



**Chesapeake Bay
Retriever Club**

THE CONSTITUTION

2026

Chesapeake Bay Retriever Club

Constitution and Rules, Code of Ethics, the Royal Kennel Club Code of Conduct, Guide to Best Practice, GDPR Privacy Policy, Data Retention Policy and Rescue Documentation

Club Website: www.chesapeakebayretrieverclub.co.uk

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The Club should aim for a “light review” annually and a “full review” every three years.

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Constitution and Rules of the Chesapeake Bay Retriever Club

1. Name

The Club shall be named the “Chesapeake Bay Retriever Club” (hereinafter called “the Club”).

2. Objectives

The objectives of the Club are:

- To encourage the breeding of the type of Chesapeake as laid down in the breed standard.
- To encourage the training and working of the breed, particularly in water.
- To encourage and support the owners of Chesapeakes.
- To encourage breeders to reduce the incidence of hereditary and deleterious faults within the breed.
- To run working tests, provide training opportunities and organize shows.
- To actively support the education and training of judges in accordance with the Royal Kennel Club’s Judges Education Programme (Breed Shows) (as published and amended from time to time).

3. Management of the Club and Election of Officers and Committee

The affairs of the Club shall be conducted by a committee consisting of up to 12 voting members, as well as a Treasurer, a General Secretary and a Chairman. The Chairman of the Club will be elected annually at the Annual General Meeting (AGM), and a Vice-Chairman will be elected at the first committee meeting held after the AGM. The Chairman has a casting vote in the event of a tie. The officers shall retire annually but shall be eligible for re-election. Half the committee shall retire bi-annually in rotation; retiring members may seek re-election.

A President of the Club may be invited to serve for a term of office of one year. The President is not an officer of the Club. Nominations for the role of President will be put forward by the officers and committee, and a President elected by the Committee at the last committee meeting preceding the AGM and invited to take up the position at the next AGM.

Anyone applying for the post of Treasurer must have a proven knowledge of accounting.

Any member of the Club may propose any member as an officer or committee member provided the name of the candidate, together with proposer and seconder, be notified to the General Secretary not less than 28 days before the AGM. No member may be appointed as a committee member unless they have been a member of the Club for at least 12 months. No committee member can stand for office unless they have been on the committee for 12 months. Not more than one member of a family or partnership shall serve on the committee.

If an election vote is necessary at an in-person meeting, numbered voting slips shall be sent to every member of the Club by the General Secretary not less than 14 days before the date of the AGM; these completed slips to be received by the Secretary 7 days prior to the meeting or brought to the meeting in envelopes to be counted by two scrutineers appointed by the committee in front of those present at the AGM. If the election of officers and committee members is necessary at an online meeting, the online voting method must be anonymous.

In the event of a casual vacancy occurring amongst the officers or committee during the year, such a vacancy may be filled by the committee who shall have the power to appoint any person to fill such a vacancy as long as, in the case of an officer, they have served on committee for at least 12 months. Such appointment to be for the same period as that causing the casual vacancy.

At least one nominated committee member shall serve on any subcommittee.

No person whilst an undischarged bankrupt may serve on the committee of or hold any other office or appointment within a Royal Kennel Club registered society.

4. Roles and Responsibilities

The Club shall be run by its Officers and Committee, who shall be appointed, elected or co-opted in accordance with the stated procedure. In addition, the smooth running of the Club is ensured by members filling a number of other roles. These are detailed below:

- (a) President.** A President of the Club may be invited to serve for a term of office of one year. The President is not an officer of the Club. Nominations for the role of President will be put forward by the officers and committee, and a President elected by the Committee at the last committee meeting preceding the AGM and invited to take up the position at the next AGM. The President may attend Committee Meetings but does not have voting rights at Committee Meetings. A person filling the role of President would normally have recently retired from the office of Chairman. The responsibility of the President is to represent the Club as much as possible at Shows and Working Tests and always work to present the Club in the best possible light.
- (b) Chairman.** The Chairman is responsible for conducting the Club's business at the AGM, SGMs and any of its committee meetings. He/she has full voting powers but has one additional casting vote. The Chairman is eligible for re-election at the AGM each year.
- (c) Vice-Chairman.** The Vice-Chairman is elected by the Committee at the first committee meeting following the AGM and fulfils the role of deputising for the Chairman whenever that is required and has the same responsibilities when asked by the Chairman or General Secretary to stand in for the Chairman.
- (d) General Secretary.** The General Secretary is responsible to the Royal Kennel Club (RKC) for the day-to-day running of the Club's affairs and for ensuring the Club conforms to the RKC regulations. He/she will maintain the Club's correspondence and keep all appropriate records. He/she is also responsible, in conjunction with the Chairman, for arranging committee meetings, the AGM and SGMs, and for notifying the membership of agendas and minutes. The General Secretary retires each year but can stand for re-election.

- (e) **Treasurer.** The Treasurer has day-to-day responsibility for managing the Club's financial affairs. This involves maintaining accurate accounts and presenting these to the Committee at each committee meeting. The Treasurer, who needs to have a proven knowledge of accounting, is also responsible for disbursing and collecting monies where appropriate, liaising with the Club's appointed independent examiner or Auditor and presenting the audited accounts to the members at the AGM. The Treasurer retires each year but can stand for re-election.
- (f) **Committee Members.** All 12 committee members are each appointed for a two-year term. They are elected by a simple majority at the AGM. The Committee may co-opt a new committee member to fill any vacancy that arises during the year. Along with the Club's officers, the committee members are jointly and individually responsible for the well-being of the Club. They manage the Club's activities on behalf of the members and must ensure that they take this responsibility seriously at all times.
- (g) **Working Test Secretary.** This role is filled by a serving committee member and is the Club's interface with the world of working Chesapeakes. They are responsible for arranging and conducting training days and working tests, preparing schedules and entry forms, ensuring they meet RKC standards, and ensuring public liability insurance is in place. He/she will also see that the Club complies with existing RKC regulations relating to these activities. The Working Test Secretary is not an officer of the Club.
- (h) **Show Secretary.** This role is filled by a serving committee member. Responsibilities include managing event preparation and logistics including the engagement of judges and stewards, the administration of entries, ensuring compliance with relevant Club and RKC rules with a focus on breed standards and participant safety, applying for and managing show licenses and dates with the RKC, preparing schedules and entry forms, ensuring they meet RKC standards, ensuring public liability insurance is in place, conducting risk assessments for safety, including fire prevention and participant safety in line with RKC Guidelines
- (i) **Membership Secretary.** This role is filled by a serving committee member. The holder of this post maintains the register of members, collects membership subscriptions on behalf of the Treasurer and obtains Committee approval for the acceptance of new members. The Membership Secretary is not an officer of the Club.
- (j) **Rescue Coordinator.** This role is filled by a serving committee member. The Rescue Coordinator is responsible for ensuring that any purebred Chesapeake Bay Retriever surrendered to the CBRC for re-homing is managed in a professional manner that ensures the best interests of the dog and previous owner (or custodian) are met at all times.
- (k) **Breed Education Co-ordinator (BEC).** The person filling this role does not have to be a member of the Committee. This is an administrative role to co-ordinate all points of breed-specific education and support for judges up to CC awarding level. This co-ordinating role is held on behalf of the Club in order to support the Club's obligations under the Judges Education Programme (Breed Shows) for the education and training of judges.
- (l) **Honorary Vice-President.** The role of Honorary Vice-President is a position of honour awarded in recognition of outstanding service to the breed. The role of Honorary Vice-President is a lifetime appointment. However, a person appointed as an Honorary Vice-President can be removed from the role if they are found by the Committee to have

broken any Club rules or brought the Club or breed into disrepute. In addition, a person appointed to the role may resign from it at any time. Any member wishing to propose a new name to be considered by the AGM as an Honorary Vice-President shall send such a proposal to the Secretary at least 28 days prior to the date of the AGM accompanied by up to sixty words in support of such proposal. This proposal shall be included on the Agenda for the AGM and if passed by a two-thirds majority vote of those members attending and eligible to vote, the member thus approved shall henceforth be a Honorary Vice-President of the Club.

(m) Trophy Stewards. The CBRC has three trophy steward roles - one for each of Working Tests, Shows and Annual (AGM) awards. The responsibilities of each steward are to:

- Retain records of current trophy recipients and maintain the historical records
- Approximately one month before the event, contact all current trophy holders to prompt their return and remind of the responsibility of the recipient to arrange engraving as appropriate. They will remind the recipient that they are liable for the trophy to be in a fit state to be presented. They must report any damage to the trophy in advance of the event so that a replacement can be arranged.
- Collect the trophies on the day of the event where they are to be presented, and sign for them.
- Should a current recipient wish to return the trophy in advance of the event this must be in agreement with the Trophy Steward and in person/by a designated third party. No trophy should be sent by post or courier.
- Advise the Committee of any required replacements for any that are missing or beyond repair and arrange their replacement.
- When awarding the trophies, ensure that a signature and contact details are completed in the record book and that the recipient is made aware that they are liable for all loss or damage. Confirm that the recipient is a paid-up member of the CBRC.
- Should the recipient be an overseas member, the Trophy Steward will arrange for the engraving of the trophy where applicable and desired, and at the cost of the recipient.

(n) Breed Health Co-ordinator. The Breed Health Co-ordinator (BHC) works on behalf of the CBRC to facilitate the communication and collection of data on the health of Chesapeakes. The BHC liaises between the Royal Kennel Club and Chesapeake owners on matters relating to Chesapeake health, carries out occasional breed health surveys, publicises new research and educational opportunities relating to canine health, and promotes and gives advice on health testing of Chesapeakes.

(o) Yearbook Editor. The Yearbook Editor gathers together articles, reports, stories and results from the previous year, edits and formats them into a pdf ready for publication, sends the yearbook to a printer, and finally, when received back from the printer, distributes the yearbooks out to all CBRC members.

(p) Website Manager. The person filling this role does not have to be a member of the Committee, however a nominated person on the Committee would supervise the work they do. The Website Manager oversees the day-to-day maintenance and

administration of the Club's website. They perform a range of tasks to ensure the Club's website functions properly and that it contains up to date content at all times. The Website Manager is also responsible for ensuring the Club's domain name is owned by the Club and that the website is hosted on a suitable platform. Costs related to the domain and hosting are paid by the Club and dealt with by the Website Manager in conjunction with the Treasurer.

- (q) Members.** All members have a duty to consider the welfare of their dogs and the breed above any personal gain or profit and will take responsibility for any dogs they own (see Appendix 4. In addition, all members have a responsibility, through their behaviour and actions, to uphold the reputation of the Club and breed at all times.

5. Decision-making Quorum

For any decision to be valid at committee meetings there shall be a quorum of not less than two serving officers of the Club plus six of the existing committee members present.

6. Meetings

Meetings of the committee shall be held as often as is necessary but there will be not less than six meetings held between AGMs. The General Secretary, in conjunction with the Chairman, shall have the power to summon a committee meeting. At least 14 days' notice of every meeting shall be given by the General Secretary, together with an agenda of the business to be discussed. If any member of the committee shall have been absent from three consecutive meetings of the committee without satisfactory explanation, his or her name shall be removed from the list of committee members. Committee meetings may be in person or online.

The Annual General Meeting (AGM) shall be held on a date to be fixed by the committee. The preliminary notice of the AGM will be placed on the Club website at least 60 days prior to the AGM. AGMs may be in person or online. The quorum for an Annual General Meeting shall be 12 members.

The agenda and minutes of the previous AGM shall be sent by email 14 days before the meeting to members by email and by post to those members who request it. Similarly, the balance sheet for the Club accounts. Both will be available at the AGM to those who attend. Any matter for the agenda must be received by the General Secretary at least 28 days before the AGM.

A member who is unable to attend the AGM and wants to raise an issue or ask a question, can ask another member to raise it on their behalf. The member who is unable to attend must provide the member raising the issue, or asking the question, with written authorisation to do so and a copy of this authorisation, along with details of the issue being raised or question being asked, must be sent to the General Secretary at least 7 days before the date of the AGM.

An annual report shall be drawn up by the Chairman in collaboration with the General Secretary and presented to the AGM. The Club's financial year each year shall be 1st January to 31st December. Certification of the accounts must be carried out by one qualified accountant or two unqualified individuals with accountancy experience, unconnected to the

committee. The qualified accountants (or two unqualified individuals) shall be appointed at each AGM for the forthcoming year. The Club's certified accounts shall be presented to the AGM. The certified accounts shall be made available to members 14 days prior to the AGM upon request.

No resolution other than the adoption of the report and the accounts shall be included in the business of the AGM unless a proposal signed by the member who proposes to include it, stating its terms, has been received by the General Secretary at least 28 days beforehand. The Secretary shall be bound to call a Special General Meeting (SGM) at any time should he/she be required to do so in writing by not less than 10 members, or by the committee. Not less than 21 days' notice shall be given to members of the SGM. The quorum for a Special General Meeting shall be 12 members.

Any resolution passed at an AGM or SGM can only be altered or rescinded at a subsequent general meeting. The rules of the Club may not be altered except at such a general meeting, the agenda for which contains specific proposals to amend the rules, and such alterations shall not be brought into force until the Royal Kennel Club has been advised and given its approval to the alteration.

7. Powers of the Committee

The Committee shall have the power to:

- call an AGM of the Club at any time by placing a notice on the Club's website not less than 60 days before the date of the meeting
- to arbitrate on matters of dispute following the Club's complaints procedure (see Appendix 3).
- to elect members as aforesaid
- to vote prizes to any show, working test or field trial
- to appoint sub-committees
- to select judges using the RKC Find a Judge system
- to propose recommendations to the AGM
- to carry on the general business of the Club
- to form sub-committees for shows and working tests
- The minutes from sub-committees must be distributed to the full Committee at the earliest opportunity.
- The Committee shall have the power to deal with all expenses incurred on behalf of the Club and to deal with any questions that may arise and are not provided for in the rules.

The entire property of the Club shall be vested in the Committee jointly, and in the event of the Club being wound up shall, after all the Club's liabilities have been dealt with, be disposed of as they think fit.

8. Election of Members

The Club shall consist of an unlimited number of members. Membership is open to UK residents as well as overseas Chesapeake enthusiasts. Overseas members do not have voting rights. The Membership Secretary shall keep a record of their names and addresses

and make the list of names open to inspection by the members and the Royal Kennel Club at reasonable times.

Applicants for membership should be in writing on membership forms available on the Club's website or from the Membership Secretary. The applicant will require a proposer unless they are already known to an officer of the Club or a serving committee member. On payment of the subscription fee, applicants will be entitled to all benefits of membership following the ratification of their membership by a majority vote of the committee (unless restricted by date of their application). New members will be informed of this decision and of where the relevant information can be found on the Club website.

A previously elected member, whose membership has lapsed, will be reinstated after a successful application following the same procedure as for new members. Fully paid up members are entitled to one vote per person on each item on the AGM or SGM agendas.

9. Resignation of Members

Any paid-up member may resign at any time on giving notice, in writing, to the Hon. Secretary. From the date of resignation the member will have no further claim on any assets or funds of the Club. A member who has previously resigned, may apply to re-join the Club but will need to be re-elected by the procedure for new members.

10. Expulsion of Members

Any member who shall be disqualified under Royal Kennel Club Rule A11.j.(5) and/or Royal Kennel Club Rule A11.j.(9) shall *ipso facto* cease to be a member of the Chesapeake Bay Retriever Club.

If the conduct of any member shall, in the opinion of the Committee of the Chesapeake Bay Retriever Club, be injurious or likely to be injurious to the character or interests of the Club, the Committee of the Club may, at a meeting the notice convening which includes as an object the consideration of the conduct of the member, determine that a SGM of the Chesapeake Bay Retriever Club shall be called for the purpose of passing a resolution to expel him/her.

Notice of a SGM shall be sent to the accused member, giving particulars of the complaint and advising the place, date and hour of the meeting that he/she may attend and offer an explanation. If, at the meeting, a resolution to expel is passed by a two-thirds majority of the members present and voting, his/her name shall forthwith be erased from the list of members, and he/she shall thereupon cease for all purposes to be a member of the Chesapeake Bay Retriever Club, except that he/she may, within two calendar months from the date of such a meeting, appeal to the Royal Kennel Club upon and subject to such conditions as the Royal Kennel Club may impose.

11. Honorary Life Membership

The Committee shall have the right to offer Honorary Life Membership of the Club to specific individuals. If accepted, Honorary Life Members shall have voting rights as a normal member and may be voted onto the Committee or stand for election to be an officer of the

Club. There may be any number of Honorary Life Members. They are nominated by the Committee and approved at the next AGM.

12. Annual Subscription

The Committee will set the annual subscription at a committee meeting held in September or October. Members will be notified of any change to the annual subscription as soon after that committee meeting as possible. Members may pay by standing order, cheque, bank transfer or PayPal. Subscriptions are due on 1st January each year. Subscriptions are to be paid by 1st February at the latest. Any member failing to pay by 1st February shall be deemed to no longer be a member of the Club. Should this happen and the member wishes to reapply, then they will need to complete a new membership form and submit it to the Membership Secretary whereby it will go through the same process described in Rule 8.

13. Bank Account

A bank account shall be held in the name of Chesapeake Bay Retriever Club, into which all revenue of the Club shall be paid, and from which withdrawals shall only be made on the signature of the Treasurer and either the Chairman or General Secretary. The Chairman, Treasurer and General Secretary are to have full access to the bank account. In addition, the Membership Secretary and one other committee member are to have viewing/monitoring access only.

14. Insurance

The Committee will ensure that adequate Public Liability, Products Liability and Employers Liability Insurance is in place each year. The General Secretary is responsible for arranging this insurance and ensuring it is paid.

15. Rules of the Club

The Rules of the Club may not be altered by the Club except at either an AGM or an SGM, and only when the agenda for that meeting includes an item announcing an intention to make change(s) to the Rules.

Amended rules shall not be applicable until the Royal Kennel Club has approved the alterations. New Rules and amendments required by the Royal Kennel Club will be applied immediately and the Club's Constitution will be amended to include them at the next AGM.

16. Expenses and Costs

All reasonable expenses and costs incurred by the Club's officers or committee members on behalf of the Club will be reimbursed from the Club funds. Wherever possible expenditure shall be approved in advance by the Committee. Receipts must be provided for all expenses claimed.

17. Prizes, Cups, etc.

No prizes, cups, etc., shall be granted to any show, working test or field trial that is not held under rules or license of the Royal Kennel Club or the International Gundog League.

All trophies are the property of the Chesapeake Bay Retriever Club. Members are responsible for all trophies in their possession and should ensure these are adequately covered against theft or damage by the member's own insurance policy. The Committee has the right to allocate cups or trophies should the necessity arise. In the event of the Club being wound up, they shall be dealt with as the conditions of any gift may provide, or set out in Rule 21. Any winner of a Club trophy shall, before taking delivery of the same, sign a receipt provided by the Club. These cups and trophies shall be returned to the Club (by arrangement with the appropriate Trophy Secretary), ideally in person by the holder, before the cup or trophy is next offered, in as good condition as when it was received by the member.

18. Selection of Show Judges

Nomination of judges can only be made by fully paid up CBRC Members and be submitted to the General Secretary in writing via email or post no later than 2 weeks prior to the AGM. Nominations being submitted must be made from the Royal Kennel Club's 'Find a Judge' website. Members may submit no more than three names per show.

Championship show judges should be selected three years in advance where possible. Open show judges should be 12 months in advance where possible. Special Award Class judges will be selected by the CBRC Judges Committee.

The Breed Education Co-ordinator shall collate all nominations and ensure each nominee meets the RKC relevant criteria before the draw.

The final nominated judge shall be selected by way of a draw at the AGM each year. A committee member or officer present at the AGM shall draw out three names for each show and they will be contacted in the order they were drawn to determine availability. Should the AGM be held online the nominees will be allocated a number and selected by a random selector.

In the event of none of the drawn judges being available, a new nomination shall be appointed by the committee.

Should a judge withdraw, the committee will appoint an eligible replacement.

Every third year, priority will be given to a Breed Specialist.

19. Breed Education Co-ordinator

The Breed Education Co-ordinator (or BEC) is an RKC administrative role to co-ordinate all points of breed-specific education and support for judges up to CC awarding level. This role is held on behalf of the CBRC in order to support the Club's obligations under the Judges Education Programme (Breed Shows) for the education and training of judges.

The BEC is someone who will work with the Club to assist and monitor Level 1–3 judges who wish to progress through the breed-specific judging levels, with the purpose of helping each judge to identify opportunities for them to enhance their knowledge of the breed right through to achieving Level 4.

The BEC does not necessarily need to already award CCs in Chesapeakes or actively judge the breed. They do not necessarily need to be a current or previous breed club committee member. The BEC does not necessarily have to be someone from within the breed, as this is a co-ordination role. They do need to be someone who is personable and approachable, and who will be able to create a good rapport with both judges and Club members.

As Chesapeakes are designated a Tier 1 breed, the BEC may also act as both Mentor and Observer.

The responsibilities of the BEC are as follows:

- To identify the need for educational opportunities
- To forward plan the breed's education and training needs to ensure an effective process
- To assist the Club in co-ordinating breed appreciation days
- To develop the multiple-choice breed standard exams for use at breed appreciation days in line with RKC guidance
- To arrange the delivery of the multiple-choice breed standard exam to the hosting breed appreciation days
- To identify, through the Club, and assist in the recruitment of mentors within the breed
- To facilitate the mentoring process
- To arrange initial introduction of the mentor to the mentee as and when required, and to monitor the mentoring process
- To identify through the breed clubs and assist in the recruitment of observers to observe judges when required
- To arrange for judges to be observed at the appropriate time/show
- To assist the RKC with the delivery of breed-specific assessments as required
- To encourage the breed club to actively promote breed supported entry shows
- To update the RKC with details of all educational activity within the breed, upon request via an annual return form
- To provide reports to the Club upon request
- To collate and maintain records received from Club and judges to give an accurate record of the breed's education of judges
- To keep up-to-date, accurate and confidential records of all contacts made and subsequent actions taken
- Any work/material that is created during the tenure of being the BEC, all copyright is to be assigned to the Club
- To comply with data protection legislation in place (or as amended from time to time) and forward all documentation and personal data held to the Club as appropriate when the position of BEC is relinquished.

20. Chesapeake Rescue

A Chesapeake may need rehoming for a variety of reasons which may include bereavement, change in circumstance, financial difficulties, relocation, retired working dogs or welfare

concerns. Some dogs may require training where their original owners may have not been sympathetic to the additional requirements of the breed.

The Rescue Coordinator is a serving committee member who is responsible for ensuring that any purebred Chesapeake Bay Retriever surrendered to the CBRC for re-homing is managed in a professional manner that ensures the best interests of the dog and previous owner (or custodian) are met at all times.

The Rescue Coordinator manages the rehoming process - from intake ensuring completion of the Surrender Agreement, handling paperwork and obtaining veterinary treatment as applicable, through to the adoption of the dog with the completion of the Adoption Agreement (See Appendix 7).

The Rescue Coordinator maintains a register of potential adopters who have expressed an interest in the breed and where possible matches the surrendered dog to the new adopters directly. In cases where there is the requirement for emergency surrender it may be necessary that the Rescue Coordinator will facilitate accommodation for the dog for a nominal fee.

Further to the adoption, the Rescue Coordinator maintains contact with the new owners to ensure that all needs have been met.

The CBRC will maintain a restricted fund, supplemented through fundraising and donations/grants, in order to meet reasonable expenses relating to the temporary homing and re-homing of a dog.

21. Club Property

In the event of the Club ceasing to exist the Committee will call an SGM to provide detail on the disposal of any assets. Trophies/cups/specials and other items which have been donated to the Club will be included in those assets.

22. Representation to Councils

The Chesapeake Bay Retriever Club's representatives to any RKC councils or liaison committees shall be appointed annually by the committee.

23. Statutory Returns

The officers of the Chesapeake Bay Retriever Club acknowledge that during the month of January each year, Maintenance of Title Fee will be forwarded to the Royal Kennel Club by the Secretary for the continuance of Registration, and that by 31st July each year, other returns, as stipulated in the Royal Kennel Club Regulations for the Registration and Maintenance of Title of Societies and Breed Councils.

The officers also acknowledge their duty to inform the Royal Kennel Club of any changes of the Secretary of the Chesapeake Bay Retriever Club that may occur during the course of the year. The Chesapeake Bay Retriever Club also recognises its duty to maintain an up to date list of members' names and their addresses, and make the list of names available for inspection by the Royal Kennel Club.

The Club shall not join any federation of societies or clubs.

The Royal Kennel Club is the final authority for interpreting the rules of the Club in all cases relative to canine or Club matters.

24. Code of Ethics

All Members of the Club are required to abide by its Code of Ethics and the Royal Kennel Club's Code of Conduct (see Appendices 1 and 2).

25. Final Court of Appeal

The Royal Kennel Club is the final court of appeal in all matters of dispute (see Appendix 2) and is the final authority for interpreting the Rules and Regulations of the Club.

Appendix 1 – CBRC Code of Ethics

All members of the Chesapeake Bay Retriever Club undertake to abide by its Code of Ethics.

Club members:

- 1 Will maintain a high standard of health and care of their dogs. They will properly house, feed, water and exercise all dogs under their care and arrange for appropriate veterinary attention if required.
- 2 Will abide by all aspects of the Animal Welfare Act (2006) or subsequent legislation or the equivalent legislation in their jurisdiction.
- 3 Will ensure that their dogs' microchip details are kept up to date, that their dogs wear properly tagged collars, and are kept leashed or under effective control when in public places. The requirement in respect of collars and leads does not apply if contrary to the RKC Regulations or best practice during working activities.
- 4 Will not allow their dogs to roam at large or to cause a nuisance to neighbours or those carrying out official duties.
- 5 Will clean up after their dogs in public places, or anywhere dogs are being exhibited.
- 6 Will agree without reservation that any veterinary surgeon performing an operation that alters the natural conformation of the animal, or who carries out a caesarean section on a bitch, may report such operations to the Royal Kennel Club.
- 7 Will not breed from their animals unless they understand their responsibilities and are prepared for unsold puppies.
- 8 Will give every consideration to a dog's working ability when planning a mating. The Chesapeake is primarily a working gundog.
- 9 Will agree not to breed from a dog or bitch which could be in any way harmful to the dog or to the breed. Reliable and steady temperament is essential in this breed and all breeders should strive for this.
- 10 Will retain a life-long interest in the welfare of dogs they have bred and take reasonable care to ensure the suitability of prospective owners. The characteristics of the Chesapeake Bay Retriever (good and bad) should be fully explained to prospective owners.
- 11 Will only breed from animals that are as free as possible from known hereditary defects and whose parents are also as free as is possible. All breeding stock should have current RKC/BVA clear eye certificates, have had their hips and elbows examined under the RKC/BVA hip and elbow schemes (or an official international equivalent screening scheme), and have been genetically screened for PRA and DM or be clear by parentage for two generations. At all times the improvement of the breed should be the primary consideration.
- 12 Will not mate bitches before 18 months of age or the third season (whichever comes first) and will not breed from a bitch more than once a year. A bitch should not be bred

from beyond 7 years old. A bitch is not expected to have more than three litters in her lifetime.

- 13 Will satisfy themselves as to the suitability of any bitch coming to their stud dog, especially with reference to ethic no. 12.
- 14 Will not knowingly misrepresent the characteristics of the breed nor falsely advertise dogs nor mislead any person regarding the health or quality of a dog.
- 15 Will only sell dogs where there is a reasonable expectation of a happy and healthy life and will help with the rehoming of a dog if the initial circumstances change.
- 16 Will supply written details of all dietary requirements and give guidance concerning responsible ownership when placing dogs in a new home.
- 17 Will ensure that all relevant Kennel Club documents and microchip details are provided to the new owner when selling or transferring a dog, and will agree, in writing, to forward any relevant documents at the earliest opportunity, if not immediately available.
- 18 Will agree that no healthy puppy will be culled. Puppies that may not conform to the Breed Standard should be placed in suitable homes.
- 19 Will not sell any dog to commercial dog wholesalers, retail pet dealers or directly or indirectly allow dogs to be given as a prize or donation in a competition of any kind. Will not sell by sale or auction Royal Kennel Club registration certificates as stand-alone items (not accompanying a dog).

Appendix 2 – The Royal Kennel Club Code of Conduct

Introduction

This Code of Conduct has been developed to set out the Royal Kennel Club's expectations for all those taking part in or attending events under its jurisdiction, along with general guidelines on the use of social media.

Why do we need this code?

We are all under intense scrutiny in terms of the pedigree dog world and dog breeding generally. The advice and guidance offered in this document are not meant to penalise or cause difficulty but are there for the protection of us all and particularly the dog – unity and co-operation is therefore vital.

What we expect from you

As with all sports, the Royal Kennel Club expects all exhibitors and competitors to conduct themselves in a responsible manner and to ensure that their dogs are properly taken care of throughout the period of the event and do not become a nuisance to other dogs or to other attendees. Below are expectations which should be followed. These are not exhaustive and should be read in conjunction with relevant regulations in the Royal Kennel Club Year Book. A breach of these provisions may be referred to the General Committee for disciplinary action under Royal Kennel Club Rules and Regulations.

People

- Conduct – participants have a duty both to their dogs and to others to make RKC licensed events friendly and welcoming and are expected to be co- operative and above all create a safe environment for all to enjoy their time at licensed events.
- Sportsmanship – participants should conduct themselves at all times in an appropriate fashion and should display good manners and respect towards other participants, show officials and to the judges.
- Any verbal communication with a judge should take place after judging has taken place and must be conducted in a polite and professional manner.
- Abusive or aggressive behaviour towards anyone at the show – including the judge, other participants, show management or other officials – will not be tolerated under any circumstances (further information appears later in this publication regarding harassment).
- Do not interfere with any dog whilst it is being judged.
- Smoking is not permitted whilst exhibiting or whilst a dog is under a test or in breach of the law.
- Mobile phones should be turned off whilst exhibiting or whilst your dog is under test.

- If you have children do not allow them to touch any dogs unless you have the permission of the owner for them to do so. Be aware of where your children are, and what they are doing, at all times. Take special care around benching areas where dogs may react to an unexpected approach.

Dogs

- All dogs must be of the correct temperament to enable the judge to examine the exhibit, independently of the exhibitor's assistance.
- Sparring between dogs is discouraged.
- Dogs are not permitted to wear muzzles of any kind whilst being judged.

A Zero Tolerance Approach

No-one should be subject to intimidation or made to feel alarmed or distressed or put in fear of reprisal. Harassment is a criminal offence. To that end the Royal Kennel Club adopts a zero tolerance approach towards all types of harassment activity.

Harassment may be defined as causing alarm, distress, anxiety, fear of physical violence or other threat, offensive statements, verbal abuse and threats.

Conduct may include speech, obstruction and so on. Any such conduct may involve a criminal offence. The police may become involved and it may be that the Royal Kennel Club will defer any action pending the outcome of such investigation and/or prosecution.

It goes without saying that the Royal Kennel Club expects courtesy and co-operation to be shown towards all staff and organisers at a Royal Kennel Club licensed event.

Whilst the pressures and tensions which arise at competitive level are understood, any aggression or abuse towards those who are simply undertaking their jobs for the benefit and interest of the exhibitor/competitor and the audience and ultimately the dog itself cannot be tolerated.

Use of Social Media

Overview

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. To help you identify and avoid potential issues we have provided some examples of best practices which are intended to help you understand, from a wide range of perspectives, the implications of participation in social media.

Where any participant criticises licensed events, show/event organisers and judges, other exhibitors or their dogs in inappropriate, hurtful or excessive ways on social media this will be reviewed under the conduct regulation for the respective licensed canine activity and in particular the use of the Yellow/Red card measures where appropriate.

General Guidelines

Maintain privacy

Do not post confidential or proprietary information. Do not discuss a situation involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?

Does it pass the publicity test?

If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site.

Think before you post

There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed.

Understand your Personal Responsibility

You are personally responsible for the content you publish on blogs or any other form of user-generated content. Be mindful that what you publish will be public for a long time – protect your privacy.

Be aware of liability

You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libellous or obscene (as defined by the courts). Be sure that what you post today will not come back to haunt you.

Be accurate

Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later.

Correct Mistakes

If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post – just make it clear that you have done so.

Respect others

You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Respect your audience

Don't use personal insults or obscenity, also show proper consideration for others' privacy and for topics that may be considered sensitive. Users are free to discuss topics and disagree with one another but be respectful of others' opinions. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Take the high ground

Remember that you are most likely to build a high-quality following if you discuss ideas and situations civilly. Don't pick fights online.

Appendix 3 – CBRC Complaints Procedure

The Chesapeake Bay Retriever Club is a dog club whose members and committee operate in accordance with a set of Club Rules, approved by the Royal Kennel Club.

Complaints relating to the operation of the CBRC or CBRC members may be made to the CBRC Secretary by completing the online form on the CBRC website. Complaints should be submitted within 14 days of the event that forms the subject of the complaint.

Complaints should only be used for matters that cannot be resolved amicably by those involved or are of a serious nature. Complainants should consider that the CBRC is a dog club whose committee members are volunteers and has no full time staff, and that this may influence how quickly matters are dealt with.

If the matter involves a Royal Kennel Club regulated event, consideration should be given to using the Royal Kennel Club complaints procedure.

Criminal matters should be reported to the police or relevant authorities.

The Complaints Process

Complaints should be submitted within 14 days of the event that forms the subject of the complaint. Receipt of the complaint will be acknowledged within 5 working days by phone, email or letter.

The complaint will be circulated to all officers and committee members of the CBRC via email. If the officer or committee member receives a complaint directly this should immediately be copied to all officers and committee.

All complaints will be investigated, and the details taken to the next available committee meeting (typically held quarterly), where the complaint will be either upheld or rejected by a majority vote.

All complaints will be entered into a Complaints Register maintained by the Club Secretary. While a complaint is under investigation, only the nature of the complaint, date of receipt and whether it involves a Committee member will be included in the register. Once a complaint has been closed (upheld or rejected) full details will be included together with the sanction/s, if applicable. New or updated Complaint Register entries will be discussed, as a standing item, at the next available Committee meeting, whether this is virtual or in person.

Complaints will typically be handled by the Officers and Committee of the Club in a timely manner either by email, face-to-face meeting or video conference, with decisions made by a majority vote. The Secretary of the Club will be responsible for investigating complaints, unless involved with the complaint, in which case the complaint will be handled by the Committee. If the complaint involves two or more Officers of the CBRC the complaint must be handled by the Club Committee. Any Officer or Committee member involved in a complaint may neither handle, investigate or be involved in any related meeting (or portion of meeting), nor take part in any vote relating to the complaint. If the Club Committee is responsible for handling a complaint they can agree on one or more committee members to do the investigation of the complaint and propose how to deal with it.

Any correspondence such as (but not limited to) email, electronic messages, screenshots, photos, etc., relating to the complaint between the person(s) handling/investigating a complaint and with either the complainant(s) or complainee(s), must be shared with the Club Secretary in a timely manner to ensure the Club records are correctly updated. If there is any non-written communication this should be recorded in a written note(s) and also shared with the Club Secretary. A list of the documents provided to the Secretary must be included in the complaint findings to ensure full transparency, particularly if the Secretary is a complainee. An 'Incident Log' of events is good practice and can be used to record all correspondence.

The person or persons named in a complaint should be notified in writing, in a timely manner, that a complaint has been received involving them and giving them an opportunity to respond within two weeks.

Complaints that relate to Royal Kennel Club events may be taken through the Royal Kennel Club complaints process by an Officer on behalf of the Committee and expenses reimbursed by the Club.

Where a complaint of a criminal nature is made by a named person or persons they should be encouraged to also report the matter to the relevant legal authorities.

Complaints should be dealt with in a timely manner, preferably within 3 months (and no later than 6 months) of being submitted.

Sanctions should take into account the CBRC Rules, particularly if these involve the expulsion of a member. Sanctions include but are not limited to written warnings, and for Officers and Committee Members votes of no confidence, referral to the Royal Kennel Club or relevant legal authorities, and in extreme cases expulsion.

A complainee has a right to a single appeal by submitting an appeal to the CBRC Committee within two weeks of being advised of the outcome.

The outcome of the complaint will be communicated in writing in a timely manner and if necessary they must receive regular updates as to the progress being made in handling the complaint.

Appendix 4 – CBRC Guide to Best Practice

Members will consider the welfare of their dogs and the breed above any personal gain or profit and will take responsibility for any dogs they own.

1. Selection of Breeding Stock

Breeding should be aimed at the improvement/development/maintenance of “type” of the Chesapeake. Wherever possible breeding stock should conform to the breed standard and be:

- Temperament free from aggression and nervousness.
- Physically sound/robust.
- Free from known hereditary faults or within acceptable levels. Breeders should take advantage of any relevant health schemes to test dog’s soundness, e.g. the BVA/RKC Eye Scheme, the BVA/RKC Hip and Elbow Scoring Schemes (or an official international equivalent screening scheme), and DNA testing for PRA and DM.
- Breeders should notify the Breed Health Co-ordinator of any incidence of hereditary faults in puppies they have produced.
- Exhibiting basic working characteristics.
- Registered with the Royal Kennel Club.

2. Brood Bitches

- Brood Bitches should be hip and elbow scored, DNA screened for PRA and DM, and have a clear eye certificate before being mated.
- Breeders should only breed from bitches that are in good condition.
- Bitches should normally be at least 18 months old before being bred from.
- Bitches should not be bred from on successive seasons unless there is a lapse of more than twelve months between seasons.
- Bitch should have no more than three litters.
- Bitches should not be bred from after the age of seven years old, the Royal Kennel Club will not register pups from an older bitch.
- Where whelping difficulties have been experienced a bitch should not be bred from again without consulting a veterinary surgeon.

3. Stud Dogs

- Stud dogs should only be mated to bitches that meet the criteria in 1 and 2 above.
- Male dogs should be hip and elbow scored, DNA screened for PRA and DM, and have a clear eye certificate before being used at stud.
- Stud dog owners should inform bitch owners of the terms of the stud service on the initial inquiry and provide a signed agreement prior to mating taking place.

4. Breeding

- Before breeding a litter, members should ensure they have sufficient time and facilities for the proper rearing, housing and care of the puppies and the dam.
- Before breeding a litter members should ensure (in accordance with the CBRC Code of Ethics Item 10) that sufficient, suitable demand for puppies exists.
- All puppies must be uniquely and permanently marked by microchip before sale. A microchipping registration (signed by a veterinary surgeon) should be provided as required under the Animal Welfare Act 2006, or current legislation if superseded, or legislation relating to the jurisdiction where the puppy/puppies were born.
- Members should ensure that a thorough worming programme is carried out throughout the gestation and rearing of the puppies.
- Members should ensure that all puppies are weaned before sale.

5. Advertising

- Members will not knowingly misrepresent the characteristics of the breed nor falsely advertise dogs, nor mislead any person regarding the health or quality of a dog (in accordance with CBRC Code of Ethics Item 14).
- Breeders should advise potential buyers of any endorsements or restrictions at the initial inquiry.

6. Buyers

- Members should only sell dogs where there is a reasonable expectation of a happy and healthy life and will help in re-homing a dog if the initial circumstances change (in accordance with CBRC Code of Ethics Item 15).
- Before selling a puppy members should fully explain the temperament and needs of a Chesapeake Bay Retriever and ensure the buyer has the time, space and facilities for one.

7. Sale / Purchase / Transfer of Puppies

- Puppies, even if sold, must stay with the dam until they are at least eight weeks old. (Animal Welfare Act 2006 provision) or longer if specified by relevant legislation in the jurisdiction where the puppy was born or transferred to except in exceptional circumstances such as the death of the dam.
- Puppies should not be exported before they are fully inoculated, or before the age of three months unless they are travelling with a responsible person.
- Puppies should not be sold to countries where they will not be protected by anti-cruelty laws. (Consult DEFRA, RSPCA or Royal Kennel Club.)
- Members should advise buyers to present the puppy to a veterinary surgeon within 3 days of purchase. Should the puppy, on examination, not be in good health then members will, if necessary, take back the puppy and refund the purchase price.

8. Documentation

At the time of purchase the buyer should receive the following documents:

- Royal Kennel Club Registration Certificate (or written confirmation documents will follow).
- 4/5 generation pedigree
- Diet sheet and a supply of its current food.
- Information regarding the puppy's worming programme, training, inoculations and insurance.
- Written receipt detailing and explaining any restrictions and/or endorsements.
- Microchipping registration document.

9. Dog Shows, Field Trials, Working Tests, Obedience and Agility Competitions

Members represent the breed and the Chesapeake Bay Retriever Club whenever they compete with their dogs. As ambassadors they are expected to conduct themselves in a sporting and responsible manner.

10. Sanctions

This Guide to Best Practice will be deemed to be an integral part of the Rules and Regulations of the Chesapeake Bay Retriever Club. Persistent or severe breaches of these provisions may result in expulsion from the Club in accordance with said Rules.

Disciplinary action may also include referral to the Royal Kennel Club or to the relevant authorities for legal action if appropriate.

Appendix 5 – CBRC GDPR Privacy Notice

1 Introduction

- 1.1 The Chesapeake Bay Retriever Club is committed to protecting your personal information and respecting your privacy.
- 1.2 This Privacy Notice sets out the basis on which any personal data that we collect from or about you, or that you provide to us, will be processed by us.
- 1.3 For the purpose of the General Data Protection Regulation (the GDPR), the data controller is the Chesapeake Bay Retriever Club.
- 1.4 We may update this Privacy Notice from time to time. Any changes we make in the future will be uploaded to the Club website at www.chesapeakebayretrieverclub.co.uk. Please check back regularly to see any updates or changes to this Notice.

2 Data Protection Contact

- 2.1 The contact for any data protection queries is the CBRC General Secretary, email secretary.chessibrc@outlook.com

3 Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- 3.1 Used lawfully, fairly and in a transparent way.
- 3.2 Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- 3.3 Relevant to the purposes we have told you about and limited only to those purposes.
- 3.4 Accurate and kept up to date.
- 3.5 Kept only as long as necessary for the purposes we have told you about.
- 3.6 Kept securely.

4 Particulars of Processing

- 4.1 We process personal data about prospective members, members, show guarantors, judges, ring and WT stewards/managers, trainers, rescue volunteers, fosters, RKC Liaison Council Representatives, Breed Education Council Representatives, competitors/exhibitors to our events, and customers to our online shop. The categories of person about whom we process personal data are described in more detail in the Annex to this Privacy Notice.

5 Your Rights as a Data Subject

The General Data Protection Regulation provides the following rights (subject to some exemptions):

- 5.1 The right to request access to the personal data that we hold about you;
- 5.2 The right to request rectification of the personal data that we hold about you;
- 5.3 The right to request erasure of the personal data that we hold about you;

5.4 The right to request restriction of processing about you;

5.5 The right to object to processing; and

5.6 The right to data portability.

If at any point you believe the information we process on you is incorrect, incomplete or out of date then please let us know and we will make sure that your data are corrected.

If you wish to raise a complaint on how we have handled your personal data, you can contact our General Secretary using the details specified above.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO), full contact details for which can be found at <https://ico.org.uk/global/contact-us/>

6 How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest (or for official purposes).

6.1 We will generally process your personal data for contractual necessity in providing membership services and events. We may also use personal information for additional relevant and related purposes where you might reasonably expect us to do so, where the benefits of doing so are not outweighed by your own interests or fundamental rights or freedoms. This may include:

- 6.1.1 To maintain our records and other administrative purposes, including updating your details and preferences;
- 6.1.2 To assist with queries, complaints and dispute resolution;
- 6.1.3 For communications related to membership and invitations to participate in canine market research or canine health studies;
- 6.1.4 To assist with upholding our Club constitution and taking action in cases where there may be a breach of the Club Rules or Code of Ethics.

6.2 Your personal data will NOT be used for marketing purposes.

6.3 You have the right to lodge a complaint with a supervisory authority. In the United Kingdom, the supervisory authority is the Office of the Information Commissioner, full contact details for which can be found at <https://ico.org.uk/global/contact-us/>

7 Recipients of Data

- 7.1 We may use service providers to help us provide you with our services. Personal data may be transferred to such service providers, who act for or on our behalf, for further processing in accordance with the purpose(s) for which the data was originally collected or may otherwise be lawfully processed.
- 7.2 Such third parties have contracted with us as data processors under the requirements in the GDPR. They are contractually bound to only use personal data for the agreed purpose(s). Relevant persons working for these third parties will have access to your personal data under the terms of the data processor contract, but only to the extent necessary to perform their services for us.
- 7.3 These data processors agree to implement reasonable contractual and technical protections, to keep your data confidential, not sell your personal data to third parties and to not disclose your personal data to third parties except as may be required by law, as permitted by us or as stated in this Privacy Policy.
- 7.4 In appropriate circumstances we may disclose data to authorised bodies as required by law.

8 Visitors to the Chesapeake Bay Retriever Club Website - Cookie Policy

- 8.1 We use Google Analytics to monitor visitor behaviour on our website. This information is anonymous.

9 Contact Details

- 9.1 Please contact the General Secretary, as detailed above, if you have any questions or concerns about personal data and privacy matters.

ANNEX to the CBRC GDPR Privacy Notice

This Annex sets out the Chesapeake Bay Retriever Club's processing of personal data relating to members (including committee members), prospective members, show guarantors, judges, ring and WT stewards/managers, trainers, rescue volunteers, fosters, RKC Liaison Council Representatives, Breed Education Council Representatives, competitors/exhibitors to our events, and customers to our online shop.

What personal data do we process, why do we process it and what is the lawful basis?

Members and prospective members

- Name
- Address
- Email address
- Telephone number
- Payment details (used for processing membership applications and renewals)

We process your personal data for the following purposes:

<u>Purpose</u>	<u>Lawful Basis</u>
Provision of membership services including administration and transactional communications relating to membership	Contractual Necessity
Upholding the CBRC Rules and Code of Ethics	Contractual Necessity
Compliance with Royal Kennel Club Rules and Regulations	Contractual Necessity
Contacting you, by either email, letter or telephone, regarding an event or meeting for which you have requesting information or submitted an entry	Contractual Necessity
Contacting you, by either email, letter or telephone, regarding newsletters, invitations and information about Club events and meetings	Legitimate Interests
Publication in the Members' Yearbook	Consent
Committee members only: publication of information (other than names) on the website and other breed publications	Consent

Judges, event managers, stewards, guarantors

- Name
- Address
- Email address
- Telephone number
- Details of experience, including previous appointments (judges only)

We process your personal data for the following purposes:

<u>Purpose</u>	<u>Lawful Basis</u>
Administration and transactional communications relating to judging appointments	Contractual Necessity
Upholding the CBRC Rules and Code of Ethics	Contractual Necessity
Compliance with Royal Kennel Club Rules and Regulations (including sharing relevant required information)	Contractual Necessity
Publication in the CBRC Judges List and for appointments in the show/event schedules and catalogues	Legitimate Interests

Club representatives to the RKC Councils, event representatives, trainers and mentors

- Name
- Address
- Email address
- Telephone number

- Details of appropriate experience, as required for appointments

We process your personal data for the following purposes:

<u>Purpose</u>	<u>Lawful Basis</u>
Administration and transactional communications relating to representative appointments	Legitimate Interest
Publication of name in the CBRC Yearbook, newsletter and website	Legitimate Interest
Publication of contact details in the CBRC Yearbook, newsletter and website	Consent

Rescue volunteers and fosters

- Name
- Address
- Email address
- Telephone number

We process your personal data for the following purposes:

<u>Purpose</u>	<u>Lawful Basis</u>
Administration and transactional communications relating to rescue or fostering	Consent

Exhibitors, competitors and meeting/event attendees

- Name
- Address
- Email address
- Telephone number
- Dog information

We process your personal data for the following purposes:

<u>Purpose</u>	<u>Lawful Basis</u>
Administration and transactional communications for exhibitors/competitors entering our events	Contractual Necessity
Provision of services relating to our events	Contractual Necessity
Upholding the CBRC Rules and Code of Ethics	Contractual Necessity
Compliance with Royal Kennel Club Rules and Regulations	Contractual Necessity
Contacting you regarding future events	Legitimate Interests

Publication of your name, address and dog information in the show/event catalogue (subject to the right to object)	Legitimate Interests
Publication of event results on our website, our Facebook page, and in the Yearbook.	Legitimate Interests

Customers to the online shop (which is run by an outside company, not by the CBRC)

- Name
- Address
- Email address
- Telephone number
- Payment details

Your personal data is retained by the CBRC Shop for the following purposes:

<u>Purpose</u>	<u>Lawful Basis</u>
Administration and transactional communications relating to a purchase made	Contractual Necessity

We also process personal data for the Club's legitimate interests as we have outlined in the main Privacy Notice. Please be assured that we will always take account of your personal data rights in doing so.

Where do we obtain your personal data from?

Most of the above personal data is received direct from you (the data subject). However, information may be received from third parties (e.g. the Club's Rescue Coordinator if you take on a rescue dog or the provider of professional services for events, e.g. Fosse Data).

How long do we hold your personal data for?

Personal data will be retained in accordance with statutory requirements, and Royal Kennel Club requirements and recommendations.

Are you obliged to provide us with your personal data?

You are not obliged to provide the personal data in question. However, if you do not provide the personal data, we will be unable to perform any contract we have with you for the provision of membership services, judging appointments or event services.

Recipients of your personal data

We provide show entrants' data to our show printer Fosse Data Systems for inclusion in the show catalogue. Members' data are also visible to the print company who print our yearbook, as the yearbook includes the CBRC Membership List.

Royal Kennel Club records

The Royal Kennel Club will hold the personal data of officers of the Chesapeake Bay Retriever Club as a part of the implementation of Royal Kennel Club Rules and Regulations.

We provide the Royal Kennel Club with details of the Chesapeake Bay Retriever Club's officers and Challenge Certificate winners at our events in order to meet requirements in the Royal Kennel Club Rules and Regulations.

Do we use your data for any automated decision-making?

No personal data are processed for automated decision-making.

Any financial data arising from a transactional process will be held securely by the Chesapeake Bay Retriever Club in accordance and compliance with all statutory and HMRC requirements.

Appendix 6 - CBRC Data Retention Policy

The Chesapeake Bay Retriever Club (CBRC) follows Royal Kennel Club guidance to ensure that it is compliant with the General Data Protection Regulation (GDPR). This policy should be read in conjunction with the Club's Privacy Notice.

The CBRC retains personal data for as long as necessary to fulfil the purposes for which it is/was collected, including for the purposes of satisfying the Royal Kennel Club and any legal, accounting, or reporting requirements.

Personal data can be further processed and stored for archiving in the public interest and for statistical and historical research purposes. When doing so we consider: any link to the initial purpose, the context the data were collected in, the reasonable expectations of, amongst others, prospective members, members, committee members, exhibitors, competitors, guarantors and judges, the nature of the data, the consequences of further processing and the existence of appropriate safeguards. Stored data is not anonymised.

Financial Records

The CBRC keeps financial records in line with statutory requirements, typically 7 years, and may keep some records longer if there is a need to do so.

Membership Records and Database

The CBRC maintains a membership database for use in processing member services. It is updated annually with each year's member's details. The Club securely archives membership records in perpetuity as these have historical and statistical value.

Club Rules and Constitution

Previous years' constitutions are retained for their historical value and these may be displayed, e.g. as part of commemorative exhibitions.

Show Entries, Schedules, Catalogues and Results

Show catalogues and results provide information and statistics, in addition to forming an important historical record. Catalogues and results are retained in perpetuity.

Manual entry forms are retained for one year after the relevant show.

Field Trial and Gundog Working Test Entries, Schedules, Running Order and Results

Field trial and gundog working test schedules and results provide information and statistics in addition to forming an important historical record. Schedules and results are retained in perpetuity.

Manual entry forms are retained for one year after the relevant event.

Training and Educational Events

The CBRC keeps records of those who have attended Breed Seminars or Assessments for judge education, detailing those who have passed/failed the course and the reasons – to allow feedback for those that request it.

Application/entry forms are retained for one year after the relevant seminar/assessment. Candidate results are kept *ad infinitum*. These are kept in case the RKC or the candidate need proof of having passed, in the form of a replacement certificate.

Volunteers Lists

The CBRC keeps lists of volunteers for events such as Discover Dogs, game fairs, and transport for rescue dogs and foster homes. Such lists are maintained and updated regularly by committee members assigned to the task.

Annual checks are undertaken to remove the names of those who no longer wish to take part in volunteering. Previous years' lists are securely destroyed.

Committee and AGM/SGM Minutes and Documents

Committee minutes and documents relating to AGMs and SGMs are retained in perpetuity as the definitive record of Club business. They detail the decisions made and policies agreed.

CBRC Website

The CBRC website forms an online record of Club activities. Backups are retained to allow for the recovery of the website in the event of unforeseen circumstances.

Appendix 7 – CBRC Rescue Documentation

Below are copies of the CBRC Adoption Agreement and CBRC Surrender Agreement.



Chesapeake Bay Retriever Club CHESAPEAKE RESCUE Surrender Agreement

I / We the undersigned, being the legal owners/custodians of the Chesapeake Bay Retriever

Registered name Pet name

hereby relinquish all rights, interest and access to the above dog to the Chesapeake Bay Retriever Club (CBRC).

I certify that this dog has not possessed any dangerous or vicious tendencies, and that the information I have provided about this dog is true and complete to the best of my knowledge.

The CBRC shall henceforth have absolute discretion and control in all matters connected with the above-named dog. I authorise the CBRC to place this dog in a new home at their discretion, and according to their ability to locate a suitable new owner.

I hereby indemnify the CBRC, its agents and volunteers, from all claims, demands, actions and causes of actions, and liability of any kind, arising from or in connection with the surrender and subsequent adoption of or other disposition of the above-named dog.

I certify that I have read and understood and willingly agreed to the terms of this document.

Name Tel. No.

Address

Signed Date

Donation Yes / No Amount:

Witnessed by CBRC volunteer or other witness:

Signed Name in block capitals

Date

Papers received: KC Registration / Pedigree / Vaccination certificate (circle those received)

In order for the CBRC to select an appropriate home for it is very important for his / her future happiness that you complete the information form fully, without reservation, supplying more information of your own where necessary.



Chesapeake Bay Retriever Club
CHESAPEAKE RESCUE
Adoption Agreement

I (We) the undersigned Adopter(s), agree to all the conditions of this Adoption Agreement as set forth by the Chesapeake Bay Retriever Club (CBRC)

PLEASE COMPLETE IN BLOCK CAPITALS

Registered name of dog.....Pet name.....

Microchip number.....

Vaccination card.....Yes/No.....Booster Due.....

Name of New
Owner(s).....

Address.....
.....

Tel. no.
Home.....Mobile.....
Email
address.....

1 Health and welfare: The Adopter(s) will provide quality food, water, shelter and medical care to maintain the dog in optimum health.

2 Visits: The CBRC reserves the right to schedule follow up visits on this adoption order to protect the welfare of the dog. If any terms and conditions of this Agreement are not upheld by the Adopter(s), the CBRC reserves the right to terminate this Agreement and the Adopter(s) must return the dog to the CBRC.

3 Transfer Of Ownership. This dog must not be transferred to any other person, business or organisation for any reason whatsoever without the express written consent of the CBRC.

4 Information on the dog: Information concerning the behaviour and history of the Dog is passed on from the original owner/custodian by the CBRC to the Adopter in good faith. This is based on statements made by the previous owner(s), however, and there is no guarantee of reliability. The CBRC is unable therefore to accept liability for any consequences whatever resulting from events attributable to the failure to give information or the transmission of wrong information.

Contact Details

Should you have any comments on, or questions about this Constitution please contact the General Secretary:

Tracy Boyles

Email: secretary.chessibrc@outlook.com

Telephone: 07821 674619