



THE KENNEL CLUB

Making a difference for dogs

ACTIVITIES SUB-COMMITTEE'S CANCELLATION / POSTPONEMENT OF SHOWS / EVENTS POLICY

With the increasing frequency of show/trial cancellations due to inclement weather, societies are requested to state in their schedule their policy in the eventuality of the show/trial having to be cancelled for reasons beyond their control. Societies are advised that making a profit from a cancelled show/trial is not an option under any circumstances. Events that are held for longer than a day such as a weekend or week at the same venue, will be defined as one show/trial whether separate licences have been issued for each day/event taking place or not.

Any society that has cancelled its event must contact the Working Dog Activities Department at the Kennel Club as soon as the decision to cancel has been made. Contact can be made via email; canine.activities@thekennelclub.org.uk or 01296 318540 (ext. 207 or 226). Where possible and appropriate advice will be provided and the licence fee will be reimbursed if the cancellation is considered to have been beyond the society's control. Copies of the proforma document, "Specimen Balance Sheet" are available to download from the Kennel Club website under "Show Administration":

1. All societies must include their refund policy within the schedule – 'no refunds will be given' is not acceptable, a suggested wording is:-

'In the event that the show/trial is cancelled due to unforeseen circumstances, the society will refund fees, less reasonably incurred expenses. If the show processor has the provisions to do so, competitors will be refunded in the manner in which they had entered the show/trial, but in any event the society will refund fees within 3 months of the show/trial date to all those who had entered and requested a refund within 1 month of the show/trial date..'

2. When booking services or venues, clubs should establish what the cancellation policy is for any orders placed or venue bookings made. As a priority, clubs should endeavour to negotiate at an early stage a favourable deal on all services and venues which could be cancelled for reasons beyond their control. This should enable them to avoid paying the full cost for services/venues contracted but not used. A hire contract should be in writing and should set out the rights and liabilities of both parties to the contract in the event of cancellation due to for the intervention of circumstances unforeseen by the parties and outside the parties' control.
3. Clubs should try to avoid purchasing non-reusable products too early e.g. catering items and try to source these items as much as possible from companies that have a full credit returns policy.

4. In the event of a show/trial being cancelled it is of paramount importance that competitors/creditors of the event are informed as soon as possible. Furthermore, they should be kept informed on an on-going and regular basis about the financial implications that affect them and how to apply for a refund. Initial information should be available no later than 7 days after the decision to cancel the show is made. It is paramount that, wherever possible, the refund policy is met to the satisfaction of all parties concerned.
5. In the event of a cancellation, a full set of the licensing club's detailed accounts for the show/trial must be submitted, using the proforma document, to the Kennel Club within 3 months of the decision to cancel the event, along with a copy of the club's refund policy and the date that action was taken on this policy. All fees payable to the club in respect of the running of the show/trial e.g. camping fees, etc. must be included in the calculation of refunds. If all entry fees are refunded in full, detailed accounts are not required, but confirmation and evidence of the refund is required in writing. The covering letter must contain a full explanation of the reasons for the cancellation and the processes used to calculate the money available for refund. Societies should note that if suitable refunds are not provided this may result in future licences being jeopardised.
6. The distribution of any profit surplus, once refunds have been provided, must also be clarified. Entry forms are to include an optional tick box for competitors, a suggested wording is:-

'In event of cancellation I wish to donate my entry fees to the Club or at the Club's discretion to a charity chosen by the Club'.

7. Events cannot be postponed to a later date. If the club still wishes to re-schedule the event, a new licence or licences must be obtained with a new schedule, judges' contracts, entries etc.

(ASC September 2013)