



*South Australian Canine Association Inc.*

*Guide for*

# **CLUB MANAGEMENT**



*Adapted for Dogs SA reprinted with permission of Dogs Victoria and Dogs West.*

## **CLUB MANAGEMENT**

### **INTRODUCTION**

An Affiliated Club is managed by the Committee in accordance with their Constitution and Rules. The roles of the office bearers are outlined in the Club's Constitution.

### **Risk Management**

The Office for Recreation and Sport advises that all sport and recreation organisations are subject to potential liabilities simply because of the nature of their activities. Being aware of potential dangers, adopting the right risk management practices and obtaining appropriate insurance can help reduce the likelihood of such liabilities.

***To assist Clubs the following resource is available -***

[PDF][Risk Management Resource for Recreation and Sport Organisations](https://www.clearinghouseforsport.gov.au/.../Risk%20Management%20Resource%20for%20Rec...)  
<https://www.clearinghouseforsport.gov.au/.../Risk Management Resource for Rec...>

## **MEETINGS**

### **Sample Agenda for an Annual General Meeting of an Incorporated Club**

ANNUAL GENERAL MEETING OF THE BARKLESS DOG CLUB OF SA INC  
HELD AT DAVID ROCHE PARK, CROMWELL ROAD, KILBURN  
ON THURSDAY 10TH NOVEMBER 2015

#### ***AGENDA***

1. **Members Present**

2. **Apologies**

Motion that they be accepted.

3. **Minutes of the Annual General Meeting held 9 November 2014**

Motion that they be confirmed.

4. **Minutes of the Special General Meeting held 10 August 2015**

Motion that they be confirmed.

5. **Committee Reports**

5.1 President's Report - Motion that it be received.

5.2 Secretary's Report - Motion that it be received.

5.3 Treasurer's Report - Motion that it be received.

5.4 etc

6. **Statement of Income and Expenditure**

Receive and consider statement in accordance with the Club's Constitution

7. **Election of Office Bearers and Committee**

6.1 Appointment of Pro Chairman.

6.2 Election of President etc

8. **Appointment of Auditor**

For the following year.

9. **Notices of Motion**

The Annual General Meeting may transact Special Business, notice of which has been given in accordance with the Constitution.

10. **Close**

## **Sample Agenda for a Committee Meeting of an Incorporated Club**

COMMITTEE MEETING OF THE BARKLESS DOG CLUB OF SA INC  
HELD AT DAVID ROCHE PARK, CROMWELL ROAD, KILBURN  
ON 14TH JULY 2015

### **AGENDA:**

1. **Members Present**
2. **Apologies**  
Motion that they be accepted.
3. **Leave of Absence**  
Motion that it be granted.
4. **Minutes of the Committee Meeting held 13<sup>th</sup> June 2012**  
Motion that they be confirmed.
5. **Business Arising from the Minutes**
  - 5.1 Show Entry fees.
  - 5.2 Working Party for Show.
6. **Correspondence**  
**Inwards:** Motion that it be received.  
**Outwards:** Motion that it be endorsed.
7. **Financial Report**  
Detail of report - Motion that it be received.
8. **Accounts**  
List accounts to be paid - Motion that they be passed for payment.
9. **New Members**  
List applicants - Motion that they be elected.
10. **Reports**  
(if any)
11. **Motions on Notice**  
(list if any)
12. **General Business**
13. **Date of next meeting**
14. **Close**

## CHECK LIST FOR AFFILIATED CLUBS

TIME	ACTION	COMMENTS
Month 1	Annual General Meeting	Club Constitution 33.1 To be held within 2 calendar months of end of Club's financial year.
After AGM (within 30 days)	Advise SACA of Office Bearers elected at AGM and other documentation including; <ul style="list-style-type: none"> <li>• Full Committee list</li> <li>• SACA Membership Number of all Committee Members</li> <li>• Minutes of the AGM</li> <li>• Audited Financial Statements</li> </ul>	
After AGM (within 30 days)	Submit any changes made to Constitution or Domestic Regulations at the AGM for ratification by the SACA.	
	Ensure that all Committee Members (especially new Committee Members) have a copy of the Club's Constitution and SACA Rules.	
As required	<ul style="list-style-type: none"> <li>• Committee Meetings</li> </ul> Committee to determine regular dates.	

TIME	ACTION	COMMENTS
	Advise date of AGM and call for nominations for Office Bearers, Committee and Notice of Motions in accordance with the Club's Constitution.	
	End of Club's Financial Year. Club's accounts to be audited for presentation to AGM	<b>Where accounts have not been audited in time for presentation at the AGM the meeting must be adjourned and rescheduled in accordance with the Club's Constitution.</b>
	Annual General Meeting	To be held within 2 calendar months of end of Club's financial year.

## **THE ROLE OF THE SACA REPRESENTATIVE, SHOW/TRIAL MANAGER AND SHOW CONVENOR.**

### **SACA Representative**

The SACA Representative is the Exhibition official **responsible for advising the Affiliate** and has the authority of Council to act on behalf of the Association to ensure that the Constitution and Rules are adhered to.

The SACA Representative **cannot make decisions relating to the conduct of an Exhibition**, this is the role of the Show/Trial Manager/Convenor.

**The SACA Representative will record in their Incident Report any alleged breach of the SACA/ ANKC Ltd Rules reported to them by a Member/Judge/Steward or observed by them.**

Written statements are to be obtained on the day of the Exhibition.

Where it is an alleged aggressive dog incident, the procedures in the SACA rules will apply.

### **Show/Trial Manager/Convenor**

The Show/Trial Manger/Convenor is responsible for the conduct of an Exhibition in accordance with the SACA Rules and the direction of the Affiliate Member's Committee.

The Affiliate must have a copy of the SACA/ANKC Ltd rules (where applicable) at all Exhibitions and the Show/Trial Manager /Convenor should be familiar with these rules and refer to the rules when necessary.

They may **seek advice only** from the appointed SACA Representative in relation to the SACA/ANKC Ltd Rules.

The Show/Trial Manager/Convenor is responsible for making decisions at an Exhibition and implementing those decisions, except where there is an alleged aggressive dog incident.

Where a breach of the rules occurs, the Show/Trial Manager/Convenor will report the breach to the SACA Representative.

#### **REPORTING OF AN ALLEGED AGGRESSIVE DOG INCIDENT**

All Judges, Stewards, Exhibitors and Members are reminded that if they witness any alleged aggressive dog incident at an Exhibition it must be reported to the SACA Representative **WITHIN ONE HOUR OF THE ALLEGED INCIDENT.**

#### **PART XI SACA REPRESENTATIVES**

##### **B REPORTING**

It is the obligation of any Judge, Exhibition Official or Member of the SACA or other Controlling Body who observes a breach of the SACA Rules to report the incident orally and where further action is considered appropriate, in writing to the SACA Representative. **Any such report must be made as soon as practicable but within one hour of an aggressive dog/s alleged breach** and on the day of the Exhibition for any other alleged breach. The SACA Representative will then deal with the report.

#### **REPORTING OF AN ALLEGED AGGRESSIVE DOG INCIDENT**

All Judges, Stewards, Exhibitors and Members are reminded that if they witness any alleged aggressive dog incident at an Exhibition it must be reported to the SACA Representative **WITHIN ONE HOUR OF THE ALLEGED INCIDENT.**

#### **PART XI SACA REPRESENTATIVES**

##### **B REPORTING**

It is the obligation of any Judge, Exhibition Official or Member of the SACA or other Controlling Body who observes a breach of the SACA Rules to report the incident orally and where further action is considered appropriate, in writing to the SACA Representative. **Any such report must be made as soon as practicable but within one hour of an aggressive dog/s alleged breach** and on the day of the Exhibition for any other alleged breach. The SACA Representative will then deal with the report.

#### **PART XIV OFFENCES**

##### **A. GENERAL**

(b) Any Judge, Exhibition Official or Member of the SACA or other Controlling Body who witnesses an exhibit acting in breach of the Constitution and Rules of the SACA shall forthwith

report the incident in writing to the SACA Representative. **Any failure to do so shall be guilty of an offence against these Rules.**

## **GUIDELINES FOR SHOW/TRIAL/COMPETITION MANAGER/SHOW CONVENOR**

***Where the appointed SACA Representative is unable to attend or complete their duties.***

### ***The role of the SACA Representative***

A SACA Representative is an Ordinary Member of the South Australian Canine Association who has signed an Agreement to act as an official, responsible for advising the Affiliate Member and has the authority of Council to act on behalf of the Association to ensure that the SACA Rules are adhered to, at any Exhibition where the SACA is the Controlling Body.

### ***On the Day of the Show/Trial/Competition***

- **The Affiliate must have a current copy of the SACA Rule Book** and the ANKC Rules for the relevant discipline.
- a copy of the SACA Agility Safety Guidelines for Agility where applicable..
- many problems occur prior to the commencement of judging.
- shall be seen not to have a conflict of interest in the activities of the Show/Trial/Competition.
- is expected to act if he/she observes behaviour that does, or is likely to, breach the SACA Constitution or Rules. this intervention could be warnings, cautions, advice, conciliation or activating report procedures.
- if you are personally involved in any complaint, incident or breach of the Rules, (this does not mean that you witnessed the incident) you may appoint a substitute SACA Representative in accordance with the SACA Rules.
- stay at the Show/Trial/Competition until the judging is finished.

### ***Reports made to you of any incidents/alleged breaches of the rules***

Written Reports must be obtained from **ALL** the person/s involved in the incident/alleged breaches of the rules and all witnesses and forwarded to the Executive Officer as soon as possible, but no later than the 1<sup>st</sup> ordinary day following the Show/Trial. Your report and statements could be the first thing he knows about any incidents.

### ***SACA RULES PART XI SACA REPRESENTATIVES B REPORTING***

It is the obligation of any Judge, Exhibition Official or Member of the SACA or other Controlling Body who observes a breach of the SACA Rules to report the incident orally and where further action is considered appropriate, in writing to the SACA Representative. Any such report must be made as soon as practicable but within one hour of the alleged breach. The SACA Representative will then deal with the report.

In the event that a SACA Representative is perceived to have a conflict of interest another member present at the exhibition being a trained SACA Representative or, in their absence, the Show Manager/Convenor/Trial Manager, being an Ordinary member of the SACA shall undertake the role of the SACA Representative. If any of these have a conflict of interest another Committee person, being an ordinary Member of the SACA, not having a conflict of interest shall perform the duties. The mere fact that a SACA Representative has observed, and may be the only witness of an incident does not, of itself, constitute a conflict of interest.

Take written statements from the complainant, the person who is alleged to have breach the rules and any other person/s who may have observed the incident.

All written statements and relevant facts must be forwarded, as soon as possible, but no later than the 1<sup>st</sup> ordinary business day following the Exhibition/Trial, to the SACA Executive Officer.

### ***SACA RULES PART XIV OFFENCES A GENERAL***

13. (a) It shall be a breach of these Rules for an Exhibit at any Exhibition to attack another dog or a person or display any undue aggressive or savage disposition or aggressive or savage tendency towards another dog or person and the handler of the Exhibit shall be guilty of an offence. Where such a breach has been reported in writing the Exhibit may be suspended within the terms of the Constitution and Rules pending the outcome of the proceedings.
- (b) Any Judge, Exhibition Official or Member of the SACA or other Controlling Body who witnesses an exhibit acting in breach of the Constitution and Rules of the SACA shall forthwith report the incident in writing to the SACA Representative. Any failure to do so shall be guilty of an offence against these Rules.



## **SACA RULES B AGGRESSIVE DOGS**

### **General**

1. It is the obligation of each owner, Exhibitor or Handler whether a Member of the SACA or other Controlling Body at an Exhibition, to take all responsible steps to ensure that any dog/s for which they are responsible or under their control does not behave in an aggressive manner towards any person, dog and in the case of Herding, livestock.

2. Any Member of the SACA or other Controlling Body who is responsible for, or who has, an aggressive dog under their control shall ensure that the dog/s is removed to a place where it/they cannot act aggressively towards another person, dog or livestock. The person responsible for, or who has, an aggressive dog under their control shall obey any reasonable instruction from the SACA Representative with regards to removing the offending dog/s.

### **Reporting**

3. It is the obligation of any Judge, Exhibition Official or Member of the SACA or other Controlling Body who observes a dog/s behaving in an aggressive manner at an Exhibition to report the incident orally and where further action is considered appropriate, in writing, to the SACA Representative Any such report must be made as soon as practicable but within one hour of the alleged incident. The SACA Representative will then deal with the report.

4. When an Exhibit that is competing in the judging precinct acts aggressively or in a savage manner towards any person, dog or livestock, or bites or attempts to bite the Judge, the Judge shall in the presence of the Ring Steward, excuse the Exhibit from the judging precinct. The Judge shall immediately report the matter to SACA Representative.

5. The SACA Representative on receiving a report/s shall investigate the matter immediately and take action according to the SACA Rules on this topic.

6. The SACA Representative on receiving a report concerning an aggressive dog shall;

(a) ensure that the offending dog/s are safely secured to his or her satisfaction;

(b) if the matter is considered to be of a trivial nature he or she may call both parties together to attempt to reconcile the matter. If successful, a written report signed by the SACA Representative and both parties must be sent to the Executive Officer as soon as possible or within 7 days of the offence;

(c) take written witness statements from the complainant, the owner and/or the handler of the offending dog/s and any other person who may have observed the incident;

(d) *after the SACA Representative has taken all statements and concluded his investigation he will temporarily suspend the dog/s invol*

from the exhibition. He will advise all relevant people that a hearing shall be conducted, within 14 days. All statements and relevant facts must be taken; and

(e) in the event that the SACA Representative is unable to obtain a written witness account that supports the written report of an aggressive dog incident he should, unless the report has been made by a Judge or Steward, avoid suspending the dog on the day and send the written report of the incident, including his comments, to the SACA Executive Officer, who may then suspend the offending dog.

7. All written statements and relevant facts must be forwarded, as soon as possible, but no later than the 1<sup>st</sup> ordinary business day following the Exhibition /Trial, to the SACA Executive Officer.

8. The SACA Representative will notify all Affiliates holding Exhibitions on that weekend that the dog/dogs have been suspended.

### **AGGRESSIVE DOG INCIDENT**

On receipts of a complaint take the evidence from the person/s in writing.

Obtain name/s of any witness/s and obtain witness statements from them in writing on the day.

If the dog/s is suspended, then such suspension will start immediately.

Notify the members of the committee/s of the suspension of the dog/s.

**ALL WRITTEN STATEMENTS MUST BE TAKEN ON THE DAY OF THE SHOW/TRIAL** and forwarded to the Executive Officer as soon as possible, but no later than the 1<sup>st</sup> ordinary working day following the Show/Trial.

***There are 5 types of behaviour that you should be aware of when dealing with aggressive dog/s.***

- Pure Aggression: When a dog is threatened or is threatening, his body language shows his reaction. Eyes staring, stands tall, ears up, leans forward, with tail and hackles up and teeth showing. These all show that the dog is displaying pure aggression towards an oncoming threat.
- Fear Biter: This type of dog hides behind the handler, but will strike at any given time and then return to the handler.
- Trigger Biter: This is the hardest form of aggression to detect as the dog gives no warning or shows no sign of aggression before it bites. The dog reacts instinctively to a trigger such as an aggressive act by another dog or, for that matter, by a person.
- Instincts: They are an essential part of a dog's actions.
- Guard or Protection Instinct: The dog will protect all members of the family, home and contents, as this is a natural instinct. This instinct is to protect not attack, but does need the control of the handler.
- At one end of the spectrum is the case of a dog lunging at another to protect its space, to the extreme of a severe attack on an adult/child or the death of another dog.