



## **DURHAM KENNEL CLUB, INC.**

### **Event Approval and Cancellation Policy**

**PURPOSE:** This policy defines the approval process of a new DKC event and cancellation of existing ones

**REFERENCES:** Appropriate AKC Trial or Show Manual.  
DKC Show or Trial policies.  
DKC Event Chair Policy

**DEFINITIONS:**

- ◇ Event: Any show, match, trial, social, or club activity sponsored by DKC and held on or off site.

Group Leader and Committee reviews DKC Calendar for open weekend/day/time that would be appropriate for holding the suggested event.

Request for holding event is sent to Board of Directors along with rationale, name of event chair, and proforma profit and loss if available.

Upon Board approval of a show, trial, or test:

1. the appropriate AKC application needs to be completed and forward to an officer for approval. Payment for this type of event is at the discretion of the Treasurer
2. Notification is made to DKC webmaster for inclusion on the DKC calendar.
3. Application is sent to AKC for approval and assignment of event number. Entry fees for the event are at the discretion of the Chair.
4. Chair, or the chair's designee contacts professional services required for holding the event, i.e. event secretary, judge and prepares appropriate contract for signature and appoints the event committee.

Upon Board approval of a seminar or other club activity including seminars:

1. Notification of date and event made to webmaster for inclusion on DKC calendar
2. Contract to be signed by activity chair and presenter(s)
3. Notification of required payment, advance or otherwise made to Treasurer.

Events moving from year-to-year by the AKC corresponding date calendar may have their application fees paid through the AKC Online Event Management System. Any changes to the position of Chair, must be approved by the Board prior to application being made.

**CANCELLATION OF ANY CLUB SHOW, TRIAL, TEST OR CLUB ACTIVITY:**

The Chair has the authority to cancel any event due to unforeseen circumstances. Any refund of entry fees received by the Club for the event requires approval of the Board of Directors. Recommendation for refunds should be made including costs incurred up to the time of cancellation and the amount of entry fees.