

SCHEDULE 8

SCHEDULE OF DOCUMENTS AND RETURNS TO BE SENT TO THE SECRETARY

(Effective 01.04.2020)

For the guidance of Club Secretaries and other persons, notification is given that those documents specified in the first column shall be sent to the Secretary within the time limitation specified in the second column, namely:

1.	<u>CLUB AFFAIRS</u>	<u>LATEST TIME REQUIRED</u>
1.2	Annual Affiliation Fees in terms of Schedule 7	On or before 1 September
1.3	Minutes of every Annual General Meeting and Special General Meeting and attendance register	Within 30 days of the meeting
1.4	A signed copy of the annual audited accounts of income and expenditure and Balance Sheet	Once in each calendar year (Usually with AGM Minutes)
2.	<u>CHAMPIONSHIP SHOWS</u>	<u>LATEST TIME REQUIRED</u>
2.1	Application for Championship Show	6 months before Show Date
2.2	Draft Championship Show Schedule for approval	6 months before Show Date
2.3	Championship Show Licence Fee as per Schedule 7	6 months before Show Date
2.4	Application for approval of Championship Show Judges resident abroad	6 months before Show Date
2.5	Signed contracts from all proposed Championship Show Judges	6 months before Show Date
2.6	Approved Championship Show Schedule	24 hours after issue to public
2.7	Return of Championship Show Entries and Entry Fees in terms of Schedule 7	15 working days after completion of Show
2.8	Official Show Catalogue containing all entries and awards	15 working days after completion of Show
2.9	Any Show Entry Form, Judges Sheets/Books	When called upon by the Secretary subject to time retention not exceeding 12 months from date of Show.
3.	<u>QUALIFYING SHOWS</u>	<u>WHEN REQUIRED</u>
3.1	Application for Qualifying Show Licence	6 months before Show date
3.2	Qualifying Show Licence fee in terms of Schedule 7	6 months before Show date
3.3	Qualifying Show Draft Schedule for approval	6 months before Show date
3.4	Application for approval of Show Judges resident abroad	6 months before Show date
3.5	Signed contracts from all proposed Judges	6 months before Show Date
3.6	Approved Qualifying Show Schedule	24 hours after issue to public
3.7	Return of Qualifying Show Entries and Entry Fees	15 working days after completion of Show
3.8	Official Show Catalogue containing all entries and awards	15 working days after completion of Show
3.9	Any Show Entry Form, Judges Sheets/Books	When called upon by the Secretary subject to time retention not exceeding 12 months from date of Show
4.	<u>NON-CHAMPIONSHIP SHOWS</u>	<u>LATEST TIME REQUIRED</u>
4.1	Application for Non-Championship Show Licence, Draft Schedule and signed contracts from proposed Show Judge/s	3 months before Show date
4.2	Non-Championship Show Licence fee as per Schedule 7	3 months before Show date
4.3	Return of Non-Championship Show Judges, giving names and addresses of each Judge and Breeds/Groups/Events and numbers of exhibits judged by each Judge and entry fees for each dog entered as per Schedule 7.	15 working days after completion of Show

5. **PENALTIES**

Any Club which fails to submit a Return in terms of this Schedule 8 shall pay a penalty as specified in Schedule 7 Regulation 16.



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Most recent changes to this Schedule has an effective date of 01.04.2020