

**VALE OF YORK
WORKING RETRIEVER CLUB**

Kennel Club Registration No 2263

AIMS AND OBJECTIVES

RULES

HEALTH AND SAFETY

THE VALE OF YORK WORKING RETRIEVER CLUB (VYWRC)

RULES AND REGULATIONS

AIMS: the aims of the VYWRC are to:

- To promote Gundog Working Tests, Training Days and Field Trials in order to bring to the fore the best qualities in a working gundog.
- To organise events for the benefit and enjoyment of our members
- To encourage the best practices in dog healthcare, welfare and training
- To welcome all varieties of Retriever to all of our events.
- To promote the working of all varieties of Retriever in the Shooting scene thereby maintaining their inherent game finding abilities
- To encourage owners of all varieties of Retriever to take part in our events, thus helping to secure their future in our sport

VYWRC RULES

- 1. The Club shall be called THE VALE OF YORK WORKING RETRIEVER CLUB and its objectives shall be:**

- To promote Working Tests, Training Days and Field Trials in order to bring to the fore the best qualities in a working gundog.
- To organise events for the benefit and enjoyment of our members
- To encourage the best practices in dog healthcare, welfare and training
- To encourage novice and junior handlers

- 2. OFFICERS, COMMITTEE, PATRONS AND HONORARY MEMBERS**

The Club shall consist of President, Chairman, Vice-Chairman, General Secretary, Treasurer, not more than ten other Committee members and as many Patrons and Honorary Members as the Committee deem appropriate

The Committee shall have power to deal with any questions not expressly provided for in the rules and shall have power to appoint and co-opt to the committee as necessary for the general business of the club. They may also arbitrate on any matter in dispute and elect members as provided in Rule 4.

- 3. COMMITTEE**

The management of the Club shall be in the hands of the following Officers of the Club: President, Chairman, Vice-Chairman, Secretary, Treasurer and 10

members with no restrictions as to residence. One third of the full Committee shall retire at the Annual General Meeting, but shall be eligible for re-election.

Committee Members shall serve for a period of three years before re-election. Patrons should remain for as long as they wish and Honorary Members shall be reviewed every three years.

The Officers and Committee shall have full voting rights at Committee Meetings and General Meetings. The Chairman shall have an additional vote in the event of a tie taking place, and his/her ruling on any point shall be binding on the meeting. Any urgent business that cannot wait to be brought to the Committee should be referred to the General Secretary who will then consult with the other officers of the club before a decision is made. Patrons and Honorary Members do not have voting rights.

Meetings of the Committee shall be held as often as deemed necessary but at least four times a year. All business and matters discussed during the meeting are confidential and should not be discussed with anybody other than fellow committee members and should not be broadcast on social media. If this is not respected the position on the committee of the person concerned will be reviewed.

A quorum for Committee meetings shall be 2 Officers and 3 ordinary Committee Members.

Any member of the committee missing three consecutive meetings without reasonable excuse being given to the General Secretary prior to the meeting shall ipso facto cease to be a member of the committee.

The Committee shall have the power to co-opt members on to the Committee in the event of positions becoming vacant between General Meetings.

Those co-opted shall only hold office until the next General Meeting of the Club at which an election of Officers and Committee takes place. Co-opted committee members shall have voting rights at Committee meetings. No individual who has been a member for less than six months may be elected on to the Committee.

The Committee has the power to co-opt competent members for varying amounts of time to assist with specific tasks. These short-term co-options hold no voting rights.

4. ELECTION OF MEMBERS

Candidates for membership shall be proposed by one existing fully paid up Member, seconded by another. However, membership will not become effective until approved by the committee. Membership applications will be discussed at the next committee meeting.

Prospective members are welcome to enter in the club's events and field trials as a non-member until membership has been approved. Voting rights will be only conferred on membership acceptance of which the prospective member will be informed. The right to refuse any application for membership after submission to the committee is reserved. Where a membership changes from single to joint, the second applicant must apply to the committee for approval of membership through the membership secretary who will provide the appropriate form.

5. LIST OF MEMBERS

An up-to-date list of Members' names and their addresses must be maintained and, if so requested, the list of names made available for inspection by the Kennel Club and Members of the Club. A declaration of the number of Members of the Club must be made with Annual Returns.

6. MEMBERS' VOTING RIGHTS

Each Member shall be entitled to one vote at a General Meeting immediately upon acceptance of membership. Postal votes are not allowed. Voting shall be by show of hands at the meeting.

Joint membership - One vote per partnership at a General Meeting

Junior membership - (0 to 15 years inclusive) shall have no voting rights.

7. SOCIAL MEDIA

The use of social media should be in accordance with the Kennel Club Directive. The Club's Facebook page should be a closed page and only available to Club Members who should be authorised via the Membership Secretary.

A Social Media Manager(s) to be elected from the Committee after the AGM who will be responsible for posting information.

8. CLUB PROPERTY

The Property of the Club shall be vested in the Committee, who shall be empowered with the right of acquisition and disposal on not less than 75% agreement of the full Committee.

Should the Club for any reason cease to exist, any assets shall be disposed of in a manner decided at a General Meeting by a majority. In the event of equality, the Chairman shall have the casting vote. The outcome of this meeting will be notified to the Kennel Club. A final statement of audited accounts with a record of the disposal of the property of the Club shall be forwarded to the Kennel Club within six months of the final meeting and the persons named as officers and committee of the club will be held responsible by the Kennel Club for the proper winding up the Club.

9. CLUB ACCOUNTS

Bank Accounts shall be held in the name of the Club, into which all revenue of the Club shall be paid and from which withdrawal shall only be made on the signatures of two out of the following 3 Officers:

- Chairman,
- Treasurer
- General Secretary.

The Accounts will be certified annually by one qualified accountant or two unqualified individuals with accountancy experience, unconnected to the committee, and presented to the Members at the Annual General Meeting. The certified accounts shall be made available to members 14 days prior to the AGM.

10. SUBSCRIPTIONS

The annual subscription, together with a joining fee for new members, shall be such amount as agreed by Members in a General Meeting and notified to the Kennel Club.

Membership shall be from the 1st January to the 31st December each year. No member shall be entitled to the privileges of the Club if their subscription is unpaid by the last day of February when they shall cease to be a member of the Club. Members whose subscriptions have lapsed will only be re-admitted to the Club on payment of a re-joining fee. This amount and the annual subscription will be fixed at the Annual General Meeting.

Once Members have been accepted for membership, and providing they continue to pay their membership subscriptions at the correct time, they cannot be refused renewal of membership. With the exception of default on subscriptions, the only way to remove a Member from the Club's register is by following the procedure defined in paragraph 11 below.

11. EXPULSION OF MEMBERS

Any member who shall be disqualified under Kennel Club Rule A11.j.(5) and/or Kennel Club rule A11.j.(9) shall ipso facto cease to be a member of the Club.

If the conduct of any member shall, in the opinion of the Committee of the Club be injurious or likely to be injurious to the character or interests of the Club, the Committee of the Club may, at a meeting, the notice convening which includes as an object the consideration of the conduct of the member, determine that a Special General Meeting of the Club shall be called for the purpose of passing a resolution to expel him/her.

Notice of the Special General Meeting shall be sent to the accused member, giving particulars of the complaint and advising the place, date and hour of the Meeting that he/she may attend and offer an explanation. If at the meeting, a resolution to expel is passed by two thirds majority of the members present and voting, his/her name shall forthwith be erased from the list of members of the Club, except that he/she may, within two calendar months from the date of such meeting, appeal to the Kennel Club* upon and subject to such condition as the Kennel Club* may impose.

If the Club expels any Member for discreditable conduct in connection with dogs, trials or competitions, the Club must report the matter in writing to the Kennel Club within seven days and supply any particulars required.

12. MEMBERS IN ARREARS

Members in arrears may be excluded from future events until the arrears are paid.

13. FINANCIAL YEAR/ANNUAL GENERAL MEETING

The financial year of the Club shall be from 1st January to 31st December each year.

The Annual General Meeting shall be held before 1st April each year notice of which will be given either in the Club's Year Book or a Newsletter if appropriate. Each member shall receive a copy of same during the year preceding the AGM.

14. GENERAL MEETINGS

a. ANNUAL GENERAL MEETING

To receive the report of the Committee and Balance Sheet, to elect Officers and to discuss any resolution duly placed on the agenda of which 7 days prior notice has been given to the Secretary.

No business shall be transacted at an Annual General Meeting unless notice thereof appears on the Agenda, with the exception of routine matters or those which, in the opinion of the Chairman are urgent.

The Agenda for the meeting together with the Officers' reports and audited accounts will be circulated at the meeting.

Not less than 14 days clear notice shall be given of the AGM to members. A quorum for General Meetings shall be 10 members.

b. SPECIAL GENERAL MEETING

A Special General Meeting shall be summoned by the Secretary if 15 or more members send a signed requisition stating the subject to be discussed and requesting a Special Meeting to do so.

No Business other than that detailed on the agenda can be discussed at a Special General Meeting.

The Committee of the Club is empowered to call a Special General Meeting at its direction.

Members will be notified in writing within 14 days of the requisition and the Meeting held within 28 days of the requisition along with the subject.

15. AMENDMENTS TO RULES

The Rules of the Club may not be altered except at an Annual General Meeting, or a Special General Meeting, the Notice for which contains specific proposals to amend the Rules.

Any proposed alteration to the Rules may not be brought into effect until the Kennel Club has been advised and approved the alterations.

16. ANNUAL RETURNS TO THE KENNEL CLUB

Upon acceptance of registration with the Kennel Club, the Officers acknowledge that during the month of January each year, Maintenance of Title fee will be forwarded to the Kennel Club by the Secretary for continuance of registration and that by 31st July each year, other returns, as stipulated in Kennel Club Regulations for the Registration and Maintenance of Title of Clubs, Branches and Breed Councils and the affiliation of Agricultural Societies and Municipal Authorities be forwarded to the Kennel Club*.

The Officers also acknowledge their duty to inform the Kennel Club of any changes of Secretary or other Officers and Committee members of the Club which may occur during the course of the year.

17. KENNEL CLUB FINAL AUTHORITY

The Kennel Club is the final authority for interpreting the rules of the Club in all cases relative to canine or Club matters.

Upon registration with the Kennel Club, all authorised Club events shall be conducted in accordance with, and subject to, the Kennel Club Rules and Regulations relating thereto.

Anyone knowing of their dogs being in contact with any infectious disease prior to our event should not attend.

18. The Club shall not join any Federation of Societies or Clubs

19. No person whilst an undischarged bankrupt may serve on the Committee of or hold any other office or appointment within a Kennel Club Registered Club.

20. LEGAL COSTS

Officials and members of the Committee shall be indemnified by the Club against any legal claims against them in conjunction with the proper discharge of duties.

VALE OF YORK WORKING RETRIEVER CLUB HEALTH AND SAFETY

TRAINING DAYS/WORKING TESTS/FIELD TRIALS

All persons attending the Training Day/Trial must consider themselves absolutely under the control of the Chief Steward and Officials and follow closely the Spectator's Red Flag.

The Chief Steward will be responsible for safety, supervision and discipline at the Field Trial.

The Chief Steward will be identified at the beginning of the Training Day/Working Test/Field Trial and will outline safety measures at the briefing.

Any member of the Committee or attendee must inform the Chief Steward if they see anything dangerous or potentially dangerous, during the course of the Training Day/Working Test/Field Trial.

The committee advise that any persons attending the club's events to familiarise themselves with the appropriate Risk Assessment.

ONCE A FELD TRIAL HAS STARTED NO ONE WILL BE ALLOWED TO LEAVE WITHOUT FIRST NOTIFYING THE CHIEF STEWARD.

It is expected that everyone present will comply with the highest standards of safety and sportsmanship with respect to quarry, wildlife and the countryside in general. Any unsafe or inappropriate behaviour will result in the instant dismissal from the Trial.

All Game to be handed over to the Estate at the end of the Field Trial to ensure correct storage and Handling

Any person under the age of sixteen must be accompanied by an adult.

No mobile phones are allowed in line other than the ones carried by the Chief Steward, Steward and Dog Steward

GENERAL

In respect of minor injuries, a First Aid Box will be carried by the Chief Steward or one of the Officials at Trials. At all other events this will be available in the catering area.

Accidents of any magnitude must be reported to the Chief Steward who will do everything possible to assist.

An Incident Book is available to record anything untoward.

The Club cannot be held responsible for injury, loss or damage to person or property however occasioned.

PLEASE NOTE, THAT BY COMPETING IN ANY EVENT ORGANISED BY THE VALE OF YORK WORKING RETRIEVER CLUB YOU ARE DEEMED TO HAVE READ AND UNDERSTOOD AND ARE PREPARED TO ABIDE BY THE HEALTH AND SAFETY REGULATIONS AS SET OUT ABOVE.

VALE OF YORK WORKING RETRIEVER CLUB GENERAL DATA PROTECTION REGULATION (2019) POLICY

You may have heard about the General Data Protection Regulations (GDPR) that came into effect on the 25th May 2018.

As a fully paid-up member of the Vale of York Working Retriever Club we will send you club information unless otherwise advised by you or you no longer wish to be a member of the club.

We appreciate that when you share your data with us, you trust us to look after it. We will never share, publish or use your information for anything other than updating you on Club related information including; Working Tests, Field Trials, AGM details and Membership updates.

Whose data we have:

- We have a membership database of all fully paid-up members
- Any member who has not fully paid their annual subscription by 31st March is deleted from the database. **What data we hold** - with your consent we hold your:
 - Name, Address. Affix Email, telephone number.
 - Treasurer - Bank reference (identify on bank statement).
 - Dog data via entry forms for all our events held for 1 year.

Why we have the data: To communicate the Society's events to fully paid by their preferred method of communication.

Where we store data: On hardcopy in files, on computer and on a KC approved Data Management System - The Field Trial Management System (FTMS).

The timescale for keeping the data: Until membership lapses or you change consent for the data held or the Kennel Club regulation expires.

How we destroy data: Deleted from computers, shredded or burnt.

How we share data: Data is shared between officers/committee members through password protected files via emails.

Third parties: We will share your data with the Kennel Club if requested. However, only the names of breeders, owners and handlers together with dog details will be available to third parties via the running cards at VYWRC events. You may withhold your address if required.

Website & Social Media: Where appropriate we will display the names of all our event venues, hosts, judges, award winning handlers and dogs. Likewise, we will display photographs of hosts, judges, award winning handlers and dogs.

If you wish your data to be removed from the club database or wish any other amendment to be made, please contact the membership secretary:

Sheila Tait

Address: **The Old Corn Mill, Main Street, Staveley, Knaresborough, HG5 9LE**
Telephone: **07850 796942**

E-mail: **membership.vywrc@gmail.com**