

VICTORIAN CANINE ASSOCIATION INC

REG. NO. A0023882W

REGULATIONS, CODES, POLICIES & PROCEDURES

Last update: 14 February 2013

To be read in conjunction with ANKC Regulations, Codes & Policies

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PART 3 REGULATIONS – GENERAL

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- 3.1.1 All parts of the VCA Regulations are to be read in conjunction with the ANKC Regulations, which take precedence.

ANKC Regulations – Part 2 – Judges
ANKC Regulations – Part 3 – Judges Training & Examination Program
ANKC Regulations – Part 5 – Show
ANKC Regulations – Part 6 – The Register and Registration
ANKC Regulations – Part 7 – Trials
ANKC Regulations – Part 8 – Member Bodies & Membership
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ANKC Regulations – Part 10 – National Prefix Register
ANKC Regulations – Part 11 – Earthdog Tests for Small Terriers and Dachshunds
ANKC Regulations – Rules for the conduct of Endurance Tests
ANKC Regulations – Regulations for the Conduct of National Breed Councils

- 3.1.2 ANKC agenda items, proposals, minutes and decisions are to be posted on the VCA website as soon as practicable after receipt from the ANKC.
- 3.1.3 No heading to a Regulation or Sub-Regulation, nor any marginal notes or footnotes in these Regulations, shall be taken to be part of the Regulation.
- 3.1.4 Where the Management Committee makes, amends or repeals a Regulation, the change will have effect from the 15th day of the month in which the change is published.

3.2 DEFINITIONS

AIDS AND ABETS - the act of knowingly assisting, advising or obtaining another person or persons to participate in or be a party to the commission of a breach of the Rules, Regulations, Codes of Ethics or Practice of the VCA.

ASSEMBLY STEWARD - A Fixture official who calls exhibits to a designated assembly area in preparation for the judging of classes.

ASSOCIATE DOG - means a neutered dog or bitch that is not a separate breed recognised by the ANKC or a neutered dog or bitch that is not eligible to be registered in the main or limited register for any reason.

ASSOCIATE REGISTER - means a separate register kept by the VCA for the purpose of recording unregistered pure bred and mixed breed dogs defined as "Associate Dogs" for the purpose of competition in disciplines other than Conformation.

BILLETED – means to provide accommodation for a Judge at the request of, or with the permission of, the host club.

CANINE CONTROLLING BODY - means any body recognised as such by Management Committee.

CENTRAL REGISTER - means the central register of prefixes kept by the ANKC.

CHALLENGE CERTIFICATES - are certificates offered only at Championship Shows which provide points towards the title of Australian Champion. The points are calculated in accordance with ANKC determination. Subject to the provisions of these regulations one shall be available for competition by each sex of each breed exhibited at each Championship Show conducted by an Affiliate of the VCA

CHAMPION - Refer ANKC Regulations Part 5 Section 7.7.

CHAMPIONSHIP SHOW - is an exhibition of registered dogs at which Challenge Certificates and prize cards are awarded and money prizes can be awarded.

COMMERCIAL SELLING - is where a person is making all or part of their regular income from selling.

COMPLAINT - an allegation which if proven would constitute a breach of Rules, Regulations, Codes of Ethics or Codes of Practice of the VCA.

CONFORMATION SHOW - means a Show that is either an All Breeds Show, Championship Show, General Show, Open Show, Parade, Competition, Sanctioned Show or Specialist Show.

CONSPIRACY - consists of the agreement of two or more persons to do an unlawful act or a lawful act by unlawful means. In this case it would apply to any case in which two or more persons - one being a suspended or disqualified member - planned together and agreed to commit an act which would constitute a breach of the Rules, Regulations or Codes of the VCA.

CRYPTORCHID - is a dog which has one or no testicles descended into the scrotum.

DATE OF BIRTH - in relation to a dog means the actual date of birth of a dog provided that where puppies born of the same parturition are whelped on different days, the birth date of the whole litter shall be taken as the day on when the first puppy is whelped.

DEVELOPMENT REGISTER - means a separate register kept by the VCA for the purpose of recording a pure breed of dog undergoing a specific development process or for any other purpose considered appropriate by the Management Committee or other Registers as required.

DOG - includes bitch where the context reasonably permits.

DOG MATCH - is an exhibition of two or more breeds or a combination of a breed or a number of breeds of dogs competing as a team, or breed or team against the other and in which the winning team is assessed by points allotted or by elimination of the losers.

DOUBLE HANDLING - means any person other than the handler or Judge who, whilst exhibits are being judged, attracts or attempts the attraction of exhibits by verbalising or making signals or using any device.

E-MAIL - is electronic computer records or messages created, sent, transmitted, forwarded, replied to, stored, held, copied, downloaded, displayed, viewed, read or printed by any or several E-mail systems, such as Mmail, Internet E-mail and the like.

FILE - means a document, or documents; a computer file or files including computer file back-up disk or disks; written material of any sort including notes whether hand-written, typed or photocopied; audio tapes; film, whether cine film, video film or still photographs. BUT NOT including the Minutes or records of Annual General Meetings or Special General Meetings of the VCA, the Management Committee or other Committee's or Sub-Committee's notes or records that are available for perusal by the general membership, or material that is for general distribution.

FIXTURE – competition or activity sanctioned by DOGS Victoria.

GRAND CHAMPION – Refer ANKC Regulations Part 5 Section 79.

IMPORTED - in relation to a dog means a dog that has been born outside the three mile limit of Australia, and whose sire and dam are not registered in the Register(s) or in any register(s) kept within Australia but is otherwise eligible under the Regulations for registration in the Register(s).

IMPORTED DOG - is one that has been imported into Australia. Dogs whelped on route from overseas shall be deemed to be imported eg. (Imp U.K.), (Imp NZ), (Imp U.S.A.) etc.

(15/02/12) INTERNATIONAL CHAMPION – Refer ANKC Regulations Part 5 Section 7.11.

JUDGING RING - means the area set aside and marked for the purpose of examining exhibits which includes the assembly area where such is marked or designated.

JUDGING TIMES – means the time at which the assessment of the first dog commences.

LIMITED REGISTER - means the canine register kept by the VCA for the purpose of recording dogs of a breed recognised by the ANKC and the VCA with restrictions as to Exhibition and breeding as detailed in the Regulations.

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- LITTER - in relation to a dog means all the living progeny eligible for registration in the Register(s).
- (15/11/11) MAIN REGISTER - means the canine register kept by the VCA for the purpose of recording dogs of a breed recognised by the ANKC and the VCA as eligible for Exhibition and breeding, and admitted to registration in accordance with these Regulations and the VCA Constitution and Rules. A list of Breeds recognised by the ANKC and the VCA is published on the ANKC website.
- MEMBERS COMPETITIONS - are competitions restricted to entries lodged by a member of the Affiliate.
- MISCONDUCT - means any act or behaviour which is deemed to be contrary to the Rules, Regulations, Codes and/or the Objective and Statement of Purpose of the Victorian Canine Association Inc. or of the Australian National Kennel Council.
- MONORCHID - common term for unilateral cryptorchid.
- NAME - in relation to a dog registered in the Register(s) means the prefix, the registered number and the word or letters assigned to the dog upon registration.
- OPEN SHOW - is an exhibition of registered dogs at which Challenge Certificates are not awarded.
- ORDINARY CLASS - means ANKC General Classes, ANKC Regulations Part 5, Section 1, 1.1.1-1.1.11 inclusive.
- PARADE - is an exhibition of registered dogs at which Prize Money is not awarded in breed classes, Champions cannot compete and Challenge Certificates are not awarded.
- PERVERT - to turn from truth or proper purpose; to corrupt; to misinterpret; or to misapply the Rules, Regulations and/or Codes of the VCA.
- PREJUDICIAL CONDUCT – means any conduct or breach of Rules, Regulations or Codes that is” prejudicial to the objectives or purposes of the VCA.
- PRIZE - includes any award, whether in the form of a certificate, a card, a ribbon, a rosette, a sash, a monetary payment, a trophy or otherwise.
- PROCURE - to obtain, to cause, effect contrive.
- PROPER RECORDS - means the keeping of accurate details of all dogs owned, leased, including litters bred, names and registered numbers of sire and dam, date whelped and to whom sold or disposed.
- PROPRIETARY INTEREST – means having some legal or equitable interest in an animal on an on-going basis. For the purposes of these Regulations the definition does not include using a Judge’s stud dog or boarding a dog at a Judge’s boarding kennel.
- PUBLISH - means to make publicly or generally known by advertisement, magazine, printed document or electronic means including posting on the VCA website.
- (15/11/11) REGISTERED - in relation to a dog means that it is registered in the Main, Limited or Associate Register, or in any other ANKC or VCA approved register as the case may be.
- (15/11/11) REGISTERED NUMBER - in relation to a dog means the number allocated to it upon its registration in Main, Limited or Associate Register, or in any other ANKC or VCA approved register as the case may be.
- REGISTERED OWNER - in relation to a dog means the person registered with the VCA, or other recognised canine Control, as the owner of such dog.
- RESERVE CHALLENGE CERTIFICATES - are certificates offered only at Championship Shows which may be awarded to the runner-up to a challenge winner, entitling that exhibit to the Challenge Certificate should the Challenge winner become ineligible, except where the Challenge is withheld under the Regulations.
- RING STEWARD - A Fixture official responsible for the management of a judging ring in accordance with regulations and the Judge’s directions.
- SANCTIONED FIXTURES - may be conducted upon approval of VCA by non Affiliates only, for fund raising or Agricultural display promotions.

SAVAGE DOG - means any dog which without provocation attacks, bites or displays excessive aggression to attack or bite a person or another animal shall be deemed to be a savage dog.

SERVICE CERTIFICATE - means a certificate -

- .1 Certifying the date of the service of a registered bitch by a registered dog; and
- .2 Specifying the registered name of such dog; and
- .3 Signed by the registered owner of the Dog.

SHOW MANAGER - The Fixture official responsible for the management of the fixture in accordance with Regulations and the direction of the Fixture Committee.

SPECIAL PRIZE - is a prize of any description offered for competition for other than an ordinary class.

(15/02/12) SUPREME CHAMPION – Refer ANIC Regulations Part 5 Section 7.10.

(15/11/11) SUSPENDED DOG - means a dog whose ANKC or VCA registration has been suspended rendering the dog ineligible to participate in any ANKC and VCA approved activity including, but not limited to, exhibition and breeding.

TETHERED - means secured to a stake, post or other like object by means of a chain, rope or similar restraint.

THE BREEDER of an animal is:

- .1 The owner of its dam at time of whelping or;
- .2 The person to whom its dam is Leased by the owner provided that prior to the whelping that person has lodged with the Chief Executive of the VCA, together with the prescribed fee, a declaration of the lease signed by that person and the owner of the dam on the prescribed VCA documentation.

THE REGISTERS - means the various canine registers kept by the VCA for the purposes of recording dogs admitted to registration in accordance with these Regulations and the VCA Constitution and Rules. Only those breeds recognised by the ANKC and the VCA, from time to time, are eligible for registration on the Main or Limited Registers.

TICKET WRITER - A Fixture official responsible for the marking of official catalogues and the entering of awards on prize certificates.

(15/08/10) WHELPING – means the birth of puppies whether by natural means or by caesarean section or by a combination of natural means and caesarean section.

NOTE: The definitions contained in the Constitution and Rules of the VCA shall also apply to these Regulations; and the word Australia wherever used in these Regulations shall be construed to include all territories and possessions of Australia.

3.3 MEMBERSHIP

3.3.1 A person cannot exhibit, handle or officiate at a VCA approved exhibition, or participate in VCA breeding activities, unless that person is a financial member of the VCA or of an ANKC recognised canine controlling body.

3.3.2 Where a member or new member nominates an address other than residential, the Management Committee shall require the member to state their residential address. Such information may be required by Statutory Declaration.

3.3.3 Junior Membership

3.3.3.1 A person aged 7 years but less than 18 years is eligible to apply for Junior Membership.

3.3.3.2 Subject to the approval of Management Committee and upon payment of the prescribed fee a Junior member shall be entitled to the following privileges:

3.3.3.2.1 the right of access to the VCA's library

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- 3.3.3.2.2 the right to register in the pure breeds register such dogs purchased by them as are eligible for such registration;
 - 3.3.3.2.3 the right to exhibit or handle a dog at approved Exhibitions;
 - 3.3.3.2.4 the right to compete for any prize available for competition by members of the VCA.
 - 3.3.3.3 Subject to the approval of Management Committee and upon payment of the prescribed fee a Junior member shall be entitled to own, register, train, exhibit and handle an associate dog.
 - 3.3.3.4 The privileges of membership of a Junior Membership is conditional upon a parent or guardian of the Junior member being an Ordinary, Dual or Life member and accepting responsibility for the actions of the Junior member.
 - 3.3.4 Junior Handlers Membership
 - 3.3.4.1 A person aged seven (7) years but less than eighteen (18) years who is not a Junior Member is eligible to apply for Junior Handlers Membership.
 - 3.3.4.2 Subject to the approval of Management Committee and upon payment of the prescribed fee a Junior Handlers Member shall be entitled to only handle pure bred and/or de-sexed pure bred dogs in approved Junior Handlers classes, and shall not be entitled to other membership privileges.
 - 3.3.4.4 The privileges of membership of a Junior Handlers membership is conditional upon a parent or guardian of the Junior Handlers member being an Ordinary, Dual or Life member and accepting responsibility for the actions of the Junior Handlers member. (14.02.13)
 - 3.3.5 Companion Membership
 - 3.3.5.1 A person aged 18 years or over may apply for VCA membership as Single or Dual Companion Members
 - 3.3.5.2 A family comprising one or two persons aged 18 years of age and any number of dependents aged 7 but less than 18 years may apply for Family Companion Membership.
 - 3.3.5.3 Companion Members are subject to the Constitution, Rules, Regulations and Codes of the VCA Inc, and are limited to the following privileges:
 - 3.3.5.2.1 To transfer a VCA registered dog to their name, other than a Main Register dog;
 - 3.3.5.2.2 To access the VCA Library;
 - 3.3.5.2.3 To access a VCA affiliated club for dog training and activities, subject to that club's rules;
 - 3.3.5.2.4 To receive the VCA Gazette or other VCA publication, upon payment of the appropriate fee.
 - (15/11/11) 3.3.5.2.5 To handle at any VCA activity other than Shows.
 - 3.3.6 Date of Membership

Membership shall take effect when the applicable membership fee has been credited to Dogs Victoria and the application for membership has been approved by the Management Committee or the Chief Executive as the case may be.
 - 3.3.7 Eligibility to Vote at the AGM

(15/11/11) Every ordinary and dual member who were financial members of the Victorian Canine Association Inc for at least the three months preceding the annual general meeting and are currently financial members shall be entitled to vote at the annual general meeting.
 - 3.3.8 Non VCA Exhibitors
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Exhibitors who are members of another ANKC Member Body are to comply with the Constitution, Rules, Regulations, policies and procedures of Dogs Victoria whilst participating in any Dogs Victoria approved activity.

3.3.9 Reserved (15/12/11)

3.3.10 Digital Signatures

(15/11/11) Unless Management Committee determines otherwise, digital signatures are acceptable for VCA documentation except for:

- 3.3.10.1 Membership application forms;
- 3.3.10.2 Transfer of ownership of ANKC registered dogs;
- 3.3.10.3 Declarations, statements and complaint forms;
- 3.3.10.4 Contracts involving Syndicated Dog, or where the contracts require the application of original signatures.

3.4 AFFILIATED BODIES

3.4.1 Eligibility for Affiliation

- 3.4.1.1 Any incorporated body may apply for affiliation with the VCA.
- 3.4.1.2 Reserved.
- 3.4.1.3 Any incorporated body desirous of providing services to canine activities, other than the holding of exhibitions, may apply to the VCA for "Associate Affiliation" which if approved will entitle such body to any privileges and benefits which are approved by the VCA from time to time.
- 3.4.1.4 Associate Affiliation will be granted subject to such terms and conditions as decided by Management Committee at the time which may or may not include the other provisions relating to Affiliates under these Regulations.
- 3.4.1.5 Except for Clubs affiliated prior to 1st July 1996 a Breed or variety of a breed can only be represented by one affiliated Breed Club. Affiliation of a Breed Club is on the understanding that the Breed Club will be responsible for the promotion and welfare of the breed within the State. In particular but not exclusively the Breed Club is to:
 - 3.4.1.5.1 promote and encourage the responsible breeding of pure breed dogs in accordance with the VCA Codes of Ethics and Practices;
 - 3.4.1.5.2 promote and raise the standard and exhibition of pure breed dogs;
 - 3.4.1.5.3 promote the holding of Exhibitions under the VCA Rules and Regulations and to promote and conduct training of dogs;
 - 3.4.1.5.4 foster, promote and protect the interest of exhibition of dogs at exhibitions;
 - 3.4.1.5.5 collect, verify and publish information relating to dogs and the breeding and exhibition of dogs;
 - 3.4.1.5.6 educate and encourage members, breeders and judges to abide by the requirements and standards approved by the VCA for the conduct of Exhibitions;
 - 3.4.1.5.7 promote good fellowship and fair play amongst members and those participating in VCA activities;
 - 3.4.1.5.8 hold functions and lectures relating to dogs;
 - 3.4.1.5.9 initiate measures to ensure improvement of quality and the continued health and well being of pure bred dogs.

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- 3.4.1.5.10 promote and encourage responsibility amongst breeders in all matters relating to their activities as breeders and the provision of pure breed dogs.
- 3.4.1.6 Affiliates are required to adopt and maintain sound club management practices. The minimum standard required is contained in the VCA Club Management Guidelines.
- 3.4.1.7 Management Committee may appoint a person or persons to monitor an Affiliate's management and to offer assistance, and such assistance may include attending meetings of the Affiliate.
- 3.4.2 Affiliation
- 3.4.2.1 New affiliation applications shall be made in writing to the Chief Executive of the VCA and must include:
- 3.4.2.1.1 a statement of the reasons for the application;
- 3.4.2.1.2 the current affiliation fee and insurance levy for members of the affiliate who are not members of the VCA;
- 3.4.2.1.3 a copy of the Constitution or Rules and any Regulations and/or By-Laws of the body.
- 3.4.2.1.4 an undertaking by the Committee of the body that the body and its office bearers will be bound, upon affiliation, by the Constitution, Rules, Regulations, Codes and directives of the VCA.
- 3.4.2.1.5 a copy of the Certificate of Registration as an incorporated body.
- 3.4.2.2 ^(15/11/11)
- 3.4.2.2.1 The application for affiliation shall be referred to the Constitution Rules and Regulations Committee for vetting against the Constitution, Rules, Regulations and Codes of the VCA and the ANKC.
- 3.4.2.2.2 The application for affiliation shall be referred to the committee of the applicable discipline(s) for a recommendation to Management Committee.
- 3.4.2.2.3 Affiliations granted by the VCA are for the residual part of the current year unless specified otherwise in the approval.
- 3.4.2.3 Renewal of Affiliation
For continuity of affiliation, applications for renewal with the prescribed affiliation fee and insurance levy for members of the affiliate who are not members of the VCA, are to be lodged with the VCA within thirty (30) days of the due date. Applications and/or fees/levies lodged after that thirty days, if approved, may incur a financial penalty.
- 3.4.3 Obligations of an Affiliate
- 3.4.3.1 Each affiliated body shall appoint an independent person to conduct an annual audit of accounts of the Affiliate. A person shall not be appointed to act as Auditor of the Club if that person is an Office Bearer or an ordinary member of the Committee or an employee of the Club or any person with a perceived conflict of interest. Such Auditor to be a person with accountancy knowledge and their qualifications to be included in the Auditor's Report.
- 3.4.3.2 Within one month following the Annual General Meeting of any affiliated body, that body shall forward to the Chief Executive of the VCA copies of the audited balance sheet and receipts and expenditure statement for the year under review with the independent auditor's statement certifying that the statement reflects a true account of the financial activities of the Club.
- 3.4.3.3 In addition to the above, the financial statements shall be accompanied by a statement signed by the President, Secretary and Treasurer of the affiliated body certifying they have examined the Auditors Report, and certifying that the club's incorporation has been renewed and is financially current.
- 3.4.3.4 All office bearers of Affiliates must be Ordinary, Dual or Life Members of the VCA Inc. A successful nominee for an office bearer position must, if not a VCA member, apply for VCA membership within 14 days of becoming an office bearer. All Committee members of Affiliates

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- must be resident in Victoria unless Management approves otherwise. Changes to Office Bearers and Committee must be notified to the VCA within fourteen (14) days of such changes.
- 3.4.3.5 Where an Affiliate amends its Constitution or Rules in accordance with the Associations Incorporation Act, and submits the amendments to the Department of Justice for approval, the Affiliate is to forward a copy of the revised Constitution or Rules to the VCA within fourteen days of such approval.
- 3.4.3.6 The Constitution, Rules, Regulations, Codes and Policies of the VCA shall prevail over those of any Affiliate.
- 3.4.3.7 An Affiliate shall not deal with a complaint, report or other matter which has been or is being dealt with by the VCA, without consultation with the VCA.
- 3.4.3.8 Affiliates are to comply with the following for the retention of books, documents and securities:
- 3.4.3.8.1 Minute Books : Permanent
 - 3.4.3.8.2 Association Incorporation Act 1981 Section 30 (3) Statements (attached to Annual General Meeting Minutes) : Permanent
 - 3.4.3.8.3 Securities : Permanent
 - 3.4.3.8.4 Financial records (bank statements; receipt books; cheque butts etc.) : 5 yrs minimum
 - 3.4.3.8.5 Correspondence : 5 yrs minimum
 - 3.4.3.8.6 Other : As determined by Club Rules
- 3.4.3.9 Where a change in Office Bearer or Committee Member occurs, the outgoing Office Bearer or Committee Member is to return all Club monies and property, books, documents and securities as described in Regulation 3.4.3.8 to the Committee within 14 days.
- 3.4.3.10 Show Passes
- A dog exhibitor who has already paid an entry fee or fees to the dog section of a show shall not be required to pay a gate admission into the fixture. Exhibitors will be supplied with passes on the following scale:
- one pass for one or two exhibits;
 - two passes for three or four exhibits;
 - three passes for five or six exhibits;
 - four passes for seven or more exhibits.
- 3.4.3.11 Vehicle Admission
- Where facilities allow for admission of vehicles to the exhibition ground, a ground usage fee may be charged. The fee must be payable with entries, and must not exceed the fee payable at KCC Park.
- 3.4.3.12 An Affiliate's affiliation shall be suspended in the event that there is owing by the Affiliate to the VCA any monies and such monies have been outstanding for more than 60 days provided that the suspension shall cease upon payment of the outstanding monies.
- 3.4.4 Dishonoured Cheques
- 3.4.4.1 Where an Affiliate receives advice from its Bankers that a cheque for payment of entry fees has been dishonoured, the Affiliate is to:
- 3.4.4.1.1 write to the exhibitor quoting the advice from the Bank and requiring payment of the outstanding amount plus any bank charges by money order or bank cheque or cash within 14 days; and.
 - 3.4.4.1.2 notify the VCA Office if payment is not received within fourteen days.
- 3.4.4.2 Affiliates are to bank cheques promptly so that early advice from the Bank will enable exhibit numbers to be withheld pending cash payment of the fees.
- 3.4.5 Cancellation or Suspension of Affiliation

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- 3.4.5.1 Management Committee of the VCA may, at any time, cancel or suspend the affiliation of any affiliated body, in which case, no refund of affiliation fee or any part thereof shall be made.
- 3.4.5.2 Where a Club, affiliated with the VCA Inc., is the subject of a disciplinary action by the VCA Inc. the Club should, upon completion of the matter, close the file and deposit it with the Chief Executive of the VCA Inc. for security. No other record of the matter, except minutes of the meetings of the Club, should be retained by the Club.
- 3.4.6 Club Magazines and Newsletters
- A copy of Club Newsletters or Magazines must be forwarded to the VCA Office. Secretaries are to ensure that the VCA Office is included in the mailing list, so that a copy of their publication is forwarded regularly.
- 3.4.7 Perpetual Trophies
- Where Affiliates award perpetual trophies, the Affiliate is to make provisions within its Rules for the award and control of such trophies.
- 3.4.8 Winding up of an Affiliate
- In the event of an affiliated Club being wound up, all records relating to that Club shall be lodged with the Chief Executive of the VCA Inc.
- 3.4.9 VCA Application Forms
- Applications to the VCA for:
- 3.4.9.1 membership and renewal of membership;
 - 3.4.9.2 an Affiliate to be approved to conduct Conformation, Obedience, Tracking, Retrieving and Field, Agility, Endurance Exhibitions and the like;
 - 3.4.9.3 registration, de registration and transfer of a kennel prefix;
 - 3.4.9.4 to become approved or licensed as a Judge;
 - 3.4.9.5 permission to conduct an exhibition;
 - 3.4.9.6 registration as a Junior Handler;
 - 3.4.9.7 registration or de registration of a litter of puppies and of individual dogs incorporating the service declaration;
 - 3.4.9.8 registration on the Associate or Sporting Register, or other Register;
 - 3.4.9.9 transfer or lease of a dog;
 - 3.4.9.10 the affiliation of a club or other body;
 - 3.4.9.11 the allocation of dates for the purpose of conducting an Exhibition;
 - 3.4.9.12 the approval to conduct a sanctioned event;
 - 3.4.9.13 the granting of any ANKC title;
 - 3.4.9.14 any other matter for which application is to be made pursuant to the Constitution, Rules, or Regulations of the VCA or directions of the Management Committee;
- shall be made in the form prescribed by the VCA for that purpose from time to time and be;
completed in full, in block capitals, in ink; and
accompanied by the prescribed fee and by such other information and documents as may be required by the Constitution, Rules, Regulations or directions of the Management Committee;
and
lodged with the VCA office.
- 3.4.10 Lost ANKC/VCA Forms.

Where any document issued under the authority of the VCA is lost stolen or destroyed, any member requesting replacement of the document may be required to provide a Statutory Declaration evidencing the loss theft or destruction and may be charged a fee for the replacement as the VCA sees fit from time to time.

- 3.4.11 (15/08/10) Where any contractual arrangements conflict with VCA Rules, Regulations, Codes or Policies, then the VCA Rules, Regulations, Codes or Policies shall prevail.
- 3.4.12 (15/11/11) The Schedule for all State fixtures conducted under the auspices of the VCA are to be published in the VCA magazine. Draft Schedules and Judges Contracts must be submitted to the VCA Office for approval at least five months prior to the 1st of the month in which the fixture is being held.
- 3.4.13 (15/02/12) Show schedules shall contain the address to which the entries are to be sent and the telephone number of the club or show secretary. For conformation shows, entries shall not be accepted by a person residing at the same address or using the same postal address as an appointed judge for the relevant fixture.

3.5 FIXTURES

3.5.1 An affiliated body shall:

- 3.5.1.1 not hold or conduct any exhibition, without approval from Management Committee.
- 3.5.1.2 not cancel or postpone an approved exhibition without prior approval of the Management Committee.

3.5.2 Dog Collars

The use of dog collars incorporating protrusions designed to puncture or bruise the dog's skin, or electronic collars designed to deliver an electric shock to the dog is prohibited.

3.5.3 Applications to hold Exhibitions

- 3.5.3.1 (15/11/11) Any affiliated body that wishes to change the date that has been allocated for the holding of a Championship Show, Open Show, Parade or Trial, shall make application for the change. No application will be considered within six (6) months of the scheduled date of such fixture.

3.5.3.2 Management Committee may impose a penalty not exceeding \$50.00 on any Affiliate which lodges an application for an exhibition after the closing date as referred to above.

3.5.4 Handling of Complaints at Fixtures

Where a complaint arises from an incident at a VCA approved exhibition, a complainant is to direct their complaint in the first instance to the Show Secretary.

3.5.5 Marked Catalogue and Levy to VCA Office

Within ten (10) days from date of fixture, a copy of the catalogue marked with all the awards including those for special prizes, the emergency awards and the absentees must be sent to the VCA Office and accompanied by a cheque for the levy. A penalty may be applied to the Affiliate for non-compliance.

3.5.6 Dog Incidents

- (15/03/12) These Dog Incident Regulations govern the management of Dog Incidents at fixtures and members and club officials are to be fully conversant with them. Attached to Part 3 of the Regulations is a Dog Incident Checklist and Report form, which must be lodged together with reports and statements in the event that an enquiry is conducted into a Dog Incident.

The Levels of Disruptive or Aggressive behaviour that comprise a Dog Incident are:

- Level 1** Unruly behaviour not affecting the performance of another dog or handler.
- Level 2** Unruly behaviour that significantly affects the performance of another dog or handler.
- Level 3** Threatening or intimidating behaviour [not aggression] towards another dog or handler.
- Level 4** Aggression towards another dog.

Level 5 Aggression towards a person.

- 3.5.6.1 It is the obligation of each owner, exhibitor and handler at a VCA approved activity to take all such steps as may be necessary to ensure that any dog under that person's care or control or for which that person is responsible does not behave in an unruly, disruptive or aggressive manner. Where a dog is dismissed from the ring for unruly or disruptive behaviour or aggression and is the subject of a Dog Incident Report, the owner, exhibitor, handler or person responsible for the dog as the case may be, is to immediately secure the dog and is to remain at the venue until otherwise advised by the Committee.
- 3.5.6.2 It is the obligation of any person at an activity who observes a dog behaving in an unruly, disruptive or aggressive manner to report the incident either orally or in writing to a member of the Committee as soon as possible after the incident.
- 3.5.6.3 The official to whom an alleged incident involving unruly, disruptive or aggressive behaviour by a dog is first reported is to immediately instruct the owner/handler of the dog to secure the dog and remain at the venue until the Committee has inquired into the incident. The Committee shall meet as soon as practicable on the day to consider the matter in accordance with the procedures for dealing with Dog Incidents.
- 3.5.6.4 If the Committee is satisfied that the incident comprised or included the dog behaving in an unruly, disruptive or aggressive manner, the Committee may officially warn or suspend the dog.
- 3.5.6.5 Any suspension applied to a dog by a Committee shall apply to Dogs Victoria activities and the activities of all other ANKC Member Bodies. Any suspension applied to a dog by another ANKC Member Body shall be upheld by Dogs Victoria.

3.5.7 Disqualifications

A dog may be disqualified from competition or exhibition and/or the exhibitor from retaining any prizes awarded in connection with it at a Show, or other exhibition concerned, where the dog has been exhibited in contravention of Rules or Regulations.

3.5.8 Fun Days

Any function or event held by an Affiliate other than official Shows or competitions no recognition of awards or subsequent use of any such awards will be permitted, without prior VCA approval.

3.5.9 VCA Reps

- 3.5.9.1 All Clubs must engage a VCA Representative for all Exhibitions with the exception of Members Competitions and Dog Matches, from the published list of accredited members, and publish the name of the representative in the show catalogue.

Where two or more clubs share a venue on the same day, the appointed co-ordinating Secretary may in consultation with the other Clubs engage a VCA Representative for the day, and advise the other Clubs accordingly. Alternatively, a Club may engage its own Representative.

- 3.5.9.2 A Judge or Show Official on the day cannot be the VCA Representative. Where an incident arises and there is a conflict or perceived conflict of interest with the appointed VCA Representative, the affiliate shall appoint an alternative VCA Representative to deal with that incident.

- 3.5.9.3 The VCA Representative is appointed to attend, observe and report to the Management Committee on the general administration and conduct of the Committee conducting the exhibition and to report on any incident which occurs at the fixture, which in their opinion should be brought to the notice of the VCA Management Committee.

- 3.5.9.4 The VCA Representative and the Exhibition Committee is to manage any incident/complaint alleging prejudicial conduct in accordance with Management Committee approved procedures.

3.5.10 Judges Fees

Judges fees must be paid before the expiration of the fixture.

3.5.11 Objectionable Behaviour

Any person causing annoyance by loud comments on a decision of a judge or behaving in an unsportsmanlike manner or unseemly action while in the precincts of a Show shall be dealt with in accordance with the Rules/Regulations/Codes/Procedures.

3.5.12 Show Responsibility

Where an Affiliate has been granted approval to conduct a Show, the Affiliate shall be responsible for all matters covered by the VCA Constitution, Rules and Regulations relating to the conduct and administration of its Show. For the purpose of this Regulation, the duration of the Show shall be from two hours before the scheduled start of the Show until all activity relating to the Show is concluded.

3.5.13 Entry Requirements

- 3.5.13.1 The entry to a fixture is to be in the approved form and accompanied by the appropriate fee.
 - 3.5.13.2 Any person making an entry shall be liable for the fees payable whether or not the dog entered is exhibited.
 - 3.5.13.3 Every person who enters a dog in any fixture conducted under these Regulations shall be responsible for the correctness of details on the entry form. An Affiliate shall not accept an entry that does not include all the details required by the entry form.
 - 3.5.13.4 The dog entered is to be owned or leased by the person who is named as the exhibitor on the entry form and registered as such with the State Controlling Body in which the exhibitor resides.
 - 3.5.13.5 Exhibitors and dogs participating at an exhibition do so at their own risk.
 - 3.5.13.6 The Committee of any body holding an approved exhibition shall have the right to refuse or return any entry, provided the decision is made at a properly convened and constituted meeting of that Committee and such decision is communicated in writing to the intending exhibitor at least three clear days before the exhibition is scheduled to be held. Management Committee may call upon the Committee of the body to give its reasons to Management Committee for any such refusal. Entry fees shall be returned in the case of rejected entries.
 - 3.5.13.7 The Affiliate conducting an exhibition shall be responsible for observing the closing date for entries for that exhibition.
 - 3.5.13.8 Where an Affiliate conducts an Exhibition over two (2) or more days, the age of exhibits shall
(15/1 1/11) be calculated from the first day of the Exhibition.
 - 3.5.13.9 Where an Affiliate conducts two or more fixtures in conjunction, an exhibit entered in two or more fixtures may be withdrawn from any fixture and such withdrawal shall not effect the eligibility of the exhibit to compete in the remaining fixture or fixtures for which it is entered.
 - 3.5.13.10 The entry forms must be kept for at least three months from the last day of the exhibition and, on request, be delivered to the Chief Executive of the VCA.
- 3.5.14 All Affiliates are to ensure that a first aid box is available at all fixtures.
- 3.5.15 Unless rules and regulations provide otherwise dogs must be at all times on a lead or chain or crated or otherwise contained securely whilst in the precincts of any exhibition. (21/03/12)

3.6 TITLES (See ANKC Regulations Part 5 Section 5)

- 3.6.1 A dog which is eligible for the title of Champion in accordance with Regulations shall be ineligible to compete in any class at any fixture or Show as a non Champion, except where the last qualifying Challenge is awarded after the closing date of entries for a non Championship Show.

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- 3.6.2 No Affiliated body may offer group points unless its classes are open to all dogs of the breeds defined in the Group.
 - 3.6.3 On application, Management Committee may grant the title "Tri Champion" to any dog which is awarded the title Champion in breed judging and Champion for any two of the canine disciplines as referred to in the Regulations.
 - 3.6.4 In every discipline where a Championship Title is awarded a separate Championship Certificate will be issued.
 - 3.6.5 Only titles approved by Management Committee may be used in a dog's name.

3.7. RECOGNITION OF APPROVED AUTHORITY

- 3.7.1 Management Committee may declare that the member body of the Australian National Kennel Council responsible for the maintenance of the pure breed animal registers in any State or Territory of the Commonwealth of Australia shall be an "Approved Authority" for the purposes of these Regulations, and may revoke or amend any such declaration.
- 3.7.2 Any person who is a member of or any animal which is registered with an "Approved Authority" as defined in Regulations shall, while such authority remains an "Approved Authority" and while such person or animal remains a resident outside Victoria, be deemed to be registered with the VCA for the purpose of these Regulations.
- 3.7.3 Any termination of suspension of such registration or disqualification of such person or animal by the "Approved Authority" shall constitute a simultaneous termination, suspension or disqualification by the VCA.
- 3.7.4 The participation by any person who is deemed to be registered with the VCA by virtue of recognition of Approved Authority in any activity in Victoria over which the VCA has control or which is subject to regulation by the VCA shall constitute a submission by that person to the authority of the VCA.
- 3.7.5 In VCA Regulations any reference to a first or subsequent offence shall be deemed to include a reference to a first or subsequent offence of a similar nature occurring at any place outside Victoria but in which an "Approved Authority" has jurisdiction and which would, if committed in Victoria, constitute an offence under these Regulations.
- 3.7.6 Where a "Body corporate" is registered as a member, the membership privileges shall be restricted to four (4) only persons who are members of that corporate body and who were appointed by that body as their nominees. The names of the nominees must be submitted to Management Committee for approval prior to appointment by the corporate body member.
- 3.7.7 It shall be a condition of membership that a person, or persons, so authorised by Management Committee may inspect the premises of any member and examine the dogs on the premises at that time.
- 3.7.8
 - 3.7.8.1 The VCA logo, which is the official emblem of the Victorian Canine Association Inc. and/or the words Victorian Canine Association Inc. in full or in an abbreviated form may not be used for advertising, promotion or the like without the prior written approval of the VCA Management Committee.
 - 3.7.8.2 The words "Registered with the Victorian Canine Association Inc." in full or in an abbreviated form with the same meaning, may be used by members in the text of advertisements relating to VCA registered dogs owned by them.

3.8. FINANCING DEVELOPMENTS

- 3.8.1 Applications for financial assistance for building or ground development programs conducted by Affiliates will be considered by Management Committee only if the following is complied with -

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- 3.8.1.1 The development program is of a "major" nature.
 - 3.8.1.2 The written application accompanied by a plan or sketch of the existing Dog Area together with a plan or sketch of the proposed development.
 - 3.8.1.3 If the Affiliate does not own the land to be developed or on which the development is to occur, notice of lease or conditions of tenure from the owner/s should also be provided.
 - 3.8.1.4 The Affiliate must demonstrate substantial equity of their own and provide full details of the total costs, the amount currently held by the Club, amount to be financed or borrowed from other sources and method of repayment.
 - 3.8.1.5 Terms of the loan will be negotiable between the VCA and the Affiliate.

3.9 FILES

- 3.9.1 All files on all aspects related to or covered by the VCA shall normally be kept and retained at the office of the VCA except that this general rule may be overridden by decision of Management Committee.
- 3.9.2 All files that are the subject of a completed matter that has been investigated or discussed by any of the nominated members must be surrendered to the Chief Executive of the VCA for retention as historical records and no copy thereof may be retained except as provided for in the Regulations. The nominated members referred to are members of Management Committee, any Investigations Committee, any Disciplinary Committee and any Appeals Committee.
- 3.9.3 No person who holds an official position within the VCA shall permit or cause any matter to be divulged to any other person, which may be used detrimentally against the VCA or any of its members.

3.10 OBJECTIONS AND PROTESTS

- 3.10.1 Objection may be made against any dog by any financial member of the VCA or any exhibitor except by one who is under a term of suspension or disqualification or is otherwise ineligible to take part in exhibitions held under VCA Rules. The objection must be in writing and be delivered to the Secretary or deputy at the office of the exhibition or at the address as advertised in the Prize Schedule.

If the objection is made by a person other than a member of the Committee or official of the Affiliate holding the exhibition, the sum of \$50 must be deposited at the same time, which sum shall be returned unless the Committee of the Affiliate holding the exhibition deems the objection frivolous, in which case, it shall be forfeited to the VCA:
- 3.10.1.1 Where the objection relates to the natural formation or colour of an exhibit, it must be made before the exhibition closes.
- 3.10.1.2 Where the objection relates to any other grounds it must be made within seven days of the last day of the exhibition.
- 3.10.2 An objection shall be dealt with at a meeting convened by the Committee of the Affiliate concerned within 14 days of receipt of the objection. A copy of the objection shall be despatched by the Secretary within 48 hours to the registered owner of the dog at the address given on the entry form, and 48 hours notice of the meeting dealing with the matter shall be sent to all persons considered by the Committee of the Affiliate, to be concerned, who shall be entitled to appear for the purpose of giving evidence. The Committee of the Affiliate concerned shall cause notes of all evidence given at the inquiry to be taken in writing.
- 3.10.3 The decision of the Affiliate and advice of the right to appeal the decision to Appeals Committee shall be communicated to the parties concerned within 48 hours and, if the objection is upheld, a copy of the decision shall be sent to the Chief Executive of the VCA. Should any person fail to appear in answer to the notice of meeting at which the objection is to be considered, the Committee of the Affiliate concerned may proceed to enquire into and deal with the objection, notwithstanding that person's absence.
- 3.10.4 Where an appeal is lodged in accordance with Regulations, the procedures in Appeals Procedure will apply.

3.11 PUBLICATION OF FINDINGS

- 3.11.1 Management Committee may publish an account of any action taken against any person and/or dog, including any or all of the names, description and addresses of those concerned. Additionally or alternatively Management Committee may publish the names of such disqualified or suspended persons and/or dogs which otherwise become ineligible in accordance with the provisions of these Regulations.

3.12 DOG INSPECTION PANEL

- 3.12.1 (15.12.10) Where a dog's mental or physical characteristics have been questioned an application for the inspection of a dog will not normally be approved unless that dog is at least 12 months of age, except when the dog has been reported for aggression. An examination will be organised by the CE in conjunction with the appropriate Committee. The examination shall be by three people acting together with at least one being a judge for that discipline and where possible one will be a Specialist Judge for that breed.. In the case of aggression the examination should as closely as possible duplicate the circumstances under which the aggression occurred.

3.13 JUDGES APPEALS COMMITTEE

- 3.13.1 Management Committee shall appoint a trainee and aspiring Judges Appeals Committee of three (3) members, one of whom shall be appointed Chairperson. No member of the Judges Appeals Committee shall participate, in any way, in the training or testing of trainee or aspiring judges. Members of the Judges Appeals Committee shall not be members of the Management Committee.
- 3.13.2 The Judges Appeals Committee shall consider and adjudicate on written appeals from trainee and aspiring judges, in all disciplines, where it is alleged by the candidate that proper procedures have not been followed and the examination has been conducted contrary to ANKC or VCA Regulations and/or policies.
- 3.13.3 The Judges Appeals Committee shall dismiss an appeal if lodged after the results have been forwarded to the candidate by the VCA office.
- 3.13.4 The Judges Appeals Committee shall not have power to grant a licence, but may declare an examination null and void and order that the candidate be re-examined as soon as practicable. The candidate shall not be required to obtain further qualifications.
- 3.13.5 The Judges Appeals Committee shall have power to require any member of the VCA who they consider may have information which may assist in resolving any appeal to make a written statement or appear before them for the purpose of giving evidence. Any member who fails to supply a written statement may be dealt with by the Management Committee in accordance with Rules 2.11.2 and 2.19.
- 3.13.6 The decision of the Judges Appeals Committee, made in accordance with these regulations, shall be final with regard to all written appeals lodged by trainee or aspiring judges.
- 3.13.7 The Chairperson shall without delay advise the Management Committee of the appeal decision in writing with a summary of the reasons. The Appellant must be advised of the decision in writing within 7 days from the date of the hearing.
- 3.13.8 Upon a request of the Appellant Management Committee will provide reasons for the decision of the Judges Appeals Committee.

3.14 E-MAIL

These regulations apply to all users of E-mail within the VCA environment where VCA or VCA related matters are communicated between members, between members and VCA staff, or between VCA staff. Non compliance with these regulations may be dealt with under the VCA Rules and Regulations.

3.14.1 Acknowledged Use.

E-mail is a part of the official communication environment within the VCA and is an efficient way to share information and improve communication. The VCA acknowledges the use of E-mail as an important part of its everyday work practice and encourages the productive use of E-mail by all staff and members but its unauthorised and improper use for VCA matters or VCA related matters will not be tolerated.

3.14.2 Appropriate use.

Staff and members are encouraged to use E-mail where practical and telephone calls or face to face meetings when appropriate or when E-mail addresses are not available.

3.14.3 Reliability.

Information received via E-mail is not reliable, so authentication, validation and checking for accuracy may be necessary.

3.14.4 Offensive material.

The transmission of offensive graphics, literature and messages will not be tolerated. The use of abusive, sexist, racist, obscene or other inappropriate language or comments contained in messages, jokes, or attachments or the use of E-mail to malign or harass employees or other members is not to be tolerated.

3.14.5 Personal Use.

The VCA allows staff to use E-mail for reasonable personal use, similar to telephones. Any opinions expressed in private E-mail by staff should be stated as being their opinion not that of the VCA. Any queries from staff about the appropriateness of private E-mails should be referred to the CEO.

3.14.6 Housekeeping.

VCA staff are not to accumulate large volumes of E-mails in their folders. Unwanted or obsolete messages should be deleted and removed from the deleted items folder on a regular basis.

3.14.7 Writing Style.

In official correspondence VCA staff are to give careful consideration to style and language, particularly where outside readers may be sensitive to specific content and the correspondence may be re transmitted to a wider audience. All external electronic messages will be treated as an official VCA record and staff must word the contents accordingly.

3.14.8 Disclaimer.

All official VCA E-mails should include a disclaimer as approved by the CEO from time to time.

3.14.9 Chain Letters.

Chain letters received by VCA staff are to be deleted immediately and not forwarded to other recipients.

3.14.10 Games.

VCA staff are not to use E-mail to receive or send games. Games are the most common cause of virus propagation and if received must be deleted immediately.



ABN 97452215878

Dogs Victoria Dog Incident Checklist and Report

A dog incident is an incident involving a dog or dogs where disruption to the conduct of a fixture occurs and / or the safety of other dogs or people is put at risk. An incident includes unruly or uncontrollable dogs, and dog aggression towards other dogs or towards people.

This checklist must be completed by the committee conducting the fixture and forwarded to Dogs Victoria within 5 working days of the incident.

Name of the Affiliate Type of Fixture

Date Time of Incident Time Incident reported

To whom reported Signature

The offending dog / dogs has / have been secured [crate or trailer] [time & initial]

All parties involved in the incident were advised to remain at the venue [time & initial]
until further advised by a committee member.

Identification of dogs involved [Registered name and registration number]

[1]

[2]

.....

Identification of members in charge of the dog(s) at the time [name and membership number]

[1]

[2]

.....

Brief description of the incident as reported:

.....
.....
.....
.....
.....
.....

Statements from owners / handlers and witnesses have been obtained and are attached.
A hearing into the incident was conducted starting at

Note: The hearing must afford all parties involved in the incident the opportunity to be heard and to ask questions of the other parties.

In point form describe outcomes of the hearing:

.....
.....
.....
.....
.....
.....
.....

The minutes of the hearing are attached.

As a result of the hearing the committee has determined that the dog:

[name and registration number] has been found to have committed a Level offence OR found not to have committed an offence.

Level 1 Unruly behaviour not affecting the performance of another dog or a handler. Warning and 1 demerit point – accumulation of a further two demerit points will incur an automatic suspension from competition for one month.

Level 2 Unruly behaviour that significantly affects the performance of another dog or a handler. 3 demerit points and automatic suspension from ANKC approved competition for one month during which re training must be undertaken.

Level 3 Threatening or intimidating behaviour [not aggression] towards another dog or a handler. 15 demerit points and automatic suspension from ANKC approved competition for 3 months. At the end of the three months suspension period the owner may apply for assessment of the dog provided documentary evidence of re training is provided with the application. The suspension shall remain in force until the assessment is conducted.

Level 4 Aggression towards another dog. Automatic suspension from all ANKC approved activities other than training for a period of 4 months. At the end of the suspension period the owner may apply for assessment of the dog provided documentary evidence of retraining is provided with the application. The suspension shall remain in force until the assessment is conducted.

Level 5 Aggression towards a person. Automatic suspension from all ANKC approved activities other than training for a period of 6 months. At the end of the suspension period the owner may apply for assessment of the dog provided documentary evidence of re training is provided with the application. The suspension shall remain in force until the assessment is conducted.

1, [name and membership number] the owner / handler of the dog named above, acknowledge that the dog has been found to have committed a Level offence, and that I understand the conditions applying to that finding. I further acknowledge that I have been given the opportunity to be heard in relation to the incident and that I may appeal the finding provided that the appeal is lodged in writing with the Dogs Victoria Chief Executive within five working days of this date.

..... [Signature]

Signatures and Names of Committee members conducting the hearing.

.....
[.....] [.....] [.....]

PART 4 REGULATIONS - REGISTERS AND REGISTRATIONS

4.1 REGISTERS

4.1.1 Management Committee shall keep and maintain the following Registers.

The Main Register

The Limited Register

The Associate Register

Breed Development or other Registers as determined by Management Committee from time to time.

4.1.2 (15/08/10) All dogs must be registered with the ANKC or with an ANKC recognised controlling body, and their registered owners financial members of the VCA or of an ANKC recognised controlling body before being eligible for entry for competition or exhibition or participation in any VCA recognised activity. Members of another ANKC recognised Controlling Body competing in Victoria are bound by the Rules, Regulations, Codes and Policies of the VCA.

4.1.3 Registration

4.1.3.1 A dog shall not be registered except with the approval of and by direction of Management Committee.

4.1.3.2 Management Committee may refuse an application for registration and/or cancel or suspend the registration of a dog and/or any litter or part litter if the criteria for registration in the appropriate Register has not been complied with and/or if correctness of the registration is in doubt.

4.1.3.3 Registration - DNA. Management Committee may accept the results of DNA testing as conclusive evidence of parentage for the purposes of registration.

4.1.3.4 A member shall not be entitled to effect the initial registration of a dog unless that person is the breeder of such dog and is the registered owner of a Prefix and is a resident of the State.

4.1.3.5 The provisions of these Regulations do not apply to dogs being registered in the Associate Register. In these circumstances the person applying for registration does not have to be the breeder, nor are they required to be the registered owner of a Stud Prefix. The person must be a member of the VCA and a resident of the State.

4.1.3.6 The provisions of these Regulations do not apply to dogs being registered that are imported into Australia. The person applying for registration does not have to be the breeder, nor are they required to be the registered owner of a Stud Prefix. The person must be a member of the VCA and a resident of the State.

4.1.3.7 The provisions of these Regulations may not apply to dogs on a Development or other Register approved by Management Committee. Management Committee will establish separate regulations covering these Registers.

4.1.3.8 Unless Management Committee determines otherwise:

4.1.3.8.1 A dog shall be eligible for registration if the sire and dam are each of the same breed; and/or varieties or inter-varieties of a breed, and both are registered.

4.1.3.8.2 A dog shall be eligible for registration if the dog has been imported in dam and the sire and dam are eligible for registration as provided for in these Regulations.

4.1.3.8.3 A dog shall not be eligible for registration where the dog has a tail shortened by a procedure prohibited by Victorian State legislation, unless full documentation confirming that such shortening is in accordance with the legislation is provided with the application for registration. Such documentation must prove that:

4.1.3.8.3.1 The prohibited procedure was carried out before the commencement date of the prohibiting legislation; or

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- 4.1.3.8.3.2 The prohibited procedure was carried out in a jurisdiction other than Victoria, in accordance with the law of that jurisdiction, and the dog was not, at any time on or before the procedure was carried out, resident in Victoria; or
- 4.1.3.8.3.3 The prohibited procedure was lawfully carried out by a Veterinary Surgeon as provided for by Victorian State legislation.
- 4.1.3.9 Where Management Committee is satisfied that there is a dispute between two or more members as to:-
- 4.1.3.9.1 the ownership of a dog;
- 4.1.3.9.2 any interest or alleged interest in a dog;
- 4.1.3.9.3 the registration of a dog; or
- 4.1.3.9.4 the registration status of a dog,
- Management Committee may:-
- 4.1.3.9.5 where the dog is registered, suspend the registration of the dog; or
- 4.1.3.9.6 where the dog is not registered, suspend consideration of any application relating to that dog.
- Upon Management Committee being satisfied that:-
- 4.1.3.9.7 it has received advice in writing from all parties to the dispute that the dispute has been resolved; or
- 4.1.3.9.8 the dispute has been finally determined by a court or tribunal of competent jurisdiction,
- then:-
- 4.1.3.9.9 the suspension of any dog under Regulation 4.1.3.9.5 as a result of the dispute shall be revoked; and
- 4.1.3.9.10 the suspension of any application under regulation 4.1.3.9.6 as a result of the dispute shall be revoked.
- 4.1.3.10 Nothing contained in the preceding Regulation 4.1.3.9 shall preclude the Management Committee of the VCA or the Chief Executive from taking action against a member for a breach of the Constitution, Rules, Regulations, Codes. Policies or precedents of the VCA.
- 4.1.3.11 Notwithstanding the provisions of these Regulations a dog brought into the State from outside Australia by a Member resident in the State whether as owner or lessee for the purpose of exhibition shall be registered with the VCA, prior to its exhibition.
- 4.1.3.12 A dog brought or sent into the State by a person who resides outside the State may be exhibited provided that the dog is registered in the name of a member of a recognised Australian or New Zealand Controlling Body.
- 4.1.3.13 Prior to any dog being granted a title by the VCA that dog must be registered in the appropriate register with the VCA and its owner become a member.
- 4.1.3.14 A Greyhound registered only with the Greyhound Racing Control Board may be registered with the VCA for exhibition purposes. If such a dog is subsequently mated to a VCA registered dog progeny from such mating may be registered on the main register subject to a full Certified pedigree being available.
- 4.1.3.15 The registration of a dog shall be suspended for any period where the registered owner is not a financial member of the VCA or of an ANKC recognised controlling body.
- 4.1.3.16 The service declaration on the Litter Registration application form is to be signed by the owner of the sire/semen immediately on completion of the mating/insemination, and the Litter Registration application form is to be held by the registered owner of the bitch pending registration of the litter. Any agreed conditions or fees are to be agreed in writing at the time of signing by the owner of the sire.
- (15/08/10)

4.1.4 Registered Number

A number shall be allocated to each dog whelped in the State when registered with the VCA, and such number will form part of the dog's name.

4.1.5 Names

- 4.1.5.1 A dog of a breed shall not be registered with the same name as the prefix of another registered dog or with a name so similar to that of another registered dog which, in the opinion of Management Committee, would be likely to mislead or confuse.
- 4.1.5.2 No word that is in the nature of a prefix, and no stud name except the breeder's registered stud prefix, may be used, provided that in the case of dogs registered in other States or Countries, it shall be at the discretion of Management Committee as to whether or not the existing registered name may be required to be altered.
- 4.1.5.3 Management Committee may in its discretion refuse to register any name or part of name if it believes the name is objectionable or likely to confuse.
- 4.1.5.4 The name of a dog shall include the prefix, plus the common name and once a name is registered it shall not again be registered.
- 4.1.5.5 When a name is not acceptable and the owner of a dog omits to choose another name when requested to do so, the Chief Executive may name the dog.
- 4.1.5.6 Once a name has been registered and accepted, it shall not be altered unless directed by Management Committee.
- 4.1.5.7 No dog shall be registered or litter recorded unless the breeder has registered a stud prefix and this prefix shall be the only prefix permitted in the full name of the dog.
- 4.1.5.8 A registered dog shall not be described or referred to in any application or entry form other than by its complete registered name.
- 4.1.5.9 A dog initially registered in the Canine Register of any other State or Territory need not be re-registered upon transfer to Victoria.
- 4.1.5.10 An imported dog registered in a Canine Register kept by a Controlling Body in the country from which it was imported and recognised as such by Management Committee may be registered.
- 4.1.5.11 Reserved
- 4.1.5.12 A dog imported in dam or whelped
 - 4.1.5.12.1 after its dam left the country from which it was imported and before the arrival of its dam in the State; it shall be deemed to have been imported; or
 - 4.1.5.12.2 after the arrival of its dam in the State may be registered in the Register in accordance with the requirements of these Regulations as though it had been bred in the State; provided that its Sire and Dam have been re-registered with the VCA.
- 4.1.5.13 A member who breeds a litter of dogs, the parents of which are registered or eligible for registration with the VCA or other recognised canine controlling body, must register such litter, all of the living progeny in such litter at one and the same time within three calendar months of the date of whelping. Registration after three months requires Management Committee approval. Such approval may be delegated to the Chief Executive.

4.1.6 Cancellation of Registration

- 4.1.6.1 Management Committee may refuse any application for entry in its records and may cancel any entry, or may strike from its records for any period any entry already effected.
- 4.1.6.2 A dog over six months of age not physically entire is not eligible for initial registration.
- 4.1.6.3 A dog over the age of six months previously registered and found to be not entire will have its registration suspended until such time as it is proved to the satisfaction of Management Committee that the dog is physically entire.

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- 4.1.6.4 Any dog suspended in accordance with these Regulations shall not be accepted for stud purposes.
- 4.1.6.5 An application for review of registration suspended in accordance with these Regulations may be made until the dog reaches twelve months of age. Registration will not be reinstated unless the dog is inspected by three (3) Judges Licensed for that breed and appointed by Management Committee and is found to be physically entire and that there are no signs of any surgical or other artificial alteration to the scrotum. Dogs failing this inspection will be de-registered or transferred to the Limited or Associate Register.
- 4.1.7 Registration of Dogs Got by Artificial Insemination
- 4.1.7.1 The registration of a dog bred by Artificial Insemination using fresh or chilled semen collected and inseminated in Australia shall for the purposes of registration be treated as a normal mating, providing both the sire and dam are registered with the VCA and the owner of the sire has signed the stud service certificate.
- 4.1.7.2 The registration of a dog bred by Artificial Insemination using frozen semen collected and inseminated in Australia or frozen or chilled semen imported into Australia may be registered providing:
- 4.1.7.2.1 The semen was previously registered in accordance with regulations.
- 4.1.7.2.2 A Certificate from the Inseminating Vet is provided in a form approved by Management Committee, and
- 4.1.7.2.3 The Stud Service Certificate being signed by the registered owner of the semen.
- 4.1.7.3 A dog registered within the provisions of these Regulations shall have the words "semen" and the country of origin of that semen, if not Australia, in an abbreviated form, after the name of the sire on the Registration Form (eg. Semen - UK).
- 4.1.7.4 The provisions of these Regulations regarding initial registration of puppies also applies to puppies produced by Artificial Insemination.
- 4.1.8 Rectification of Errors
- Notice of any mistake in any application for entry in the records of the VCA, must be given in writing to the Chief Executive as soon as possible after it has been discovered, and thereupon the mistake may be rectified.
- 4.1.9 Associate Register
- 4.1.9.1 A separate register will be maintained for un-registered pure bred and cross bred dogs defined as "Associate Dogs" for the purpose of competition in disciplines other than conformation. Application for registration on the Associate Register must be accompanied by a Veterinary Certificate certifying that the animal has been neutered.
- 4.1.9.2 The registration of all dogs in the "Associate" Animal Register shall be recorded under "common name" only.
- The Registration Certificate shall evidence the following: -
- 4.1.9.2.1 Breed Type - "Associate".
- 4.1.9.2.2 Name of dog and registration number (Registered number shall be prefixed by letters "AR" evidencing "Associate" Register).
- 4.1.9.2.3 Sex
- 4.1.9.2.4 Colour
- 4.1.9.2.5 Sire "unknown"
- 4.1.9.2.6 Dam "unknown"
- 4.1.9.2.7 Date of registration

-
- 4.1.9.2.8 Owner's name, address and membership number
- 4.1.10 Eligibility to Compete within Victoria.
- (15/08/10) Dogs registered in the "Associate" and "Sporting" Registers maintained by the Victorian Canine Association or any member body of the Australian National Kennel Council, shall be eligible to train for any discipline and to compete in any fixture other than conformation show.
- 4.1.11 Eligibility to compete outside Victoria
- Competition outside Victoria is subject to the approval of the controlling body of the respective state or territory.
- 4.1.12 Limited Register
- 4.1.12.1 A dog shall be eligible for registration on the Limited Register if that dog is nominated for registration on the duly completed application for registration form, as determined by Management Committee from time to time and accompanied by the appropriate fee and is included with the initial litter registration application and is:
- 4.1.12.1.1 Ineligible for exhibition at a Conformation Show; or
- 4.1.12.1.2 For any reason not to be used for breeding purposes; or
- 4.1.12.1.3 Not entire or has been neutered; or
- 4.1.12.1.4 Not registered in the main register.
- 4.1.12.1.5 Not registered in the associate register.
- 4.1.12.1.6 Ineligible for the issue of export documents, except to another Limited Register.
- 4.1.13 Transfers within the Registers
- 4.1.13.1 A dog may be transferred between the Main Register and Limited Register as follows:
- 4.1.13.1.1 Transfer from Main Register to Limited Register. A dog may be transferred from the Main Register to the Limited Register on application in writing signed by the registered owner.
- 4.1.13.1.2 Transfer from Limited Register to Main Register. A dog may be transferred from the Limited Register to the Main Register on application in writing signed by both the breeder and registered owner.
- 4.1.13.2 Any application for transfer not covered by the Regulations must be approved by Management Committee.
- 4.1.13.3 Dogs on the Limited Register may be transferred to the ownership of non-members of the VCA.
- 4.1.14 Certificate of Registration and Pedigree
- 4.1.14.1 The Certificate remains the property of the ANKC Member Bodies at all times.
- 4.1.14.2 The information contained on the Certificate may be used as determined by the VCA Inc.
- 4.1.15 Sporting Register (15/10/10)
- 4.1.15.1 A dog shall be eligible for registration on the Sporting Register if that dog is nominated for registration on the duly completed application for registration form, as determined by Management Committee from time to time, is accompanied by the appropriate fee and;
- 4.1.15.1.1 the owner is a member of the VCA;
- 4.1.15.1.2 the dog is registered with an organisation recognised by the VCA;
- 4.1.15.1.3 evidence is the above registration is provided when applying for registration on the Sporting Register;
- 4.1.15.1.4 the dog is identified by the eligible organisation's registration number.

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- 4.1.15.2 A dog registered on the Sporting Register is eligible to take part in VCA activities other than conformation.

4.2 PREFIXES

- 4.2.1 Management Committee shall keep and maintain a register of prefixes. A prefix registered by a member may only be used in respect of a breed of dog recognised by the ANKC.
- 4.2.2 A member who wishes to breed must register a Prefix.
- 4.2.3 (15/11/11) An application for an initial prefix will not be processed unless the member has been a member of DOGS Victoria or ANKC recognised body for not less than 12 months, and has successfully completed the Breeder Prefix examination.
- 4.2.4 In the naming of dogs a prefix shall only be used with the name of dogs bred in Australia.
- 4.2.5 Management Committee may decline to accept a prefix for registration.
- 4.2.6 A prefix may not be accepted for registration if it resembles any other prefix, is misleading, is unsuitable or objectionable, or is known or believed to be a prefix or affix registered in a foreign country or is not in accord with ANKC requirements. Any objection to the registration of a prefix must be lodged with the VCA, within 60 days of the publication in the Gazette.
- 4.2.7 An application to change the ownership of a registered prefix must be approved by Management Committee. The applications shall require the signature of the current registered owner(s), or an acceptable alternative in lieu thereof, and be accompanied by the prescribed fee as published in the VCA Scale of Charges.
- 4.2.8 The period of registration of a prefix shall be the financial year of the VCA, but the owner of a prefix may make application to the VCA for the renewal of the registration at the time of renewal of membership of the VCA and upon payment of the appropriate fee.
- 4.2.9 If the registration of a prefix has lapsed the owner of the prefix may apply for re-registration. Such re-registration may be allowed under such terms and conditions as Management Committee determines.
- 4.2.10 A membership may only register one prefix for a particular breed of dog, but that prefix may be used by the membership for other breeds.
- 4.2.11 The decision of the ANKC on any matter relating to a prefix shall be binding on the VCA, and on the members thereof.

4.3 BREEDING RECORDS

- 4.3.1 A member shall keep proper records of their breeding activities and all such records so kept shall be open for inspection by any person authorised by Management Committee. Any such person shall be at liberty to take extracts therefrom.
- 4.3.2 A member shall, when required by the Management Committee in writing or on the verbal request of a person authorised by the Management Committee, produce any or all breed records to the Management Committee or authorised person.
- 4.3.3 Failure to allow an inspection of records or to comply with a request to produce breed records shall result in immediate suspension of the member's privileges until that requirement has been complied with.
- 4.3.4 Any member who fails to keep proper breed records of dog breeding activities or whose records are false, misleading or inaccurate may be called upon to explain such false, misleading or inaccurate records and may be suspended or disqualified or such other penalty as Management Committee may determine.

4.4 TRANSFERS OF OWNERSHIP

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- 4.4.1 An application for the transfer of ownership of a registered dog shall be made on the reverse of the Certificate of the dog's Registration. For dogs sold within Australia, the new owner is responsible for the lodgement of the application for transfer of registration.
- 4.4.2 An application for transfer of ownership of a dog may be considered by the Management Committee if the signature of the Registered Owner cannot be obtained. In such circumstances the person seeking to transfer the dog must submit a statutory declaration evidencing the facts. Management Committee may approve or disallow the transfer depending on the facts and Management Committee may impose conditions on the transfer as it may deem necessary.
- 4.4.3 Any transaction which changes the registered status or ownership of a dog will only be effected upon receipt of the dog's Registration Certificate. Where such Registration Certificate has been lost or destroyed a duplicate may be extracted subject to receipt of a statutory declaration and fee.
- 4.4.4 (15/11/11) Except as provided for in these Regulations any member selling, supplying or disposing of a dog to another person must supply to that person the signed registration certificate duly completed with the name and address of the person and the transfer date, within one calendar month of disposal unless Management Committee otherwise directs. A member shall not include any contractual provisions contrary to this regulation.
- 4.4.5 Any member who sells a registered dog without transfer of registration to the purchaser must obtain the agreement of the purchaser in writing that the dog will either not be transferred into the name of the purchaser or deregistered with the VCA.
- 4.4.6 A member shall not sell any dog which is not registered, nor use in connection with the sale or disposal of a dog, VCA, registration forms and/or documents in such a manner as to cause the purchaser to believe the dog being sold is registered with the VCA.

4.5 LEASES

- 4.5.1 An application for the registration of a Lease shall be made on the Certificate of Registration of the dog with the reverse side fully completed and signed by the Lessor and the Lessee and accompanied by the prescribed fee.
- 4.5.2 An application for the registration of a lease must be lodged within sixty (60) days after the effective date of the lease.
- 4.5.3 A lease may be terminated at any time subject to the mutual written consent of the Lessor and Lessee.
- 4.5.4 Neither the Lessor nor the Lessee can transfer the dog until termination of the lease.
- 4.5.5 Any special conditions pertaining to a Lease agreed between the parties shall be private contractual arrangements between themselves and will not be administered by the VCA.

4.6 EXPORTING OF DOGS

- 4.6.1 The VCA may, upon application and payment of the prescribed fee, issue an Export Certificate for a dog exported from the State of Victoria.
- 4.6.2 When a dog registered in the main register is exported from Australia the registered owner may within fourteen days apply to the VCA for an ANKC Certified Export Pedigree on the prescribed form and shall forward the Certificate of Registration of the dog with the reverse side fully completed.

4.7 CANCELLATION OR VARIATION OF REGISTRATION BY MANAGEMENT COMMITTEE

- 4.7.1 Management Committee may suspend or vary the registration of any dog or may suspend or require a variation to be made to any prefix.
- 4.7.2 During the period of suspension of registration the dog shall be deemed for all purposes to be not registered.

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- 4.7.3 Suspension or variation in the registration of a dog shall not necessarily affect the registration of any progeny registered or conceived before the suspension or variation.
 - 4.7.4 Upon the suspension of or variation in the registration of a dog Management Committee may suspend or vary the registration of any descendant of such dog.
 - 4.7.5 Management Committee may revoke the suspension or revocation of the registration of a dog.

4.8 DISPUTED/UNKNOWN PARENTAGE

- 4.8.1 DNA Tests:- Where the parentage of a dog or litter is disputed or uncertain Management Committee may direct that DNA testing be carried out and determine arrangements relating to such testing.
- 4.8.2 DNA - Costs:- Where Management Committee directs that DNA testing be carried out, Management Committee shall determine liability for the costs incurred.
- 4.8.3 DNA - Registration:- Management Committee shall direct what action is to be taken in regard to registration based on the results of DNA testing.
- 4.8.4 DNA - Suspension of Progeny:- Where it is found by DNA testing that the registered sire or dam is incorrect then all progeny shall be immediately suspended.
- 4.8.5 DNA - Breeder Declaration:- Where through DNA testing it is found a certain dog may qualify as the sire or dam of a litter then the breeder shall submit a statutory declaration that no other animal other than those tested could have been the sire or dam.

4.9 SUSPENSION OF REGISTRATION

- 4.9.1 The registration of a dog may be suspended, either temporarily or permanently as the case may be, in any of the following circumstances:
 - 4.9.1.1 The prescribed fee payable upon any registration or transfer or application for transfer of such dog has not been paid.
 - 4.9.1.2 By State law the owner is divested of the legal ownership or possession of the dog.
 - 4.9.1.3 The dog is not entire.
 - 4.9.1.4 Management Committee determines that the dog is not true to type.
 - 4.9.1.5 Any particulars of a material nature furnished in the application for registration are incorrect.
 - 4.9.1.6 Management Committee determines that the suspension is in the best interests of the particular breed.
 - 4.9.1.7 The dog is in contravention of any Regulation.
 - 4.9.1.8 The dog is a savage dog as defined by Regulations.
 - 4.9.1.9 The registered owner of the dog is unfinancial.
- 4.9.2 The owner of a registered dog may make application to Management Committee for the suspension of the registration of such dog.

PART 5 REGULATIONS - DISCIPLINE

5.1 GENERAL

- 5.1.1 Where a member or affiliate submits a complaint or appeal the complaint or appeal must be accompanied by the prescribed fee. The amount of the fee shall be as determined by the Management Committee from time to time and published in the VCA Scale of Charges..
- 5.1.2 If a complaint submitted in accordance with Rule 2.20 contains insufficient information for the Chairpersons of the Investigation Committee and the Mediation Panel to determine the appropriate process for the complaint, then the complaint is to be rejected as one not to be dealt with by the VCA.
- 5.1.3 Where a complaint involves misconduct or a breach of Rules, Regulations or Codes, the complaint will generally be referred for Investigation rather than Mediation.
- 5.1.4 Where the Chairpersons of the Investigation Committee and the Mediation Panel decide a complaint submitted in accordance with Rule 2.20 shall be mediated and either or both parties refuse to mediate or the mediation proceeds but fails to resolve the complaint, the provisions of Rule 2.23.9 shall apply.
- 5.1.5 Where the Management Committee receives information that indicates a member or an affiliate may have breached any of the VCA Rules, Regulations or Codes, the Management Committee may refer the matter for investigation or mediation.
- 5.1.6 Where a member or representative of an Affiliate fails, without reasonable excuse, to attend a VCA inquiry, investigation or hearing the matter may proceed in their absence.
- 5.1.7 Management Committee may require any person to make a written statement or statutory declaration of the facts of any matter.
- 5.1.8 A member shall not electronically record or transmit or be party to the electronic recording or transmitting of any proceedings taking place before Management Committee or any VCA Committee without the prior permission of the Management Committee or the Chairperson of the relevant VCA Committee.
- 5.1.9 No person present at any hearing before the Disciplinary Committee shall disclose verbally, in writing, or by any other means to any person who was not so present any information regarding the findings of the Disciplinary Committee or any penalty imposed before the requirements of Regulations 5.4.5, 5.4.6 or 5.4.7 have been met.
- 5.1.10 Persons involved in a meeting of the VCA, or a meeting, hearing or the like of a VCA Committee are to conduct themselves with decorum and in a manner acceptable to the Chairperson. Where a person fails to comply with this requirement the Chairperson is to formally warn the person. If after having been warned the person continues to fail to comply, the Chairperson is to:
 - 5.1.10.1 Direct the person to leave the meeting, hearing or the like immediately;
 - 5.1.10.2 Continue the meeting, hearing or the like in the person's absence;
 - 5.1.10.3 Advise the Management Committee in writing of the occurrence.

5.2 MEDIATION

5.2.1. Appointment of Mediation Panel

- 5.2.1.1 Management Committee shall appoint a Mediation Panel of VCA members, none of whom shall be members of the Management, Investigation, Disciplinary or Appeals Committees.
- 5.2.1.2 The Mediation Panel shall have the delegated authority under Rule 2.87 to mediate.

5.2.2 Appointment of Chairperson / Deputy Chairperson of the Mediation Panel

Management Committee shall appoint members of the Mediation Panel to be Chairperson and Deputy Chairperson of the Mediation Panel.

5.2.3 Appointment of Mediators

Where it has been determined that a matter shall be mediated by members of the VCA, the Chairperson of the Mediation Panel shall nominate two members of the Mediation Panel to conduct the mediation.

5.2.4 Non VCA Mediators

Where one or more of the parties request the services of a non VCA mediator, the Chief Executive shall arrange for such mediation.

5.2.5 Mediation

5.2.5.1 Where mediation is to be conducted by members of the Mediation Panel the Chief Executive shall forward a copy of the complaint / report and the Mediation procedure to each party and to each Mediator.

5.2.5.2 Where mediation is to be conducted by non VCA personnel the Chief Executive shall advise each party of the decision to use non VCA mediators and shall forward a copy of the complaint / report to each party and to each Mediator. The Chief Executive shall advise the Mediators of the requirements of Regulations 5.2.5.3 and 5.2.5.4.

5.2.5.3 The Chief Executive shall be advised in writing by the Chairperson of the Mediation Panel, or the non VCA Mediator, of the outcome of every mediation session conducted in accordance with the Rules and Regulations of the VCA, and shall be provided with a copy of any terms of settlement within 7 days of the mediation.

5.2.5.4 The Chief Executive shall confirm in writing the outcome of the mediation to each party within 14 days of the Chief Executive receiving the results.

5.2.6 The Chief Executive shall keep a file of all complaints and reports that have been referred to mediation, with the outcome summarised as the front sheet of the file.

5.3 INVESTIGATIONS

5.3.1 Appointment of Investigations Committee

5.3.1.1 Management Committee shall appoint an Investigations Committee of VCA members, none of whom shall be Mediation Panel members, or members of the Management, Disciplinary or Appeals Committees.

5.3.1.2 The Investigations Committee shall have the delegated authority under Rule 2.87 to investigate.

5.3.2 Appointment of Chairperson / Deputy Chairperson of the Investigations Committee

Management Committee shall appoint members of the Investigations Committee to be Chairperson and Deputy Chairperson of the Investigations Committee.

5.3.3 Appointment of Investigations Sub Committee

The Chairperson shall appoint up to three members of the Investigations Committee to form an Investigation Sub Committee for the purposes of conducting an individual investigation. In the event that a member of the sub committee becomes unavailable, the other members may continue the investigation.

5.3.4 Functions of Investigations Sub Committee

Following referral of a file by the Chief Executive the Investigations Sub-Committee shall consider the file and;

5.3.4.1 Where necessary carry out an investigation which may include interviews or correspondence with the complainant, the alleged offender and any potential witnesses.

5.3.4.2 May direct members to attend at a specified time and place for the purposes of interview.

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- 5.3.4.3 Determine whether the matter is frivolous, and if so determine whether a charge should be laid against the Complainant.
- 5.3.4.4 Prepare a report on the investigation and furnish it to the Chairperson of the Investigations Committee.
- 5.3.5 A Case to Answer
- If as a result of the investigation, the Investigations Sub-Committee believes that prima facie the member or affiliate has a case to answer; the Investigations Sub-Committee shall direct the Chief Executive to:
- 5.3.5.1 Advise the member or affiliate [hereinafter called the Respondent] in writing of the case to answer; and
- 5.3.5.2 Direct the Complainant and Respondent in writing to appear before a Disciplinary Hearing and advise that they may bring to the hearing any witnesses or written material in support of their case.
- 5.4 DISCIPLINARY HEARING
- 5.4.1 Appointment of Disciplinary Committee
- 5.4.1.1 Management Committee shall appoint a Disciplinary Committee, none of whom shall be members of Management, Investigations or Appeals committees, or Mediation Panel.
- 5.4.1.2 The Disciplinary Committee shall have the delegated authority under Rule 2.87 to conduct Disciplinary Hearings.
- 5.4.2 Appointment of Chairperson / Deputy Chairperson of the Disciplinary Committee
- Management Committee shall appoint members of the Disciplinary Committee to be Chairperson and Deputy Chairperson of the Disciplinary Committee. One of these persons shall act as Chairperson of each Disciplinary Hearing.
- 5.4.3 Disciplinary Hearing.
- A disciplinary Hearing shall be conducted by not less than three (3) members of the Disciplinary Committee, including the Chairperson and/or Deputy Chairperson.
- 5.4.4 The Respondent and the Complainant shall conduct their own case but may be represented by friend or agent. The Respondent and the Complainant shall be responsible for arranging for their witnesses for their hearing. (15/10/10) (14/02/13)
- 5.4.5 The Disciplinary Committee shall give the Chief Executive a written report of its findings and of any penalty imposed within seven days of the hearing.
- 5.4.6 The Chief Executive shall inform the Management Committee in writing of the Disciplinary Committee determination within seven days of receipt of the Disciplinary Committee's report.
- 5.4.7 The Chief Executive shall within seven days of receipt of the Disciplinary Committee's report give the Respondent written advice of the findings of the Disciplinary Committee, the penalty or penalties imposed on the Respondent and the consequences thereof and the Respondent's right of appeal to the Appeals Committee. Such advice shall be sent to the Respondent by special delivery mail or delivered personally to the Respondent.
- 5.4.8 An appeal by the Respondent must be lodged in writing with the Chief Executive within seven days of receipt of the written advice of the findings of the Disciplinary Committee. The decision of the Disciplinary Committee remains in force until the appeal has been resolved.

5.5 APPEALS

5.5.1 Appointment of Appeals Committee

- 5.5.1.1 Management Committee shall appoint an Appeals Committee none of whom shall be a member of Management, Investigations or Disciplinary Committees or the Mediation Panel.
- 5.5.1.2 The Appeals Committee shall have the delegated authority under Rule 2.87 to conduct appeal hearings.
- 5.5.1.3 The Appeals Committee shall not conduct a re hearing of a Disciplinary Hearing. The sole function of the Appeals Committee is to consider the grounds of appeal and any reasons or new evidence produced by the Respondent, or the Management Committee in the case of an appeal by the Management Committee. In the case of an appeal following a Disciplinary Hearing, new evidence means evidence that was not available at the Disciplinary Hearing

5.5.2 Appointment of Chairperson / Deputy Chairperson of the Appeals Committee

Management Committee shall appoint members of the Appeals Committee to be Chairperson and Deputy Chairperson of the Appeals Committee. One of the persons shall act as Chairperson of each Appeal Hearing.

5.5.3 Appeal Hearing

Not less than three members of the Appeals Committee, including the Chairperson and/or Deputy Chairperson, shall be required for any Appeal Hearing.

5.5.4 Appeal by Respondent

Any Respondent [hereafter called the Appellant] aggrieved by a decision of the VCA may within seven days of receipt of notice of such decision give notice of appeal against such finding and/or any penalty imposed. The Appellant's notice of appeal must be in writing and must include the grounds for the appeal and specify the evidence and reasons on which the appeal is based.

5.5.5 Appeal by Management Committee

The Management Committee within seven days of receipt of the report called for by Regulation 5.4.6 may give notice of appeal against any penalty imposed by a Disciplinary Committee. Such appeal may only be on the grounds that such penalty is excessive, insufficient or inappropriate, and must specify the reasons on which the appeal is based. Notice of appeal by the VCA shall be served on the Respondent by registered mail or delivered personally.

5.5.6 Hearing of Appeal

The Appeals Committee shall hear the Appeal without undue delay. At the Appeal Hearing the Appeals Committee may either:

- 5.5.6.1 Uphold the appeal and quash or set aside the decision of the Disciplinary Committee and any penalty or penalties imposed on the Appellant; or
 - 5.5.6.2 Dismiss the appeal and confirm the decision of the Disciplinary Committee. It may also increase, decrease or vary or add to the penalty or penalties imposed including any order to pay costs; or
 - 5.5.6.3 Order a re-hearing of the charge by a new Disciplinary Hearing; or
 - 5.5.6.4 In the case of an appeal by the Management Committee confirm the penalty or penalties, increase or vary the penalty or penalties imposed on the Respondent including any order to pay costs.
- 5.5.7 The Chairperson shall without delay advise the Chief Executive in writing of the decision of the Appeals Committee. The Chief Executive shall within seven days of receipt thereof advise the Management Committee and the Appellant of such decision. Notice of the same to the Appellant shall be in writing and sent by registered mail or delivered personally to the Appellant.

5.6 PENALTIES

- 5.6.1 The Disciplinary Committee and the Appeals Committee in acting under these Regulations have power to impose any one or more of the following penalties:
- 5.6.1.1 To suspend or disqualify or otherwise debar any person from judging and/or taking part in and/or having any connection with and/or attending any exhibition of dogs held under VCA Rules and Regulations or being associated with any affiliated body.
 - 5.6.1.2 To suspend or disqualify or otherwise debar from competition all or any dogs owned and/or part-owned and/or leased and/or part-leased by him or her and/or registered in his or her name as at the date when the information and/or report was supplied to the Chief Executive of the VCA by the Disciplinary Committee or Appeals Committee.
 - 5.6.1.3 To cancel or strike from its records the registration of any dog or dogs owned and/or part-owned and/or leased and/or part-leased by any person referred to in these Regulations for such time as the Disciplinary Committee or Appeals Committee deems fit.
 - 5.6.1.4 To refuse to register any litter bred from any dog or bitch owned and/or part-owned and/or leased and/or part-leased by any person referred to in these Regulations.
 - 5.6.1.5 To impose a fine payable within a specified period as prescribed in the Associations Incorporation Act 1981.
 - 5.6.1.6 To suspend or disqualify any person from membership of the VCA.
 - 5.6.1.7 To impose any other penalty as they deem fit, including awarding costs.
 - 5.6.1.8 To suspend or disqualify any incorporated body from association with the VCA either unconditionally or subject to such terms and conditions regarding reinstatement as it deems fit.
- 5.6.2 All penalties imposed shall be observed and enforced by all bodies affiliated with the VCA and Member Bodies of the ANKC.
- 5.6.3 Any member of the VCA suspended or disqualified, or any person who becomes ineligible in accordance with the provisions of the Rules and Regulations of the VCA, shall not be entitled to the return of any portion of that member's annual subscription or any other fees.
- 5.6.4 Any penalty involving ineligibility, disqualification or suspension imposed on a member shall also apply to all dogs registered in the name of or owned or part owned or leased or part leased by that member.
- 5.6.5 Where a fine payable within a specified period has been imposed on a member by a Disciplinary Hearing and the fine has not been paid within the specified period, the member's membership shall be suspended until such time as the fine is paid.

PART 6 REGULATIONS - COMMITTEE ELECTIONS AND STANDING ORDERS

6.1 STANDING ORDERS FOR THE CONDUCT OF A MEETING

6.1.1 These Regulations provide Standing Orders for the conduct of a meeting of the Management Committee, Sub Committees and General and Special Meetings of the Members of the Victorian Canine Association Inc. (VCA) except where the Constitution and Rules prevail.

6.1.2 These Regulations apply to VCA Inc. meetings and may be used as a guide by Affiliates, however, the Affiliates' constitutional requirements must be complied with.

6.1.3 Objective

The objective of these Regulations is to provide a framework for the proper conduct of meetings.

6.1.4 Authorising Provisions

These Regulations are made under Clause 1.5.1 of the Constitution of the VCA.

6.1.5 The Moving of a Motion

A motion may be moved for the reception and/or adoption of any report or any financial statement and for the approval of any proposal before the meeting. Where the Rules permit, a substantive motion may also be moved by any member on a matter raised by the business before the meeting. Each motion shall have one subject only.

6.1.6 Seconding of Motion

Any motion other than a vote of thanks not seconded shall lapse and may not be recorded in the minutes of the meeting. The Chair may if so desired call for an indication that some member is willing to second a motion before the mover of the motion is allowed to speak to the motion.

6.1.7 Reservation of Speech and Right of Reply

6.1.7.1 The mover of the motion or an amendment may not reserve the right to speak to it subsequently, but a member seconding the same motion may do so.

6.1.7.2 The mover of the substantive motion shall have the right of reply at the close of the debate, such reply being limited to the answering of matters raised in opposition to the motion.

6.1.8 Length of Speeches

Unless otherwise predetermined, the time allowed for the mover of a motion shall be five minutes and for the seconder three minutes, and the right to reply shall be limited to three minutes, subject in each case to such extension of time as may be granted with leave of the meeting, such leave being approved by no fewer than two-thirds of the member's present. All other speakers shall be limited to three minutes unless otherwise determined by the meeting.

6.1.9 One Motion only Before the Meeting

A motion on any other subject shall not be submitted until the motion under discussion has been disposed of.

6.1.10 Disposing of a Motion

A motion under discussion may be disposed of by withdrawal, subject to the leave of the meeting, or by adoption, rejection or by one of the following procedures:

6.1.10.1 Amendment, subject to required notice of the motion, either by varying the terms, or by omission or addition, such amendment shall be debated concurrently with the motion.

6.1.10.1.1 Should an amendment be carried, the amended motion shall become the substantive motion and thereon a further amendment may be proposed. If no further amendment is proposed, the substantive motion shall be put without further discussion.

6.1.10.1.2 Should the amendment be lost and no further amendment proposed, the original motion shall be put without further discussion.

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- 6.1.10.1.3 A second amendment shall not be submitted until the first is disposed of, but any speaker may give notice of intention to propose another amendment. Any such further amendments shall be taken in the order in which notices thereof have been given.
- 6.1.10.1.4 Any member giving notice of further amendment shall not then speak to the proposed amendment or to the general question but shall be entitled to speak to the amendment, when moving it, provided the member has not already spoken in the general debate, and if the proposed amendment is seconded the debate shall proceed.
- 6.1.10.1.5 The mover of an amendment has no right of reply but in the event of an amendment becoming the substantive motion before the meeting, and there being further debate as a result of a further amendment being moved, the mover of the amendment which has become the substantive motion shall have a right of reply.
- 6.1.10.2 Any of the following motions will be in order whether a motion, or a motion with amendment, shall be before the meeting.
- 6.1.10.2.1 'the previous question' which shall be put to the meeting in the following form:
'that the motion, or motion and amendment, before the meeting be not put'.
(This may be discussed concurrently with such motion or amendment. If the previous question be carried the motion or amendment before the meeting shall not be put. If it be not carried, the discussion may proceed.)
- 6.1.10.2.2 the order of the day, that is, that the business as ordered by the meeting for that time be now taken; if such motion carries, the debate then in progress shall be adjourned;
- 6.1.10.2.3 the postponement of the question either to a definite time or to a time to be hereafter fixed;
- 6.1.10.2.4 reference to a committee.
- 6.1.11 Closure of the Debate
Following at least three speakers each for and against the motion having been heard, a motion "that the motion be now put" may be submitted by any member, who has not taken part in the debate, but no discussion shall be allowed thereon on such motion shall be put to the meeting immediately. If the motion is carried by a majority of those voting the Chair shall proceed as follows:
- 6.1.11.1 If a motion or a motion and one amendment be before the meeting, the chair shall call upon the member, if any, who may have the right of reply, and once this has been done no further question shall be permitted. Immediately after such reply the chair shall put the motion.
- 6.1.11.2 If in addition to the motion and the amendment being debated notice of further amendment has been given, the chair shall put the amendment before the meeting. Thereafter the person who has given the notice of amendment next in order may move and speak to such amendment, either as an amendment on the original motion, or on the former amendment if it has become the substantive motion, and provided that it is a proper amendment thereon. The debate may then proceed unless the motion "that the vote be now taken" be again moved and carried by the required majority.
- 6.1.12 Putting the Question
At the close of a discussion the chair shall request all members to be seated and the motion or the motion and amendment shall be read before being put to the vote. The vote on the amendment shall be taken first. A member shall not speak after the chair has risen to put the question to the meeting until the vote shall have been taken.
- 6.1.13 Method of Voting
- 6.1.13.1 Method of voting at all VCA Inc. meetings, shall be in accord with the principles of VCA Inc. Rules 2.102 .1 - .3 and Rule 2.111 .1 - .3 except where otherwise determined by the Rules.

6.1.13.2 Procedures for the conduct of a poll at Annual or Special General Meetings.

6.1.13.2.1 A ballot box be available at all meetings.

6.1.13.2.2 Coloured sheets of paper "called the ballot papers" be available at all meetings.

6.1.13.2.3 One dated coloured card to be provided when registering prior to the meeting.

6.1.13.2.4 If a poll is called

- To be eligible to receive a "ballot paper" the member must pass in their coloured voting card and on a one for one basis be given a ballot paper.

6.1.13.2.5 Voting Method

- To vote the member must write on the ballot paper either "for" if voting for the motion or "against" if voting against the motion.
- After the member has voted they are to place their "ballot paper" in the ballot box provided and will be reissued a coloured voting card.

6.1.13.2.6 At least two people will be appointed as tellers to act as counters and at least four people to act as scrutineers to be elected from the meeting.

6.1.13.2.7 The tellers to clear the ballot box and count the ballot papers.

6.1.13.2.8 The tellers to provide the Chair with a signed written statement of the voting countered signed by the scrutineers.

The statement to show -

- the number of votes cast
- the number of votes for the motion
- the number of votes against the motion
- the number of informal votes

6.1.13.2.9 The Chair to declare the result of the ballot.

Ordinary Resolution more than 50% for the motion to be carried.

Special Resolution 75% or more for the motion to be carried.

6.1.14 Members Call to Speak

6.1.14.1 At a General Meeting, a member desiring to speak shall stand but shall not speak until called upon by the chair. A member speaking to the meeting shall face and address the chair only from next to their seat.

6.1.14.2 At all meetings of the Management and other Committees of the VCA, a member desiring to speak shall raise their hand and shall not speak until called upon by the chair.

6.1.15 Limitation on Right to Speak

Each member may speak once to each question in debate, whether a motion or an amendment, but no member shall speak more than once to the same question, except:

- in explanation;
- in stating and asking the ruling of the chair on a point of order;
- in reply at the close of a debate if so entitled;
- in a committee.

6.1.16 Mover of an Amendment

A member who has spoken to the main question shall not afterwards move an amendment on it, but may second or speak to an amendment moved by another member.

6.1.17 Vacating the Chair

The person who is presiding over the meeting shall not debate a motion but may respond to questions put to the chair. Should the chairperson desire to debate the motion he/she shall vacate the chair whereupon such person as is authorised in the Rules to act in the absence of the chair shall assume the chair for the time being.

6.1.18 The Chair Standing

When a person who occupies the chair stands, all members shall forthwith resume their seats and remain silent so that the chair may be heard without interruption.

6.1.19 Casting Vote

The chair is entitled to exercise a deliberate vote at the time the vote is taken and if the resulting vote is tied may exercise a casting vote.

6.1.20 Interruptions

No member shall interrupt a speaker except for one or other of the following purposes:

- to state a point of order and to ask a ruling of the chair thereon;
- to make a personal explanation;
- to move the adjournment of the debate;
- to move the previous question or that the motion be put;
- to object to language deemed objectionable or reflecting on character.

6.1.21 Points of Order

Points of order must refer strictly to the order of the proceedings of the meeting. The person raising a point of order shall simply state it and no other member shall speak at this stage. The chair shall then either:

- 6.1.21.1 forthwith rule on the point;
- 6.1.21.2 ask certain members whom the chair selects to state their views on it and afterwards rule on the point; or
- 6.1.21.3 refer the point of order to the meeting for decision by debate and vote.

6.1.22 Chair May Propose Closure

If in the opinion of the chair a debate has apparently covered all the ground and is becoming unduly extended or repetitious, the chair may ask the meeting to vote on the question "that the vote be now taken".

6.1.23 Reconsideration - Rescission Motion

- 6.1.23.1 A rescission motion put to a meeting of Management Committee or other VCA Committee meetings affecting a resolution at a meeting may be put at that same meeting, providing no members have vacated that meeting.
- 6.1.23.2 A rescission motion affecting a resolution adopted at a previous meeting requires notice of rescission to be placed on the notice for the meeting.

6.1.24 General Business

At all Management and other Committee meetings of the VCA, items of business to be dealt with at a meeting are to be advised in writing to the Chief Executive ten (10) days prior to the holding of the meeting. Notwithstanding the above, with the consent of the Chair, matters of urgency may be dealt with provided they are notified - in writing - to the Chief Executive - prior to the commencement of the meeting.

6.1.25 Notice and Minutes of Meetings

- 6.1.25.1 The Chief Executive shall give to the members of the Committee and any Sub Committee at least 7 days notice in writing of each meeting of the Committee or Sub Committee; postal authority endorsement is sufficient to vouch dispatch date.
- 6.1.25.2 The Chief Executive shall state in the notice of a meeting of all Committees the Agenda for the meeting and in particular:
- the terms of any recommendation of any Sub Committee;
 - any general business of which notice has been given in accordance with these Standing Orders by any member of the Committee;
 - shall annex to the notice a copy of any Financial Statement or other document to be considered by the meeting.
- 6.1.25.3 The Chief Executive shall keep minutes of Meetings of the Management Committee and all Sub Committees which shall record:
- apologies;
 - all correspondence, reports and other documentation tabled at the last meeting of the Committee in sufficient particularity to be identified;
 - any resolution confirming or varying the minutes of any meeting;
 - any resolution approving a report by any member of the Committee;
 - any other resolution;
 - any other matter which the Committee direct shall be recorded in the minutes but shall not record any discussion whatsoever whether preparatory or ancillary to an resolution.
- 6.1.25.4 The Chief Executive shall circulate to all member of the Management Committee and members of relevant Sub Committees a copy of the minutes of the previous meeting of the Committee and any annexure thereto prior to the dispatch of the notice of the next meeting of that Committee.
- 6.1.25.5 The Chief Executive shall by notice from the Chair, table at any meeting any correspondence, reports and other documentation received, despatched or created since the last meeting of the relevant Committee.

6.1.26 Order of Business

Subject to the determination of the meeting as provided in these Standing Orders, the Committee shall consider its business in the following order:

- 6.1.26.1 Apologies;
- 6.1.26.2 Confirmation or variation of the minutes of the last Committee meeting;
- 6.1.26.3 Chief Executive's Report, including an account of the VCA's financial activities for the preceding month.
- 6.1.26.4 Reports and recommendations of Sub Committees presented by the relevant Sub Committees Chairperson;
- 6.1.26.5 General Business for which proper notice has been given;
- 6.1.26.6 Special Business as provided for in these Regulations and ruled urgent by the chair.

6.1.27 Observers

- 6.1.27.1 All meetings of the elected committees shall be open for attendance by any Ordinary Member of the VCA.

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- 6.1.27.2 The Chief Executive shall by notice in the VCA Gazette advise of times and dates of meetings of the committees. Such notice shall provide at least 14 days prior notice of the date of the meeting from normal date of posting of the VCA Gazette.
- 6.1.27.3 Where pursuant to Rule 2.78.2, an additional meeting of the Management Committee is called, and there is insufficient time to comply with Rule 2.78.4, then Rule 2.78.4 shall not apply. However, such additional meeting shall still be open for attendance by Ordinary Members of the VCA.
- 6.1.27.4 Ordinary Members wishing to attend an elected committee meeting must make a request for such attendance in writing to the Chief Executive not less than 48 hours prior to the commencement of the meeting and shall be provided with the agenda of the meeting prior to the commencement of the meeting. This does not entitle members to apply for multiple or blanket attendances. Each request must be for the next scheduled meeting only.
- 6.1.27.5 Ordinary Members in attendance at committee meetings cannot enter into debate, speak or disrupt the meeting in any way. Ordinary Members not adhering to this rule shall be removed from the meeting.
- 6.1.27.6 The elected committees may, by resolution prior to the discussion of any item on the agenda of a Management Committee meeting, resolve that an item should, due to either legal constraints or sensitivity, be discussed without Ordinary Members present. Upon passing such a resolution all Ordinary Members present must remove themselves from the meeting until that item of business has been dealt with.
- 6.1.27.7 Any observer to the Meeting shall not have any right to address the Committee but may do so on the invitation of the chair, or with the permission of the majority of committee members.
- 6.1.28 Chief Executive
- The Chief Executive or Deputy may not address the Committee or any Sub Committee except with the consent of or when requested to do so by the Chairperson.
- 6.1.29 Suspension of Standing Orders
- These Standing Orders may not be suspended except:
- 6.1.29.1 on seven days written notice of a motion to that effect; or
- 6.1.29.2 on the vote of a majority of the members of the Committee in favour of such suspension.
- 6.1.30 General Discussion
- At the conclusion of the Order of Business, and where time permits, the chair may allow a general discussion period. No formal adoptions or resolutions can be made during this discussion period. Notice of motions for the next meeting may be received.
- 6.1.31 Out of Sessions Voting
- (15/11/11) Where a matter arises that the President and/or Vice President deem to be sufficiently urgent to require an out of sessions decision the following shall apply:
- 6.1.31.1 The CE shall advise all members of the Management Committee of the matter by email requesting acknowledgement of receipt and a vote on the matter by a specified date.
- 6.1.31.2 Where a member failed to acknowledge receipt of the email the CE shall contact the member and alert them to the matter. Where the CE is unable to contact the member before the due date, the member shall be recorded as 'not present' for the purposes of Rule 2.79.1.
- 6.1.31.3 Members who fail to respond with a vote before the due date shall be recorded as having abstained from voting.
- 6.1.31.4 The matter shall be resolved by the majority of vote cast FOR or AGAINST.
- 6.1.31.5 The matter and its resolution shall be recorded in the minutes of the next scheduled meeting of the Management Committee.

6.2 GENERAL MEETINGS

6.2.1 Annual General Meeting

Items of business submitted as agenda items for an AGM which seek to create or amend a VCA Rule;

6.2.1.1 should clearly state how the new or amended Rule would read,

6.2.1.2 state where it is to be inserted, and

6.2.1.3 identify any existing Rule(s) which would be affected by the proposal and state those Rules as they would read if amended.

6.2.2 A notice specifying the date of the Annual General Meeting shall be published in the December issue of VicDog. The notice shall include the closing date for agenda items for the Annual General Meeting.

6.2.3 Where an Auditor is required to be appointed at an Annual General Meeting nominations for the position shall close on 31st January preceding such Annual General Meeting. The nomination shall include the period of appointment and conditions and fee for the period of Audit.

6.2.4 Special General Meeting

A notice or requisition for an SGM which seeks to create or amend a VCA Rule :-

6.2.3.1 should clearly state how the new or amended Rule would read,

6.2.3.2 state where it is to be inserted, and

6.2.3.3 identify any existing Rule(s) which would be affected by the proposal and state those Rules as they would read if amended.

6.3 MANAGEMENT COMMITTEE

6.3.1 Title

These Regulations shall be cited as the VCA Management Committee Election Regulations and shall be read in conjunction with the VCA Rules 2.40 to 2.75 inclusive for the conduct of Management Committee Elections.

6.3.2 Objective

The objective of these Regulations is to set out procedures for election of Office Bearers and ordinary members of Management Committee of the VCA.

6.3.3 Authorising Provisions

These Regulations are made under the Clause 1.5.31 of the Constitution of the VCA.

6.3.4 Returning Officer

The Victorian Electoral Commission shall conduct all elections for Management Committee. An Officer of the Victorian Electoral Commission, appointed by that Office shall be the Returning Officer for each such Election.

6.3.5 Substitute Returning Officer

The Returning Officer may, by writing under his or her hand appoint:

6.3.5.1 a Substitute Returning Officer to assist the Returning Officer or to act in the absence of the Returning Officer; and

6.3.5.2 Poll Clerks to assist in the conduct of Elections.

6.3.6 Election Officials not to be Candidates or VCA Inc. Members

The Returning Officer or Substitute Returning Officer or a Poll Clerk must not be a candidate in the election, nor shall any such official be a member of the VCA.

6.3.7 Nominations

6.3.7.1 Subject to Rule 2.52.1 only an ordinary, dual or life member as described in Rule 2.6.3 shall be eligible to nominate as a candidate or propose or second a candidate for election to the Management Committee provided that they were financial members of the VCA for the whole of the previous financial year and that their membership renewal subscriptions have been paid not later than the date on which nominations close and that they are not in default under Rule 2.10.5 or Rule 2.11 on the date on which nominations close.

6.3.7.2 A person wishing to be a candidate at an election must before 4.00pm on the day nominations close deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the election. Such form shall be completed in all detail and shall be on the prescribed form.

6.3.7.3 A personal profile form duly completed may be lodged with the nomination form, together with a photograph of the candidate and a statement which shall be published in accordance with Rule 2.59. The statement in relation to 'other relevant information' must not exceed 400 words.

6.3.3.4 Upon request the Returning Officer shall issue a receipt for a completed nomination form and profile.

6.3.8 Polling

6.3.8.1 At least twenty one days before the poll closes the Returning Officer shall send by post, via the VCA Gazette addressed to each voter:

6.3.8.1.1 the ballot paper for the election, duly signed or initialled by the Returning Officer, the substitute Returning Officer or a Poll Clerk; and

6.3.8.1.2 a return-envelope bearing the Returning Officer's address.

6.3.8.2 an election shall not be invalidated by reason merely that ballot papers have been irregularly forwarded to persons who are not entitled to vote or have been omitted to be sent to members who have registered to vote, unless in the opinion of the Returning Officer the irregularity or omission may have affected the result of the election.

6.3.9 Return of Ballot Papers

The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed and returned otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to the validity or invalidity of any vote or ballot paper is final.

6.3.10 Issue of New Ballot Papers

If a voter gives to the Returning Officer a declaration to the effect that the voter has not received a ballot paper or that the ballot paper received has been lost, spoilt or destroyed, and that the voter has not already voted, the Returning Officer may issue a new ballot paper to that voter.

6.3.11 Scrutiny and Count

(15.12.10) As soon as practicable after the close of the poll, the Returning Officer or the Substitute Returning Officer with the assistance of any Poll Clerk shall:

6.3.11.1 produce unopened all envelopes containing ballot papers received up to the time of closing the poll; and

6.3.11.2 examine each envelope, and if it is properly completed and otherwise complies with the Rules and/or these Regulations, accept the vote for further scrutiny; and

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- 6.3.11.3 if an envelope is not properly completed or otherwise does not comply with the Rules and/or these Regulations, reject the vote without opening the envelope; and
- 6.3.11.4 place the unrejected envelopes on a table so that the names and signatures of the voters are not visible; and
- 6.3.11.5 open each unrejected envelope, withdraw the ballot paper and deposit it in the ballot box; and
- 6.3.11.6 when all the ballot papers have been deposited in the ballot box, open the ballot box, withdraw the ballot papers and count the votes.
- 6.3.11.7 the envelope containing the ballot paper shall not contain more than that voter's ballot paper.
- 6.3.12 Adjournment of Scrutiny and Count
- The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer and notified to the scrutineers.
- 6.3.13 Voting System
- The votes are required to be counted under the VCA prevailing voting system (VCA Rule 2.41). The method to be used shall be in accordance with the provisions of the Local Government Act (1989) provided that this method does not conflict with the VCA Rules in which event the VCA Rules shall prevail.
- 6.3.14 Recounts
- Within seven days of being notified of the result of an election any candidate may, by request in writing addressed to the Returning Officer, request a recount setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.
- 6.3.15 Eligibility to Vote - Electoral Roll
- 6.3.15.1 All ordinary, dual or life members as described in Rule 2.6 shall, subject to Rules 2.10 and 2.11 be eligible and entitled to vote.
- 6.3.15.2 The VCA Membership Roll of eligible ordinary, dual or life members shall, subject to Rules 2.10 and 2.11, comprise the Electoral Roll for voting purposes. The Electoral Roll will be supplied by the Chief Executive to the Returning Officer. The VCA prohibit release of, or recording detail of the Roll by any person. The Roll may only be inspected by a person to satisfy that person's inquiry as to correctness of the Electoral Roll. Such inspection shall take place by appointment at the VCA Office where a duplicate copy of the Electoral Roll will be kept.
- 6.3.16 Election Material
- A person shall not, during the relevant period in relation to any VCA election, print, publish or distribute, or cause, permit or authorise to be printed, published or distributed, a newspaper, circular, pamphlet or "dodger" containing an article, report, letter or other matter containing electoral matter unless the author's name and residential address or the authors' names and residential addresses, as the case may be, are set out at the end of the article, report, letter or other matter.

6.4 CONFORMATION COMMITTEE REGULATIONS

6.4.1 Title

These Regulations shall be cited as the VCA Conformation Committee Regulations.

6.4.2 Objective

The objective of these Regulations is to set out procedures for appointment to the Conformation Committee of the VCA, pursuant to these Regulations.

6.4.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of the VCA.

6.4.4 The Committee

The Committee to consist of up to nine (9) persons appointed by the Management Committee. The Conformation Committee shall elect a Chairperson and Deputy Chairperson from within its membership, for a term of twelve (12) months.

6.4.5 Term of Office

The normal term of office shall be two years, with retiring members eligible for re-appointment subject to Rule 2.84.

6.4.6 Nominations

6.4.6.1 A person wishing to be a nominee must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Chief Executive in writing, a nomination form naming that person as a nominee.

6.4.6.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words.

6.4.7 Criteria for Nomination

Any Ordinary, Dual or Life member as described in Rule 2.6 who has owned, trained and campaigned a dog to a title in Conformation activity, shall be eligible to nominate for the Conformation Committee. Eligible members will be invited through the Gazette to nominate for appointment.

6.4.8 Casual Vacancy

In the event of a casual vacancy occurring, the Management Committee shall appoint a replacement.

6.5 THE AGILITY COMMITTEE ELECTION REGULATIONS

6.5.1 Title

These Regulations shall be cited as the VCA Agility Committee Election Regulations.

6.5.2 Objective

The objective of these Regulations is to set out procedures for election and appointment to the Agility Committee of the VCA.

6.5.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of the VCA.

6.5.4 Returning Officer

The Chief Executive or nominee shall act as Returning Officer.

6.5.5 The Committee

The Agility Committee shall consist of five (5) elected persons. The Committee shall elect its own Chairperson, and Deputy Chairperson, from within the committee, annually.

6.5.6 Term of Office

From 2006 onwards the normal term of office shall be two years, commencing from the first of August.. Retiring members are eligible for re-election subject to Rule 2.84, except that a member may only serve for 6 consecutive years after which a retiring member may not stand for re-election for a period of two years.

6.5.7 Nominations

6.5.7.1 A person wishing to be a candidate at an Election must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the Election. Such form shall be completed in all detail and shall be on the prescribed form. Any person eligible to vote may propose or second a candidate.

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- 6.5.7.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words. Should the statement exceed 400 words the excessive words will be deleted from the end of the statement. Where a profile is submitted, it will be supplied to members registered on the Agility Electoral Roll, with the dispatch of Ballot Papers.
- 6.5.8 Criteria for Nomination
- 6.5.8.1 Any VCA member as described in Rule 2.6.1 who has trained and trialed a dog to an Agility Dog title and one pass to Agility Dog Excellent title within the previous 4 years shall be eligible to nominate for the Agility Committee, or
- 6.5.8.2 Any VCA member as described in Rule 2.6.1 who has trialed a titled dog to an Agility Dog title and one pass to Agility Dog Excellent title, and is a bona fide competitor in Agility having competed in at least 20 Agility classes in the previous 4 years shall be eligible to nominate for the Agility Committee.
- 6.5.8.3 Eligible members will be invited through the Gazette to nominate for office.
- 6.5.9 Polling
- 6.5.9.1 At least fourteen days before the poll closes, the Returning Officer shall send by post, in an envelope addressed to each voter:
- 6.5.9.1.1 the Ballot paper for the Election, duly signed or initialled by the Returning Officer;
- 6.5.9.1.2 an envelope for the Ballot Paper, and a return envelope bearing the Returning Officer's address;
- 6.5.9.1.3 a profile of Candidates where applicable.
- 6.5.9.2 An election shall not be invalidated by reason that Ballot Papers have been forwarded to members not entitled to vote or have not been sent to members registered to vote, unless in the opinion of the Returning Officer this may have affected the result of the Election.
- 6.5.10 Eligibility to Vote
- 6.5.10.1 There shall be an Electoral Roll of voters. The Electoral Roll will be compiled by the Chief Executive or nominee through the VCA Gazette and having enrolled, a voter may vote for the discipline(s) for which the member is eligible according to that enrolment. Eligibility to vote must be certified as correct by the Chief Executive.
- 6.5.10.2 To be eligible to be placed on the Agility Electoral Roll voters must be Ordinary, Dual or Life members of the VCA and have been a bona fide participant in at least 10 Agility Trials in the past two years in any one or more of the following capacities – Competitor, Judge, Trial Secretary, Timer, Scribe.
- 6.5.11 Scrutineers
- A candidate may nominate a Scrutineer. The nomination must be in writing addressed to the Chief Executive and must be received before the time the Ballot closes.
- 6.5.12 Return of Ballot Papers
- The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to validity or invalidity of any vote or Ballot Paper is final.
- 6.5.13 Issue of New Ballot Papers
- If a voter gives to the Returning Officer a written declaration to the effect that the voter has not received a Ballot Paper or that the Ballot Paper received has been lost, spoilt or destroyed and that the voter has not already voted, the Returning Officer may issue a new Ballot Paper.
- 6.5.14 Scrutiny and Count
- The scrutiny of the count will be based on Regulations for Management Committee Election.

6.5.15 Adjournment of Scrutiny and Count

The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer.

6.5.16 Casual Vacancy

6.5.16.1 In the event of a casual vacancy occurring, within six months prior to the date on which the ballot closes for an election, the vacancy shall be filled at such election. If the original term still has two years to be completed then the successful candidate shall be elected for that period.

6.5.16.2 In the event of a casual vacancy occurring, more than six months before the date on which the ballot closes for an election, the Management Committee may appoint a committee member subject to Regulation 6.5.6, to hold office until the next agility committee election.

6.5.16.3 In the event that insufficient nominations are received to fill the vacant positions, Management Committee shall invite members participating in Agility as defined in these Regulations to nominate one eligible person for each vacant position. The Management Committee shall select from the nominations one person to fill each position and selected person/s shall see out the duration of the original term/s.

6.5.17 Voting System

The votes are to be counted under the Proportional Representation Voting System.

6.5.18 Recounts

Within seven days of being notified of the result of an election any candidate may by request in writing addressed to the Returning Officer, request a recount setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.

6.5.19 Timetable for Elections

The following timetable for the Election will apply:-

April Gazette	Agility Committee Election Regulations published.
May & June Gazettes	Enrolment for Electoral Roll announcement and nominations called for
June date to be set	Electoral Roll and nominations close at 12 noon
July date to be set	Ballot Papers and profiles dispatched to persons on the Electoral Roll
July date to be set	Ballot Closes at 4.00 p.m.
August Gazette	Result of Election published

6.6 OBEDIENCE, TRACKING AND ENDURANCE COMMITTEE ELECTION REGULATIONS

6.6.1 Title

These Regulations shall be cited as the VCA Obedience, Tracking and Endurance Committee Election Regulations.

6.6.2 Objective

The objective of these Regulations is to set out procedures for election and appointment to the Obedience, Tracking and Endurance Committee of the VCA.

6.6.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of the VCA.

6.6.4 Returning Officer

The Chief Executive or nominee shall act as Returning Officer, and shall not be a candidate in the election.

6.6.5 The Committee

(15/08/10) The Obedience, Tracking and Endurance Committee shall consist of seven (7) elected persons. The Committee may elect its own Chairperson, and Deputy Chairperson, from within the committee, annually.

6.6.6 Term of Office

The normal term of office for elected members shall be four years, commencing from first August, with retiring members eligible for re-election, subject to Rule 2.84.

6.6.7 Nominations

6.6.7.1 A person wishing to be a candidate at an Election must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the Election. Such form shall be completed in all detail and shall be on the prescribed form. Any person eligible to vote may propose or second a candidate.

6.6.7.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words. Should the statement exceed 400 words the excessive words will be deleted from the end of the statement. Where a profile is submitted, it will be supplied to members registered on the Obedience, Tracking and Endurance Electoral Roll, with the dispatch of Ballot Papers.

6.6.8 Criteria for Nomination

Any VCA member as described in Rule 2.6.1 who has owned, trained and trialed a dog to a title in Obedience or Tracking activity shall be eligible to nominate for the Obedience, Tracking and Endurance Committee. Eligible members will be invited through the Gazette to nominate for office.

6.6.9 Polling

6.6.9.1 At least fourteen days before the poll closes, the Returning Officer shall send by post, in an envelope addressed to each voter:

6.6.9.1.1 the Ballot paper for the Election, duly signed or initialled by the Returning Officer;

6.6.9.1.2 an envelope for the Ballot Paper, and a return envelope bearing the Returning Officer's address;

6.6.9.1.3 a profile of Candidates where applicable.

6.6.9.2 An election shall not be invalidated by reason that Ballot Papers have been forwarded to members not entitled to vote or have not been sent to members registered to vote, unless in the opinion of the Returning Officer this may have affected the result of the Election.

6.6.10 Eligibility to Vote

6.6.10.1 There shall be an Electoral Roll of voters. The Electoral Roll will be compiled by the Chief Executive or nominee through the VCA Gazette and having enrolled, a voter may vote for the discipline(s) for which the member is eligible according to that enrolment. Eligibility to vote must be certified as correct by the Chief Executive.

6.6.10.2 To be eligible to be placed on the Obedience, Tracking and Endurance Electoral Roll voters must be Ordinary, Dual or Life members of the VCA and have trained and trialed a dog to at least one pass towards a title in Obedience or Tracking, or have within the last 5 years been active in stewarding, judging, instructing or the active administration of Obedience, Tracking or Endurance trials/tests.

6.6.11 Scrutineers

A candidate may nominate a Scrutineer. The nomination must be in writing addressed to the Chief Executive and must be received before the time the Ballot closes.

6.6.12 Return of Ballot Papers

The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed otherwise than in accordance with the instructions must

not be counted. The decision of the Returning Officer as to validity or invalidity of any vote or Ballot Paper is final.

6.6.13 Issue of New Ballot Papers

If a voter gives to the Returning Officer a written declaration to the effect that the voter has not received a Ballot Paper or that the Ballot Paper received has been lost, spoilt or destroyed and that the voter has not already voted, the Returning Officer may issue a new Ballot Paper.

6.6.14 Scrutiny and Count

The scrutiny of the count will be based on Regulations for Management Committee Election.

6.6.15 Adjournment of Scrutiny and Count

The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer.

6.6.16 Casual Vacancy

6.6.16.1 In the event of a casual vacancy occurring, within six months prior to the date on which the ballot closes for an election, the vacancy shall be filled at such election. If the original term still has two years to be completed then the successful candidate shall be elected for that period.

6.6.16.2 In the event of a casual vacancy occurring, more than six months before the date on which the ballot closes for an election, then the Management Committee shall invite each Club participating in Obedience, Tracking and Endurance as defined in these Regulations to nominate one (1) person for the vacant position. The Management Committee shall select from the nominations one (1) person to fill the position and the successful candidate shall see out duration of the original term.

6.6.16.3 In the event that insufficient nominations are received to fill the vacant positions, Management Committee shall invite members participating in Obedience, Tracking and Endurance as defined in these Regulations to nominate one eligible person for each vacant position. The Management Committee shall select from the nominations one person to fill each position and the selected person/s shall see out the duration of the original term/s.

6.6.17 Voting System

The votes are required to be counted under the Proportional Representation Voting System.

6.6.18 Recounts

Within seven days of being notified of the result of an election any candidate may by request in writing addressed to the Returning Officer, request a recount setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.

6.6.19 Timetable for Elections

The following timetable for the Election will apply:-

April Gazette	Obedience, Tracking and Endurance Committee Election Regulations published.
May & June Gazettes	Enrolment for Electoral Roll announcement and nominations called for
June date to be set	Electoral Roll and nominations close at 12 noon
July date to be set	Ballot Papers and profiles dispatched to persons on the Electoral Roll
July date to be set	Ballot Closes at 4.00 p.m.
August Gazette	Result of Election published

6.7 RETRIEVING AND FIELD TRIAL COMMITTEE ELECTION REGULATIONS

6.7.1 Title

These Regulations shall be cited as the VCA Retrieving and Field Trial Committee Election Regulations.

6.7.2 Objective

The objective of these Regulations is to set out procedures for election and appointment to the Retrieving and Field Trial Committee of the VCA.

6.7.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of the VCA.

6.7.4 Returning Officer

The Chief Executive or nominee shall act as Returning Officer.

6.7.5 Reserved

6.7.6 The Committee

The Committee to consist of 10 elected persons, with the following representation to the respective disciplines, ie.

Retrieving discipline	- four elected
Pointer and Setter discipline	- two elected
Spaniel and Retriever discipline	- two elected
Utility Gundog discipline	- two elected

The committee may elect a Chairperson and a Deputy Chairperson, from within the committee, annually.

6.7.7 Term of Office

The normal term of office for elected members shall be four years commencing on 1st August with retiring members eligible for re-election subject to Rule 2.84.

6.7.8 Nominations

6.7.8.1 A person wishing to be a candidate at an Election must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the Election. Such form shall be completed in all detail and shall be on the prescribed form. Any person eligible to vote may propose or second a candidate.

6.7.8.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words. Should the statement exceed 400 words the excessive words will be deleted from the end of the statement. Where a profile is submitted, it will be supplied to members registered on the Retrieving and Field Trial Electoral Roll, with dispatch of Ballot Papers.

6.7.9 Criteria for Nomination

Any VCA member as described in Rule 2.6.1 who has for the last two years demonstrated support for the Rules and Regulations and Codes of Practice set out by the VCA, and has been one or more of the following:

- a competitor in Field and/or Retrieving events;
- connected with Trials as a Judge, Steward or Manager;
- attended at least one lecture and at least one field training day for the respective disciplines in the last two years;

shall be eligible to nominate for one position of the RAFT Committee.

A candidate may nominate to represent one only discipline at any one Election, and must be enrolled on one or more of the Electoral Rolls for the Retrieving and Field Trial Committee Election. Eligible members will be invited through the Gazette to nominate for office.

6.7.10 Polling

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- 6.7.10.1 At least fourteen days before the poll closes, the Returning Officer shall send by post, in an envelope addressed to each voter:
- 6.7.10.1.1 the Ballot paper for the Election, duly signed or initialled by the Returning Officer or nominee;
 - 6.7.10.1.2 an envelope for the Ballot Paper, and a return envelope bearing the Returning Officer's address;
 - 6.7.10.1.3 a profile of Candidates where applicable.
- 6.7.10.2 An election shall not be invalidated by reason that Ballot Papers have been forwarded to members not entitled to vote or have not been sent to members registered to vote, unless in the opinion of the Returning Officer this may have affected the result of the Election.
- 6.7.11 Eligibility to Vote
- There shall be an Electoral Roll of voters for each discipline. To be eligible to be placed on the Electoral Roll voters must be Ordinary, Dual or Life members of the VCA who have within the last two years been one or more of the following:
- a competitor in field and/or retrieving events;
 - connected with trials as a Judge, Steward or Manager, on a regular basis;
 - attended at least one lecture and at least one field training day for the respective discipline.
- Such a member must apply to be on the RAFT Electoral Roll which will be developed by the VCA through the DOGS Victoria Magazine and having enrolled, a voter may vote for the discipline(s) for which he/she is eligible according to the enrolment.
- Eligibility to vote under this Clause must be certified as correct by the Chief Executive.
- 6.7.12 Scrutineers
- A candidate may nominate a Scrutineer. The nomination must be in writing addressed to the Chief Executive and must be received before the time the Ballot closes.
- 6.7.13 Return of Ballot Papers
- The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to validity or invalidity of any vote or Ballot Paper is final.
- 6.7.14 Issue of New Ballot Papers
- If a voter gives to the Returning Officer a declaration to the effect that the voter has not received a Ballot Paper or that the Ballot Paper received has been lost, spoilt or destroyed and that the voter has not already voted, the Returning Officer may issue a new Ballot Paper to that voter.
- 6.7.15 Scrutiny and Count
- The scrutiny of the count will be based on Regulations for Management Committee Election Regulations.
- 6.7.16 Adjournment of Scrutiny and Count
- The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer.
- 6.7.17 Casual Vacancy
- 6.7.17.1 In the event of a casual vacancy occurring, within six months of the date on which the ballot closes for an election, the vacancy shall be filled at such election. If the original term still has two years to be completed then the successful candidate shall be elected for that period and shall be the second or third candidate elected, depending on the required number to be elected within the discipline.

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- 6.7.17.2 In the event of a casual vacancy occurring, more than six months before the date on which the ballot closes for an election, then the Management Committee shall invite each Club participating in that particular discipline to nominate one (1) person for the vacant position. The Management Committee shall select from the nominations one (1) person to fill the position and the successful candidate shall see out duration of the original term.

6.7.18 Voting System

The votes are to be counted under the Proportional Representation Voting System.

6.7.19 Recounts

Within seven days of being notified of the result of an election any candidate may by request in writing addressed to the Returning Officer, setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.

6.7.20 Timetable for Elections

The following timetable for the Election will apply:-

April Gazette	Retrieving and Field Trial Committee Election Regulations published.
May & June Gazettes	Enrolment for Electoral Roll announcement and nominations called for
June date to be set	Both Electoral Roll and nominations close at 12 noon
July date to be set	Ballot Papers and profiles despatched to persons on the Electoral Roll
July date to be set	Ballot Closes at 4.00 p.m.
August Gazette	Result of Election published

6.8 THE HERDING COMMITTEE ELECTION REGULATIONS

6.8.1 Title

These Regulations shall be cited as the VCA Herding Committee Regulations.

6.8.2 Objective

The objective of these Regulations is to set out procedures for election and appointment to the Herding Committee of the VCA.

6.8.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of the VCA.

6.8.4 Returning Officer

The Chief Executive or nominee shall act as Returning Officer, and shall not be a candidate in the election.

6.8.5 The Committee

The Herding Committee shall consist of nine (9) persons, eight (8) elected and one (1) person appointed annually by and from the Management Committee. The Committee may elect its own Chairperson, and Deputy Chairperson, from within the committee, annually.

6.8.6 Term of Office

The normal term of office for elected members shall be four years, commencing from the first of August. Retiring members are eligible for re-election, except that a member may only serve for two consecutive terms of office after which a retiring member may not stand for re-election for a period of two years.

6.8.7 Nominations

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- 6.8.7.1 A person wishing to be a candidate at an Election must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the Election. Such form shall be completed in all detail and shall be on the prescribed form. Any person eligible to vote may propose or second a candidate.
- 6.8.7.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words. Should the statement exceed 400 words the excessive words will be deleted from the end of the statement. Where a profile is submitted, it will be supplied to members registered on the Herding Electoral Roll, with the dispatch of Ballot Papers.
- 6.8.8 Criteria for Nomination
- Any VCA member as described in Rule 2.6.1 – 2.6.3 who has trained and trialed a dog for 5 trials over 2 years shall be eligible to nominate for the Herding Committee. Eligible members will be invited through the Gazette to nominate for office.
- 6.8.9 Polling
- 6.8.9.1 At least fourteen days before the poll closes, the Returning Officer shall send by post, in an envelope addressed to each voter:
- 6.8.9.1.1 the Ballot paper for the Election, duly signed or initialled by the Returning Officer;
 - 6.8.9.1.2 an envelope for the Ballot Paper;
 - 6.8.9.1.3 a return envelope bearing the Returning Officer's address;
 - 6.8.9.1.4 a profile of Candidates where applicable.
- 6.8.9.2 An election shall not be invalidated by reason that Ballot Papers have been forwarded to members not entitled to vote or have not been sent to members registered to vote, unless in the opinion of the Returning Officer this may have affected the result of the Election.
- 6.8.10 Eligibility to Vote
- 6.8.10.1 There shall be an Electoral Roll of voters. The Electoral Roll will be compiled by the Chief Executive or nominee through the VCA Gazette and having enrolled, a voter may vote for the discipline(s) for which the member is eligible according to that enrolment. Eligibility to vote must be certified as correct by the Chief Executive.
- 6.8.10.2 To be eligible to be placed on the Herding Electoral Roll voters must be Ordinary, Dual or Life members of the VCA and have been a bona fide participant in at least 5 trials in the past two years in any one or more of the following capacities – Competitor, Judge, Trial Secretary, Timer, Scribe.
- 6.8.11 Scrutineers
- A candidate may nominate a Scrutineer. The nomination must be in writing addressed to the Chief Executive and must be received before the time the Ballot closes.
- 6.8.12 Return of Ballot Papers
- The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to validity or invalidity of any vote or Ballot Paper is final.
- 6.8.13 Issue of New Ballot Papers
- If a voter gives to the Returning Officer a written declaration to the effect that the voter has not received a Ballot Paper or that the Ballot Paper received has been lost, spoilt or destroyed and that the voter has not already voted, the Returning Officer may issue a new Ballot Paper.
- 6.8.14 Scrutiny and Count

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- The scrutiny of the count will be based on Regulations for Management Committee Election.
- 6.8.15 Adjournment of Scrutiny and Count
- The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer.
- 6.8.16 Casual Vacancy
- 6.8.16.1 In the event of a casual vacancy occurring, within six months prior to the date on which the ballot closes for an election, the vacancy shall be filled at such election.
- 6.8.16.2 In the event of a casual vacancy occurring, more than six months before the date on which the ballot closes for an election, then the Management Committee shall invite members participating in Herding as defined in these Regulations to nominate for the vacant position. The Management Committee shall select from the nominations one person to fill the position and the selected person shall see out the duration of the original term.
- 6.8.17 Voting System
- The votes are to be counted under the Proportional Representation Voting System.
- 6.8.18 Recounts
- Within seven days of being notified of the result of an election any candidate may by request in writing addressed to the Returning Officer, request a recount setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.
- 6.8.19 Timetable for Elections
- The following timetable for the Election will apply:-
- | | |
|---------------------|------------------------------------------------------------------------|
| April Gazette | Herding Committee Election Regulations published. |
| May & June Gazettes | Enrolment for Electoral Roll announcement and nominations called for |
| June date to be set | Electoral Roll and nominations close at 12 noon |
| July date to be set | Ballot Papers and profiles dispatched to persons on the Electoral Roll |
| July date to be set | Ballot Closes at 4.00 p.m. |
| August Gazette | Result of Election published |
- 6.9 FLYBALL COMMITTEE REGULATIONS (15/11/11)
- 6.9.1 Title
- These Regulations shall be cited as the VCA Flyball Committee Regulations.
- 6.9.2 Objective
- The objective of these Regulations is to set out procedures for appointment to the Flyball Committee of the VCA, pursuant to these Regulations.
- 6.9.3 Authorising Provisions
- These Regulations are made under Clause 1.5.24 of the Constitution of the VCA.
- 6.9.4 The Committee
- The Committee to consist of up to six (6) persons appointed by the Management Committee. The Management Committee may appoint one of its members to the committee. The Flyball Committee shall elect a Chairperson and Deputy Chairperson from within its membership, for a term of twelve (12) months.
- 6.9.5 Term of Office
- The normal term of office shall be two years, unless specified otherwise by Management Committee. Retiring members are eligible for re-appointment subject to Rule 2.84.
- 6.9.6 Nominations

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- 6.9.6.1 A person wishing to be a nominee must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Chief Executive in writing, a nomination form naming that person as a nominee.
- 6.9.6.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words.
- 6.9.6.3 The Management Committee may invite members to nominate.
- 6.9.7 Criteria for Nomination
- Any Ordinary, Dual or Life member as described in Rule 2.6 who has owned, trained and campaigned a dog to a title in Flyball activity, shall be eligible to nominate for the Flyball Committee. Eligible members will be invited through the Gazette or by Management Committee to nominate for appointment.
- 6.9.8 Casual Vacancy
- In the event of a casual vacancy occurring, the Management Committee shall appoint a replacement.
- 6.10 DANCES WITH DOGS COMMITTEE REGULATIONS (15/11/11)
- 6.10.1 Title
- These Regulations shall be cited as the VCA Dances With Dogs Committee Regulations.
- 6.10.2 Objective
- The objective of these Regulations is to set out procedures for appointment to the Dances With Dogs Committee of the VCA, pursuant to these Regulations.
- 6.10.3 Authorising Provisions
- These Regulations are made under Clause 1.5.24 of the Constitution of the VCA.
- 6.10.4 The Committee
- The Committee to consist of up to six (6) persons appointed by the Management Committee. The Management Committee may appoint one of its members to the committee. The Dances With Dogs Committee shall elect a Chairperson and Deputy Chairperson from within its membership, for a term of twelve (12) months.
- 6.10.5 Term of Office
- The normal term of office shall be two years, unless specified otherwise by Management Committee. Retiring members are eligible for re-appointment subject to Rule 2.84.
- 6.10.6 Nominations
- 6.10.6.1 A person wishing to be a nominee must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Chief Executive in writing, a nomination form naming that person as a nominee.
- 6.10.6.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words.
- 6.10.6.3 The Management Committee may invite members to nominate.
- 6.10.7 Criteria for Nomination
- Any Ordinary, Dual or Life member as described in Rule 2.6 who has owned, trained and campaigned a dog to a title in Dances With Dogs activity, shall be eligible to nominate for the Dances With Dogs Committee. Eligible members will be invited through the Gazette or by Management Committee to nominate for appointment.
- 6.10.8 Casual Vacancy

In the event of a casual vacancy occurring, the Management Committee shall appoint a replacement.

6.11 EARTHDOG COMMITTEE REGULATIONS (15/11/11)

6.11.1 Title

These Regulations shall be cited as the VCA Earthdog Committee Regulations.

6.11.2 Objective

The objective of these Regulations is to set out procedures for appointment to the Earthdog Committee of the VCA, pursuant to these Regulations.

6.11.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of the VCA.

6.11.4 The Committee

The Committee to consist of up to six (6) persons appointed by the Management Committee. The Management Committee may appoint one of its members to the committee. The Earthdog Committee shall elect a Chairperson and Deputy Chairperson from within its membership, for a term of twelve (12) months.

6.11.5 Term of Office

The normal term of office shall be two years, unless specified otherwise by Management Committee. Retiring members are eligible for re-appointment subject to Rule 2.84.

6.11.6 Nominations

6.11.6.1 A person wishing to be a nominee must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Chief Executive in writing, a nomination form naming that person as a nominee.

6.11.6.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words.

6.11.6.3 The Management Committee may invite members to nominate.

6.11.7 Criteria for Nomination

Any Ordinary, Dual or Life member as described in Rule 2.6 who has owned, trained and campaigned a dog to a title in Flyball activity, shall be eligible to nominate for the Earthdog Committee. Eligible members will be invited through the Gazette or by Management Committee to nominate for appointment.

6.11.8 Casual Vacancy

In the event of a casual vacancy occurring, the Management Committee shall appoint a replacement.

PART 7 REGULATIONS – CONFORMATION

7.1 ELIGIBILITY FOR EXHIBITION

- 7.1.1 The Rules and Regulations of the VCA shall apply to all exhibitions approved by Management Committee.
- 7.1.2 Unless otherwise determined by Management Committee, all conformation fixtures will be held at the VCA Bulla Exhibition Centre or KCC Park Skye, however this Regulation will not apply where an Affiliate name is identifiable with an area outside 50 km radius of the GPO Melbourne, in which case fixtures will be held in the area so identifiable, except where centralised or regional centres are being utilised.
- 7.1.3 It is a prerequisite for group clubs and semi-specialist clubs and optional for breed clubs and all breeds clubs to conduct an Open Show each year. Where an all breeds club elects to hold an Open Show, the Open Show must be held in conjunction with one of that club's Championship Shows or on a date when no all breeds show is being conducted in Victoria.
- 7.1.4 An Affiliate must evidence an entry of at least 250 exhibits before a two day Show is approved, except where an Affiliate is granted a "National" in which case exemption may be given, upon application.

7.2 CONFORMATION CLASSES FOR EXHIBITS

- 7.2.1 Refer ANKC Regulations Part 5, Section 1
- 7.2.2 BRACE for two exhibits six months of age or over and of the same breed, each of which has competed in at least one ordinary class at the same exhibition, is the property of the same owner and is handled in the judging ring by the same person.
- 7.2.3 TEAM - for three or more exhibits six months of age or over and of the same breed, each of which has competed in at least one ordinary class at the same exhibition, is the property of the same owner and is handled in the judging ring by the same person.
- 7.2.4 INTERSTATE CLASS - for exhibits owned by a non-Victorian resident.
- 7.2.5 LOCAL CLASSES AT OPEN SHOWS AND PARADES - are for exhibits six months of age or over owned by exhibitors residing within a specified radius of the exhibition. The body holding the exhibition shall have the power to specify any radius up to 50 km. If the radius is not specified it shall be taken to be 50 km.

Local classes at Open Shows or Parades may not be offered within a 50 km radius of the Melbourne GPO nor may exhibits owned within that area compete in local classes. Wins in local classes shall count against the eligibility of an exhibit only for restricted local classes.
- 7.2.6 LOCAL CLASSES AT CHAMPIONSHIP SHOWS - are classes for exhibits of at least six months of age owned by exhibitors residing within a specified radius of the exhibition. The body holding the exhibition shall have the power to specify any radius up to 50 km. If the radius is not specified in the schedule it shall be taken to be 50 km. Local classes may not be offered within 160 km radius of the GPO Melbourne. Wins in local classes shall count against the eligibility of a dog only for restricted local classes.
- 7.2.7 HANDLERS CLASSES - Adult and Junior Handlers Classes for pure bred and/or de-sexed pure breed dogs, unless otherwise stipulated by conditions of entry.
- 7.2.8 NEUTERED EXHIBITS CLASS - For neutered pure breed dogs of breeds recognised by the ANKC. This class cannot compete for Best Dog/Bitch or Challenge Certificate.
- 7.2.9 Class 21 and 21A

Champion Class - for exhibits which have qualified as Champions.

This class is for both dog and bitch for each breed at Open Shows and Competitions. The winners of these classes are not eligible to compete for Best Dog, Best Bitch, or Best of Breed therefore they

cannot compete for any Group award other than Best Champion in Group or any In Show award other than Best Champion in Show. The above class shall be judged as the first class of each breed.

Where class 21 and 21A are not offered at Open Shows Champions shall compete in ordinary classes.

7.2.10 SWEEPSTAKES CLASSES

7.2.10.1 Baby Puppy Sweepstakes

7.2.10.2 Minor Puppy Sweepstakes etc.

7.2.11 Numbering of Classes

- Class .1 Baby Puppy
.2 Minor Puppy
.3 Puppy
.4 Junior
.5 Intermediate
.6 Novice
.7 Graduate
.8 Limit
.9 State Bred
.10 Australian Bred
.11 Open
.12 Veteran
.13 Brace
.14 Local
.15 Puppy Neuter
.16 Junior Neuter
.17 Intermediate Neuter
.18 Open Neuter
.19 Interstate
.20 Handlers
.21 Champion
.22 Sweepstakes
.1 Baby Puppy
.2 Minor Puppy etc.

Bitch classes to be numbered: 1a, 2a, 3a, 4a, etc.

7.2.12 OPEN CLASS - not more than one Open Class may be offered for each sex of any one breed. In the total of the classes offered for any particular breed an "Open Dog" and "Open Bitch" must be provided.

7.2.13 LOCAL CLASSES - cannot exceed Best Dog, Best Bitch, Best Puppy Dog, Best Puppy Bitch.

7.2.14 BABY PUPPY CLASSES - Baby Puppy Classes are 'optional' at the sole discretion of VCA Affiliates at Championship Shows conducted in Victoria.

7.2.15 Affiliates may only conduct fixtures for the breed(s) specified in the Affiliate's Statement of Purposes/Constitution.

7.2.16 The following classes are compulsory:

At Championship Shows: Minor Puppy, Puppy, Junior, Intermediate, Open.

At Parades and Open Shows: Baby Puppy, Puppy, Junior, Open.

7.2.17 Baby Puppies are not eligible to compete outside of Baby Puppy Class except for applicable Special Classes.

7.2.18 The term "SPECIAL CLASSES" applies to Local, Brace, Team, Interstate, Handlers, Neuter, Progeny, Sweepstakes and any other class approved by the VCA as a Special Class.

7.2.19 VETERAN CLASS – Veteran Class as per ANKC Regulations Part 5, Clause 1.5 may be a parade of Veterans or a Veteran Class whereby the winner may compete for the Challenge. Where the

(15/11/09)

Veteran Class winner is to compete for the Challenge only entire dogs or bitches are eligible for the class.

7.3 SCHEDULES AND CATALOGUES

7.3.1 All Rules, Regulations, definitions or instructions in the nature of Rules and Regulations printed in the schedule shall be deemed to be Regulations of the Show or other exhibitions and shall have the same effect as if they formed part of these Regulations, provided they are not inconsistent with these Regulations.

7.3.2 The conformation Schedule shall contain:

7.3.2.1 the date on which the entries close as the first item appearing on the first page of the prize schedule.

7.3.2.2 notification to the effect that the body is affiliated with the VCA and that the exhibition is held under the Rules and Regulations of the VCA and that a copy of them may be perused at the office of the Secretary of the Exhibition.

7.3.2.3 the name of the Affiliate conducting the exhibition.

7.3.2.4 the correct status of the exhibition, whether Championship Show, Open Show, Parade etc.

7.3.2.5 the name and address of the venue at which the exhibition is to be held.

7.3.2.6 the date on which the exhibition is to be held.

7.3.2.7 the address to which the entries are to be sent and the telephone number of the Club or Show Secretary. Entries shall not be accepted by a person residing at the same address or using the same postal address as an appointed Judge for the relevant fixture.

7.3.2.8 the name of each Judge including initials, title and the Judges State, together with the Group, or breeds and/or specials allocated to that Judge.

7.3.2.9 the order of judging of breeds where a Judge judges part of two or more groups but not Group Specials.

7.3.2.10 the name of the Judge judging General Specials.

7.3.2.11 the names of any Judges judging any Sweepstakes or Special Classes (if any).

7.3.2.12 the sequence of breed judging. If not otherwise stated alphabetical order applies.

7.3.2.13 the price of catalogues.

7.3.2.14 entry fees per class. Where there is a variation in the fees charged for different classes or between members and non members, the fees for each category must be shown (eg. breed classes \$5, or members \$5, non members \$7 etc.). Entries will not be accepted without fees.

7.3.2.15 the name of any breed(s) for which Challenge Certificates and Best of Breed Certificates will not be available.

7.3.2.16 notification of requirement to pay ground levy (if applicable).

7.3.2.17 cost of admission of non-exhibitors to fixture and car parking fee (if applicable).

7.3.2.18 time that judging will commence and notification of the judging times for special classes.

7.3.2.19 Reserved.

(15/02/12)

7.3.2.20 notification that a stamped self addressed envelope must be included with entries and in the case of multiple exhibitors, one envelope for each exhibitor.

7.3.2.21 advice as to the availability of catering for exhibitors.

7.3.2.22 list of the classes available for dogs and bitches and any special classes to be judged.

7.3.2.23 list of the trophies and sashes to be awarded, list of the breeds for which the Show has been designated a points score show and any trophies or sashes donated as specific awards.

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- 7.3.2.24 advice as to what arrangements will apply should the extreme weather conditions policy be enacted.
- 7.3.3 Fees or any other specified charges shall not be increased above the prices shown in the schedule without the written permission of the VCA.
- 7.3.4 Where no challenge certificates are to be offered at a conformation Show a notification to that effect must be printed in all schedules and catalogues.
- 7.3.5 The Affiliate conducting the conformation show shall:
- 7.3.5.1 Stamp each exhibit number on the front with the name of the Affiliate conducting the exhibition.
 - 7.3.5.2 post exhibit numbers to the exhibitor at least seven (7) days prior to the date of the fixture.
(15/02/12) Only one exhibitor's numbers will be enclosed in any one envelope. A slip identifying the first number in each group and the last number of the show must also be issued with exhibit numbers sent by the post. Any judging changes made subsequent to the publication of the schedule, and more than seven (7) days prior to the fixture must be included in the slip notification.
 - 7.3.5.3 issue from the office of the Show all exhibit numbers to exhibitors who failed to include a stamped addressed envelope with their entry.
- 7.3.6 For Fixtures require Schedules to be published in VicDog, the draft Schedules and Judges Contracts must be submitted to the VCA Office for approval at least five months prior to the 1st of the month in which the fixture is being held. For Schedules not being published in VicDog, the draft schedule and Judges Contracts must be submitted to the VCA office for approval at least four months prior to the 1st of the month in which the fixture is being held. Failure to comply will result in a fine being applied for the first offence and a higher fine being applied for subsequent offences. (14/02/13)
- 7.3.7 The conditions and particulars set out in the approved draft of the prize schedule must be adhered to in the published Schedule and catalogue and shall not be altered without Management Committee approval. Where alterations have been approved exhibitors shall be given the option of withdrawing their exhibits but shall not be entitled to a refund of entry fees except where Regulations specify otherwise.
- 7.3.8 The conformation catalogue shall contain:
- 7.3.8.1 the name of the Affiliate conducting the fixture.
 - 7.3.8.2 the correct status of the fixture.
 - 7.3.8.3 a notification to the effect that the body is affiliated with the VCA and that the fixture is held under the Rules and Regulations of the VCA and that a copy may be perused at the office of the Secretary of the fixture.
 - 7.3.8.4 the name and address of the venue at which the fixture is being held.
 - 7.3.8.5 the date/s on which the fixture is being held.
 - 7.3.8.6 list of office bearers and Committee of the Affiliate conducting the fixture (optional).
 - 7.3.8.7 list of Judges showing their judging commitments as per the prize schedule.
 - 7.3.8.8 time at which breed judging and special classes judging will commence.
 - 7.3.8.9 notification of any alterations to the prize schedule.
 - 7.3.8.10 names of the VCA representative and any photographer.
 - 7.3.8.11 list of trophies, sashes and awards including any special breed sashes or trophies and a list of breeds for which the show has been designated a points score show.
 - 7.3.8.12 catalogues to be prepared in group order in accordance with the schedule and to provide listings for group and in show awards.
 - 7.3.8.13 Other special classes to be listed after the breed classes.

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- 7.3.8.14 each entry to show the name of the exhibitor, the name of the exhibit, the exhibit number, the date of birth of the exhibit, the name of the breeder, and in the case of Championship Shows the name of the sire and dam of the exhibit.
- 7.3.9 An official of any affiliated body shall not disclose information as to the entries or entrants for a fixture prior to the commencement of the fixture other than in accordance with Regulations.
- 7.3.10 Separate catalogues shall be issued for each show, except that where consecutive shows are
(15.11.11) conducted on the same day, utilising the same judges,, the club may issue one catalogue for both shows.

7.4 RESERVED

7.5 PROCEDURES AT EXHIBITIONS

- 7.5.1 No member of a Judge's family or household, including a person who resides at the same address, or a Judge's partner, shall exhibit or handle any dog at any fixture at which the Judge officiates as a judge. This regulation does not apply to a Trainee Judge judging a sweepstakes class where the class is judged before breed classes.
- 7.5.2 At an exhibition a Ring Steward will not exhibit or handle any exhibit under a Judge for whom they have stewarded at that exhibition.
- 7.5.3 No person shall enter any exhibit or handle in any Show or other exhibition under any Judge who has, or has had, a proprietary interest in a dog or dogs whether solely or in partnership with such person, within a period of twelve months prior to such Show or exhibition.
- 7.5.4 No person shall exhibit or handle under a Judge, if that Judge has handled any dog owned or part owned, leased or part leased by such person within a period of 12 months prior to such event or exhibition. This Regulation applies to approved and sanctioned events, with the exception of members competitions and dog matches, and does not apply where an exhibitor assists another exhibitor who, due to a judging decision on the day, is required to compete with two or more exhibits at the same time.
- 7.5.5 No person shall exhibit or handle under a Judge, if that person has handled any dog owned or part owned, leased or part leased by such Judge within a period of 12 months prior to such event or exhibition. This regulation applies to all approved and sanctioned events, with the exception of members competitions and dog matches, and does not apply where an exhibitor assists another exhibitor who, due to a judging decision on the day, is required to compete with two or more exhibits at the same time.
- 7.5.6 No person shall exhibit or handle under a Judge if that person has billeted that Judge or been billeted by that Judge in the period of six months prior to a Show at which that Judge is officiating or intends to billet the Judge within 24 hours after the Show.
- 7.5.7 Where benches are provided and used at fixtures exhibits must be benched with chains of metal and suitable collars or be crated.
- 7.5.8 The use of "metal spiked" footwear is not permitted.
- 7.5.9 Tents, grooming tables and carrying boxes and other obstructions other than seating are not permitted to be positioned in the aisles nor within three metres of any judging ring or assembly area.
- 7.5.10 Reserved.
- 7.5.11 At all times an exhibitor shall be responsible for cleaning up and the removal of droppings left by their exhibit.
- 7.5.12 Powdering of dogs indoors at VCA venues is not permitted.
- 7.5.13 Reserved.
- 7.5.14 The conformation judging ring shape and size should be proportionate to the size of dogs and entry for class, but must be a minimum of 200 sq m in area.

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- 7.5.15 Where an affiliated body decides that it shall require exhibits to be presented at a checking point for the purpose of checking in entries, the checking times must be advertised in the schedule and must be strictly adhered to. No exhibits shall be admitted after the check point is closed.
- 7.5.16 A conformation show may not be postponed for more than one month unless approved by Management Committee. If after the closing date for entry a conformation show is postponed for not more than one month, the age of the exhibits entered shall be computed to the original date of the exhibition as advertised in the Schedule.
- 7.5.17 Reserved (15/06/12)
- 7.5.18 Where the Judge announced in a Schedule is changed, other than to the advertised emergency or reserve judge, an exhibit affected by the change of Judge may be withdrawn prior to or on the day by the owner after giving notice in writing of such intention to the Committee of the exhibition. Upon written request lodged before commencement of the show the exhibitor shall be entitled to a refund of entry fees.
- 7.5.19 Where the venue for an affiliated Club's show(s), as published in the Schedule, is changed, then exhibitors may withdraw their exhibits by the giving of notice in writing of such intention to the Committee of the exhibition. Upon written request prior to the date of the show the exhibitor shall be entitled to a refund of entry fees except where Regulations specify otherwise.
- 7.5.20 If an exhibitor reports before the judging of an ordinary class or classes that they have entered a dog in a class for which it is ineligible, the Show Secretary is to transfer such dog to its appropriate class as determined by age (or to the Open Class).
- 7.5.21 An Affiliate may include an exhibition class at fixtures. This class is not judged. An entry fee may be charged.
- 7.5.22 Opposite Sex Awards
Opposite Sex awards may only be awarded at Breed Specialist Shows in accordance with the following procedure:
- 7.5.22.1 If the runner up to Best in Show is of the opposite sex to the Best in Show, that exhibit is automatically awarded Opposite Sex in Show with all other eliminations proceeding as normal.
- 7.5.22.2 If the Runner Up to Best in Show is not of the opposite sex to the Best in Show and the Club is a single variety Breed Specialist Club then the opposite Challenge winner to the Best in Show is awarded Opposite Sex in Show with all other eliminations proceeding as normal.
- 7.5.22.3 If the Runner Up to Best in Show is not of the opposite sex to the Best in Show and the Club is a multi variety Breed Specialist Club then after judging Runner Up to the Best in Show all the Challenge winners that are of the opposite sex to the Best in Show are considered for the award of Opposite Sex in Show with all other eliminations proceeding as normal.
- 7.5.22.4 The Opposite Sex of Class in Show is awarded to the same age class winner which is the opposite sex to the Best of Class in Show winner. In multi variety Breed Specialist Clubs the Opposite Sex of Class in Show is selected from the same age class winners which are the opposite sex to the Best of Class in Show winner.
- 7.5.23 The conformation Show Secretary shall, within seven (7) days of the closing date of the show furnish to Management Committee, in writing, full particulars of all exhibits found to be suffering from any diseases or defects referred to under these Regulations or have been prepared for exhibition in contravention or otherwise than in accordance with the Regulations and also particulars of any exhibit over six months of age and considered by a Judge not to be entire.
- 7.5.24 All dogs entered for exhibition shall be allotted an exhibit number and the person handling such exhibit shall display such number clearly either on the left arm or the left side of the chest whilst the dog is being exhibited.

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- 7.5.25 No handler or exhibit shall enter the judging ring wearing or bearing any item which identifies by name, prefix, position or distinctive style an exhibit, exhibitor, breeder, sponsor or award; exhibit numbers excepted.
- 7.5.26 Sweepstakes Classes are to be held prior to Breed Classes with no luncheon break. Junior Handler Classes where conducted are to be held prior to General Specials.

7.6 RULES RELATING TO JUDGING AT EXHIBITIONS

7.6.1 Disqualifications

No cutting, piercing, breaking by force or any kind of operation or act of a like kind which alters the natural formation of the dog is permitted except as provided for in the Breed Standard.

- 7.6.2 The natural colour or shade of natural colour or the natural markings of a dog shall not be altered or changed.

7.6.2.1 It shall be a condition of entry that every exhibitor shall permit a sample of the exhibit's coat to be taken by the VCA appointed person upon request.

7.6.2.2 Where Management Committee directs that coat testing be carried out, Management Committee shall determine liability for the costs incurred.

- 7.6.3 No substance, preparation, powder or fluid shall be applied to and remain on the dog during exhibition to such an extent as to deceive or to be likely to deceive a Judge.

7.6.4 Judges Contracts

An Affiliate shall not appoint a Judge to judge any event or competition unless that Judge is on an approved VCA Judges List or is otherwise approved by Management Committee.

7.6.4.1 Affiliates are to enter into the ANKC Judges Contract with Judges for all judging engagements.

7.6.4.2 Where a contract is not honoured by either the Judge or the Affiliate, the aggrieved party is to notify the VCA in writing.

7.6.4.3 A contract may be dissolved by mutual consent, in writing from both parties, excepting where the Schedule has been published and/or circulated.

7.6.5 General

Clubs must appoint a minimum of three Trainee Judges to judge an All Breeds Open Show or Parade within an 80 km radius of Melbourne.

- 7.6.6 Reserved.

- 7.6.7 Reserved.

- 7.6.8 Where the bureau of Meteorology forecast for the date of a show indicates extreme weather conditions that will impact on the health and welfare of dogs and people, the following will apply:

7.6.8.1 The show committee will decide whether to cancel the show or amend the start time for the show. The decision must be made 36 hours in advance of the date of the show and must be approved by Management Committee.

7.6.8.2 Exhibitors are to check the DOGS Victoria website or contact the show secretary or the VCA office to ascertain the status of the show.

7.6.8.3 A refund of entry fees shall not apply.

- 7.6.9 The Judge appointed for Group Specials will judge all awards above Challenge, Best of Breed and best of classes in breed for that Group.

- 7.6.10 The Judge appointed for General Specials at Specialist or Semi Specialist Club Shows shall judge Best Exhibit in Show, Runner Up in Show (opposite sex if applicable) and class winners from Baby Puppy to Open of class.

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- 7.6.11 At least seven (7) days prior to the date of a conformation show the Show Secretary is to notify all contracted Judges in writing of the number of each breed that Judge is to judge.
- 7.6.12 Embargos
- An embargo placed on any Championship or Trainee Judge for breeds within a Group shall not apply to group Specials or General Specials or to any special class for which an entry is charged. The maximum embargo permitted on a Trainee Judge is three (3) months.
- 7.6.13 Conformation Show Judging Limitations
- 7.6.13.1 Unless Management Committee approves otherwise, at All Breeds Championship Shows held over a period of three (3) consecutive days or less a Judge shall not adjudicate on more than the following maximum entries, and the maximum entries shall include Breed Classes, Sweepstakes Classes and Special Classes for which an entry fee is charged.
- 7.6.13.1.1 Where a Judge is contracted to judge one (1) Group or part thereof on any one day the maximum number of entries shall be 250.
- 7.6.13.1.2 Where a Judge is contracted to judge two (2) Groups on any one day at the same show the maximum number of entries shall be 225.
- 7.6.13.1.3 Where a Judge is contracted to judge three (3) or more Groups on any one day at the same show the maximum number of entries shall be 200.
- 7.6.13.2 Unless Management Committee approves otherwise, at All Breeds Open Shows and Parades a Judge shall not adjudicate on more than the following entries in breed classes on any one day:
- 7.6.13.2.1 Where the fixture commences prior to 12 noon – 150 entries;
- 7.6.13.2.2 Where the fixture commences after 12 noon – 125 entries;
- 7.6.13.2.3 Where the fixture commences after 4 pm – 100 entries.
- 7.6.13.3 where Open Shows or Parades are being held on the same date and venue as "back to back" consecutive fixtures, a Judge shall not adjudicate on more than 125 entries in breed classes, however a Club may engage a second Judge if the Group entry exceeds 100 entries provided that the excess removed leaves the Group entry as close to the permitted limit as possible.
- 7.6.13.4 Where two Open Shows or Parades are being held on the same date and venue, no meal break will be taken during the judging at either fixture.
- 7.6.13.5 Where two Open Shows or Parades are being held on the same date and venue and Sweepstakes classes are offered at each fixture, the initial Club's Sweepstakes Classes must be judged at the conclusion of the fixture, with the second Club's Sweepstakes being the first class judged.
- 7.6.14 Split Groups
- 7.6.14.1 Where a conformation Judge has an entry of more than the permitted limit of entries on one day, the Committee conducting the Show shall transfer the excess entries to another Judge provided that the excess removed leaves the Group entry as close to the permitted limit as possible.
- 7.6.14.2 In the instance of transfer of exhibits to a Judge already on the Judges Panel that breed or those breeds will be judged first.
- 7.6.14.3 Whilst a breed or breeds may be transferred in accordance with these Regulations the advertised date for breed judging must not be changed.
- 7.6.14.4 The prize Schedule of an exhibition where the judging of breeds in a Group(s) is split by dates shall clearly show the earliest time for the judging of the appropriate Group(s) and General Specials.
- 7.6.15 The Committee of the Club conducting a conformation show where a transfer of excess entries to another Judge has been made, shall notify exhibitors of such change with return of exhibit numbers prior to the show.

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- 7.6.16 Reserved.
- 7.6.17 No exhibits shall be transferred from one Judge to another prior to a Championship Show unless the entry exceeds the maximum number permitted per Judge or unless a scheduled Judge is unavailable.
- 7.6.18 Reserved.
- 7.6.19 Where, because of illness or for other reasons, a Judge is not able to complete the allotted judging within the schedule time, the Committee conducting a conformation show, after consultation with the VCA Representative, may direct that a breed, or a number of breeds, be transferred to another Judge. Where there has been such a change of Judge, any exhibitor may withdraw their exhibit but shall not be entitled to a refund of entry fees.
- The Judge from whom the exhibits were transferred and the Committee who directed the transfer shall submit a report to the VCA within seven days after the date of the fixture stating the number of exhibits transferred, the time the decision to transfer the exhibits was made, the actual time the fixture finished and the reason for the transfer.
- 7.6.20 At a conformation show, after the Ring Steward has given word to the Judge to proceed with the judging of a class no other exhibit shall be allowed to enter the judging ring until that class or competition has been judged other than to allow exhibits in the following class to be assembled. In the case of Group or General Specials the Judge may direct the eligible exhibits to be brought into the judging ring singly or collectively.
- 7.6.21 A person other than the handler or Judge shall not attract the attention of exhibits in the judging ring by verbalising or making signals or using any device. In the event of such an occurrence, the Steward in charge of the judging ring shall be empowered, if the offender persists after having been warned, to suspend judging and order the removal from the exhibition of the offender. This Regulation applies to all fixtures unless dispensation is provided to an Affiliate conducting the exhibition by the Management Committee on an annual basis.
- 7.6.22 At any conformation Show conducted on the one (1) day, no person shall judge the Group Specials unless that person has officiated as Judge to some of the breed classes in that Group at that Show.
- 7.6.23 Where a contracted Judge does not attend within 30 minutes of the scheduled start time for that judge, the organising affiliate is to appoint a suitably qualified replacement judge.
- 7.6.24 Judges Non Attendance
- 7.6.24.1 When a contracted Judge does not attend a Championship Show and is contracted for General Specials, or any judging at an Open Show, Parade or Competition and there is no qualified Judge in attendance, the organising Affiliate is to select the most qualified available person to substitute for that Judge, provided no championship points are awarded by the non qualified person.
- 7.6.24.2 When a contracted Judge does not attend a Championship Show and would have awarded championship points, the replacement judge must be Licensed/qualified for that group and/or breeds.
- 7.6.24.3 In any case where a judge does not attend as contracted, the organising Affiliate is to provide a written report to the VCA Office within seven (7) days, providing all known details to the reason for the non attendance of the contracted Judge and the reason for selecting the substitute Judge.
- 7.6.25 Judging to be Continuous
- 7.6.25.1 A Judge shall not re-judge any conformation class, competition or event.
- 7.6.25.2 A Judge shall judge his/her assignment in a continuous manner except for scheduled meal or refreshment breaks or necessarily unscheduled genuine comfort breaks.
- 7.6.25.3 No person shall prevail upon a Steward or Judge to artificially alter the rate of judging of a Judge, or delay it improperly by any other means, in order to give an unfair advantage to an exhibit or

exhibitors not present at ringside ready for the judging of their exhibit or exhibits in the normal course of judging.

- 7.6.26 A properly compiled and separate judging book or cards must be provided for each Judge. Such book or cards must be signed by the Judge and retained by the Secretary of the exhibition for at least three months from the last day of the fixture. Judges must sign or initial each page of awards or cards.
- 7.6.27 At all Championship Shows the official measuring stick shall be provided by the Club or body conducting the fixture.
- 7.6.28 (15.12.10) No person other than the Judge, Stewards and exhibitors shall be allowed in the judging ring whilst judging is in progress, except that this restriction may not apply for shows participating in the Judges Training Program. One film/video person may operate from a specifically designated vantage point or area in the judging ring, provided there is no interference with the exhibition of any exhibit and the fixture Committee and Judge agree.

7.7 CARDS, CERTIFICATES, AND PRIZES

- 7.7.1 At all Championship Shows prize cards and/or ribbons must be offered as prizes for the first, second and third place awards in each class, and sashes must be offered for all In Group and In Show awards. At all Open Shows sashes must be offered for all in Group and In Show awards. The award of any other prizes at Shows is optional.
- 7.7.2 At all Championship Shows, Challenge and Best of Breed Sashes must be offered.
- 7.7.3 Unless Management Committee directs otherwise no affiliated body shall be granted permission to award Challenge Certificates at more than one Show in any one year.
- 7.7.4 Sashes for Challenge winners and Best of Breed winners shall be presented by the Judge, however in the case of Class ribbons the Judge may decide to have these presented by the Ring Steward.
- 7.7.5 Where certificates are awarded at Championship Shows, the name of the exhibition and date of fixture, the name of the exhibitor and exhibit, the breed or variety of breed and exhibit number of the winning exhibit must be shown thereon, together with the name or description of the award.
- 7.7.6 A Judge is to sign all Challenge and Best of Breed Certificates which that Judge may award, before the commencement of judging. A Judge must not sign a Challenge and Best of Breed Certificate if the name of the Judge, the name and date of the Show and the breed for which the certificate is offered is not stated. The Judge must personally cancel any signed certificates which are withheld by the Judge.
- 7.7.7 Duplicate award cards or ribbons, if available, may be issued if the identifiable remains of the originals are produced or a statutory declaration certifying that they have been destroyed or lost or not received by the owner is produced and approved by the Committee of the exhibition.
- 7.7.8 Challenge and Best of Breed Certificates must not be issued until the completion of all competition for which the exhibit is eligible. Where the exhibitor of the Challenge or Best Of Breed winner elects not to compete at Group level and advises the Steward and Ticket Writer, the Certificate may be issued as soon as practical after notification. If an exhibit competes at Group level and fails to continue to compete further when it is eligible to do so, the Challenge or Best Of Breed Certificate must be forfeited. This shall not apply to any Special Class for which an entry fee is charged.
- 7.7.9 Challenge and Best of Breed Certificates must be purchased from the VCA.
- 7.7.10 Where an objection has been lodged against an award the prizes awarded to exhibits objected to must not be delivered until the objection has been finally determined.
- 7.7.11 The awarding of prize money shall be optional and where prize money is awarded it must be paid and special prizes presented prior to close of the fixture.
- 7.7.12 Each affiliated body shall be deemed responsible for all prizes or the monetary value thereof offered for competition at its exhibitions.

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- 7.7.13 At All Breeds Shows Class in Group/In Show prizes awarded automatically to the Best in Group and Best in Show winners, and if applicable to the Runner Up in Group/Runner Up in Show winners, are to be presented at the same time as the Best in Group/Best in Show, and if applicable the Runner Up in Group/Runner Up in Show prizes are presented.
- 7.7.14 Except as provided for in regulation 7.7.8, any exhibit which fails to compete in all ordinary classes in which it is correctly entered and fails to continue to compete until eliminated from breed, Group or Show Specials shall be disqualified from winning and the exhibitor from retaining any prize awarded at that exhibition.
- 7.7.15 If a prize winner is disqualified, the dogs next in consecutive order of merit, but not lower than the emergency award, shall be moved into the higher places in the prize list, except where a Challenge or Best Of Breed is withheld for non-appearance after Group Specials.
- 7.7.16 Except as provided for in regulations, an exhibit shall continue to compete as follows:
(15/11/11)
- 7.7.16.1 The second in class to the exhibit selected for CC shall return to compete for Reserve CC;
 - 7.7.16.2 The Reserve CC to the exhibit awarded BOB shall return to compete for RUBOB;
 - 7.7.16.3 Exhibits awarded an In Group award shall continue to compete for awards for which they are eligible.
- 7.7.17 Where an exhibit competes in and is judged in a class for which it is ineligible, that exhibit is disqualified and cannot compete in a further class, and if it has competed in a further class it is also disqualified from that class. Regardless of when the ineligibility is detected, all prizes won by that exhibit are forfeited.
- 7.7.18 Sashes offered at Shows must be endorsed with the following:
- 7.7.18.1 name of the Affiliate conducting the fixture.
 - 7.7.18.2 Year of the fixture (optional for Open Shows)
 - 7.7.18.3 The words "Open Show", "Parade", "Championship Show" etc.
 - 7.7.18.4 Details of the award eg. Best Puppy in Show etc.
 - 7.7.18.5 If donated for a specific breed, the name of the breed.
 - 7.7.18.6 The name of the donor where acknowledgment is required.
- Endorsements on sashes for "Challenge" or "Best of Breed" may be limited to the name of the Club and the word(s) "Challenge" or "Best of Breed" only.
- 7.7.19 When a Specialist Breed Club or Semi-Specialist (variety breed) Club is conducting its annual Championship Show, Challenge and Best of Breed certificates shall be restricted (not be offered) for that breed at any other Championship Show conducted on that day in Victoria. At that other Championship Show:
- 7.7.19.1 the scheduled classes for the breed to which the restriction refers may be conducted,
 - 7.7.19.2 the "restricted" winners of these classes may compete for special prizes such as "Best of Class in Group" and "Best of Class in Show".
 - 7.7.19.3 The "restricted" winner may not compete for "Best of Breed", "Best in Group" or Best in Show" or any other competition which is available to challenge or best of breed winners only. Where permission has been granted for a Breed Club or variety Breed Club Championship Show to be conducted in conjunction with, and on the same grounds as the Championship Show of its Group Club or an All Breeds Championship Show, this Regulation shall not apply.
- 7.7.20 Value of Prizes

At "All Breeds" Championship Shows, Open Shows or Parades conducted at either the VCA Bulla Exhibition Centre or KCC Park Skye, the total value of prizes as a percentage of the entry fees after the VCA levy is deducted, is a minimum of 35%.

- 7.7.20.1 There shall be at least one prize for each Best In Show/Parade and Runner Up Best In Show/Parade award, and for each Best of Class In Show/Parade award.
- 7.7.20.2 There shall be at least one prize for each Best In Group and Runner Up Best in Group award, and for each Best of Class In Group award.
- 7.7.21 At "All Breeds" Championship Shows, Open Shows or Parades conducted at venues other than the VCA Bulla Exhibition Centre or KCC Park Skye, the total value of prizes as a percentage of the entry fees after the VCA levy is deducted, is a minimum of 35% for Championship Shows, and a minimum of 30% for Open Shows/Parades.
 - 7.7.21.1 There shall be at least one prize for each Best In Show/Parade and Runner Up Best In Show/Parade award, and for each Best of Class In Show/Parade award.
 - 7.7.21.2 There shall be at least one prize for each Best In Group and Runner Up Best in Group award, and for each Best of Class In Group award.
- 7.7.22 The cost of donated prizes where offered for Championship Shows, Open Shows and Parades may be calculated as part of the \$ value for that fixture.
- 7.8 Reserved.

7.9 CONFORMATION COMPETITIONS AND SANCTIONED FIXTURES

- 7.9.1 Affiliates are not required to apply for permission to conduct Competitions. The standard Judges Contract is to be used. If publication in VicDog is required, a copy of the Schedule and Judges Contract is to be forwarded to the VCA Office in accordance with the required time frame.
- 7.9.2 Entries are accepted on the day.
- 7.9.3 No dog which has gained sufficient points to qualify for the title Champion shall be eligible to compete except in Champions or Veteran class, if offered at the competition.
- 7.9.4 Reserved
- 7.9.5 All Rules, Regulations and Resolutions of the VCA as applicable and including those dealing with ineligible persons and dogs shall be observed but a catalogue shall not be issued.
- 7.9.6
 - 7.9.6.1 Only persons who are listed in the official VCA Open Show/Parade Judges Listing are eligible to officiate as a Judge. Special permission of the VCA must be obtained for any other person to judge a competition. The Judge appointed for General Specials at "All Breeds" competitions must have a Championship Show licence for at least one group.
 - 7.9.6.2 Notwithstanding Reg 7.9.6.1 a Member with fifteen (15) years experience as a breeder is permitted to judge their breed at a Competition.
- 7.9.7 Puppy Competitions
Regulations for puppy classes are as for Competitions
- 7.9.8 Sanctioned Dog Competitions
Sanctioned Dog Competitions are limited to one per week within the metropolitan area (40 km radius, Melbourne GPO) and when sanction is granted the body concerned must take in the VCA Gazette an advertisement of a minimum size of 2.5 cm.
- 7.9.9 Reserved (15/06/12)

7.10 FIXTURE MANAGEMENT

7.10.1 Eligibility to Steward

A person appointed to steward at an approved fixture must be eligible in accordance with these Regulations.

7.10.2 Reports

A Steward is to report to the Show Secretary before the closure of the fixture any breaches of Rules, Regulations or Codes witnessed by the steward.

7.10.3 Assembly

A Steward is to assemble the exhibits for a class by calling the exhibit number in such a manner that the handler ought to have reasonably heard the call. A minimum of three calls is deemed to be sufficient notice. The onus is on the exhibitor to be present at the ring when required, and to wear the exhibit number applicable to the exhibit being handled.

7.10.4 Exhibit Absent

An exhibit will be declared absent by the Ring Steward if its number has not been acknowledged and the exhibit is not present in the ring at the time when the Ring Steward consigns the class to the Judge for the commencement of judging of that class.

7.10.5 Judges Book

At the completion of judging the Ring Steward is to ensure that the Judge's Book is handed to the Show Secretary before the closure of the fixture.

7.10.6 Placings

The Ring Steward is to ensure that exhibits are placed on the markers in the ring in the order of merit as decided by the Judge and that the corresponding ribbons, awards and/or trophies are received by the respective handlers.

7.10.7 Unless previously dismissed or excused by the Judge, no exhibit shall be taken from the ring until the Ring Steward has given permission for the class to leave the ring.

7.10.8 Consecutive All Breeds Conformation Fixtures

Where two consecutive all breeds conformation fixtures are conducted at the same venue on the same day the following applies:

7.10.8.1 Where two Open Shows, or one Open Show and one Parade, or two Parades are conducted at the same venue on the same day the available judging time is to be evenly divided between the two fixtures, taking into consideration the facilities available and the prevailing weather conditions.

7.10.8.2 Where a Championship Show and an Open Show or Parade are conducted at the same venue on the same day, the available judging time is to be divided proportionally between the fixtures, taking into account the facilities available; the prevailing weather conditions; the average judging speed of Championship Show Judges (approximately 40 per hour) and Trainee Judges (approximately 30 exhibits per hour); and time for Group and General Specials (approximately 2½ hours).

7.10.8.3 The start and finish times for each fixture are to be published in the schedules of both fixtures.

7.10.8.4 The start time of the second fixture is to be calculated to leave the least possible time gap between the two fixtures. There is to be no lunch break and judging is to be continuous.

7.10.8.5 The second fixture is to start at the scheduled start time unless the General Specials of the first fixture are still being judged at the scheduled start time in which case the start of the second fixture may be delayed but must not be delayed for more than one (1) hour past the scheduled start time.

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- 7.10.8.6 Penalties may be applied by Management Committee where fixtures continue past the scheduled finish time. Where fines are applied the fine will be based on \$50 for each 15 minutes or part thereof that the fixture runs past the scheduled finish time.
- 7.10.9 All members entering property owned or controlled by the VCA shall comply with traffic management signage within those grounds, and the directions of the affiliate conducting the fixture.
- 7.11 CONFORMATION JUDGES**
- 7.11.1 No person may judge at a Championship Show which is held under the Regulations of the VCA unless:
- 7.11.1.1 if a resident of Victoria - is a member and is licensed by the ANKC
 - 7.11.1.2 if a resident of another State or Territory of Australia - that person holds qualifications recognised by the VCA
 - 7.11.1.3 if an overseas resident – is approved by the ANKC.
- 7.11.2 Judges Licensed for a breed or breeds by the Management Committee of the VCA Inc may judge that breed or those breeds, at Championship Shows in Victoria and elsewhere but may not judge that breed or those breeds, at any fixture other than a Championship Show, excepting Members Puppy Competitions, Sanctioned Agricultural Shows and as provided for in the Open Show Judges List.
- Notwithstanding the aforesaid, a Judge Licensed for a breed or breeds in a Group may judge those breeds at a fixture other than a Championship Show in conjunction with other breeds in that Group and Group Specials.
- 7.11.3 The selection of Judges at Open Shows, Parades and Competitions in Victoria is confined to persons listed on the ANKC Member Body Open Show Judges List. With the permission of the VCA Inc. a Judge on the Open Show, Parades and Competition list may judge breeds additional to those listed at Country fixtures other than Championship Shows.
- 7.11.3.1 A Trainee Judge may judge General Specials at an All Breeds Open Show, Parade or Sweepstakes if that Trainee Judge has qualified to judge at least four (4) Group approvals, of which at least two (2) of them are Championship Show Group approvals.
 - 7.11.3.2 This regulation may be amended by the VCA for Trainee Judges officiating in "remote" areas of the State or Territory in which the fixture is being conducted.
 - 7.11.3.3 No person shall be eligible to judge a Group at Competitions, Parades or Open Shows for which he or she is not a Trainee Judge, without the approval of the VCA
 - 7.11.3.4 Trainee Judges appointed for General Specials at All Breeds Competitions must have a Championship Show licence for at least one Group.
- 7.11.4 No person under the age of eighteen (18) shall be permitted to Judge other than handling classes.
- 7.11.5 Reserved.
- 7.11.6 A Judge shall report to the Secretary of the fixture details of any exhibit over six months of age which the Judge considers is not entire, and any exhibit which the Judge considers has been prepared for exhibition in contravention or otherwise than in accordance with the Regulations.
- 7.11.7 Where a Judge is adjudicating on an exhibit for the first time at an exhibition, the Judge must physically examine the exhibit in the conventional manner, by physically handling and moving the exhibit to check its conformation and temperament. If a Judge defaults in complying with these Regulations the Ring Steward is to inform the Judge of the Regulation. If a Judge refuses again to comply with these Regulations the Steward is to call for judging to cease and bring the matter to the attention of the Club Committee and the VCA Representative who are to resolve the situation with the Judge. The Club Committee has the power to substitute the Judge and must report the matter to Management Committee if the Judge refuses to comply with this Regulation.
- 7.11.8 A Judge's decision on the exhibits shall be final unless Management Committee determines otherwise.

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- 7.11.9 Judges shall be empowered and instructed not to award any Prize, Special Prize or Challenge Certificate to any exhibit which they consider is not of sufficient merit. When such award is withheld the exhibitor must be so advised by the Judge at the time the award is withheld.
- 7.11.10 Where in any class or competition a first place is not awarded by the Judge there shall be no second or third placing awarded.
- 7.11.11 In breed classes the Judge may award an emergency exhibit next in merit beyond those to which prizes are awarded. The emergency exhibit shall not attract any prize or other award, is not for publication and shall not be announced.
- 7.11.12 Reserved.
- 7.11.13 All entries in the Judges Book must be initialled by the Judge and all alterations to the book or certificates must be initialled individually.
- 7.11.14 A Judge shall not place two or more separate exhibits equal for any award.
- 7.11.15 A Judge may order from the judging ring or debar from further competition any exhibit and its handler, if the Judge is of the opinion that the exhibit or the handler is acting or behaving in a manner detrimental to the proper running of the Show, exhibition or event.
- 7.11.16 Reserved.
- 7.11.17 Critiques, either verbal or written, may not be prepared until the appointed Judge has completed the judging assignment for the day, (Specialist and Semi Specialist fixtures excepted) under no circumstances will a Judge suspend or delay judging at other fixtures by taking notes or recording place getters or exhibits.
- 7.11.18 It is the Judges responsibility, where the Ring Steward marks the Judges Book, to check the awards marked, to verify if they are correct and to initial each page and any alterations made in the book.
- 7.11.19 No person shall solicit any appointment to judge at any fixture conducted or to be conducted under the Rules and Regulations of the VCA. The application or the effect of this Regulation is not intended to and shall not limit in any way the proper nomination and selection of Judges by Committees or members of Clubs. Any person, whether a licensed Judge or not, committing a breach of this Regulation shall be liable to be dealt with under Regulations.
- 7.11.20 A Judge shall not enter, exhibit or handle any dog at any Show or other exhibition where that Judge is appointed to judge. Two or more Shows conducted at the same venue on the same day by the same or different clubs, are identified as separate Shows and therefore this regulation only applies to each Show. This regulation does not apply to a Trainee Judge judging a sweepstakes class where the class is judged before breed classes.
- 7.11.21 Where a Judge is unable to fulfil the conditions of a judging contract that judge is to immediately notify the Club by telephone and the Club and the VCA Chief Executive in writing. Under no circumstance is the Judge to arrange a replacement Judge.
- 7.11.22 Any person officiating as Judge at any Show or fixture shall not suspend judging for any reason other than in accordance with the VCA Rules or Regulations, nor handle an exhibit at any Show or fixture being conducted at the same time as the Show or fixture at which the person is appointed to judge.
- 7.11.23 At all conformation fixtures the Judge must at all times indicate to both the exhibitors and the public all awards they make, this includes Group and General Specials and all Top Dog and special events.
- 7.11.24 A Judge approved by the Australian National Kennel Council or a Judge approved by the Victorian Canine Association Inc. shall not engage in misconduct or a breach of the Rules, Regulations, Code of Ethics, Code of Practice of the VCA or breach the ANKC "Judges Code of Practice".
- 7.11.25 Reserved.

7.12 JUDGES LICENCES

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- 7.12.1 No person shall be approved to judge at a Championship Show unless the applicant has fulfilled the eligibility test requirements of the Judges Training Scheme as published from time to time and is approved by Management Committee.
- 7.12.2 The onus of proving a person's eligibility for licence shall rest with that person.
- 7.12.3 All licences shall expire on 31st December following the date approved and, as far as possible, application for renewal shall be made by the advertised closing date each year.
- 7.12.4 Where a licensed, approved or trainee judge fails to comply with regulations or codes to judging, without reasonable cause or arrangement, the Management Committee may refuse any application for licence or renewal of licence, or for licence test, and may cancel any licence or may suspend for any period or vary in anyway any licence already approved or may approve in part only any application for licence.

Penalties:

For first offence – at discretion of Management Committee

For second offence – suspension of licences for one year

For third offence – suspension of licences for five years

For subsequent offences – at discretion of Management Committee

- 7.12.5 Application for licence must be made on such form and in such manner as may be prescribed from time to time by Management Committee.

7.13 RESERVED

7.14 RESERVED

7.15 RESERVED

7.16 USE OF DOGS AT LECTURES

- 7.16.1 Where an Affiliate or member requests permission to bring dogs for use in the conduct of breed lectures the following conditions will apply:
- 7.16.1.1 permission must be obtained from the VCA Group Leader before bringing the exhibit to the venue.
 - 7.16.1.2 the exhibit remains in the lecture room during the period it is required for lecture purposes only.
 - 7.16.1.3 the Club conducting the lecture is responsible to clean up any mess made by the exhibits during the period they are at the venue.
 - 7.16.1.4 If demonstrated on the lawn area or within the Pavilion(s) judging area, the lights are turned off immediately the demonstration is completed.

PART 8 REGULATIONS - AGILITY

8.1 TRIAL ORGANISATION AND ADMINISTRATION

8.1.1 Schedules

All rules, regulations, definitions or instructions in the nature of Rules and Regulations printed in the schedule shall be deemed to be Regulations of the trial and shall have the same effect as if they formed part of these Regulations, provided they are not inconsistent with these Regulations. The schedule shall contain:

- 8.1.1.1 The date on which the entries close.
- 8.1.1.2 Notification to the effect that the body is affiliated with the VCA and that the exhibition is held under the Rules and Regulations of the VCA and that a copy of them may be perused at the office of the Secretary of the Exhibition.
- 8.1.1.3 The name of the Affiliate conducting the trial.
- 8.1.1.4 The correct status of the trial, whether it is open or restricted.
- 8.1.1.5 The address of the venue where the trial is to be held.
- 8.1.1.6 The date on which the trial is to be held.
- 8.1.1.7 The address to which entries are to be sent.
- 8.1.1.8 The name of each Judge and the class/es allocated to that Judge.
- 8.1.1.9 The order that classes are to be judged.
- 8.1.1.10 Whether triallers are required to check in prior to the start of the trial, and if so the time that check in will commence and finish.
- 8.1.1.11 Whether or not bitches will be vetted, and if so what time that vetting will take place.
- 8.1.1.12 The price and ordering instructions of catalogues (if applicable).
- 8.1.1.13 Entry fees per class
- 8.1.1.14 The time that judging will commence.
- 8.1.1.15 Advice as to the availability of catering.
- 8.1.1.16 List of the trophies and sashes to be awarded.

8.1.2 Trial Entries

- 8.1.2.1 All details must be clearly shown on the entry form.
- 8.1.2.2 Acknowledgment of receipt of entry will be given only if a stamped self-addressed envelope is included with the entry form.

8.1.3 Trial catalogue shall contain:

- 8.1.3.1 The name of the Affiliate conducting the fixture;
- 8.1.3.2 Notification to the effect that the body is affiliated with the VCA and that the fixture is held under the Rules and Regulations of the VCA, and that a copy may be perused at the office of the Secretary of the fixture;
- 8.1.3.3 The date/s on which the fixture is being held;
- 8.1.3.4 A list of Judges showing their judging commitments and the order that classes will be judged which shall be the same as that published in the schedule.
- 8.1.3.5 The time at which judging will commence.
- 8.1.3.6 Names of the VCA Representative
- 8.1.3.7 A list of trophies, sashes and awards.

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- 8.1.3.8 The name of each exhibitor, the name of each exhibit and each exhibit number.
- 8.1.3.9 A diagram or description of the precincts of the Trial.
- 8.1.4 Entry Fee Refunds
- 8.1.4.1 Where the Judge announced in a Prize Schedule is changed, other than to the advertised emergency or reserve judge, an exhibit may be withdrawn prior to the commencement of the trial. Upon written request lodged before completion of the trial the exhibitor shall be entitled to a refund of entry fees.
- 8.1.5 Cancelled Fixtures
- 8.1.5.1 Prior to the commencement of or during a trial, where conditions are deemed to be unsafe for dogs or competitors to compete, the judge(s) judging a particular class or classes, or the committee conducting the trial may postpone, terminate or cancel a class or classes.
- 8.1.6 Check in Procedures
- 8.1.6.1 All exhibit numbers must be collected from the trial administration prior to entering the ring.
- 8.1.6.2 Bitches to be examined if stated in the schedule.
- 8.1.6.3 The onus is on the competitor to inform the Assembly Stewards of all rings in which they will be competing in if they are entered in more than one ring.
- 8.1.6.4 The onus is on the competitor to present themselves to the assembly steward when their number is called.
- 8.1.6.5 A competitor shall not be called for the third time if they are engaged in competing in another ring.
- 8.1.7 Judging Times
- 8.1.7.1 The trial shall not commence before the scheduled time.
- 8.1.8 Rings
- 8.1.8.1 Time Keepers and Scribes are not to officiate in a ring whilst an immediate member of their family is competing in that ring.
- 8.1.8.2 Subject to the approval of the Trial Secretary, the trial rings may be used for the training of judges etc., or by the competitors, prior to the completion of the trial.
- 8.1.8.3 A small table must be placed outside each ring.
- 8.1.8.4 In addition to the scribes sheet a score board, or score sheet, clearly visible to competitors shall be maintained.
- 8.1.9 Order Of Judging
- 8.1.9.1 The trial secretary, through the assembly steward, is responsible for the order that dogs are judged.
- 8.1.9.2 The classes shall be judged in the order they appear in the catalogue and the schedule except that in order to allow a judge who is judging at the fixture to compete, a height category may be temporarily changed.
- 8.1.10 Dogs Off Lead
- 8.1.10.1 No dogs are allowed off lead within 10m of an agility ring.
- 8.1.11 None Attendance of Judges
- 8.1.11.1 Where a contracted Judge does not attend within 1 hour prior to the scheduled start time, and has not made a prior arrangement with the affiliate, the affiliate may appoint a suitably qualified replacement judge.

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- 8.1.11.2 In any case where a judge does not attend as contracted, the organising Affiliate is to provide a written report to the VCA Office within seven (7) days.

8.2 JUDGES

8.2.1 General

The onus of proving a person's eligibility for a licence shall rest with that person.

- 8.2.2 All licences shall expire on the 31st of December following the date approved and, as far as possible, applications for renewal shall be made by the advertised closing date each year.

- 8.2.3 Where a licensed judge fails to comply with VCA regulations, ANKC Agility Rules or VCA safety prescriptions without reasonable cause or arrangement, the Management Committee may :

8.2.3.1 Require that judge to submit courses drawn to scale for approval to the Agility subcommittee one month prior to all judging appointments until that committee is satisfied that the judge is following VCA regulations ANKC Agility Rules and VCA safety prescriptions.

8.2.3.2 Suspend a licence until that judge has received additional training and/or passed a practical and or theory examination as determined by the Agility Committee.

8.2.3.3 Refuse any application for a licence or renewal of a licence.

8.2.3.4 Cancel any licence.

8.2.3.5 Suspend for any period or vary in anyway any licence already approved.

- 8.2.4 Application for licences and renewal of licences must be made in such manner as may be prescribed from time to time by Management Committee.

8.3 THE INTRODUCTION OF REVISED RULES, NEW CLASSES OR COMPETITIONS

- 8.3.1 With the introduction of new agility classes or Events or changes to the ANKC rules for existing Events, Judges licensed for the relevant Agility Classes or Events must attend a rules review and/or a practical workshop, and/or pass any written and/or practical examination as determined by the Agility committee.

- 8.3.2 The eligibility of licensed agility judges to judge new classes or Events will be determined by the agility committee.

8.4 AGILITY JUDGES TRAINING AND EXAMINATION

8.4.1 Terminology

8.4.1.1 Event - Any of the discipline covered under the ANKC Agility Rules ie Agility, Jumping, Games etc

8.4.1.2 Class - Novice /Open/Master and any other level of competition within an event.

8.4.1.3 Agility – Includes events as described in the ANKC Rules unless specified otherwise.

8.4.1.4 Trainee Agility Judge - A member who has been accepted as a trainee judge for any or all agility events.

8.4.1.5 Agility Judge – An Agility Judge licensed to judge any or all agility events.

8.5 FITNESS TO JUDGE

- 8.5.1 In the application to join the training scheme applicants must certify that they are capable of judging in accordance with the Rules and in the normally accepted manner. Thereafter the certification becomes part of the annual renewal application for Judging Licences.

8.6 SELF EDUCATION

- 8.6.1 Trainee will be required to educate themselves to examination standards by:
- 8.6.1.1 Studying the ANKC Agility Rules
 - 8.6.1.2 Studying the ANKC Agility Judges Guidelines
 - 8.6.1.3 Attending appropriate Lectures and or studying available course material
 - 8.6.1.4 Attending any required practical training session(s)
 - 8.6.1.5 Completing course design exercises or other exercises as arranged by the Agility Committee
 - 8.6.1.6 Acquiring ring experience
 - 8.6.1.7 Studying available books and videos on course design and agility judging

8.7 ELIGIBILITY FOR BECOMING A TRAINEE AGILITY/JUMPING JUDGE

- 8.7.1 The applicant must be at least 18 years of age.
- 8.7.2 The applicant must have trained and trialed a dog to AD title and one pass towards an ADX title.
- 8.7.3 The applicant must have been a member of the member body for a minimum period of 3 years.
- 8.7.4 The ANKC Member Body may consider an application from a person transferring from another State or Territory of Australia or overseas, who can provide evidence that their experience of Agility extends over a minimum period of 3 years and has trained and trialed a dog to the equivalent of AD title and one pass to ADX as a member of the canine member body in the State, Territory or Country of prior residence.
- 8.7.5 The ANKC Member Body may consider for approval an application from an applicant over the age of eighteen (18) years, who otherwise would not qualify under these Regulations. Such applicant must demonstrate active and relevant involvement in Agility for a minimum period of 3 years.
- 8.7.6 Application to become a Trainee Agility Judge may be made at any time and must be made on the proper form available from VCA office.

8.8 QUALIFICATIONS TO APPLY TO BECOME AN AGILITY/JUMPING JUDGE

- 8.8.1 Applications must be made on the form available from the VCA office.
- 8.8.2 The applicant must be a trainee Agility/Jumping Judge.
- 8.8.3 The applicant must have trained and trialed a dog to an AD title and one pass towards an ADX title.
- 8.8.4 The Agility Committee must certify that the applicant has:
 - 8.8.4.1 Completed the relevant course design exercises, and any other specified works in the 18 month period prior to their licence application.
 - 8.8.4.2 Undertaken the specified practical training in a 12 month period prior to their licence application.
 - 8.8.4.3 Passed their practical examination in the 3 months preceding their licence application.
 - 8.8.4.4 Passed the written examination on the ANKC Agility Rules, Agility Judges Guidelines, and VCA Regulations current at the time of their practical examination and within a 2 year period preceding that practical examination.
 - 8.8.4.5 Or, due to prior relevant experience, received exemptions for any of the above.
- 8.8.5 On being granted a licence as an Agility/Jumping Judge the judge is required to submit all courses to the agility subcommittee 4 weeks prior to all judging appointments for comment and amendment until notified otherwise.

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- 8.8.6 After September 2005 any existing Novice/Open Agility and Jumping judges shall, after receiving training and/or testing as determined by the Agility Committee, be upgraded to judge all classes of agility and jumping
- 8.8.7 On being granted a licence to judge all classes of Agility and Jumping the judge is required to submit all courses to the Judges Training Subcommittee Chairperson/Convenor 4 weeks prior to all judging appointments for comment and amendment until notified otherwise.

8.9 QUALIFICATIONS TO APPLY TO BECOME A JUDGE FOR ANY OTHER EVENTS IN ADDITION TO AGILITY AND JUMPING.

- 8.9.2 The applicant must, as determined by the Agility Committee:
- 8.9.2.1 Satisfy any requirements for previous experience in either the event(s) under consideration or any other agility events.
 - 8.9.2.2 Undertake practical or theoretical training or study
 - 8.9.2.3 Pass practical examinations and/or written tests.

8.10 PRACTICAL EXAMINATIONS

- 8.10.1 A Trainee who fails a practical examination may be re examined after a lapse of at least three months.
- 8.10.2 Practical examinations shall mirror the judging of a Master agility class at the designated level, at a normal agility trial.
- 8.10.3 The Trainee will judge a minimum of 10 rounds using dogs of at least two different heights.
- 8.10.4 The course used will be designed by the Trainee and will form part of the assessment.
- 8.10.5 An Assessment Panel comprising three (3) Judges approved by the ANKC Member Body shall be appointed by the Agility Committee as an Examination Panel for any Practical Examination.
- 8.10.6 Only Assessors as qualified under these Regulations shall be eligible to be so appointed.
- 8.10.7 The Chairperson/Convenor of the Judges Training Subcommittee shall normally be the chairperson of the assessment panel, in his/her absence he will nominate the chairperson of the assessment panel.
- 8.10.8 At all practical tests a member of the Agility Committee will be present either as an assessor or observer.
- 8.10.9 The majority decision of the assessment panel will prevail.
- 8.10.10 The results of the practical examination shall be communicated to the Trainee, and the Trainee's performance in the examination reviewed by the assessors with the Trainee, on completion of the practical examination.
- 8.10.11 Appeals against the results of Practical Examinations shall not be allowed unless it is alleged that the ANKC Member Body did not conduct the Practical Examination in accordance with the Rules and Regulations.
- 8.10.12 Appeals shall be conducted according to the VCA appeals procedure.
- 8.10.13 If it is found that a Judges Examination has been conducted contrary to ANKC Regulations and/or policy and a candidate has appealed against a result of the examination, the examination is to be null and void. A new examination is to be scheduled as soon as practicable without the candidates being required to gain further qualifications.

8.11 WRITTEN EXAMINATIONS

- 8.11.1 All written examination papers shall consist of "short answer questions" and/or "multi-choice" questions" only. There shall be at least two (2) persons appointed to separately mark the papers,

without conferring. In the case of a split decision (equal pass and fail) an additional person shall mark the papers and that mark shall decide the result. All written examinations shall require an 80% pass mark.

8.11.2 The only basis for written examinations shall be:

8.11.2.1 The ANKC Rules for the conduct of Agility and Jumping Events.

8.11.2.2 The ANKC Guidelines for (Agility/Jumping) Judges.

8.11.2.3 The VCA Regulations pertaining to Agility.

PART 9 REGULATIONS - OBEDIENCE TRACKING and ENDURANCE

9.1 TRIALS

9.1.1 Stewarding

A judge or Steward is not permitted to officiate whilst a member of their family is exhibiting in that ring.

9.1.2 Scheduled Classes

9.1.2.1 All rules, regulations, definitions or instructions in the nature of Rules and Regulations printed in the schedule shall be deemed to be Regulations of the show or other exhibitions and shall have the same effect as if they formed part of these Regulations, provided they are not inconsistent with these Regulations. The Obedience, Tracking and Endurance schedule shall contain:

9.1.2.1.1 The date on which the entries close as the first item appearing on the first page of the prize schedule.

9.1.2.1.2 Notification to the effect that the body is affiliated with the VCA and that the exhibition is held under the Rules and Regulations of the VCA and that a copy of them may be perused at the office of the Secretary of the Exhibition.

9.1.2.1.3 The name of the Affiliate conducting the exhibition.

9.1.2.1.4 The correct status of the exhibition, whether it is an open or restricted event.

9.1.2.1.5 The name and address of the venue on which the exhibition is to be held.

9.1.2.1.6 The date on which the exhibition is to be held.

9.1.2.1.7 The address to which entries are to be sent and the telephone number of the club or Trial Secretary.

9.1.2.1.8 The name of each Judge and the class/es allocated to that Judge.

9.1.2.1.9 The price and ordering instructions, of catalogues (if applicable).

9.1.2.1.10 Entry fees per class.

9.1.2.1.11 Time that judging will commence.

9.1.2.1.12 Advice as to the availability of catering for exhibitors.

9.1.2.1.13 List of the trophies and sashes to be awarded.

9.1.2.2 All Classes scheduled must be conducted by the Affiliate

9.1.3 Cancelled Fixtures

9.1.3.1 Prior to the commencement of a Trial, where conditions are deemed to be unsafe for dogs or competitors to compete, the committee conducting the fixture may cancel the Trial after consultation with the Victorian Canine Association Inc. Representative, Judge/s or the Chief Executive of the Victorian Canine Association Inc. Alternatively, where the majority of Judges present and officiating at the fixture decide that conditions are unsuitable, they will instruct the Committee to cancel the Trial. Under the aforementioned circumstances all entry fees shall be refunded to all exhibitors who are in attendance at the cancelled fixture.

9.1.3.2 When the Obedience, Tracking and Endurance Committee heat policy is invoked, all requirements of that policy must be adhered to.

9.1.4 Trial Entries

9.1.4.1 All details must be clearly shown on the entry form.

9.1.4.2 Acknowledgment of receipt of entry will be given only if a stamped self-addressed envelope is included with the entry form.

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- 9.1.4.3 Requests for catalogue order or a specific judge will not be approved, except where the exhibitor has two passes towards a title under a particular Judge or in the case of a Tracking Dog title one pass under a particular judge, or where Regulation 9.1.4.4 applies.
- 9.1.4.4 An exhibitor must not enter under a Judge who has had a proprietary interest in that exhibitor's dog at anytime during the preceding 12 months. The exhibitor must not be allocated to that Judge in this case.
- 9.1.5 Cataloguing
- The Obedience, Tracking and Endurance catalogue shall contain:
- 9.1.5.1 The name of the Affiliate conducting the fixture.
- 9.1.5.2 The correct status of the fixture.
- 9.1.5.3 A notification to the effect that the body is affiliated with the VCA and that the fixture is held under the Rules and Regulations of the VCA and that a copy may be perused at the office of the Secretary of the fixture.
- 9.1.5.4 The name and address of the venue at which the fixture is being held.
- 9.1.5.5 The date/s on which the fixture is being held.
- 9.1.5.6 List of Office bearers and Committee of the Affiliate conducting the fixture (optional).
- 9.1.5.7 List of Judges showing their judging commitments as per the prize schedule.
- 9.1.5.8 Time at which judging will commence.
- 9.1.5.9 Notification of any alterations to the prize schedule.
- 9.1.5.10 Name of the VCA Representative and any photographer.
- 9.1.5.11 List of trophies, sashes and awards including any special breed sashes or trophies.
- 9.1.5.12 Each entry to show the name of the exhibitor, the name of the exhibit and the exhibit number.
- 9.1.5.13 The precincts of the Trial.
- 9.1.6 Special Class
- 9.1.6.1 The provision of a special class at an Obedience Trial is optional.
- 9.1.6.2 The exercises conducted in these classes are at the discretion of the Affiliate.
- 9.1.6.3 In the case of veterans classes, exhibits must be seven (7) years or older and not be entered in an ANKC recognised class on the same day.
- 9.1.7 Restricted Obedience Trials
- Subject to application, "Restricted Trials" may be held on a date other than the Affiliate's Championship or Open Show.
- 9.1.8 Check in Procedures
- Bitches in oestrus or showing any coloured discharge are not permitted to compete in a Trial nor remain in the precincts of a Trial.
- Affiliates conducting Obedience, Tracking or Endurance Tests must adopt the following procedures:
- 9.1.8.1 Exhibit cards shall be prepared in advance for all bitches scheduled to compete at the fixture. Bitches cards must not be stamped "pass to ring" at that point in time.
- 9.1.8.2 All exhibit numbers must be collected and bitches inspected during the advertised check in time.
- 9.1.8.3 A separate area staffed by a person authorised by the Affiliate conducting the trial will be set aside by the Affiliate for the purpose of examining the bitches

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- 9.1.8.4 All bitches must be hygienically examined for traces of blood or any coloured discharge in the vulva.
- 9.1.8.5 On confirming that the bitch had no coloured discharge or is not in oestrus, the exhibit card shall then be stamped "pass to ring"
- 9.1.8.6 It is the responsibility of the Affiliate to ensure that the check in closes at the advertised time
- 9.1.8.7 Exhibit cards must be stamped "pass to ring" for both dogs and bitches prior to an exhibit being permitted to compete.
- 9.1.9 Precincts of the Trial
- 9.1.9.1 The trial management committee will determine the precincts of the Trial.
- 9.1.9.2 The training of dogs off lead within these precincts is not permitted, except where space permits practice rings may be set up at least twenty metres from the trial rings, provided they are used only prior to the commencement of or after the completion of judging.
- 9.1.9.3 Prior arrangements may be made with the trial secretary for rings to be used for Judges training and assessment.
- 9.1.10 Judging Procedures
- 9.1.10.1 Judging of Obedience Trials must commence at the scheduled time with the scratchings being available to the Judges prior to the commencement of judging.
- 9.1.10.2 Where a contracted Judge does not attend within 30 minutes of the scheduled start time for that judge, the organising affiliate is to appoint a suitably qualified replacement judge.
- 9.1.10.3 In any case where a judge does not attend as contracted, the organising Affiliate is to provide a written report to the VCA Office within ten (10) days, providing all known details to the reason for the non attendance of the contracted Judge and the reason for selecting the substitute Judge.
- 9.1.11 Judging Rings
- 9.1.11.1 Where multiple Utility and Utility Dog Excellent classes have been scheduled by the Affiliate, the rings for these classes must not be erected adjacent to one another, i.e not side by side nor end to end.
- 9.1.11.2 Affiliates conducting Obedience activities must provide appropriate equipment to maintain cleanliness of the ring.
- 9.1.11.3 A small table must also be placed in each ring.
- 9.1.11.4 Special rings may be provided for group stay exercises. Such rings must be at least 15 metres by 20 metres.
- 9.1.12 Conduct of Tracking Trials
- 9.1.12.1 The judging of Tracking Trials must commence at the scheduled time, with preparation of tracks completed prior to the scheduled judging time.
- 9.1.12.2 No person competing in a trial may take part in the setting out of tracks or preparation of maps for tracks on which they may be competing.
- 9.1.12.3 Where there is an excess of entries, a ballot must take place for Tracks. After all Tracks have been allotted, a further ballot may be conducted for emergency exhibits, which may be required on the day.
- 9.1.12.4 Any ballot for Tracks must be conducted in public, and its location, date and time must be advertised on the Trial Schedule.
- 9.1.12.5 Exhibitors unsuccessful in a ballot shall have their entry fee refunded forthwith.
- 9.1.13 Tracking On

Tracking On, i.e. the conduct of a second track at a Tracking Trial, for a qualifying dog, when and where a track is available may be conducted. The Affiliate must obtain Victorian Canine Association Inc permission to conduct tracking on, prior to the Trial. Subject to a track being available a competitor entered in the Trial and otherwise eligible may submit an entry on the day for that available track.

In the event that more than one dog is eligible to track on a ballot must be conducted.

A Judge is only permitted to judge Track On tests once all their balloted exhibitors for that day have been judged and all eligible tests to Track On at that level have been completed by all judges.

A Trial may be held over one or more days.

9.2 Obedience, Tracking and Endurance Judges Training and Assessment

9.2.1 Application Procedure

All new aspirants entering the Scheme for Obedience, Tracking or Endurance Tests, are required to complete the required application form and pay the application fee by 31st December in the year preceding the Assessment.

All other applications for Obedience Tests must be made on the required application form accompanied by the application fee prior to 1st May in the year of the Assessment.

9.2.2 To be eligible to enter the Obedience Tracking & Endurance Trial Judges Training Program the applicant must:

9.2.2.1 Have been a member of the Victorian Canine Association Inc. or a member of the Canine Controlling Body in the State or Territory of prior residence for a total period of not less than five (5) years.

9.2.2.2 Be over eighteen (18) years of age.

9.2.3 General Conditions Applicable to all Applicants

9.2.3.1 All applicants are to fulfil the requirements of the Obedience Tracking & Endurance Trial Judges Training Program as determined by the VCA Obedience Tracking & Endurance Committee.

9.2.3.2 All eligibility requirements other than Stewarding / Judging MUST be fulfilled prior to close of application.

9.2.3.3 Eligibility requirements for Stewarding / Judging must be completed prior to the date set for the Written Examination.

9.2.3.4 Non attendance at required lectures will preclude application for a licence, unless a written apology acceptable to the OTEC is received within seven (7) days of the relevant lecture.

9.2.3.5 With the exception of training and handling a dog, all prerequisites must be completed within twelve (12) months prior to the Written Examination.

9.2.3.6 The prerequisites for training and handling a dog have no specific time limitations.

9.2.3.7 Requirements used to fulfil a licence application can only be used once.

9.2.3.8 The onus is upon the Applicant to provide evidence of having fulfilled the necessary criteria.

9.2.3.9 All Applicants must be approved by the Victorian Canine Association Inc.

9.2.3.10 Obedience licences will be assessed in the following sequential order:- Community Companion Dog (CCD), Novice, Open, Utility and Utility Dog Excellent.

9.2.3.11 Trainee judges entering the obedience judging scheme may choose to be assessed for both CCD and Novice licences simultaneously in the same year or they may choose to do them independently of each other.

9.2.4 Community Companion Dog Licence

(15/08/10) To be eligible to apply for a Community Companion Dog Licence the applicant must have:

- 9.2.4.1 Trained and handled a dog to at least one pass in the Novice Class.
- 9.2.4.2 Acted as Ring Steward in Victoria for at least three Community Companion Dog (CCD) Classes at an Open Obedience Trial.
- 9.2.4.3 Attended the CCD lecture within 12 months prior to application.
- 9.2.4.4 Completed Practical Training for the CD class within 12 months prior to the written examination.
- 9.2.4.5 Passed the written examination for CCD.
- 9.2.4.6 Passed the practical assessment for CCD.

9.2.5 Novice Licence

(15/08/10) To be eligible to apply for a Novice licence the applicant must have:

- 9.2.5.1 Trained and handled a dog to at least one pass in the Novice Class.
- 9.2.5.2 Acted as Ring Steward in Victoria for at least three Novice Classes at an Open Obedience.
- 9.2.5.3 Attended the Novice lecture within 12 months prior to application.
- 9.2.5.4 Completed Practical Training for the Novice Class within 12 months prior to the Written Examination.
- 9.2.5.5 Passed the Written Examination for Novice.
- 9.2.5.6 Passed the Practical Assessment for Novice.

9.2.6 Open Licence

To be eligible to apply for an Open Judges Licence the applicant must have:

- 9.2.6.1 Judged a minimum of three (3) Novice Classes.
- 9.2.6.2 Acted as Ring Steward in Victoria for at least three (3) Open Classes at Obedience Trials.
- 9.2.6.3 Completed the Practical Training for Open within 12 months prior to the Written Examination.
- 9.2.6.4 Passed the Written Examination for Open.
- 9.2.6.5 Passed the Practical Assessment for Open.

9.2.7 Utility Licence

To be eligible to apply for an Utility Judges Licence the applicant must have:

- 9.2.7.1 Judged a minimum of three (3) Open Classes.
- 9.2.7.2 Acted as Ring Steward in Victoria for at least three (3) Utility Classes at Obedience Trials.
- 9.2.7.3 Completed the Practical Training for Utility within 12 months prior to the Written Examination.
- 9.2.7.4 Passed the Written Examination for Utility.
- 9.2.7.5 Passed the Practical Assessment for Utility.

9.2.8 Utility Excellent Licence

To be eligible to apply for a Utility Excellent Judges Licence the applicant must have:

- 9.2.8.1 Judged a minimum of three (3) Utility Classes.
- 9.2.8.2 Acted as a Ring Steward in Victoria for at least three (3) Utility Excellent Classes at Obedience Trials.
- 9.2.8.3 Completed the Practical Training for Utility Excellent within twelve (12) months of the Written Examination.
- 9.2.8.4 Passed the Written Examination for Utility Excellent.
- 9.2.8.5 Passed the Practical Assessment for Utility Excellent.

9.2.9 Tracking Licence

To be eligible to apply for a Tracking Judges Licence the applicant must have:

- 9.2.9.1 Acted as steward in Victoria for at least three (3) Open Tracking Trials (excluding Fixtures for Tracking Qualification Test only).
- 9.2.9.2 Been present at and assisted in the setting out of tracks for both TD and TDX Tracking Tests.
- 9.2.9.3 Have laid a full track for a TD and TDX Test.
- 9.2.9.4 Trained and handled a dog to a Tracking Title.
- 9.2.9.5 Completed the Practical Training for Tracking within 12 months prior to the Written Examination.
- 9.2.9.6 Passed the Written Examination for Tracking.
- 9.2.9.7 Passed the Practical Assessment for Tracking.

9.2.10 Track and Search Licence

(15/08/10) To be eligible to apply for a Track and Search Licence the applicant must hold a current Tracking Judging Licence, and must have:

- 9.2.10.1 Judged a minimum of fifteen (15) dogs at tracking trials.
- 9.2.10.2 Acted as a steward in Victoria for at least three (3) dogs at TSD level and three (3) dogs at TSDX level.
- 9.2.10.3 Assisted in the setting out of tracks for both TSD and TSDX tests.
- 9.2.10.4 Acted as the main tracklayer for at least one (1) TSD and one (1) TSDX Test.
- 9.2.10.5 Completed the practical training for track and search within twelve (12) months prior to the written examination.
- 9.2.10.6 Pass the written examination for track and search.
- 9.2.10.7 Pass the practical assessment for track and search.

9.2.11 Endurance Licence

To be eligible to apply for an Endurance Judges Licence the applicant must have:

- 9.2.11.1 Trained and trialed a dog to an Endurance (ET) Title.
- 9.2.11.2 Attended the Endurance lecture within twelve (12) months prior to application.
- 9.2.11.3 Passed the Written Examination for Endurance.

9.2.12 Written Examination and Practical Tests

- 9.2.12.1 A minimum pass mark of 80% is required in both parts "A" and "B" of the Written Examination.
- 9.2.12.2 A pass in a Written Examination will remain valid until the adoption of the next ANKC Rule change for that discipline.
- 9.2.12.3 A person failing a Written Examination or Practical Assessment may request a review. Such request must be received by the VCA within fourteen (14) days of notification of the result.
- 9.2.12.4 The Practical Assessment panel will consist of at least three (3) qualified Judges appointed by the OTEC.
- 9.2.12.5 A majority decision is required for a licence to be granted.
- 9.2.12.6 Professionalism, dress and demeanour will be taken into consideration during Practical Training and during Practical Assessment. Refer dress code.
- 9.2.12.7 Successful Applicants will be formally advised by the VCA and their names will be included on the relevant judges and stewards listings.

9.3 Judges Dress Code

Neat coordinated attire is required when judging. The following are not acceptable - jeans, track suits, thongs, sandals / runners, scuffs, bare feet.

9.4 Rule Changes

Following any Rule changes by the ANKC, all Judges must attend Lectures conducted to explain/discuss such Rule changes. Non attendance will result in suspension of licence until this requirement has been met.

PART 10 REGULATIONS – RETRIEVING AND FIELD

10.1 GENERAL REQUIREMENTS

- 10.1.1 All Field and Retrieving Trials, are to be held under the Rules of the Australian National Kennel Council for that discipline.
- 10.1.2 In each year there shall be held not more than one Championship Field or Retrieving Stake for the following groupings of dogs:
- Pointers and Setters
 - Spaniels and Retrievers
 - Utility Gundogs
 - Retrieving (Group 3)
- 10.1.3 Fixture Schedules and Judges Contracts must be submitted to the VCA Office for approval by the 1st of the month prior to the month in which the trial is being held.
- 10.1.4 Where a contracted Judge does not attend within 30 minutes of the scheduled start time for that judge, the organising affiliate is to appoint a suitably qualified replacement judge.
- 10.1.5 In any case where a judge does not attend as contracted, the organising Affiliate is to provide a written report to the VCA Office within seven (7) days, providing all known details to the reason for the non attendance of the contracted Judge and the reason for selecting the substitute Judge.
- 10.1.6 Catalogue
- At any fixture where entries close on a prior date, a catalogue evidencing the following must be prepared:
- 10.1.6.1 The name of the exhibitor/registered owner.
 - 10.1.6.2 The name and registered number of the exhibit.
 - 10.1.6.3 The event in which the exhibit is entered.
 - 10.1.6.4 The name of the Judges officiating.
 - 10.1.6.5 The name of the VCA Representative.
- 10.1.7 No member of a Judge's household, including a person who resides at the same address, shall exhibit or handle any dog in a retrieving or field trial stake at which the Judge officiates as a judge.
- 10.1.8 No person shall enter any exhibit or handle in any Show or other exhibition under any judge who has, or has had, a proprietary interest in a dog or dogs whether solely or in partnership with such person, within a period of twelve months prior to such Show or exhibition.
- 10.1.9 No person shall exhibit or handle under a Judge, if that Judge has handled any dog owned or part owned, leased or part leased by such person within a period of 12 months prior to such event or exhibition. This Regulation applies to approved and sanctioned events, with the exception of members competitions and dog matches, and does not apply where an exhibitor who, due to a judging decision on the day, is required to compete with two or more exhibits at the same time.
- 10.1.10 No person shall exhibit or handle under a Judge, if that person has handled any dog owned or part owned, leased or part leased by such Judge within a period of 12 months prior to such event or exhibition. This regulation applies to all approved and sanctioned events, with the exception of members competitions and dog matches, and does not apply where an exhibitor assists another exhibitor who, due to a judging decision on the day, is required to compete with two or more exhibits at the same time.

10.2 CONDUCT OF TRIALS

- 10.2.1 Clubs to advise VCA Representatives of Trial details. i.e. Commencement times, venue etc., in adequate time prior to the fixture.

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- 10.2.2 Clubs must provide "Judging Sheets" for use at all Trials. Such sheets must be as shown in the Rules. However, a Judge may provide and use "Work Sheets" drawn up to suit their own purposes, which may include a further breakdown of points within the category shown, provided that the total of points in each category is the same as shown in the Rules. Judges shall retain the "Judging Sheets" without alteration for at least six (6) weeks from the conclusion of the Trial.
- 10.2.3 When a Trial is cancelled or abandoned, a replacement Trial date will not be granted, except under exceptional circumstances.
- 10.2.4 Game must be prepared as close as possible to the commencement of the Trial.
- 10.2.5 Where game is mentioned in the Trial Rules, the word "Quail" refers to "Stubble Quail" only. The State Game Laws must be strictly adhered to at all times.
- 10.2.6 The value of trophies for Field and Retrieving Trials must be of a minimum value of \$15.00 for "Best in Trial" and \$10.00 for "Second or Runner Up in Trial".
- 10.2.7 A Victorian "Game Licence" must be obtained by all competitors (including Interstate competitors) where gazetted game is intended to be shot.
- 10.2.8 Handlers of dogs in competition at Field or Retrieving Trials must produce their Shooters Licence at vetting. Handlers that do not have a current Shooters Licence will not be permitted to compete. However, in Retrieving at Beginners Tests and Novice Water Tests a Steward may be appointed to handle the gun and shoot for a competitor who does not possess a Shooters Licence so that the Handler is not required to carry a gun.
- 10.2.9 If at the completion of a Trial a run-off is required to separate two or more dogs tied on the same score for any placing, then the performances in the run-off relate only to the run-off.
- Eg. Where at the completion of the Trial, two dogs are equal on points for first place, they must be separated in a run-off to determine first and second places. The dogs have completed the work specified for the Trial and all that remains is for them to be separated. If one of them is eliminated for a misdemeanour then the other is obviously the winner and the dog eliminated in the run-off is second in the Trial. The elimination only applies to the run-off.
- 10.2.10 Definition of Trial Site and Storage of Pigeons
- 10.2.10.1 Trial site: The site where the trial activity takes place and includes camping and administration areas.
- 10.2.10.2 Pigeons: All Pigeons must be cared for in a humane manner. Pigeons may only be despatched using the current RSPCA approved method. Live Pigeons are not to be stored within sight of trialing activity or administration area or public area.
- 10.2.11 Retrieving Trials
- Mechanical Throwers must be used at all Retrieving Trials, where possible.
- 10.2.12 Assembly Stewards are responsible to the Trial Manager for ensuring -
- 10.2.12.1 Suitable pegs or methods of restraining dogs in the hide are used.
- 10.2.12.2 Excessively long leads shall not be permitted in the hide, maximum length 1.5 metres.
- 10.2.12.3 Dogs are not left in the hide without at least one (1) persons to act, if necessary, in controlling the dogs and when the handlers are called for the Judge's instructions, then the Assembly Steward shall remain with the dogs in the hide.
- 10.2.12.4 The handlers ensure that dogs are quiet in the hide at all times.
- 10.2.13 Game must not be overused. It is the responsibility of Judges to examine all game prior to each run to ensure game is in good condition.
- 10.2.14 When an entry in excess of the numbers quoted below is received for a Retrieving Trial, a second Judge may be appointed by the Trial Committee after consultation with the officiating Judge.

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| 10.2.14.1 | Beginners and Water Tests | 50 entries |
| 10.2.14.2 | Puppy, Derby, Novice and Restricted Stakes | 35 entries |
| 10.2.14.3 | All Age Stakes | 25 entries |
| 10.2.14.4 | Championship Trial | 20 entries |
- 10.2.15 When a handler has multiple entries in more than one stake at a Trial, the catalogue order for that handler will be in alternate numbers from the first number drawn in the ballot. Eg. if the first number drawn is 7, then the handler's other dogs will automatically be 9, 11 etc. Commonsense should prevail when problems arise.
- 10.2.16 Game at the recovery point and casting point (Game Steward and Gun Steward) must be kept in sealable containers, with the recommendation that plastic garbage bins be used.
- 10.2.17 Field Trials
- If a competitor in a Field Trial shoots a bird other than "Game Species" for which an open season has been declared, that competitor and dog shall be eliminated from the Trial.
- 10.2.18 Live game that is picked up by a dog and is immediately released on command or of the dog's own accord, shall be treated in accordance with the Rules for the conduct of Field Trials.
- Subject to this, any dog that picks up live game before it has been shot shall deliver it to the handler. The game shall then be immediately despatched by the handler. After delivery to the handler, live game must not be released and shot for the purpose of a retrieve.
- 10.2.19 Clubs should conduct Utility Field Trials using the benefits provided by the Eligibility Clauses. Where possible, All Age Stakes should be conducted in lieu of Open Stakes to reduce the field and improve the quality of dogs engaged in the Stake. Judges be advised that in Utility Gundog Field Trials, special attention should be made to eliminating dogs which are lacking general working ability. Under no circumstances should a dog be run in the second round if it has provided any grounds for elimination.
- 10.2.20 The Water Test conducted in Utility Gundog Field Trials must be of a similar standard to water runs conducted at corresponding Retrieving Trials. Refer Utility Gundog Field Trial Rules.
- 10.2.21 In Victoria, Pointers and Setters and Utility Gundogs are required to be adequately tested on feather. This means quail both must be found and shot.
- NOTE: .1 In the case of Utility Gundogs shot game must be retrieved.
- .2 In the case of Pointers and Setters the handler shall nominate to the judge and steward at the start of the first heat whether the dog will seek dead or retrieve the shot game during the trial.
- 10.2.22 Utility Gundog Field Trials
- At Utility Gundog Field Trials Judges are instructed to withhold points unless the dog has been adequately tested on finding and retrieving quail at an Open, All Age or Championship Stake.
- 10.2.23 Dogs the bona fide property of the same owner shall not be drawn together except at the conclusion of a trial when a judge may wish to see them together.
- 10.2.24 No member of the VCA participating, or officiating in, or observing such Trials shall revisit a Trial venue without permission of the landowner of that venue.
- 10.2.25 No member of the VCA participating, or officiating in, or observing such Trials shall subsequently contact the landowner for the purpose of revisiting the Trial venue without the prior approval of the person responsible for negotiating the venue for the above mentioned Trials.
- 10.2.26 Gundog Working Test
- The use of firearms must be restricted to a starting pistol.

10.3 JUDGES TRAINING AND TESTING PROGRAM

- 10.3.1 Judges Training and Testing program as adopted by the Victorian Canine Association Inc., and effective from 1st January each year, must be set to the minimum standard as set down by the ANKC Judges Training Schemes for each discipline.
- 10.3.2 To qualify for the ANKC National Judges List of Retrieving and Field Trial Judges, the Judge must have completed all VCA requirements as outlined in the Training and Testing Program.
- 10.3.3 A person must make application to the VCA by completing the application form for entry into the Judges Training and Testing Program and lodging it with the VCA office.
- 10.3.4 Reserved
- 10.3.5 A member who has been approved as a Judge shall be entitled to judge in accordance with such approval for a period of one (1) year commencing on the 1st day of January and may apply for renewal of such approval annually by lodging with the Chief Executive the prescribed application for such approval on or before the 30th day of June in each year together with the prescribed fee. Such an application received after such date may be granted by the Management Committee at its sole discretion but subject to the payment by the applicant of the prescribed additional fee.
- 10.3.6 A person shall not be entitled to judge a Recognised Trial unless they have been approved to judge or unless they have received the permission of the Management Committee to judge at a nominated Trial.
- 10.3.7 Reports and/or complaints against Judges will be dealt with in accordance with VCA Rule 2.20 and these Regulations.
- 10.3.8 A member whose approval to judge has been cancelled or suspended following action in accordance with VCA Rule 2.20 may appeal the decision in accordance with VCA Rule 2.20.3.4 and these Regulations.

10.4 HOW TO BECOME A RETRIEVING TRIAL JUDGE

- 10.4.1 To be eligible to apply, a person must have -
 - 10.4.1.1 Been a member of the canine control for a minimum of five(5) years.
(The Member Body will consider an application for a person transferring from another State or Territory of Australia, or overseas, who can provide evidence that their canine experience extends over a minimum period of five consecutive years as a member of the Controlling Body for the State, Territory or Country of prior residence.)
 - 10.4.1.2 Have trained, competed and successfully placed 1st, 2nd or 3rd to at least Novice standard in Retrieving Trials.
 - 10.4.1.3 Have officiated as Trial Manager, Judges Steward or Gun Steward at (5) ANKC recognized Trials in the preceding three (3) years.
 - 10.4.1.4 Attended a minimum of three (3) lectures and /or other advertised instruction sessions provided by the Retrieving and Field Trial Committee within the last five (5) years.
 - 10.4.1.5 Be the holder of an appropriate gun licence if required.
 - 10.4.1.6 Been approved by the Victorian Canine Association Inc.
- 10.4.2 Trainee Judge
 - 10.4.2.1 A Trainee Judge will be required to attend Lectures and Tutorials covering interpretation and application of the Rules for the conduct of Retrieving Trial and other topics relevant to judging, or have attended a minimum of three (3) lectures and /or other advertised instruction sessions provided by the Retrieving delegates of the Retrieving and Field Trial Committee within the last five (5) years.
 - 10.4.2.2 Attend Practical Training days for setting retrieves suitable for relevant stakes with opportunity for judging practice.

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- 10.4.2.3 Attend trials to observe and mark judging sheets at a minimum of three (3) Novice Stakes. It is recommended that a minimum of ten dogs over two runs be judged by the trainee judge. The trainee judges record card must be signed by the contracted judge, evidencing that the trainee judge has marked sheets to the judges satisfaction.
- 10.4.2.4 Punctual attendance at theory and practical sessions is required.
- 10.4.2.5 Pass a practical exam consisting of a Simulated Novice trial of at least six (6) competing dogs. Each trainee will be required to set and judge a simulated Novice Stake and may be required to make an oral report giving reasons for points awarded and/or deducted.
- 10.4.2.6 A pass will be awarded if the Candidate is passed by two approved examiners. Successful candidates will be recommended to the Member body to be eligible to judge up to and including Novice Stakes.
- 10.4.3 Written Examinations
- 10.4.3.1 The approved examiners will consist of a minimum of two (2) qualified Championship/all Age judges approved by the Victorian RAFT retrieving delegates.
- 10.4.3.2 At no time shall two or more members of one family or the same household be examiners.
- 10.4.3.3 All examinations shall be supervised by a person or persons appointed by the examiners.
- 10.4.3.4 In written examinations it will be the practice of examiners to agree on answers required before the date of the examination.
- All written examination papers shall consist of "short answer questions" and/or "multi-choice questions" only. Except for "multi-choice questions" where one (1) person only is required, there shall be at least two (2) persons appointed to separately mark the papers, without conferring.
- The results shall be separately forwarded to the CEO of the VCA to be then forwarded to the Victorian RAFT committee's retrieving delegates. In the case of a split decision (equal pass and fail) an additional person shall mark the papers and that mark shall decide the result. All written examinations shall require a 75% pass mark. The ANKC Rules for the Conduct of Retrieving Trials, shall be the only basis for the written examinations. All examination papers (pass or fail) will be held by the VCA Office.
- 10.4.3.5 A candidate who has failed a written examination (other than multi choice questions) may request a remark of their paper. Such request to be in writing and within 14 days of advice of the result of the examination. The re-marking of the paper shall be conducted by three (3) persons appointed to separately re-mark the paper without conferring. Such persons shall not be the original markers of the paper concerned.
- 10.4.3.6 No names shall be used on examination papers. Only the candidates examination number shall appear on the examination paper.
- 10.4.3.7 The key to Candidate's names and examination numbers shall be held in the sealed envelope by the Executive Officer of the Member Body until marks have been awarded.
- 10.4.3.8 All Examiners are to be present at Practical Examinations. In the case of illness or other exigency, a Deputy will be co-opted to the Panel.
- 10.4.4 Upgrading of Novice Judges Aspiring to Judge Restricted Stakes and Restricted Judges aspiring to Judge All Age Stakes.
- 10.4.4.1 Have successfully, trained competed and finished in stakes at the level for which he/she is applying for upgrade.
- 10.4.4.2 Attend Lectures and tutorials covering setting and judging relevant stakes for upgrading.
- 10.4.4.3 Attend Practical Field days for setting retrievers suitable for relevant stakes with opportunity for judging practice.

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- 10.4.4.4 Attend trials to observe and mark judging sheets at a minimum of three(3) relevant stakes. The aspiring judges record card must be signed by the contracted judge, evidencing that the trainee judge has marked sheets to the judges satisfaction.
- 10.4.4.5 Satisfactory completion of the requisite number of judging appointments in accordance with the Retrieving Trial Rules, an Examiner to be appointed by the Retrieving Committee for each Trial at which the Aspirant elects to be considered for elevation in judging status, to observe, guide and report to the Member Body, and, where sufficient reports favourably on balance are received from at least two different examiners, and any other requirement has been met the Aspirant may make application to the Member Body for elevation in judging status.
- Note: Every effort will be made to appoint Examiners who are not competing in the Trial at which assessment for elevation is carried out.
Relevant Stakes means Stakes at the level at which the Judge is aspiring.
- 10.4.4.6 Examination; Set and judge a mock relevant Stake with at least six (6) competing dogs. A pass will be awarded if the Candidate satisfies the Examiners as to his/her knowledge and ability.
- Successful Candidates will be recommended to the Member Body to be eligible to judge at the level for which they have applied.
- 10.4.5 All Age Judges aspiring to judge Championship Stakes.
- 10.4.5.1 Practical: Satisfactory completion of at least four (4) All Age Judging appointments in accordance with the Retrieving Trial Rules; an examiner to be appointed by the Member Body for each trial at which the Aspirant elects to be considered for elevation in judging status, to observe, guide and report to the Member Body and, where sufficient reports favourable on balance are received from at least two different Examiners, and any other requirement has been met, the Aspirant may make application to the Member Body for elevation in status.
- Successful Candidates will be recommended to the Member Body to be eligible to judge Championship Stakes.
- Note: Any Judge who fails to renew their Judging Licence for two (2) consecutive years for any reason and at a later date wishes to apply for return to the Judges Licence, must automatically go back to the Novice Level of judging.
- Any Judge who fails to renew their Judging Licence for a period exceeding two (2) years must apply to re-enter the Scheme.
- 10.4.6 Examiners
- 10.4.6.1 Examiners for elevation in Judging status must have been qualified for the judging status to which the examinee is aspiring for at least three (3) years.
- Note: Every effort will be made to appoint Examiners who are not competing in the Trial at which the assessment for elevation is carried out.
- 10.4.7 The maintenance of a list of judging appointments and other assignments, complete with exact dates and other relevant details, is the responsibility of each Judge. Such detail must be furnished when applying for elevation of status.
- 10.4.8 No judging appointments may be accepted for any class until the relevant status has been granted by the Member body.
- 10.4.9 Judges may not accept appointments outside of their home State/Territory to judge classes for which they have not been approved by their State/Territory Member Body.

10.5 HOW TO BECOME A UTILITY GUNDOG FIELD TRIAL JUDGE

- 10.5.1 To be eligible to apply, a person must have:
- 10.5.1.1 Been a member of the VCA for a minimum of five (5) years.

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- 10.5.1.2 Competed regularly in Utility Gundog Field Trials for a minimum of five (5) years and competed in Open/All Age stakes and qualified to compete in Championship Stakes.
- 10.5.1.3 Attended a minimum of three (3) lectures and/or other advertised instruction sessions provided by the canine control within the last five (5) years.
- 10.5.1.4 Acted as an official Steward to a Judge on at least four (4) occasions in the last five (5) years.
- 10.5.1.5 Been approved by the Victorian Canine Association Inc.
- 10.5.2 If approved the applicant will be required to:
- 10.5.2.1 Sit for a written examination on the Trial Rules as soon as convenient after applications close for the year. A pass of 70% is required, derived from the average of marks awarded by the examiners. The ten (10) questions will be directly applicable to the Rules and will be framed so that the applicants can answer clearly and briefly. A supplementary oral examination may be granted at the discretion of the canine control. The candidate will be notified of the result by the canine control.
- NOTE: Successful applicants names will be included in the Trainee Judges and Stewards listing for the ensuing year.
- 10.5.3 To be eligible for a practical test, a Trainee Judge:
- 10.5.3.1 Must have marked Judging Sheets at a minimum of three (3) Field Trials, with and to the satisfaction of a Judge holding a relevant Open or Championship Judging Licence who has been approved by the appropriate convenor. This may be done whilst officiating as an official Judges Steward.
- 10.5.3.2 Shall request the appropriate convenor to arrange for the Trainee Judge to accompany a Non Slip Retrieving Trial Judge, approved by the Retrieving and Field Trial Committee; at two (2) Non Slip Retrieving Trials to gain practical experience in the setting and judging of such Trials.
- 10.5.3.3 Will be expected to have a basic knowledge of Non Slip Retrieving Trial Rules.
- NOTE: This may be done whilst the Trainee Judge is acting as the official Judges Steward at any Non Slip Retrieving Trial.
- 10.5.3.4 Must have submitted on his/her behalf a brief assessment of the capacity of the Trainee Judge to set a Water Test for a Utility Gundog Field Trial. This element of Utility Gundog Field Trials must be further taken into account by the approved Judges testing the Trainee Judge in the practical test.
- 10.5.4 Practical Test
- 10.5.4.1 The Trainee Judge will be required to apply for and attend a practical test within three (3) years of being placed on the Trainee Judges List and must apply again within three (3) years, if the Trainee Judge should fail the first test.
- A Trainee Judge, being eligible to be tested, shall request the appropriate convenor to arrange a practical test. The Trainee Judge must mark score sheets and answer relevant questions for all dogs at the Trial nominated by the convenor, with two members of the Judges Testing Panel officiating as examiners. (Except with the express approval of the VCA Management Committee when less than two examiners may be appointed.)
- 10.5.4.2 At the conclusion of the Field Trial the examiners will compare and discuss score sheets, notes and remarks made by the Trainee Judge and themselves during the course of the Field Trial. The examiners will then make a joint decision (as to pass or fail), based on the competence of the Trainee Judge.
- 10.5.5 Each Trainee Judge will be advised in writing of the result of both the written and practical examinations by the VCA office after approval of the result has been confirmed by the VCA Management Committee. Having passed the practical test, the Trainee Judge may apply by 24th May for a Licence to judge up to Novice in the ensuing year.

NOTE: Provided the practical test has been arranged to take place prior to 31st July, a Trainee Judge may apply by 24th May for a Licence to judge up to Novice in the ensuing year, subject to passing the test.

Trainee Judges will only be eligible to judge within the state of Victoria and at events not carrying Championship points.

10.5.6 Judges Upgrading

To be eligible:-

10.5.6.1 Before being eligible to judge an OPEN/ALL AGE Stake the Judge must have completed to the satisfaction of the VCA at least two (2) Novice stake judging appointments. A Judge being eligible to be upgraded from Novice to Open/All Age shall request the appropriate convenor to arrange an upgrading test, this can be done by any one (1) of the Judges Testing Panel. This must be done whilst the Novice Judge is actually judging a Novice Field Trial.

10.5.6.2 Before being eligible to judge a Championship Stake the Judge must have completed to the satisfaction of the VCA at least four (4) Open/All Age Stake judging appointments.

A Judge being eligible to be upgraded from Open/All Age to Championship shall request the appropriate Convenor to arrange an upgrading test, which can be conducted by any one (1) of the Judges Testing Panel. This test must be done while the Open/All Age Judge is actually judging an Open or All Age Field Trial.

NOTE: Any Judge who fails to renew their Judging Licence for two (2) consecutive years for any reason and at a later date wishes to apply for return of a Judges Licence, must automatically go back to the Novice Level of judging.

Any Judge who fails to renew their Judging Licence for a period exceeding two (2) years must apply to re-enter the Scheme.

10.5.6.3 Utility Gundog Field Trial Judges are eligible to judge Water Tests and Beginners Tests, subject to the following criteria.

To be eligible -

10.5.6.3.1 The Judge must have reached Championship/All Age level.

10.5.6.3.2 Have a reasonable knowledge of the Non Slip Retrieving Trial Rules and a thorough knowledge of the procedures pertaining to Water Tests and Beginners Tests including the marking of sheets.

10.5.6.3.3 Have proved to a member of the VCA Judges Testing Panel via a practical test they have a clear understanding of the requirements when setting a Water Test or Beginners Test.

NOTE: Such approval to judge should not in any way be detrimental to the progress of an Aspiring Non Slip Retrieving Trial Judge.

If an Aspiring Judge is available they should be given first option by the Club conducting the event.

Any Utility Gundog Field Trial Judge wishing to progress to a Novice Retrieving Trial Licence must comply with the procedure outlined in "How to Become a Retrieving Trial Judge".

10.5.7 Trainee Judge and Stewards Assessment Program

10.5.7.1 To be undertaken by Open or Championship Judges approved by the Retrieving and Field Trial Committee. Any Trainee Judge or Steward wishing to undertake a Stewards assessment, may do so by obtaining permission to Steward from the relevant Club and notifying the appropriate convenor and Judge of the stake at which they wish to steward.

10.5.7.2 The Judge of the Field Trial will report back to the convenor the competence of the Steward in the following categories.

- Knowledge of the Rules

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- Knowledge of practical dog work
 - Use and reading of Trial grounds
 - Knowledge of Game being hunted
 - Communication Skills
 - Firearms Safety
 - Management procedures of Field Trials

A score of from one (1) to ten (10) will be given in each category by the approved Judge. On an official score sheet, noting the type of Stake, Club, date and Judge's name. These score sheets will be kept strictly confidential and retained by the convenor or the VCA a copy of which will be sent to the Trainee Judge or Steward.

10.6 HOW TO BECOME A POINTER AND SETTER FIELD TRIAL JUDGE

Refer ANKC Regulations Part 3B

10.7 HOW TO BECOME A SPANIEL AND RETRIEVER FIELD TRIAL JUDGE

Refer ANKC Regulations Part 3B

10.8 HOW TO BECOME A GUNDOG WORKING TEST JUDGE

10.8.1 To be eligible to apply a person must have:

- 10.8.1.1 Been a member of the VCA for a minimum of five (5) years; and
- 10.8.1.2 Hold a current Field or Retrieving Trial Licence; or
- 10.8.1.3 Been active in Field or Retrieving Trials for a minimum period of three (3) years, competed in All Age/Open Stakes and qualified to compete in Championship Stakes; or
- 10.8.1.4 Been active in Gundog Obedience for a minimum period of three (3) years, completed three (3) passes and stewarded at three (3) Retrieving Trials.
- 10.8.1.5 Been approved by the VCA.

10.8.2 If approved, the applicant will be required to pass an oral examination of the Rules and a practical test.

PART 11 REGULATIONS – HERDING

11 JUDGES TRAINING AND ASSESSMENT PROGRAM

(15/08/10)

11.1 HOW TO BECOME A JUDGE

11.1.1 Application Procedure

All applications for entry into the Herding Judges Training Scheme must be on the nominated form and be received prior to the nominated date. To be eligible to enter the Scheme the applicant must:

- 11.1.1.1 have been a member of an ANKC Member Body for a total period of not less than five (5) years, but dispensation may be given for persons with sufficient experience in ANKC herding events;
- 11.1.1.2 be over 18 years of age;
- 11.1.1.3 be approved by the Dogs Victoria Herding Committee.

11.1.2 Eligibility to judge all Test levels

The only persons eligible to judge Test levels shall be those who have been accepted into the Herding Judges Training Scheme. Applicants must provide evidence the applicant has:

- 11.1.2.1 trained and trialled a dog to a Pre-Trial title;
- 11.1.2.2 acted as Scribe, Timekeeper and Stock Handler for at least three Herding Tests and least three Pre-Trial Tests within twelve (12) months prior to application;
- 11.1.2.3 attended the relevant lectures in the Herding Judges Training Scheme prior to undertaking theory examination;
- 11.1.2.4 passed written theory examination, and practical examination for Test levels.

11.1.3 Eligibility for Herding Started

To be eligible to apply for a Herding Started Judges Licence the applicant must provide evidence the applicant has:

- 11.1.3.1 a Test Levels Judges Licence;
- 11.1.3.2 acted as Scribe, Timekeeper and Stock Handler for at least three Herding Started Trials within twelve (12) months prior to application;
- 11.1.3.3 judged a minimum of two (2) Pre-Trial classes at separate events prior to undertaking theory examinations;
- 11.1.3.4 trained and trialled a dog to Herding Started title prior to undertaking theory examination;
- 11.1.3.5 attended the relevant lectures in the Herding Judges Training Scheme prior to undertaking theory examination.

11.1.4 Eligibility for Herding Intermediate

To be eligible to apply for a Herding Intermediate Judges Licence the applicant must provide evidence the applicant has:

- 11.1.4.1 A Herding Started Judges Licence;
- 11.1.4.2 acted as Scribe, Timekeeper and Stock Handler for at least three Herding Intermediate Trials within twelve (12) months prior to application;
- 11.1.4.3 judged a minimum of two (2) Herding Started classes at separate events prior to undertaking theory examination;

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- 11.1.4.4 trained and trialled a dog in Herding Intermediate or Advanced class on at least three occasions;
 - 11.1.4.5 attended the relevant lectures in the Herding Judges Training Scheme prior to undertaking theory examination.

11.1.5 Eligibility for Herding Advanced

To be eligible to apply for a Herding Advanced Judges Licence the applicant must provide evidence the applicant has:

- 11.1.5.1 A Herding Intermediate Judges licence;
- 11.1.5.2 acted as Scribe, Timekeeper and Stock Handler for at least three Herding Advanced Trials within twelve (12) months prior to application;
- 11.1.5.3 judged a minimum of two (2) Herding Intermediate classes at separate events prior to undertaking theory examination;
- 11.1.5.4 trained and trialled a dog in Herding Intermediate or Advanced class on at least three occasions;
- 11.1.5.5 attended the relevant lectures in the Herding Judges Training Scheme prior to undertaking theory examination.

11.1.6 Training Sessions

- 11.1.6.1 Completion of practical training is mandatory for all licences. A minimum of two (2) practical training sessions must be completed. Sessions must include a minimum of five (5) dogs of varying breeds where possible. Each of these training sessions to be conducted in conjunction with a Herding Judge approved by the Herding Judges Training Co-ordinator. The Herding Judge monitoring the applicant in the practical training session shall give verbal feedback to the applicant, and must provide a written report in the Aspirants log book.
- 11.1.6.2 Applicants may apply for only one licence in any one year. Test levels comprise one licence in toto, Trial levels are three separate licences - Started, then Intermediate, then Advanced.
- 11.1.6.3 All applicants for licences must attend and remain for the entire relevant training sessions (theory and practical), and complete practical training where required prior to undertaking theory examination.
- 11.1.6.4 Failure to attend required training sessions will invalidate application for a licence, unless a written apology acceptable to Dogs Victoria Herding Committee is received within seven (7) days of the relevant lecture.

11.1.7 Written Examination and Practical Tests

- 11.1.7.1 All applicants for a Herding Licence must pass a written examination.
- 11.1.7.2 All written examinations require a pass mark of at least 75%.
- 11.1.7.3 A pass in a written examination will remain valid for the duration of the ANKC Rules and Regulations for Herding, applicable at time of written examination.
- 11.1.7.4 An applicant failing a written or practical examination may request a review. The request must provide detail of grounds for the review, and must be received by Dogs Victoria office within fourteen (14) days of notification of a result.
- 11.1.7.5 The review must be conducted within two (2) months of the examination.
- 11.1.7.6 All applicants who pass a written examination must pass a practical examination prior to being granted a licence, subject to approval by Dogs Victoria Herding Committee.

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- 11.1.7.7 The Assessment Panel will consist of at least three (3) qualified Judges appointed by the Herding Judges Training Co-ordinator.
 - 11.1.7.8 The Assessment Panel (all of whom are Accredited Assessors) must reach a majority decision prior to recommendation to the Dogs Victoria Herding Committee that a Licence is granted.
 - 11.1.7.9 Written (theoretical) examination papers may contain questions in multi choice, mix and match, short answer response, or other method as appropriate.
 - 11.1.7.10 Dependent on format of written examination paper, generally one person is required to mark the papers. More than one person may mark examination papers where the result warrants.
 - 11.1.7.11 The results are to be forwarded to Dogs Victoria following approval by Dogs Victoria Herding Committee.

11.1.8 Judges Dress Code

Neat co-ordinated attire suitable for the event is required when judging. Judges must wear appropriate footwear that has closed in toe.

11.1.9 Rule Changes

Following any Rule changes approved by the ANKC, all Judges must attend Lectures conducted to explain/discuss such Rule changes. Failure to attend the relevant lecture shall render the Judge ineligible to officiate at any ANKC Herding event conducted under the Rule changes, until the Judge has attended the lecture.

11.2 HERDING JUDGES CODE OF PRACTICE

- 11.2.1 A Judge must act in a professional and polite manner at all times, and in particular when carrying out a judging appointment.
- 11.2.2 A Judge is required to be punctual in attendance to fulfil their judging assignment.
- 11.2.3 A Judge must give every exhibit and exhibitor fair and equal opportunity in each and every class.
- 11.2.4 A Judge must not influence or seek the entry of any particular dog or dogs for a class in which they are judging.
- 11.2.5 Should a judge be approached with an inducement to favour or disfavour, and/or a bribe to advantage or disadvantage an exhibit or exhibitor, the Judge must report the matter in writing immediately to Dogs Victoria Herding Committee.
- 11.2.6 A Judge must not solicit a judging appointment.
- 11.2.7 A Judge must complete all requirements of the judging contract, as agreed. Any verbal acceptance of an assignment by a Judge shall be subject to receipt of the contract within fourteen (14) days.
- 11.2.8 A Judge must honour each contract and is not permitted to accept an alternative contract that will affect his or her availability to fulfil the original contract, unless written dispensation from the original contracting body has been obtained.
- 11.2.9 A Judge who withdraws from a contracted appointment shall not be permitted to judge at any other canine event wherever held on a date, which would prevent him/her from attending the original contracted event.
- 11.2.10 Accommodation provided for the Judge to fulfil an assignment is for the Judge only unless prior mutual agreement has been reached with the contracting body for variation.

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- 11.2.11 A Judge is responsible for the cost of all telephone calls, alcoholic beverages and any personal laundering, unless mutual agreement has been reached with the contracting body at the time the contract is accepted.

11.3 COMPETENCIES FOR HERDING JUDGES

- 11.3.1 Criteria satisfied according to Regulation 11.1 - "How to become a Herding Judge".
- 11.3.2 Knowledge of ANKC Rules/Regulations for Herding accurately demonstrated.
- 11.3.3 Knowledge of current Dogs Victoria Constitution, Rules and Regulations demonstrated.
- 11.3.4 Demonstrated ability to assess exhibitor and dog working in herding according to ANKC Herding Rules/Regulations.
- 11.3.5 Judges lectures delivered on an annual basis are a compulsory component of the Judges Training Scheme. The lecture content comprises the various levels of herding class including relevant courses applicable to the aspiring and trainee judges, at Test and Trial levels. The lecture content also deals with Judges practical issues in relation to contractual obligations, judging responsibilities, the ethics of judging, planning and control of the ring, instructions to stewards, handlers briefing, and aggressive dog procedures.
- 11.3.6 Open forum are meetings of the herding general membership that serve to promote the herding activity, as an information seminar that draws upon persons with herding experience. The Open forum is used as a vehicle by Dogs Victoria Herding Committee to introduce and explain rule changes or interpretation of the rules and regulations in herding. Members of Dogs Victoria Herding Committee facilitate the Open forum, conducted on an annual basis.
- 11.3.7 To maintain competency, all Herding Judges must attend Lectures/Herding Judges meetings conducted to explain/discuss rule changes approved by the ANKC. A letter to Judges address (per ANKC listing) will give notice of Herding Judges meetings, and a notice may appear in the official organ of Dogs Victoria. Failure to attend the relevant lecture/meeting will render the Judge ineligible to officiate at any ANKC Herding event conducted under the rule changes, until the Judge has attended the lecture/meeting. Prolonged failure to attend lecture/meetings may result in suspension of licence, or other action deemed appropriate by Dogs Victoria Herding Committee.
- 11.3.8 Herding Judges are required to attend a herding clinic conducted by Dogs Victoria Herding Committee at least every three years to maintain licence (s2.12 ANKC Herding Rules/Regulations). Failure to meet this requirement will render the Judge ineligible to officiate at any ANKC Herding event until the Judge has complied.

11.4 GUIDELINES FOR THEORY ASSESSMENTS

- 11.4.1 The format of the Test Level (comprises Instinct Certificate, Herding Test and Pre-Trial) theory examination will remain an open book examination, until the Dogs Victoria Herding Committee determine otherwise.
- 11.4.2 The format of the Trial Level examinations (individual examination of one trial level class in any one year e.g. Started or Intermediate or Advanced) will be in two parts. The closed book examination must be completed prior to commencing open book examination. This format will remain until the Dogs Victoria Herding Committee determine otherwise.
- 11.4.3 The questions in the written examination must be structured so that the answer is objective, and minimal interpretation by the applicant is required.
- 11.4.4 The mark weight to each question must be consistent with the detail, and level of information required in the answer.
- 11.4.5 A half mark may be allocated to each part of a question that has more than one component.

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- 11.4.6 The person marking the written examination must use the answer sheet provided by the person who set the examination.
 - 11.4.7 The written assessment will be presented in the following manner, with a pass mark of at least 75% required in each section of both closed, and open book examination.
 - 11.4.7.1 Assessment of Herding Rules/Regulations specific for level of licence
 - 11.4.7.2 General section
 - 11.4.8 Distance written assessment is currently not offered in the Herding Judges Training Scheme, as the written and practical assessment are conducted on the same day.

11.5 PROCEDURE FOR JUDGES THEORY ASSESSMENTS

- 11.5.1 Applicants must use the candidate number allocated to them on each sheet of the exam, in the space provided.
- 11.5.2 Applicants are not permitted to mark the written examination paper in any manner, other than response to questions, and use of candidate number.
- 11.5.3 Applicants must use ink (ball point pen) to mark the written examination paper.
- 11.5.4 The Accredited Assessor (or delegate) supervising the written examination may at their discretion give clarity to any question an applicant is unable to understand. The Accredited Assessor will not give guidance to applicant on how to answer questions.
- 11.5.5 Written examination papers can only be marked by Accredited Assessors.
- 11.5.6 The Accredited Assessor must mark the written examination paper prior to verifying the identity of the applicant.
- 11.5.7 Where the result of the written examination is borderline pass/fail, another person will mark the written examination paper, prior to identity of applicant becoming known.
- 11.5.8 In case of divided decision in 11.5.7 above, a third person must mark the paper.
- 11.5.9 Applicants will be advised the written examination result prior to practical examination. Where necessary, unsuccessful applicants will be advised of the process for review as per Regulation 11.1.7.4 and 11.1.7.5.

11.6 PROCEDURE FOR PRACTICAL HERDING JUDGES ASSESSMENT

- 11.6.1 The Herding Judges Training Co-ordinator will organise venue, and suitably qualified dogs for testing and their handlers.
- 11.6.2 The Herding Judges Training Co-ordinator will select the Assessment panels, and furnish each member of the Panel with the appropriate stationery to judge the performance of the dog, as well as assessment of the applicant.
- 11.6.3 The Herding Judges Training Co-ordinator may delegate part of the responsibilities in 11.6.1 and 11.6.2 above to another person.
- 11.6.4 The applicant will judge a minimum of three (3) dogs for the test. Where circumstances warrant, additional dogs may be used, at the discretion of the Assessment Panel.
- 11.6.5 The applicant is required to judge, and score the dog as would normally occur in herding test/trial conditions, and mark the judges sheet accordingly.
- 11.6.6 Multiple applicants may be tested at the same time where circumstance warrant, provided the applicants stand independent to each other, and mark the dog independently, without conference.

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- 11.6.7 The applicant is responsible to ensure their judging sheet is complete and correct, prior to handing the sheet to the Assessment Panel.
 - 11.6.8 Assessment Panels comprise three Accredited Assessors, and the same panel will remain constant for the level of licence assessed.
 - 11.6.9 Members of Assessment Panel are to position themselves to adequately evaluate both dog and applicant during the course of a run/test.
 - 11.6.10 Members of the Assessment Panel are to independently assess the applicant, and are not permitted to enter into discussion with other Panel members or any other person, unless a point of clarification is required.
 - 11.6.11 Members of the Assessment Panel must mark their score sheet relating to dogs performance prior to interview with applicant. Alterations to the score sheet are permitted where additional information is gained and circumstances warrant.
 - 11.6.12 Members of the Assessment Panel must independently mark, and comment on the applicants ability to judge at the level tested. The member must document whether recommendation for licence is made, whether recommendation for licence is withheld, and the grounds for the decision. The Panel member may use this applicant assessment sheet if the unsuccessful applicant lodges a request for a review.
 - 11.6.13 The Assessment Panel must give completed applicant assessment sheets to the Herding Judges Training Co-ordinator (or delegate) at completion of the practical testing.
 - 11.6.14 The Assessment Panel majority decision must be presented to Dogs Victoria Herding Committee for endorsement, prior to any licence being granted.
 - 11.6.15 The applicants will be advised of practical test outcome, and where necessary the review process as per Regulation 11.1.7.4 and 11.1.7.5, within fourteen (14) days of the practical test completion.
 - 11.6.16 Applicants will be eligible to receive contracts for judging appointments in the level they have qualified, following advice of practical test endorsed by Dogs Victoria Herding Committee.

11.7 EVALUATION

The Herding Committee is to conduct an annual evaluation of the Herding Judges Training Scheme as follows:

- 11.7.1 Analysis of the content in relation to effectiveness of the training and subsequent learning within the Judges Training Program.
- 11.7.2 Feedback from trainees as to effectiveness of the training program, the trainers and content and delivery methods, leading to higher pass rates.
- 11.7.3 Implementation of training and learning strategies and their effectiveness in achieving the desired outcomes.
- 11.7.4 Effectiveness of feedback from trainers to trainees as to their progress.
- 11.7.5 Pass rates to measure the effectiveness of the training program and competence of the trainers.
- 11.7.6 Detailed reports to trainees as to the reasons for passing and failing the training program using transparent and measurable methodology.

PART 20 CODES

20.1 CODE OF PRACTICE

Each member, upon being elected or re elected to membership of the Victorian Canine Association Inc. shall be bound by the Victorian Canine Association Inc. Code of Practice.

Ethics

- 20.1.1 A member shall not knowingly or recklessly misrepresent the ANKC or the Victorian Canine Association Inc.
- 20.1.2 A member shall not engage in any behaviour that is contrary to the standards accepted by the community.
- 20.1.3 A member shall display good sportsmanship and conduct at all times so as to reflect credit upon themselves, the ANKC and the Victorian Canine Association Inc.
- 20.1.4 Members shall constantly strive to improve their knowledge of their chosen breed or breeds, and their knowledge of the requirements for the care, welfare and betterment of dogs.
- 20.1.5 Members shall ensure that all dogs under their control are properly controlled, housed, fed, watered, exercised and receive veterinary care as required.
- 20.1.6 A member who leaves a dog owned by them in the care of another person shall remain ultimately responsible for that dog.
- 20.1.7 A member shall take all appropriate lawful measures to assist a dog in distress.
- 20.1.8 A member shall positively enhance the reputation of dog breeders and owners by ensuring that dogs owned by the member are not a danger or nuisance to the community.
- 20.1.9 A member shall not participate in nor support any activity in that involves cruelty or damage to animals, excluding legal hunting activities.
- 20.1.10 A member shall not dispose of dogs owned or bred by the member to a pound or animal refuge.

Breeding

- 20.1.11 A member shall breed primarily for the purpose of improving the quality and / or working ability of the breed in accordance with the breed standard, and not specifically for the pet or commercial market.
- 20.1.12 A member shall not breed with a bitch unless the bitch has reached adequate maturity for that breed as determined by the Victorian Canine Association Inc, without the prior approval of the Victorian Canine Association Inc. [see attached Minimum Breeding Age for Bitches]. (14/02/13)
- 20.1.13 A member shall not breed a bitch causing it to whelp more than twice in eighteen months without the prior approval of the Victorian Canine Association Inc.
- 20.1.14 A member shall not breed a bitch causing it to whelp more than six times without prior veterinary certification of fitness for further breeding, and without prior approval of the Victorian Canine Association Inc.
- 20.1.15 A member shall not permit any of that member's pure bred dogs to be mated to a dog of a different breed, to a cross bred dog, to an unregistered dog of the same breed, or to a dog not on the Main Register without the prior approval of the Victorian Canine Association Inc.
- 20.1.16 A member shall take responsible action to reduce the incidence of hereditary diseases in accordance with the ANKC Code of Practice for Hereditary Diseases.
- 20.1.17 A member shall not, within Australia, sell or otherwise transfer from that member's care any puppy under eight [8] weeks of age without the approval of the Victorian Canine Association Inc.

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- 20.1.18 A member shall not export a puppy under the age of eleven [11] weeks, or such greater age permitted under the livestock import requirements of the country to which the puppy is being exported.
- 20.1.19 A member shall not knowingly sell a dog to any person residing in an overseas country known to be involved in the utilisation of dogs for the meat trade without first satisfying the Victorian Canine Association Inc. that the purchaser is a member of an ANKC recognised canine controlling body in the overseas country. The member and purchaser must further acknowledge in writing to the Victorian Canine Association Inc. that the intention of the sale is for the improvement of the quality of that breed in the overseas country, and not for any other purpose.
- 20.1.20 A member shall ensure that persons acquiring dogs from that member understand the requirements for the care, welfare and responsible ownership of the dog, and that they have the time and facilities, e.g. adequate fences, sufficient room and proper shelter, to fulfil their responsibilities.
- 20.1.21 A breeder shall be expected to maintain reasonable contact with the purchasers of dogs from that breeder and to offer continued advice and reasonable assistance.
- 20.1.22 A member shall register all puppies bred by that member that are living at the date of registration. Such (15/11/11) registration must include all puppies from the litter on the one litter registration application form and, subject to regulations, must be applied for within eighteen (18) months of the date of whelping.
- 20.1.23 A member shall provide to all recipients of dogs sold or otherwise disposed of by that member, written details of:
- 20.1.23.1 The breed characteristics;
 - 20.1.23.2 Vaccination record and / or requirements;
 - 20.1.23.3 Responsible dog ownership information; and
 - 20.1.23.4 All documentation required by the Victorian Canine Association Inc.
- 20.1.24 A member shall not incorrectly describe nor knowingly misrepresent the characteristics of a breed.
- 20.1.25 A member shall ensure that all dogs sold or disposed of by that member are in the best possible state of health. Where a dog with a health issue or disability is disposed of the member must obtain from the recipient written and signed acknowledgement of the condition of the dog.
- 20.1.26 A member shall not:
- 20.1.26.1 Sell or dispose of a dog to a commercial pet wholesaler or retail pet shop unless they are accredited by the Victorian Canine Association Inc. and the Pet Industry Association of Australia Limited (PIAA).
 - 20.1.26.2 Allow a dog owned by that member to be given as a prize or donation or to be auctioned.

General

- 20.1.27 A member who provides or makes available a dog for use in a film, advertisement, promotion, or any media or public display must ensure that:
- 20.1.27.1 The dog is portrayed in a manner consistent with its breed characteristics and temperament as described in the Standard for that breed; and
 - 20.1.27.2 The dog is presented in a manner that is unlikely to create a negative reaction to dogs generally or that breed in particular and that if there is any likelihood of a negative impression, this is at the same time corrected through the development of a story line that presents the dog or breed in a balanced manner.
- 20.1.28 A member shall not indulge in false or misleading advertising relating to the conformation, characteristics or performance of that member's dog.
- 20.1.29 A member shall not misrepresent nor malign the conformation, characteristics or performance of another member's dog.

20.1.30 A member shall not misrepresent, malign, impugn or denigrate another member or person in such a way as to bring discredit upon themselves or the Victorian Canine Association Inc. (14/02/13)

Minimum Breeding Age for Bitches
Minimum age at which a Bitch can be mated

The amendment in brackets indicates the date the age for that breed was lowered
These age restrictions came into force on 1 May 2011

The age is calculated in the same way as for conformation classes. See also ANKC Regulations Part 5 Section 1 Regulation 1.2 which states:

1.2 To calculate the age of dogs for entry into breed classes where the date of birth does not occur in the relevant month, the anniversary date be taken as the last date of that month, e.g. dogs born on 31 January will be eligible to enter the baby puppy class on 30 April. **(06/95, 30.1.2)**

Note also ANKC Regulations Part 6 Section 8 Regulation 8.2 which states:

8.2 The minimum breeding age for bitches across all breeds is 12 months at the time of mating. This regulation is not intended to reduce minimum age requirement for breeding set out in the Code of Ethics of Member Bodies and the Rules of National Breed Councils and/or Breed Clubs. **(Added 10/10, 6.7(Amended EAP 07/11)**

12 Months

Affenpinscher
Airedale Terrier
Australian Cattle Dog
Australian Stumpy Tail Cattle Dog
Australian Silky Terrier
Bichon Frise
Border Terrier
British Bulldog
Bull Terrier
Bull Terrier [Miniature]
Chihuahua [all varieties]
Chinese Crested Dog
Cocker Spaniel
Collie [Rough and Smooth]
Dachshund [all varieties]
English Springer Spaniel
English Toy Terrier
French Bulldog
German Hunting Terrier
German Spitz [Klein]
German Spitz [Mittel]
Havanese
Italian Greyhound
Jack Russell Terrier
Japanese Chin
Japanese Spitz
Labrador Retriever
Lhasa Apso
Lowchen
Miniature Pinscher
Papillon
Pekingese
Pomeranian
Poodle [Toy] *[amended 16/11/11]*
Portuguese Podengo
Pug
Schipperke
Shih Tzu
Tenterfield Terrier
Tibetan Spaniel

Welsh Corgi [Cardigan and Pembroke]
West Highland White Terrier
Yorkshire Terrier

16 Months

Boston Terrier
Cavalier King Charles Spaniel
Dandie Dinmont Terrier *[amended 08/02/12]*
Golden Retriever
Shetland Sheepdog

18 Months

Afghan Hound
Akita Inu
Alaskan Malamute
American Staffordshire Terrier
Australian Kelpie
Australian Terrier
Azawakh *[added 06/02/12]*
Basenji
Basset
Basset Fauve de Bretagne
Beagle
Bearded Collie
Bedlington Terrier
Belgian Shepherd Dog [all varieties]
Bergamasco Shepherd Dog
Bloodhound
Bluetick Coonhound
Border Collie
Borzoi
Bouvier des Flandres
Boxer
Bracco Italiano
Briard
Brittany
Bullmastiff
Cairn Terrier
Canaan Dog
Cane Corso

18 Months (cont)

Cesky Terrier
Chesapeake Bay Retriever
Chow Chow
Curly Coated Retriever
Dalmatian
Deerhound
Dobermann
Dogue De Bordeaux
Dutch Shepherd
English Setter
Eurasier
Field Spaniel
Finnish Lapphund
Finnish Spitz
Flat Coated Retriever
Fox Terrier [Smooth and Wire]
German Pinscher
German Shepherd Dog
German Shorthaired and Wirehaired Pointer
Glen of Imaal
Gordon Setter
Grand Basset Griffon Vendeen
Greyhound
Griffon Bruxellois [amended 14/12/12]
Hamiltonstovare
Harrier
Hungarian Vizsla [amended 24/03/12]
Ibizan Hound
Irish Red & White Setter
Irish Setter
Irish Terrier
Irish Water Spaniel
Italian Spinone
Keeshond
Kerry Blue Terrier
King Charles Spaniel
Lakeland Terrier
Lagotto Romagnolo
Large Munsterlander
Manchester Terrier
Maltese
Neapolitan Mastiff
Norfolk Terrier
Norwegian Elkhound
Norwich Terrier
Nova Scotia Duck Tolling Retriever
Old English Sheepdog Club
Otterhound
Parson Russell Terrier
Peruvian Hairless Dog
Petit Basset Griffon Vendeen
Pharaoh Hound
Polish Lowland Sheepdog
Pointer
Poodle [Miniature]
Portuguese Water Dog
Puli
Pumi
Pyrenean Mastiff
Rhodesian Ridgeback
Saluki

Samoyed
Schnauzer [Miniature] [amended 06/09/12]
Scottish Terrier
Sealyham Terrier
Shar Pei
Shiba Inu
Siberian Husky
Skye Terrier
Sloughi
Soft Coated Wheaten Terrier
Staffordshire Bull Terrier
St Bernard
Sussex Spaniel
Swedish Lapphund
Swedish Vallhund
White Swiss Shepherd Dog
Tibetan Terrier
Weimaraner**
Weimaraner [Longhair]
Welsh Springer Spaniel
Welsh Terrier
Whippet
Xoloitzcuintle [Miniature]

20 Months

Australian Shepherd
Bernese Mountain Dog
Mastiff

22 Months

Rottweiler
Tibetan Mastiff

24 Months

Anatolian Shepherd Dog
Canadian Eskimo Dog
Central Asian Shepherd Dog
Clumber Spaniel
Cocker Spaniel [American]
Foxhound
Great Dane
Hungarian Wirehaired Vizsla
Irish Wolfhound
Komondor
Kuvasz
Leonberger
Maremma Sheepdog
Newfoundland
Norwegian Buhund
Poodle [Standard]
Pyrenean Mountain Dog
Russian Black Terrier
Schnauzer [amended 06/09/12]
Spanish Mastiff
Xoloitzcuintle [Intermediate and Standard]

30 Months

Schnauzer [Giant] [amended 06/09/12]

20.2 CONFORMATION JUDGES CODE OF PRACTICE

RESERVED : (Note: The code is covered by ANKC Judges Code of Practice and Conduct)

20.3 CODE OF PRACTICE FOR HEREDITARY DISEASES

20.3.1 Compliance

This Code of Practice has been developed to conform with the VCA Code of Ethics, by which each member is bound and in particular the commitment of members to 'breed only for the purpose of improving the standard of the breed'.

20.3.2 Practical Application

- 20.3.2.1 Members will take responsible action to reduce the incidence of hereditary diseases in their breeds.
- 20.3.2.2 Where there is a control program, approved by the VCA, covering a breed for a disease known or considered to be inherited, then breeders within the breed should participate and comply with the requirements of the program.
- 20.3.2.3 Where an hereditary disease is recognised by the breed club and the VCA, or the VCA, to be a problem in a breed, and where there is a suitable screening procedure or test for that disease:-
 - 20.3.2.3.1 The owner of a stud dog should, before making the dog available for stud duty -
 - 20.3.2.3.2 have a current official evaluation or test result for the dog for such hereditary disease:
 - 20.3.2.3.3 provide the official evaluation or test result to owners of bitches to be mated;
- 20.3.2.4 The owner of a bitch should, before mating her to a dog -
 - 20.3.2.4.1 have a current official evaluation or test result for the bitch for such hereditary disease;
 - 20.3.2.4.2 provide the official evaluation or test result to the owner of the stud dog;
- 20.3.2.5 ensure that the proposed mating fits within the parameters of responsible action as approved by the VCA to reduce hereditary diseases within the breed.
- 20.3.2.6 Before any puppy or adult animal is sold, the prospective owners be advised that the seller has taken all reasonable steps to ensure that the animal is healthy as stated in the VCA Code of Ethics.

20.4 CODE OF PRACTICE FOR MANAGEMENT AND OTHER COMMITTEE MEMBERS

20.4.1 Title

This is a Code of Practice for the conduct and performance of duties by Management and other committee members of the Victorian Canine Association Inc.

20.4.2 Objective

The objective of this Code of Practice is to provide guidance and set standards for elected and appointed Management and other committee members to assist the individual to carry out their duties, responsibilities and obligations.

20.4.3 Authorising Provisions

This Code of Practice is made under clause 1.5.18 of the Constitution of the VCA.

20.4.4 General

The Management Committee shall, without limitation have the following responsibilities:

- 20.4.4.1 adoption and continuance of a Strategic Plan for the VCA.
- 20.4.4.2 adoption and continuance of a Business Plan for the VCA.
- 20.4.4.3 establishment and continuance of a register of pecuniary interests of Management and other committee members. Such register shall include all commercial interests in dog activities, plus involvement with affiliated clubs and any non affiliated dog organisations.
- 20.4.4.4 establishment and continuance of a policy manual for the VCA.
- 20.4.4.5 establishment and continuance of a formal induction program for new Management and other Committee members, which shall include current policies, financial position, strategies and issues before the respective committee, as applicable.
- 20.4.4.6 ensure all Resolutions contain a delegated responsibility for implementation and a time frame for same.
- 20.4.4.7 ensure, through the Chief Executive, that at all times proper budgeted training programs are in place and undertaken by appropriate staff members and where necessary by Management Committee members.
- 20.4.4.8 establish an agreed charter for all committees, sub-committees, panels and working parties. Such charter to contain clearly defined delegation of authority in accordance with VCA Rule 2.87. Working parties to be established with a specific time frame for their operation.
- 20.4.4.9 establish clearly defined delegation of responsibilities to the Chief Executive. Such delegation to be subject to annual review in the month of January each year.
- 20.4.200 ensure that staff employment contracts, which contain provision for performance evaluation of the employee against agreed key performance indicators, are entered into with all staff.
- 20.4.201 ensure that the VCA accounts and audit procedures conform with relevant Australian accounting and auditing standards.
- 20.4.202 ensure that at all times the VCA Constitution, Rules, Regulations, Codes and Policies are upheld by all members and administration staff.

20.4.5 Confidentiality

- 20.4.5.1 Where a Resolution is reached by Management or any other committee the committee shall also decide upon a responsibility for "communications to members or individual", thereby ensuring all Management or other committee members clearly understand how communication is to be made or announced. Management and other committee members shall not discuss

such resolutions, with any person who is not a member of Management Committee or other committee (as the case may be), until the matter has been officially announced or conveyed in accordance with the agreed procedure.

20.4.5.2 Management and other committee members shall not knowingly discuss matters under investigation or before the Disciplinary or Appeals Committee with any individual. Any member raising serious queries on such matters shall be referred to the Convenor of the Investigations Committee, or advised to correspond with the Chief Executive.

20.4.5.3 Where the Management Committee decides that a matter before any VCA committee is to be kept totally confidential then no member of a committee shall divulge any details to do with that matter, except to a person who is a member of the appropriate committee.

20.4.5.4 Subject to the above conditions, Management and other committee members shall be free to and indeed encouraged to discuss, explain and seek viewpoint of members on any matter.

20.4.6 Use of Position or Information

20.4.6.1 Management and other committee members shall not make improper use of information acquired by virtue of their position as a committee member. This applies irrespective of whether the committee member would gain, directly or indirectly, a personal advantage or advantage to any associated person, organisation or company.

20.4.6.2 Management and other committee members shall not take improper advantage of their position to gain, directly or indirectly, a personal advantage or advantage for any associated person, organisation or company.

20.4.7 Conflict of Interest

20.4.7.1 Management and other committee members shall at all times give primacy to the interests of the VCA and shall not allow their personal interests, or the interests of any associated person, organisation or company, to conflict with those of the VCA.

20.4.7.2 Management and other committee members shall at all times act in the best interest of the total membership and the pure bred dog fraternity in general and not support sectional interests.

20.4.7.3 Management and other committee members shall immediately disclose any conflict which may arise, in accordance with the requirements of VCA Rule 2.79.3 and 2.79.4.

20.5 CODE OF PRACTICE FOR AFFILIATES

VCA approval to conduct a fixture is on the understanding that the affiliate will endeavour to conduct and manage the fixture ensuring that the activities are an enjoyable experience for all members and that the fixture represents a public showcase of VCA activities.

In particular:

- 20.5.1 The affiliate is to ensure that ANKC Judges Contracts are completed fully and reflect all of the affiliate's requirements, especially in relation to embargoes.
- 20.5.2 The Show Secretary is to ensure that contracted conformation Judges are notified of the number of exhibits entered for each breed. Such notification is to be communicated in writing so as to reach the Judges at least seven days before the date of the Show.
- 20.5.3. The affiliate committee is to ensure that non Australian judges are briefed on the VCA and ANKC procedures for judging.
- 20.5.4. Affiliate committee personnel involved in facilitating judges shall not handle dogs under those judges nor participate at the competition area in such a way as to compromise the perception of fairness.
- 20.5.5 The Show Secretary is to ensure that entry fees are banked promptly to ensure that invalid cheques / payments are identified.
- 20.5.6 The Show Manager is to ensure that all Stewards are competent in the duties required of them, and arrange appropriate support where necessary.
- 20.5.7. The affiliate is to ensure adequate provision for and maintenance of parking, toilets, foodstuffs [if applicable], first aid, competition and exhibitor areas.
- 20.5.8 The affiliate is to ensure that safe and unimpeded access is provided around and to the rings.
- 20.5.9 The affiliate committee is to appoint a VCA Representative as required by VCA Regulations and provide the administrative and logistic support required by VCA Procedures - Fixture Incidents / Complaints.
- 20.5.10 Aggressive Dog incidents are to be dealt with in accordance with VCA Regulation 3.5.6.
- 20.5.11 The affiliate committee is to ensure that persons attending the fixture comply with acceptable standards of behaviour, and therefore the committee is to be fully conversant with the VCA Procedures - Fixture Incidents / Complaints.

NOTE: "facilitating" referred to in 20.5.4 does not include normal secretarial communication relating to contractual and travel arrangements.