



AMERICAN KENNEL CLUB®

MEMORANDUM

June 1, 1999

To: All All-Breed and Group Clubs
All AKC® Annually Licensed Superintendents
Subject: Cluster Policies

At its April 1999 meeting, the Board of Directors approved additional show event policies. Following are the policies concerning Cluster Events.

EFFECTIVE IMMEDIATELY

A cluster is defined as more than two events held by more than one club at one site on consecutive days. Clusters will consist of not more than four all-breed shows, except as provided below:

- Host club to be clearly identified, if applicable.
- Approval of more than four all-breed shows is contingent upon exceptional site capabilities and Executive Field Staff recommendation, and subsequent site approval by Event Plans. There is a checklist for site inspection.
- Continuation of cluster approval will be based on daily inspection, and subsequent monitoring of conditions to provide dogs and exhibitors with stable and safe venues.

EFFECTIVE JULY 1, 1999

A Cluster Committee consisting of a representative from each club must be established to coordinate dates, grounds, special attractions, etc. The function of the Cluster Committee is to coordinate overall plans for the cluster. Each club remains responsible for the management of its own events. The individual event committee must comply with existing AKC Rules, Regulations and Guidelines.

- Each club is responsible for the conduct of its own event.
- Each club will have one representative on the Cluster Committee.
- Work out event schedule at least one year in advance. The clubs must resolve any date conflicts.

MECLO1 (11/08)

- Submit all event applications together in one package to Event Plans, if possible. This will prevent unnecessary delay in issuing all event approvals. This applies to applications for “regular” shows, not designated specialties.
- Judges selection, contracts, etc. are the responsibility of the individual show-giving clubs and the clubs must work out any disputes.
- Common Site Application form must be submitted in lieu of individual host club letters. All club representatives must sign the form.
- Club representatives will work with Executive Field Representatives, Grounds Chair/Committee and Superintendent on daily site inspections for their respective events.
- Cluster Committee may remain the same from year to year.

Cluster committee would also be responsible for the following:

- Securing accessory services and equipment such as telephones, public address system, potable water, chairs and tables, all concessions.
- Submitting a consolidated Emergency and Disaster Plan form to event plans. The form should identify all clubs in the cluster and their event dates. A designated individual may sign the form for the cluster committee.
- Dealing with outside personnel such as site management.
- Making sure there is adequate insurance coverage for all clubs/days.
- Each club is responsible to identify itself on its event application as part of a cluster.
- The Common Site Application must accompany the event application for all participating clubs.