written constitution

- The New Zealand Kennel Club may grant authority to do something either specifically or by implication that is not specified in your rules which is a result of your status under the constitution of the New Zealand Kennel Club.
- You have many implied powers. These are usually powers that follow automatically to enable you to perform your functions but are not spelled out in the constitution.
- You have duties imposed upon you by the laws and customs of New Zealand.
- You may receive a specific authority from the members to act outside the constitution.

2.5 The powers of the officers of the club

- Are collectively limited to the powers defined in the constitution or as extended in the above ways.
- Are individually limited to the powers granted to the individual positions held (e.g. Usually only a secretary can write correspondence on behalf of the club unless it is laid down that another person can do this)
- Are individually limited to powers given to a person holding this position or are traditionally conducted by that individual or a person holding that position.

2.6 Conduct of Club affairs - Who does what?

This can be established in several ways

- Set out in the constitution
- By personal delegation from the individual responsible to do the job
- By order of or with the approval of a General meeting or the committee
- By tradition or precedent
- By implication

If however a job has been established by any of the above methods then to alter **the authority to do this job** requires a specific revocation of the authority given in the same way it was created.

2.7 Role of the committee

A committee is charged with the management of the club and is responsible to the membership. Its main functions are

- To approve, plan and run club activities
- To oversee daily management by Executive Officers
- To manage club assets
- To manage membership

A lot of these functions are delegated to officers or individuals and they should regularly report to the committee. The committee can set the parameters for the activities of the club's officers.

2.8 The Role of the Officers of a Society

These are defined by the constitution of the club, resolution of the committee, custom, precedent or law.

Executive officers (usually the President, Secretary and Treasurer) have defined duties that they perform to manage day to day club affairs and unless a specific action has been defined then it cannot be done by the officer without appropriate approval - in many instances this can be obtained retrospectively.

An officer cannot act beyond this authority without seeking approval of the proper body to do this. This could be the committee, a General meeting, the New Zealand Kennel Club or in extreme cases a Court.

An officer acting beyond authority could well be personally liable for these actions.

2.9 General Meetings

These can be special, ordinary or annual.

- Special General meeting. This is called for a specific purpose, usually defined in the constitution, requires the adoption of set procedures and is limited to discussion on the specific matter set out in the notice and nothing else.
- Ordinary. This is a general meeting of members called to consult members to give them a chance to

have a say in club affairs. Called at any time.

- Annual General Meeting. All New Zealand Kennel Club Constitutions require these. They must be called within the time and in the method described under the rules and have a set order of business.

The Annual General Meeting is the heart of the club and it can override all other authority that the club may have, restricting club activity, enlarging club activity, taking disciplinary action, or rescinding action taken. To do this, strict procedures must be observed and if they are, then the Annual General Meeting takes precedence over a committee which must do as directed.

2.10 Incorporated Societies

Many of our societies are Incorporated under the Incorporated Societies Act. Once registered a society has certain protections at law and also certain obligations.

The protections are largely to do with limiting liability of members in the event of a failure and providing legal redress if clubs do not conduct their affairs properly.

The obligations imposed include the obligation to hold Annual General Meetings and conduct certain business in a defined manner at them, and the obligation to file annual returns.

The act is administered by the Commercial Affairs Division of the Justice Department and they can provide you with information and guidance on what is required to comply with the act.

2.11 Inland Revenue Registered Clubs

Larger clubs may be registered with the Inland Revenue Department for GST purposes. Any club registered with Inland Revenue has a duty to inform the department of any change in the officers of the club authorised to deal with the department. NZKC Member societies are entitled to apply for tax free status on the grounds that they are a sporting body (NZKC has a certificate of the results of the test case on this), that they are non profit and no member derives pecuniary gain from the activities of the club. These later requirements may require a rule change. (Seek NZKC guidance on these matters)

Section III

3. Role and Duties of Officers

3.1 The Club Secretary

The work of a club secretary is threefold, first the requirements of the day to day management of the club; secondly, compliance with New Zealand Kennel Club requirements; and thirdly, the position of liaison with new and prospective members, the general public and the membership.

3.1.1 Annual Requirements

Each club has to pay an Annual Subscription to the New Zealand Kennel Club. An account is sent in January and it is due for payment by 1st April each year.

Once a year each club must forward the following information:

- The Annual Report
- Copy of Audited Accounts
- Names and addresses of the club's Executive Officers (If the address for mail is not the secretary's residential address this should be made clear)
- A contact telephone number for publication in the New Zealand Kennel Gazette

If your club does not have a definition of Executive Officers they are deemed to be the President, Secretary and Treasurer of the club.

3.1.2 Change of Executive Officers and club details

Any change of Executive Officers, the club's address or contact phone number should be notified in writing within 14 days.

3.1.3 Changes of Rules

All changes of rules require prior approval of New Zealand Kennel Club except where the rule change alters the annual subscription of the club and nothing else. Changes of rules require specific procedures laid down in your constitution and these should be closely followed.

3.1.4 Club Status

Affiliated All Breeds Clubs (Rule 8) are granted this status by the Annual Conference of Delegates. All other clubs are either Recognised (Rule 11), or Associated (All Breeds, Group, Multi-breeds and Dog Training - Rule 9, and Specialist Breed - Rule 10).

Obedience, Working Trial and Agility Societies are also registered under Dog Training Regulations.

Branches of the Judges Association are recognised and registered pursuant to Judges Regulations.

The New Zealand Gundog Trial Association is associated under Rule 4(a) and the Gundog Trials clubs are associated directly to it under its rules.

3.1.5 Representation at Conference

Delegates to Annual Conference of Delegates must be financial members of the New Zealand Kennel Club.

Affiliated All Breeds Clubs are entitled to send up to two delegates, only one of whom is a voting delegate, to Conference.

Secretaries of Affiliated All Breeds Societies must certify that their delegates to Annual Conference comply with Rule 3(k)(1)(i) to (iii). This certificate is included in the Delegates Forms sent to clubs prior to Conference or should be brought to Conference if delegates change.

Associated Clubs not being solely Dog Training clubs elect delegates (10 in all) to represent them on a geographical basis. Nominations for this election are circulated immediately after Conference for the subsequent year and the election itself is held in September/October each year. Club secretaries or Presidents are required to complete the nomination and later the voting formalities on the direction of their committees.

Associated All Breed Dog Training Societies are represented at Conference through the Dog Training section by their Zone Representatives.

3.1.6 Change of Status

If a club wishes to change its status (e.g. change from Recognised to Associated) it must apply to the Executive Council. Dog Training applications should be sent to the local Zone Representative with a copy to New Zealand Kennel Club. They must contain the information in the section headed 'Applications by Member Societies' in the Official Notices section of the New Zealand Kennel Gazette.

These are:

(a) Names of all Club Officers
(b) Number of current financial members
(c) A current Financial Statement
(d) Details of all shows and functions held during the previous 12 months giving details of date, venue, type of show, judges name(s), numbers of entries and any other relevant information.
(e) Full submissions on any other matter relevant.

Note Sub-clause (e): As the Executive Council acts on written submissions, it is important that all relevant information be included. Applications of this nature should be in the hands of the Director/Secretary 14 days before an Executive Council meeting.

In addition, local Executive Councillors should be briefed on your application so that they can make informed comment on the application when it is presented to the Executive Council.

3.1.7 Licences to Hold Breed Championship Shows

Affiliated All Breeds and Championship Obedience Tests and Championship Agility Events are granted two Championship Show licences automatically each year. A calendar is set 5 years ahead and reviewed in February/March each year.

Other Associated clubs apply for Championship Show licences up to two years in advance. Application is made on the form available from the New Zealand Kennel Club or on the Website. This form contains statistics on past shows that must be completed.

Associated Specialist and Multi-Breed (but not Group) clubs requesting two Championship Show licences are required to establish special circumstances to be granted the extra licence. Submissions to establish these special circumstances should be in writing and annexed to the application.

Societies registered pursuant to Dog Training Regulations as Championship Obedience or Championship Agility Societies can hold any number of Championship Obedience Tests and Championship Agility Events per year with the approval of both their Zone and the New Zealand Kennel Club. A four year calendar for both these types of fixtures is set ahead and reviewed in Feb/March each year.

3.1.8 Show Dates

Once a licence is granted the show(s) is (are) slotted into the All Breeds Show Calendar.

Clubs can share dates or hold shows that would otherwise clash in conjunction with other shows only if both clubs agree. In these circumstances, the New Zealand Kennel Club grants a show date conditional upon the other club consenting in writing and sends a copy of that consent to the other club. Any consent so required should be held on club files and only produced to New Zealand Kennel Club if it requests to

see it.

For this reason All Breed Clubs can alter their show date for the subsequent year only after the application has been advertised in the New Zealand Kennel Gazette and no valid objection has been received.

Once a date is set for an associated club it can be altered if all clubs concerned or affected, consent to the alteration.

3.1.9 Open Show, Open Trial Dates & Agility Events

Open Shows

These can be applied for at any time up to two months ahead of the show. Prior approval is needed. They can be applied for

(i) on the same form and time as Championship Show applications,

(ii) in writing at any time or

(iii) by forwarding "Official Schedule and Approval of Format of Show" form to New Zealand Kennel Club at least two months before the date of the show.

Approval will be granted if the show does clash with a previously approved Championship Show date. Open shows can be held in conjunction with other club's shows if both clubs consent.

Open Trials

These can be applied for at any time. The consent of the Zone and New Zealand Kennel Club is required.

Agility Events

These can be applied for at any time. The consent of the Zone and the New Zealand Kennel Club is required.

3.1.10 Ribbon Parades, Obedience Ribbon Trials and Agility Ribbon Trials

These require no formal approvals. They can be held at any time provided they do not conflict with a Championship Show, Championship Obedience Test or Agility Event.

After a Ribbon Parade, Obedience Ribbon Trial, Agility Ribbon Trial the secretary must notify New Zealand Kennel Club of the date, venue and judges and send a copy of the schedule (Show Regulation 27.4).

3.1.11 Judges Approvals

No prior approval is required for any judge listed on the current New Zealand Kennel Club Official Judges Panel.

No prior approval is required for any judge listed on the current Australian National Kennel Council Official Judges Panel. (Note: an Australian Judge may have additional qualifications which require separate certification from state controls).

All other overseas judges require prior approval. This can take some time to arrange as often approval is required from the Canine Control of the country of residence. Application is made in writing, giving the residential address of the judge and, in the case of the United Kingdom, the breed with which they are most closely associated.

The administration of New Zealand Kennel Club has delegated authority to approve overseas judges in accordance with certain guidelines. If the application is outside these an appeal must be made to the Executive Council. The judge concerned may be required to complete a questionnaire or provide a judging C.V. in these cases.

A separate section on criteria for judges approvals is included in this handbook.

3.1.12 Dog Training Calendar

The Dog Training Calendar for all Obedience, Agility and Trials (including Ribbon Trials) is set by the Zones at the regular Zone meetings. No Obedience, Trial or Agility fixture should be scheduled without first consulting with your Zone Representative.

Championship Obedience Tests, Championship Agility Events, Open Obedience Trial and Agility Event dates also require consent of New Zealand Kennel Club.

The Obedience Working Trials Calendar is set by the Dog Training Committee.

3.1.13 Dog Training Zones

All proposals effecting the conduct of obedience, trials or agility are referred to Zone meetings for discussion before being voted on at Dog Training Committee meetings.

Each Associated Dog Training Club is entitled to two votes at Zone meetings and Recognised Dog Training Club are entitled to one vote. Obedience Clubs vote on Obedience matters and agility clubs on agility matters

The Zones are administered directly by the Zone Representative who is responsible for the administration of the Zone.

Zone levies are payable as set by your Zone.

Clubs are required to attend at least two zone meetings every year if they wish to retain their Dog Training registration status.

3.1.14 Show Approvals and Schedules

As well as obtaining a show date, approval must be given for each specific show. Application for these is made by completing the form "Official Schedule and Approval of Format of Show".

If the schedule is to be advertised in New Zealand Kennel Gazette - Compulsory for Championship Shows, Championship Obedience Tests and Championship Agility Events and Optional for Open Shows, Open Obedience Trials and Agility Events - the appropriate fee should be sent. These fees are listed in the "Advertising Rates" column of New Zealand Kennel Gazette under the heading "Club Schedules".

Notes: 1.if any layout, logo or other variation of the official form is required, the schedule is classified as advertising and higher rates apply.

2. It the schedule is not prepaid and New Zealand Kennel Club is required to sent an account and extra $10 is chargeable.

New Zealand Kennel Club sends an official approval to all clubs and you should receive this before the date of your show.

3.1.15 Levies

When calculating levies, use the New Zealand Kennel Club Show Levy form. This sets out the rates of levies and makes calculation easier.

New Zealand Kennel Club Show levies are payable on all Championship Shows, Championship Obedience Tests, Championship Agility Events, Open Shows and Trials, Agility Events, Working Trials and AD Classes. The rate appears in New Zealand Kennel Club Rule 36 and Dog Training Regulations.

Show levies are payable to New Zealand Kennel Club on or before the first day of the show.

For Breeds shows and Obedience The levy is on the number of class and stake entries (all entries) not the number of exhibits (dogs). For Agility the levy is based on the number of dogs.

Affiliated All Breed Clubs holding Championship Obedience Tests should calculate these separately. GST is payable on all show levies.

Clubs conducting C.D. Trials, Working Trials or A.D. Classes on behalf of Zones should send separate levy sheets for these events.

3.1.16 Catalogues

Show Regulation 15.2 sets out the details of each dog required in a Championship Show Catalogue.

Show Regulation 15.3 sets out the requirements for Open Shows, Championship Obedience Tests, Open Obedience Trials and Agility Events catalogues. These are not as full in their requirements.

Complete *Marked* Catalogues must be given to all officiating judges and sent to New Zealand Kennel Club within 14 days of the show (Show Regulation 15.7) including details of all Challenges.

3.1.17 Challenge Certificates

All Challenge Certificates must be correctly filled in before being handed out. Replacements should only be issued if the member requesting them supplies a reasonable explanation in writing.

If a Challenge is later withdrawn, the Reserve winner is entitled to the Challenge only if indicated on the stewarding sheets.

3.1.18 New Zealand Kennel Club Stewarding Sheets

New Zealand Kennel Club Judges Award Record Cards must be used at all Championship and Open Shows conducted by All Breed and Group clubs. They are optional at all other shows (Show Regulation 20).

New Zealand Kennel Club Judging Sheets must be used at Obedience fixtures and Agility Events (Dog Training Regulation 6.6).

3.1.19 Show Entry Forms

Show Entry forms and signed Judges Award Record Cards for all Championship and Open Shows and tests must be retained by the club holding the show for 12 months before they can be destroyed (Show Regulation 16).

3.1.20 Dates, Ages and Qualifications

The eligibility of a dog for an age class is calculated as at the first day of the show, (Show Regulation 6.1.3).

All wins previous to midnight preceding the day specified in the schedule for closing of entries are counted when entering any class (this also applies to Obedience and Agility classes)(Show Regulation 6.1.2 and Dog Training Regulations 5.5).

3.1.21 Judges Contracts

New Zealand Kennel Club prints standard form contracts that should be used. Send these in duplicate to the judge who should retain one copy and your club keeps the other. New Zealand Kennel Club does *not* need to see these.

3.1.22 Shared Judges

Each club sharing an overseas judge requires separate approval. One club can apply on behalf of a group of clubs if desired, in which case all clubs involved should be listed in the application. Overseas judges must comply with Show Regulation 4.7 and 4.8.

3.1.23 Shared Dates

Approval can be given for clubs to share show dates if the clubs themselves agree to do this. Show Regulation 2.1.2.4 sets out a list of priorities and the consent in writing of a club higher up the list is required.

It is normal and preferable if clubs sharing dates, judges, venues, etc. negotiate the arrangements first and make a joint approach to New Zealand Kennel Club.

If approval is given subject to obtaining the consent in writing of another club it is sufficient for your club to obtain and hold this consent on file. Send it to New Zealand Kennel Club only if you are requested to do so.

3.1.24 Change of Dates

With the exception of an Affiliated All Breeds Club, show dates can be changed up to three months before the show date *provided* you obtain the consent in writing of any club affected both on the date being vacated and the new date applied for.

3.1.25 New Zealand Kennel Club Membership Applications

These should be sent to New Zealand Kennel Club immediately and not held by your club.

Please check:

(i) They are filled in.

(ii) The money is correct - always refer to the latest Gazette not a back issue for the current New Member fees.

(iii) **The Name of your club is filled in** - this omission causes the most problems at New Zealand Kennel Club.

If the applicant for New Zealand Kennel Club membership is not an existing member of your club you should forward the application to New Zealand Kennel Club as soon as the new member has completed your club's application form and paid your club's joining fee. Do not wait until membership of your club is confirmed.

If at a later date the applicant is *not* confirmed as a member of your club notify New Zealand Kennel Club and we will take the matter up direct with the New Zealand Kennel Club member.

3.1.26 Stationery Supplies

All club secretaries should have:

(1) Copy New Zealand Kennel Club Rules.

(2) Copy New Zealand Kennel Club Show and (if applicable) Dog Training Regulations.

(3) Copy New Zealand Kennel Club Registration Regulations.

(4) Stocks of the following:

- (i) New Zealand Kennel Club Membership applications.
- (ii) Show levy calculation sheets.
- (iii) Schedule and Approval of Format of Show.
- (iv) Show Results (Breed, Obedience Agility or Working Trial).
- (v) Stewarding Sheets - Breed Obedience and/or Agility.
- (vi) Challenge Certificates.
- (vii) Judges Contracts.
- (viii) Stationery Order forms.

Many of these forms can be down-loaded from the NZKC website.

3.1.27 Show Results

These will only be published if received on the correct forms (Breed, Obedience or Agility) within two months of the date of the show. Only the classes listed will be published. New Zealand Kennel Gazette cannot guarantee publication due to restraints of cost and space.

3.1.28 Club Name

Use your club's name in full when writing to New Zealand Kennel Club, not just the name of your town or a string of initials.

3.1.29 New Zealand Kennel Club Assistance

The New Zealand Kennel Club is here to help you. Do not hesitate to contact New Zealand Kennel Club if you need assistance. Other club secretaries are also only too willing to help and advise you on the practical aspects of running a club and organising shows.

3.2 Criteria for Show Judges Approvals

3.2.1 New Zealand Judges

Approval for any person to judge at any show is automatically given without prior approval if they are listed on the current New Zealand Kennel Club Show Judges Panel as qualified to judge at that show.

In the case of Ribbon Parades no prior written notification is required. In the case of Open or Championship Shows the name must be included in the Draft Schedule for the show when it is sent to the New Zealand Kennel Club for approval and/or publication.

3.2.1.1 Ribbon Parades

Anyone listed on a New Zealand Kennel Club Show Judges Panel can judge at any Ribbon Parade except:-

- All Breeds Judges
- Specialist Breed Judges that are not listed as Ribbon Parade Judges.
- No overseas judge can judge at a Ribbon Parade Panel without prior approval of the Executive Council. This approval is only granted rarely and then only in very exceptional circumstances.
- A person listed on the Judges Probationary List cannot judge at Ribbon Parades with the exception of their practical examination.

3.2.1.2 Open Shows

All Breeds judges are not permitted to judge at Open Shows (including overseas All Breeds judges).

Any other person listed on the Championship or Open Show Judges Panels can judge at Open Shows.

Best in Show at any Open Show can be judged by any person listed on the Championship or Open Show panels.

3.2.1.3 Championship Shows

Best in Show at an All Breeds Championship Show can be judged by any person listed on the New Zealand Kennel Club General Specials or All Breeds Show Judges Panel.

Any overseas judge listed as All Breeds or qualified to judge Best In Show All Breeds by an overseas canine control can be approved to judge Best in Show.

New Zealand judges can only judge those breeds or Groups at Championship Shows in New Zealand if they are listed on the New Zealand Kennel Club Show Judges panel as qualified to judge that breed or group at Championship level.

Overseas judges can only judge at Championship shows if they meet the following criteria.

3.2.2 Overseas Judges

3.2.2.1 Ribbon Parades

Overseas judges are not permitted to judge at Ribbon Parades

3.2.2.2 Open Shows

Overseas judges can only judge at Open Shows conducted by an All Breeds, Group or Multi-breed club if they would be qualified to judge that show if it were a Championship Show.

Overseas judges can only judge at Open Shows conducted by Specialist Breed clubs if they would be qualified to judge that show if it were a Championship Show AND if they are a recognised specialist in that

breed.

Australian judges are also required to obtain approval of their home state control to judge at Open Shows in New Zealand.

3.2.2.3 Championship Shows

3.2.2.3.1 Australia

3.2.2.3.1.1 Criteria

The judge must be approved by the canine control of their state of residence to judge the breed or group concerned at Championship Show level.

3.2.2.3.1.2 Procedure

If the judge is listed on The Australian National Kennel Council Official Judges Panel as qualified to judge the best in show, group, or breed concerned then all that is required is for their name to be included on the schedule as for New Zealand judges. Approval will automatically be granted. If however they are not so listed (e.g. they are newly qualified and are only listed on a current state list) then application for prior approval in writing must be made at the time of contracting the judge. If in doubt written prior approval should be made.

3.2.2.3.2 All Other Countries

3.2.2.3.2.1 Criteria

Groups. Any overseas judge from any country other than Australia will be approved to judge the whole of a group at All Breed or Group Club Championship shows if they are licensed by their canine control to judge at Championship Show level

(a) The whole of the group or

(b) The majority of breeds in that group, including the more numerically strong breeds. These judges however would have restrictions on judging at Specialist Breed Club Championship shows with that group.

Note: Some countries will not permit their judges to judge breeds overseas which they are not qualified to judge at home.

Judges licensed to judge some breeds in a group can judge those individual breeds at Group or All Breed Championship shows.

Specialist Breed Clubs: The judge must be licensed to award Challenge Certificates or their equivalent in that breed in their country of residence.

3.2.2.3.2.2 Procedure

Application should be made in writing at the time of contemplating contracting the judge. The name initials and full residential address must be given and, in the case of United Kingdom judges, the breed with which they are associated.

If it is necessary to write to the canine control then it can take some months to gain approval. This is particularly true for judges from the United Kingdom. A minimum time of six months should be allowed for approval.

3.2.3 Reviews

The administration grants approvals on the basis of the above criteria. If the proposed judge does not meet these criteria then the club has the right of review to the Executive Council. The application must be accompanied by a questionnaire available from New Zealand Kennel Club completed by the judge concerned or a full resume of their judging career showing number of dogs judged.

The New Zealand Kennel Club is happy to answer telephone enquiries on judges.

3.3 The Show Secretary

Note this section is based on an All Breeds Show and requires modification for other types of show but the basic principles are correct for all shows.

3.3.1 Schedule

Five months prior to the show, schedule details must be complete. Remember for a show in November, New Zealand Kennel Club require copy for the New Zealand Kennel Gazette by 1st August. February and March shows have a deadline of 1st November.

The official schedule and approval of format of show form must be used. Particulars required are:

(a) Size

(b) Whether advertising logo to be used

(c) Name of Club
(d) Type of Show
(e) Date of Show
(f) Venue
(g) Judging order (if any)
(h) When judging commences
(i) Classes to be judged
(j) Entries Close
(k) Entries To
(l) Who cheque is to be made out to
(m) Entry Fees
(n) Judges - check that names are spelt correctly etc. (if from overseas name country etc)
(o) Stakes (If any)
(p) Prize Money (If any)
(q) Trophies - delete one of the two options
(r) Catalogue price
(s) Catering (If any)

Post to New Zealand Kennel Club with cheque before closing date of copy for Gazette. Check that the club has ordered ribbons, booked judges travel and accommodation, and holders of trophies are written to.

Check you have sufficient stationery and order supplies of CC's, Stewarding Sheets, Results Sheets, and Levy forms from New Zealand Kennel Club using stationery order form.

3.3.2 Procedure as Show Secretary

(a) Open Entries. Check that payment is included (either cash or cheque) and that amount relates to number of entries and catalogue (if applicable). If amount includes catalogue, ensure that it is actually marked on the entry. If payment is made by cheque, and the cheque is not actually in the name of the exhibitor, notate on entry (assists in cases of 'bounced' cheque). If more than one entry indicate on bottom of entry form e.g. x 2 (if two of same breed) or one Cavalier King Charles Spaniel, 1 Cav KCS) one German Shepherd Dog (1 GSD) (to assist at time of sending out number cards and timetable.)

(b) Write out envelope for exhibitor, and write in top right hand corner (or wherever) Group No.(s) (1,2,3,4,5,6,7) and sort envelopes alphabetically, and within groups. For multiple group entries, initially sort envelope into first group.

(c) Sort entries into groups, and breeds (normally alphabetically). Within breeds, sort into sex and class. With class, sort by date of birth, with youngest at the top. This ensures that when checking entries, if a dog is in the wrong class, it is a relatively simple matter to sort into the next class.

It also makes it a little easier when checking. Note New Zealand Kennel Club Regulations permit a dog/bitch to be placed in the Open Class if a class is not specified on the entry form or if entered in the wrong class.

(d) It is easier to place entries on a clip until such time as almost all entries are received. They can then be 'punched' and filed in the relevant folder in one step. When almost all entries are received, entries should then be checked. Points to be checked are:

(a) Breed
(b) Sex
(c) Variety - if applicable
(d) Name
(e) New Zealand Kennel Club Number
(f) Date of Birth
(g) Sire
(h) Dam
(i) Bred by (Note New Zealand bred dogs should show *breeder's name* not a kennel name)
(j) Name of owner(s)
(k) Owner's New Zealand Kennel Club Number (note if owned by more than one person please show all individual numbers).
(l) Signature (Only one signature required)

In the case where information is missing - a phone call (collect for a toll call) can be made, and the relevant information placed on the entry form. For an incorrect signature, or when the exhibitor cannot be contacted tag the entry form, and at the time of mailing, the number card is held and a standard letter is included with the timetable, asking for the missing details.

M A F (Membership Applied For) An exhibitor can enter with this on their entry forms in place of their New Zealand Kennel Club membership number. Exhibition may not take place if the number is not received by the day of the show. The responsibility for obtaining a membership number is on the exhibitor. The number when obtained from the member must be written into the New Zealand Kennel Club copy of the catalogue.

R A F (Registration Applied For) A baby puppy can be entered under this. Registration must have been applied for. The catalogue is completed showing this instead of normal details and nothing further need be done. However, if the dog is over four months of age a R A F entry cannot be accepted.

(e) As late entries come in, they may be accepted up until such stage as entries go off for catalogue typing. They should be carefully checked prior to filing with already filed and checked entries. *Late entries to be returned* must be returned promptly (either that day or the next day).

(f) Write up a list of breeds entered in each Group, showing number of each breed. Type up a timetable listing breeds in judging order and any other relevant information.

Don't forget to show duty veterinarian. Photocopy sufficient for one per envelope plus sufficient for all stewards and committee.

(g) Starting with *Toy* Group, number up entries. (Starting at No. 1). It is helpful to leave a gap of say five or so numbers and also is useful if an entry is missed during numbering. (Numbering should be done very carefully, and checked before starting on the next Group, as it is very easy to miss an entry/entries.)

(h) Catalogues are typed.

(i) Go through entries, and list catalogues ordered. This should be recorded neatly in alphabetical order, one sheet for each Group, for ease in handing out catalogues on the day of the show. Note the quantity of catalogues ordered for each Group, and allow several (as per New Zealand Kennel Club regulations) for sale the day of the show, to order the right number of catalogues for printing. Remember to allow one extra catalogue for each Group to be marked and handed to the judge on the day of the show. Remember too, that full catalogues will be required by New Zealand Kennel Club, the club for its records. Best in Show judge, major sponsor, and may be also ordered by exhibitors.

(j) Prepare a work sheet (in conjunction with the Show Manager). This should list the committee and their allocated tasks and Show Stewards and which ring they have been allocated to. Mail this work sheet, along with timetable to all Stewards and/or committee in plenty of time prior to show.

Mail timetable and any other relevant information (hotel etc.) to *all* judges.

(k) Mailing. Have number cards ready and numbered. Start with *Toy* entries, look at entry No.1. Locate exhibitor in Group 1 envelopes (sorted alphabetically) and place number card and timetable in envelope. Check bottom of entry to see if there is more than number card required. Check top of entry to see if it is tagged for incorrect entry. If so, hold number card (staple to second copy of standard letter) and include standard letter, pointing out inadequate information, in the envelope. Tick each entry at 'No' as number card is placed in envelope. This helps save confusion if interrupted, or place is lost when sorting ahead to find additional numbers for an exhibitor. If exhibitor has dog entered from another Group, place envelope with envelopes from that Group.

(l) Show Levy. Advise Treasurer of number of dogs entered so levy cheque can be sent to New Zealand Kennel Club. These must be paid one week before the show. Use a New Zealand Kennel Club show Levy calculation sheet.

(m) Prepare Challenge Certificates. Type up two per breed (except in the obvious case where there is only one of that breed entered - you may also be able to remember when all exhibits of a breed are of the same sex. Type in the breed for which the Challenge is to be issued, the name of the club and the date of the show (in two places). Place each Group's Challenges in an envelope, ready to hand to the judge on the morning of the show for signing prior to judging.

(n) Write up Steward Sheets. Two sets for each Group. Don't forget *Best in Show Sheets* (and/or any other 'specials' such as *Baby Puppy Sweepstakes Stakes*).

Place sheets on Stewarding Boards. Put Breed Standards for that Group with the Ring Steward's Board, and place a catalogue for that Group on the Assembly Steward's Board. Both boards should have a timetable.

(o) Sort out *Place Cards*. Stamp up sufficient 'Best ofs' for each class, especially Best of Breed and Reserve Best of Breed. Best of Class cards are handed out in the ring.

1st, 2nd, 3rd, are available from microphone steward.

Place sufficient of each 'Special Award' card in each box, for that Group's requirements.

(p) On show day, take with you, Catalogue markers, judges expenses, as per contract, pencils, pens, twink, staples, pins, clips, paper, etc.

(q) On the day of the show when exhibitors bring missing information such as New Zealand Kennel Club No. etc - this should be recorded in the catalogue being marked for New Zealand Kennel Club and also club's copy.

(r) After the show - check that New Zealand Kennel Club and club's catalogues are completely filled in, then mail New Zealand Kennel Club's copy to them, along with result sheet. Send copy with results to major sponsor.

(s) Remove all entries from folders, and store along with Ring Stewards sheets, for the required 12 months.

3.4 Organising Championship Obedience Tests

(a) Championship Test dates are set 4 years in advance. A list is sent to all clubs in February/March each year. There is no restriction on the number of Championship Obedience Tests per year. A change of date can be applied for at any time. All Obedience and Agility dates require the approval of your Zone.

(b) Select judges and decide on starting time for judging, approximately 5-6 months prior to show. Send invitations out on correct New Zealand Kennel Club "Invitation to Judge Obedience and Agility" form.

Example: Working on a show to be held in September, with entries closing in August, schedule to be printed in July Gazette, must have schedule to New Zealand Kennel Gazette by 1 June, therefore invitations should go out in April to get replies during May.

It is a good idea to have extra judges chosen in case an invitation is declined and you do not have to wait for the next committee meeting to select a replacement.

Note: When selecting judges, thought should be given to:

(i) Anticipated entries in each test

(ii) Combination of tests to be allocated to each judge

(iii) A late finish to the show can be expected if 2 tests with large entries or 2 tests involving scent work are allocated to one judge

(iv) Maximum number of dogs judged by a judge in one day is 60 or 50 for tests including scent work

(c) Accepted invitation must be confirmed or declined within 14 days of receipt from the judge. Accommodation details should also be sent if required. Note if judges requires a steward or not.

(d) Schedule for Gazette: Closing date for publication can be found in any Gazette. Decide on all details for schedule at committee meeting, ie entry fees, closing date etc. Schedule format in Gazette.

(i) Quarter page is sufficient and cheapest

(ii) Suggest close entries 2 to 3 weeks prior to show

(iii) Entry fees - suggest check Gazette for current average fees being charged by other obedience clubs

(iv) Enter cost of catalogue on top of entry fee, or put "included with entry" if wished

(v) Enter if trophies are for open competition or financial members of club (whichever applies)

(vi) Order of judging

(vii) Time judging commences - if one judge is doing more than one test, advertise as 'followed by' rather than a specified time

Cheque in payment **must** be sent with schedule to New Zealand Kennel Club.

(e) Gazette issue. If your show is towards the end of the month you may wish to publish the schedule in the issue following the one set by the Gazette. To do this you are required to notify the New Zealand Kennel Gazette of your intention by the date the schedule is otherwise due.

(f) Order prize cards, judging rosettes, stewards ribbons etc in plenty of time for the show. Make sure you have enough judging sheets, Challenge Certificates etc. (to be ordered from New Zealand Kennel Club).

(g) Order lapel number cards, can be obtained from various sponsors.

(h) Ensure you have enough scent cloths (from 150 to 200). Club must supply for Test A pattern, Test B pattern, decoys for Test B & C, Test B handlers, Test C pattern, with plenty of replacements in case of fouling. Cloths must be of varying colours and textures, except for Test B handlers and Test B & C decoys, which should be all the same colour and texture. Minimum cloth size 150mm, maximum size 200mm.

(i) Get perpetual trophies back in time for show.

(j) Committee meeting before show to organise the following:

(i) Stewards - Ring, Call and Stay Stewards.

Note: Ring Stewards should have stewarded the test at Ribbon Trials and be thoroughly conversant with the correct steward's commands as laid down in Dog Training Regulations Appendix II. Stay stewards should be someone with stay stewarding experience. Number of dogs per stay steward should be limited to 6. Stewards do not have to be club members.

(ii) Purchase of prizes - entry total will give indication of amount to allow for cost of prizes.

(iii) Catering, judges lunches etc.

(iv) Test Manager and Test Secretary should not be entered or stewarding as a dispute could involve them.

(k) As entries are received, check that they are complete and correct, return if not. Receipt money, keeping receipt with entry.

(l) When entries have closed (give time for mailing e.g 3 or 4 days after closing date), sort into test order, number entry forms and corresponding lapel cards and attach receipts to the cards. Make up catalogue and have printed. Catalogue requirements are laid down under Show Regulation 15.

(m) Notify all judges of the number of entries in their tests. Test C judge must also be advised of size of breeds, ie ranging from say Poodle (Miniature) to German Shepherd Dog, and ground conditions, ie grass, concrete, wooden floor etc.

(n) Levies **must** be sent to New Zealand Kennel Club **before** date of show. Use New Zealand Kennel Club levy form.

(o) Requirements for Show Day: Prizes, prize cards, judging sheets, catalogues, lapel number cards, scent cloths and tongs, stop watch, judges and stewards rosettes, challenge certificates, stay sheets. Organise prior to the day and double check the evening before.

(i) Scent Cloths - put sufficient cloths in bags and label for each test. Allow 2 decoy cloths per dog in Tests B and C. Allow 2 cloths for each Test B handler

(ii) Cheque will be required to pay judges expenses (some judges prefer cash)

(iii) Stay stewards sheets with pencil on board

(iv) Trophy book to be signed by winners

(v) Collect signed judging sheets and retain with entries for 12 months after which time they can be destroyed.

(p) After Show Duties:

(a) Marked catalogue and result sheet to be forwarded to New Zealand Kennel Club immediately after show

(b) Results to New Zealand Kennel Gazette for publication. Obedience result sheet form obtainable from New Zealand Kennel Club

(c) Marked catalogue to be sent to all judges

3.5 Show Manager

3.5.1 Show Managers function

The Show manager has total control of all functions to do with running the show on the day.

The Show Manager is responsible to see that the show will run smoothly and the running of the show must remain their sole interest.

The Show Manager may delegate some duties. The person(s) to whom such authority has been given will then have the control of those designated areas.

If one person is making the decisions there will be a minimum of conflict. Problems arise when a second party starts to give conflicting information to other officials or exhibitors.

3.5.2 Scope of Authority

The scope of the Show Manager's authority has to be established by the Show Manager with the committee prior to the show.

The Show Manager should ensure they have all details concerning how the club wishes the show run.

3.5.3 Documentation

A Show Manager must have a complete knowledge of the Rules and Regulations of the New Zealand Kennel Club and the constitution of the club running the show and should hold a copy of New Zealand Kennel Club Rules, Show Regulations, the club rules and a copy of the judging order.

There may be facets of the show which are controlled by club rules. In the case of conflict, the New Zealand Kennel Club Rules and Regulations take priority.

The how Manager should be aware of any regulations governing the control of the venue where the show is being held.

3.5.4 Venue

The Show Manager should also contact the owners of the venue and confirm all hireage details are in order. It is their responsibility to ensure that access to the grounds is possible and that all facilities are in operating condition.

3.5.5 Prior to Show

The Show Manager is responsible for:-

Setting up of the rings and ensuring that all the required equipment is available, in the proper place, and in good repair. For example, copies of the Breed Standards, examination table, hand washing facilities, rubbish containers etc.

Confirming the timing and duration of breaks for morning/afternoon teas and lunch.

Prepare a proposed timetable for the show to be used as a guide.

3.5.6 Pre Show Meeting with judges

Before the show commences, the Show Manager should meet with the Judges and the Stewards to:-

Introduce the Judges to their Stewards

Instruct the Stewards as to the times of the breaks and the anticipated judging timetable.

Answer any queries on how the show is to be run.

Ensure that Overseas Judges have received a copy of the "Guide to Show Regulations for Overseas Judges in New Zealand" or that they are instructed in New Zealand Kennel Club Show Regulations.

Check if any of the Judges have after show transport arrangements.

At this meeting the Show Manager should make it clear to the judges and stewards that any questions re timings and/or possible breaches of the Rules and Regulations should be referred to them and not to anyone else unless a set procedure is specified in the Rules/Regulations, e.g.. Monorchids.

3.5.7 Disputes

The Show Manager must answer any disputes or questions re the Show Regulations or New Zealand Kennel Club Rules.

The Show Manager must handle any formal complaints. These must be in writing. If they are a complaint arising at the show an attempt should be made to settle the dispute then and there either by negotiation or by the club's disputes committee hearing the complaint forthwith. If possible, a complaint should be settled prior to exhibition as once judging of the dogs in question has taken place no re-judging is permitted.

The Show Regulation 24 sets out provisions for an objection to a dog to be made. A Show Manager should be aware of these provisions and how to deal with them should they be invoked.

3.5.8 Withdrawals from Competition

Show Regulation 19.14.2 makes a Show Manager responsible for approving withdrawals from competition after a dog has competed in any class. A Show Manager must know the effect of these provisions and the authority they have under them.

Any approvals given should be notified immediately to the show secretary in written form.

3.5.9 Ring Inspection

The Show Manager should ensure that the Judges have time to inspect their rings and make any adjustments that may be required prior to the judging commencing.

3.5.10 Availability

The Show Manager must be available at all times during the course of the show. If the Show Manager is forced to leave the grounds or show area for any period of time they must ensure that all parties are aware of this and of the length of time they will be absent and who will be acting in their absence.

3.5.11 Conduct of Show

The Show Manager must oversee the running of the show, including the conduct of all parties present, and see that the judging is proceeding at an acceptable pace.

The Show Manager must keep in constant touch with the Stewards and the Show Secretary with whom a close liaison must be maintained.

Several of the areas of responsibility may be transferred to other persons but the overall culpability will still rest with the Show Manager.

The Show Manager must remain in control at all times and must also temper this control with a degree of flexibility.

3.5.12 Conclusion of Show

At the completion of judging, the Show Manager organises the dismantling of equipment and tidying up of the venue.

The Show Manager's final action should be the preparation of a report for the information of the committee, this should set out any problems that were encountered and what steps were taken to rectify them, it should also include any recommendations to assist the smooth running of the next event.

3.6 The Treasurer

3.6.1 To be a good club treasurer you need to be:

- enthusiastic
- well organised
- able to allocate regular time periods to maintain the books
- able to keep good records
- careful handling money and cheques
- able to work in a logical orderly manner
- willing to learn new skills if necessary

3.6.2 You will need to have the following equipment:

- A ledger for inward and outward money
- A calculator
- A receipt book for monies received
- An index filing system for invoices and statements paid
- Club deposit books and cheque books
- A petty cash tin
- Copies of previous financial records (from your predecessors).

Before starting arrange a meeting with your club auditor if you have one. Discuss the details the auditor will require at the end of the year. By understanding what is required before you begin will make your job easier.

3.6.3 Treasurer's Duties

The Treasurer is responsible for the financial management of the club and may be expected to carry out the following list of duties

- To ensure money received is banked promptly.
- To invoice groups/members for rentals, e.g. building, equipment, uniforms etc.
- To prepare budgets for the forthcoming year describing all sources of income and expenditure.
- To prepare and present monthly (or bi-monthly) accounts for payment, for approval by the committee.
- To prepare annual financial accounts for auditing and provide the auditor with information required.
- To be the signatory on club cheques (with at least one other person).
- To ensure annual returns are filed with the Assistant Registrar of Incorporated Societies with the Department of Justice if required.
- To manage club investment programmes.
- To file GST returns.

The volume of the work will be dependant on the size of the club, the activities you are involved in and whether the club owns it own facilities.

Under the present Income Tax Act New Zealand Kennel Club member clubs are exempt from paying income taxes.

Those clubs with a turnover exceeding the GST limit of $30,000 will have to become registered for GST and file GST returns on a regular basis.

3.6.4 Receiving and banking money

Keep club money separate from your own personal money. All money that you have received for banking needs to be receipted to its source, e.g. bar takings, specific fund raiser, competition entry fees and membership subscriptions, etc. Place incoming funds into the correct club bank account as soon as possible. Remember interest is paid on money held in the bank, so it's a good idea to bank all money received promptly.

Although these guide lines sound simple enough, much confusion has reigned for the person who has bundled all the money together over a few days or weeks and then has had to spend several hours sorting it all out. Do not take short cuts - it will only create confusion and error.

Issue receipts for all money as it arrives as this assists in avoiding any confusion.

3.6.5 Making payments

All accounts should be paid within one month of receiving the invoice or claim. Note: prompt payment will ensure the good will of tradespeople, etc. It is especially important to pay out of pocket expenses of volunteers promptly.

In general all payments will be for budgeted items and can therefore be paid promptly subject to ratification at next meeting. If the item is unbudgeted do not pay until the committee approval is given. All payments must have an accompanying bill or account before being paid. This includes volunteer expenses, e.g. copy of phone bill/petrol

receipt, etc. Never give blank cheques or make payments without sighting receipts.

3.6.6 Income/Expenditure

The terms income and expenditure refer simply to the money your club has received and spent. All items of income and expenditure should be recorded in your cash book.

The front half of the book should be used to record your expenses with the rear used to record items of income.

Example

Payments

Date	Details	Cheque No	Amount
010296	Rent to City Council	186	150.00
050296	New Chair for Club rooms	187	75.00
070296	Food for Social Function	188	200.00

Receipts

Date	Details	Rec.No	Amount	Banked
040396	Subscriptions received	160	15.00	100396
060396	Club Tee Shirt sold	161	22.50	100396
080396	Sponsorship	162	150.00	100396

3.6.7 Petty Cash

Petty Cash is for those small amounts paid by cash. A cheque is drawn on the club account for a small amount and all expenditure from this is recorded and receipts attached. Records of petty cash expenditure should be recorded in a petty cash book.

Items bought out of petty cash could be small items of postage, milk, pens, bus travel, etc.

Note: Sometimes the secretary may be given responsibility for the petty cash.

3.6.8 Budget preparation

The budget is a vital part of the planning and management procedure of your organisation.

As the treasurer it is your responsibility to coordinate the forthcoming years' budget. This is a statement of the likely sources of income and anticipated costs. You should prepare this budget with the help of your President and committee members. The budget should show both administration costs and programme costs, therefore sub-committees in charge of various programmes (e.g. coaching) must have an input into developing the budget.

Each committee and the treasurer should initially identify all possible sources of income and all likely areas where accounts will need to be paid. Then make a careful guess as to the amounts likely to be spent and received. You may be able to use the previous year's figures to determine amounts. Adjustments for inflation (i.e. add 10%) and likely increased costs need to be made. For some items it will be possible to calculate the exact amount which has to be paid or charged. This is necessary when there are large items of capital expenditure, e.g. replacing plumbing, or purchasing a new piece of equipment such ring gear.

Note: Presenting the budget to your AGM is valuable as it involves all the members in the planning. Remember it is their club and largely their money you plan to spend.

If they are made aware of the club's financial position they will be happier helping to raise the funds necessary.

Example

Budget For		Club 20	
Income		Expenses	
Membership Fees	.....	Rent & Venue hire	.....
Donations	.....	Equipment	.....
Grants	.....	Travel	.....
Fund Raising	.....	Stationery & Postage	.....
Interest	.....	Telephone	.....
Sponsorships	.....	Volunteer Expenses	.....
Show Income		Annual Sub	.....
Championship	.....	Show Levies	.....
Open	.....	Judges Expenses	.....

Ribbon & Fundays	.....	Other Show Expenses	.....
		Miscellaneous	.....
		Audit & Honoraria	.....
		Total	.....
		Surplus/Deficit	.....

You may need several attempts to draw up an accurate budget for the year. To prevent an anticipated deficit it is advisable to examine areas where reductions in expenditure can be made or to identify means to raise additional funds. A good method is for the treasurer to draw a draft budget from all the sources then discuss this at a meeting with all contributors participating.

For larger clubs, particularly those employing staff, more detailed budgets will be required and an accurate assessment of the often "hidden" administration costs need to be included, such as office equipment, ACC levies, and training.

The budget becomes a "measuring stick" against which your actual financial position at the end of the year can be tested.

3.6.9 Cash flow

Cash flow refers to the actual amount of "hard" cash available to the club to spend at any one time. When predicting, in your budget, the likely income and expenditure it is also wise to anticipate when periods of high/low income and high/low expenditure are likely to occur. This allows you to plan in advance so that accumulated cash is available to meet high expenditure periods when income is low. Many sports clubs have to do this type of preparation because the activity is seasonal. The off-season is generally a period of maintenance and replacement, with limited possibilities for generating income.

3.6.10 Preparing monthly statements

For your regular executive meetings it is worthwhile to prepare a statement showing the income and expenditure for the last month, including a summary of the year-to-date progress. This can also be measured against the prepared budget to examine the financial position in relation to what was anticipated.

From your bank statement you can reconcile the above figures and produce a position statement on the current financial status of the club. To follow this procedure means that steps can be taken promptly to ensure that financial problems are solved quickly.

3.6.11 End of year accounts

At the end of the club's financial year the treasurer will need to prepare a set of accounts to be presented to the members at the Annual General Meeting. From records kept during the year the Receipts and Payments account, Income and Expenditure account and Balance Sheet are made up and presented for approval.

An audited treasurer's Report will also be required. This report should be prepared prior to the AGM, its purpose is to comment on the financial position of the club. For example, membership numbers may have been down for the season, hence the less-than expected income.

If the club is incorporated, one copy of the set of accounts must be sent to the Assistant Registrar of Incorporated Societies at the office where your club is registered. These accounts are to be accompanied by a certificate stating that the accounts have been approved by the members at the AGM on a particular date. This must be signed by an officer of the club.

Simple annual accounts can be produced from your cash records. There will be two types of accounts necessary:

1. A statement of receipts and payments which gives the cash receipts and cash payments, together with the annual totals from the previous year.
2. A statement of assets and liabilities which lists the value of the assets owned by the club and also the amount of liabilities owned by the club. Bills for fees outstanding at the end of the year are an asset.

3.6.12 Audited Accounts

The term audited accounts means that the financial records have been checked by someone with recognised accounting skills (Chartered Accountant) as being a true and correct record of the financial operations and position of your club.

It is advisable that you find an accountant who will audit your books on a voluntary basis as auditing fees are quite considerable. Give that person plenty of time to audit the accounts because they will be often doing this work in their free time.

Some clubs, because of their rules will require you to have an honorary auditor appointed as an officer of the club at the AGM. If you are a registered Incorporated Society it is required by law that you have your accounts audited prior to the AGM and accepted by the membership.

3.6.13 Relationship with other committee members.

You cannot and should not operate in isolation. All other committee members must have an input into the formation of a budget. Without their assistance and support many financial statements have varied considerably from the forecasted budget. Committee members may have acted without consulting the group because they were not aware that each small item of income and expenditure contributes to the overall financial position of the club. Examples may be purchasing an additional piece of equipment without authorization, giving away products which were intended for sale, etc.

You not only have to manage the money, you need to be able to consult with your club membership about financial matters, seek comment, (interpret financial jargon), and communicate financial decisions.

3.6.14 Conclusion

With care, attention to the detail and using an orderly method you can be an excellent treasurer for your club. It can be enjoyable and very rewarding. (Do not forget your own personal financial management also benefits immensely.)

If you are under pressure or confused seek help - remember you are a volunteer not a professional accountant making an important contribution to the club's well being. Without you your club may not be able to survive at all.

3.6.15 Acknowledgement

(It is acknowledged that this section is reproduced from The Hillary Commission Volunteer Involvement Programme Module No 7)

3.7 Processing New Zealand Kennel Club Membership Applications

The following are the procedures for a club secretary to follow when they receive an application to join the New Zealand Kennel Club.

Every member of the New Zealand Kennel Club must be a member of one of our Affiliated, Associated or Recognised club and the club must certify that membership on space provided on the New Zealand Kennel Club membership application form.

The secretary, president or treasurer of the club can certify this as of right, or any other officer of the club if an explanation accompanies the certificate.

3.7.1 Details Checklist:-

We receive a lot of membership application forms that are not filled in correctly. This results in delays that often inconvenience new members who are planning to enter their dog in shows or those who are registering puppies. It also creates a poor perception of the New Zealand Kennel Club and the clubs affiliated to us.

As clubs are often the first contact prospective members have, it would be helpful if someone went through the form in the presence of the applicant to avoid errors and mis-understanding. The following points are the main criteria.

1 Refer to the dog(s) 'Certificate of Ownership' and check who owns the dog. All owners must join an affiliated club and the New Zealand Kennel Club if they wish to breed or show or transfer the dog into sole ownership.

2 Check that all applicants sign the form.

3 Enter your club details clearly and the signature of a club official.

4 Make sure the applicants enclose the correct fees.

PLEASE NOTE THE FOLLOWING

Destroy all old membership forms -

Use current form **or** July 2000 Gazette onwards **or** down load from the website www.nzkc.org.nz Information, forms

3.7.2 Fees Payable:-

The fees paid are standard and do not alter throughout the year. Current fees are on the latest application form:-

3.7.3 Procedure For New Member of your Club:-

If the new member is also a new applicant of your club you should certify the form and return it to us as soon as you have received all completed paperwork for an application to join and all fees paid. If at a later

date, your club does not accept the new member as a member of your club, you should notify New Zealand Kennel Club and we will take this up direct with our member.

Send all completed applications with fees to New Zealand Kennel Club as soon as received.

3.7.4 Junior Members

Junior members pay a reduced fee and their date of birth must be quoted.

Section IV

4 Discipline and Disputes

A disciplinary action can arise from several sources.

4.1 A Breach of New Zealand Kennel Club Rules or Regulations

Such a breach is handled by the New Zealand Kennel Club under its disputes procedures and the complaint is laid with and handled by the New Zealand Kennel Club.

4.2 A Breach of a Club's own Rules

These must be handled by the club in accordance with its own rules. The constitution of the club will set out the powers and limits of the club's disciplinary authority and these must be strictly adhered to. In addition, the rules of natural justice must be observed notwithstanding that the club's rules may say otherwise.

4.3 A Breach of Show Regulations at a Show

These must be handled under Show Regulations that require a written complaint to be laid and then for it to be heard by the club concerned. If the breach can be settled then and there, then a disputes committee should hear it on the spot and reach a decision if possible. If it cannot be dealt with in this manner then a formal hearing will have to be held later.

4.4 A Complaint Arising Out of a Show

This must be heard by the society conducting the show **unless** the complaint is against the society holding the show or an official officiating at the show in which case it must be referred to the New Zealand Kennel Club.

Often a complaint arising out of a show falls under the provisions of a complaint of a breach of New Zealand Kennel Club rules.

4.5 An Objection to a Dog

This is a section of Show Regulations which is little used nowadays but club administrators should be aware of it. The procedures to follow are laid down in the regulations.

4.6 After a Hearing

A club taking any disciplinary action (and such things as a reprimand are disciplinary actions) must send a report to the New Zealand Kennel Club. Nothing happens to these unless there is an appeal. New Zealand Kennel Club rules provide a right of appeal to the Executive Council on all disciplinary actions taken by a club whether the rules of the club concerned provide for one or not.

4.7 Rules of "Natural Justice"

These are not defined and vary with the circumstances of each case. They have a subjective test of "reasonableness" and what is reasonable in one case need not be in another.

They include but are not restricted to

- being informed of the charge. This means that the notice of hearing must be explicit as to who is being accused and what they are being accused of.
- being informed of the possible penalties.
- being given the right to attend, be heard, present witnesses evidence and submissions in defense and being given the right to ask questions.
- being heard by an impartial body.
- if found guilty, having a reasonable penalty imposed.
- having the right of appeal or review.

4.8 New Zealand Kennel Club Disputes Procedures

These are both complex and limited in their jurisdiction. The New Zealand Kennel Club publishes a free guideline pamphlet that is available on application.

Section V

5 New Zealand Kennel Club

5.1 New Zealand Kennel Club Rules and Regulations

5.1.1 Rules

Rules set out the powers and limits of a club's activities and define the process of the constitutional arrangements of the club. If an activity is not defined in the Rules then the club cannot perform them or have any control over them without amending the rules to provide for that activity. Also where the rules set out procedures for a process or sets criteria for an activity, then these must be followed.

A rule can only be altered if the Annual Conference of Delegates approves it in the manner laid down in the club's rules.

It is therefore very important that any rule change is correctly worded to do what is required to approve or prohibit any activity.

5.1.1.1 Change of Rules

These are made by way of remit to our Annual Conference of Delegates. The date for the conference (always in Wellington in mid to late June) is set five years in advance. Formal notices are sent out in February each year and remits close in mid April. The club is obliged to post out remits 1 month prior to the conference and this is done in the form of a year book that also contains the president's report, financial statements, any proposed fee changes, candidates for election, recommendations, discussion papers, lists of officers, and annual statistics. Most rule changes require a two-thirds majority of those voting to gain approval.

5.1.2 Regulations

These can be mechanical procedures that allow the Rules to be implemented.

They are altered at any time by the Executive Council. Conference can only recommend a regulation change to the Executive Council.

The principal Regulations of the club are

- Show Regulations
- Dog Training Regulations
- Judges Regulations
- Registration Regulations

5.1.2.1 Show Regulations

These set out in detail the rules for running shows. They include

- Criteria for obtaining a show date
- Judges and judging appointments
- Schedule requirements
- Classes
- Entries, timetables, judging order and catalogues
- Rules governing exhibition and exhibitors
- Challenges and champions
- Open shows and ribbon parades
- Objections to a dog
- Matches, working gundogs and whippet racing

5.1.2.2 Dog Training Regulations

These set out all matters relating to Obedience, Working Trials and Agility including

- Classification of societies
- Zones and zone affairs
- Functions and responsibilities of the Dog Training committee
- Definition of tests, trials and events
- Judges judging and judging standards

5.1.2.3 Judges Regulations

These set out all matters pertaining to Show judges including

- who may judge what

- the qualifications required to be a judge and how they are obtained
- the structure powers and functions of the Judges Association
- Overseas judges
- Code of ethics and training syllabus

5.1.2.4 Registration Regulations

These set out the conditions for the registration of dogs including

- Recognition and classification of breed
- The register and the registration of dogs
- Kennel Name
- Transfers, endorsements, leases, imports and exports
- Setting of registry fees

5.2 Structure of the New Zealand Kennel Club

The New Zealand Kennel Club is an organisation that operates at two levels. From its inception in 1886, the New Zealand Kennel Club was an association of societies and still is today.

We now have over 300 societies affiliated to, associated with and recognised by us. These are classified by status and by the activity they carry out.

Our club operated in this simple fashion for 90 years but changes to the size, complexity and ease of communications have altered the way we now operate.

In 1976, we introduced a second membership concept to our club, introducing individual membership. This meant that before individuals could do certain things they must also belong directly to the Club.

5.2.1 An Association of Societies

This explains the structure of the Club, the method of establishing and implementing policy and administration and the society membership structures. Like many national bodies in New Zealand, in many fields of endeavour from sports bodies, unions and political parties, the only practical way to organise nationally is to meet annually. This gathering, attended by delegates from throughout the country and elect a governing council to run the affairs of the body for the ensuing year. This annual meeting gives policy direction for the following year and in our case, approves accounts and sets membership fees. This is our Annual Conference of Delegates.

5.2.2 Annual Conference of Delegates

This conference fulfils the functions of an Annual General Meeting and that of a policy making body and electoral college.

The Annual Conference of Delegates does the following

Approves the annual report of the President
Approves the annual accounts of the Club
Makes policy decisions by

- Altering rules (remits)
- Recommending changes to regulations (recommendations)
- Discusses important issues (discussion papers)
- Raises other matters of concern (general business)

Acts as an electoral college by electing

- Patron (by tradition the Governor-General)
- Life members
- President
- Two vice presidents from out of elected councillors
- Eight Executive Councillors (the ninth councillor being elected by the Dog Training section separately)

Sets membership fees for societies and individuals and sets show levies.

5.2.3 A Club of Individuals

The concept behind this is to grant to those who wish to partake in certain of our activities this privilege in return for those individuals accepting certain obligations. It also gives the New Zealand Kennel Club direct contact with those interested in participating in our activities.

To do any of the following activities you must be a member of the New Zealand Kennel Club

- Register a dog with New Zealand Kennel Club
- Register or renew a Kennel Name
- Enter a dog at a Championship or Open Show or handle a dog at any Championship or Open

Obedience Test or any Agility Event

- Be a New Zealand Kennel Club Judge
- Be a delegate to Annual Conference
- Be a member of the Executive Council
- Hold executive office in any Affiliated or Associated Society (the President, Immediate Past President (where applicable), Vice President, Secretary and Treasurer excluding Committee members)

There are three items of note here. You do NOT have to be a member to

- Own a dog, including a dog used at stud
- Handle a dog in the breed show ring (the owner(s) must be member(s) of the New Zealand Kennel Club)
- Hold a non-executive post in a club.

Club members are directly bound to observe the Rules and Regulations of the Club and are personally subject to the Club's disciplinary provisions. They are also liable for the indiscretions of the handlers of any of their dogs.

5.2.4 The Executive Council

The Executive Council is charged with controlling the affairs of the Club. The administration looks after the day to day management. The Executive Council meets six times a year to consider business.

At each meeting, they review the financial state of the Club, consider applications from clubs or members on matters that require a policy decision or are always referred to the Council and consider registry problems that are not covered by regulations or precedents. A subcommittee of the Executive Council deals with any disputes matters referred to them.

In addition, they receive reports from all our standing committees and make any policy decisions arising from these.

The Executive Council makes any regulation changes either arising from a committee report or from some occurrence that has prompted a response. From time to time, sections of the Regulations are reviewed.

Executive Councillors also act as a liaison between the Club and its members and are always available to consult on problems that arise or if advice is sought. Executive Councillors have considerable experience in Club administration and are willing to help if asked. They can also guide you in the correct direction if it is not appropriate for them to deal with the matter and if they do not know the answer themselves.

5.2.5 The Administration

The Club's administrative offices are at Porirua as part of our Exhibition Centre there. There is a staff of 12 who deal mainly with the register, membership matters and the New Zealand Kennel Gazette.

The administration is headed by the Director/Secretary who is charged with certain defined obligations under the rules and in addition is directed by the Executive Council. However, most of the policy of the administration of the club is governed by the Executive Council either setting criteria or guidelines for the Director/Secretary to follow or establishing a discretion for him to act under.

In practice, there is very little that is not covered by these and very little business has to be referred to the Executive Council for a decision.

Registry matters are dealt with by the Registrar although the Director/Secretary has the final decision if the matter falls within the administration's discretionary powers.

We have a Treasurer who administers the Club's finances.

Club matters are dealt with primarily by the Director/Secretary.

The New Zealand Kennel Gazette is produced (but not printed) by the administration by staff under the direction of the Director/Secretary. The Gazette section also handles show schedules.

The administration also print some of our own stationery (i.e. forms etc) and other smaller printing jobs.

The club also operates a telephone and mail information service for persons inquiring about dogs, puppies, clubs and canine matters generally.

5.2.6 Standing Committees

5.2.6.1 Dog Training Committee

This committee is established by the Dog Training Regulations and controls all aspects of Obedience, Working Trials and Agility and all matters allied to these fields are referred to this committee for consideration and comment.

They advise the Executive Council and the Dog Training Committee Chairperson is a member of the Executive Council by virtue of their office.

The committee acts in a consultative manner with Dog Training Clubs through the Zone system set up under Dog Training regulation.

5.2.6.2 Judges Association

This association is set up under Judges Regulations. The Chairman is elected at the Annual Show Judges Conference. The Judges Association comprises Branches and Discussion Groups recognised pursuant to the Regulations. Individual judges must be a member of one of the Branches or Discussion Groups.

The association holds an Annual Show Judges Conference where they can make recommendations to the Executive Council. The Judges Association Chairman is elected at the Annual Show Judges Conference and is charged with bringing to the attention of Council any judges matters requiring attention.

The Director/Secretary is coordinator of the Judges Examination Scheme.

5.2.6.3 Property Committees

These committees in Porirua, Auckland and Dunedin control our properties there. These Exhibition Centres are owned by the New Zealand Kennel Club and are developed from locally generated funds. The New Zealand Kennel Club raised the initial capital (or a large part of it) and the development and a proportion of the running cost are met locally. Clubs can nominate candidates for election to these committees which are set annually at the August meetings of Council.

5.2.6.4 Show Committees

The Pedigree National Dog Show and the Pedigree Junior Dog Handler Competition are run by committees appointed by and on behalf of the Executive Council. They report to every meeting of the council.

5.2.6.5 Government Legislative

A watch is kept on all government legislation including regulations and policy matters. A committee of the Executive Council is called together whenever action is required.

5.2.6.6 Breed Standards

Any matter of classification of a breed, adoption or alteration of a standard or recognition of a new breed are referred to this Christchurch based committee upon receipt.

5.3 Types of Clubs

5.3.1 Affiliated

These clubs must be All Breeds Show clubs, geographically based, and well established. They are our senior clubs and have a direct vote at conference. They can send up to two delegates to conference both with speaking rights but with only one vote. Only conference can grant or revoke this status.

5.3.2 Associated

These are well established clubs. There are several types.

5.3.2.1 Show Clubs

- All Breeds. These are new All Breeds Clubs or other All Breeds Clubs that for some reason do not qualify for Affiliated status
- Group clubs. Clubs that cater for one or more groups only.
- Multi breed clubs. Clubs that cater for more than one breed but do not cater for all the breeds in any one group.
- Specialist Breed Clubs. Clubs that cater for one breed alone.

Associated show clubs are represented at conference by one of ten delegates that representing associated clubs in designated areas. The election of these delegates takes place after the Annual Conference each year with nominations being called, the election following and the results announced in December each year.

5.3.2.2 Obedience Clubs

- All Breeds clubs. These have a geographical base and cater for all breeds. They have two votes at Dog Training zone meetings.
- There is provision for other types of Obedience Clubs.

5.3.2.3 Combined Show and Obedience Clubs

These are Specialist breed clubs who are also registered under Dog Training regulations to be obedience clubs. They have one vote at Dog Training zone meetings.

All Dog Training Clubs are assigned to an Dog Training Zone. These zones hold regular meetings and elect the five zone representatives who make up the Dog Training Committee. This committee operates on a consultative basis with its member clubs and runs the Dog Training section of the Club including approving Dog Training Regulation amendments to be considered by the Executive council, electing the Dog Training Chairperson who has a seat on the Executive Council and representing the Dog Training section at annual conference with a vote each. The Chairperson also has a vote at conference.

5.3.2.4 Agility Clubs

These are either Associated Obedience Clubs that have been approved to conduct agility training or specialized Agility Clubs that cater for Agility only. Only a registered Agility Club can conduct an Agility Event.

5.3.3 Recognised

These are either clubs that cater for minority breeds, newly formed clubs or clubs that do not cater for show or Dog Training.

5.4 Shows

There are several types of show.

5.4.1 Breed Shows

At these shows, dogs are displayed before a judge who ranks them in order of preference in accordance with a written "standard". Dogs are judged separately from bitches in classes based on age or other criteria with the winners being judged against each other in an elimination system.

5.4.1.1 Championship

These are shows where Challenge Certificates are on offer. One is on offer for the Best Dog and one for the Best Bitch in each breed. The judge has the option to refuse this award.

Only senior qualified judges are allowed to judge these shows. They must be listed on a current Championship Show Panel or if from overseas, meet the criteria set down for a judge from that country or have specific approval of the Executive Council.

Affiliated All Breed Clubs are granted two Championship Shows as of right without application each year.

Associated group and multi breed clubs can apply for up to two Championship Shows each year.

Specialist Breed clubs can apply for one Championship Show each year.

If they establish special circumstances they can be granted a second Championship Show.

Recognised clubs cannot hold Championship shows.

5.4.1.2 Open Shows

Affiliated and associated clubs can hold open shows with prior approval. There is no limit to the number.

Open Shows are conducted like Championship Shows with pre-entry and Catalogues but Challenge Certificates are not on offer.

The judge need not be a Championship Show Judge but must be at least on the Open Show Panel. Overseas judges can only judge Open shows if they have the same qualifications that would be needed to judge a Championship show without special approval of the Executive Council.

5.4.1.3 Ribbon Parades

These are the fun type shows designed as fun days for clubs, training grounds for judges and exhibitors and a place for education of exhibitor, exhibit and judge alike.

The judge must be on at least the Ribbon Parade Panel. All Breeds Judges cannot judge Open Shows or Ribbon Parades.

The only prizes that can be awarded are Ribbons.

5.4.1.4 Matches

These are shows conducted often in conjunction with other clubs where elimination type judging takes place. They can come in many forms and are informal. Any person can judge a match.

5.4.1.5 Fundays

These are club events where conformation judging does not take place. These are the only activities that a club that has not been recognised can hold although they can take part in a match with another club.

A person does NOT have to be a member of the New Zealand Kennel Club to participate in or exhibit at a Ribbon Parade, Match or Funday.

5.4.2 Obedience Shows

Dogs and handlers execute a series of exercises designed to illustrate the ability of the handler to control the behaviour of the dog. The tests are graded on difficulty.

5.4.2.1 Championship Obedience Tests

Associated All Breeds clubs and some Affiliated All Breeds Clubs hold these. A Challenge Certificate is awarded to the first two place getters in Test C provided they obtain 290 points or more. All tests must be scheduled.

Judges must be on the appropriate Championship Obedience Judges Panel for the Tests they judge.

5.4.2.2 Obedience Open Trials

Tests conducted along the lines of Championship Tests but without the award of Challenge Certificates.

Lesser qualified judges can judge Obedience Open Trials.

5.4.2.3 Obedience Ribbon Trials

Show judged by lesser qualified judges where ribbons are the only prizes.

5.4.2.4 Club Days

Fun events for club members and members of training classes. Often used as a graduation exercise or as an assessment whether a dog and handler should progress further. These have no status.

5.4.3 Agility

Agility exercises are based on horse trials with a set time for the course. There are faults that mean points are deducted and refusals that mean the exhibitor is eliminated.

5.4.3.1 Championship Agility Events

Championship Agility clubs can hold these. In the Senior class Challenge Certificates are awarded to the two fastest clear rounds.

The judge must be a Senior Agility judges. There must be alt least one of every level of the standard classes.

5.4.3.1 Agility Events

Licensed Agility Clubs can hold Agility Events. These require pre-entry published schedule and catalogues.

5.4.3.2 Agility Ribbon Trial

Less formal events where ribbons are the only prize.

5.4.3.3 AD Class

These are a set of standard classes which are held under strict conditions. A dog completes a “clear round” (i.e. does not have a fault) receives certificates and when sufficient certificates are awarded can claim the award AD or ADX.

5.4.4 Obedience Working Trials

This is a series of obedience agility and tracking exercises of ascending difficulty where a dog competes to a set standard and if achieved, is granted a trials award (CD, CDX, UD, UDX, TD, TDX, WD, WDX or WT CH.)

5.4.5 Gundog Trials

Exercises in pointing, setting and retrieving for gundogs run by members of the New Zealand Gundog Trial Association under their rules.

5.5 Effecting New Zealand Kennel Club Policy

5.5.1 Changing Rules

This can only be done by way of remit to the Annual Conference of Delegates. Remits are called for in February each year by notice sent to all clubs. There is a closing date in mid April and this is a strict date and late remits cannot be accepted. Every year the administration turns back remits and recommendations for lateness.

Remits can be sponsored by

- Any Affiliated or Associated Club
- Any recognised club with the approval of the Executive Council
- The Executive Council.

A remit must be in the form of a Rule change and be correctly worded. No rule can directly contradict

another without deleting the existing rule it conflicts with.

5.5.2 Changing Regulations or New Zealand Kennel Club Policy

This is done by convincing the Executive Council that your idea is justified.

It can be done in several ways.

- A recommendation to the Annual Conference of Delegates. This is the same procedure as presenting a remit. A recommendation is in the form of a direction to Executive Council and need not be in Regulation format.
- Presenting a Discussion Paper to Annual Conference. Designed to stimulate discussion on general policy on a subject of interest rather than a specific direction to the Executive Council.
- Having your club approach the Executive Council.
- Making your own approach to the Executive Council.

For any matter to be considered by the Executive Council is MUST be in writing and sent to the Director/Secretary. Correspondence sent to Executive Councillors direct is not placed on the agenda.

This does not mean that you shouldn't lobby councillors or send them copies of matters you want raised. In fact you should discuss your proposals informally with Councillors if this is appropriate for the topic. To be successful, a topic should be sent to the Director/Secretary at least two weeks prior to a Council meeting and it will be circulated in the mail out prior to the meeting and the Executive Council will be better able to consider it.

5.5.3 Attending Conference

If you want to be involved in national affairs, then it is necessary to attend conference. To have speaking rights at conference you must be a delegate. This means that you must

- Represent an Affiliated All Breeds Society. This involves you joining the club, working on the committee and gaining sufficient experience to be elected one of their delegates to the Annual Conference of Delegates.
- Represent an Associated Club. Each year an election is conducted amongst local Associated clubs for delegates to represent them at Annual conference. Nominations are called shortly after the conference for the next year. The election is conducted later in the year and the delegate announced in December.
- Be elected a Zone Representative for your Zone. This requires active participation in Zone affairs representing your club at zone meetings.

5.5.4 Presenting your Remit, Recommendation or Discussion Paper to Conference

This will be done by the delegates of the sponsoring club. This means that in the case of an associated club your delegate must be briefed on the topic and preferably be given a statement to present to the conference.

Section VI

6.Stewarding Guidelines

6.1 Definitions

Note: In these Guidelines the "Judges Award Record Card" is called by its colloquial name "Stewarding Sheet"

1.1 A steward is an official appointed by a Club or organisation to ensure the smooth and continuous operation of events held in the ring to which he is appointed.

1.2 A steward need not be an New Zealand Kennel Club member, however, at Championship and Open Shows it is preferred that an New Zealand Kennel Club member be appointed.

6.2 Shows/Events

2.1 Championship Shows
2.2 Open Shows
2.3 Ribbon Parades
2.4 Match and Fun Days
2.5 Junior Showmanship and Child Handler classes.
2.6 Stewards are required to be appointed and officiate at Championship Shows, Open Shows and Ribbon Parades.
2.7 Stewards may be appointed to Events Match and Fun Days and Junior Showmanship and Child Handler classes.

6.3 Stewards

3.1 Call Steward.
3.2 Assembly Steward.

3.3 Ring Steward (or Judges Steward).

6.4 Stewarding Duties

6.4.1 Call Steward

4.1.1 Where a call Steward is appoint it is that person's duty to audibly inform exhibitors or entrants that they are required to assemble for entry to the ring on completion of judging the current class.

4.1.2 Call steward shall operate from either a show catalogue or stewarding sheet provided by the Club or Organiser.

4.1.3 Call stewards can be used for training of new stewards.

6.4.2 Assembly Steward

4.2.1 An assembly steward shall arrange the exhibitors in class order preparatory to entering the ring.

4.2.2 An assembly steward shall operate from a set of steward sheets provided by the show organizers.

4.2.3 Assembly of classes shall include, where applicable, dog & bitch Challenge Certificate line up, Breed, Group and In Show awards.

4.2.4 Preparatory to entering the ring the assembly steward will advise the ring steward of any scratchings or non-attendance of exhibitors.

4.2.5 Assembly stewarding duties shall include that of call stewarding in the absence of such appointment.

6.4.3 Ring Steward

4.3.1 Ring steward shall operate from a set of stewarding sheets provided by the organizers.

4.3.2 The Ring Steward shall determine Judges requirement of table location, place pegs and class movement on entering the ring.

4.3.3 The Ring Steward shall advise the Judge of the class entering the ring, numbers present, and scratchings. Also advise number of same breed to follow. Ensure that Breed Standards are available if required by the Judge.

4.3.4 The ring steward shall advise the judge of any exhibitor disability such as deafness etc… or inexperience.

4.3.5 On completion of class the Ring Steward should always place exhibits on the place markers.

4.3.6 The Ring Steward should have the next class ready and assembled ready to be passed over for judging on completion of the Judge placing the current class.

4.3.7 The Ring Steward shall record all class placings and awards, sign completed steward sheets after Judge has signed.

4.3.8 The Ring Steward shall transfer Best of Breed, Reserve Best of Breed and age class winners to Group steward sheets where applicable.

4.3.9 When required the Ring Steward shall issue ribbons/place cards/trophies, and if provided, sponsors products to place getters.

4.3.10 It is the duty of the Ring Steward to ensure the smooth and continuous operation in the ring where stewarding.

4.3.11 Those duties performed for breed class judging shall similarly apply to Best Dog/Bitch; Group & In Show stewarding.

4.3.12 The Ring Steward shall advise Show officials of any exhibitor not reporting for Group & In Show judging.

4.3.13 Ring fouling removal is the responsibility of the exhibitor and not the Ring Steward, exceptional cases withstanding.

4.3.14 A Ring Steward shall perform all the duties of both a Call & Assembly steward in their absence.

6.5. General Requirements

5.1 Calling of exhibitors by any steward shall be clearly audible within adjacent confines of ring.

5.2 Any exhibitor not answering or not attending to their call may be deemed scratched at the time the class enters the ring.

5.3 All stewards must be tolerant, courteous and polite to the Judge, Exhibitors and Show Officials (and still retain a sense of humour).

5.4 All stewards should be punctual and arrive at the show venue at least thirty minutes prior to judging.

5.5 All Stewards should be neatly and presentably dressed.

5.6 All Stewards should be fully conversant with current Show Regulations.

5.7 Stewarding sheets must be completed legibly and correctly and in the case of Ring Stewards, ensuring that both signatures are applied.

5.8 Stewards must ensure that each class is presented for judging without any delay for the Judge.

5.9 Any alteration to stewards sheets, or any other problem arising in the stewards ring should be referred to the Show Manager or Show Secretary for their decision. At all times commonsense prevailing.

5.10 A Steward should time the Judge to ensure that ring is not getting behind time.

5.11 Stewards should ascertain by 11am with the show manager at what breed, and time the ring will break for lunch.

6.6 Show Regulations Pertinent to Stewarding

6.1 Stewards are required to have a good overall knowledge of current Show Regulations.

6.2 Show Regulations particularly relevant to stewards and stewarding duties are listed:

Regn. 6 Definition of Breed Classes.
Regn. 13 Order of Judging.
Regn. 18 Dress of exhibitors particularly footwear and number cards showing.
Regn. 19.1.2 Weight of Dachshunds and their absence from weighing.
Regn. 19 4 Dogs Owned or Co-owned by Stewards.
Regn. 19.6 Control of exhibits.
Regn. 19.7 Late arrival for Judging.
Regn. 19.8 & 9 Be aware of double handling.
Regn. 19.13.2 Exclusion of dogs.
Regn. 19.14.2.5 Withdrawal from a class ineligible in other classes.
Regn. 19.15 Disqualifications.
Regn. 19.16.1 Monorchid or Cryptorchid dogs.
Regn. 20 Judges Award Record Cards (stewarding sheets).
Regn. 21.3 Recording of alterations to Judging.
Regn. 22.2 If necessary advise (overseas) Judges of regulations regarding the award of Challenge Certificates to Baby Puppies.
Regn. 22.7 Refused Challenge Certificates conditions.

6.7.7 Information for Clubs/Show Organisers

7.1 Stewards are an essential part of any type of Show and their appointment and consideration should be appropriate to the event.

7.2 Good stewarding can ensure a well run Show.

7.3 Provide Stewards with a lapel badge or ribbon for identification by exhibitors, officials and Judge.

7.4 Provide Stewards folder, schedule, expected completion time, plastic bag for inclement weather. Have pens available if required.

7.5 Suitably reimburse Stewards for distance traveled and service provided in accordance with status of Show. Some Stewards may not accept remuneration.

7.6 Provide, where applicable, morning and afternoon teas and lunch.

7.7 Invite Stewards to partake in any immediate after show function.

7.8 On appointment of a steward advise by letter show start time, ring and Judge stewarding for and any other relevant club information.

7.9 Ensure that Stewards are compatible with the Judge and Group or Breed appointed to officiate with.

7.10 New Stewards require training and 'Call' stewarding could be a service to the Club and useful for newcomers.

7.11 Future Judges and those Judges seeking promotion are required to undertake stewarding assignments. This should be kept in mind when making appointments.

7.12 Be prepared to appoint extra stewards or Assembly stewards in any ring where judging is likely to be delayed past the expected completion time, or where the maximum number of entries is to be judged.

Note: For simplicity the colloquial wording 'Steward Sheet' has been used in these Guidelines. This reference is/has the same meaning as Judges Awards Record Cards as named in Show Regulations.

Training Guide

1. Aims & Objects

To provide a guide for the training of stewards and knowledge for the experience necessary to become a competent steward.

Areas of expertise are:

Stewarding Regulations.
NZKC Rules & Show Regulations.
Personal Experience.

The emphasis in this guide is on spelling out the requirements that an aspiring Steward must meet.

Study requirements vary per individual according to their personal experience in canine activities.

2. Stewarding Regulations

2.1 Be aware of the definition of a steward, the wide and varied duties required of that person, ensure that becoming a Steward suits your circumstances. All of these determination requirements are outlined in preceding Steward Guidelines 1 to 7.

2.2 It should be noted that Stewarding is a prerequisite to becoming a Judge should participants wish to go further in their activities.

3. New Zealand Kennel Club Rules & Show Regulations

3.1 A close study, with self testing, of these Rules and Regulations is essential. Particular reference to relevant matters is listed in Stewarding Regulation 6.

3.2 Efficient show ring operation relies on the stewards first hand knowledge of the Regulations.

4. Personal Experience (as an aid to Stewarding)

4.1 Handling and exhibiting in the ring at various type Shows.

4.2 Club committee membership with Show arranging involvement.

4.3 Taking active part in Steward Associations.

4.3.1 Stewarding Associations are listed in New Zealand Kennel Gazette. Attendance at these Associations is essential to gain experience.

4.3.2 Stewards Associations conduct their own training methods and involve instruction on:

1. Question & Answers on Show Regulations
2. Familiarisation with all New Zealand Kennel Club official cards in use.
3. Interpretation of mock/actual stewarding sheets and results.
4. Stewarding equipment required.
5. Ring layout for efficiency and ease of stewarding.
6. Interpretation of placings, awards, Group & In Show Stewarding.
7. Accuracy of recording correct results and effect in Show administration.
8. Punctuality, dress, co-operation with Judge, exhibitors and Club Officials.
9. Advice on what would be reasonably expected on acceptance of a Clubs stewarding appointment.

4.3.3 General

Where there is no Stewards association in your area then assistance in stewarding knowledge may be obtained from:

1. Nearest Judges Branch or discussion group.
2. Club activities/shows.
3. Current Stewards or other experienced people.

Personal experience plays a great part when the decision to take up Stewarding is made. With self motivation being a large part in becoming a competent and expert Steward.

SUGGESTED FORM OF CONTRACT FOR STEWARDS

Typical Only:
Date ……/……/……

.....
(Name and Address)
.....

.....

Dear ..... ,

Thank you for accepting the appointment of.....

steward at our forthcoming …… show on .....

You will be stewarding in the .....ring for judge

.....from.....

Please join us for morning tea at …… am. Lunch will be provided and you are cordially invited to attend our after show presentations and refreshments.

An expense reimbursement of $ ..... will be provided
In accepting this appointment the Club's expectation of its stewards duties, as listed on the reverse, should be observed.

Regards,
Show Secretary

Reverse Side:

STEWARDS DUTIES

1. Be courteous and tolerant to Club Officials, Judges and exhibitors.
2. Be neatly and presentably dressed.
3. Be punctual.
4. Be fully conversant with Show Regulations.
5. Complete stewards sheets legibly and ensure that both signatures are applied.
6. Any alterations to stewards sheets or any other problem arising in your ring should be referred to the Show Manager or Show Secretary for their decision. Commonsense prevailing.
7. Ensure that each class is presented for judging without hold up.
8. Have a good day!