

**ROTTWEILER KLUB OF NORTH AMERICA  
POLICY AND PROCEDURES MANUAL**

**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. The FCI IGP rules form part of this Manual.
- 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 IGP rules, RKNA Bylaws, RKNA Constitution and Code of Ethics form part of this Policy Manual.
- E. The FCI Standard for the Rottweiler is used for judging RKNA shows, breed surveys and breed suitability evaluations.

**SECTION 2. SCOPE**

1. The Manual has been prepared for the information and guidance of all clubs and members of the RKNA. The expectation is that clubs and members will be guided by the contents.
2. 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.
3. RKNA members can obtain ADRK scorebooks on CKC and AKC registered Rottweilers.
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. DISTRIBUTION**

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

**SECTION 4. 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. A bulletin will be published on the RKNA website Members Only Section as a means of communicating new or revised information.

## **SECTION 5. 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 6. MISSION STATEMENT**

1. General
  - a. RKNA is a Rottweiler breed club devoted to be responsible for the breed in its original breeding as a working dog. RKNA strives to preserve and protect the Rottweiler in North America according to ADRK breed and performance standards.
  - b. RKNA is a breed club who has adopted FCI breed standard. RKNA members are not permitted to buy a docked Rottweiler. RKNA members are not permitted to dock puppies. RKNA members are not permitted to put to stud to any breeder where the breeder is docking. RKNA members agree to put Breed Suitability Evaluation (BSE) or Ztp on all breeding stock.
  - c. RKNA members agree to put minimum health tests on all Rottweilers and agree to only breed Rottweilers who (1) have a passing hip rating, (2) have a passing elbow rating, (3) have been tested for JLPP, (4) have past the vet clinic heart test, (5) have obtained a BSE or Ztp.
2. Breed Warden
  - a. Breed Warden - an appointed position by the Board. Applicants to the Breed Warden position must have (1) titled a minimum of one Rottweiler at IGP 3 level, Ztp, BSE and RKNA CH titles, (2) be a breeder, (3) be active in a RKNA club, (4) have a passport, (5) must be active in showing and trialing at RKNA events.
  - b. RKNA maintains a dog data base with cooperation from working-dog.eu and Caniva. Results from all RKNA events are recorded in this international dog data base. The Breed Warden is an integral part of the registration process and enforces regulations approved by the Board as made at Executive Board meetings.
  - c. Election and Eligibility
    1. The Breed Warden is an officer of the RKNA.
    2. Terms are for one year.
    3. The Breed Warden is appointed at the first Executive Board meeting following annual elections.
    4. The Breed Warden must have good communication skills, both oral and written and must be well-versed in the FCI Rottweiler breed standard and with all aspects of the breed as the Breed Warden must be able to answer correctly all questions about policies and regulations.
    5. The Breed Warden must be a person of good character, trustworthy and respected by the membership. He/she must be in good standing with the RKNA and should have been a member of the RKNA for a minimum of 3 years. The Breed Warden's position is a critical function in the RKNA. Only members who have demonstrated leadership and who are knowledgeable on the FCI breed standard can be considered. This person must be someone who stays current on breed and training issues, who participates in conformation as well as training events on a regular basis, belongs to a RKNA club and who breeds regularly
    6. The Breed Warden must have leadership qualities and be able to conduct himself/herself with authority and professionalism.
    7. The Breed Warden must have a proven record of service and loyalty to the RKNA.
    8. The Breed Warden must be knowledgeable in the areas of breeding and the FCI Rottweiler breed standard including correct Rottweiler character, structure, type, movement and trainability. The Breed Warden must have titled a Rottweiler to IGP3, FH, Ztp, RKNA CH and BSE. The Breed Warden must live with Rottweilers and be a Rottweiler breeder.
    9. The Breed Warden may not receive monetary rewards other than paid mileage to visit kennels and view litters.
  - d. Responsibilities
    1. The Breed Warden follows direction of the Board and is spokesperson for the RKNA in all issues that concern breeding guidelines and policies.

2. The Breed Warden supervises the breeding practices of RKNA members in the breeding of the Rottweiler and ensures members are following RKNA breeding practices and policies.
3. The Breed Warden guides the genetic selection through programs such as breed surveys and breed suitability evaluations.
4. The Breed Warden develops and proposes breeding practice policies that members must follow.

## **SECTION 7. MEMBERSHIP GUIDELINES**

Members agree:

- a. To adopt and follow FCI Rottweiler breed standard.
- b. He/she will not buy any Rottweiler who is docked.
- c. He/she will not put to stud any male Rottweiler where the bitch owner is docking the litter.
- d. He/she will not dock any Rottweiler.
- e. To only breed Rottweilers who have been titled to Breed Suitability Evaluation (BSE) or Ztp.

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

1. RKNA shall have five (5) Directors' positions. These Directors shall be the Executive Board ("Board") and are elected by the membership at the Annual General Meeting. Each Board position is for a two-year term. The offices of President, Treasurer and Director at Large expire on even numbered years. The offices of Vice President and Secretary expire on odd numbered years.
2. President - is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.
3. Vice President - is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.
4. Secretary - is responsible for doing, or making the necessary arrangements for, the following:
  - a. Issuing notices of general meetings and directors' meetings;
  - b. Taking minutes of general meetings and directors' meetings;
  - c. Keeping the records of the Society in accordance with the Act;
  - d. Conducting the correspondence of the Board;
  - e. Filing the annual report of the Society and making any other filings with the registrar under the Act.
  - f. Submitting Event Requests to ADRK and obtaining release of judges from national kennel clubs who require judges to be release.
5. Treasurer - is responsible for doing, or making the necessary arrangements for, the following:
  - a. Receiving and banking monies collected from the members or other sources;
  - b. Keeping accounting records in respect of the Society's financial transactions;
  - c. Preparing the Society's financial statements;
  - d. Making the Society's filings respecting taxes.
6. Director at Large - is responsible for:
  - a. Representing the RKNA as directed by the Board;
  - b. Assisting new clubs in forming
  - c. Representing members to the Board.
7. General - Executive Board members:
  - a. Must have considerable experience at RKNA trials, shows, breed surveys and Breed Suitability Evaluations.
  - b. 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 Policy Manual, Bylaws, Constitution and FCI IGP rules.
  - d. Must have the ability to appoint Managers for RKNA who can speak on behalf of RKNA including Chairmen of committees and Regional Directors.
  - F. Board Members have a responsibility to notify the Secretary of matters that may be of concern to the RKNA.
8. Executive Board Description:
  - a. Must be a current member of RKNA and be active in a RKNA club.
  - b. Must be the owner of a Rottweiler who lives on his/her property.
  - c. Must be a legal resident of Canada, USA or Mexico.
  - d. 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.

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

1. General
  - a. Positions will be appointed by the Executive Board to perform needed functions of the organization.
  - b. Appointed positions are for a one-year term and are appointed at the first Directors' meeting following annual elections.
2. Webmaster - is responsible for the maintenance and update of the RKNA website as directed by the Secretary.
3. Foreign Affairs Spokesperson - is responsible for representing the RKNA as instructed by the Board. Qualifications for the position:
  - a. Must have handled and titled one Rottweiler to IGP 3, BSE, Ztp and RKNA CH.
  - b. Must be knowledgeable of FCI trial rules and FCI breed standard.
  - c. Must notify the Board of any IGP rule changes FCI adopts.
  - d. Shall serve as the formal spokesperson for RKNA with all IGP organizations including ADRK.
  - e. May be appointed by the Board as the legal representative to communicate on RKNA legal matters on behalf of the RKNA.
  - f. Shall contact and secure judges for all RKNA events.
4. Administrator of Records (AOR)
  - a. Must have an eye for detail.
  - b. Shall be familiar with RKNA event paperwork.
  - c. Shall be administrator for Caniva including verifying correct registration and support documents have been uploaded, accepting entries, sending results to Caniva when received from the club and then posting the result on each dog's record.
  - d. Shall reproduce a dog's scorebook from Caniva results in the event a scorebook gets lost and must be replaced.
  - e. Shall obtain typed results from all clubs and forward a copy to the RKNA Secretary to be posted on RKNA website.
5. Director of Regions
  - a. Shall oversee Regional Directors, all regions and all clubs.
6. Director of Committees
  - a. Shall oversee all committees
7. Head Judge
  - a. Shall oversee judge's committee
  - b. Shall verify all information on applicant judges and give recommendation to the Board whether applicant should be accepted into the judge's program
8. Social Media
  - a. Must have an eye for detail and be proficient in grammar, spelling and punctuation.
  - b. Shall maintain all social media including Facebook pages, Twitter, Instagram, Pinterest, YouTube and MailChimp.
  - c. Shall work with all committees, clubs and the Board to post information to the members and general public as directed by the Secretary.
  - d. Shall maintain a mailing list compiled from email addresses collected from RKNA events and send out a weekly newsletter to all members and nonmembers or as directed by the Board.
9. Breed Warden - see Section 6.

## **SECTION 10. REGIONAL DIRECTORS**

1. Regional Directors - are elected for a one-year term.
  - a. Shall be responsible for all clubs and members in his/her region.
  - b. Shall pre-approve event dates and judges invited prior to the event being announced and/or a judge being contacted to see if available. RKNA events may not be scheduled on the same date as another RKNA event without approval from the club who has an existing event.
  - c. If a show is scheduled in a region, the Regional Director is responsible to make sure they do not approve for another show with the same judge within 30 days of the first scheduled event.
  - d. Shall contact the Secretary to make a judge request for an event. The Secretary will send the approved Event Requests to the Regional Director to circulate.
  - e. Shall notify the club to prepare the Event Request and Judge's contract if the judge is available.
  - 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 Secretary.
  - i. Shall report to the Secretary any matters of interest in their region that are out of the ordinary.
2. Requirements for Regional Director positions:
- a. Must be a member of RKNA with at least two years' continuous membership and must be active in a RKNA club.
  - b. Must have experience in hosting shows, trials, breed surveys and breed suitability evaluations.
  - c. Must be familiar with FCI IGP trial rules, Policy Manual, Constitution and Bylaws.
  - d. Must have titled a dog to IGP1, BSE and RKNA CH.
  - e. Must work with forming clubs in his/her region to become full member clubs of RKNA.
  - f. Must be the owner of a Rottweiler who lives on his/her property.
  - g. Must be familiar with the RKNA goals, bylaws, policies and procedures.
  - h. Shall oversee all RKNA events in the region and has the authority to stop a show, breed survey or trial.
  - i. 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.
  - j. Shall schedule a telephone conference call between all club contacts twice each year.
  - k. Shall provide assistance and information to prospective members, members, forming clubs and accredited clubs.
  - l. Shall liaise with communities, suppliers, corporate sponsors, and customers in support of the RKNA.
  - m. Shall ensure trials, shows and breed surveys are conducted in accordance with RKNA rules and regulations.
  - n. Shall submit an Incident Report to the Secretary on any situation that is out of the ordinary.
  - o. 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**

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. Committees are elected with exception of the Board of Inquiry Committee. Positions are for a one-year term.
  - a. All committee chairmen shall be appointed by the Board
  - b. Positions are for a one-year period.
  - c. All committees will have 5 available positions.
- 2. How to Join a Committee
  - a. Applicants must email the Secretary with their resume.
  - b. The Secretary circulates the resume to the membership and members vote at the Annual General Meeting. The five applicants with the most votes earn positions on the committee applied for.
- 3. Requirements for committee positions:
  - a. Shall be a member of RKNA.
  - b. Must be the owner of a Rottweiler who lives on his/her property.
  - c. Must meet minimum requirements set for the committee being applied for.
  - d. Must know the FCI standard for Rottweiler.
  - e. Must know FCI IGP rules.
- 4. Committee Descriptions & Roles
  - a. Show Committee

1. Must have practical experience with showing Rottweilers at RKNA shows.
  2. Must know RKNA policies and procedures.
  3. Shall be available to assist any club, member or nonmember with any questions relating to showing a Rottweiler or hosting a show.
  4. Should offer to assist any club at any RKNA show they are present at.
  5. 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.
  6. Must be completely familiar with FCI breed standard for Rottweiler.
  7. Must investigate any complaint received regarding an incident at a show or Breed Suitability Evaluation and prepare a written report and recommendation to resolve the situation. The Chair shall forward the report and recommendation to the Secretary.
  8. Shall respond to all queries regarding show rules or BSE rules.
- b. IGP Committee Descriptions & Roles
1. Must have trained and handled one Rottweiler to IGP 1.
  2. Must have practical experience with trialing and the paperwork involved in a trial.
  3. Must know current on FCI rules and regulations.
  4. Must know RKNA policies and procedures.
  5. Must investigate any complaint received regarding an incident at a trial and prepare a written report and recommendation to resolve the situation. The Chair shall forward the report and recommendation to the Secretary.
  6. Shall be available to assist any club, member or nonmember with any questions relating to trialing with a Rottweiler or hosting an IGP trial.
  7. Shall contact all clubs hosting a trial to review rules and paperwork with the club contact.
  8. Shall be available to answer IGP trial questions with any club, member or nonmember who is entering a RKNA trial.
  9. Shall encourage members to purchase an ADRK scorebook and join ADRK.
- c. Ztp Committee Description & Role
1. Must have significant experience in the exhibiting of Rottweilers, considerable experience in conducting IGP trials, owned, trained and handled a Rottweiler to Ztp and owned, trained and handled a Rottweiler to IGP 1 degree.
  2. Must know RKNA rules and policies.
  4. Must know RKNA breed survey and Breed Suitability Evaluation rules and policies.
  5. Must investigate any complaint received regarding a breed survey or Breed Suitability Evaluation or an incident at a breed survey or Breed Suitability Evaluation.
  6. Must prepare a written report and recommendation to resolve the situation. The Chair shall forward the report and recommendation to the Secretary.
  7. Shall be available to assist any club, member or nonmember with any questions relating to breed surveys or Breed Suitability Evaluation with a Rottweiler or hosting a breed survey or Breed Suitability Evaluation.
  8. Should offer to assist any club at any RKNA breed survey or Breed Suitability Evaluation test they are present at.
  9. Shall be available to answer IGP 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 Breed Suitability Evaluation to review regulation equipment required and to answer any questions the host club may have.
- d. Board of Enquiry Description & Role
1. Must 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 Board.
  3. Must 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 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, such member shall be excused from the committee.
  9. No member of the Board of Inquiry shall hear charges against any person who is a member of his/her own local club or who is a family member and must excuse himself from discussions.

10. Any Board of Inquiry member 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.
  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. Committee members must be RKNA judges or applicant RKNA judges.
  2. The Board shall appoint one member of the Judges' committee to be Head Judge.
  3. Shall review applications to enter the RKNA apprentice judging program and submit their recommendation to the Board.
  4. An applicant must be sponsored by a judge or apprentice judge who is on the committee.
  5. Shall work with the Board with the purpose to support and license Performance Judges, Breed Judges, Conformation Judges, helper programs and training programs.
  6. Shall be responsible for maintaining all parts of the RKNA Apprentice Judge Program
  7. Shall review and investigate complaints of judging that has taken place under the RKNA rules.
  8. Shall maintain a helper training program to develop new trial helpers and educate experienced helpers.
- f. Community Affairs Committee Description & Role
1. Shall review and process all applications for the Championship program, Merit Awards program, Sports Medal program, IGP 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 instruct the Secretary to issue a certificate and have the dog listed on the website.
  2. Shall promote responsible dog ownership to members and nonmembers including to 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 and the FCI Rottweiler standard in the Rottweiler community whenever possible.
- g. Helper's Committee Description & Role
1. Must be an approved RKNA helper and be active in training and trialing.
  2. Must be active in a club.
  3. Must have significant experience in trial and training helper work and be familiar with FCI IGP rules.
  4. Shall assist in the development, implementation and management of the helper program.
  5. 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 be appointed by the Board.
  2. Shall be responsible for developing and maintaining RKNA marketing programs and policies.
  3. Shall maintain records of all RKNA marketing programs.
  4. Shall contact all clubs prior to an event and assist the club in the marketing of its event.

5. Shall report to the Secretary regarding all RKNA marketing programs and any marketing efforts.
6. Shall maintain the RKNA store on CafePress.
7. Shall try to sell website ads to members on RKNA website.

- j. Webmaster's Description & Role
  1. Shall be appointed by the Board.
  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 of the 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 or at an alternate website as directed by the Board.
  - 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. Each member must have a unique email address.
  - c. Only club delegates and Board members will have ability to post at the electronic meetings. 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 Secretary who will post the member's comment on the member's behalf.
2. How To Introduce Policy
  - a. Members wishing to introduce a new policy must submit the policy in writing to the Board for discussion as a policy proposal. Proposed policy change must not violate the ADRK and RKNA agreement.
  - b. Policy proposals will be published on the members only section on the 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. Single membership or family membership. A family membership shall have a maximum of two members and both family members must reside at the same address.
  - b. The policy for becoming a RKNA Member is as follows:
    1. The candidate completes the application form found on the website.
    2. The candidate completes and signs the waiver form found on the website.
    3. The candidate then sends completed application and waiver forms via mail or electronic means to the Secretary via email to [info@rknaonline.com](mailto:info@rknaonline.com).
    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 request the Treasurer to cancel their automatic payment.
    5. The candidate will receive an electronic membership card from the Secretary when the application, payment and waiver have been received.
  - c. No member can be banned or expelled from the RKNA. Members can only be removed from good standing with the RKNA or fined for penalty.
  - d. No member can bring litigation against any other member that concerns RKNA, the Rottweiler or RKNA activities.
4. RKNA Membership Benefits
  - a. Have full voting privileges
  - b. Hold Board or committee 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 IGP 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. Members cannot file grievances against a nonmember.
  - b. Members with a grievance against another member 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 Secretary asking for the Board of Inquiry to investigate the situation.
    2. Pay a nonrefundable fee of \$100 via PayPal.
    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 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 Board being informed of the outcome.
  - c. The Secretary may submit a letter of grievance against the member upon being instructed to do so from the Board 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. 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 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 or instant messages, received from a Board Member, a Committee Member, or a RKNA representative on any social media including but not limited to Facebook or Twitter 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 Board shall have the right to levy fines as deemed necessary to protect the reputation of the RKNA.

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

1. A. General
  1. Clubs must have five RKNA members in good standing at all times. A club who fails to maintain five members shall be moved from good standing.

2. Clubs must have a regular training day and must encourage local Rottweiler owners to participate.
  3. All clubs must be current on club dues at all times.
  4. Forming clubs must complete the Forming Clubs form found on the website and submit it to the Secretary. The appropriate committees will work with the clubs to review RKNA Policies & Procedures and the required paperwork on events.
  5. 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.
  6. 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.
  7. 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.
  8. Clubs are only permitted to host events sanctioned by RKNA. Clubs may not offer nonRKNA activities or host nonRKNA activities in conjunction with a RKNA event such as an independent show. If a club schedules a nonRKNA event 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.
  9. Clubs may not use the name of their RKNA club, or a name that sounds similar to their RKNA club, if hosting nonRKNA events.
  10. Clubs must use RKNA approved judges for events.
  11. Clubs must offer the Breed Suitability 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. The club name cannot contain the word "schutzund" and should contain the word "Rottweiler". The proposed club name cannot be a club name already in use by a RKNA club or have the same initials as an existing RKNA club.
  - b. Complete the Club application and email to the Secretary.
  - 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 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 pay the club dues.
  - 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 the Secretary 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 Secretary 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.

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

### **1. General**

- a. Only RKNA approved titles or RKNA approved awards may be awarded at RKNA events.
  - b. All shows are Sieger shows. The name of the show shall be the club's initials followed by the words "Sieger Show".
  - c. The titles Klub Sieger or Klub Siegerin are available at the RKNA Klub Sieger Show held each fall. The first place dog from the adult 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 Meisterschaft at the level of IPO 1 or higher. If a dog passes FH or FH2 at the Meisterschaft, the dog is eligible enter the Kombi class if the dog has an IGP 1 degree. These entrants compete in the Kombi class for the title of Kombi Sieger and Kombi Siegerin. The Kombi Sieger and Kombi Siegerin compete in the ring for Best of Breed.
  - e. The advanced breed survey titles must be offered at the Spring Sieger Show and the Klub Sieger Show if an ADRK judge is the invited judge.
2. Awards available at Sieger Shows
- a. - Sieger  
- Siegerin  
- Youth Sieger  
- Youth Siegerin  
- Best Puppy Male  
- Best Puppy Female  
- Best of Breed (winners from the youth and adult classes compete for this title)  
- Best of Opposite Sex (winners from the youth and adult classes compete for this title)  
The host club shall issue a certificate stating the award earned for each dog who wins an award.
  - b. Awards available at the Klub Sieger Show are as above only the words "Klub" is added in front of each award.
  - c. Awards available at the Spring Sieger Show are as above in "a" only the word "Spring" is added in front of each award.
3. Titles available at the RKNA Meisterschaft
- a. RKNA Meister - highest scoring Rottweiler with the highest passing score at the IGP 3 level
  - b. RKNA FH Meister - highest scoring Rottweiler with the highest passing score at the FH or FH2 level
  - c. Dogs who earn the IGP Meisterschaft title are eligible to enter Champion class at RKNA shows.
  - d. Dogs who earn the FH Meisterschaft title, who have also achieved IGP 1, are eligible to enter Kombi class at the Spring Sieger Show
4. Titles available at Regional Sieger Shows & Trials
- The club's initials, followed by the word "Regional", followed by the initials for the region followed by the words "Sieger Show"
  - RKNA Regional IGP Champion - highest scoring Rottweiler with the highest passing score at the IGP 3 level
  - Awards as listed in 2(a) with the region's initials and the word "Regional" added in front of each award.
5. Breed Suitability Evaluation (BSE) - available at all RKNA shows.
6. Zuchttauglichkeitsprüfung (Ztp) - available at all shows where an ADRK approved judge is judging.
7. Gekört and Gekört bis EzA - available at RKNA Klub Sieger Show, RKNA Spring Sieger Show and may be offered at the Meisterschaft if an ADRK or FCI judge is invited who is licensed in both show and IPO.

## **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 IGP 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 Breed Suitability 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.
  - g. Must advertise the date, time and location of the Breed Suitability Evaluation and breed survey tests in the show marketing.
  - 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 IGP trial, a BSE, a Ztp or who is one of the major winners at a show.
  - j. Shall take a copy of each completed Breed Suitability Evaluation and Ztp (pass or fail) and send to RKNA Secretary with their event paperwork. Clubs are recommended to take a picture of the completed and signed BSE or Ztp so that they have a copy for their records and to send to the RKNA with their event paperwork and to the judge. The originals are to be given to the entrants at the event.
  - 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 Breed Suitability 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 of \$4 for each dog who is listed in the event catalog or who participates in a Breed Suitability Evaluation, breed survey or IGP trial. Listing fees must be paid via PayPal to [info@rknaonline.com](mailto:info@rknaonline.com)
3. Shall email the following to [info@rknaonline.com](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 the host club to be moved from good standing. No further event will be approved for the club until such time as the club has taken the steps to bring itself back to good standing. All documents should be sent using a free file transfer program [www.wetransfer.com](http://www.wetransfer.com)
- a. Shows - documents to be emailed to the RKNA Secretary:
    - 1. Copy of each critique
    - 2. Copy of each major certificate issued
    - 3. Typed results sheet detailing event date, judge, host club, registered name of dog, class dog entered in and result.
    - 4. Copies of all support documentation for entries accepted (ie registration certificate, health results, proof of titles etc.)
    - 5. Marked catalog - all regular and nonregular entries 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.
    - 6. 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.
    - 7. Proof of PayPal receipt showing \$4 listing fee has been paid to RKNA for each entry in the catalog. Clubs should count the number of entries listed in the show catalog and multiply the number of entries listed x \$4. The listing fees should then be emailed to [info@RKNAonline.com](mailto:info@RKNAonline.com)
  - b. Breed Suitability Evaluations (BSE) & Breed Surveys (Ztp)
    - 1. A completed form for each BSE or Ztp (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. 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. 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. Additional points can be earned in the following ways:
  - 1 point V1 rating at any RKNA show
  - 1 point Best of Breed, Best of Opposite Sex, Sieger, Siegerin, Youth Sieger, Youth Siegerin
  - 1 point BSE title
  - 1 point BH title
  - 2 points Ztp (RKNA or ADRK - only one Ztp may be counted for points)
  - 2 points IGP 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.

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

1. All Rottweilers entered must have proof of registration with a national kennel club. Puppies up to 9 months of age can enter with a litter registration number.
2. Spayed or neutered dogs are not eligible to enter regular classes.
3. Dogs with missing teeth may not enter a regular class.
4. Dogs with any disqualifying fault according to FCI standard may not enter a regular class.
5. Entry form and proof of registration number is required to enter a regular class.

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

1. All Rottweilers entered must have proof of registration with a national kennel club.
2. Non-regular classes are for Brood Bitch, Stud Dog, Kennel Group, Exhibition Class & Youth Handling.
3. Exhibition Class is open to registered Rottweilers who may have a disqualifying fault, who 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. YOUTH HANDLING CLASS**

1. This class is optional for the host club.
2. This class is open for youths between the ages of 10 to 18 on the day of the class.
3. Must be a RKNA member.
4. 1 point is awarded to the handler who wins 1<sup>st</sup> place for the Sports Medal.
5. Awards are given for placements 1 through 4.
6. Handler's ability to present and show a dog is judged. The dog is not judged.
7. Handlers must take care to partner with a dog who will benefit his/her ability.
8. This class is moved and regulated like all other regular.
9. No food is allowed in the ring. No hand stacking. The dog must be shown in a natural state.

**SECTION 22. EVENTS**

1. General

- a. Clubs can only use judges recognized by ADRK.
  - b. Clubs must follow RKNA policy and procedure for booking events.
2. Financial Support
    - a. If funds available, pay \$500 to each entrant trialing at the Meisterschaft who are traveling more than 500 miles to the event and trialing at a level of IGP 1 or higher or FH or higher.
    - b. If funds available, pay \$500 to each of the four members who represent RKNA at a world championship trial.
  3. 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.
    - 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 must 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 and request for the judge to be contacted to see if available. If the judge is available the requested date, the club must complete and sign the Judge's Contract and send to the judge for signature. The club must also complete and sign an Event Request. The Event Request and Judge's Contract should be sent to the Regional Director and copied to the Secretary. The Secretary will then arrange for RKNA to sign the documents and arrange for Releases with the appropriate national kennel club or organization.
    - f. Clubs must ensure they have allowed sufficient time to process all necessary request forms.
    - g. Clubs must provide proof of payment of 75 Euros to ADRK for the ADRK trial fee.
    - h. Clubs can choose their closing date. The recommended closing date for shows is five days prior to the show. BSE and Ztp entries must be listed in the catalog. Trials close the day before the event and/or when the secured tracking fields have no space left.
  3. Clubs should contact the RKNA social media person and the show committee and ask for assistance in marketing the event.
  4. Caniva must be used for all shows and trials. To have an event set up to accept the online entries:
    - a. The club must send a copy of the Event Request form signed by RKNA Secretary approving the event to the Administrator of Records (AOR) and ask for the event to be set up on Caniva. The club must provide contact information including: name of event secretary, event contact name, phone number and email, address of event, and other information they want listed for on-line entries.
    - b. Clubs must have a PayPal account that entry fees are paid to.
  5. Clubs must type up results and send to the RKNA Secretary within 14 days of the event.
  6. Only RKNA approved titles or RKNA approved awards can be awarded at RKNA events.
  7. Handler books and scorebooks are ordered through the RKNA Secretary.
  8. Clubs must pay a \$4 listing fee for all entries listed in a catalog or a trial summary sheet.
  9. All trial, show, BSE and Ztp results must be received by the RKNA Secretary within 14 days of the event. Failure to do so will result in a \$300 fine for late paperwork.
  10. 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 BSE and Ztp on it. The Event Secretary must take a picture of each document. All critiques, certificates, BSE and Ztp forms (including for dogs who are not successful) must be signed and handed to entrants at the event. Critiques are handed out at the end of all classes each day. If a dog is held back on a BSE or Ztp, the period of time the dog is held back is typed on the form.
  11. 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 BSE dogs
    2. All passing Ztp dogs
    3. Sieger, Siegerin, Youth Sieger, Youth Siegerin, Best Puppy Male, Best Puppy Female

4. Best of Breed, Best of Opposite Sex or High in Trial
5. A certificate for any degree passed at an IGP 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 RKNA 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. 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 [info@rknaonline.com](mailto:info@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 Secretary
  - digital copy for host club's records
20. For any exhibitor who 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. If a dog originates from outside of North America, the dog must have a tail.
23. 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.
24. 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.
25. 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.
26. If a club does not have the minimum four entries required to hold an IGP 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.
27. The only collars permitted at RKNA shows, trials, BSE or Ztp is the fur saver.

## **SECTION 23. HOW TO BECOME THE HOST OF A MAJOR EVENT OR A REGIONAL EVENT**

1. Clubs must email an event proposal to the show committee detailing date, proposed judge and event they wish to host.
2. If more than one club wishes to host a major event, the proposals will be put to vote with general membership.
3. The Board shall award the major events.

#### **SECTION 24. 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 25. EVENT SECRETARY**

1. All events must have an Event Secretary. The Event Secretary must be a current member of RKNA and signs all event paperwork.
2. The club must ensure that the Event Secretary is familiar with the responsibilities of the position.

##### **An Event Secretary:**

- a. May not participate as an entrant of the trial, show or breed survey, including being a ring steward.
- b. May not sign any paperwork on a dog owned or co-owned by the Event Secretary or who lives with the Event Secretary.
- c. Must ensure that the FCI trial rules and standards, as well as RKNA policies, are upheld and adhered to.
- d. Must ensure all results and documentation are completed correctly and completely
- e. Must be completely familiar with RKNA policy and procedures.
- f. 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,
- g. Must be completely familiar with RKNA paperwork.
- h. Must ensure there is a microchip reader on hand that will read all chips.
- i. 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.
- j. Must ensure a starter pistol is on hand with blanks for trials and breed surveys.
- k. Trial Secretary, Show Secretary, and Breed Survey Secretary checklists of job descriptions are available on the RKNA website.
- l. Must decline any IGP entry if the handler cannot provide proof of current membership with the organization the dog's scorebook is held with.
- m. 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 26. HELPER PROTOCOL FOR TRIALS AND BREED SURVEYS**

1. A helper:
  - a. May not be both helper and handler on the same 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 27. HANDLER/PARTICIPANT PROTOCOL FOR RKNA EVENTS**

1. It is the IGP handler's responsibility to be familiar with the RKNA handler rules and protocol for IGP trials.
2. It is the responsibility of all handlers to be familiar with all RKNA rules and policies.
3. Trial participants must produce proof of current membership in the organization the dog's scorebook is held with. 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.
5. Arguing or sarcastic comments from the handler during the critique will be subject to immediate dismissal.
6. 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 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.
7. 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 (RD). If the region has no Regional Director then the complaints shall be directed to the respective committees; complaints involving shows to the show committee and complaints involving trials to the IGP committee.
  - 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 the Board. RKNA issues a letter notifying the individual of the penalty assessed.
  - e. The RKNA Board reviews the letter and when agreement by all is reached on the wording contained in the letter, the letter is sent by RKNA Secretary.
  - 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 28. TRIAL RULES**

1. RKNA clubs must follow FCI international IGP rules. The RKNA IGP rules form part of this Policy Manual.
2. RKNA IGP performance regulations shall comply with FCI.
3. 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.
4. The RKNA, including its member clubs, will not allow any person from any country to judge any RKNA IGP trial, or any RKNA IGP event at any level, unless that person holds a current license recognized by ADRK.

## **SECTION 29. RKNA MEISTERSCHAFT**

1. The annual IGP Championships shall be referred to as the RKNA Meisterschaft.
2. The Meisterschaft is open to all breeds.
3. RKNA Meister is awarded at the RKNA Meisterschaft to the high scoring IGP 3 Rottweiler.
4. RKNA FH Meister is awarded at the RKNA FH Meisterschaft to the highest scoring FH Rottweiler.
6. The top 4 IGP 3 Rottweilers shall form the following year's RKNA team to compete at World Championships.

## **SECTION 30. TROPHIES, CERTIFICATES AND AWARDS**

1. Certificates
  - a. Certificates will be issued for the main show titles and awards and must be distributed at the event.
  - b. Completed certificates will be issued for all degrees and titles earned at IGP trials and must be distributed at the event.
  - c. Certificates will be issued for all BSE and Ztp dogs who pass and must be distributed at the event.
  - d. Participant certificates will be issued to all youth handlers in the youth handling class.
2. Trophies - suitable awards to be issued to the following winners:
  - a. IGP trials - High in Trial, High Tracking, High Obedience and High Protection.
  - b. Shows - Best of Breed, Best of Opposite Sex, Sieger, Siegerin, Youth Sieger, Youth Siegerin, Best Puppy Male, Best 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 Ztp or BSE.

## **SECTION 31. SHOWS**

1. RKNA offers two main shows each year: Klub Sieger Show and Spring Sieger Show. All other shows are Sieger shows. Regions may offer a regional show each year with clubs in the region deciding what club will host the regional show.
2. The advanced breed survey titles must be offered at the Spring Sieger Show and the Klub Sieger Show if a judge approved to judge the advanced breed surveys is presiding.
3. Dogs originating from areas where docking is banned must have tails.
4. Entry fees are not refundable for dogs entered and not presented.
5. Sick dogs are not to be presented.
6. Females in heat may be presented in a show, Ztp or BSE.
7. Clubs must ensure the following is available when hosting shows (an event checklist is available on the RKNA website or from the show committee):
  - functioning toilet facilities
  - public address system in working condition
  - a show ring of approximately 100 feet x 100 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 60 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 BSE, Ztp, 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.
8. The titles Klub Sieger or Klub Siegerin are only available at the RKNA Klub Sieger Show. All dogs in adult classes are eligible for Sieger/in and Klub Sieger/in.
9. 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 trialed successfully at the IGP 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.
10. 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

Awards available at the RKNA Klub Sieger Show

- Best of Breed and Best of Breed Opposite Sex (chosen from Klub Sieger/in and Klub Youth Sieger/in winners)
- Best Puppy Male
- Best Puppy Female

11. Titles available at all shows. Certificates must be issued at the show for all titles and awards.

- "Club's initials" Sieger
- "Club's initials" Siegerin
- "Club's initials" Youth Sieger
- "Club's initials" RKNA Youth Siegerin
- "Club's initials" RKNA Best Puppy Male
- "Club's initials" RKNA Best Puppy Female

Awards available at a Regional Sieger Show

Best of Breed and Best of Breed Opposite Sex (chosen from Sieger/in, Youth Sieger/in winners)

12. Titles available at all shows. Certificates must be issued at the show for all titles and awards.

- Sieger
- Siegerin
- Youth Sieger
- Youth Siegerin
- Best Puppy Male
- Best Puppy Female

Awards available at all shows

Best of Breed and Best of Breed Opposite Sex (chosen from Sieger/in and Youth Sieger/in winners)

13. The age of the dog on the day the show starts shall be the date used to determine the age of the dog and the appropriate class.

14. Proof of registration must be submitted with each entry form to be accepted.

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

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

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

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

19. Entries are divided into the following classes:

A. Regular Classes (all Regular Classes receive ratings)

**Puppy Classes**

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

**Youth Classes**

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

**Adult Classes**

- |                    |   |
|--------------------|---|
| Intermediate Class | 15-24 months  |
| Open Class         | over 15 months with no working or championship title.                           |
| Champion Class     | over 15 months with Championship title from RKNA or from a national kennel club |
| Working Class      | over 18 months with a IGP title.  |

Veteran Class over 8 years  
 Kombi Class over 18 months who successfully passed any level of IGP at the previous year's Meisterschaft. If a dog passes FH at the Meisterschaft, and has an IGP title, the dog can enter the Kombi class.

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.

Youth Handler Class available for youth between the ages of 12-18 years. The 1<sup>st</sup> place winner shall be awarded 1 point towards the sports medal.

20. a. All dogs must have permanent identification (ie tattoo number or microchip number) to enter a RKNA event.
- b. 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.
- c. 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.
- d. 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.
- e. A dog who is entered in the Open Class who has an IGP title or a Champion title shall have the rating and placement awarded revoked.

21. Ratings awarded at RKNA shows. The judge's decision is final. No protest is permitted.

Puppies  
 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

## 22. Catalog

- a. Printed or typed catalogues must be available at all shows for purchase. All dogs shown must be listed in the catalog.
- b. The following information must appear on the cover of the catalogue:
  - Hosting Club
  - Date of Show
  - Judge
  - The vet location for the event, including address and phone number
- 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
  - Tattoo or microchip number
  - Date of Birth
  - Sex
  - 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 event. The club must also send a copy of a marked catalog to the Administrator of Records as part of required event paperwork.
- d. Catalogs must include the following paragraphs

RKNA is a breed club and requires members to put BSE or Ztp on all breeding stock. RKNA believes breeders should know the measurements of dogs they are breeding as well as eye colour.

The Breed Suitability Evaluation (BSE) certifies the dog has a passing hip rating, has a passing elbow rating, has been JLPP tested and is free of disqualifying fault under FCI standard. Puppy buyers are encouraged to only purchase pups whose parents possess either a BSE or a Ztp. The dog must 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 BSE and loses a tooth, the dog may still be bred and may also attempt the Ztp.

The Zuchttauglichkeitsprüfung (Ztp) is a breed test designed by the ADRK and the ADRK requires this title to be put on all breeding stock. To enter the Ztp, a dog must have a BH, passing hips, passing elbows, JLPP tested, permanent identification and be free of disqualifying fault under FCI standard. 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 the BSE and Ztp are vital to maintaining the Rottweiler in type and temperament and should be the foundation of any breeding program.

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

The Gekört bis EzA (lifetime Körung) may be attempted 24 months after a dog has earned the Körung. This 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 IGP title. International Prüfungsordnung (IGP) 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 IGP sport.

### **SECTION 23. RKNA Breed Suitability Evaluation (BSE)**

1. a. The BSE is certification that a dog has (1) passed hips and elbows, (2) been tested for JLPP, (3) has permanent identification (microchip or tattoo), (4) is free of disqualifying fault according to FCI breed standard and (5) is friendly and stable and has passed a traffic sureness test.
  - b. Once the health requirements and conformation soundness qualifications have been met, the dog must pass a traffic sureness test. This test includes a gun sureness test and a test to ensure the dog is stable around the public.
  - c. 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.
  - d. Handlers will present the dog's paperwork for inspection to the Event Secretary.
2. 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 approximately 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 BSE dogs can be grouped with the Ztp dogs so all the BSE 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.

3. If a dog has a BSE and loses a tooth, the dog may still be bred and may also attempt the Ztp.

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

1. a. The Ztp and Körung are an evaluation of a dog's temperament, character and working ability. They are designed to select those Rottweilers who 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. To enter the test, the dog must have:
  - a passing hips certification
  - a passing elbows certification
  - JLPP test results
  - permanent identification (tattoo or microchip)
  - a BH

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 traffic sureness 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 Event 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. 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 with her phone or with a camera.
  - c. Dogs may enter the Ztp in spite of lost teeth provided copies of the dog's BSE is submitted with the entry.
  - d. The name of the events for the advanced breed survey tests is 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.
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/her dog.
    - b. The handler is responsible for supplying a Reader to read the microchip on his dog.
    - c. Judges must be approved by ADRK.
    - d. The decision of the Judge is final. No appeals are possible.

- e. 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.
  - f. Dogs shall be judged first, followed by bitches with bitches in season last.
  - g. 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 use RKNA forms.
  - 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 may select the helper for the test. 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 breed surveys.
  - 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. The protection routine shall be the ADRK Ztp protection routine. Contact the IPO committee for rules.
  - 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 Körung must be offered at the RKNA Spring Sieger Show and the RKNA Klub Sieger Show. The Körung 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. 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.
  - c. The following original documents must be presented to the Event Secretary:
    1. Registration papers
    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.
    5. JLPP result.
    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 IGP 3 title. A bitch must have passed an IGP 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 IGP 3 protection routine.
12. Additional information regarding breed surveys
  - a. The judge will officiate at all Körung events.
  - b. The judge shall oversee the helper selection, their equipment and helper work.
  - c. Two helpers must be used in the Körung. All helpers 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 Judge is final. No appeals are possible.
  - h. 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.
  - i. The tattoo or microchip number shall be read out loud as part of the measuring and critique.
  - j. 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 IGP 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. Application for Sports medals may be made by sending the completed form and support documentation to the Chairman of Community Affairs committee.
3. Handlers will be listed on the RKNA website.
4. 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 ADs.
  - c. Gold Medal - a handler must have achieved 50 points which must include two ADs.
5. Members accumulate points by achieving the following:

DEGREE	POINTS GOOD	POINTS VERY GOOD	POINTS EXCELLENT	POINTS
RKNA CH				1
RKNA Elite CH				1
BH				1
AD				1
BSE				1
Ztp				2
Gekört				4
Gekört EzA				5
1 <sup>st</sup> place - youth handler				1
IGP 1	3	4	5	
IGP 2	5	6	7	
IGP 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 IGP 3 CLUB

1. The purpose of the RKNA IGP 3 Club is to recognize the accomplishments of those members who have taken an untitled Rottweiler through BH, IGP 1, IGP 2 and IGP 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 IGP 3 Club application 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 current member of RKNA.
  - 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 IGP 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 IGP 3 with 270a, "pronounced". Females must have an IGP 1 with 270a score. 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 IGP 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 obtain a Release from RKNA Secretary to judge an event.
  - 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 RKNA.
  - 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 IGP, FH or AD trials.
  - B. RKNA Breed Judges are allowed to judge conformation, Breed Suitability Evaluation and breed surveys.
  - C. RKNA Conformation Judges are allowed to judge conformation and Breed Suitability 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 Breed Suitability 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 be sponsored by a RKNA judge.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. When an applicant has been accepted, the Head Judge will notify the Secretary of the approved applicant. The Secretary will notify the Board and issue the applicant a judge's book.
  - g. The final apprentice must be under an ADRK teaching judge for show or ADRK performance for IGP. 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.

- h. Applicants must ensure they ask the judge to write a report on the apprentice and send it to RKNA Secretary. A copy should be sent to the applicant. When the apprentices are complete, the applicant must forward a copy of all reports from shows he apprenticed at to the RKNA Secretary and to RKNA Head Judge. The RKNA Secretary will forward the reports to the ADRK.
  - i. Upon satisfactory completion of the RKNA judge's program, ADRK must approve RKNA to license the judge with RKNA. The ADRK teaching judge can approve the applicant at completion of the last apprentice.
  - j. 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.
  - k. 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.
  - l. 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.
  - m. 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.
  - n. 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.
  - 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. Must be an active member in a RKNA club.
  - d. Must have trained and titled two (2) Rottweilers from 0 to IGP3, Ztp and AD.
  - e. Must have trained and titled one (1) Rottweiler to FH.
  - f. Must have competed in ten (10) IGP 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 IGP 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. Must 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 IGP 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
- a. Must be a RKNA member in good standing and maintain their membership throughout their judging career.
  - b. Must adhere to RKNA policies.
  - c. Must be a Rottweiler breeder, who has trained and titled two (2) Rottweilers to an advanced working title (i.e. IGP 1, Ztp, CDX, TDX, or FH).
  - d. Must have handled two Rottweilers to Breed Suitability Evaluations.
  - 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 considerable experience in training and handling Rottweilers in the breed ring.
  - g. 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 IGP 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 IGP 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) IGP 1s
    - 5. Five (5) IGP 2s
    - 6. Twenty-three (23) IGP 3s
 Each trial where the apprentice judge is tested must have a minimum of:
    - 1. One (1) IGP 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 Board.
  - 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. 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.

- d. 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 Board.
- e. All awards, ratings and breed surveys granted by the Probationary Licensee during these two (2) years are fully recognized by RKNA.
- f. 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.
- g. 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

- a. Termination of RKNA membership for any reason.
- b. Voluntary request for removal.
- c. An Apprentice 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 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 Secretary

requesting for the judge to be contacted to see if available. The Secretary 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.
5. If the event is a trial, the club must pay 75 Euros as an ADRK booking fee and submit a copy of proof of payment to their Regional Director. A copy must also be included with the event paperwork.
6. 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)
7. 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.
8. 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 Secretary. 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.

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

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

#### **SECTION 41. 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 42. LOGO**

1. Use of the RKNA logo can only be used for RKNA sanctioned events or as approved by the 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 43. 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 44. 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 members must abide by the FCI breed standard and only breed Rottweilers who have obtained BSE or Ztp titles.

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 and submit to RKNA Breed Warden (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.
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 agree to only breed dogs who have achieved Breed Suitability Evaluation, or a Ztp, which

ensures the dog is free of disqualifying fault according to FCI breed standard, have achieved a passing hip rating, have been tested for JLPP and have passed a traffic sureness test.

2. Members agree to only breed healthy Rottweiler 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.
  7. Members will not dock.
  8. Members will not put their male to stud to any breeder who is docking.
  9. Members will not buy or lease a docked Rottweiler.
5. Documentation:
1. Members agree for all records of breedings 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 and on social media on anything pertaining to RKNA.
  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 45. 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 46. ADRK SCOREBOOKS**

RKNA members can obtain ADRK scorebooks on AKC and CKC registered Rottweilers. Information on how to obtain the ADRK scorebook is on the form which can be found on the website.

End of document.

Revised 13-January-2019