



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 Common 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.

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.

Completing 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. 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.



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Requirements to Acknowledge Consent to the Information on the CSA

Agreements Effective for a Single Cluster/Weekend

If the site is an open site or the club listed in the Site Permissions section is not participating in the cluster/weekend, acknowledgement is required from at least one of the clubs listed in the Clubs Holding Events section. In that case, acknowledgement is accepted from a club officer (delegate, president, vice-president, secretary, or treasurer) as per the AKC's records or the show chair for any of the events listed in the CSA. The acknowledgement can be submitted by email, fax, or postal mail.

Agreements Effective for Multiple Years/Weekends

Acknowledgement is required from a club officer (delegate, president, vice-president, secretary, or treasurer) as per the AKC's records from each of the clubs listed in the CSA. The acknowledgement can be submitted by email, fax, or postal mail.

To make it easy for clubs, clubs can submit the multi-year/weekend CSA in multiple ways:

- 1) A club can email a copy of the CSA to the AKC and include at least one officer ((delegate, president, vice-president, secretary, or treasurer) as per the AKC's records) from each of the clubs in the email distribution. We will then need one officer from each club to acknowledge the CSA agreement by replying/emailing us their consent.
- 2) Individual clubs can send a copy of the CSA to the AKC by email, fax, or postal mail.



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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* Acknowledgement (acknowledgement via email also accepted)

Club	Printed Name	Signature

* Club Officer must be Delegate, President, Vice-President, Secretary, or Treasurer as per the AKC's records

Person Submitting This Common Site Application

Printed Name: _____ Signature: _____