

## Minutes of the Durham Kennel Club General Meeting of the Membership February 19 2024 (Approved)

President Thomas Wrath called the meeting to order at 7:01 pm. There were 51 in attendance, 43 voting members, 8 associate members) and no guests. The attendance sheet is attached and considered part of these minutes.

Minutes of the January 16 2024 Membership Meeting were approved as published on an E Sumakeris/J Stringall motion.

President Wrath welcomed everyone to the meeting. In his President's report, Mr. Wrath reported that the Board had a productive meeting on the February 12th. Lights over the front steps have been added to better illuminate the entrance area. New lights will be added to the front sign as the cold depletes the batteries and renders them ineffective. Lights in the parking lot are being looked. The internet service at the building is still under review due to limited provider service and cost. The driveway and roadway to the field will be graded and stone added as soon as weather allows.

The Corresponding Secretary has received letter from the AKC PAC which helps elect dog friendly candidates. Clubs can't donate to the PAC directly, but members are able. It is important as there is always negative dog legislation occurring and we need to have legislators who understand and support. Mr. Wrath mentioned continuing support and our representative's attendance at the NC Federation of Dog Clubs' meetings to stay up-to-date on pending legislation. A meeting will be held on Friday afternoon during the TarHeel Cluster of shows in Raleigh.

The Recording Secretary reminded everyone to please sign the attendance sheet.

Jack Sappenfield, AKC Delegate, reported he will be attending the AKC Delegates' Meeting in Newark on the 11th and 12th of March. Information on the Anti-Breeder, Harassment, and Retaliation Task Force is attached. If you are a recipient of negative comments and/or press, don't be silent and report them to AKC.

The Club's cash position was presented, details are available upon request.

Carol Rives, Membership Chair, presented applications received from  
New Associate Members:

1. Jovana Fizovich (German Shepherd Dog, Belgian Malinois, American Staffordshire Terrier)
2. Sabrina Gardner and
3. Adam Gardner (Durham) Irish Terrier
4. Shauna Luck (Durham) Labrador Retriever
5. Ariel Wolf (Holly Springs) German Wirehaired Pointing Retriever, Dachshund
6. Emlen Zaragosa (Hillsborough) West Highland White Terrier

Associate Members for Full Membership:

1. Karen Foust (Pittsboro) Standard Poodle
2. Susan Smith (Pittsboro) Pembroke Welsh Corgi

Upon unanimous vote of members present and voting, the applications for full membership were approved. Welcome was extended to all.

### COMMITTEE REPORTS:

DKC's Spring All-Breed show will be held at the Jim Graham Building at the NC State Fairgrounds on Friday of the TarHeel Cluster, March 8th. We are still in need of a few volunteers to help at the Trophy and Catalog table in two-hour shifts from 7:30 am through 3:30 pm as well as ring and judges' lunch hospitality from 11:30 am through 1:30 pm. Please contact Linda Wozniak, Show Chair, or Jen Stout, Hospitality Chair, if you can spare a couple of hours. Entries close this Wednesday, February 21, 2024.

Jen Stout reported that there has been some attrition to the Finance Committee and is looking for additional members. The job of the committee is to prepare budgets, review receipts and disbursements,

and the Club's investment portfolio. Ms. Stout indicated that being a member of the committee is one of the best ways to learn about the operations of the Club. If you are interested in serving on the committee, please contact her.

Carol Rives discussed the Tracking TDX test this weekend. Jack Sappenfield and Tony Hinson are judging the test at Barb Grubb's farm just north of Hillsborough. Please let her know if you can spend a few hours either Saturday or Sunday as a volunteer.

Gail Kanas discussed that there is a need for additional members for the Club Social Committee. The primary function of the committee is to set up and break down at the membership meetings. If you are interested in helping out, please contact Sharon Pitz, Chair.

Susan Bankauf spoke about the Agility Show and Go on March 30 and that the Agility Group will be holding another ACT test in May. The Group would like to have additional members; please let Ms. Bankauf know if you are interested in serving on her committee(s).

Laura Ann Welch discussed the upcoming Laura Bussing Agility seminar on March 9, 10 and 11. Ms. Bussing is well known in the AKC, ISC and UKI agility community. Working spots are still available in the seminar. One of Ms. Bussing's strengths is in managing ring stress which can be applied across venues. For more information check out the Seminars tab on the DKC website or contact Susan Bankauf or Laura Ann Welch directly.

The Spring Agility Premium is posted on the AKC and DKC websites and entries are being accepted.

Linda Wozniak discussed the newest addition to the Family Dog program, AKC FETCH. DKC held the first test in North Carolina with Christine Weisse, Jack Sappenfield, and Linda Wozniak as judges. Doug Lungren, VP of Performance Events at the AKC came to watch as was impressed with our event set up and organization. It was great fun with more than two-hundred novice and intermediate runs being done over the weekend. Huge thanks to Susan Bankauf and her agility group for their help in moving equipment from the fields for the event. We are looking to hold additional events at all four levels in the upcoming months.

#### UNFINISHED BUSINESS:

The Awards Banquet is being held on March 30; deadline for registration is March 16. Contact Lisa Roberts with questions.

Registration for the April Health Clinic will be open on March 1; volunteer signup will also be available online on that date. Please spread the word

Maureen Lucas, Nomination Chair and her committee are working to put together slate of officers and directors for the class of 2026, Corresponding Secretary, Recording Secretary, two Board of Director positions and the AKC Delegate will be filled at the annual meeting in May.

- ◆ March 18th Nominating Committee will present their slate for the Class of 2026 to the Recording Secretary.
- ◆ March 18 through April 22, nominations from the floor may be sent to the Recording Secretary. Each floor nomination must be accompanied by a statement with the nominee's acceptance.
- ◆ April 22 Recording Secretary will publish to the membership a final listing of nominees.
- ◆ May 1 manual ballots will be sent to members without email addresses
- ◆ May 6 through May 17, electronic ballots will be sent to all voting members
- ◆ May 13 deadline for receipt of manual ballots
- ◆ May 20 election results will be reported as the first order of business at the Club's annual meeting.

The Policy and Procedure Committee have finalized six additional policies which have been presented to the Board of Directors and were approved at its February 12 2024 meeting. These policies have been included in the hard-copy Policy and Procedure Manual which can be found in the DKC kitchen and will

be posted in the electronic manual on the DKC website in the Restricted Member Area, Documents tab.

- ◆ Instructor Continuing Education Policy
- ◆ Instructor Process and Responsibilities
- ◆ Event Approval and Cancellation Policy
- ◆ Event Contract Policy
- ◆ Show/Trial/Test Chair Responsibilities
- ◆ Show/Trial/Test Secretary Responsibilities

Linda Wozniak extended thanks to the committee for the many hours spent in revising and reformatting Club policies.

**NEW BUSINESS:**

The Club will be holding a DKC Member Appreciation Celebration on Sunday, April 7, 2024 from 1 pm to 4 pm at the Clubhouse. The Club will provide hamburgers, hot dogs, and a vegetarian option as well as soft drinks. Members are asked to bring sides, salads, and desserts. This will be in place of the regular Monday night meeting. Members will be asked to RSVP to an electronic invitation in advance.

Braggs.

There being no additional business to come before the membership, the meeting was adjourned at 8:11 pm on a LA Welch/C Rives motion.

Attest:



Linda C Wozniak  
Recording Secretary

# PLEASE SIGN IN — ONE NAME EACH LINE

## INDIVIDUALS IN ATTENDANCE AT THE DURHAM KENNEL CLUB MEMBERSHIP MEETING February 19 2024

	VOTING MEMBER		VOTING MEMBER		VOTING MEMBER		ASSOCIATE MEMBER
1	Linda Wozniak	26	Christine Haylor	51		1	Kathryn M Weeks
2	Thomas Wrath	27	Amanda Stipe	52		2	Emilia Zorogor
3	Gail Kanas	28	Lori Schultz	53		3	Pam Silverman
4	Theresa Kanas	29	Susan Bankaus	54		4	Karen Fouck
5	Juanne Stringell	30	Rosemary Pries	55		5	Sean Whipperman
6	Tom Coleman	31	Chris Weisse	56		6	TIM WHIPPERMAN
7	Tracey Coleman	32	Cathy Watake	67		7	Sandy Schiller
8	Kimmi Haurn	33	Susan Jone	58		8	Nikki DeLuca
9	Jack Sappenfeld	34	Marion Stark	59		9	
10	Jeff Knight	35	Chris Griffith	60		10	
11	Martha Bryant	36	Jane Hill	61		11	
12	Dale Wisniewski	37	Carol Rives	62		12	
13	Bob Wisniewski	38	Jen Stout	63		13	
14	Marcia Stedman	39	Nelson Holt	64		14	
15	Roseann Wallace	40	Colleen Holt	65		15	
16	Pam Brown	41	Christina Rowe	66		16	
17	Martha Traylor	42	Abby Lang	67		17	
18	Jeff Traylor	43	Elisa Sumakeris	68		18	
19	Sarah McCue	44		69		19	
20	Doree McCue	45		70		20	
21	Emma Lambeth	46		71		G	GUESTS
22	Amy Dean	47		72		G	
22	Molly Zuyy	48		73		G	
24	JOYCE McHENRY	49		74		G	
25	Jessica Wood	50		75		G	

## Anti-Breeder Harassment and Retaliation Task Force

The American Kennel Club (AKC) works to protect the rights of dog owners and is very concerned about harassment or retaliation against dog breeders/enthusiasts, particularly in relation to instances where breeders/enthusiasts have participated in the political process to protect their rights and the wellbeing of dogs.

Examples of harassment/retaliation experiences may include:

- Suspicious phone inquiries or visits,
- Suspicious timing of anonymous complaints,
- Threatening communications or social media bullying,
- Suspicious inspections resulting in seizure of dogs with significant legal repercussions,
- And other tactics that may be intended as intimidation or retaliation.

To centralize reports of this nature, AKC has established the Anti-Breeder Harassment and Retaliation Task Force (HTF). The AKC or its staff cannot serve as legal counsel in these instances, the taskforce is prepared to collect information supplied by breeders about these harmful activities to learn more about how dog owners are being targeted.

Don't be silent if you are contacted or approached. Sharing your experience with the taskforce helps AKC to study potential hot spots that may be targeted, and to develop resources and initiatives to prevent and stop harassment.

AKC Breeders and enthusiasts are experts on dogs. They are an expert resource for their communities. Their voice in testifying at hearings, speaking out in defense of breeders, participating in educational days, or otherwise engaging the public in pro-breeder activities is crucial to the future of responsible dog ownership and purebred dogs.

As a breeder or purebred dog owner, if you have recently experienced such an incident, the *Anti-Breeder Harassment and Retaliation Task Force* encourages you to share your story. Please know that reporting an incident does not mean you are required to take any further action.



## DURHAM KENNEL CLUB, INC.

### INSTRUCTOR CONTINUING EDUCATION POLICY

**PURPOSE:** This policy defines benefits for Durham Kennel Club (DKC) members volunteering as instructors for the Club

**REFERENCES:** By Laws ([link](#))  
Instructor Manual ([link](#))  
Volunteer Benefit Policy ([link](#))

#### **DEFINITIONS:**

- ◆ Instructor: Any member or associate member who teaches or assists a DKC sponsored class on or off site.
- ◆ Session: Groups of classes held over a designated length of time. Basic Sessions are six weeks, special classes are three or four weeks.
- ◆ Class: a single occurrence.

Voucher for one free class session for each class session taught. The class instructor or assistant will receive a voucher for a free class session at the conclusion of the session taught. Vouchers expire on December 31st of the following year. The voucher is non-transferable and non-redeemable for cash. Vouchers in an amount corresponding to drop-in class fee for conformation instructors will be available in a secure location at DKC for pickup on the evening a class is taught.

Notice of unfilled (open) class slots will be sent to the membership one week prior to the start of a session. Any slot that remains unfilled the day before the session begins may be filled by an instructor or assistant instructor without charge. Email notification of intent to attend must be sent to the class instructor of record. An instructor or an assistant instructor may audit any class.

Registration for a class session may be completed through DKC's online registration link indicating that a voucher will be used as method of payment. Vouchers should be noted with the class to be attended and be dropped in the Treasury depository.

In lieu of using the Voucher for a class session, the voucher may be redeemed for any DKC sponsored event entry, workshop, or seminar in the amount of \$50. Instructors and assistants may attend in an audit spot without charge at any DKC sponsored workshop or seminar as long as the audit spots are unlimited. Preregistration is required.

Instructors or assistants who attend an educational program after completing a class session not sponsored by the Club will be reimbursed in the amount of \$250 during the Club year.

A member who volunteers sporadically as a relief instructor on a temporary basis is covered under the Volunteer Benefits Policy.

Reimbursement of CGC, ATT, Farm Dog, or other AKC renewable certification will be made to a Member upon completion of a class session and/or holding a test at DKC without expectation of payment. Reimbursement of class requirements to teach an AKC program, i.e. FITDog, will be made to a Member upon teaching a class session following AKC certification or approval. The reimbursement Form is attached and considered part of this policy. This form must be completed and submitted to Treasurer for reimbursement.

The Group Leader or Class Coordinator is responsible for issuing the vouchers to instructors. Vouchers may be distributed in person, electronically or via USPS.

<b>DURHAM KENNEL CLUB INSTRUCTOR VOUCHER</b>	
<b>Voucher issued to _____ and redeemable for a DKC class session or may be redeemed in the amount of \$50 for a seminar, workshop or event entry sponsored by DKC</b>	
<b>Non-transferrable</b>	
<b>Expires "date"</b>	<b>Issued by _____ (Group Leader or Class Coordinator)</b>

**DURHAM KENNEL CLUB  
REIMBURSEMENT FOR AKC CERTIFICATION RENEWAL**

DKC MEMBER NAME/ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TYPE OF AKC CERTIFICATION(S) \_\_\_\_\_

CERTIFICATION NUMBER, if any \_\_\_\_\_

CLASS(es) TAUGHT OR TEST HELD (date) \_\_\_\_\_

\_\_\_\_\_

Signature/Date \_\_\_\_\_

\*\*\*\*\*

**DURHAM KENNEL CLUB  
REIMBURSEMENT FOR SEMINAR ATTENDANCE**

DKC MEMBER NAME/ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SEMINAR ATTENDED \_\_\_\_\_,

please attach seminar registration and proof of payment

DKC CLASS SESSION(S) TAUGHT \_\_\_\_\_

\_\_\_\_\_

Signature/Date \_\_\_\_\_





# DURHAM KENNEL CLUB, INC.

## INSTRUCTOR PROCESS and RESPONSIBILITIES

**PURPOSE:** This policy defines the process to teach classes for the Club

**REFERENCES:** Instructor Manual ([link](#))  
Volunteer Benefit Policy ([link](#))  
Instructor Continuing Education Policy ([link](#))  
DKC ByLaws ([link](#))

### DEFINITIONS:

- ◆ Instructor: Any member or associate member who teaches a DKC sponsored class on or off site.
- ◆ Assistant: Any member or associate member who assists in the teaching of a DKC sponsored class on or off site.
- ◆ Session: Groups of classes held over a designated length of time. Basic Sessions are six weeks, special classes are three or four weeks.
- ◆ Class: a single occurrence.

All instructors should consider themselves ambassadors of Durham Kennel Club when interacting with DKC members and the canine community.

Any member or associate member wishing to become a new instructor and teach a class at Durham Kennel Club will complete the Instructor Application ([link](#)) and return to the appropriate Group Leader. New instructors will submit a syllabus for the class they plan to teach which would include a brief description of the learning activities for the class session.

### Instructor Requirements:

- ◆ An Instructor teaching for a competitive event, must have obtained a title or appropriate certification at the level being taught
- ◆ An instructor teaching a non-competitive class, i.e. puppy, companion, etc. the individual must have dog experience that would support their knowledge.
- ◆ An instructor teaching specialty classes, i.e. run-thrus, attention, heeling, FITDog, CGC, etc. must would require certificate or dog experience in area being taught.

### Assistant Requirements:

- ◆ An Assistant must be able to work in tandem with the class instructor following the instructor's lesson plan.
- ◆ Comfortable working one-on-one with class participants.
- ◆ If comfortable, could take over teaching the class if the instructor is unable.

### Instructor Responsibilities

Instructors are responsible for the DKC building, equipment, and property during class times. Report broken or missing equipment to the appropriate Group Leader as soon as possible.

Instructors have the ability to postpone classes due to conflicts or illness. The instructor must make every effort to reschedule a class due to their absence, weather, etc. A refund will only be issued if the class cannot be rescheduled.

Send welcome message (email, phone) to class participants prior to the start of the session with instructor contact information and any specialty equipment or resources needed for the class, including notification that no refund will be issued to a participant after the completion of the second class of a session.

Maintain a safe training environment during class times. Instructors may remove from class any dog or handler who continually disrupts or poses a threat to participants or dogs. The instructor must complete a Disruptive Dog Incident Report ([link](#)) including statements from witnesses. A refund may be issued at the discretion of the instructor and Group Leader.

All dogs not in a ring working must be on leash or in a crate. No dog is to be left unattended in a sit or down stay.

Attend instructor meetings as scheduled by the Group Leader prior to each class session, or at least bi-annually. To ensure program integrity, Group Leaders or members of the Obedience Committee may make drop-in visits to classes.

Make certain that all participants in class have the appropriate DKC Health Certificate with current state-mandated Rabies vaccination prior to start of session. On-line class registration will include the requirement to provide the date of last rabies vaccination and the ability to upload a current Rabies vaccination certification or veterinary receipt showing inoculations. Rabies certificate or veterinary receipt may be brought to class on first class meeting. Participants in drop-in classes must have proof of current rabies vaccination with them.

Instructors, assistants, and/or those providing a dog for demonstration purposes are subject to the same rabies vaccination requirement.



# DURHAM KENNEL CLUB, INC.

## INSTRUCTOR APPLICATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

What class(es) are you applying to teach? \_\_\_\_\_ or  
In What class(es) would you like mentoring to be able to instruct? \_\_\_\_\_

Have you ever been a DKC Instructor? Yes/No \_\_\_\_\_ Assistant? Yes/No \_\_\_\_\_

What classes have you taught? \_\_\_\_\_

What classes have you assisted? \_\_\_\_\_

Have you taught classes somewhere else? Yes/No \_\_\_\_\_ Assistant? Yes/No \_\_\_\_\_

Where? \_\_\_\_\_

What classes \_\_\_\_\_

### Dog Experience:

How long have you been training/showing? \_\_\_\_\_

What breeds have you owned? \_\_\_\_\_

Breeds of dogs trained? (Please note if titles were Owner Handled)

Agility \_\_\_\_\_ Titles earned \_\_\_\_\_

Obedience \_\_\_\_\_ Titles earned \_\_\_\_\_

Rally \_\_\_\_\_ Titles earned \_\_\_\_\_

Conformation \_\_\_\_\_ Titles earned \_\_\_\_\_

Scent Work \_\_\_\_\_ Titles earned \_\_\_\_\_

Tracking \_\_\_\_\_ Titles earned \_\_\_\_\_

Herding \_\_\_\_\_ Titles earned \_\_\_\_\_

Hunt Tests \_\_\_\_\_ Titles earned \_\_\_\_\_

Seminars Attended/When? \_\_\_\_\_

\_\_\_\_\_

Special Knowledge/Certifications/Dog Experience/References (please use back, if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **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.



# 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.



## DURHAM KENNEL CLUB, INC. Show/Trial/Test Chair Responsibilities

**PURPOSE:** This policy defines the responsibility of a Show/Trial/Test Chair.

**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.
- ◇ Show/Trial/Test Chair: Volunteer position with total responsibility and accountability for an event.

The Show/Trial/Test Chair has the overall responsibility for proper planning, coordinating, and reporting the results of the Trial with the knowledge of AKC *Rules Applying to Dog Shows*, the AKC *Obedience/Rally Trial Manual*, *Dealing with Misconduct*, the appropriate current Rally or Obedience Regulations and a copy of the Emergence and Disaster Plan. The list below summarizes responsibilities; each Chair must be familiar with all aspects of the Event per the appropriate published AKC Show/Trial Manual. All event expenses must be approved by the Chair. Unapproved expenses will not be reimbursed.

### SIX MONTHS TO ONE YEAR BEFORE THE EVENT

- \* Obtain AKC approval for event. For corresponding date events, approval can be requested and fees paid on the AKC Online Event Management System. For new events, application must be completed and sent to AKC for approval (Board approval required)
- \* Hire Judge and send contract for signature. Panel is required to be received by AKC no less than 18 weeks prior to the event.
- \* Obtain/Hire Trial Secretary/Superintendent. Sign contract if a non-DKC member.
- \* Obtain Trial/Show Committee
- \* Inventory and Order Ribbons/Rosettes, in necessary

### THREE MONTHS PRIOR TO THE EVENT

- \* Review and finalize the premium list
- \* Coordinate with Webmaster for online trial entries
- \* Post premium on AKC website through the Online Event Management System and have DKC webmaster post to DKC website

### WEEKS BEFORE THE EVENT

- \* Coordinate with Trial Committee regarding stewards, hospitality, judge's hotel, judge's transportation, and building cleaning schedule

### DAY BEFORE THE EVENT

- \* Coordinate setup of building for rings, ring tables, hospitality, crating, and ribbons.

### DAY OF THE EVENT

- \* Arrive two hours before the start of judging
- \* Have access to all required AKC publications for the event
- \* Introduce judge and welcome exhibitors
- \* National Anthem
- \* Ensure that all stewards are available, and hospitality is set.
- \* Settle all issues that arise throughout the event
- \* Review Judge's bill and authorize payment.

### AFTER THE EVENT

- \* Ensure all equipment and gating is put away and grounds are in good order
- \* Ensure that all documents are sent to AKC within seven days of the event.



## DURHAM KENNEL CLUB, INC.

### Show/Trial/Test Secretary Responsibilities

**PURPOSE:** This policy defines the responsibility of a Show/Trial/Test Secretary

**REFERENCES:** Appropriate AKC Trial or Show Manual.

**DEFINITIONS:**

- ◇ Event: Any show, match, trial, social, or club activity sponsored by DKC and held on or off site.
- ◇ Show/Trial/Test Chair: Volunteer position with total responsibility and accountability for an event.
- ◇ Show/Trial/Test Secretary: Volunteer position and part of the Trial Committee responsible to the Trial Chair DKC does not pay its members for services to the club.

The Show/Trial/Test Secretary has the responsibility for preparing the premium, accepting entries, preparing the judging program, armbands, catalog and judges' book and submission of the results after the event. The Secretary needs to be familiar with *AKC Rules Applying to Dog Shows*, the *AKC Obedience/Rally Trial Manual*, *Dealing with Misconduct*, the appropriate current AKC Regulations and the Emergency and Disaster Plan. The list below summarizes responsibilities;. Purchase of materials and/or resources needed to complete responsibility will be reimbursed. All other Event expenses must be approved by the Chair.

**THREE MONTHS PRIOR TO THE EVENT**

- \* Meet with Trial Chair/Committee to determine method of entries: Random Draw or First Received
- \* Prepare the premium list and send to Chair for review and approval.
- \* Final premium must be published no less than 72 hours prior to the acceptance of entries. .
- \* Ensure that trial software is up-to-date and ready to accept entries

**WHEN ENTRIES OPEN AND PRIOR TO CLOSING DATE**

- \* Take entries for event by USPS, online, or methods published in premium.
- \* Enter entries into software system and send entry confirmations to exhibitors.
- \* Notify any exhibitor who has been placed on the waitlist.
- \* Move exhibitors from waitlist into the trial if/when space available.

**AFTER CLOSING OF THE EVENT**

- \* Prepare and send judging schedule to exhibitors, and judge.
- \* Prepare all necessary trial documents
  - \* Judge's Books
  - \* Armbands
  - \* Run Order Boards
  - \* Catalog

**DAY OF THE EVENT**

- \* Arrive one hour before the start of judging,
- \* Have access to all required AKC publications for the event
- \* Enter all trial results into software, post class results
- \* Identify the overall trial winners, i.e. High in Trial, High Combined, High Triple Combined, etc.
- \* Modify documents based on move-ups in accordance with AKC Policy.
- \* Provide all tear sheets to the judge. Determine if they would like a marked catalog hard copy or electronically.

**AFTER THE EVENT**

- \* Ensure that all documents are sent to AKC within seven days of the event either USPS Priority Mail or scanned and sent electronically.
  - \* Marked Catalog, Judge's Books, AKC Trial Report.
  - \* The AKC report requires payment. Credit Card information may be obtained from the DKC Treasurer. Payment is for number of entries at closing. Fillable form can be found on the AKC website—Downloadable Forms.