



THE AMERICAN KENNEL CLUB COMMON SITE APPLICATION

When all-breed or group clubs hold events on consecutive days at the same site, per Board policy a Common Site Application (CSA) is required.

Why The Commons Site Application (CSA) is Required

1) Documents that the club who owns the show permissions for the site (based on their territory) is granting permission to the clubs to hold shows. The top part of the CSA is used to document this granting of permission. The club who owns the show permissions may not be participating in the events, but their permission is still required. A club officer (president, vice-president, secretary, or treasurer) is required to provide the permission.

2) Documents the date that each of the clubs will hold their events. This is especially important for clusters that rotate dates. The CSA documents the agreement the clubs have reached in regards to dates. If an all-breed or group club is having competition on a day(s) adjacent to and at the same site as other all-breed or group clubs, they must be included in the CSA even if they are not part of the cluster of the adjacent event(s). Clubs that do not rotate can make the agreed upon dates effective for multiple years, including indefinite. Clubs that rotate will need to submit a CSA for each year, but multiple years can be submitted at one time. Clubs taking advantage of submitting CSAs that cover future years can alleviate themselves of a step in the processing of future event applications.

How to Submit the CSA Information **(As of March 1, 2016 Email of Info Allowed!)**

The AKC recognizes the challenges with getting documents physically signed as well as the business that clubs transact via email and conference calls instead of meeting in person. In recognition of that as well as to make the application process easier for clubs, as of March 1, 2016, clubs now have the option to provide the required CSA information to the AKC via an email. The email can be sent to either the eventplans@akc.org or to the club's Event Operations representative. Clubs still have the option to submit the CSA form.

Emailing the Common Site Application (CSA) Information

Site Permission Information

An officer of the club holding the permissions for the site must submit the email. The email should include the club officer's name and position, the club's name, and the names of the club(s) they are granting permission to hold events at the site. It is highly recommended that officers and/or show chairs of the clubs receiving the permission be copied on the email.

Clubs Holding Events Information

An officer of any of the clubs holding events can submit the list of clubs, the date or corresponding week/day of the event, and the length of time the agreement is effective for. A show chair can submit the email if the length of the agreement is only for the upcoming set of dates. Please copy the email to officers and/or show chairs of the other clubs listed in the email as well as the club with site permissions.



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Submitting the Common Site Application (CSA) Form

Site Permission section

This section must be completed by the club that holds the rights to grant permissions for clubs to use the site. This is based off of a club's territory. That club needs to complete this section, even if they are not participating in the events listed on the CSA. If you have any questions about what club needs to complete this section, please contact Event Operations at eventplans@akc.org or 919-816-3579.

Clubs Holding Events section

This documents what dates the clubs have agreed to hold events and how long the CSA is valid for. As an example, if there are two all-breed clubs each holding two events in a cluster that runs Thursday through Sunday, this section would list the two all-breed clubs. If two specialty clubs are holding back-to-back events on one day, this section would list the two specialty clubs. The CSA establishes who has the rights to the date and on what date the clubs have agreed to hold events on. **If there are specialty clubs joining the all-breed/group events, this is not where that is documented.** The specialty clubs joining the all-breed/group would need permission from the all-breed/group and that must be submitted using a [Host Club Permission](#) form.

If the club rotates their dates or they are only submitting a CSA that is only effective for the dates of the event, this is how they should complete this section:

- The Day of the Week or Corresponding Day column should list the calendar day (e.g. Friday, Saturday, etc.) that the club is holding their event.
- The Event Date or Corresponding Week Number column should list the calendar date (e.g. January 8, 2015) that the club is holding their event.
- The Date Agreement Expires column should be either blank or the same date as the event.

If the club does not rotate their dates and is submitting a CSA that is effective for many years, this is how they should complete this section:

- The Day of the Week or Corresponding Day column should list the calendar day (e.g. Friday, Saturday, etc.) that the club is holding their event and the corresponding day (e.g. 1,2,3) based on the [Corresponding Date Table](#) on the AKC website.
- The Event Date or Corresponding Week Number column should list the corresponding week that the club is holding their event based on the [Corresponding Date Table](#) on the AKC website.
- The Date Agreement Expires should list the date that the agreement expires. If the agreement is good forever, then simply write "Forever" in this column.



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Clubs Officer Signatures section

A club officer signature is required for CSAs that have an effective date of more than one set of events (multiple years). CSAs that are effective for a single set of events may be submitted by a club officer or the event chairperson.

Agreements for Clubs that Rotate Dates Within a Cluster

Many clusters that rotate dates form an agreement as to the club that would have the rights to each corresponding date if the cluster were to change club partners or disband. While not required, the AKC encourages clubs to form these agreements. If provided, the AKC will maintain a copy of the agreement for each club's file. In the absence of an agreement, if a cluster changes the AKC applies the standard processes to determine the club that holds the right to each corresponding date. That will normally be the club that held competition the previous year on the corresponding date.



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Site Permission

Name and location of the site(s):	
Club with exclusive rights to the site (based on territory):	
Printed name & position of club officer granting site permission:	
Signature of club officer granting site permission:	
Cluster Name, if applicable (i.e., Tar Heel, Peach Blossom):	

Clubs Holding Events

Club	Day of Week or Corresponding Day	Event Date or Corresponding Week Number	Date Agreement Expires

Club Officer Signatures (Optional If Agreement Not For Multiple Years)

Club	Printed Name	Signature

Person Submitting This Common Site Application

Printed Name: _____ Signature: _____