

CANADIAN KENNEL CLUB



CLUB CANIN CANADIEN

Conducting Hearings

The rules of natural justice are well served if a hearing of a complaint can be conducted when all parties and witnesses can appear in person and events are fresh in everyone's mind. For this reason the Discipline Committee has delegated its authority to gather evidence and hear the parties and their witnesses at CKC events. In support of this policy, clubs holding events are urged to:

- (1) encourage potential Complainants to file their complaints with the Superintendent, rather than directly with The Canadian Kennel Club, to enable a hearing to be held as soon as possible after the incident;
- (2) ensure that hearings are conducted in an objective manner and according to the procedures set out in the appropriate rules and regulations; and
- (3) forward copies of the Committee's report of the hearing and recommendations to the parties to the complaint as well as to The Canadian Kennel Club.

The following are the steps to be taken when conducting a hearing and are based upon the procedure set out in the rulebooks for each of the various disciplines:

- (1) It is essential that the defendant be given the opportunity to be present during the whole hearing and to testify and present his own witnesses. If a defendant refuses to attend or defend himself, the hearing may proceed without him. In notifying the defendant of the hearing, it is essential that he be informed specifically of the nature of the charges against him and that a record of such notice is made.
- (2) The complainant must also be informed of the hearing and allowed to be present throughout the whole hearing.
- (3) Both the complainant and defendant should be informed that they may be represented by legal counsel or an agent at the hearing if they choose but this is not necessary.
- (4) The Chair shall call the meeting to order and then announce: "We are proceeding by reason of our appointment to the Committee by (name of club holding event)".
- (5) The Chair shall identify all persons present and the reason for their presence (i.e. complainant, defendant, witness) and then ask the witnesses to withdraw until required to give evidence. After giving evidence a witness may be excused.
- (6) The complaint shall be read, however, if the complainant and defendant agree, it may be necessary to relate only the substance of the complaint as set out on the Official Complaint form.
- (7) The Chair shall ask the defendant whether he admits or denies the complaint as it has been read or stated.
- (8) The complainant shall give evidence on the complaint. He may then be questioned by the defendant. At the Chair's invitation, any member of the committee may question the complainant. If the complainant has brought witnesses, each witness may then give evidence individually. Each witness may be questioned by the defendant or any member of the committee. Each witness is to leave the hearing after evidence has been given.

- (9) Upon completion of the evidence given by the complainant and any witnesses appearing on his behalf, the defendant may then give evidence and may then be questioned by the complainant or any member of the committee. If the defendant has brought witnesses, each witness may then give evidence individually. Each witness may be questioned by the complainant or any member of the committee.
- (10) The Chair may then call any other witness which the committee considers appropriate to the proper hearing of the complaint.
- (11) The complainant may then have the opportunity of summing up the complaint and the evidence presented in support thereof.
- (12) The defendant shall have the opportunity of summing up his defence and any evidence presented in support of his defence.
- (13) The Chair shall announce that the committee will be submitting a report on the hearing together with its recommendation on the disposition of the complaint to the CKC Discipline Committee and the parties concerned. All but the committee members shall be dismissed so that the matter may be considered.

Upon receipt of a report from a club, Head Office will provide notice to the Complainant and Defendant that if they so choose, they may appear before the CKC Discipline Committee to produce evidence and witnesses as they may desire and informing them that they may, at their own expense, be accompanied by or represented by a person of their choice.

CANADIAN KENNEL CLUB



CLUB CANIN CANADIEN

**Official Complaint Form
for Dishonoured Cheques or Credit Cards
(Tendered in Payment of Entry Fees)**

Should a show-giving club receive a dishonoured cheque or declined credit card:

1. The club holding the event under The Canadian Kennel Club rules must address a registered letter to the owner of the dog and the handler, if applicable, giving the owner of the dog thirty (30) days to reimburse the club the money owing.
2. If, after the expiration of thirty (30) days, the club does not receive satisfactory payment of entry fees, then it may address a complaint to the Discipline Committee of The Canadian Kennel Club.
3. The Discipline Committee will require:
 - (1) A photocopy of the registered letter to the owner of the dog.
 - (2) Canada Post verification of delivery.
 - (3) The original cheque and/or credit card authorization.
4. Upon the above criteria being satisfied and at the discretion of the Committee, the matter may then proceed to a hearing of the Discipline Committee in accordance with The By-laws, Section 15.
5. If, after the expiration of thirty (30) days, the club is not reimbursed, the lower portion of this form must be completed and returned to the Regulatory Division of The Canadian Kennel Club with the documentation noted in 3 above.
6. In accordance with policy, complaints of this nature submitted to The Canadian Kennel Club after 120 days from the date of the event will not be accepted.

Please Print

Name of Club _____

Date of Event _____

List of dog(s) (include name, breed, CKC registration number and catalogue number)

Owned by _____

Handled by _____

Cheque/Credit card tendered by _____

Signature of Club Official _____

Address of Club _____



Canadian Kennel Club

Club Canin Canadien

PROCEDURE FOR FILING A FORMAL COMPLAINT

If you wish to file a complaint against a person alleging a violation of the rules pertaining to this event, please complete the attached *Official Complaint Form* and ensure that it is filed with the club superintendent no later than 15 minutes after the completion of judging if you wish your complaint to be heard at this time.

The appropriate complaint deposit as noted below must accompany the *Official Complaint Form*:

Complaint Deposit

CKC Members \$103.05 + \$5.15 (5% GST) = \$108.20

Non-Members \$154.55 + \$7.73 (5% GST) = \$162.28

Please note that fees are due and payable in Canadian dollars. Discounted cheques or money orders will not be accepted.

Please note that a complaint against the club holding the event or any of its officials must be submitted directly to the CKC within ten days of this event. You may obtain a form for this purpose from the club superintendent or contact the Regulatory Division of the CKC for guidance.

Upon receipt of the completed form and complaint deposit the club is required to conduct a hearing into this complaint. The club will then submit a record of the hearing to the CKC, along with its recommendations, and The Canadian Kennel Club's Discipline Committee will review the club's report and render a final decision. Please refer to the rule book for the procedures that are to be followed in conducting a hearing.

Should you have any questions regarding these procedures, please contact the Regulatory Division of the CKC during regular business hours of 9:00 a.m. to 5:00 p.m., Monday to Friday.

Correspondence should be forwarded to:

The Canadian Kennel Club
Attention: Regulatory Division
200 Ronson Dr., Unit 400
Etobicoke ON M9W 5Z9



CANADIAN KENNEL CLUB

CLUB CANIN CANADIEN

Official Complaint Form (Shows and Trials)

This form is to be used in connection with a complaint against an individual. The complaint is to be dealt with as provided in the appropriate CKC rules governing the particular event. This form must be accompanied by the appropriate deposit (i.e., \$108.20 for members of the CKC and \$162.28 non-members).

CKC Governing Rule Book _____
Include Chapter and Section

COMPLAINANT

DEFENDANT

Name

Name

Complete Address

Complete Address

Nature of Complaint (use extra paper if necessary)

Name of Club

Date of Show/Trial/Test

Signature of Complainant

Signature of Defendant

This complaint was lodged with the _____

Title of Club Official

on _____

Date

Printed Name of Club Official

Signature of Club Official

Canadian Kennel Club



Club Canin Canadien

PROCEDURE FOR FILING A FORMAL COMPLAINT

If you wish to file a complaint against a person alleging a violation of the rules pertaining to this event, please complete the attached *Official Complaint Form* and submit it directly to the CKC within ten days of the event if you wish your complaint to be heard by The Canadian Kennel Club's Discipline Committee.

The appropriate complaint deposit as noted below must accompany the *Official Complaint Form*:

Complaint Deposit

CKC Members \$103.05 + \$5.15 (5% GST) = \$108.20

Non-Members \$154.55 + \$7.73 (5% GST) = \$162.28

Please note that fees are due and payable in Canadian dollars. Discounted cheques or money orders will not be accepted.

Please note that a complaint against the club holding the event or any of its officials must be submitted directly to the CKC on the attached form.

Complaints submitted directly to the CKC shall constitute complaints under the CKC *By-laws* (relevant excerpt attached) and as such the attached form must be notarized by a Justice of the Peace, a Notary Public or a Commissioner of Oaths. Upon receipt of this form, duly notarized, along with the appropriate complaint deposit, the Discipline Committee will conduct a hearing. Both the complainant and defendant will be notified a minimum of thirty days prior to the date fixed for the hearing in the event the parties wish to appear in person or submit any documentary evidence for the Committee's consideration.

Should you have any questions regarding these procedures, please contact the Regulatory Division of the CKC during regular business hours of 9:00 a.m. to 5:00 p.m., Monday to Friday.

Correspondence should be forwarded to:

The Canadian Kennel Club
Attention: Regulatory Division
200 Ronson Dr., Suite 400
Etobicoke ON M9W 5Z9

Canadian Kennel Club



Club Canin Canadien

Official Complaint Form

Please type or print when completing this form.

CKC Governing Rule Book

Include Chapter and Section

Complainants _____ Defendant(s) _____

I, _____

Declare that _____

The following supporting documents are enclosed:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |
| 4. _____ | 7. _____ |

And I make this Solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the _____ of _____
(City, Town etc) (Name of City, Town etc)
in the _____ of _____
(County, Regional Municipality, etc) (Name of County, Regional Municipality, etc)
this _____ day of _____ 20____

A Commissioner, etc

Signature of Person Making Declaration



Canadian Kennel Club

Club Canin Canadien

PROCEDURE FOR FILING A PROTEST

If you wish to file a protest against a dog, please complete the attached *Official Protest Form* and ensure that it is filed with the club superintendent no later than closing of the show.

Upon receipt of the completed form and complaint deposit (refer to FEES below) the club is required to conduct a hearing into this protest. The club will then render a decision and forward a written copy of the decision immediately to The Canadian Kennel Club's Discipline Committee. The Discipline Committee may take such action as it deems fit, provided no appeal is submitted to the CKC within ten days of the club rendering a decision (refer to FEES below). Please bear in mind, the fact that the club did not sustain a protest in no way inhibits the right of the Discipline Committee to take such action as it deems advisable. Please refer to the rule book for the procedures that are to be followed in conducting a hearing.

FEES

	Member	Non-Member
Filing a Protest Against a Dog	\$103.05 + \$5.15 (5% GST) = \$108.20	\$154.55 + \$7.73 (5% GST) = \$162.28
Appeal Decision of Event		
Hearing to Discipline Committee	\$103.05 + \$5.15 (5% GST) = \$108.20	\$154.55 + \$7.73 (5% GST) = \$162.28

Please note that fees are due and payable in Canadian dollars. Discounted cheques or money orders will not be accepted.

Should you have any questions regarding these procedures, please contact the Regulatory Division of the CKC during regular business hours of 9:00 a.m. to 5:00 p.m., Monday to Friday.

Correspondence should be forwarded to:

The Canadian Kennel Club
Attention: Regulatory Division
200 Ronson Dr., Suite 400
Etobicoke ON M9W 5Z9



Canadian Kennel Club

Club Canin Canadien

OFFICIAL PROTEST FORM
(Shows and Trials)

This form is to be used in connection with a protest against a dog. The protest is to be dealt with as provided in the appropriate CKC rules governing the particular event. This form must be accompanied by the appropriate deposit (i.e., \$108.20 for members of the CKC and \$162.28 for non-members)

CKC Governing Rule Book _____
Include Chapter and Section

COMPLAINANT

Name

Complete Address

Registered Name and Number of Dog and Catalogue Number _____

Dog Owner(s) Name and Address _____

Nature of Protest (use extra paper if necessary) _____

Name of Club _____

Date of Show/Trial/Test _____

Signature of Complainant

Signature of Dog Owner or Handler

This complaint was lodged with _____ on _____
Title of Club Official Date

Printed name of Club Official

Signature of Club Official