



Canine Activities

HEELWORK TO MUSIC COMPETITION GUARANTORS' DECLARATION

We the Guarantors declare that we are satisfied that the venue for this competition is suitable for a licensed Dog Show and amongst other things we shall provide the following, in respect to Kennel Club regulations:-

1. A ring or rings with a suitable surface and of an area appropriate to the requirements of the show.
2. An area for the display of awards.
3. Clearly defined exercise areas.
4. Veterinary support compatible with the competition.
5. A clean water supply.
6. Toilet facilities of a standard to conform to the requirements of the local authority.
7. Facilities for the cleaning and disinfecting of the competition.
8. Adequate seating accommodation.
9. A completed risk assessment and management plan (a model show risk assessment document is available from the Canine Activities Department).
10. Emergency Exits and compliance with local authority Fire Regulations. NOTE: Emergency Exits must be kept clear and unobstructed at all times.
11. Adequate catering arrangements.
12. Appropriate traffic and car parking arrangements.
13. Appropriate medical arrangements.

We jointly and severally guarantee due payment of any prize money as applicable.

We undertake to admit to the competition members of the Kennel Club General Committee, the Scottish Kennel Club Executive Council (if appropriate) and Kennel Club Field Officers, on production of their personal passes.

CONDITIONS OF LICENCE APPLICATION OF A HEELWORK TO MUSIC COMPETITION

1. The application for a licence to hold a competition must be submitted to the Kennel Club,
1-5 Clarges Street, Piccadilly, London W1J 8AB **AT LEAST 42 DAYS** before the proposed date of the competition, together with the appropriate licence fee.
2. Application forms received after the due date will be dealt with as follows:
On the first late submission of a licence application form, the licence will normally be issued to the Society together with a letter reminding the Society that licence application forms must be submitted at least 42 days prior to the competition.
On receipt of any subsequent late submission of licence application forms, the licence will normally be issued and the matter will be referred to the Committee for consideration.
3. **Licences will only be valid if current Public Liability Insurance covers the competition.** Documentary evidence of this must be clearly on display with the licence for the event.
4. The date of the competition must not be altered without the prior permission of the Kennel Club.
5. A copy of the Schedule issued for each competition must be retained by the organisations for at least one year from the date of the competition and must be forwarded to the Kennel Club if requested, together with any other documents.
6. A copy of the official Catalogue for each competition, containing a full and correct list of all entries, with all the awards correctly marked, must be retained by the organisations for at least one year from the date of the competition and must be forwarded to the Kennel Club if requested, together with any other documents.

A notice regarding the competition will appear in the Show Diary published by the Kennel Club.

For the assistance of Secretaries and Show Organisers the Kennel Club produces the following booklets relative to shows:-

The Kennel Club Year Book (which contains the Regulations)

Heelwork to Music Regulation Booklet

The Manual for Registered Societies

Guide for Obedience Judges and Stewards

Guide for Agility Judges and Stewards

Guide for the Selection of Judges

Details on how to purchase these and other Kennel Club Publications can be obtained from the Kennel Club Publications Department – telephone number 020 7518 1016 or by visiting www.thekennelclubshop.org.uk.

Details of competition venues are held on file in the Canine Activities Department and are available upon request. Please quote the county required.

SHOW COMMITTEE AND GUARANTOR RESPONSIBILITIES

The successful running of a Heelwork to Music competition requires attention to a large number of different aspects.

The points taken into consideration by Field Officers when they are on an official visit to shows are listed below. It is hoped the list will be of use to those planning and administering events.

HEALTH AND SAFETY

- Checking for hazards.
- Ensure all equipment is safe and checked.
- Ensure that sufficient emergency exits exist for the number of exhibitors and dogs in compliance with local fire authority regulations and that these are in working order.
- Ensure there is a valid risk assessment (to include Fire) and that the Fire Prevention Officer has visited the premises recently.
- Ensure that adequate fire extinguishers are available for the size of the venue and that they have valid service certificates.
- Ensure secure and hygienic storage of waste and arrangements for its disposal have been made.
- First Aid facilities.
- Reporting all accidents occurring within the precincts of the show and investigating to determine cause; followed by swift corrective action. Any accident reporting system should be properly established and clearly understood.
- An incident report book must be maintained and must be submitted to the Kennel Club within 14 days should an incident occur. Kennel Club approved Incident Books are recommended and are available to Show Secretaries, free of charge, on request.

HEELWORK TO MUSIC REGULATIONS

- Documentation available L.5.
- Ensure that the Schedule and Programme (Catalogue) are available and comply with L.13, L.14a and L.14b.
- Ensure that Stewards are issued with a Catalogue and necessary materials together with a copy of instructions as to the duties of Stewards.
- Adequate equipment provided for the removal of fouling and grooming waste in the precinct of the show, including car/caravan parks approaches considering the number of dogs entered L.21.
- Veterinary Surgeon support in accordance with Regulations L.20.

TOILET FACILITIES

- Toilet facilities sufficient for the number of persons present.
- Clean water supply.

REFRESHMENT FACILITIES

- Adequate refreshment facilities for people present complying with Health Regulations.
- Societies which provide self catering are strongly advised to appoint a responsible person with a Hygiene Certificate.

MANAGEMENT OF EXHIBITORS

- Car parking space sufficient for number of vehicles at the show.
- Clear route and area signing.
- Traffic Control.
- Adequate seating accommodation for spectators.
- All exhibits on a lead in the precincts of the show.

Canine Activities

The Kennel Club, 1-5 Clarges Street, Piccadilly, London W1J 8AB

Telephone 01296 318540 Fax 020 7518 1046

www.thekennelclub.org.uk

All information is correct at time of printing