



# ESTABLISHING A RECOGNISED CLUB

Dogs New Zealand, Private Bag 50903, Porirua 5022. Phone 04 237 4489

## GUIDENCE SHEET

### GUIDELINES FOR ESTABLISHING A RECOGNISED CLUB STATUS

Dogs New Zealand welcomes applications from groups wishing to establish new clubs to support canine activities in New Zealand.

#### ELIGIBILITY

- Club must be formed for canine-related purposes (breed, group, obedience, agility, etc).
- Must operate under a written constitution approved by Dogs New Zealand.
- Must have at a minimum, a President, Secretary, and Treasurer who are Dogs New Zealand members.
- Must demonstrate sufficient membership support.

#### APPLICATION REQUIREMENTS

- List of Executive Officers (*must all be Dogs NZ members*).
- List of financial members (*noting Dogs NZ members*).
- Copy of Constitution (Rules).
- Financial Statement.
- Details of activities held in the past 12 months (*dates, venues, type, entries*).
- *Optional: Letters of support or evidence of demand.*

#### SUBMISSION

- Applications must reach the Dogs New Zealand Director Secretary 14 days before an Executive Council meeting.
- Training clubs (Obedience/Agility/Scentwork) apply first via their respective Committees.
- Dogs New Zealand may consult existing clubs before granting recognition.

#### ONGOING OBLIGATIONS

- Pay annual Dogs New Zealand Club subscription (due 30 April each year).
- Submit annual return (AGM report, accounts, officer list, contact details).
- Notify Dogs New Zealand of rule or officer changes.
- Comply with Dogs New Zealand Rules and Regulations.

**Submit To:** Director Secretary, Dogs New Zealand, Private Bag 50903, Porirua 5240

**Email:** [secretary@dogsnz.org.nz](mailto:secretary@dogsnz.org.nz)

