

## **INTRODUCTION**

### **SECTION 1. POLICY AND PROCEDURES MANUAL DEFINED**

1. A. The Policy and Procedures Manual, hereinafter referred to as the Manual, is developed, published and maintained under the authority of the Executive Board of the Rottweiler Klub of North America, hereinafter referred to as the RKNA.
- B. The purpose of the Manual is to communicate guidelines, procedures and information relevant to services provided by the RKNA. The intention is to improve the understanding, accessibility and delivery of these services by providing information to clubs and members on what services are available, who provides them and how they can be accessed.
- C. The specific objectives of the Manual are:
  1. to provide consolidated information in an easily accessible form and manner to which reference can be easily made by clubs and members;
  2. to provide uniform instructions which enable clubs to stage events in accordance with RKNA objectives;
  3. to provide a tool for training and orientation aimed at reducing the need for oral instruction;
  4. to permit improved response to new and changing program demands by being adaptable to revisions, additions and deletions;
  5. to promote unity of direction and continuity of commitment in program delivery despite changes in personnel;
  6. to communicate realistic goals and expectations to members; and
  7. to promote feedback from members on the quality and level of services with a view to improving participation, working relationships and satisfaction.
- D. The FCI IPO rules, Bylaws and Code of Ethics found on the RKNA website form part of this Policy Manual.
- E. The FCI Standard for the Rottweiler will be used for judging RKNA shows, breed surveys and standard evaluations with the exception that docked dogs will be allowed to participate if originating from an area where (1) docking is not banned and (2) if the dog has been docked within seven days of birth.

### **SECTION 2. SCOPE**

1. The Manual has been prepared for the information and guidance of all clubs and members of the RKNA. The primary expectation is that clubs and members will be guided by the contents and will apply the material where practical to meet program objectives.
2. RKNA management has been structured similar to the management structure of ADRK and RKNA follows the guidance of the ADRK in all matters. RKNA and ADRK have a formal written contract and this Policy Manual has been drafted to encompass the agreement reached with the ADRK. RKNA is recognized and supported by the ADRK. Titles earned at RKNA IPO trials are recognized internationally and may be registered against ADRK and FCI pedigrees. In order for an IPO title to be recognized by the ADRK, the title must be earned at a RKNA trial and the dog must carry either a RKNA or ADRK scorebook. Recognition means dogs can go for higher degrees in Germany without being required to redo titles, titles can be registered against ADRK pedigree and dogs can enter the working class ADRK shows.
3. RKNA members can obtain FCI scorebooks via the ADRK on nonADRK dogs. To apply for an ADRK scorebook, the dog's owner and dog's handler must be members of both the ADRK and the RKNA.
4. RKNA members can send xrays for hips and elbows to ADRK for evaluation.
5. ADRK's opinion and guidance shall be sought if something in the Policy Manual needs further clarification.

### **SECTION 3. CONTENTS**

1. A. The Manual consists of three (3) parts. The parts are:
  1. Index
  2. Introduction

3. RKNA policies and procedures
2. The Index provides an easy guide to quickly find the information the user is looking for. The index is in the front of the manual and it shows the headlines, the corresponding sections and the page numbers the information is contained in. Under each section are one or more subsections and in some cases, paragraphs. Sections are referred to in bold font.

#### **SECTION 4. DEFINITIONS**

1. Definitions - a glossary of terminology relevant to a particular subject.
2. Policy - a mandatory course of action with given conditions to guide decisions.
3. Guidelines - a preferred manner in which a policy is to be adopted or procedures followed.
4. Procedures - an established way to implement a policy, usually entailing detailed instructions and one that is to be followed.
5. Information - the appropriate RKNA representative(s) to contact for inquiries and policy interpretation: background knowledge or cross-references to other information sources relevant to the subject. Information of a temporary nature and special announcements are excluded in favor of having these matters dealt with by the appropriate authority.
6. The American Rottweiler Club's bench rules shall be adopted by RKNA.

#### **SECTION 5. DISTRIBUTION**

1. Distribution is made to RKNA members in digital format by downloading the Manual from the RKNA website.

#### **SECTION 6. UPDATING**

1. Manual material is subject to ongoing review and is updated as required to ensure its relevance in view of changing circumstances. Periodically, new or revised material will be published on the RKNA website in the Members Only Section of the website.
2. Postings will be published on the RKNA website Members Only Section as a means of communicating new or revised information.
3. Manual material should not be re-edited, paraphrased or reproduced in part for circulation without prior approval from the RKNA. Material can be reproduced and circulated without restriction providing that an entire subject is reproduced and there are no changes in text.

#### **SECTION 7. ENQUIRIES**

1. Maintenance of the Manual is the responsibility of the RKNA Executive Board. Responsibilities include development, documentation, editing, distribution and updating of the manual.
2. All general inquiries and requests with respect to the Manual should be directed to *info@rknaonline.com*

#### **SECTION 8. EXECUTIVE BOARD POSITIONS**

1. If quorum is not met at Annual General Meetings, all positions remain the same.
2. Executive Board Positions are elected for a two-year period.
  - A. Executive Board positions that come up for election in odd numbered years are:
    - President
    - Director at Large
  - B. Executive Board positions that come up for election in even numbered years are:
    - Vice President
    - Secretary
    - Director of Regions
  - C. Appointed positions by the Executive Board
    - Administrator of Records - responsible for maintenance of RKNA data base
    - Membership Officer - responsible for processing individual and club memberships
3. General

- A. Should have considerable experience at RKNA trials, shows, breed surveys and Standard Evaluations.
  - B. Pursuant to British Columbia Society bylaws, a minimum of one member of the Executive Board must be a legal resident of British Columbia.
  - C. Must be familiar with all RKNA forms and their use, the RKNA Policy Manual, RKNA Bylaws and FCI IPO rules.
  - D. Has the ability to appoint Managers for RKNA who can speak on behalf of RKNA including Chairmen of committees and Regional Directors.
  - E. Shall never disclose or discuss any business coming before the committee with any party who is not on the committee.
  - F. The President and Vice President should be aware of all matters regarding RKNA at all times. Board Members and Committees have a responsibility to notify the president and vice president of matters that may be of concern to the RKNA.
4. Executive Board Description and Role:
- A. Shall be an active member of RKNA with at least two years continuous membership.
  - B. Must be the owner of a Rottweiler who lives on his/her property.
  - C. Must be familiar with FCI IPO rules, the RKNA Policy Manual and RKNA Bylaws.
  - D. Should be a citizen resident of Canada, USA or Mexico.
  - E. Should have a valid passport and international documentation for cross-border travel.
  - F. Once a position is accepted, this person must acquaint themselves with the goals, bylaws, policies and procedures of the RKNA.
  - G. A member may not serve on the RKNA Executive Board if his/her spouse, or an immediate family member, or other person living in the residence, already holds a position on the RKNA Executive Board.
  - H. Shall not discuss or disclose with any individual any matter that is being discussed by the Executive Board.
  - I. Should have trained and titled a Rottweiler to IPO 1, SE and Ztp.
5. Executive Board Members' Roles
- A. President's Role
    - 1. Shall be the Chief Executive Officer of the RKNA. The president shall preside at all meetings of the members and the Executive Board unless he/she appoints another party to chair meetings.
    - 2. Shall be an ex-officio member of all committees with exception of Board of Inquiry.
    - 3. In the event of a tie vote on ballots, the vote of President shall be the deciding vote.
    - 4. Shall be authorized to invoice and receive payments including PayPal, VISA or MasterCard and has signing authority on RKNA bank accounts.
    - 5. Upon receipt of an Event Survey that requires review, shall send the Event Survey to the appropriate committee for response.
    - 6. Shall sign and authorize Event Request forms and Judge's Contracts.
    - 7. Should have titled a Rottweiler to IPO 1, Ztp, SE and RKNA Champion title.
  - B. Vice-President's Role
    - 1. Shall carry out the duties of the President during the President's absence or incapacitation.
    - 2. Shall assume that office for the remainder of the term in the event the office is vacated for any reason.
    - 3. Shall be familiar with and uphold the RKNA Bylaws and policies, including Regional policies and FCI IPO rules.
    - 4. Shall be authorized to invoice and receive payments including PayPal, VISA or MasterCard and shall have signing authority on RKNA bank accounts.
    - 5. Shall contact each club contact within 14 days prior to an event to discuss and receive feedback from the host club on their upcoming event.
    - 6. Shall contact each club contact within 30 days after its event to discuss and receive information.
    - 7. Shall copy the Regional Director and Director of Regions on all written communication to a club.
    - 8. Shall oversee any event present at.
    - 9. Shall be Chairman of Board of Inquiry (BOI). If a matter comes before the BOI that places him/her in conflict, he/she shall remove him/herself from all discussions and voting regarding the matter.
    - 10. Shall appoint individuals to the BOI committee.
    - 11. Shall report to Executive Board with all BOI decisions and recommendations.
    - 12. Should have titled a Rottweiler to IPO 1, Ztp, SE and RKNA Champion title.
  - C. Secretary's Role
    - 1. Shall attend all electronic general, special and executive meetings and prepare agendas for same.
    - 2. Should have strong writing skills and strong computer skills.
    - 3. Must be familiar with RKNA Policy, Bylaws and FCI IPO rules.
    - 4. Should have titled a Rottweiler to IPO 1, Ztp, SE and RKNA Champion title.

5. Shall notify all General Members of Notice of Meeting by posting Notice on the RKNA website and sending electronic notice to all Executive Board members and all RKNA full member club delegates.
6. Shall arrange for notices of annual, semi-annual, special meetings and executive meetings to be sent out with copies of the agenda.
7. Shall prepare minutes of General Board, Annual and Extraordinary General Meetings and post minutes of same on the Members' only section of the RKNA website.
8. Shall retain and file all copies of correspondence received and sent pertaining to the affairs of RKNA.
9. Shall draft correspondence regarding the affairs of RKNA as directed by President or Vice President.
10. Shall direct all bills and accounts immediately to the bookkeeper for payment.
11. Shall be authorized to invoice and receive payments including PayPal, VISA or MasterCard and has signing authority on RKNA bank accounts.
12. Shall be authorized to sign all Event Request forms once signed by President. He/she will then obtain Releases from ADRK, VDH or national kennel clubs. Once Event Requests are fully signed, the Secretary will send a copy to the host club's Regional Director and copy the Director of Regions.
13. Shall receive all communication in any Board of Inquiry (BOI) matter and forward such correspondence to all committee members on the Board of Inquiry.
14. Must have strong computer skills and will be responsible for the design and maintenance of all RKNA forms. When a form is updated, he/she will send the updated form to RKNA webmaster and request it be uploaded to the RKNA website and if applicable replace the existing form on website.
15. Shall receive documentation required when requesting an ADRK scorebook on a CKC or AKC registered Rottweiler. When the complete package is received, including proof of payment of ADRK fee, he/she shall forward the package to the ADRK.

D. Director Of Regions' (DR) Role

1. Shall govern all Regional Directors and be all clubs' and regions' representative on the Executive Board.
2. Shall keep a calendar of all RKNA events.
3. Shall appoint and oversee Regional Directors in all regions. If a region does not have a Regional Director, the DR shall assume the duties of the Regional Director for all clubs in said region.
4. Shall request all Regional Directors to submit a written monthly report on his/her region. The Director of Regions shall forward the reports to the Board.
5. Shall notify all Regional Directors of policy changes and/or decisions by posting the information on Members' Only Forum.
6. Shall ensure that all Regional Directors are in regular contact with each other.
7. Shall request the Regional Directors to relay RKNA decisions to clubs and members within his/her region.
8. Shall request all Regional Directors to supply an updated club roster and proof of current liability insurance prior to an event to ensure the club, and its members, are current on membership dues, club dues and have liability insurance for the event. The DR shall send the roster and insurance certificate to the Membership Officer and copied to the President.
9. Prior to each event, the Director of Regions shall confirm with the Regional Director that he/she has reviewed with the club that the club is prepared for the event including having regulation equipment for trials and breed surveys, a typist secured with minimum typing speed of 60 wpm, a working PA system, a generator and/or power, extension cords etc.
10. Shall oversee, or appoint a Regional Director to oversee the helper selection, their equipment and helper work for all breed surveys and IPO trials.
11. Must have titled a Rottweiler to IPO 3, Ztp, SE and RKNA Champion title.
12. Must be active with showing and trialing with a Rottweiler.

E. Membership Officer's Role

1. Shall set up automatic payments for members and clubs with credit cards in the RKNA PayPal.
2. Shall contact all members whose payments do not process and request a new credit card so the membership profile can be updated on the automatic billing and the membership fee processed.
3. Shall request the bookkeeper to give a full refund to any member whose membership automatically renews but who wishes to cancel within 30 days of the automatic renewal being processed.
4. Shall provide the bookkeeper with a list of membership numbers issued each month along with the new member's contact information including email address.
5. Shall ensure that all member clubs are current on club dues.
6. Shall ensure each membership process has a completed and signed application form and an initialed and signed Waiver.
7. Shall issue an electronic welcome letter that contains the membership card with membership number and access information to Members' Only Forum.
8. Shall notify any member or club whose automatic membership renewal fails to process. The Membership Officer and Bookkeeper shall both receive the notices from PayPal advising of payments or failures. When

a failure notice is received via email from PayPal, the membership officer shall automatically email the member with a membership renewal flyer advising the payment did not process. If payment is still not received with three days, he/she will contact the member via phone and follow up with a written flyer encouraging the member to renew.

9. Shall be authorized to invoice and receive payments via credit card or PayPal and shall have access to the RKNA PayPal.
10. Shall issue scorebooks and handler books. If a scorebook application is received for a RKNA scorebook, he/she shall contact the applicant and advise if planning on trialing at an AWDF member club (including USCA), RKNA recommends the purchase of an ADRK scorebook which contains the FCI logo on the face of the scorebook.

## **SECTION 9. POSITIONS APPOINTED BY THE EXECUTIVE BOARD**

1. A. General
  1. Positions will be appointed by the Executive Board to perform needed functions of the organization.
  2. Appointed positions are for a two-year period.
  3. All Committee Chairmen are appointed positions appointed by the President or Vice President unless otherwise stated in this Manual.
- B. Requirements for appointed positions:
  1. Must be a current member of RKNA
  2. Must be the owner of a Rottweiler who lives on his/her property
  3. Should be a citizen resident of Canada, USA, Bermuda or Mexico.
  4. Should have a valid passport and international documentation for cross-border travel.
  5. Must be familiar with the goals, bylaws, policies, and procedures of the RKNA.
2. Bookkeeper's Role/Finance Policy
  - A. Shall be appointed by the President.
  - B. Must have strong accounting skills.
  - C. Shall keep accurate books and records of the RKNA funds and assets for inspection, and shall collect and disburse funds at the direction of the Executive Board and of the President.
  - D. Shall be authorized to invoice, receive payments and set up automatic payments via credit card or PayPal and shall have access to the RKNA PayPal.
  - E. Shall deposit all RKNA funds in the name of the RKNA in such bank or banks as the Executive Board designates.
  - F. Shall transfer RKNA PayPal funds to and from the designated bank as the President or Executive Board directs and/or to cover payments directed to pay.
  - G. Shall be responsible for preparation of proposed and final annual budgets and submission of those budgets to the Executive Board for their consideration pursuant to Bylaws Article VI.
  - H. Shall present all members of the Executive Board with monthly financial statements within 30 days of month end. The monthly package shall include Trial Balance, Balance Sheet, Profit & Loss Statement, Sales by Summary, Deposit Detail, General Ledger, General Journal, Bank Statement, PayPal Summaries showing payments made, automatic payments and payments received and the PayPal cover page showing current balance in all currencies.
  - I. Shall maintain the RKNA books on QuickBooks.
  - J. Shall invoice clubs for event listing fees based on entries listed in the marked show catalog.
  - K. Shall receive automatically copies of PayPal payments and failures. On a payment failure, he/she will go into the member's profile and suspend all future payments.
  - L. Shall provide the RKNA chartered accountant with an electronic copy of QuickBooks and the monthly print outs of all transactions during the fiscal year.
3. Director of Foreign Affairs' (DFA) Role
  - A. Shall have handled and titled one Rottweiler to IPO 3, two Rottweilers to Ztp and one Rottweiler to RKNA CH.
  - B. Shall be knowledgeable of FCI trial rules and FCI breed standard.
  - C. Shall notify the Executive Board of any IPO rule changes FCI adopts.
  - D. Shall serve as the formal spokesperson for RKNA with all organizations.
4. Administrator of Records' (AOR) Role
  - A. Must be familiar with RKNA titles and awards and have an eye for detail.
  - B. Shall be familiar with RKNA paperwork required for RKNA sanctioned events.
  - C. Must have strong computer skills.
  - D. Shall verify all dog records and accept verified dog records into RKNA Dog Data Base. The source document for entering dogs in the RKNA Dog Data base shall be the proof of registration document.

- A. Maintenance of data base. From the registration certificate, the following must be entered into the RKNA dog Data Base.
  - registered name of dog
  - registration number
  - date of birth
  - registered name of sire (only titles listed on registration certificate can be entered)
  - registered name of dam (only titles listed on registration certificate can be entered)
  - from the Real Time Summary Sheet enter the rating and/or show award
  - from the Trial Summary Sheet enter the scores for each area, comments listed by judge and degree awarded
  - from the Standard Evaluation certificate enter the result of pass or fail, date of test and judge
  - from the breed survey certificate, enter the result of pass or fail, date of test and judge
- B. Upon entering the results into the data base, a copy of the updated data base is to be sent to host club for review and proofing.
- E. Will invoice RKNA for \$1 each dog record entered or result updated in RKNA Dog Data Base.

5. Regional Director's Role

- A. Shall be responsible for all clubs and members in his/her region.
- B. Shall pre-approve a date and requested judge before the judge is contacted. Clubs may not schedule an event on any date a RKNA club has already scheduled an event for. The Regional Director shall check with the Director of Regions to find out if the proposed date has already been reserved by another RKNA club.
- E. Shall notify the club to contact RKNA Secretary to invite the judge. If the judge is available the host club shall prepare an Event Request and Judge's contract and send it to the RKNA Secretary. The RKNA Secretary shall send a copy of the approved and signed Event Requests to the Regional Director to distribute to the host club and to the judge.
- F. Shall attend events in his/her region whenever possible.
- G. Shall oversee all events in his/her region.
- H. Shall obtain a copy of the host club's liability insurance policy 30 days prior to the event and send a copy of same to the RKNA Administrator of Records.

**SECTION 10. REGIONAL DIRECTORS**

- 1. The Director of Regions appoints Regional Directors.
- 2. Regional Directors' positions are appointed for a two-year period.
- 3. Requirements for Regional Director positions:
  - A. Be a member of RKNA with at least two years continuous membership.
  - B. Should have experience in hosting events.
  - C. Must be familiar with FCI IPO trial rules, the RKNA Policy Manual and RKNA Bylaws.
  - D. Must work with forming clubs in his/her region to become full member clubs of RKNA which includes assisting with forming clubs to complete the forming clubs packages for show, breed survey and IPO.
  - E. Must be the owner of a Rottweiler who lives on his/her property.
  - F. Should be a citizen resident of Canada, USA or Mexico.
  - G. Should have a valid passport and international documentation for cross-border travel.
  - H. Once a position is accepted, he/she must acquaint themselves with the goals, bylaws, policies, and procedures of the RKNA.
  - I. Should have titled a Rottweiler to IPO 1, SE and Ztp.
- 4. Regional Directors' Role
  - A. Shall administer the business of the RKNA on behalf of the RKNA Executive Board.
  - B. Shall implement and support the goals, objectives, policies, and procedures of the RKNA.
  - C. Shall report to the Director of Regions.
  - D. Shall work with clubs in his/her region to promote harmony and cooperation between RKNA clubs.
  - E. Shall approve all event dates and requested judges prior to a judge being contacted.
  - F. Shall not approve a judge to judge a show prior to an announced show if the requested judge is already scheduled to judge a show located within a 800 mile radius of the already announced show.
  - G. Shall obtain a club roster from each club 30 days prior to an event and submit to Membership Officer.
  - H. Shall obtain a copy of the liability insurance policy from each club 30 days prior to an event and submit to the Administrator of Records.
  - I. Shall obtain proof of payment of current club dues prior to approving an event.
  - J. Shall try to attend all events in his/her region.
  - K. Shall be familiar with the RKNA bylaws and the Policy Manual.
  - L. Be available to answer questions from clubs or members in his/her region.

- M. Shall email the Director of Regions on or about the 1<sup>st</sup> day of each month outlining activities in the region that have occurred and/or are planned.
- N. Shall schedule, coordinate and support RKNA events in the same region. Every effort should be made to minimize scheduling conflict.
- O. Shall obtain from each club within 14 days of an event a typed up results sheet and send same to Secretary for posting on the RKNA website.
- P. Shall schedule a telephone conference call between all club contacts twice each year.
- Q. Shall provide assistance and information to prospective members, members, forming clubs and accredited clubs.
- R. Shall liaise with communities, suppliers, corporate sponsors, and customers in support of the RKNA.
- S. Shall ensure trials, shows and breed surveys are conducted in accordance with RKNA rules and regulations. Where there are ethical or procedural concerns these incidents will be transmitted to the Director of Regions and the RKNA Executive Board immediately.
- T. Shall oversee all RKNA events in the Region and has the authority to stop a show, breed survey or trial if deemed necessary.

## **SECTION 11. REGIONAL INFORMATION**

### 1. General

- A. North America is divided into six Regions:
  - 1. North West Region: (10 provinces/states) Alberta, British Columbia, Yukon, North West Territories, Alaska, Washington, Oregon, Idaho, Montana, Wyoming.
  - 2. South West Region: (7 states + Mexico) Hawaii, California, Nevada, Arizona, Utah, New Mexico, Colorado, Mexico.
  - 3. North Central Region: (12 provinces/states) Saskatchewan, Manitoba, North Dakota, South Dakota, Minnesota, Illinois, Wisconsin, Nebraska, Iowa, Michigan, Indiana, Ohio.
  - 4. South Central Region: (10 states) Texas, Louisiana, Oklahoma, Arkansas, Kansas, Missouri, Mississippi, Kentucky, Alabama.
  - 5. North East Region: (15 provinces/states) Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland, Nunavut, Maine, New Jersey, New Hampshire, Vermont, Massachusetts, New York, Pennsylvania, Rhode Island.
  - 6. South East Region: (10 states) Florida, Georgia, South Carolina, North Carolina, Virginia, West Virginia, Connecticut, Delaware, Maryland, District of Columbia, Tennessee and Bermuda.

## **SECTION 12. COMMITTEES**

### 1. A. General

- 1. All committee chairmen shall be appointed by the President with the exception of the Board of Inquiry Committee.
- 2. Positions are for a two-year period.
- 3. Make suggestions for recommended rule wording changes to Executive Board.
- 4. Committee positions that come up for election in odd numbered years are:
  - Show Committee
  - Community Affairs Committee
  - Bylaws Committee
  - Helper Committee
 Committee positions that come up for election in even numbered years are:
  - IPO Committee
  - Ztp Committee
 Committee positions appointed by the Vice President
  - Board of Inquiry

### B. How to Join a Committee

- 1. Applicants must email the committee chairman with their resume.
- 2. The Chairman appoints the committee positions.

### 2. Requirements for committee positions:

- A. Shall be a member of RKNA with at least two years continuous membership.
- B. Must be the owner of a Rottweiler who lives on his/her property.
- C. Once a position is accepted, this person must acquaint themselves with the goals, bylaws, policies, and procedures of the RKNA.
- D. Must know the FCI standard for Rottweiler.
- E. Should know FCI IPO rules.

### 3. Committee Descriptions & Roles

- A. Show Committee
1. Shall consist of five (5) persons.
  2. Must have significant experience in the exhibiting of Rottweilers at RKNA shows and have considerable experience in conducting shows.
  3. Should be an active member of a RKNA club and be completely familiar with all RKNA show paperwork.
  4. Must know RKNA rules and policies.
  5. Must investigate any complaint received regarding a show or an incident at a show.
  6. Must prepare a written report and recommendation to resolve the situation. The Chair shall forward the report and recommendation to the Executive Board.
  7. Shall be available to assist any club, member or nonmember with any questions relating to showing a Rottweiler or hosting a show.
  8. Should offer to assist any club at any RKNA show they are present at.
  9. The Chair, or person appointed by the Chair, shall contact all clubs hosting a show to review show rules and to answer any questions the host club may have.
  10. Should have owned one Rottweiler who has achieved RKNA Champion title and SE title.
  11. Must be completely familiar with FCI breed standard for Rottweiler.
- B. IPO Committee Descriptions & Roles
1. Shall consist of five (5) persons.
  2. Must have trained and handled one Rottweiler to IPO 3.
  3. Must have significant experience in the exhibiting of Rottweilers and considerable experience in conducting IPO trials.
  4. Must know current on FCI rules and regulations.
  5. Must know RKNA show rules and policies.
  6. Must investigate any complaint received regarding a show or an incident at a trial.
  7. Must prepare a written report and recommendation to resolve the situation. The Chair shall forward the report and recommendation to the Executive Board.
  8. Shall be available to assist any club, member or nonmember with any questions relating to trialing with a Rottweiler or hosting an IPO trial.
  9. Should offer to assist any club at any RKNA IPO trial they are present at.
  10. Shall be available to answer IPO trial questions with any club, member or nonmember who is entering a RKNA trial.
  11. Shall encourage RKNA members trialing in the USA to obtain ADRK scorebooks.
  12. The Chair, or person appointed by the Chair, shall contact all clubs hosting a trial to review regulation equipment required, discuss paperwork, and to discuss everything concerning the trial including tracking fields secured, helper (and helper qualifications), paperwork and to answer any questions the host club may have.
- C. Ztp Committee Description & Role
1. The Ztp Committee shall consist of five (5) persons.
  2. Must have significant experience in the exhibiting of Rottweilers, considerable experience in conducting IPO trials, owned, trained and handled a Rottweiler to Ztp and owned, trained and handled a Rottweiler to IPO 1 degree.
  3. shall be familiar with and current on RKNA rules and regulations.
  4. Must know RKNA breed survey and Standard Evaluation rules and policies.
  5. Must investigate any complaint received regarding a breed survey or Standard Evaluation or an incident at a breed survey or Standard Evaluation.
  6. Must prepare a written report and recommendation to resolve the situation. The Chair shall forward the report and recommendation to the Executive Board.
  7. Shall be available to assist any club, member or nonmember with any questions relating to breed surveys or Standard Evaluation with a Rottweiler or hosting a breed survey or Standard Evaluation.
  8. Should offer to assist any club at any RKNA breed survey or Standard Evaluation test they are present at.
  9. Shall be available to answer IPO trial questions with any club, member or nonmember who is entering a RKNA trial.
  10. The Chair, or person appointed by the Chair, shall contact all clubs hosting a breed survey or Standard evaluation to review regulation equipment required and to answer any questions the host club may have.
- D. Board of Enquiry Description & Role
1. Shall consist of seven (7) persons. Five (5) of these persons shall be full members of the Board of Inquiry. The other two persons shall be alternate members.
  2. Shall be a current member of RKNA.
  3. Shall never disclose or discuss any business coming before the committee with any party who is not on the committee.

4. Shall be appointed by the Vice President.
3. Should be professional by occupation such as lawyer, doctor, accountant, police officer etc.
4. Shall manage and maintain the RKNA Code of Ethics.
5. Shall investigate cases of alleged misconduct and alleged violations of RKNA regulations.
6. Shall submit its findings, a summary of the investigation and recommendation for action to the Executive Board.
7. Shall conduct its business in person, by telephone, by electronic mail or by mail.
8. Should any full member of the Board of Inquiry be the subject of charges, the chairman shall be drawing lots to choose one of the alternate members to hear the case. This person shall also hear any other case that arises while he is seated as a full member of the Board.
9. No member of the Board of Inquiry shall hear charges against any person who is a member of his/her own local club. The chairman shall, by drawing lots, select an alternate member to hear the case.
10. Any full member of the Board of Inquiry may request to be excused from hearing a specific case. No reason need be given. He/she shall make this request to the chairman in writing who shall by drawing lots choose one of the alternates to hear the case.
11. If charges are sustained against any member of the Board of Inquiry, the recommendation for discipline shall include this member's removal from the Board of Inquiry for the duration of his/her term.
12. All members are entitled to apply for mediation and/or arbitration.
13. Arbitration is mandatory unless the parties can agree to present an agreement to the Board of Inquiry in a time frame acceptable to the Board of Inquiry.
14. The Board of Inquiry shall appoint a sole Arbitrator to determine the case before it and shall notify the BOI Chairman of Arbitrator's decision within 30 days of being appointed Arbitrator on the case. The Board of Inquiry shall provide the rules for the arbitration.
15. The arbitration shall be conducted electronically.
16. The Arbitrator's duties shall include unbiased assessment of the case before them. The Arbitrator shall present his/her findings to both parties and the Board of Inquiry at the conclusion of his/her determination.
17. The Arbitrator must in all cases adopt procedures that avoid unnecessary delay or expense while providing a fair means of resolution.
18. All arbitration settlements are final. The final reports on all arbitrated cases shall be presented to the Board of Inquiry and to the Executive Board and be posted on the members' only section of the RKNA website.

E. Judges' Committee Description & Role

1. Shall consist of five members.
2. Committee members must be RKNA judges and the President
3. Shall review applications to enter the RKNA apprentice judging program.
4. Shall notify the RKNA Secretary of any applicants approved to the judge's program. The Secretary will then arrange for a judge's book to be issued to the applicant judge.
5. Shall approve qualified applicants to the RKNA judge's program.
6. Shall draft a letter to the applicant judge welcoming him/her as a RKNA judge once the applicant has successfully apprenticed the final event under an ADRK teaching judge.
7. Shall work with the RKNA Executive Board with the purpose to support and license RKNA Performance Judges, Breed Judges, Conformation Judges, helper programs and training programs.
8. Shall be responsible for maintaining all parts of the RKNA Apprentice Judge Program.
9. Shall evaluate the judging results of RKNA Judges and trials held under RKNA sanctioning.
10. Shall review and investigate complaints of judging that has taken place under the RKNA rules.
11. Shall maintain a helper training program to develop new trial helpers and educate experienced helpers.

F. Community Affairs Committee Description & Role

1. Shall consist of five (5) persons.
2. The Chairman shall review and process all applications for the Championship program, Merit Awards program, Sports Medal program, IPO 3 Club, RKNA Championship and Elite Championship titles and other programs as developed by RKNA. Once the application and support documentation has been reviewed to ensure qualifications for the award have been met, the Chairman shall (i) instruct the Secretary to issue a certificate and (ii) instruct the webmaster to list the handler and dog on the website.
2. Shall educate and promote to general public and to RKNA members:
  - A. The importance of training and socializing Rottweilers.
  - B. The value of the working Rottweiler (Police K9, Military K9, Sport Dog, Search & Rescue, Service Dog) in today's society.
  - C. Educate RKNA members on Mandatory Spay and Neuter ordinances that make belonging to private organizations a part of an exemption.
  - D. Distribute literature as provided to them by Executive Board.
  - E. Encourage the use of the term "working" in place or interchanged with the term "protection".
  - F. Encourage awareness of and working against restrictions based on the breed of dog owned.

- G. Shall administer the RKNA Responsible Dog Owner Program.
- H. Shall be familiar with RKNA rules and policies.
- I. Shall promote RKNA in the Rottweiler community whenever possible.
- J. Shall maintain all RKNA social media - including but not limited to Facebook, Members' Only Forum, Twitter, Pinterest etc.

G. Bylaws Committee Description & Role

- 1. Shall be appointed by the President or Vice President.
- 2. Shall consist of five (5) persons.
- 3. Shall develop, maintain and revise the organization's bylaws as necessary.
- 4. Must know RKNA policy, FCI IPO rules and FCI standard for Rottweiler.

H. Helper's Committee Description & Role

- 1. Shall consist of five (5) persons.
- 2. Shall be appointed by President or Vice President.
- 3. Shall include the RKNA President, RKNA Head Judge, Chairman of IPO Committee and two other members appointed by the President or Vice President.
- 4. Must have significant experience in trial and training helper work and be familiar with FCI IPO rules.
- 5. Shall assist in the development, implementation and management of the helper program.
- 6. Chairman shall contact each club within 30 days prior to a trial or Ztp to discuss with the club helper guidelines and regulation equipment.

I. Marketing Committee's Description & Role

- 1. Shall consist of five (5) persons.
- 2. Shall be appointed by the President or Vice President.
- 3. Shall be responsible for developing and maintaining RKNA marketing programs and policies.
- 4. Shall maintain records of all RKNA marketing programs.
- 5. Shall contact all clubs prior to an event and assist the club in the marketing of its event.
- 6. Shall report to the President regarding all RKNA marketing programs and any marketing efforts.
- 7. Shall maintain the RKNA store on CafePress.
- 8. Shall try to sell website ads to members on RKNA website.
- 9. Chairman shall maintain a mailing list compiled from email addresses collected from RKNA events and send out a monthly newsletter to all members on Constant Contact on the 1<sup>st</sup> day of every month.

4. Webmaster's Description & Role

- 1. Shall be appointed by the President.
- 2. May be a nonRKNA member and may be a paid position.
- 3. Shall maintain the RKNA website and online store.
- 4. Shall follow instructions by the President or Secretary.
- 5. Shall set up voting polls for each electronic meeting of the general membership.
- 6. Shall maintain the RKNA Members' Only Forum.

**SECTION 13. MEETINGS/MEMBERSHIP**

1. Annual General Meeting, General Board Meetings & Extraordinary Meetings

- A. Shall be electronic and held on the RKNA website in the Members' Only Section.
- B. Members in good standing are guaranteed one vote per member who is over 18 years of age. There shall be a maximum of two votes per each family membership. Fourteen (14) days' notice will be given to members for the Annual General Meeting and Extraordinary General Meetings. Such notice and agenda shall be posted on the RKNA forum.
- C. Only club delegates and Board Members will have ability to post. All members can read everything posted. If a member does not belong to a club and wishes a response to something to be posted then he/she should contact the Director of Regions who will post the member's comment on the member's behalf.
- D. The Executive Board of Directors will hold electronic executive meetings to discuss RKNA business. Times and dates of these meetings will be decided by the Executive Board.

2. How To Introduce Policy

- A. Members wishing to introduce a new policy must submit the policy in writing to the Executive Board for discussion as a policy proposal. Proposed policy change must not violate the ADRK and RKNA agreement.
- B. Policy proposals published on the RKNA website will be placed on the itinerary of the following Annual General Meeting for discussion.
- C. Voting opportunities will occur every time an electronic general meeting of the members is called, but not less than once in each calendar year.

3. RKNA Membership Types
  - A. There shall be two classes of membership: (1) Single member and (2) Family Member.
  - B. The policy for becoming a RKNA Member is as follows:
    1. The candidate completes the application form found on the RKNA website.
    2. The candidate completes and signs the waiver form found on the RKNA website.
    3. Candidate then sends completed application and waiver forms via mail or electronic means to the Membership Officer.
    4. Full payment of each annual membership must be made on the RKNA online store. The store will set up an automatic renewal. Members wishing to cancel their membership in RKNA must do so within 30 days of the automatic renewal being processed in order to receive a full refund.
    5. The candidate will receive a membership card from the Membership Officer when the application, payment and waiver have been received.
  - C. Single membership - designed for one individual who wishes to be an active member.
  - D. Family memberships
    1. Family memberships are restricted to two votes per family membership, one of which must be the active member.
    2. The candidate must reside in the same household as the person(s) listed on applying for a family membership.
4. RKNA Membership Benefits
  - A. Have full voting privileges
  - B. Hold executive positions
  - C. Form RKNA full member clubs
  - D. Obtain RKNA or ADRK scorebooks
  - E. Obtain RKNA handler books
  - F. Can enter the RKNA Championship Program
  - G. Can apply for RKNA Merit Awards
  - H. Can apply for RKNA Sports Medal Awards
  - I. Can join the IPO 3 Club once qualifications have been met
  - J. Have access to the member's only section of the RKNA website
5. Membership Grievance Procedure
  - A. Any member who feels that they have a grievance against another member or nonmember may file a grievance as follows:
    1. Submit a letter via registered mail, or courier, within 14 days of the incident explaining the circumstances to the RKNA Secretary asking for the Board of Inquiry to investigate the situation.
    2. Pay a nonrefundable fee of \$100 via PayPal or credit card.
    3. The Secretary will submit the letter of grievance and proof of payment of the grievance fee to the Chairman of the Board of Inquiry.
    4. The Chairman of the Board of Inquiry shall notify the party(s) against whom the grievance is being brought, within 14 days of receiving the letter by certified mail and a copy of the letter will be provided to the accused.
    5. The Chairman of the Board of Inquiry will advise the persons involved, within 30 days of notifying the person against whom the grievance was brought, as to whether the grievance is to be proceeded with.
    6. The Chairman of the BOI shall appoint a tribunal consisting of one advocate selected by each of the parties from BOI to represent them. The two advocates will agree to a third neutral party. If an agreement cannot be reached by the parties within a reasonable time frame, one will be appointed by the Chairman of the BOI.
    7. The Chairman of the BOI will appoint an advisor to the tribunal to advise on matters such as policy and procedure. The advisor will have NO vote in the tribunal. The advisor will only oversee that the interests of the RKNA are protected.
    8. The tribunal will hear the grievance within 60 days of the tribunal being struck, unless the tribunal requests an extension or exigent circumstances arise.
    9. The tribunal will hear the grievance and report back to the RKNA Executive Board within 14 days after conclusion of the hearing along with recommendations as to a resolution.
    10. The parties involved will be informed of the decision and judgment within 14 days of the RKNA Executive Board being informed of the outcome.

- B. The Secretary may submit a letter of grievance against a RKNA member or nonmember upon being instructed to do so from the President or Vice President with no fee being payable.

#### **SECTION 14. RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP AND NONMEMBERSHIP**

1. A member, or nonmember, in good standing may be prohibited from participating in a RKNA sanctioned event hosted by clubs of the RKNA if there is a restriction by the host club on the number of participants.
2. All restrictions for RKNA events must be clearly stated prior to the event and clearly stated on all forms pertaining to the event.
3. Members and nonmembers must always conduct themselves in a sportsmanlike manner at RKNA events and in all communication, including social media, with anyone concerning RKNA. Arguing, use of profanity directed at another individual or a dog or sarcastic comments from any spectator, event visitor, participant, handler or RKNA club member at a RKNA event, or directed towards a RKNA official, or any online activity that may be deemed unsportsmanlike may result in a fine of \$300 or more. A signed and dated Incident Report must be submitted to the Secretary to submit to the Board of Inquiry for investigation within 14 days of the incident. Upon investigation, all parties found to have acted in an unsportsmanlike manner shall be moved from good standing and are subject to be fined. The fine must be paid to move back to good standing. Fines will be doubled for each additional occurrence.
4. Posting any communication, including emails, text messages, Facebook messages or instant messages, received from a RKNA Board Member, a RKNA Committee Member, or a RKNA representative on any social media including but not limited to Facebook shall result in a fine of \$300 or more for each occurrence and the individual who posted the material will be moved from good standing. The fine must be paid to move back to good standing. Fines will be doubled for each additional occurrence.
5. Any member or nonmember who deliberately tries to cause harm to the RKNA reputation shall be assessed a fine of \$300 or more.
6. Members and nonmembers must be in good standing with the RKNA to participate at a RKNA event.
7. The President shall have the right to levy fines as he/she deems necessary to protect the reputation of the RKNA.

#### **SECTION 15. HOW TO FORM AND THE REQUIREMENTS OF RKNA KLUBS**

1. A. General
  1. All club Presidents and/or Club Delegates must be members of the RKNA.
  2. Clubs must have five members in good standing at all times. A club who fails to maintain five members shall be moved from good standing.
  3. All clubs must be current on club dues at all times. Clubs enjoy a discount of 50% on club dues when they form. If a club fails to keep its membership current for more than 30 days, the club shall be moved from good standing and the club shall lose the 50% discount as penalty. Annual club dues shall immediately go to full price with no discount. After five years of keeping its membership current, the club can apply for the 50% discount to be reinstated.
  4. Clubs must be in good standing to host RKNA events. If a club has an event scheduled, and moves from good standing, the club will have 30 days to correct the situation. Failure to do so will result in the judge being rescheduled with another club. The club must invite this judge for their next event on a date that is suitable to the judge. No other judge shall be approved until the judge who was rescheduled has judged at the club who moved from good standing.
  5. Clubs who are moved from good standing must correct any deficiencies that caused them to move from good standing and must pay an administration fee of \$300 to move back to good standing.
  6. Clubs must have a delegate who is the primary contact for the club and he/she shall be listed on the RKNA website with his/her contact information.
  7. Clubs must submit an updated club roster to its Regional Director within 30 days of a scheduled event. The Regional Director shall forward a copy of said roster to the Director of Regions and to the Membership Officer.
  8. Clubs are only permitted to host events approved by RKNA, including IPO trials, breed surveys, standard evaluations, ADRK style conformation shows, tracking tests for the FH degrees, endurance tests for the AD award, and obedience/traffic sure test for the BH degree.
  9. Clubs may not hold nonRKNA events in conjunction with a RKNA event such as an independent show. If a club schedules a nonRKNA show, there must be a minimum of 7 days between the RKNA event and the nonRKNA event. If a club schedules an independent show in conjunction with the RKNA event, the RKNA event shall be cancelled, the judge rescheduled and the host club shall be moved from good standing. The host club shall be responsible for all costs incurred as a result of the event cancellation and the rescheduling of the judge.

10. Clubs may not use the name of their RKNA club, or a name that sounds similar to their RKNA club, if hosting nonRKNA events.
  11. Clubs must use RKNA approved judges for RKNA events.
  12. Clubs must offer the standard evaluation at all shows and breed survey events.
2. How to form a RKNA club
    - A. Send an email to the Secretary stating (i) intention to form a RKNA club, (ii) name of club, (iii) list of a minimum of five club members outlining their experience in the Rottweiler and in hosting or participating in events and (iv) provide proof of payment of the first annual club's dues. The annual club dues can be paid on the RKNA website or over the phone or email by contacting the RKNA bookkeeper. The club name cannot contain the word "schutzund" and must contain the word "Rottweiler". The proposed club name cannot be a club name already in use by a RKNA club.
    - B. Complete the three RKNA forming club paperwork packages found on the RKNA website. This package can be completed over the phone with a Regional Director. There is no pass or fail and an event can be scheduled as soon as the three packages have been completed.
    - C. Obtain liability insurance - clubs are required to carry annual liability insurance or event only insurance. Clubs who opt for event only insurance must provide a Certificate of Insurance to their Regional Director a minimum of 30 days prior to any event.
    - D. Appoint a delegate (club contact) - each club shall appoint a Delegate to speak on behalf of the club at all general meetings and as contact person to be listed on the RKNA website. The delegate can speak for the club and also is responsible for actions of the club.
  3. Club Fees:
    - A. Club membership expires one (1) year after payment of dues. Clubs must pay their club membership with PayPal, VISA or MasterCard from the RKNA online store on an annual recurring payment. If a payment is declined, the club will immediately be moved from good standing and shall have 14 days to provide the RKNA bookkeeper with a replacement VISA or MasterCard.
    - B. New clubs and pending clubs will pay a membership fee as published on the RKNA official website.
    - C. Clubs who are notified that their annual club dues are in arrears, and who remain delinquent more than 90 days are subject to loss of full member club status and will be subject to an administration fee up to \$300 to move back to good standing. If an event is scheduled it shall be rescheduled with a different club.
    - D. Clubs shall send its Regional Director a copy of proof of payment of club dues each year when paid as well as a current roster of club members who are RKNA members.
  4. Clubs failing to follow this Policy Manual will be sent a written notice from the Regional Director asking the club to correct any discrepancies and will be given 30 days to do so. Failure to correct discrepancies will result in the club from being moved from good standing. The club will not move back to good standing until the discrepancies are corrected. The club may also be subject to a fine.

## **SECTION 16. RKNA TITLES AND AWARDS**

1. General
  - A. Only RKNA approved titles or RKNA approved awards may be awarded at RKNA events.
  - B. The titles of Sieger or Siegerin are available at the RKNA Spring Sieger Show and at Regional shows.
  - C. The titles Klub Sieger or Klub Siegerin are available at the RKNA Klub Sieger Show held each fall. The first place dog from open, champion, working and veteran classes compete for Klub Sieger and Klub Siegerin.
  - D. The Kombi Sieger & Kombi Siegerin titles are available at the RKNA Spring Sieger Show (held each spring). Entrants must have trialed successfully at the previous RKNA Meisterschaft at a level of IPO 1 or higher. These entrants compete in the Kombi classes for the title of Kombi Sieger and Kombi Siegerin. There is a kombi class for males and a kombi class for females. The Kombi Sieger and Kombi Siegerin compete in the ring for Best of Breed and Best of Opposite Sex.
  - E. The advanced breed survey titles must be offered at the Spring Sieger Show and the Klub Sieger Show. The host club must extend invitation to a licensed ADRK Körmeister or licensed RKNA Körmeister (breed judge) to judge the advanced breed survey dogs. The location for the advanced breed survey tests must be a regulation trial field with 6 blinds. The club is responsible to ensure no bitches in season have been on the field a minimum of 24 hours prior to the test. If an open field, the trial field must be adequately roped off so that spectators cannot interfere with the dog's performance and are prevented from being within 15 feet of any blind.

- F. Naming of events: the event name shall show (1) number of event, (2) club initials, (3) type of event and (4) year. Example. A new club holds its first breed show in 2016 and the club initials are SEPK. The name of the first show shall be No. 1 SEPK Breed Show 2016. Its next show shall be No. 2 SEPK Breed Show \_\_\_year held \_\_\_\_\_. This numbering system applies to all RKNA events.
2. Titles available at the RKNA Spring Sieger Show
- RKNA Spring Sieger - the 1<sup>st</sup> place winners of all adult classes enter the ring together and compete for this title.
  - RKNA Spring Siegerin - the 1<sup>st</sup> place winners of all adult classes enter the ring together and compete for this title.
  - RKNA Spring Youth Sieger - the 1<sup>st</sup> place winners of the youth classes enter the ring together and compete for this title. The winner receives one point towards the RKNA youth champion title.
  - RKNA Spring Youth Siegerin - the 1<sup>st</sup> place winners of the youth classes enter the ring together and compete for this title and receives one point towards the RKNA youth champion title.
  - Kombi Sieger/in - males & females who trialed successfully at the RKNA Meisterschaft at a level of IPO 1 or higher may enter the kombi classes for their sex to compete for the titles of Kombi Sieger and Kombi Siegerin. The 1<sup>st</sup> place winner in each Kombi class is awarded the title Kombi Sieger or Kombi Siegerin. Both winners compete for Best of Breed and Best of Opposite Sex.
  - Most Beautiful Puppy Male - the 1<sup>st</sup> place winners of the puppy classes enter the ring together and compete for this title.
  - Most Beautiful Puppy Female - the 1<sup>st</sup> place winners of the puppy classes enter the ring together and compete for this title.
  - Best of Breed & Best of Opposite Sex - the best youth male and female will enter the ring with the best adult male and female for the selection of BOB and Best of Opposite Sex. Points towards the Elite Champion title are awarded if the dog wins is from the adult classes. If a youth wins, no point is awarded towards the Elite Champion title.
  - Certificates and suitable trophies are to be issued for Best of Breed and Best of Opposite Sex. It must be noted on the certificate if the dog is from the adult class or the youth class. These dogs will be listed on the RKNA website and it will be shown if the winners came from the adult class or the youth class.
3. Titles available at the RKNA Klub Sieger Show
- RKNA Klub Sieger - the 1<sup>st</sup> place winners of all adult classes enter the ring together and compete for this title. The winner receives one point towards the RKNA champion title.
  - RKNA Klub Siegerin - the 1<sup>st</sup> place winners of all adult classes enter the ring together and compete for this title. The winner receives one point towards the RKNA champion title.
  - RKNA Klub Youth Sieger - the 1<sup>st</sup> place winners of the youth classes enter the ring together and compete for this title. The winner receives one point towards the RKNA youth champion title.
  - RKNA Klub Youth Siegerin - the 1<sup>st</sup> place winners of the youth classes enter the ring together and compete for this title and receives one point towards the RKNA youth champion title.
  - Most Beautiful Puppy Male - the 1<sup>st</sup> place winners of the puppy classes enter the ring together and compete for this title.
  - Most Beautiful Puppy Female - the 1<sup>st</sup> place winners of the puppy classes enter the ring together and compete for this title.
  - Best of Breed & Best of Opposite Sex - the best youth male and female will enter the ring with the best adult male and female for the selection of Best of Breed and Best of Opposite Sex. Points towards the Elite Champion title are awarded if the dog wins is from the adult classes. If a youth wins, no point is awarded towards the Elite Champion title.

- Certificates and suitable trophies are to be issued for Best of Breed and Best of Opposite Sex. It must be noted on the certificate if the dog is from the adult class or the youth class. These dogs will be listed on the RKNA website and it will be shown if the winners came from the adult class or the youth class.
4. Titles available at RKNA Breed Shows
- Best Adult Male - the 1<sup>st</sup> place winners of all adult classes enter the ring together and compete for this title.
  - Best Adult Female - the 1<sup>st</sup> place winners of all adult classes enter the ring together and compete for this title.
  - Best Youth Male - the 1<sup>st</sup> place winners of the youth classes enter the ring together and compete for this title. The winner receives one point towards the RKNA youth champion title.
  - Best Youth Female - the 1<sup>st</sup> place winners of the youth classes enter the ring together and compete for this title and receives one point towards the RKNA youth champion title.
  - Best Puppy Male - the 1<sup>st</sup> place winners of the puppy classes enter the ring together and compete for this title.
  - Best Puppy Female - the 1<sup>st</sup> place winners of the puppy classes enter the ring together and compete for this title.
  - Best of Breed & Best of Opposite Sex - the best youth male and female will enter the ring with the best adult male and female for the selection of Best of Breed and Best of Opposite Sex. Points towards the Elite Champion title are awarded if the dog wins is from the adult classes. If a youth wins, no point is awarded towards the Elite Champion title.
  - Certificates and suitable trophies are to be issued for Best of Breed and Best of Opposite Sex. It must be noted on the certificate if the dog is from the adult class or the youth class. These dogs will be listed on the RKNA website and it will be shown if the winners came from the adult class or the youth class.
5. Titles available at Regional Shows
- No. \_?\_ \_\_\_Region's initials\_\_\_ Sieger - the 1<sup>st</sup> place winners of all adult male classes enter the ring together and compete for this title.
  - No. \_?\_ \_\_\_Region's initials\_\_\_ Siegerin - the 1<sup>st</sup> place winners of all adult female classes enter the ring together and compete for this title.
  - No. \_?\_ \_\_\_Region's initials\_\_\_ Youth Sieger - the 1<sup>st</sup> place winners of all youth male classes enter the ring together and compete for this title.
  - No. \_?\_ \_\_\_Region's initials\_\_\_ Siegerin - the 1<sup>st</sup> place winners of all youth female classes enter the ring together and compete for this title.
  - No. \_?\_ \_\_\_Region's initials\_\_\_ Most Beautiful Puppy Male - the 1<sup>st</sup> place winners of all puppy male classes enter the ring together and compete for this title.
  - No. \_?\_ \_\_\_Region's initials\_\_\_ Most Beautiful Puppy Female - the 1<sup>st</sup> place winners of all puppy female classes enter the ring together and compete for this title.
  - Best of Breed & Best of Opposite Sex - the youth sieger and youth siegerin will enter the ring with the Sieger and the Siegerin for the selection of Best of Breed and Best of Opposite Sex. Points towards the Elite Champion title are awarded if the dog wins is from the adult classes. If a youth wins, no point is awarded towards the Elite Champion title.
  - Certificates and suitable trophies are to be issued for Best of Breed and Best of Opposite Sex. It must be noted on the certificate if the dog is from the adult class or the youth class. These dogs will be listed on the RKNA website and it will be shown if the winners came from the adult class or the youth class.
6. Titles available at the RKNA Meisterschaft
- RKNA Meister (highest scoring IPO 3): only available to a Rottweiler
  - RKNA FH Meister: only available to a Rottweiler
7. Titles available at Regional Trials
- RKNA Regional IPO Champion (highest scoring IPO 3): only available to a Rottweiler

7. Standard Evaluation (SE) Title - available at all RKNA shows.
8. Zuchttauglichkeitsprüfung (Ztp) - available at all breed survey events.
9. Gekört and Gekört bis EZA - available at RKNA Klub Sieger Show, RKNA Spring Sieger Show and may be offered at the Meisterschaft.

## **SECTION 17. RKNA HOST CLUB RESPONSIBILITIES**

1. The host club:
  - A. Is responsible to maintain peace, harmony and professionalism at an event between all entrants, spectators and guests who are in attendance at an event.
  - B. Is responsible to have a copy of the RKNA Policy & Procedures Manual, and RKNA IPO trial rules, on hand during an event. It is recommended the club have a printed copy on hand compared to an electronic version.
  - C. Is responsible to have an Event Secretary in place. The Event Secretary is responsible for preparation and completion of the required paperwork for the Standard Evaluation, breed surveys, shows and trials. He/she must be knowledgeable in all RKNA procedures and policy. The Event Secretary may not sign the paperwork on any dog he/she owns, co-owns or lives with and may not be entered at the event.
  - D. Shall provide a translator if necessary. The translator must be capable of quickly and accurately translating the judge's remarks. The translator shall not provide translation for any dog he owns, co-owns or lives with. The translator must be available to meet the judge when he/she arrives and to stay with the judge at all times except when the judge has returned to his/her hotel room for the evening.
  - E. Shall provide a typist with a minimum typing speed of 65 wpm who is familiar with the words the judge will be using as well as who is familiar with working with pdf files.
  - F. Shall provide a 4 foot x 8 foot piece of plywood or level cement surface for the dogs to stand on while being measured for the SE and breed surveys.
  - G. Must advertise the date, time and location of the standard evaluation and breed survey tests in the show premium.
  - H. Shall download RKNA forms to be used at the RKNA event from the RKNA website. Only RKNA Forms may be used. The club shall ask their Regional Director for a blank critique form customized with the host club's logo.
  - I. Shall issue a certificate signed by the judge to each entrant who passes any degree at an IPO trial, a SE, a Ztp or who is one of the major winners at a show.
  - J. Shall take a copy of each completed Standard Evaluation and breed survey (pass or fail) and send to RKNA Administrator of Records with their event paperwork.
  - K. Shall provide numbers for each entrant.
  - L. Shall provide a public address system in working condition with microphone.
  - M. Shall ensure the following equipment is available for all standard evaluations and breed surveys (either provided by Host Club or arranged for judge to bring them): eye chart, wicket, head/skull measurement device, metric tape measure, scales (optional if veterinarian weight certificates are required).
2. Shall pay a listing fee for each dog who participates in a regular or nonregular class at a show, standard evaluation, breed survey or IPO trial as follows:
  - (1) Entry fees charged that are \$30 or less shall pay a listing fee of \$2 per entrant.
  - (2) Entry fees charged that are \$30 or more shall pay a listing fee of \$4 per entrant.
 Listing fees must be paid via PayPal to [treasurer@rknaonline.com](mailto:treasurer@rknaonline.com)
3. Shall email the following to [info@rknaonline](mailto:info@rknaonline.com) within 14 days of the event. Failure to submit complete event paperwork and listing fees within 14 days of an event shall result in an automatic fine of \$300. All documents should be sent using a free file transfer program [www.wetransfer.com](http://www.wetransfer.com)
  - A. Shows:
    1. Copy of each critique

2. Copy of each major certificate issued
3. Real Time Summary Sheets - the data base will generate this for shows.
4. Trials, breed surveys and standard evaluations - typed results sheet detailing event date, judge, host club, registered name of dog, class dog entered in and result.
5. Copies of all support documentation for entries accepted outside of Zooza which includes the entry form, dog's registration and proof of any title printed in the catalog
6. Marked catalog - all regular entries in a regular class, standard evaluation or breed survey must be recorded in the catalog. If a late entry is accepted at check-in, all catalogs must have a label inserted with the required information that is listed on each dog.
7. If a late entry is received at check in, the host club must obtain a signed entry form, proof of registration and support documentation. A copy of the entry form and/or a printed label with the dog's information must be inserted into each catalog.
8. Proof of PayPal receipt showing \$4 listing fee has been paid to RKNA for each entry in the catalog.

**B. Standard Evaluations & Breed Surveys**

1. A completed form for each standard evaluation or breed survey attempted (pass or fail) signed by the judge and event secretary. The original must be given to the entrant at the event.
2. Copy of the certificate issued to each dog who passed.
3. Typed results sheet detailing event date, judge, host club, registered name of dog, class dog entered in and result.
4. If a late entry is received at check in, the host club must obtain a signed entry form, proof of registration and support documentation. A copy of the entry form and/or a printed label with the dog's information must be inserted into each catalog.
5. Proof of PayPal receipt showing \$4 listing fee has been paid to RKNA for each entrant.

**C. Trials**

1. A signed RKNA standard entry form for each entrant.
2. Copy of the registration certificate for each dog. If no registration certificate is provided, on trial paperwork, the dog must be listed as a "mix".
3. Copy of handler's current membership card the dog's scorebook is held with.
4. Copy of the Trial Summary Sheet signed by the judge and the trial secretary.
5. Typed results for RKNA website detailing event date, judge, host club, registered name of dog, degree attempted and result.
6. Proof of PayPal receipt showing \$4 listing fee has been paid to RKNA for each entrant.

**SECTION 18. RKNA CHAMPIONSHIP PROGRAM**

1. Applications for the RKNA Championship titles may be made to the Community Affairs Committee. Copies of proof of points must be included. To attain the RKNA Championship title, a member's dog must achieve five (5) total points. One point must be earned from a V1 rating at a RKNA show from the adult classes. Additional points can be earned in the following ways:
  - 1 point V1 rating at any RKNA show
  - 1 point RKNA Best Adult Male/Female, Best of Breed, Klubsieger/in, Youth Sieger, Youth Siegerin, Best Youth Male/Female
  - 1 point SE title
  - 1 point BH title
  - 2 points Ztp (RKNA or ADRK - only one Ztp may be counted for points)
  - 2 points IPO 1 title
2. Two points will be available each RKNA show. To attain the RKNA Elite Championship title, a dog must earn 4 points from RKNA shows as follows:
  - A. 1 point Best of Breed
  - 1 point Best of Opposite Sex
  - B. The 4 points must be earned under 3 different judges.
  - C. The points must be earned during a period greater than 12 months.
  - D. The dog must be entered in the adult classes.
3. Two youth champion points are available at each RKNA show. To attain the RKNA Youth Championship title, a dog must earn 4 points from RKNA shows as follows:
  - A. 1 point Best Youth Male/Youth Sieger
  - 1 point Best Youth Female/Youth Siegerin
  - B. The points must be earned under 3 different judges
  - C. If V1 rated, the V1 points are transferrable to the RKNA Championship program.

## **SECTION 19. QUALIFICATIONS FOR SHOW - REGULAR CLASSES**

1. All Rottweilers entered must have a registration number with exception to Babies (8 weeks to 4 months). Proof of registered parents is required to enter in the Baby class.
2. Spayed or neutered dogs are not eligible to enter regular classes.
3. Dogs with any disqualifying fault according to FCI standard may not enter a regular class.
4. Entry form and proof of registration number is required to enter a regular class.
5. If a dog has a Championship title, it must enter the Champion class. If a dog has an IPO title, it must enter the working class. If a dog has both a Champion title and an IPO title, the owner may select which class to enter.

## **SECTION 20. QUALIFICATIONS FOR SHOW - NON-REGULAR CLASSES**

1. All Rottweilers entered must have a registration number. *Note: a litter registration number is not a registration number.*
2. Non-regular classes are for Brood Bitch, Stud Dog, Kennel Group and Exhibition Class.
3. Exhibition Class is open to registered Rottweilers who may have a disqualifying fault, are spayed or neutered, who are too young to enter regular class or for club members who do not want to enter his/her dog in a regular class. No ratings or placements are to be awarded. Dogs are critiqued with fault(s) noted. This class is for educational purposes only. Clubs should issue each entrant with a ribbon or other award to give with the critique.

## **SECTION 21. EVENTS**

1. General
  - A. RKNA clubs can only use judges recognized and approved by ADRK.
  - B. Ztp, Gekört and Gekört bis EzA must be judged by ADRK or RKNA breed judges.
  - C. RKNA offers the following financial assistance subject to funds being available.
    1. \$1,500 to the club hosting the Meisterschaft. This event will always have priority over all other events as the basis of RKNA is IPO. The \$1500 is to be paid by RKNA immediately upon receipt of the complete trial paperwork.
    2. \$500 to each RKNA member who trials at the Meisterschaft at the IPO level who lives more than 500 miles from the location of the Meisterschaft. All recipients must have been a RKNA member for the previous 12 months.
    3. \$1,000 to the host club hosting the spring Sieger Show. The \$1000 is to be paid by RKNA immediately upon receipt of complete paperwork.
    4. \$500 to each of the four team members who trial at ADRK IPO World Championships at the IPO 3 level. The qualifying trial to get on the team is the previous year's RKNA Meisterschaft. The Team Captain shall represent RKNA at any meetings between world family clubs at the ADRK IPO World Championship.
  - D. Clubs must bring in RKNA Administrator of Records (AOR), and or person appointed by the AOR in order to be approved to host an event with two shows on the same weekend with two or more judges.
  - E. All clubs must submit a written proposal to their Regional Director outlining their proposed event including location, judge, dates, recommended airports, recommended pet friendly hotels, tourist attractions, location of judge's dinner, name of event secretary, etc. All information required in a premium must be in the written proposal. Clubs needing assistance in creating a proposal should contact their Regional Director for assistance.
2. Scheduling Events
  - A. An event cannot be scheduled for the same date as another RKNA event.
  - B. Clubs located within a 500 mile radius of each other cannot schedule the same judge as a fellow RKNA club has scheduled within four months prior to the already announced event without the approval of the club who has already scheduled the judge.
  - C. Clubs must work in harmony with other clubs in their region. When scheduling Regional Events, the order events are awarded shall be alphabetical by club name. If a club does not wish to hold a Regional event (show or trial), the next club on the alphabetical list shall be offered the Regionals. New clubs shall be inserted into the list in alphabetical order.
  - D. Clubs should review listed events on the RKNA website and must select a date that does not have a RKNA event scheduled.
  - E. Clubs must contact their Regional Director with their proposed date and proposed judge. The Regional Director will then approve the judge and date and will then contact the RKNA Secretary requesting that the judge be contacted.
  - F. Clubs must ensure they have allowed sufficient time to process all necessary request forms.
  - G. Clubs can choose their closing date. RKNA recommends closing date for shows be a minimum of five days prior to the show, breed survey or standard evaluation as all entries must be listed in the catalog. RKNA trials close the day before the event and/or when the secured tracking fields have no space left.
3. Premium lists must be made available for download no less than four (4) weeks prior to a show or breed survey. Premiums are not required for trials. All premium lists are to be sent to the Regional Director for approval prior to distribution and posting. Templates are available.

4. RKNA has personnel available who can set up an event on line, create the premium and process entries for a fee of US\$200 per event. Contact RKNA President for details if interested. Clubs are encouraged to use the online system available as it saves the host club hours of time. The online system will generate a download link and automatically sends RKNA all support documentation uploaded for the event.
5. Clubs are required to type up results.
6. Only RKNA approved titles or RKNA approved awards can be awarded at RKNA events.
7. Protection Tournaments are not sanctioned events by the RKNA and advertising for them must contain a disclaimer stating that fact.
8. Clubs or individuals ordering material (i.e., handler books) from the RKNA Membership Officer shall pay for the entire amount in advance. Clubs can mark-up scorebooks and handler books sold at an event.
9. Listing Fee Schedule: \$2 listing fee for each entrant if entry fee is US\$30 or less; there is a \$4 listing fee for each entrant if entry fee is higher than US\$30.
10. All Trial, Show, and Breed Survey results must be received by the Administrator of Records and Secretary within 14 days of the event. Failure to do so will result in a \$300 fine for late paperwork.
11. Clubs must provide the judge with (i) a marked catalog for all shows and breed surveys and (ii) a memory stick with all critiques and/or certificates and the completed and signed SE and breed surveys on it. If a scanner is not present at the event, the Event Secretary should take a picture of the document so a copy is retained for distribution. All critiques, certificates, SE and Ztp forms must be signed and handed to entrants at the event. Critiques are handed out at the end of all classes each day. Clubs must retain a signed and completed copy of the SE and breed survey forms.
12. The host club must prepare and issue certificates signed by the judge and given to the entrant prior to closing ceremonies for:
  1. All passing SE dogs
  2. All passing Ztp dogs
  3. Top six show awards (Best adult male/female, Best youth male/female, Best puppy male/female)
  4. Best of Breed
  5. Best of Opposite Sex
  6. A certificate for any degree passed at an IPO trial.Clubs should have these certificates pre-filled in as much as possible prior to the event.
13. The completed and signed Trial Summary Sheet must be sent to the Director of Regions, Regional Director and Secretary within 14 days of the event. Failure to do so will result in an automatic fine of \$300 for late paperwork.
14. Scorebooks can be purchased at a trial for BH dogs if the host club has an inventory on hand. The host club would prefill the first page, and the pages for the BH result. The entrant must be a RKNA member and can join RKNA at the trial by completing a membership application, signing the waiver and setting up an automatic payment profile on the RKNA website.
15. A trial entry must be declined if proof of current membership the scorebook is held with is not provided.
16. Clubs must send the Secretary a marked catalog within 14 days of the event and their Real Time Summary Sheets for shows. The Secretary will instruct the bookkeeper to invoice the club for a listing fee for every dog printed in the catalog. Clubs can pay their listing fees directly without being invoiced by sending the PayPal payment to treasurer@rknaonline.com Failure to pay listing fees within 30 days of an event will cause the RKNA to assess a fee of \$300 for late payment.
17. Event Secretaries must send confirmation of each entry processed. An entry can only be accepted upon receipt of the entry form, proof of registration and payment.
18. Clubs owing listing fees or fines will be moved from good standing.
19. The copies of the critiques, breed surveys and/or certificates shall be signed by the presiding judge and Event Secretary and distributed on the day of the event in the following manner:
  - original to the entrant
  - digital copy to the presiding judge

- digital copy to RKNA Administrator of Records
  - digital copy for host club's records
20. For any exhibitor that is unable to stay and receive their critique, ensure that an accurate mailing address is on file and mail any remaining critiques to exhibitors within seven (7) days after the show is completed. The exhibitor should pay \$5 to cover the cost of postage and the envelope.
  21. All entries must be on official RKNA entry forms and signed by the participant prior to the event.
  22. Clubs must use the RKNA recommended online entry system as this system contains the waiver that all entrants must agree to.
  23. Clubs must ensure that dogs born in countries where docking is forbidden by law shall be shown with the tail in its natural state.
  24. Event secretaries must be responsible for correctly completing all paperwork for shows, trials, and breed surveys. Checklists for event secretaries are available on the RKNA website.
  25. If a club decides to reschedule an event, they must receive approval from their Regional Director before the judge is contacted. If permission is received to reschedule the event, the club must contact the judge to advise the event is being rescheduled and why. The judge will be notified and they will be the first judge invited to the club when the event is rescheduled. RKNA will not approve any event request to a club until such time as the judge a club uninvited has been invited back and judged at the club. Rescheduling is only permitted in special circumstances such as not receiving the minimum 4 handler/dog entries for a trial in which case the trial must be rescheduled.
  26. RKNA does not permit the cancellation of judges. If a club decides not to go through with an approved event, the Regional Director should be contacted. Under no circumstances may the judge be contacted by the club cancelling the event. RKNA will reschedule the judge with a different RKNA club and the original club will be moved from good standing with the RKNA.
  27. If a club does not have the minimum four entries required to hold an IPO trial seven days prior to the scheduled event, the host club shall notify the judge the trial must be rescheduled due to lack of entries. The club must then reschedule the trial for a date the judge is available as no judge will be approved until the judge who was rescheduled has judged at the club.
  28. The only collars permitted at RKNA shows, trials, breed surveys or standard evaluation is the fur saver.
  29. E-collars and pinch collars are not permitted at any RKNA show, trial or breed survey.

## **SECTION 22. HOW TO BECOME THE HOST OF A MAJOR EVENT**

1. Clubs must post desire to host a specific event on the members' only forum detailing date, proposed judge and event they wish to host.
2. Clubs must agree to bring in RKNA Administrator of Records and/or personal appointed by the AOR to be ring steward. The host club will be responsible for flight, hotel and rental vehicle.
3. If more than one club wishes to host a major event, the proposals will be put to vote with general membership.
4. RKNA strongly recommends the invitation of ADRK judges for these events. Special consideration will be given to clubs who invite ADRK judges in their proposal. The advanced breed survey titles must be offered at the Spring Sieger Show and Klub Sieger Show. Only ADRK Koremeister and RKNA breed judges are permitted to judge RKNA breed surveys.
5. For a club to qualify to be able to submit a proposal to host a major event, the club must have considerable experience in hosting events and/or agree to have the event managed by RKNA.
6. The Executive Board shall award the events.

### **SECTION 22.A HOW TO BECOME THE HOST OF A REGIONAL EVENT**

1. Regional events are awarded alphabetically.
2. If a club is not interested in hosting a regional trial or show the events are then offered to the next club in the alphabetical list.
3. New clubs slide into the alphabetical list.

## **SECTION 23. HOW TO TEST FOR NOMINAL VALUE**

1. Judges should not, nor should any member of their immediate family, accept **directly or indirectly** gifts or entertainment of greater than nominal value, money or any other preferential treatment from any RKNA member,

official or competitor. In all cases, there should be no effort to conceal the full facts by either the recipient or the donor.

2. Whenever exchanges of gifts or hospitality are part of competition, the RKNA runs the risk of compromising, or appearing to compromise, our ethical standards. The practice of giving and receiving gifts can create an awkward situation, particularly in business dealings with individuals or companies. It is important to understand in advance what the limits are for accepting or giving gifts or hospitality. Talk with your Regional Director if you have questions about accepting or giving gifts.
3. Nominal value is the general term applied to gifts or entertainment, which do not affect and will not be perceived as affecting the recipient's objectivity. You may be able to determine whether the gift or offer exceeds the bounds of nominal value by asking yourself:
  - Am I accepting or being asked to do something out of the ordinary and would I be uncomfortable doing it?
  - How would accepting the gift appear to others in the RKNA, my peers or the general in public?
  - Is the gift personal, or is it something that can be used in the RKNA and shared with others?
  - Would I or the recipient be comfortable giving a similar gift in return? Do I have the authority to do so?
  - Will my giving or accepting this gift influence what the RKNA pays or is paid for products, services, etc.?
  - Should I give or accept this gift merely because "it has always been done this way"?
  - Is this gift being offered or given for any reasons that relate specifically to my position?
  - Will this action set a precedent?
  - By giving or accepting this gift, will I put myself, or appear to put myself, in a compromised position?
  - Is the gift, service or entertainment something I could not afford to buy or provide myself?
  - Is any effort being made to conceal the gift or offer?

#### **SECTION 24. EVENT SECRETARY**

1. Clubs hosting a trial shall designate an Event Secretary. The Event Secretary must be a current member of RKNA.
2. The club shall ensure that the designate is thoroughly familiar with the responsibilities of the position. A checklist is available on the RKNA website.

An Event Secretary:

3. May not participate as an entrant of the trial, show or breed survey, including being a ring steward.
4. May not sign any paperwork on a dog owned or co-owned by him/her.
5. Must ensure that the FCI trial rules and standards, as well as RKNA policies, are upheld and adhered to.
6. Must ensure all results and documentation are completed correctly and completely
7. Must be completely familiar with RKNA policy and procedures.
8. Must make sure the comfort of the judge is taken care of - ie make sure bottled water is always available, make sure the judge is the first person served when lunch or dinner is held and will transport the judge between locations - ie in the case of trials between the tracking fields and the trial field,
9. Must be completely familiar with RKNA paperwork.
10. Must ensure there is a microchip reader on hand that will read all chips.
11. Must ensure there are four designated individuals for a group. It is suggested the group stay in an area roped off with chairs so that they are available when needed in the heeling pattern.
12. Must ensure a starter pistol is on hand with blanks for trials and breed surveys.
13. Trial Secretary, Show Secretary, and Breed Survey Secretary checklists of job descriptions are available on the RKNA website.
14. Must decline any IPO entry if the handler cannot provide proof of current membership with the organization the dog's scorebook is held with.
15. Must refund any entry that is being declined due to lack of support documentation on or before the event closing date. Any entries that have not been refunded by the closing date must be printed in the catalog. The Event Secretary must notify the entrant that if the support documentation is not presented at check-in, entrant shall not be allowed to participate in the class entered and no money shall be refunded. The Event Secretary shall mark in the marked catalog: declined - no proof of registration. On a trial summary sheet, the Event Secretary shall tell the judge the handler may not trial based on lack of proof of membership with an organization. Entrants can join RKNA at a trial if they cannot provide proof of membership.

#### **SECTION 25. HELPER PROTOCOL FOR TRIALS AND BREED SURVEYS**

1. A helper:
  - A. May not be both helper and handler on a dog at the same event.
  - B. Must wear a trial jacket and trial pants.
  - C. Must use the same sleeve on all dogs entered at the event.
  - D. Must ensure the sleeve used is a regulation trial sleeve with a sleeve cover in good repair.
  - E. May not be helper at an event for any dog he/she owns, co-owns or lives with.
  - F. Must know the FCI trial regulations and RKNA breed survey regulations.

- G. Must test all of the dogs in the same manner.
- H. Must test the dogs firmly and fairly.
- I. Is an assistant to the Judge during a trial or breed survey so must do as judge instructs. . . .
- J. Must work in such a manner to ensure the safety of the dogs. All dogs should be worked the same, with the same level of pressure placed on each dog.

## **SECTION 26. HANDLER/PARTICIPANT PROTOCOL FOR RKNA EVENTS**

1. It is the IPO handler's responsibility to be familiar with the RKNA handler rules and protocol for IPO trials. The IPO rules can be downloaded from the RKNA website.
2. It is the responsibility of all handlers to be familiar with all RKNA rules and policies.
3. Trial participants must produce their current membership card with the organization (or a facsimile) with which the scorebook is held. If a handler cannot produce a membership card, the handler may join RKNA on site (complete and sign a membership application, sign a waiver and pay the annual membership dues).
4. Handler Books for trial entrants are recommended, but are not mandatory.
5. It is the responsibility of all handlers to not present dogs who are docked who were born in countries where docking is forbidden by law; those dogs must be shown with the tail in its natural state.
6. Arguing or sarcastic comments from the handler during the critique will be subject to immediate dismissal.
7. Proper footwear shall be worn by the handler during the trial, show or breed survey. Footwear such as rubber thongs is unacceptable.
8. Arguing, use of profanity directed at another individual or sarcastic comments from any spectator, event visitor, participant, handler or RKNA club member at a RKNA event, or online activity deemed harmful to RKNA reputation will result in a fine of US\$300 or higher. Fines will be doubled for each additional incident. To file a complaint, a signed and dated Incident Report must be submitted to the RKNA Secretary Board of Inquiry for investigation within 14 days of the incident. Upon investigation, all parties found to have acted in an unsportsmanlike manner shall be fined. Failure to pay the fine will move the individual from good standing with RKNA. Members and nonmembers who are not in good standing with the RKNA may not participate at any level at a RKNA with a dog they own, co-own or that is owned or co-owned by an immediate family member.
9. The procedure to be followed when a negative incident happens at a RKNA event is as follows:
  - A. Direct all verbal and written complaints to the Regional Director. If the region has no Regional Director then the complaints shall be directed to the Director of Regions.
  - B. The RD asks the club president for a statement. Between the two of them, they decide what penalty should be given the parties - suspension, warning and/or fines are the options.
  - C. ADRK is notified of the situation and asked for their recommendation based on the incident. The RD and club president are notified of the ADRK's recommendation and are asked to consider it when determining penalty.
  - D. The RD submits a written report with recommendations to RKNA President and Chairman of Board of Inquiry. If the RKNA President and the Chairman of the Board of Inquiry support the recommendations, RKNA issues a letter notifying the individual of the penalty assessed.
  - E. The RKNA Executive Board reviews the letter and when agreement by all is reached on the wording contained in the letter, the letter is sent by RKNA President.
  - F. A copy of all Letters of Discipline are sent to the ADRK.
  - G. When the fine is paid, RKNA Secretary will notify the ADRK the fine has been paid.

## **SECTION 27. TRIAL RULES**

1. Only RKNA approved titles or RKNA approved awards can be awarded at RKNA events.
2. Only RKNA forms will be used at IPO trials. All trial forms are available on the RKNA website.
3. RKNA clubs must follow FCI international IPO rules. The RKNA IPO trial rules can be found on the RKNA website. The RKNA IPO rules form part of this Policy Manual.
4. RKNA IPO performance regulations shall comply with FCI.
5. Where the RKNA trial rule book is silent on issues of trial regulations, rules or procedures, the ADRK trial rule book will be consulted and considered to be in effect.
6. The RKNA, including its member clubs, will not allow any person from any country to judge any RKNA IPO trial, or any RKNA IPO event at any level, unless that person holds a current license recognized by ADRK.

## **SECTION 28. RKNA MEISTERSCHAFT**

1. The annual IPO Championships shall be referred to as the RKNA Meisterschaft.
2. Rottweilers are given preference to enter. If the trial is not full thirty (30) days prior to the trial it will be opened to all breeds.
3. RKNA Meister is awarded at the RKNA Meisterschaft to the high scoring IPO 3 Rottweiler.

4. RKNA FH Meister is awarded at the RKNA FH Meisterschaft to the highest scoring FH Rottweiler.
5. The invitation of ADRK judges for this event is mandatory.
6. The top 4 IPO 3 Rottweilers shall form the following year's RKNA team to compete at the ADRK IPO World Championships.
7. The President, or delegate appointed by The President, the RKNA Head Judge, the presiding Judge and the Director of Regions, or delegate appointed by the Director of Regions, shall oversee the helper selection, their equipment and helper work at the RKNA Meisterschaft, according to the guidelines set by the RKNA.
8. The Regional Director is expected to plan the advertising in coordination with the Marketing Committee.
9. RKNA will offer an annual grant to the club hosting the Meisterschaft to help with expenses; the amount is subject to EB review and approval.

## **SECTION 29. TROPHIES, CERTIFICATES AND AWARDS**

1. Certificates
  - A. Completed certificates will be issued for the primary show titles and awards and distributed at the event.
  - B. Completed certificates will be issued for all degrees and titles earned at IPO trials and distributed at the event.
  - C. Certificates will be issued for all breed surveys and standard evaluations earned and distributed at the event.
2. Trophies - suitable awards to be issued to primary winners. Primary winners are:
  - A. IPO trials - High in Trial, High Tracking, High Obedience and High Protection.
  - B. Shows - Best of Breed, Best of Opposite Sex, Best Adult Male or Sieger, Best Adult Female or Siegerin, Best Youth Male or Youth Sieger, Best Youth Female or Youth Siegerin, Best Puppy Male and Best Puppy Female or Most Beautiful Puppy Female.
  - C. Spring Sieger Show - Kombi Sieger and Kombi Siegerin.
3. Only RKNA approved titles or RKNA approved awards may be awarded at RKNA events.
4. Ribbons/awards must be given for each class, placements 1 through 4.
5. Ribbons/awards must be given to each dog who passes standard evaluation or a breed survey.

## **SECTION 30. RKNA SIEGER AND BREED SHOWS**

1. RKNA shall conduct a Spring Sieger Show, Klub Sieger Show. Each region shall conduct a regional Sieger Show. All other shows will be Breed Shows.
2. The annual spring show shall be referred to as the RKNA Spring Sieger Show.
3. The annual fall show shall be referred to as the RKNA Klub Sieger Show.
4. Each region may hold one Regional Sieger Show each year. The regional show shall be awarded on an alphabetical basis. New clubs who join RKNA will be inserted into the list based on the name of the club. If a club is not interested in hosting a Regional Sieger Show, then it goes to the next club on the list in the region.
5. The advanced breed survey titles must be offered at the Spring Sieger Show and the Klub Sieger Show and may be offered at the Meisterschaft. The host club must extend invitation to a licensed ADRK show judge or licensed RKNA breed judge to judge the advanced breed survey dogs.
6. RKNA will offer an annual grant to the club hosting the RKNA Spring Sieger Show and the RKNA Klub Sieger Show; the amount is subject to Executive Board review and approval and is subject to funds being available. This grant will be paid upon receipt of all event paperwork by RKNA.
7. All breed shows hosted by RKNA full member clubs may use the name "ADRK-style Show" in promoting the events.
8. Clubs must ensure that dogs born in countries where docking is forbidden by law shall be shown with the tail in its natural state. There shall be no preference in conformation shows for dogs with docked tails or for dogs with tails left in the natural state.
9. Entry fees are not refundable for dogs entered and not presented.
10. Sick dogs are not to be presented.
11. Females in heat may be presented in a show, breed survey or standard evaluation.

12. Clubs must ensure the following is available when hosting RKNA shows (an event checklist is available on the RKNA website):
- functioning toilet facilities
  - public address system in working condition
  - a show ring of approximately 75 feet x 75 feet
  - food and refreshment for the judge
  - working computer and working printer for typing and printing of critiques, certificates and breed surveys
  - typist with a minimum typing speed of 65 wpm familiar with the wording of critiques
  - all measuring devices required by the judge unless the judge agrees to bring his/her measuring tools to the event
  - Judges may judge a maximum of 55 dogs each day, or 110 dogs over a 2-day show, entered in regular classes. In addition, judges may judge dogs in nonregular classes such as Standard Evaluation, breed survey, exhibition class, kennel class, brood bitch and stud dog.
  - Clubs should have a working international microchip Reader to check microchips
  - Permanent identification must be checked on all dogs in the show ring while bite is being checked. The Ring Steward shall ask the handler to scan the dog and then compare the microchip number with the number printed in the show catalog. Bites can only be checked from within the show ring.
13. The titles of Sieger or Siegerin are available at the RKNA Spring Sieger Show and at Regional Sieger Shows. The titles Klub Sieger or Klub Siegerin are only available at the RKNA Klub Sieger Show held each fall.
14. The Kombi Sieger & Kombi Siegerin titles are only available at the RKNA Spring Sieger Show. Clubs must offer this class for both sexes. Entrants must have successfully trialed at the IPO I level at the previous RKNA Meisterschaft. The winner of the Kombi classes is awarded Kombi Sieger or Kombi Siegerin. The winner of the Kombi class will then compete with the other main winners for the title of Best of Breed and Best of Opposite Sex.
15. All levels of RKNA breed survey titles must be offered at the RKNA Spring Sieger Show and RKNA Klub Sieger Show.
16. Titles available at the RKNA Spring Sieger Show. Certificates must be issued at the show for all titles and awards.
- RKNA Sieger
  - RKNA Siegerin
  - RKNA Youth Sieger
  - RKNA Youth Siegerin
  - Kombi Sieger
  - Kombi Siegerin

Awards available at the RKNA Spring Sieger Show

- Best of Breed and Best of Opposite Sex. If a dog wins from the adult class, one point shall be awarded towards the Elite Championship title. If a dog wins from the youth class, no point towards the Elite Championship title shall be awarded.

17. Titles available at the RKNA Klub Sieger Show. Certificates must be issued at the show for all titles and awards.
- RKNA Klub Sieger
  - RKNA Klub Siegerin
  - RKNA Klub Youth Sieger
  - RKNA Klub Youth Siegerin
  - Most Beautiful Puppy Male
  - Most Beautiful Puppy Female

Awards available at the RKNA Klub Sieger Show

- Best of Breed and Best of Breed Opposite Sex. If a dog wins from the adult class, one point shall be awarded towards the Elite Championship title. If a dog wins from the youth class, no point towards the Elite Championship title shall be awarded.

18. Titles available at regional sieger shows. Certificates must be issued at the show for all titles and awards.
- "Club's initials" Regional Sieger
  - "Club's initials" Regional Siegerin
  - "Club's initials" Regional Youth Sieger
  - "Club's initials" Regional Youth Siegerin
  - "Club's initials" Regional Most Beautiful Puppy Male
  - "Club's initials" Regional Most Beautiful Puppy Female

Awards available at a Regional Sieger Show

Best of Breed and Best of Breed Opposite Sex. If a dog wins from the adult class, one point shall be awarded towards the Elite Championship title. If a dog wins from the youth class, no point towards the Elite Championship title shall be awarded.

19. Titles available at all RKNA Breed Shows. Certificates must be issued at the show for all titles and awards.

- Best Adult Male
- Best Adult Female
- Best Youth Male
- Best Youth Female
- Best Puppy Male
- Best Puppy Female

Awards available at all RKNA Breed Shows

- Best of Breed and Best of Breed Opposite Sex. If a dog wins from the adult class, one point shall be awarded towards the Elite Championship title. If a dog wins from the youth class, no point towards the Elite Championship title shall be awarded.

20. The day prior to the first day of the show shall be the date used to determine the age of the dog and the appropriate class.

21. Proof of registration must be submitted with each entry form to be accepted with exception to Baby class in Exhibition.

22. Proof of working titles (minimum of IPO 1 or equivalent) must be submitted with the entry form for the Working classes.

23. When a dog is eligible for more than one class, the dog's owner determines the entry with the exception of puppies as they must enter in the appropriate age class.

24. With the exception of the Kennel Group, Brood Bitch, Stud Dog and Exhibition classes, all other classes shall be divided into Males and Females.

25. Each day, all male classes exhibit first followed by all female classes, if only one show ring is being used.

26. Entries are divided into the following classes:

A. Regular Classes (all Regular Classes receive ratings)

|             |                  |
|-------------|------------------|
| Baby class  | 8 weeks-4 months |
| Puppy Class | 4-6 months       |
| Puppy Class | 6-9 months       |

|             |              |
|-------------|--------------|
| Youth Class | 9-12 months  |
| Youth Class | 12-15 months |

|                    |   |
|--------------------|---|
| Intermediate Class | 15-24 months with no working or championship title.   |
| Open Class         | over 15 months with no working or championship title.   |
| Champion Class     | over 15 months with Championship title from RKNA or any national kennel club.                     |
| Working Class      | over 18 months with an IPO title.   |
| Veteran Class      | over 8 years  |
| Kombi Class        | over 18 months who successfully trialed at any level of IPO at the previous year's Meisterschaft. |

B. Non-Regular Classes

Brood Bitch entered by the owner of the brood bitch. Must have at least two (2) offspring appear in the ring. Offspring must be entered in regular classes. The class is evaluated on the merits of the offspring. Owner of the brood bitch does not need to be the owner of the offspring.

Stud Dog entered by the owner of the stud dog. Must have at least two (2) offspring appear in the ring. Offspring must be entered in regular classes. The class is evaluated on the merits of the offspring. Owner of the stud dog does not need to be the owner of the offspring.

Kennel Class entered by the kennel owner. Three (3) or more dogs bred by the kennel owner and registered with the kennel name of the entrant. All dogs must be entered in the show's regular classes. The kennel owner need not be the owner of all the dogs.

Exhibition Class are for critique only. This class is open to Rottweilers with a disqualifying fault, who are altered (ie spayed or neutered), too young to enter regular puppy class or whose owners do not want to enter their dog in regular classes. No ratings or placements are to be awarded. Dogs are critiqued with fault(s) noted. This class is for educational purposes only.

27. A. Effective January 1, 2016, all dogs must have permanent identification (ie tattoo number or microchip number) to enter a RKNA show or trial.
- B. Permanent identification on dogs may be checked for all classes during a RKNA event inside the show ring at the same time teeth are checked. Clubs are encouraged to have on hand an international microchip Reader and/or notify entrants to bring their own microchip reader. The identification number found on the dog shall be compared against the dog's permanent identification number listed in the show catalog. Dogs who are AKC registered should have a letter from the dog's vet stating the registered name of the dog and the permanent identification number the vet found on the dog or else the dog's scorebook must be presented. Catalogs must list the permanent identification number found on the dog. At check in, the Event Secretary shall check the permanent identification number listed in the show catalog against the registration certificate or the dog's scorebook or letter from vet at check in. The owner of the dog is responsible to ensure the dog is entered in the correct class.
- C. At the start of a class, all dogs must enter the show ring. The ring steward must check arm band number to ensure the handler is wearing the correct arm band number and that the typist pulls up the correct dog's critique form before typing the critique. The ring steward shall compare the arm band number with the catalog number listed in the catalog. Bites can be checked before or after movement, at the judge's discretion. Bites can only be checked within the show ring.
- D. Clubs are responsible to ensure they have made provision for flood lights if there is the possibility they will run out of natural light. It is not acceptable to select winners under darkness and/or vehicle headlights.
- E. Events start with the opening ceremony, followed by check-in, followed by regular classes, followed by nonregular classes. Shows end with the closing ceremony. When two shows are scheduled over the same weekend, only when the first show is completely finished with awards handed out may the second show start.
- F. A dog who is entered in the Open Class who has an IPO title or a Champion title shall have the rating and placement awarded revoked and shall be assessed a fine of no less than \$300.
28. Ratings awarded at RKNA shows. The judge's decision is final. No protest is permitted. Puppies are less than one year of age:  
VP - Very Promising  
P - Promising  
S - Satisfactory  
NP - Not Promising  
DQ - Disqualified

\*a judge may V rate a dog from the 9-12 month class if the youth is exceptional

Youth and Adult Dogs

V - Excellent  
SG - Very Good  
G - Good  
B - Satisfactory  
U - Unsatisfactory  
DQ - Disqualified

29. Catalog
- A. Printed or typed catalogues must be available at all shows, breed surveys and standard evaluations for purchase. All dogs shown must be listed in the catalog. The following information must appear on the cover of the catalogue:
- State the event is sanctioned by RKNA
  - Name of Show

- Hosting Club
- Date of Show
- Judge(s) Name(s)
- RKNA logo
- The vet location, including address and phone number

B. Clubs must use the RKNA recommended online system effective January 1, 2016.

C. The following information must be shown for each entry in the catalog

- Catalog Number (a unique, sequential number assigned to each entry)
- Registered name of dog. No call name will be printed in the catalog
- Registration number from national kennel club or national breed club
- Tattoo or microchip number. AKC registered dogs should carry a RKNA scorebook or have a letter from their vet stating the registered name of the dog and permanent identification number found on the dog
- Date of Birth
- Sex
- Hip certification for all entries. If a hip certification is not provided on the entry form the phrase “not available” will be used.
- Registered name of sire
- Registered name of dam
- Name of Breeder
- Name and Address of Owner(s)
- The words “**FOR SALE**” shall not appear in the class entry section in any manner
- Kennel names are not permitted in the breeder and owner information line of the entry form or in the class entry section of the catalog
- A copy of the catalog marked with all results must be given to the judge and apprentice judge at the close of the event.
- A copy to the Real Time Summary Sheets to the RKNA Administrator of Records as part of required event paperwork.

D. Catalogs must include the following paragraphs

The SE (Standard Evaluation) is not a breed test. RKNA encourages all breeders to place SE on their breeding stock as RKNA believes breeders should know the measurements of dogs they are breeding as well as eye colour. The SE ensures the dog has a passing hip and elbow rating and is free of disqualifying fault under FCI standard. Puppy buyers are encouraged to only purchase pups whose parents possess either a SE or a Ztp. The dog must have a passing hip and elbow rating and permanent identification (tattoo or microchip). Once the conformation and soundness qualifications have been met, the dog’s traffic sureness is tested. This test includes a gun sureness test and a test to ensure the dog is stable around the public. If a dog has a SE and loses a tooth, the dog may still be bred and may also attempt the Ztp.

The Ztp (Zuchttauglichkeitsprüfung) is designed to select those Rottweilers who are worthy of being bred. The dog’s conformation must be judged of breeding quality and free of disqualifying faults. The dog must have a passing hip and elbow rating and permanent identification (tattoo or microchip). Once the conformation and soundness qualifications have been met, the dog’s temperament is tested. This test includes a gun sureness test, a protection test, and a test to ensure the dog is stable around the public. The Rottweiler Klub of North America strongly believes that these tests are vital to maintaining the Rottweiler in type and temperament and should be the foundation of any breeding program.

Gekört is designed to select those Rottweilers who are the best dogs in order to improve the overall qualities of the Rottweiler. Males must be IPO 3 and females IPO 1, must have an AD and three show ratings under two different judges of SG or better. The protection routine shall be the FCI IPO 3 protection routine. The IPO rule book can be downloaded from the RKNA website.

The Gekört bis EzA may be attempted 24 months after a dog has earned the Gekört is the highest breed suitability title available and is the lifetime breed suitability test. A dog must have sired/whelped two litters where all offspring are free of disqualifying fault according to FCI standard.

Working Class - to compete in this class a dog must have earned an IPO title. International Prüfungsordnung (IPO) is an internationally recognized temperament test for the working breeds. The dog must pass a tracking test, an obedience test and a protection test. The exercises in all three phases of the tests are designed to demonstrate the dog’s natural drive to work for a handler as well as the strength of character that it takes to have those drives molded into a disciplined behavior. It is the goal of the Rottweiler Klub of North America to promote the working Rottweiler through the IPO sport.

### **SECTION 31. RKNA STANDARD EVALUATION (SE)**

1. The SE is not a breed survey. Dogs who pass are certified that the dog has a passing hip and elbow rating and is free of disqualifying fault under FCI standard. The dog must have a passing hip and elbow rating and permanent identification (tattoo or microchip). If a dog is AKC registered, the dog must have paperwork tying the AKC registration papers into the dog such as a RKNA scorebook or a letter from their vet stating they have been presented with AKC registration papers stating the registered name of the dog and the permanent identification found on the dog. Once the conformation and soundness qualifications have been met, the dog's traffic sureness is tested. This test includes a gun sureness test and a test to ensure the dog is stable around the public. If a dog has a SE and loses a tooth, the dog may still be bred and may also attempt the Ztp.
2. Dogs will be weighed, measured and critiqued. A weight certificate (issued within 20 days of the test) may be substituted for weighing the dog if no scale is available. Character traits of the dog become more or less apparent during the weighing and measuring process.
3. The tattoo or microchip number shall be read out loud as part of the measuring and critique.
4. The following tests will be done to establish the interaction in a group and sensitivity to noise.
  - A. The Group. The handler with dog on leash walks through a group of five to eight people. The handler and dog return to the center of the group where the dog sits. The group, when instructed by the judge, converges on the dog and handler and remains there until told by the judge to disperse.
  - B. The Gun. The handler and dog walk away from the judge. At a distance of fifteen paces, a 22 short blank starter pistol, or its equivalent, is fired twice with a short interval in between each shot. Should the dog have a reaction to the gunfire, this exercise may be varied and repeated at the judge's discretion. If the dog continues to show a strong reaction to gunfire, the test is stopped and the dog is deemed not breed worthy.

The SE dogs can be grouped with the Ztp dogs so all the SE and Ztp dogs are tested for their interaction in a group and sensitivity to noise at the same time. The handler may hold the dog's collar when the group converges on the dog.

### **SECTION 32. RKNA BREED SURVEYS (Ztp & Gekört)**

1.
  - A. The breed surveys are an evaluation of a dog's temperament, character and working ability. They are designed to select those Rottweilers who are worthy of being bred and are modeled after the standards of the ADRK's breed test, the Zuchttauglichkeitsprüfung (Ztp). The dog's conformation must be judged of breeding quality and free of disqualifying faults. The dog must have a valid hip certification and have a tattoo or microchip for identification. Once the conformation and soundness qualifications have been met, the dog's temperament is tested. This test includes a gun sureness test, a protection test and a test to ensure the dog is stable around the public. The Rottweiler Klub of North America strongly believes that these tests are vital to maintain the Rottweiler in type and temperament.
  - B. Breed surveys will be signed by the judge and Breed Survey Secretary and issued to the handler at the breed survey test. The host club must also issue a certificate at the event to all dogs who pass a breed survey. If a club does not have a photocopier on hand at the event, the event secretary should take a picture of the fully completed and signed breed survey form and certificate to send in with their event paperwork.
  - C. Dogs may enter the Ztp in spite of lost teeth provided copies of the dog's RKNA SE is submitted with the entry and the original documentation is presented on the day of the Körung.
  - D. The name of the events for the advanced breed survey tests is called the Körung. The title earned at a dog's first Körung is Gekört. The title earned at a dog's second Körung is Gekört bis EzA which is the lifetime breed survey test.
  - E. Dogs can only attempt breed survey titles three times. Upon the third failure, a dog may not attempt the test again.
2. Information for Owners/Handlers of dogs entering a breed survey.
  - A. The owner and/or handler of any dog are liable for any damage caused by his or her dog.
  - B. The entry form and copies of all required documents for the breed survey must be sent to the Breed Survey Secretary before the entry closing date.
  - C. Dogs born in countries where docking is forbidden by law shall be shown with the tail left in its natural state. If the tail has been docked, the dog shall not be allowed to participate.
  - D. There shall be no preference in critiquing dogs with docked tails or for dogs with tails left in the natural state.
  - E. It must be possible to identify the dog by means of a tattoo number or microchip. A microchip reader must be provided by the dog's owner and/or handler.
  - F. A breed survey judge must be a licensed ADRK show judge, ADRK Körmeister or RKNA Breed Judge.
  - G. Any judge invited to evaluate a breed survey must abide by the rules as outlined in the Policy Manual.

- H. A member of the RKNA Executive Board or a RKNA Regional Director may request to terminate any breed survey found to be in violation of RKNA policies and procedures as outlined in the Manual.
  - I. The judgment of the Körmeister or Judge is final. No appeals are possible.
  - J. Only Rottweilers registered with a national registry who meet the following criteria by the event closing date are eligible for the breed survey:
    - The dog must have a passing hip and elbow certification from the ADRK, FCI or OFA.
    - The dog must have a minimum BH degree under FCI rules.
  - K. Originals of the following documents must be submitted to the Breed Survey Secretary the date of the breed survey. Entry to the breed survey will not be accepted without presenting the following original documents prior to taking the test:
    1. Registration for the dog being entered.
    2. Scorebook showing titles earned (minimum of BH), scorebook number, and registered name of the dog.
    3. Passing hip and elbow certification.
    4. Weight certificate dated within 20 days of test date.
  - L. Sick dogs are not to be presented. The judge is to be made aware of any females in heat in order to coordinate their participation.
  - M. Dogs shall be judged first, followed by bitches with bitches in season last.
  - N. If a dog fails a breed survey, two more attempts may be made unless the judge indicates that a retest will not be allowed.
  - O. The handler may hold the dog's collar when the group converges on the dog in the traffic sureness test.
3. Host Club Responsibilities. The host club:
- A. Shall have a Breed Survey Secretary who is a current member of RKNA. This Secretary is responsible for preparation and completion of the required paperwork for the Breed Surveys. He/she must be knowledgeable in all Breed Survey procedures. The Breed Survey Secretary may not sign any paperwork on a dog he/she owns, co-owns or lives with and may not be an entrant or handler at the Breed Survey.
  - B. Shall ensure the helper is skilled and capable of catching dogs safely. The host club shall not permit any helper to be helper during a breed survey test on any dog that the helper owns, co-owns or lives with. The host club shall ensure the helper uses the same trial sleeve on all dogs. The sleeve used at a breed survey must be a regulation trial sleeve with the sleeve cover in good repair.
  - C. Shall provide a translator if necessary. The translator must be capable of quickly and accurately translating the judges' remarks. This may be done by more than one person. A translator shall not provide translation for his or her own dog.
  - D. Shall provide a 4x8-ft. piece of plywood or cement surface for the dogs to stand on while being measured.
  - E. Must advertise the date, time and location of the Ztp and/or the Gekört in the show premium.
  - F. Shall download Ztp, and/or Gekört forms from the RKNA website. Only RKNA forms may be used.
  - G. Shall provide numbers for each Ztp and/or Gekört entrant.
  - H. Shall provide a working public address system with microphone.
  - I. Shall provide at least 5-8 people to form a group during the temperament testing. The group should stay the same for all the entries.
  - J. Shall provide an advertised time and place for open helper tryouts for the event.
  - K. Shall provide a 22 short blank pistol or its equivalent.
  - l. Shall ensure the following equipment is available for all breed surveys:
    - eye chart
    - wicket
    - head/skull measurement device
    - metric tape measure
4. Ztp Evaluation and Performance Routine.
- A. The Host Club is responsible for providing a written explanation of the test to exhibitors. A dog must pass measuring and be critiqued before being allowed to proceed to protection. A dog must pass protection to proceed to the traffic sureness test.
  - B. Clubs should work with the Helper Committee to ensure qualified helpers are secured. The helper must work all dogs in an equal manner and should not be overly hard at any time. The stick hits should be moderate and a leather covered stick must be used. The sleeve should be broken in but not mutilated. Helpers must wear a trial jacket and trial helper pants. Helpers may not be the helper at any RKNA event for any dog he/she owns, co-owns or lives with.
  - C. The FCI Standard for the Rottweiler will be used for judging this event with the exception that docked dogs will be allowed to participate.

- D. Dogs will be weighed, measured and critiqued. A weight certificate (issued within 20 days of the test) may be substituted for weighing the dog if no scale is available. Character traits of the dog become more or less apparent during the weighing and measuring process.
  - E. The tattoo or microchip number shall be read out loud as part of the measuring and critique.
  - F. The following tests will be done to establish the interaction in a group and sensitivity to noise.
    - 1. The Group. The handler with dog on leash walks through a group of five to eight people. The handler and dog return to the center of the group where the dog sits. The group, when instructed by the judge, converges on the dog and handler and remains there until told by the judge to disperse.
    - 2. The Gun. The handler and dog walk away from the judge. At a distance of fifteen paces, a 22 short blank starter pistol, or its equivalent, is fired twice with a short interval in between each shot. Should the dog have a reaction to the gunfire, this exercise may be varied and repeated at the judge's discretion. If the dog continues to show a strong reaction to gunfire, the test is stopped and the dog is deemed not breed worthy.
5. Protection Performance Routine for a RKNA Ztp.
- A. Effective October 15, 2015, the protection routine shall be the ADRK Ztp protection routine which is the FCI IPO 1 protection routine with two exceptions:
    - 1. Upon instruction from the judge, the handler can walk up to the dog in the blind and take hold of the dog's collar and drag the dog from the blind and then call out the helper.
    - 2. After the out on the long bite, the handler can grab the dog's collar and keep hold of it while heeling to the far end of the field for the long bite.
 The IPO rule book can be downloaded from the RKNA website.
  - B. Clubs must supply two demo dogs which can be alternate breeds. Dogs entered in the Ztp may not be used as one of the demo dogs.
6. The Gekört must be offered at the RKNA Spring Sieger Show and the RKNA Klub Sieger Show. The Gekört is optional to be offered at the Meisterschaft.
7. Information for Owners/Handlers of dogs entering the Gekört (First Körung) or Gekört bis EzA (Lifetime Körung)
- A. The owner and/or handler of any dog are liable for any damage caused by his or her dog.
  - B. The entry form for Gekört or Gekört bis EzA must be sent to the Breed Survey Secretary before the entry closing date.
  - C. Dogs born in countries where docking is forbidden by law shall be shown with the tail left in its natural state. If the tail has been docked, the dog shall not be allowed to participate.
  - D. There shall be no preference in critiquing dogs with docked tails or for dogs with tails left in the natural state.
  - E. It must be possible to identify the dog by means of a tattoo number or microchip. A microchip reader must be provided by the dog's owner or handler.
  - F. The following original documents must be submitted to the Breed Survey Secretary on the day of the Gekört:
    - 1. Registration papers for the dog entered
    - 2. RKNA or ADRK Ztp Certificate or RKNA or ADRK Gekört Certificate if entering a Gekört bis EzA
    - 3. Scorebook showing titles earned, show ratings, scorebook number, and full registered name of the dog
    - 4. Passing hip and elbow certification from ADRK, FCI or OFA.
    - 5. Three (3) show critiques with show ratings of SG or higher.
8. Certificate confirming litter registration requirements with a national breed registry if entering a lifetime Gekört.
- A. Should any of the requirements not be fulfilled prior to the start of the Körung (test), the dog shall not perform the test and the entry will not be refunded.
9. First Gekört Prerequisites
- A. A male must be a minimum of thirty-six (36) months of age. A bitch must be a minimum of thirty (30) months of age.
  - B. The dog must have passed a RKNA Ztp or ADRK Ztp prior to the entry closing date.
  - C. The dog must have obtained three (3) show critiques with a SG or V Rating from two different judges.
  - D. A male must have passed an IPO 3 title. A bitch must have passed an IPO 1 title.
  - E. The dog must have passed an Endurance Test (AD).
  - F. The dog must have correct mouth pigmentation and dark eyes (1a - 3a).
  - G. Dogs may enter the Gekört (First Körung) in spite of lost teeth provided copies of the dog's RKNA or ADRK Ztp and three (3) show critiques from adult classes showing complete scissors bite are submitted with the entry and the original documentation is presented on the day of the Körung.
  - H. A dog must pass measuring and be critiqued before being allowed to proceed to protection. A dog must pass protection to proceed to the traffic sureness test.

10. Lifetime Körung Prerequisites
  - A. The dog must have previously passed the RKNA or ADRK First Gekört.
  - B. The lifetime Gekört may be attempted no sooner than the third Körung event after the First Gekört was earned and no later than two (2) years.
  - C. After passing a first Gekört and before attempting a lifetime Gekört a male must have sired at least three (3) litters registered with a national breed registry. A bitch must have whelped at least one (1) litter registered with a national breed registry. All pups must be free of disqualifying fault.
  - D. Dogs may enter a lifetime Gekört in spite of lost teeth provided copies of the dog's First Gekört and three (3) show critiques from adult classes showing complete scissors bite are submitted with the entry and the original documentation is presented on the day of the Körung.
  
11. First Gekört and Lifetime Gekört Evaluation and Performance Routine held at Körungs
  - a. The purpose of the first Gekört and lifetime Gekört is to find the best dogs in order to improve the overall qualities of the Rottweiler.
  - b. The protection routine shall be the FCI IPO 3 protection routine. The IPO rule book can be downloaded from the RKNA website.
  
12. Additional information regarding breed surveys
  - A. The President of RKNA, or a person delegated by him/her, will officiate at all Körung events. The delegate must have experience in the Körung.
  - B. The President, or delegate appointed by The President, the Director of Regions, or delegate appointed by the Director of Regions, and the judge shall oversee the helper selection, their equipment and helper work for all breed surveys at the RKNA Spring Sieger Show, RKNA Klub Sieger Show and Meisterschaft, according to the guidelines set by the RKNA.
  - C. The helper must work all dogs in an equal manner and should not be overly hard at any time. The stick hits should be moderate and a leather covered stick must be used. The sleeve should be broken in but not mutilated. Helpers must wear a Trial Jacket and Trial Pants. Helpers may not be helper for any dog he/she owns, co-owns or lives with.
  - D. The only collar allowed is a fur saver.
  - E. All dogs entered for a breed survey at an event must be worked on the same trial sleeve.
  - F. Dogs shall be judged first, followed by bitches with bitches in season last.
  - G. The judgment of the Körmeister or Judge is final. No appeals are possible.
  - H. If a dog fails a first Gekört one more attempt may be made. If a dog fails a lifetime Gekört one more attempt may be made within 2 years of the first attempt.
  - I. The Körung results (pass or fail) will be posted on the RKNA website.
  - J. The Host Club is responsible for providing a written explanation of the test to exhibitors.
  - K. For the Gekört a performance level higher than that of a RKNA Ztp and with greater character examination is required.
  - L. Dogs will be weighed, measured and critiqued. A weight certificate (issued within 20 days of the test) may be substituted for weighing the dog if no scale is available.
  - M. The tattoo or microchip number shall be read out loud as part of the measuring and critique.
  - N. The following tests will be done to establish the interaction in a group and sensitivity to noise:
    1. The Group. The handler with dog on leash walks through a group of five to eight people. The handler and dog return to the center of the group where the dog sits. The group, when instructed by the judge, converges on the dog and handler and remains there until told by the judge to disperse.
    2. The Gun. The handler and dog walk away from the judge. At a distance of fifteen paces, a 22 short blank starter pistol, or its equivalent, is fired twice with a short interval in between each shot. Should the dog have a reaction to the gunfire, this exercise may be varied and repeated at the judge's discretion. If the dog continues to show a strong reaction to gunfire, the test is stopped and the dog is deemed not breed worthy.
  
13. Additional information.
  - A. Further character examination will be performed analogous to the IPO 3 routine.
  - B. Special attention will be paid to the natural inherited genetic characteristics of the dog.
  - C. Dogs who stray away from the helper more than 5 meters will be automatically failed.
  - D. Dogs who release the grip of the helper's arm due to the stick hits will be automatically failed.
  - E. A dog must pass measuring and be critiqued before being allowed to proceed to protection. A dog must pass protection to proceed to the traffic sureness test.

### SECTION 33. SPORTS MEDAL AWARDS

1. RKNA members can attain Sports medal by successfully handling Rottweilers in specific events. Point structure detailed below.
2. Only points earned under a Judge recognized by the RKNA may count towards a sports medal.
3. Application for Sports medals may be made by sending the completed form and support documentation to the Chairman of Community Affairs committee. A form may be downloaded from the RKNA website.
4. Medals will be mailed to qualifiers and the handler will be listed on the RKNA website.
5. Eligibility For Sports Medal:
  - A. Bronze Medal - a handler must have achieved 20 points which must include an AD.
  - B. Silver Medal - a handler must have achieved 35 points which must include two AD's.
  - C. Gold Medal - a handler must have achieved 50 points which must include two AD's.
6. Members accumulate points by achieving the following:

| DEGREE        | POINTS<br>GOOD | POINTS<br>VERY GOOD | POINTS<br>EXCELLENT | POINTS |
|---------------|----------------|---------------------|---------------------|--------|
| RKNA CH       |                |                     |                     | 1      |
| RKNA Youth CH |                |                     |                     | 1      |
| RKNA Elite CH |                |                     |                     | 1      |
| BH            |                |                     |                     | 1      |
| CD            |                |                     |                     | 1      |
| CDX           |                |                     |                     | 1      |
| UD            |                |                     |                     | 2      |
| UDX           |                |                     |                     | 3      |
| VST           |                |                     |                     | 5      |
| TD            |                |                     |                     | 1      |
| TDX           |                |                     |                     | 3      |
| AD            |                |                     |                     | 1      |
| SE            |                |                     |                     | 1      |
| Ztp           |                |                     |                     | 2      |
| Gekört        |                |                     |                     | 4      |
| Gekört EzA    |                |                     |                     | 5      |
| IPO 1         | 3              | 4                   | 5                   |        |
| IPO 2         | 5              | 6                   | 7                   |        |
| IPO 3         | 7              | 8                   | 9                   |        |
| TR 1          | 1              | 2                   | 3                   |        |
| TR 2          | 1              | 2                   | 3                   |        |
| TR 3          | 2              | 3                   | 4                   |        |
| OB 1          | 1              | 2                   | 3                   |        |
| OB 2          | 1              | 2                   | 3                   |        |
| OB 3          | 2              | 3                   | 4                   |        |
| FH 1          | 5              | 6                   | 8                   |        |
| FH 2          | 6              | 7                   | 9                   |        |

### SECTION 34. RKNA IPO 3 CLUB

1. The purpose of the RKNA IPO 3 Club is to recognize the accomplishments of those members who have taken an untitled Rottweiler through BH, IPO 1, IPO 2 and IPO 3. Dog may be alive or deceased.
2. Applicants must be a current member of the Rottweiler Klub of North America.
3. A copy of the handler's book, or proof of handling a dog to a title such as a certificate issued at the trial or other proof of handling the dog must be included with the application to be accepted.
4. The IPO 3 Club application can be downloaded from the RKNA website and should be sent to the Chairman of Community Affairs Committee.

### SECTION 35. RKNA MERIT AWARD PROGRAM

1. The RKNA Merit Award Program is an honor award for RKNA member's dogs.
2. Application for Merit Awards may be made by sending the completed form and support documentation to the Chairman of Community Affairs committee. A form may be downloaded from the RKNA website.
3. Eligibility For Sports Medal:

- A. Bronze Merit Award - the Bronze Merit Award is an honor award for RKNA member's dog with a RKNA or ADRK Ztp who has been awarded a V rating at a RKNA Sanctioned Show. The owner must be a member in good standing with the RKNA when applying for the award.
- B. Silver Merit Award - the Silver Merit Award is an honor award for RKNA member's dog with a RKNA or ADRK Ztp who has been awarded a V rating at a RKNA Sanctioned Show and an IPO 1 title. The owner must be a member in good standing with the RKNA when applying for the award.
- C. Gold Merit Award - the Gold Merit award is an honor award for RKNA member's dog who has obtained a level of excellence in the conformation ring, on the working field and have met strict breeding requirements. The dog must have a RKNA or ADRK Ztp. The owner must be a member in good standing with the RKNA when applying for the award. Males must have an IPO 3 with 270a, "pronounced". Females must have an IPO 1 with 270a score obtained from an organization recognized by RKNA. The dog must obtain three V ratings at RKNA sanctioned shows under two different judges. One V rating must be obtained at the RKNA Spring Sieger Show or RKNA Klub Sieger Show.

## **SECTION 36. RKNA JUDGES**

- 1. RKNA Judges Explained
  - A. RKNA Judges are selected from respected, experienced and dedicated members. They are sponsored, trained, evaluated and tested and, when successful, certified. Successful candidates are mandated by the RKNA to place integrity and consistency, ahead of personal benefit. They are proven to be capable of Judging in any club without prejudice.
  - B. RKNA Judges are charged with protecting the credibility of the organization, its policies, procedures, constitutional goals and objectives and the future of the Rottweiler. They are given special consideration within the organization for that responsibility.
  - C. Judges are exposed to pressures to have them increase value for lesser work, or even to have them bend or ignore the rules. Often the pressures are introduced unintentionally but never the less they are constant. Competitors, breeders, handlers, trainers and others who stand to gain personal benefit from preferential, incorrect or inconsistent judging bring these pressures.
  - D. Independent, public testing is key to validating the dog's nerve, character and ability. The universal quality, consistency, and credibility of the tests are essential. All members must understand the purpose, and proper execution, of the testing.
- 2. Strategic Separation
  - A. In order for the Judging program to maintain a credible and respected identity, it must be able to function with separation from influences that bring credibility into question. Strategic Separation does not mean that the Judges are permitted to function without controls, guidelines, rules or answerability.
  - B. Judges do need to be strongly supported in the task of identifying strengths and weaknesses with the confidence of being supported by the bylaws and the membership to make clear and discriminating decisions.
  - C. Clubs are encouraged to refuse to use the same judge repeatedly and Judges are encouraged to refuse invitations to the same club on a repeated basis in order to ensure that the judge continues to be and is perceived to be impartial.
  - D. Judges have to make critical decisions, which reflect the RKNA Constitution, Trial Regulations and Show Regulations and the intent of those regulations. Decision-making, by its nature, means that there will be elation, controversy and disappointment. Those suffering disappointment often look to place blame on others, and the Judges are prime targets.
  - E. The Executive Board must be seen to support the Judges at all times. Accusations of improper behavior or questionable capabilities must be investigated but investigations should be conducted in a manner as to draw no attention to the Judge until completed. Discretion is an essential component of the long-term credibility of the Judges and the Judging Program. Evaluation of the charges and implementation of disciplinary action should be by fellow Judges or independent arbitrators.
  - F. Judges must be provided an opportunity to answer any question of their actions, character and integrity before any disciplinary or interdictory action is taken.

- G. Competitors, handlers or members who level false or unfounded accusations, must face severe disciplinary action.
  - H. From time-to-time the Executive Board should attend trials and shows in support of Judges.
3. RKNA Judging Practices (Competition Guidelines)
- A. Competition regulations are designated to ensure fair and equitable competition in Shows and Trials. Violation of these regulations can have far-reaching, detrimental effects on both the RKNA and any individuals involved. At a minimum, violations damage the reputation of RKNA. They can also result in restrictions governing how we function.
  - B. Judges must comply with competition regulations and must maintain a position of impartiality and consistency in all competitions. This is specifically important for titles that are recognized as breeding titles.
  - C. Judges are required to protect the integrity of the quality of testing and maintain a standard that recognizes the efforts of teams that perform at higher levels.
  - D. Judges, who bring the credibility of the RKNA into question, behave in an unprofessional manner while executing their duties, violate or ignore competition regulations are subject to disciplinary actions.
4. Protocol for RKNA Judges
- A. A Judge is a representative of RKNA on and off the field at all times and will be dressed appropriately. This means slacks and sports shirt (shirt with collar). T-shirts, and warm up suits are not proper attire for judging stadium work.
  - B. A Judge will always be fair and unbiased in his/her work.
  - C. A Judge will always conduct his/herself in a sportsmanlike manner.
  - D. A Judge will abide by the rules accepted and followed by the RKNA.
  - E. A Judge will at all times be concerned with the welfare of our dogs, the spectators and the safe conduct of the event and all concerned.
  - F. A Judge may not judge their local club event or members of their household or any dog he/she owns or co-owns.
  - G. A Judge may not judge consecutive events at any club, with the exception of a National Championship that the club is hosting.
  - H. A Judge must keep expanding their knowledge by attending Judge seminars.
  - I. A Judge must remain actively involved in the training and handling of Rottweilers.
  - J. A Judge must conduct his/herself in a courteous and friendly manner at all times.
  - K. A Judge must promote responsible and humane methods of training and showing.
  - L. A Judge will not train or show someone else's dog for money in an IPO trial, breed survey, or breed show.
5. Roles And Responsibilities
- A. Judges should not, nor should any member of their immediate family, accept **directly** or **indirectly** gifts or entertainment of greater than nominal value, money or any other preferential treatment from any RKNA member, official or competitor. In all cases, there should be no effort to conceal the full facts by either the recipient or the donor.
  - B. Ethical, expert and unbiased judging is the key component of ensuring credible consistent and quality testing, in order for the testing to maintain a credible and respected identity. The process of improving the Rottweiler must be protected.
6. Judges are responsible for:
- A. Ensuring the quality of testing

- B. Protecting the credibility of the organization, its policies, procedures, constitutional goals and objectives.
  - C. Ensuring that they are fully informed of rule changes and interpretations of the regulations governing trials and shows.
  - D. Ensuring that the trial rules and show rules and standards are upheld and adhered to.
  - E. Fair and equitable evaluations and test criteria
  - F. Ensuring all documentation is completed correctly and completely.
  - G. Verifying the dog's identification and paper work match.
  - H. Ensuring the handlers do not utilize or possess on their person, special clothing, bandanas, toys, balls, food or other improper stimulation for the dog in the trial performance.
7. Judge's ethical conduct.
- A. Ensuring the helper work in trials and breed surveys meet the criteria as described in the regulations.
  - B. In all cases the presiding judge has the final say over the selection of helpers at trials and breed surveys. At any time during the trial or breed survey, the Judge may replace helpers who cannot or will not properly test the dogs according to the regulations.
  - C. Overseeing such activities as certification of clubs to host RKNA events.
  - D. A RKNA judge is not permitted to evaluate dogs that are owned or in the possession of immediate family members or marital partners or person living in the same household with him. The judge is not permitted to evaluate dogs that are shown by a person living in the same household or who have had business dealing with him in the last six months. The judge is not permitted to evaluate dogs that are owned or co-owned by him/her.
  - E. The judge is responsible for the compliance and correct application of the valid trial and show regulations.
  - F. The judge is entitled to terminate a trial or breed survey if the trial or breed survey is not conducted in compliance with the trial or breed survey regulations and his instructions are ignored.
  - G. In justified cases, regarding a violation of the trial regulations on the judge's part and not a judge's decision, a complaint can be filed within eight days. The complaint is submitted in writing, signed by the plaintive and at least two witnesses to the Executive Board.
  - H. The acceptance of a complaint does not automatically lead to a revision of the judge's evaluation.
  - I. The judge has the right to terminate a dog's trial or show performance, even against the wishes of the handler, if the dog is injured or otherwise incapacitated.
  - J. The judge has the right to disqualify a handler on grounds of poor sportsmanship, violations against the RKNA trial, show or breed survey regulations or animal protection rights or other ill-natured actions.
8. Request for Judging Assignments:
- A. RKNA Licensed Judges must request written permission from RKNA prior to accepting any judging assignment.
  - B. RKNA Judges may not judge consecutive sanctioned events for any one RKNA club, or judge twice for the same club in one calendar year.
  - C. RKNA Judges may only judge events approved by ADRK. ADRK Head Judge must approve the judging assignment for any nonRKNA event.
  - D. The official RKNA Judge Request Form must be used for authorization of all judging assignments.
9. Disciplinary Action
- A. Wherever possible a simple discussion will be sufficient to deal with any issues of application or clarification of the Rules and Regulations.
  - B. In the unlikely event that repeated instances have to be addressed, disciplinary action will be implemented in gradually increasing severity for each issue. The three-step process escalates from (1) verbal warnings to (2) written warning to (3) suspension of judging privileges.
  - C. Restrictions may be imposed on domestic assignments, foreign assignments and in extreme cases, termination of the Judging licenses.
  - D. Judges are to be reviewed on a regular basis. Judges who are unusually popular because of consistently abnormally high points, or abnormally high show ratings, are to be reviewed by the Judge's Committee to determine if the opportunity to travel is influencing the award of points and ratings of an individual Judge. Should the judge be found to be compromising the testing process for personal benefit, their right to judge may be withdrawn.
10. Removal of RKNA Judges

- A. Termination of RKNA membership for any reason.
  - B. Voluntary request for removal.
  - C. A Judge may be removed as a result of Executive Board decision and after an impartial hearing based on:
    - 1. Failure to abide by the rules and regulations of the RKNA
    - 2. Failure to abide by the RKNA Judge's conduct rules and regulations and requirements as specified in the RKNA Judge Program or by the Judge's Committee.
    - 3. A Judge may request inactive status for personal reasons.
11. RKNA Judges Licenses Defined
- A. RKNA Performance Judges are allowed to judge any IPO, FH or AD trials.
  - B. RKNA Breed Judges are allowed to judge conformation, Standard Evaluation and breed surveys.
  - C. RKNA Conformation Judges are allowed to judge conformation and standard evaluations.
12. RKNA Probationary Judge
- A. A RKNA probationary judge is an individual who has successfully completed the RKNA judge apprenticeship.
  - B. The probationary period will be for two (2) years.
  - C. The probationary judge will not be able to judge outside RKNA sanctioned events for the noted two (2) years.
  - D. The probationary judge will be monitored by the RKNA Judges Committee Chairman.
  - E. At the end of the two (2) year period a report will be forwarded to the judges committee recommending a further probationary period or that the individual becomes a fully recognized RKNA Judge.
  - F. The probationary judge will receive the same monetary benefits that a licensed RKNA judge receives.
13. Judges licensed by a national kennel club who wish to judge for RKNA
- A. The applicant must meet qualifications to enter the RKNA judge's program.
  - B. The applicant must be licensed by a national kennel club as a Rottweiler specialist conformation judge.
  - C. The applicant must submit a resume to the RKNA Secretary. The Secretary will forward a copy of the resume to (1) the RKNA Judge's Committee for review and (2) the ADRK and advise ADRK this individual has made application to become a RKNA judge.
  - D. If the applicant is approved, the applicant must complete a minimum of one apprentice show and standard evaluation under an ADRK teaching judge. The ADRK judge will approve or reject the applicant at the event. ADRK may require additional apprentices to be completed. The decision of the ADRK judge is final.
14. How to enter the RKNA Judge Apprenticeship Program
- A. RKNA judges are expected to be more than just Trial and Show judges. They are ambassadors of the RKNA and have proven by their actions to embrace the goals and objectives of the organization. RKNA judges must be teachers, not just of rules, regulations, training and breeding but also of the history and makeup of the Rottweiler.
  - B. Applicants must submit a resume to RKNA Secretary outlining their experience with Rottweilers and with dog sport. The Secretary will forward a copy of the resume to (1) the RKNA Judge's Committee for review and (2) the ADRK and advise ADRK this individual has made application to become a RKNA judge.
  - C. The RKNA judge's committee will review the applicant and will ensure that all requirements to enter the RKNA judge's program has been met.
  - D. An applicant may be accepted into the program if they are just missing one qualification. However, all qualifications of the judge's program must be met before the applicant will be allowed to judge for RKNA.
  - E. When an applicant has been accepted, the Head Judge will notify the Executive Board and the Secretary of the approved applicant. The Secretary will issue the applicant a judge's book.
  - F. The final apprentice must be under an ADRK teaching judge for show or ADRK performance for IPO. The ADRK judge will approve or reject the applicant at the event. ADRK may require additional apprentices to be completed. The decision of the ADRK judge is final.
  - G. The applicant must forward a copy of his/her judge's book to the RKNA Secretary and to RKNA Head Judge. The RKNA Secretary will forward the judge's book to ADRK.

- H. Upon satisfactory completion of the RKNA judge's program, ADRK must approve RKNA to license the judge with RKNA. All apprentice judges must request the host judge to write an evaluation of the apprenticeship and ask that it be sent to the RKNA Judge's Committee. The Judge's Committee will send it to the RKNA Secretary who will send it to ADRK.
  - I. The intention of the RKNA Judge Program is to prepare our Judges to the highest of International standards. The criteria by which we select our judges are critical to the recognition of RKNA titles by organizations such as the ADRK and FCI. All applicants are evaluated by what they have contributed to the RKNA in addition to the knowledge, experience and the communication skills necessary to fulfill the responsibilities of judging. The knowledge and experience must include the Rottweiler.
  - J. The applicant will supply (at their expense) to the Judge's Committee, a standard criminal record check with their application. Should the record check indicate a criminal conviction, the application will not be accepted.
  - K. Upon the completion of the last apprentice assignment, the judge's committee shall then notify applicant of ADRK's approval or disapproval. All decisions by ADRK are final and no appeals are accepted.
  - L. Upon acceptance of the application, the applicant's name will be listed on the RKNA Website for thirty (30) days. Any challenges or objections regarding the applicant should be sent to the Judge's Committee in writing during this period. Objections must be writing and signed by the party objecting. Unsigned letters will be disregarded. A copy of all letters received challenging and/or objecting to the applicant will be sent to the applicant.
  - M. Upon acceptance by the Judge's Committee, and approval of the Executive Board, the applicant will be placed on the RKNA Apprentice Judge list and is qualified to begin his/her apprenticeship.
  - N. RKNA Head Judge will notify RKNA Secretary when an applicant has been accepted. The Secretary will send the applicant an Apprentice Judges Book and is qualified to begin their apprenticeship. This book must be maintained and presented, with all necessary signatures, at the completion of Apprenticeship.
  - O. All RKNA Judges must sign the guidelines "Our Reputation".
15. Qualifications for Performance Judge Apprenticeship  
The applicant:
- A. Must be a RKNA member in good standing and maintain their membership throughout their judging career.
  - B. Must adhere to RKNA policies.
  - C. Should be an active member in a RKNA club.
  - D. Must have trained and titled two (2) Rottweilers from 0 to IPO3, Ztp and AD.
  - E. Must have trained and titled one (1) Rottweiler to FH.
  - F. Must have competed in ten (10) IPO trials, including at least one (1) National championship in North America or the RKNA Meisterschaft.
  - G. Must have considerable experience in training and handling Rottweilers in the IPO sport.
  - H. Must have demonstrated abilities in administrative matters relating to the Rottweiler such as club officer or service in RKNA as an officer or committee member.
  - I. Should have a valid passport and international documentation for cross-border travel.
  - J. RKNA Performance Judge applicants must be between 25 and 65 years old.
16. Qualifications for Breed Judge Apprenticeship  
The applicant:
- A. Must be a RKNA member in good standing and maintain their membership throughout his/her judging career.

- B. Must adhere to RKNA policies.
  - C. Should be an active member in a RKNA club.
  - D. Must be a Rottweiler breeder, who has bred or trained and titled two (2) Rottweilers from 0 to IPO 3, Ztp, AD and a V rating in conformation.
  - E. Must have bred or handled two (2) Rottweilers to Championship from a National Kennel Club ( AKC, CKC, FCI, VDH) or a RKNA Championship.
  - F. Must have handled in ten (10) breed shows, including at least one (1) RKNA Klub Sieger Show in North America.
  - G. Must have considerable experience in training and handling Rottweilers in the breed ring.
  - H. Must have demonstrated abilities in administrative matters relating to the Rottweiler such as club officer or service in RKNA as an officer or committee member.
  - I. Should have a valid passport and international documentation for cross-border travel.
17. Qualifications for Conformation Judge Apprenticeship
- 1. Must be a RKNA member in good standing and maintain their membership throughout their judging career.
  - 2. Must adhere to RKNA policies.
  - 3. Must be a Rottweiler breeder, who has trained and titled two (2) Rottweilers to an advanced working title (i.e. IPO 1, Ztp, CDX, TDX, or FH).
  - 4. Must have handled two Rottweilers to Standard Evaluations.
  - 5. Must have bred or handled two (2) Rottweilers to Championship from a National Kennel Club ( AKC, CKC, FCI, VDH) or a RKNA Championship.
  - 6. Must have considerable experience in training and handling Rottweilers in the breed ring.
  - 7. May be approved to enter the apprenticeship program if they are only lacking one qualification. However, RKNA will not approve for the applicant to judge for RKNA until such time as the applicant has met the qualifications to enter the judge's program.
18. RKNA Apprentice Judge's Protocol
- A. An Apprentice Judge is a representative of the RKNA on and off the field at all times and will be dressed appropriately; this means slacks and sports shirt (shirt with collar). T-shirts, and warm up suits are not proper attire for judging.
  - B. An Apprentice Judge will always be fair and unbiased in their work.
  - C. An Apprentice Judge will always conduct his/herself in a courteous and friendly manner.
  - D. An Apprentice Judge will abide by the rules accepted and followed by the RKNA.
  - E. An Apprentice Judge will at all times be concerned with the welfare of our dogs, the spectators and the safe conduct of the event and promote responsible and humane methods of training and showing for all concerned.
  - F. An Apprentice Judge must keep expanding their knowledge by attending Judge Seminars.
  - G. An Apprentice Judge must remain actively involved in the training and handling of Rottweilers.
  - H. An Apprentice Judge will not train or show someone else's dog for money in a IPO trial, breed survey, or breed show.
  - I. Apprentice Judges may not enter a dog at any event in which he/she is Apprenticing.
  - J. The apprentice judge will be responsible for all travel costs to attend the event he/she has been invited to apprentice at. The apprentice judge cannot charge the RKNA whether he/she is successful in becoming a RKNA judge or not.
19. Apprentice Performance Judge Procedure
- A. All apprenticeship trials will be done under RKNA recognized judges with approval from the Judge's Committee and approval by ADRK.

- B. The Apprentice must complete a minimum of ten (10) apprenticeship trials under working judges licensed by ADRK, FCI or RKNA. Three (3) of the IPO trials apprenticed at must be under a licensed ADRK working judge. In addition, the apprentice must complete one satisfactory Ztp apprentice under a licensed ADRK Koremeister and one show apprentice under a licensed ADRK conformation judge.
  - C. The final apprenticeship will be done at a Regional or Major Championship.
  - D. Once the above requirements have been met, an applicant may apply, through the Judge's Committee, to become a Licensed RKNA Performance Judge. This request will be sent to the Judges Committee and if approved, will be voted on by the Executive Board. The Judge's Committee sends the request to ADRK for ADRK review and approval to license the RKNA apprentice as a RKNA judge. A Probationary Performance Judge License will be issued for a period of two (2) years.
  - E. During these two (2) years, a minimum of one (1) trial per year must be completed. On recommendation of the Judge's Committee this Probationary License may be revoked or extended by a vote of the Board.
  - F. All titles awarded by the Probationary Licensee during these two (2) years are fully recognized by RKNA. Provided the probationary licensed judge becomes fully licensed, the initial two (2) years will be included in the total years an individual has been judging.
  - G. The final apprentice shall be under an ADRK judge.
20. Apprentice Performance Judge Paperwork Requirements
- A. The official RKNA Judge Request Form must be used for authorization of all judging assignments.
  - B. At the conclusion of the event the apprentice judge must present their Apprentice Judges Book and Apprentice Judge work sheets for the presiding judge's signature.
  - C. Within seven (7) days of the conclusion of each apprenticeship a copy of the Apprentice Trial Report will be given to the judge. The instructing Judge will be asked to correct the apprentice judge's report and write a report to the RKNA Judges Committee. The judge's committee will send the report to ADRK for ADRK review. This report must describe the main mistakes as well as the positive and negative qualities of the apprentice judge's testing ability. The presiding trial judge will present the Apprentice a copy of the report with corrections and remarks. The instructing Judge must pass or fail the apprentice judge according to that trial.
  - D. Within fourteen (14) days of the conclusion of each apprenticeship the apprentice will provide signed and dated copies of the Apprentice Trial Report and the appropriate page of the Apprentice Judges Book to the Judge's Committee. This will include a cover letter of the Apprentice's work by the presiding trial judge.
  - E. Host club should request presiding judge to complete a report as to the judge's perception of how the apprentice judge handled himself as an apprentice judge and the judge should be asked to give a general overview of and opinion of the apprentice's capabilities. This should be sent to the club who then sends it to the judge's committee with a copy being sent to the Executive Board. The RKNA Secretary will forward a copy of the report to ADRK.
  - F. Only after receipt of all required copies of the previous Apprentice Trial Report will the Judges Committee grant permission for another apprenticeship.
  - G. A copy of the previous Apprentice Trial Report must be presented to the next presiding trial judge prior to subsequent apprenticeship. This will allow the presiding trial judge the opportunity to evaluate the Apprentice's progress.
  - H. At completion of all apprenticeship requirements, the Judge's Committee will administer a final written exam.
  - I. Performance Judge apprenticeship criteria:  
The Apprentice will be required to judge a minimum of 50 dogs as follows:
    - 1. Five (5) Begleithunde (BH)
    - 2. Two (2) Ausdauerprüfung (AD)
    - 3. Five (5) Fährtenhundprüfung (FH)
    - 4. Ten (10) IPO 1s
    - 5. Five (5) IPO 2s
    - 6. Twenty-three (23) IPO 3s
 Each trial where the apprentice judge is tested must have a minimum of:
    - 1. One (1) IPO or FH entry and
    - 2. Three (3) BH entries.
 The apprentice judge cannot fail more than twice. Failed trials do not count towards the minimum number of apprenticeship trials and must be repeated.
21. Apprentice Conformation and Breed Judge Procedure
- A. All apprenticeships will be done under RKNA recognized judges with approval from the Judge's Committee.
  - B. Apprentice judge at five (5) conformation shows under a licensed RKNA, ADRK, or FCI judge. Two (2) of the conformation shows apprenticed at MUST be under a licensed teaching ADRK judge.

- C. The final apprenticeship will be done at the Klub Sieger Show or Spring Sieger Show.
- D. Once the above requirements have been met, an applicant may apply, through the Judge's Committee, to become a Licensed RKNA Conformation or Breed Judge. This request will be sent to the Judges Committee and if approved, will be voted on by the Executive Board. A Probationary Conformation or Breed Judge License will be issued for a period of two (2) years.
- E. During these two (2) years, a minimum of four (4) shows and four (4) Breed Surveys must be completed. On recommendation of the Judges Committee this Probationary License may be revoked or extended by a vote of the Executive Board.
- F. All awards, ratings and breed surveys granted by the Probationary Licensee during these two (2) years are fully recognized by RKNA.
- G. At the end of this period and a final vote of approval, by the Board, the Applicant will become a Licensed RKNA Conformation or Breed Judge.
- H. Provided the probationary licensed judge becomes fully licensed, the initial two (2) years will be included in the total years an individual has been judging.

22. Apprentice Conformation and Breed Judge Paperwork Requirements

- A. The official RKNA Judge Request Form must be used for authorization of all judging assignments.
- B. At the conclusion of the event the apprentice judge must present their Apprentice Judges Book and Apprentice Judge work sheets for the presiding judge's signature.
- C. The apprentice fills out his own judge's sheets at the event and the presiding judge reviews them when the event paperwork is being reviewed immediately following the event.
- D. The instructing Judge will be asked to correct the apprentice judge's report and write a report to the RKNA Judges Committee. The judge's committee will send the report to ADRK for ADRK review. This report must describe the main mistakes as well as the positive and negative qualities of the apprentice judge's testing ability. The presiding judge will present the Apprentice a copy of the report with corrections and remarks. The instructing Judge must pass or fail the apprentice judge according to that event.
- E. Host club should request presiding judge to complete a report as to the judge's perception of how the apprentice judge handled himself as an apprentice judge and the judge should be asked to give a general overview of and opinion of the apprentice's capabilities. This should be sent to the club who then sends it to the judge's committee with a copy being sent to the Executive Board. The RKNA Secretary forwards the report to ADRK.
- F. Only after receipt of all required copies of the previous Apprenticeship will the Judges Committee grant permission for another apprenticeship.
- G. A copy of the previous Apprentice Show Report must be presented to the next presiding judge prior to subsequent apprenticeship. This will allow the presiding judge the opportunity to evaluate the Apprentice's progress.
- H. At completion of all apprenticeship requirements, the Judge's Committee will administer a final written exam.
- I. Conformation and Breed Judge Apprenticeship Criteria  
An Apprentice Judge must have a minimum of twenty (20) combined entries per show in the following classes:
  - 1. 12-18 month (male / female)
  - 2. 18-24 month (male / female)
  - 3. open class (no title) male / female
  - 4. working class (titled) male / female
  - 5. Three (3) shows must have a breed survey.
  - 6. The apprentice judge cannot fail more than twice and has to redo any failed shows.

23. Termination of RKNA Judges Apprenticeship

- 1. Termination of RKNA membership for any reason.
- 2. Voluntary request for removal.
- 3. An Apprentice Judge may be removed as a result of Executive Board decision and after an impartial hearing based on:
  - A. Failure to abide by the rules and regulations of the RKNA
  - B. Failure to abide by the RKNA Apprentice Judge's Conduct, rules and regulations and requirements as specified in the RKNA Judge Program or by the Judge's Committee.

**SECTION 37. HOW TO REQUEST AND SCHEDULE JUDGES (SHOWS, TRIALS, BREED SURVEYS)**

- 1. Clubs must contact their Regional Director and submit (1) proof of current club dues and (2) roster of club members. Clubs may not request an event date that another RKNA event is scheduled on. Clubs must advise their Regional Director of the requested judge and date. The Regional Director will approve or reject the request. Only judges recognized by ADRK are permitted to judge for RKNA.

2. If the Regional Director approves the date and the judge, the Regional Director shall contact the Judge's Liaison requesting for the judge to be contacted to see if available. The Judge's Liaison will contact the judge and will advise the Regional Director of the answer. If an invitation has been extended, no further invitations can be extended until the judge has accepted or declined the invitation.
3. If a judge is available, the Regional Director will let the host club know the judge is available. The host club will complete and sign the Judge's Contract and forward it to the judge for signature and also complete and sign an Event Request.
4. The host club will send the completed and signed Event Request and Judge's Contract and copy of liability insurance policy to the Regional Director and copy the RKNA Secretary.
5. Upon approval by the Regional Director, the Secretary shall get the appropriate RKNA signatures on the Event Request and obtain the necessary Releases from national kennel clubs and/or other organizations. The signed Releases shall be sent to the Regional Director who will forward them to the host club.
6. Upon receipt of the signed Event Request form by all parties, the host club may proceed with travel arrangements for their judge.
7. Host clubs must check the country their judge is from to find out if a VISA is required for entry and that the judge has two pieces of government ID (i.e., passport and driver's license). Passports are required for border crossing between Canada and USA. VISA is required to enter Canada from Mexico. Information concerning VISA requirements to Canada can be found at Citizenship & Immigration Canada  
<http://www.cic.gc.ca/english/visit/visas.asp>  
 Information concerning entry to USA can be found at:  
[http://www.cbp.gov/xp/cgov/travel/id\\_visa/legally\\_admitted\\_to\\_the\\_u\\_s.xml](http://www.cbp.gov/xp/cgov/travel/id_visa/legally_admitted_to_the_u_s.xml)
8. The club is responsible to reimburse judge for VISA if the VISA is purchased for a one-time entry into Canada or USA. If a VISA is required, the host club must write a letter to that country's Embassy stating where the judge will be staying (which must be a Guarantee person on the letter), length of visit, and that all costs incurred by judge, including medical insurance, will be paid by the person guaranteeing the VISA. The club must provide a PDF of the electronic airline ticket as this is necessary before the VISA application can be started. Allow 60 days for the VISA application.
9. RKNA Judges Expenses and Fees
  - A. Expenses, such as all meals, airport Improvement fees, taxis, parking, car rentals & fuel, busing and taxes shall be paid by the host club, per receipts.
  - B. Clubs must complete and sign a Judge's Contract with each judge that must be signed by the club and the judge.
  - C. The host club will provide accommodations. A motel or hotel room close to the event venue is expected.
  - D. Judges are not permitted to stay as a guest at the show organizer's home.
  - E. The host club is responsible for costs associated with regular sight seeing for the two days of holiday judges are entitled to.
  - F. A fee of 75 Euros must be paid for each trial scheduled, including BH only trials.
  - G. Expenses, such as all meals, airport Improvement fees, taxis, parking, car rentals & fuel, bussing and taxis shall be paid by the host club, per receipts.
  - H. The host club will make sure the judge has purchased health insurance prior to visiting at the club and the host club will reimburse the judge for the health insurance for the days the judge is a guest at the club or judging.

### **SECTION 38. HOW TO ACQUIRE SHOW OR TRIAL FORMS**

1. All forms can be downloaded from the RKNA website.

### **SECTION 39. HOW TO ACQUIRE SCORE BOOKS**

1. Score books can be ordered from the RKNA website and will be issued by the RKNA Membership Officer.
2. If transferring a score book to RKNA, the original score book plus the fee for the new score book must be mailed to the RKNA Membership Officer. An RKNA score book will be issued and the scores will be transferred. RKNA will retain the original scorebook.
3. ADRK scorebooks can be ordered. The form can be found on the RKNA website. The dog's owner must be a member of both RKNA and ADRK. The completed form, the dog's registration certificate, and proof of ADRK fee

must be sent to the Secretary who will forward the complete package to ADRK. If trialing at USCA trials, it is recommended handlers purchase an ADRK scorebook as it has the FCI logo on the face of the scorebook.

#### **SECTION 40. HOW TO ACQUIRE RKNA HANDLER BOOKS**

Handler books can be ordered from the RKNA website and will be issued by the RKNA Membership Officer.

#### **SECTION 41. RECOMMENDED GUIDELINES FOR BREEDERS**

The RKNA commends breeders who are committed to preserving breed characteristics and the working temperament of the Rottweiler, only breeding Rottweilers without disqualifying faults and passing health clearances. RKNA recommends for all breeders to put Standard Evaluation titles and/or breed survey titles on all breeding stock.

#### **SECTION 42. RESPONSIBLE DOG OWNER PROGRAM**

The RKNA will be able to demonstrate that its members and their dogs are responsible and an asset to the community. The right to own large-breed dogs brings considerable and ever increasing responsibilities. The RKNA wants the membership and the general public to understand that we put the onus on the owners of dogs to keep and handle their animals in a way that does not interfere with the rights of others.

The RKNA has established a responsible owner program, administered by the Community Affairs committee. The responsible owning and keeping of dogs is a voluntary program of inspection of containment facilities. RKNA members who apply and meet the requirements will be issued a certificate that confirms compliance to the following guidelines;

Dogs should not be allowed to roam free and unsupervised. Owners are to have secure fencing around their property so that the dog cannot escape the confines of their property (preferably lockable) or that owners have a separate lockable kennel/pen where the dog can be contained. Owners are expected to comply with local by-laws pertaining to the keeping of dogs (i.e. licensing, leash laws). Owners are expected to clean up after their dogs in any public place.

Dogs are to be appropriately trained in basic obedience and control. Dogs are to be trained and socialized so that they behave appropriately around other dogs and people.

Dogs are never to be left unsupervised with young children under any circumstances. Young children should not be left unattended with dogs. Owners are expected to be considerate of others who may not like dogs or be nervous of dogs. Dogs should not be kept in a way that may intimidate people who are uncomfortable with dogs.

#### **SECTION 43. LOGO**

1. Use of the RKNA logo can only be used for RKNA sanctioned events or as approved by Executive Board.
2. Club logos designed by RKNA for free for RKNA clubs are the property of RKNA and if club membership ends, the logo may no longer be used as it is the property of RKNA.

#### **SECTION 44. LIST OF RKNA ACRONYMS**

1. Refer to the RKNA website for the complete list of RKNA titles and RKNA acronyms.

#### **SECTION 45. TITLES RECOGNIZED BY RKNA**

1. RKNA recognizes all titles and all awards.
2. For a title or award to be printed in a show catalog, the entrant must provide proof of the title and/or award.

#### **SECTION 46. CODE OF ETHICS**

1. Purpose: to give a standard of excellence that RKNA members should abide by. RKNA encourages members to behave always in a sportsmanlike and professional manner towards his/her fellow members or nonmembers. RKNA also encourages members to abide by the FCI breed standard and only breed Rottweilers who are free of disqualifying faults according to FCI breed standard and who have achieved passing hip and elbow ratings. All RKNA breeders are encouraged to place Standard Evaluation title on their breeding stock. RKNA will encourage all puppy buyers to only purchase puppies from parents who both possess either a Standard Evaluation title or a ZTP title. RKNA encourages members to voluntarily refuse to dock their litters. RKNA encourages puppy buyers to only buy puppies whose tails have not been docked/cut off.
2. Records:
  1. Members agree to only breed Rottweilers who are registered with a National Kennel Club.
  2. Members agree to submit litter results to RKNA within 30 days of the litter being whelped which includes listing all puppies noted with disqualifying faults under FCI standard. The disqualifying fault should be noted as well as the number of puppies in the litter.
  3. Members agree to tattoo or microchip all puppies that I produce and to submit to RKNA Administrator of Records (i) a copy of the registration certificate for each puppy and (ii) a copy of the microchip/tattoo number certified by the vet who placed the permanent identification on the pup within 9 months of the litter being whelped. (Note - this is necessary as AKC does not list permanent identification on registration

- papers).
3. Ownership:
    1. Members agree to follow RKNA policies, by-laws and local laws.
    2. Members agree to maintain the highest possible standards of health, cleanliness and care of all dogs. Dogs shall be contained within safe restrictions when the breeder/owner cannot personally supervise their safety. All Rottweiler's shall be raised with the highest possible level of human interaction and socialization where possible to best facilitate sound development of the dog both mentally and physically.
  4. Breeding:
    1. Members are encouraged to only breed dogs who have achieved Standard Evaluation, or a Ztp, which ensures the dog is free of disqualifying fault according to FCI breed standard written and managed by ADRK, have achieved a passing hip and elbow rating and have passed a traffic sureness test.
    2. Members agree to only breed healthy Rottweiler's who are free of disease at the time of the mating.
    3. Members further recognize that merely obtaining the necessary certification does not warrant breeding a particular animal.
    4. Members will only breed of stable temperament.
    5. Members will only breed dogs free of communicable diseases.
    6. Members will only breed only dogs who are free of disqualifying faults according to the FCI standard.
  5. Documentation:
    1. Members agree for all records of breeding's of dogs owned, co-owned, leased or co-leased to be maintained and be available for inspection.
    2. Members agree that all dogs/puppies they sell possess a veterinarian health certificate clearance dated within 10 days of shipment.
    3. Members agree to keep and pass on to buyers;
      - A. Accurate health and/or breeding records.
      - B. Registration records and pedigree records of at least three generations
  6. Member's Behavior:

Members agree:

    1. To conduct themselves with the highest standards of professionalism and sportsmanship at any event involving Rottweilers, on all communication to RKNA officials and on all social media.
    2. Assist newcomers to the breed as much as possible
    3. In all communications (whether written or oral) to be factual (to the best of the member's knowledge). Special consideration should be given to any advertising to ensure that it is not misleading.
  7. Membership Grievance Procedure:

The procedure on how to file a grievance is contained within the Policy Manual.

#### **SECTION 47. HIP & ELBOW EVALUATIONS**

1. RKNA members can send xrays for hip and elbow evaluation to ADRK. Dogs must be 15 months of age. Results take approximately six months. The form can be downloaded from the RKNA website. This form is taken to your vet who completes and signs the forms. The completed and signed form, the dog's original registration papers and the xrays are sent by the vet to ADRK. Approximately 4 weeks later, ADRK will send a letter asking for payment. The fee must be paid via PayPal to [shop@adrk.de](mailto:shop@adrk.de) and ADRK will then release the results.

#### **SECTION 48. ADRK SCOREBOOKS**

1. RKNA members planning to trial at AWDF member clubs, or GSSCC member clubs, are encouraged to obtain an ADRK scorebook as it has the FCI seal on the face of the scorebook. RKNA members can obtain ADRK scorebooks on AKC and CKC registered Rottweilers.

End of document.

Revised 19-September-2016