

German Shepherd Schutzhund Club of Canada (GSSCC)

Ontario Region Guidelines

The following guidelines are intended to be in accordance with the policies and procedures of the GSSCC and will change as required to remain in alignment with the GSSCC policies and procedures as they may change.

Goals

The overarching role of the board of the Ontario region of the GSSCC is to:

- uphold and maintain the policies and intent of the GSSCC,
- promote and maintain the sport of IPO in Ontario,
- encourage and support the development of excellence in competition, competitors, clubs, dogs, handlers, helpers, breeders and others as associated with the GSSCC in the region of Ontario.

The board is expected to lead by example and be the embodiment of fair play, good sportmanship and ethical conduct.

Board of Directors

The Board of Directors shall consist of four members, the Chair, the Secretary/Treasurer, the Trial Director and the Show Director, in accordance with the GSSCC Policy Manual (Sections 34(b) and 34(c)) (Appendix A*).

Board of Directors Candidacy

Candidacy for the Board of Directors shall be in accordance with the GSSCC Policy Manual (Section 15) (Appendix B*).

Role of the Board of Directors

The role of the Regional Board of Directors shall be in accordance with the GSSCC Policy Manual (Section 36) (Appendix C*).

Role of the Directors

The roles of the individual Directors of the regional Executive Board shall be in accordance with the GSSCC Policy Manual (Sections 36.1 – 36.4) (Appendix D*).

Election Process

Regional Elections shall be conducted in accordance with the GSSCC Policy Manual (Section 14) (Appendix E*).

Regional Schedule

The Regional Trial Director, in consultation with all clubs, will prepare and maintain an event schedule. The schedule will be posted on the regional web site as soon as confirmed.

Regional Championships

Host Club

A club or clubs wishing to host the Regional Championship Trial, Show and Breed Survey should apply to the Regional Board no later than two weeks prior to the AGM of the preceding year. If there is more than one application, the members present at the AGM will vote on the decision. The next year's host will be announced at the AGM.

Timeline

The Trial Manager should be named, date selected, and judges secured as soon as possible (no later than 60 days after the AGM without Regional Board consent). The trial location and tracking conditions will be announced in a timely manner. Failure to maintain timeline obligations to the satisfaction of the Regional Board can result in forfeiture of the hosting privilege.

Regional Finances

Existing and received monies and finances are handled by the Regional Treasurer.

Regional Website

The cost of web hosting and maintenance will be paid by Regional funds. The website should keep the membership informed of events and new items, and to educate the public. It must be updated and kept current.

Meetings

Regional Annual General Meeting

The AGM will be held each year. A suitable location will be set prior to the event in agreement with the Regional Board. A club may offer to host this event. Reports will be delivered by all Regional Board members. The meeting will be announced to the membership at least four weeks prior to the meeting. An agenda is to be distributed at least two weeks prior to the meeting to the Regional Board.

Communication with the Membership

Communication with the membership can be via any or all of mail, email, website posting, or such methods as become available and appear to be effective and with as much advance notice as is possible.

Motions

Motions can be made prior to the AGM, and at the AGM.

Ontario Region Annual Club Dues

Annual Club dues (\$50) are to be paid each calendar year. Failure to pay annual dues may result in removal from the website; no sanction to hold trials, shows, seminars or other events; fines and/or other actions.

Ontario Region Clubs' Members

All clubs in the Ontario Region must ensure that all club members get and maintain their GSSCC membership.

Any clubs that are found to have had members who are not GSSCC members in good standing officiating at a trial or show or other event sanctioned by the GSSCC or have had members who are not current GSSCC members in good standing entered at a trial, show or other event sanctioned by the GSSCC will be held accountable and fined \$200. This includes but is not limited to track layers, trial managers/secretaries, helpers, show secretaries/managers, and competitors and handlers.

All Ontario Region Clubs must send a list of all current club members and their GSSCC numbers as proof of their paid-up membership to the Ontario Chairperson no later than January 15th of each year. This list needs to be updated within two weeks of accepting a new member or an existing member from another club.

Regional Championship Support

Each club will support the Ontario Regional Championship and Show by sending at least one competitor to the Regional Championship Trial and Show per year.

- For purposes of support, the Championship Trial and the Show are considered to be one event.
- In the event that a club can not supply a trial competitor or show entry (18 – 24 months and above, or breed survey), a Support Fee will be paid by the club in lieu of an entry fee.
- The Support Fee is \$100.
- The Host Club is to supply the regional board with a list of clubs that have not supplied a competitor or show entry. The region will invoice the non-competing clubs. Failure to pay the support fee may result in removal from the website; no sanction to hold trials, shows, seminars or other events; fines and/or other actions.

**The cited sections of the GSSCC Policy Manual are reproduced here (see Appendices) for the ease of reference and is not intended to supplant the GSSCC Policy Manual or any changes thereto.*

Appendices updated as of Dec 19, 2015

Appendix A – Regional Board Members

34(b) The Executive positions of the Regional Boards shall be titled as follows:

- (i) Chairperson
- (ii) Secretary/Treasurer
- (iii) Trial Director
- (iv) Show Director

34(c) Candidates for the positions in Section 34(b) must meet the requirements as set out in Section 15 (a), 15(b), 15(c), 15(d) and 15(e). (Board of Directors Candidacy)

Appendix B – Board of Directors Candidacy

15(a) A member must have trained a German Shepherd Dog to at least an IPO 1 degree.

15(b) A member must be the owner of a German Shepherd Dog(s).

15(c) A member must be a Canadian citizen/resident.

15(d) A member must have consecutive membership with the German Shepherd Schutzhund Club of Canada for at least two years.

15(e) Once a position is accepted, this person must acquaint themselves with the goals by-laws, policies and procedures of the club.

Appendix C – Regional Board Responsibilities

36(a) Report directly to the GSSCC Executive Board.

36(b) Must follow the policies of the GSSCC as outlined in the Policy Manual.

36(c) Must submit a copy of all minutes from all Regional meetings to the GSSCC Executive.

36(d) Must hold a Sieger Show and Breed Survey each year.

36(e) Administer the business of the GSSCC on behalf of the GSSCC executive board and as directed by the GSSCC executive board

36(f) Implement and support the goals, objectives, policies, and procedures of the GSSCC

36(g) Schedule and support the regional championship trial and show.

36(h) Arrange and support the Canadian German Shepherd Dog Championships as it becomes the region's turn to host the event.

36(i) Provide assistance and information to prospective members, members, forming clubs and accredited clubs.

36(j) Liaise with communities, suppliers, corporate sponsors, and customers in support of the GSSCC

36(k) Promote the development of membership and clubs in the region and the GSSCC.

36(l) With GSSCC executive board approval, appoint members to vacant Regional Positions.

36(m) All Regions must advise the GSSCC executive of the time, date and location of all Regional meetings 30 days prior to the meeting. The GSSCC executive shall make every effort to have a director in attendance.

36(n) All Regions of the GSSCC are to file an annual guideline manual by the date of the GSSCC AGM, for verification and to ensure compliance with GSSCC Policy Manual, and to indicate any passed (accepted) motions or changes of policy

Appendix D – Roles of the individual Regional Executives

REGIONAL CHAIRPERSON RESPONSIBILITIES

- 36.1 The Regional Chairperson shall:
- 36.1(a) Be a member in good standing of the GSSCC for a period of 2 consecutive years.
 - 36.1(b) Have trained and titled a German Shepherd Dog to a Sch 1 or IPO 1.
 - 36.1(c) Report directly to the president of the GSSCC.
 - 36.1(d) Attend GSSCC executive meetings as required.
 - 36.1(e) Schedule and chair regional executive meetings or annual general meetings.
 - 36.1(f) Execute the duties of chairperson by administering the business of the Region with regards to meetings, events, elections, corporate business partnerships, and promotions.
 - 36.1(g) Represent the Region at the Canadian German Shepherd Dog Championships.
 - 36.1(h) Provide reports to the GSSCC executive board from time to time or as directed.
 - 36.1(i) Provide assistance to prospective members and forming clubs as well as current members and accredited clubs.
 - 36.1(j) Ensure trials and shows in the region are conducted in accordance with GSSCC Policy and Procedures. Where there are ethical or procedural concerns these concerns must be addressed to the GSSCC executive board immediately. In extreme cases the chairperson may suspend an event with the written approval of the GSSCC Executive Board.
 - 36.1(k) Attend, participate, and support GSSCC sanctioned events in the region as a spectator or handler

REGIONAL TRIAL DIRECTOR RESPONSIBILITIES

- 36.2 The Regional Trial Director shall:
- 36.2(a) Be a member in good standing of the GSSCC for a period of 2 consecutive years.
 - 36.2(b) Titled and handled a German Shepherd Dog to a SchH 1 or IPO 1.
 - 36.2(c) Report directly to the Regional Chairperson and the Head Judge.
 - 36.2(d) Implement and support GSSCC policy and procedures.
 - 36.2(e) Ensure trials and shows are conducted in accordance with rules and regulations by the GSSCC and the head judge. Where there are ethical or procedural concerns these incidents will be transmitted to the head judge and the GSSCC executive board immediately.
 - 36.2(f) Provide reports to the Head Judge and the GSSCC executive board from time to time or as directed.
 - 36.2(g) Maintain records of trial applications submitted by regional clubs.
 - 36.2(h) Provide assistance and information to clubs in the event of regional scheduling conflicts.
 - 36.2(i) Provide letters of authorization to trial judges.
 - 36.2(j) Assist judges and clubs in executing trials upon request.
 - 36.2(k) Advise the Team Canada coordinator of handlers that have met the qualifications for the team at the regional championship.
 - 36.2(l) Attend or participate in GSSCC sanctioned events in the region as a spectator or handler.

REGIONAL SHOW DIRECTOR RESPONSIBILITIES

36.3 The Regional Show director shall:

- 36.3(a) Be a member in good standing of the GSSCC for a period of 2 years.
- 36.3(b) Trained and titled a German Shepherd Dog to a Sch 1 or IPO1.
- 36.3(c) Implement and support GSSCC policies and procedures.
- 36.3(d) Have handled a dog in GSSCC sanctioned shows.
- 36.3(e) Be a certified show chairperson and have organized and chaired shows.
- 36.3(f) Report directly to the Regional Chairperson and the GSSCC national show director.
- 36.3(g) Provide reports to the GSSCC executive board and the national show director from time to time or as directed.
- 36.3(h) Ensure all shows are conducted in accordance with GSSCC trial and show regulations. Where there are ethical or procedural concerns the incident must be reported to the GSSCC executive board and the national show director immediately.
- 36.3(i) Maintain records of event applications by regional clubs.
- 36.3(j) Assist clubs with information in the event of scheduling conflicts.
- 36.3(k) Provide letters of authorization for judges.
- 36.3(l) Assist clubs and judges in the execution of the event when requested.
- 36.3(m) Attend or participate in GSSCC sanctioned events in the region as a spectator or handler.

REGIONAL SECRETARY/ TREASURER RESPONSIBILITIES

36.4 The Regional Secretary/Treasurer shall:

- 36.4(a) Be a member in good standing of the GSSCC for a period of 2 consecutive years.
- 36.4(b) Have trained and titled a German Shepherd Dog to SchH 1 or IPO 1.
- 36.4(c) Report directly to the regional chairperson and the GSSCC treasurer.
- 36.4(d) Implement and support GSSCC policies and procedures.
- 36.4(e) Maintain regional financial accounts in accordance with GSSCC financial policy and as directed by the GSSCC Treasurer.
- 36.4(f) Provide financial statements and reports to regional members and the GSSCC Executive Board yearly or as directed.
- 36.4(g) Record and maintain minutes from all regional executive or annual general meetings. Provide these minutes to the Regional members and the GSSCC executive Board.
- 36.4(h) Attend or participate in GSSCC sanctioned events in the region as a spectator or handler.

Appendix E – Election Process

ELECTION PROCESS /REGIONAL

14(e)

- (i) An Election Committee Chairperson will be appointed at each Regional AGM to oversee the election of board officers the following year. Their duties would include naming a committee, sending out ballots and establishing a procedure for collecting and counting ballots.
- (ii) Nominations are to be received by the Election Committee Chairperson by the prescribed date.
- (iii) Nominations will then be copied to the editor for publication.
- (iii) Ballots will then be mailed out to all members in the Region. This will be done by the Regional board.

14(f) When the ballots have been received, the above committee will:

- (i) Select one among them who will be in attendance at the Regional Annual General Meeting to oversee the counting of the ballots and to carry a deposition indicating the results have been scrutinized. Each candidate may have a scrutinizer present for the opening and counting of the ballots.
- (ii) Examine the postmarks and eliminate envelopes that do not qualify for counting.
- (iii) Open those that qualify, and reach agreement on the total counts for each candidate.
- (iv) Opening and counting is to be done the day of the AGM, but prior to the meeting.
- (iii) Be at the Annual General Meeting to announce the outcome of the elections. They should carry the ballots with them and be prepared to oversee a recount should the request arise.