



Forming a New Club

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Welcome

It has come to our attention that your new club is seeking affiliation with the United Schutzhund Clubs of America (USCA).

USCA is a member of the World Union of German Shepherd Dog Clubs (WUSV) and sends a team to the World Championship each year. It also sanctions club trials, endurance tests, regional championships and two annual national championship trials (one for GSDs only and one for all breeds). For the German Shepherd Dog enthusiast, breed surveys and local, regional and national conformation shows are offered.

In USCA's promotion for the working dog sport, schutzhund clubs are organized by regions throughout the United States, and there are numerous clubs in most areas of nearly all states. For a complete listing of USCA clubs in your area you can go to our website at www.GermanShepherdDog.com.

In furthering your new club's interest in joining USCA, enclosed are affiliation rules, bylaws, guidelines for individual and club memberships and select information about other areas of USCA. Before submitting your club's application, read through the enclosed information carefully. Should a question arise that is not addressed within the enclosed packet of information, please feel free to contact your regional director. Their contact information is on the USCA website in the regional club directories and at the end of this document, "*USCA Regional Directors*", page 26.

When your club's application and other information is complete and ready for USCA to process, it must be sent directly to the USCA office at:

United Schutzhund Clubs of America
4407 Meramec Bottom Rd, Suite J
St. Louis, MO 63129

Tips for forming a USCA Schutzhund Club

Every club needs a good helper.

Finding an experienced helper can be a challenge for a forming club. However, USCA offers numerous opportunities to “grow your own” through Helper Seminars taught by USCA Teaching Helpers. Teaching Helpers are not only well-skilled helpers but also good instructors and they will lend their time and talent to coach green helpers. To find a Helper Seminar in your region, visit the USCA web site – Helper Seminars are listed under “Club Events” by Region. Furthermore, your Regional Director may be able to put you in touch with other trainers in the region who can help with the development of the dogs in your club.

Make a realistic budget to set your club dues.

There is no set amount that clubs charge for dues and this can vary greatly according to a club’s expenses. At the minimum a club must collect enough money to pay for annual mandatory expenses and should agree on how to structure the dues as well as timing for collection. A few issues that could be considered are guest fees, discounts for helpers, reciprocal agreements with other clubs, etc.

Some Regions require liability insurance and this is highly recommended even if not required. However, it can be expensive and club members should contact Sportsman’s Insurance (315-654-2068) or other agencies for a quote.

Some Regions charge Regional fees – contact your Regional Director to avoid unplanned costs.

Clubs should plan for the cost of putting on a trial once a year including travel, lodging, and fees for a Judge and possibly a trial helper too if a Classified Helper is not available in the club membership.

If your club is planning on having a web site, then also budget for the annual cost of hosting fees and domain name charges.

Other expenses that a club could expect:

- ☐ Purchase or construction of trial field equipment such as jump, A-frame, and blinds
- ☐ Helper equipment such as scratch pants, jacket, sleeves, and tugs
- ☐ Grounds maintenance or use fees such as mowing, lights, or field rental fees

Gain critical mass.

A strong membership roster will benefit the club both for training and also for dividing up the work when hosting a trial or event. A club web site can be a great benefit to help interested people find out about your training group and Schutzhund. A reliable Club Contact is a must and this individual should commit to timely communication from inquiries. Correspondence through email is also a must in this day and age. When visitors arrive at the club a person should be designated to answer their questions and explain the training.

Good people are more important...than good dogs.

Most folks don't start out with a podium dog. Nurture your newbies regardless of their dogs' natural raw talents. Create a positive experience and people will get hooked on Schutzhund – then the next dog will be a better one! *Remember:* It is about enjoying the sport with your canine friend and fellow dog sport lovers.

A good dog is a good dog.

Although individuals may have a preference for a particular type within the breed or certain bloodlines, view the abilities of each dog objectively. Clubs that attempt to align themselves on only one breed or one type within the breed may turn away good members.

Teamwork.

Teamwork is not just a must between a dog and handler, but also within the club. A good distribution of tasks prevents individuals from being overwhelmed by the workload. Share duties and delegate tasks. Work ethic, communication and “climate” of the club should be clearly outlined for all members - this prevents misunderstandings and ensures smooth operations. When choosing officers for the club, consider the leadership skills of the individuals and not just their like-ability or skills as a dog trainer.

A Guideline for Membership and Clubs

General Membership

Send a check for selected membership below with the completed and signed membership application to the USCA Office. Membership includes six issues of Schutzhund USA, the official publication of our organization.

Single Membership	\$100.00
Family Membership (2 persons at the same address)	\$150.00
Youth Membership (Age 21 and under)	\$25.00
Additional for First Class Postage for Schutzhund USA Magazine	\$20.00
Single Foreign Membership	\$115.00
Family Foreign Membership	\$165.00

Any change of address must be received by the cut off dates listed below to ensure uninterrupted delivery of your magazine:

Jan/Feb.....	Dec 20	Jul/Aug.....	June 20
Mar/Apr.....	Feb 20	Sep/Oct.....	Aug 20
May/Jun.....	Apr 20	Nov/Dec.....	Oct 20

The USCA Office will notify each member forty five (45) days before their membership dues are payable. If the dues remain unpaid for thirty (30) days, the membership will be terminated.

Affiliated Member Clubs

Clubs seeking affiliation with USCA must first contact their Regional Director. See the Directory of USCA Clubs on the USCA website or the list on Page 26 for the contact information for your Regional Director.

Send all documents listed below to the USCA Office at:
4407 Meramec Bottom Rd Suite J St. Louis, MO 63129

- a) **Club membership dues.** Contact the USCA office for pro-rated dues amount. All USCA club/regional dues are due June 1st each year and are \$150.00 per year.
- b) **Club membership list,** including complete name, address and phone number of each member. A club must consist of no less than 5 current USCA members, only two (2) of which may be part of any family membership. All listed members must be current USCA members. You must also specify the Club President, Vice-President, Treasurer and Training Director.

- c) **Name of your club's contact person**, with complete address, phone number and e-mail address. This will be listed in the Club Directory in the USCA magazine and website.
- d) An **"Officers Statement of Observance"** (enclosed), must be signed by two (2) club officers guaranteeing the club's observance of the USCA constitution, bylaws and ordinances.
- e) **A copy of your club's bylaws.**

All the requirements listed in sections "a" through "e", must be met. The Regional Director must approve the club's Affiliate Status, before the club can hold its Affiliation Trial.

When all requirements have been approved by the USCA office, an evaluation sheet will be noted as such and forwarded to the Regional Director for Affiliation Status approval.

The Regional Director will complete the Evaluation sheet on Side A and return a copy to the USCA office. Once the USCA office receives approval for Affiliation Status, the club will be listed on the USCA website and in the USCA magazine as an Affiliate Club.

The Regional Director will assist the club with arrangements for their Affiliation Trial. The Affiliation Trial may be judged by the Regional Director, USCA Judge, USCA Apprentice Judge or any delegate appointed by the Regional Director.

Once the club has its affiliation trial the assigned judge will complete the evaluation form (Side B) and submit it to the USCA office along with the trial score sheet and his/her letter of approval/disapproval for Full Member Club Status.

After all required paperwork has been received at the USCA office, a letter of approval/disapproval will be sent to the club and Regional Director. If approved, the new club will be listed in the USCA magazine and on the USCA website as a Full Member Club.

Full Member Clubs

Clubs must pay their annual club/regional dues by June 1st each year. The cost is \$150.00. The USCA Office will notify the club contact 45 days prior to payment date. It is the responsibility of the club contact to forward this information to the proper person in their club, so that the dues can be paid in a timely manner.

Annually, all club members must pay their USCA membership dues by their anniversary date. It is the responsibility of the club to see that each club member is a current and valid USCA member.

Each full member club shall hold at least one (1) **USCA-sanctioned event per calendar** year beginning January 1 of the year after the year in which the club is granted full member status. **Every other year the USCA-sanctioned event must be a USCA-sanctioned trial.** The Regional Director shall approve any waiver of this requirement, provided the club's dues and membership list are current. The Regional Director will advise all the clubs in the region of the proposed waiver and the reasons thereof.

Failure to comply with this provision will reduce the club to Affiliated Status for at least one (1) year. The affiliated club shall meet all the requirements once again to become a full member club.

USCA Bylaw Requirements and Suggestions

USCA has only a few requirements for any club bylaws.

- 1) **There must be "mission statement" type article that includes the first paragraph from Article II of USCA's bylaws** regarding the purpose of the club (consistent with USCA's 501(c) (7) status), and the reference to "humane training methods." It is suggested that the entire first paragraph be adopted, substituting the club's name for USCA's in the first sentence.
- 2) **Article V. Club Membership-** requires that all members of the club become members of USCA.
- 3) **Article XIV Dissolution-- subparagraph (d) must be included in any club bylaws.** This is the provision that all assets left after paying bills and debts upon dissolution will be given to an organization that is tax exempt under 501(c)(3) of the Internal Revenue Code. The foregoing are the only provisions required by USCA and/or its bylaws. It is also strongly suggested that any club bylaws include a disciplinary procedure. It is also recommended that the bylaws identify a parliamentary authority and that it be Roberts Rules.

Sample Constitution and Bylaws

This is a sample constitution and bylaws. You may copy it and modify it to meet your needs.
Remember to observe the requirements of "USCA Bylaw Requirements and Suggestions"

Article I. The name of this association is the _____ and shall be known as such.

Article II. Object of the Club

- 1) To train dogs for the sport of Schutzhund.
- 2) The promotion of working dogs for the sport of Schutzhund, police work and search and rescue work.
- 3) Support movements that demonstrate the advantages of Schutzhund training.
- 4) Support and organize trials for Schutzhund.
 - (a) Support the use of dogs by police departments.
 - (b) To interest and educate the public about Schutzhund, police and search and rescue training.
 - (c) To preserve the German Shepherd Dog in accordance with the breed standard as a working dog, to promote humane training methods for the working dog and to support responsible dog ownership and breeding practices.

Article III. Club Status

- 1) This club shall be conducted as a nonprofit organization. All dues, levies and other income shall be disbursed to promote the objectives of this club, along with associated social activities.

Article IV. Club Dissolution

- 1) The club may be dissolved at any time by the written consent of two thirds (2/3) majority vote of its active members in good standing. In such case, after payment of all debts and liabilities of the club, its assets and property shall go to a 501(c)(3) organization.

Article V. Membership

- 1) The club shall consist of two types of members.
 - (a) Active members – These members shall be entitled to vote, hold office and benefit in all the advantages of this organization. All active members must also be members of USCA.
 - (b) Honorary members – These members may be elected at large from those who have rendered valuable service to the Club or the police dog movement. They are not entitled to vote or hold office.
- 2) Section B: Application for Election to Membership
 - (a) Applicant shall attend four (4) training sessions as a non-member. The Training Coordinator will at these sessions evaluate the applicant's dog for its prey and defense drives. If a dog's prey and/or defense drives or temperament are not suitable for the sport of Schutzhund, the applicant will be informed of this by the Training Director.

- (b) Applications for membership shall be made to the secretary in writing upon forms provided.
 - (c) The application shall be voted upon at the next meeting of the club. Election to active membership shall require approval of the club. Election to active membership shall require approval by three-quarters (3/4) of the members present.
 - (d) Honorary Members shall be appointed by the Board of Directors.
- 3) Resignation
- (a) Any member may resign at any time and may be deleted from the membership upon receipt of resignation, in writing, by the Secretary.

Article VI. Dues and Special Levies

- 1) Dues and Fees
- (a) The Individual Membership dues, for one person with one dog, are \$_____ per year and every anniversary date there-after.
 - (b) The Family Membership dues, for two people living at the same address each with one dog, is \$_____ per year and every anniversary date thereafter.
 - (c) There is an extra dog fee (\$_____ per dog) for members wishing to work more than one dog six (6) months or older at a training session.
 - (d) There is a training fee (\$_____ per dog) for nonmembers and for members who wish to have a new dog or puppy evaluated,
 - (e) Membership dues are paid on each anniversary date. A photocopy of a USCA membership card showing the expiration date shall be included when membership dues are paid. Members joining six (6) months after that date will be charged 1/2 of the annual dues.
 - (f) There is a membership fee for new members who are not members of USCA This fee, determined by USCA, covers the membership dues for one year to United Schutzhund Clubs of America and includes a subscription to the magazine Schutzhund USA (6 issues). After the first year, members are responsible to keep their USCA membership current.
 - (g) If an application for membership is received within six (6) months of the fourth training session and an applicant is accepted into the club, all training fees will be credited to the applicant's membership dues.
- 2) Special Levies
- (a) The membership may approve by a majority vote the collection of special equal levies against the membership, to meet the expenses of the club.
- 3) Nonpayment of Dues or Special Levies
- (a) An active member whose dues remain unpaid one (1) month after the anniversary date shall be notified in writing by the Secretary/Treasurer. If said dues remain unpaid for another thirty (30) days, the membership shall be automatically suspended. If said dues remain unpaid for another sixty (60) days, the membership shall be automatically terminated.
 - (b) Any member whose share of a special levy remains unpaid for one (1) month after approval by membership vote shall be so notified in writing by the

Secretary/Treasurer. If said levy remains unpaid for another thirty (30) days, the member shall be automatically suspended. If said levy remains unpaid for another sixty (60) days, the member shall be automatically terminated.

Article VII. ARTICLE VII. Board of Directors

1) The control and management of the affairs of the club shall be vested in the Board of Directors, consisting of at least five (5) but not more than nine (9) members.

(a) The Board of Directors shall consist of:

- i. President
- ii. Vice President
- iii. Secretary/Treasurer
- iv. Sergeant at Arms
- v. Director at Large who shall be elected from the Active Members. In addition, the elected Board shall appoint a Training Director, for an indefinite term, who shall also be a voting member of the Board of Directors.

(b) Regular meetings of the Board of Directors shall be called by the President at least quarterly. Board meetings may precede or follow regular general membership meetings.

(c) Special meetings of the Board of Directors shall be called by the President or three Directors acting in concert.

(d) A majority of the Directors in office being present shall constitute a quorum to conduct regular business. The Board shall have the power to fill any vacancy that may occur between elections except that of President.

(e) The Secretary/Treasurer shall keep minutes of the Board meeting, which shall be available to any member at any time.

(f) The Board shall have general supervision over all disbursements of the Secretary/Treasurer and shall appoint an auditing committee to consist of three (3) members of the Board who shall audit accounts and records annually and prior to all elections.

(g) The Board shall have the power to appoint committees and assistant officers from among the membership

Article VIII. Officers and their responsibilities

1) **President** – The President shall preside at all meetings and act as the chief executive of the club. He/she shall be a member of all committees.

2) **Vice President** – The Vice President shall in the absence of the President, perform all the duties of the President.

3) **Secretary/Treasurer** – The Secretary/Treasurer shall have charge of all correspondence, keep the records and roll of members, the minutes of meetings and Board meetings, and election results. He/She shall receive, collect, and disburse all funds of the club. Disbursements shall be made only by signed vouchers, which shall be kept as a part of a permanent record system, which shall include an account book of receipts and

disbursements. H/she shall render a formal statement regarding the club funds annually and informally at all regular meetings.

4) Sergeant-at-Arms – The Sergeant-at-Arms shall be in charge of maintaining all equipment used in the training program, and all club property. He/She shall provide or otherwise arrange for various equipment necessary to keep the training program operating. He/she shall officially greet visitors and control their location and movements at the training grounds while dogs are in training. He/she shall also answer questions, offer explanations and in general provide good relations for the interested public.

Article IX. Annual Meeting of the Club

1) The Club shall hold an annual meeting at least once every twelve (12) months to elect officers and conduct business. All members of the club in good standing will be invited to participate.

Article X. Election of Officers and Directors

1) The Officers and Directors shall be elected by the Active Members In good standing for a term of one (1) year by secret ballot, at the annual meeting of the club. The number of Directors at Large to be nominated and elected shall be limited to the number in office prior to such meeting. All Officers and Directors shall assume office immediately after the election results are known. Each active member may vote for only one (1) nominee for each office.

(a) Nominations for Officers and Directors shall be made from the active membership at the annual meeting. All nominations must be seconded. Prior to the election, the Secretary/Treasurer shall receive a consent to hold office from all nominees, this may be written or verbal.

(b) Any active member whose membership fees or levies remain unpaid on election day shall be disqualified from voting or holding office.

Article XI. Parliamentary Authority

1) The current edition of Roberts Rules shall govern this association in all parliamentary situations that are not covered in the law, or in these constitution and bylaws, or adopted rules. In case of conflict between the provisions of the constitution and bylaws and the parliamentary provisions of Roberts Rules, the provisions of these constitution and bylaws shall prevail.

Article XII. Constitutional Amendments

1) The Constitution and Bylaws may be amended, altered or repealed by a two-thirds (2/3) vote of the active members in good standing.

(a) Any proposed changes to the Constitution and Bylaws shall be formally read at the monthly meeting preceding the meeting at which actual voting takes place, and shall appear in the minutes of that meeting.

Article XIII. Training Director

1) A Training Director shall be appointed for an indefinite term, but not to exceed two (2) years, by the Board of Directors. He/she shall fulfill all requirements to maintain a satisfactory and successful training program. He/She shall be in charge of all club activities at the training grounds during normal training hours. He/She shall be a member of the club. The Training Director is a member of the Board of Directors by appointment; should he/she already be holding office, the Assistant Training Director would then become the appointed Board member.

Article XIV. Empowered Representative

1) This club at each annual meeting will elect from the general membership one person who will be the club delegate to the parent organization, the United Schutzhund Clubs of America.

(a) This delegate must be an active member in good standing with the club; he/she must not have any disciplinary action pending from the United Schutzhund Clubs of America. All dues payable to both this club and the United Schutzhund Clubs of America must be paid in full.

(b) This delegate must be empowered to represent the club in all matters, as he/she will be a member of the Board of Directors of the United Schutzhund Clubs of America.

(c) This delegate will begin his/her one (1) year as the Club's empowered representative to the Board of Directors of the United Schutzhund Clubs of America effective with the annual meeting of the United Schutzhund Clubs of America.

Article XV. Clubs Dues to the United Schutzhund Clubs of America

1) The club must pay to United Schutzhund Clubs of America, an annual fee as prescribed by that organization, by June 1st.

Important Information for Forming Clubs from the USCA office

Please make sure when forwarding your membership list to the USCA office either at time of forming or at time of renewal, all of your club members are USCA members and hold a current USCA membership.

Please be aware that the contact information for your club will be what is listed for that member on his personal USCA membership. We do not have the capability to list multiple email addresses or phone numbers. In other words the city, state, email and phone number listed for that USCA member on his personal membership is what will show up on the website and magazine. If there is a special email or phone number used for the club, a request from that contact member will have to be sent for the change to be made. If the contact person changes, it will be the responsibility of the retiring contact person to correct his personal information by contacting the USCA office.

Any time club bylaw changes are made, a copy of the new bylaws must be submitted to the USCA office.

Please be sure to pay your club dues in a timely manner. All clubs will renew by June 1st of each year. Renewal notices will be sent out no less than 60 days in advance. The bylaws state that any club past due more than 60 days can be dissolved. If there is a problem, please contact Debbie Sweeney at the USCA office or your Regional Director. Please remember that all club renewals and any other correspondence is sent to the club contact. It is the responsibility of the club contact to forward the information to the correct person in the club.

You must send a check for club dues when applying for club status with USCA. Please call me at the USCA office to get the amount due. We will prorate your dues for you.

We welcome all of our clubs and want to assist you in any way we can. Please don't hesitate to contact myself or your Regional Director.

Debbie Sweeney
USCA Bookkeeper/Memberships

Application to become a United Schutzhund Clubs of America Affiliated Club

We, the undersigned, being members in good standing of the United Schutzhund Clubs of America, do hereby petition for Associated Club status with USCA. We further agree to abide by the Rules and Governing Authority of USCA.

I. The Legal Name of the Club will be known as

II. Name of Contact Person

Name _____ USCA Membership # _____ Exp _____

Address _____

City _____ State _____ ZIP Code _____

Telephone _____ Email _____

III. President

Name _____ USCA Membership # _____ Exp _____

Address _____

City _____ State _____ ZIP Code _____

Telephone _____ Email _____

IV. Vice President

Name _____ USCA Membership # _____ Exp _____

Address _____

City _____ State _____ ZIP Code _____

Telephone _____ Email _____

V. Treasurer

Name _____ USCA Membership # _____ Exp _____

Address _____

City _____ State _____ ZIP Code _____

Telephone _____ Email _____

VI. Training Director

Name _____ USCA Membership # _____ Exp _____

Address _____

City _____ State _____ ZIP Code _____

Telephone _____ Email _____

VII. Membership List

(Add pages as needed to list all members)

Name _____ USCA Membership # _____ Exp _____
Address _____
City _____ State _____ ZIP Code _____
Telephone _____ Email _____

Name _____ USCA Membership # _____ Exp _____
Address _____
City _____ State _____ ZIP Code _____
Telephone _____ Email _____

Name _____ USCA Membership # _____ Exp _____
Address _____
City _____ State _____ ZIP Code _____
Telephone _____ Email _____

Name _____ USCA Membership # _____ Exp _____
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Name _____ USCA Membership # _____ Exp _____
Address _____
City _____ State _____ ZIP Code _____
Telephone _____ Email _____

Name _____ USCA Membership # _____ Exp _____
Address _____
City _____ State _____ ZIP Code _____
Telephone _____ Email _____

Insurance Information

USCA uses Sportsman's Insurance for our coverage for events. There may be other companies available to you that you may want to check out, however here is the contact information for Sportsman's.

Sportsman's Insurance

PO Box 799

170 E. Broadway Street

Cape Vincent, NY 13618-0799

Phone: 315-654-2068

Fax: 315-654-3097

Website: <http://www.dogclubinsurance.com/>

Officers Statement of Observance

To affiliate with the UNITED SCHUTZHUND CLUBS OF AMERICA, INC.; the

club officers guarantee observance of UNITED SCHUTZHUND CLUBS OF AMERICA, INC. CONSTITUTION, BYLAWS and ORDINANCES.

Date Signed

Officer Signature

Officer Signature

This document is to be returned with your club affiliation paperwork to the USCA office at:

*United Schutzhund Clubs of America
4407 Meramec Bottom Rd Suite J
St. Louis, MO 63129*

Release, Waiver of Liability and Indemnity Agreement

I hereby acknowledge that I have voluntarily applied to participate in activities sponsored by the

_____ (hereby referred to as "CLUB").

Being held on the property of _____

(hereinafter referred to as "_____").

I am aware that these activities may involve risk of bodily injury, death, or property damage and I am voluntarily participating with knowledge of the risks. I expressly assume the risk of these dangers, including, but not limited to, slips, falls, and/or injury from equipment. As lawful consideration for being permitted by CLUB to engage in these activities on the property of _____, I hereby release, waive, discharge, and relinquish any action or causes of action for personal injury, property damage, or wrongful death, against _____, her/his heirs, executors, administrators, and assigns, which may hereafter arise from the activities or any pursuit incidental thereto.

I hereby agree that under no circumstances shall I prosecute or present any claim against _____ for any causes of action, for personal injury, property damage, or wrongful death, whether the same shall arise by negligence or non-intentional conduct of anyone from the activities or any pursuit incidental thereto. This Agreement shall bind the members of my family and my spouse, my heirs, assigns, and personal representatives, and shall be deemed as a RELEASE, WAIVER, AND DISCHARGE OF LIABILITY, AND COVENANT NOT TO SUE the above-named _____. This agreement does not restrict my rights in regard to actions against the CLUB.

I understand and agree that I shall be personally responsible for my own safety during these activities and assume all risks and accept full and complete responsibility for any and all damages and personal injury of any kind, including death.

I HEREBY AGREE TO INDEMNIFY, SAVE, AND HOLD HARMLESS _____, HER/HIS HEIRS, EXECUTORS, ADMINISTRATORS, AND ASSIGNS FROM ANY LOSS LIABILITY, DAMAGE, OR COSE, INCLUDING ATTORNEYS FEES, WHICH I MAY INCUR AS A RESULT OF INJURY, DEATH, OR PROPERTY DAMAGE, OR FROM ANY SUIT FROM SUCH PERSONAL INJURY, DEATH, AND/OR PROPERTY DAMAGE.

If any part of this agreement is determined to be invalid by a Court of law, it is agreed that the balance of the agreement shall continue in full force and effect.

I HAVE READ AND VOLUNTARILY SIGNED THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT AND FURTHER AFFIRM THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE.

I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT.

Printed name: _____

Signature: _____ Date: _____

Witness: _____

Affiliation Application Checklist

Enclosed you will find the all the required documents for the application of an Affiliated Club of the United Schutzhund Clubs of America:

- ☐ *Cover Letter for Application*
- ☐ *Application for Affiliated Club (including club board member contact information)*
- ☐ *Officer's Statement of Observance*
- ☐ *Approval Letter from Regional Director*
- ☐ *Full Member List*
- ☐ *Bylaws of Forming Club*
- ☐ *Club Dues*

Club Name: _____

Club Address _____

Club Website _____

Club Region _____

Kind Regards;

President's Signature of Applying Club

Date

Affiliation Trial Guidelines

Contact the Regional Director with request for trial authorization with proposed dates for affiliation trial. The Regional Director will issue an authorization for an affiliation trial. The Regional Director or Assistant Regional Director traditionally judges the affiliation trials so dates will have to fit into their schedules as well.

- 1) Secure field to be used for trial as well as tracking location well ahead of the event date.
- 2) Send flyer and entry form by mail or e-mail to all club contacts in the region no later than 21 days prior to the date of the event.
- 3) What the flyer should include: dates, times, titles, location, judge, etc.
See attached example of entry form template for necessary data.
- 4) Trial secretary needs to know how to complete paperwork for any entry, be it IPO, AWD, BH, TR, OB, AD, FH. Consider contacting an experienced trial secretary as a mentor. It's also nice to have some copies of blank scorebook pages to practice entering data before the trial.

The downloadable scoresheets are on the USCA website at

<http://www.germanshepherddog.com/members/forms/index.htm> .

The tutorial is under the *USCA Information* section. The trial forms are under *Printable Trial Forms*.

- 5) Affiliation trial day:
 - (a) Trial secretary
 - (b) Trial Rule book *Can be ordered from USCA (the order form is on the USCA Forms web page) or you can download a copy from the website.*
 - (c) Paperwork properly filled out and copies of the BH exam and certificates on hand.
 - (d) Tracklayer(s) that know how to lay IPO2 and IPO3 tracks
 - (e) Properly numbered and regulation size articles of wood, leather, carpet, etc.
 - (f) Tracking field secured prior to affiliation trial date. Good idea to have a backup field if possible
 - (g) Tracking Flags
 - (h) Proper size trial field set up with starting point (basic position) marked
 - (i) Regulation size Hurdle
 - (j) Regulation size Wall
 - (k) Dumbbell rack or at the very least a small table with IPO1 – IPO3 dumbbells.
 - (l) Flags for the long down. One each for males and females
 - (m) Starter pistol with 22cal. Blanks
 - (n) 4 people for the group exercise
 - (o) 1 person for gunfire
 - (p) 6 Protection blinds

- (q) Properly classified helper or a club helper that understands the helper rules and classifications
- (r) Proper trial sleeve, padded stick, trial pants and jacket for helper
- (s) Proper field layout to accommodate call outs, escapes, re-attacks, long bites.
- (t) Hospitality (drinks, snacks) for the attendees, workers and most importantly, the judge and helpers.
- (u) Trial secretaries should be able to answer general questions pertaining to trials and also attend to the judge as needed.

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Revision History

1. 07/05/2010 – Initial Release, compiled separate documents into a single document.
2. 3/30/17 – USA to USCA, USCA address and RD's updated, membership fees, Roberts Rules