



DURHAM KENNEL CLUB, INC.

Event Contract Policy

PURPOSE: This policy defines the elements for the creation of contracts for judge and presenter services for DKC events, including trials, shows, seminars.

REFERENCES: Appropriate AKC Trial or Show Manual.
DKC Show or Trial policies.

DEFINITIONS:

- ◇ Event: Any show, match, trial, social, or club activity sponsored by DKC and held on or off site.
- ◇ Event Chair: Volunteer position with total responsibility and accountability for an event including but not limited to hiring judges and seminar presenters.

Contracts for judges at a Durham Kennel Club event may be signed on behalf of Durham Kennel Club by the Event Chair. Contracts for seminar presenters may be signed by the Chair after obtaining seminar approval from the Board. Contracts may also be signed by a member of the Board of Directors. Contracts for maintenance, or any work to be performed at the Club require approval of the Board prior to signing.

Contracts must include:

- ◇ Show, trial, seminar, or event dates
- ◇ Location of event
- ◇ Description of assignment and classes (if known), allowing for exclusions of breeds due to judge conflicts.
- ◇ Fee
- ◇ Reimbursable expense
 - ◇ Round trip travel at economy fare and all associated related travel expense, i.e. airport parking, baggage, travel from airport to hotel
 - ◇ Mileage at IRS reimbursable rate at the time of travel. Cost of driving may not exceed the cost of economy airfare and car rental.
 - ◇ Meals and hospitality reimbursed at actual cost not to exceed IRS per diem.
 - ◇ Lodging may be prepaid by Club or reimbursed on hotel receipt at Club's choice of hotel.
 - ◇ Reimbursable expenses, i.e. cost of rally maps, etc.
- ◇ Non-reimbursable expenses
 - ◇ House, child or pet care
 - ◇ Dry cleaning or laundry expense
 - ◇ Alcohol in excess of DKC's Alcohol Policy
 - ◇ Rental car without prior approval
- ◇ Provision for cancellation
 - ◇ Expenses incurred will be reimbursed up to the date of cancellation of event. Receipts must be provided for reimbursement.
- ◇ 1099 reporting requirements
 - ◇ Receipts must be provided for travel expense. In the absence of receipts, Durham Kennel Club will ask for a completed W9 and will prepare and send a 1099 for total reimbursements (fees and expenses) of \$600 or more at the end of the calendar year.