

**REGULATIONS FOR THE  
ACCREDITATION SCHEME FOR INSTRUCTORS IN  
DOG TRAINING AND CANINE BEHAVIOUR**

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As at 1<sup>st</sup> July 2016

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1. The Kennel Club Accreditation Scheme for Instructors in Dog Training and Canine Behaviour aims to provide a quality service to the dog owning public and training enthusiasts. It has the following objectives:
  - a. To promote responsible dog ownership
  - b. To provide educational guidance for members
  - c. To offer a personal and credible qualification
  - d. To maintain a national register of qualified Instructors
  - e. To encourage continual professional development and high standards of instructing
  - f. To help unite all aspects of dog training and behaviour
  - g. To provide a communication network for Instructors
2. For the purposes of this Scheme the term “Instructor” shall apply to all individuals who instruct, teach, advise or counsel in any aspect of dog training and canine behaviour, and to all those working towards gaining proficiency in these skills.
3. Membership. Anyone with an interest in Dog Training and Canine Behaviour may seek membership of the Scheme by application to the Kennel Club and payment of a membership registration fee. All members of the Scheme will be bound by the Kennel Club Code of Practise for Instructors and will be subject to periodic reviews and assessments. There will be an annual membership subscription.
4. KCAI Accreditation Board. The Scheme will be directed by a Board, appointed by the General Committee, and will deal with all areas of policy and discipline as may arise.
  - a. The Board will comprise of a Chairman and a minimum of five persons, all of whom shall have a vote within the Board. All members of the Board must, save in exceptional circumstances, be Accredited through the KCAI Scheme with the exception of the Executive of the Kennel Club Department responsible for the Scheme who is an ex officio member of the Board. The quorum to be four Members of the Board. Three places on the Board will be open to Members of the Scheme. Scheme members will be eligible to nominate themselves to the Board and vacancies will be announced through the Scheme Newsletter as appropriate. Other Board members shall be nominated by the General Committee.
  - b. Each Board member will serve for a period of three years after which they may offer themselves for re-appointment. At least two Board members will retire annually by rotation but may offer themselves for re-appointment.
  - c. The Board may appoint Special Advisers as required, who shall not have a vote within the Board.
  - d. The General Committee will elect the Chairman of the Board annually at its first meeting held after the Annual General Meeting of the Kennel Club.
  - e. The Board shall elect a Vice-Chairman annually at the first meeting held after the Annual General Meeting of the Kennel Club. The election shall be by secret ballot if more than one nomination is received.

5. The Code of Practice for Instructors (as printed in the Scheme's Welcome Leaflet and Reference Notes) shall apply to all members of the Scheme.
6. Grades and assessment procedure. The criteria for each grade of membership, as included in the Scheme's Reference Notes, will be set by the General Committee on recommendation from the Board.
  - a. The Scheme will encompass three grades of Membership:
    - (1) Student Member
    - (2) Member
    - (3) Honorary Life Member
  - b. Students and Members will be working towards 'accreditation' at their chosen level.
  - c. The Scheme will offer three accreditation awards:
    - (1) KCAI – Accredited Instructor award
    - (2) KCAI – Accredited Specialist Instructor award
    - (3) KCAI Fellowship
  - d. Students and Members will be required to estimate their levels of expertise, by provisional points allocations, to the Board, prior to their membership grade being allocated. Students and Members may, at any time, be required to justify their claims.
  - e. Honorary Life Members shall have all the rights and privileges of membership save the right to eligibility for election to the Board, and shall not be liable to pay registration and annual renewal fees or undergo practical, written or oral assessment.
  - f. Members may apply for Accreditation or Specialist award, by submission of a summarised portfolio of evidence, followed by an oral and practical assessment by an Assessor appointed by the Board.
  - g. Having gained the appropriate award, the member will be entitled to use such in the promotion of their activities, provided they remain a member in good standing. Such members may use the initials KCAI after their names, together with the relevant areas and level of expertise as approved by the Board.
  - h. All Members will be required to support renewal of membership with a record of continuing professional development (CPD).
7. Any member of the Scheme, whose behaviour or other actions are judged to bring discredit upon the Scheme, may on the authority of the Board, have imposed upon them any one or more of the following penalties:
  - a. be warned
  - b. be censured
  - c. have points deducted from their total, if appropriate
  - d. have their membership terminated
8. The General Committee delegates to the Board its authority to investigate complaints and dispose of any complaint in respect of any member of the Scheme. The Scheme's Grievance Procedure is set out at Annex A to these Regulations.
9. The Board shall have power to delegate to the Secretary of the Kennel Club its authority to investigate complaints and thereafter to institute a) disciplinary or b) grievance proceedings or to dispose of any complaint if it appears to the Secretary to be trivial or if in the Secretary's opinion disciplinary or grievance proceeding should not be brought for some good reason.
10. The Board will appoint persons to act on its behalf in assessing applicants for awards offered under the Scheme and to conduct periodic reviews of members.

11. The Board will from time to time consider applications from outside organisations wishing to align their courses to the Scheme and use the Accreditation Scheme's logo to promote their training courses. A fee will be payable for this process with an annual fee for continued use of the logo.
12. Membership fees and other fees shall be such sum as the General Committee shall determine from time to time. Annual membership fees shall be payable on the anniversary of the member's joining date.
13. The General Committee of the Kennel Club will be required to endorse all matters of policy and will be the final authority in all matters.

## Annex A to M Regulations

**GRIEVANCE PROCEDURE  
THE COMPLAINT**

1. Any person wishing to make a complaint about a Member of the Scheme, concerning their conduct, method of training or other matter may do so in writing to the Secretary of the Kennel Club.
2. Any complaint should be lodged within 28 days or such longer period as the Secretary may at his discretion allow from either the date when the matter of the complaint arose or from the time when the matter, which is the subject of the complaint, was discovered.
3. Upon receipt of the Complaint against a Member of the Scheme the Secretary to the Kennel Club will initially consider the matter and designate whether the matter is for consideration under Rule A11 as a disciplinary issue or whether the matter should continue to be investigated and referred to the Board for resolution under these Regulations.
4. If the case is to proceed by referral to the Board then the following process shall apply;
  - a. A copy of the complaint and any written statement and any supporting statements and a copy of these Regulations shall be served on the Member concerned; and
  - b. the Member will be invited to submit a written statement setting out sufficient particulars to show on what grounds the complaint is denied or if he admits the complaint, to submit a written statement setting out any mitigating circumstances.
5. Any written statement by the Member shall be lodged with the Kennel Club within 21 working days of the receipt by him of the Complainant's written statement. The Member's written statement shall be accompanied by signed statements from supporting witnesses (if any).
6. Following the receipt of the Member's written statement, or, if the Member fails to submit a written statement within 21 days, the Secretary may investigate the circumstances of the complaint further and require either the Complainant or the Member to provide any further information required.
7. Thereafter, the complaint may be disposed of by the Secretary by warning or censuring the Member, if the complaint appears to be trivial, or if it is considered that the grievance procedure should not be continued for some good reason, failing which the matter shall be listed for hearing by the Board.
8. The matter may be determined on the basis of written submissions to the Board. However, if either party requires an oral hearing then the matter must be determined by way of such a hearing.

9. If the Complaint is listed for hearing before the Board, then the Board shall give all parties not less than 28 days notice of the date fixed for hearing of the complaint ('the Hearing')
10. If within 14 days after notification of the Hearing either party requests an adjournment on grounds which are considered reasonable, then there shall be power to postpone the Hearing to a date to be notified, and shall give the parties not less than 28 days notice of the new hearing date.

### **THE HEARING**

11. Both the Complainant and the Member may attend or be represented at the Hearing before the Board.
12. The Board may direct that:
  - a. at the hearing the written statements of witnesses shall be read out or be taken as read at the hearing; and
  - b. the evidence of witnesses whose statements have not been submitted in accordance with the above Regulations shall not be considered without the leave of the Board.
13. The Board shall consider the contents of the Complaint, the statements lodged under the above Regulations and any supporting evidence and make such enquiries as it considers appropriate and shall otherwise conduct the hearing in such manner as it considers most appropriate for the clarification of the issues before it and generally to the just handling of the proceedings.
14. The Board shall determine the Complaint on the basis of the burden of proof namely, the balance of probabilities.
15. The Board shall have power to proceed with the hearing of any complaint in the absence of either of the parties.
16. The Board may at any time and from time to time upon application, or on its own motion, adjourn the date of any hearing.
17. The Board may appoint one or more persons who need not be a member of the Kennel Club to attend the Hearing of the Complaint to assist it on any matters.
18. If the Board is satisfied that the Complaint is substantiated it may impose any one or more of the penalties below as authorised by the Regulations.
  - a. be warned
  - b. be censured
  - c. have points deducted from their total, if appropriate
  - d. have their membership terminated

Written notice of the Board's decision shall be served on the parties.

**APPEAL**

19. Where a complaint is upheld, the Member hereafter 'the Appellant' may appeal to the General Committee. Any notice of appeal must be received by the Kennel Club not later than 14 days after the date on which the written notice of the Board's decision was served on the Appellant.
20. A notice of appeal shall:
  - a. state the name and address of the person making the Appeal;
  - b. identify clearly the decision which is disputed and specify whether the appeal is in respect of the whole or in respect of any specified part of such decision;
  - c. set out in the grounds of the Appeal; and
  - d. include any additional evidence upon which the Appellant relies, and set out the reasons why it was not presented to the Board.
21. The legitimate points upon which an appeal may be considered are as follows;
  - a. the decision was based on a finding of fact that was perverse or irrational,
  - b. there was no evidence to support a particular finding of fact,
  - c. the decision was made by reference to irrelevant factors,
  - d. the decision was made without reference to relevant factors,
  - e. new evidence to that considered at the original hearing has come to light,
  - f. the decision was made for an improper purpose,
  - g. the decision was made in a procedurally unfair manner,
  - h. the decision was made in a matter which breached any governing legislation or regulations.
22. An Appeal may be determined on the basis of written submissions to the General Committee. However, if an appellant requires an oral hearing then the matter must be determined by way of an oral hearing. (The procedure for either written or oral hearings will be determined at that time with the appointment of an Appeals Tribunal being constituted from members of the General Committee)
23. If the General Committee or the Appeals Tribunal upholds the Appeal then it may revoke or vary the decision made by the Board and/or impose any penalty, which could have been imposed by the Board.

**NON COMPLIANCE WITH REGULATIONS**

24. Where there has been a clerical error, accidental slip, omission or other failure to comply with the requirements of these Regulations, such failure shall be treated as an irregularity but shall not invalidate the proceedings, or any step taken in the proceedings, or any document or decision in the proceedings.
25. The Board, the General Committee or the Appeals Tribunal, as the case may be, may on the grounds that there has been such a failure and on such terms as it thinks just, allow such amendments (if any) to be made and to make such decision (if any) dealing with the proceedings generally as it thinks fit.