

Cavalier King Charles Spaniel Club, USA, Inc.

REGISTRATION HANDBOOK

Also referred to as CKCSC Policies & Procedures for Breeding, Registration and Transfer of Dogs

(the term “dog” applies to both sexes unless otherwise specified)

INTRODUCTION

An excerpt from the CKCSC Code of Ethics adopted on October 16, 1998 reads; “...the welfare of the Cavalier King Charles Spaniel Breed is of paramount importance. It supersedes any other commitment to Cavaliers whether that be personal, competitive or financial.” All of the information that follows is aimed at maintaining, nurturing and improving the welfare of the Cavalier breed in the USA. The CKCSC was the first recognized registry of Cavaliers in the United States and registered its first ten dogs in the year 1956. By the end of the year 2000, we have registered over 33,000 dogs. These are staggering numbers considering that the breed is still relatively rare in the United States.

The Registration Office views its most important directive to be maintaining the integrity of our **Stud Book**. Each member and each breeder must understand the importance of accurate record keeping, both on their part and ours. Therefore, the procedures outlined in this **Handbook** must be followed exactly. The **Handbook** is a combination of general information, various rules and procedures and forms. We all share equally in the responsibility of maintaining the welfare of the breed and the integrity of the **Stud Book**.

Every eligible Cavalier owned, imported or bred by a member of the CKCSC must be registered individually, in accordance with the CKCSC Registration Handbook and Code of Ethics.

GENERAL INFORMATION

The Registration Office consists of the Registration Chairman, the Registration Supervisor, the Registration Secretary and the Membership Secretary. Their jobs are different but they all are available to assist you with questions and to help guide you through CKCSC procedures. If there is ever a doubt as to which form to use, what to do or how, please contact the Registration Office immediately. It is in everyone’s best interest to get things right the first time.

One does not have to be a member of the CKCSC to use its services. However, any individual doing business with the CKCSC is required to follow its Code of Ethics, By-Laws and Policies and Procedures. **All fees are doubled for non-members.**

The Registration Office returns many forms for lack of signatures or for lack of information such as breeding dates, colors of puppies, transfer numbers or incorrect fees. These are simple clerical oversights and can be avoided. Please take the time to read all the directions carefully, fill out the form completely and check for the correct fees. As of March 1, 2002 no forms will be accepted for processing when the date of signature is more than six months old. All returned forms will have a penalty assessed. **We recommend you keep this book handy as a reference tool and use it as a template for making copies of all forms.**

The information, procedures and forms contained in this **Handbook** were drawn up to be in accordance with the **CKCSC, USA, Inc. Bylaws** and **Code of Ethics**. Actions taken in violation of the CKCSC Bylaws or Code of Ethics can result in serious consequences including but not limited to fines, the cancellation of specific registration certificates and suspension or expulsion from CKCSC membership and registration privileges.

It is recognized that legitimate exceptions to the Registration Policies and Procedures may arise from time to time. In certain cases, with sufficient evidence and under conditions where the welfare of the breed is assured, the Board of Directors may waive any of the Registration Policies and Procedures.

The Registration Office is always happy to answer any inquiries regarding the information contained in this Handbook or the CKCSC Bylaws and Code of Ethics and should be consulted anytime there is a question.

GLOSSARY OF TERMS

- Addition of Registered Affix to Registered Name of Dog:** A form to enable the owner of a Cavalier who did not breed that Cavalier to add his or her CKCSC approved kennel name as a suffix.
- Affix:** A registered kennel name used as a prefix by the breeder in naming puppies or as a suffix to identify subsequent ownership of a dog.
- AKC Registration Certificate:** A form assigning a registration number to a particular dog, issued by the American Kennel Club.
- American Bred:** A dog who is whelped in the USA, and of a mating that took place in the USA.
- Application for Registration of an Affix:** A form with which to apply to the Registration Office for an Affix.
- Application for Registration of a Litter:** A form for recording a litter with the CKCSC and officially naming each puppy in the litter.
- Approved Dog Registry:** A CKCSC Board approved list of Registries whose pedigrees we recognize. This list is available from the Registration Office.
- Artificial Insemination:** A method of breeding whereby the semen from the dog is collected and inserted into the bitch. The use of chilled or frozen semen require veterinary supervision.
- Associate Membership:** Granted to a person who is interested in Cavaliers but who is not eligible for Regular Membership.
- Breed Standard:** A written description of the ideal Cavalier, specifying the desired traits and physical characteristics, both for conformation and breeding. This is the ultimate reference against which every Cavalier is judged.
- Breeder:** The owner(s) of the female dog, also referred to as the bitch or dam, at the time of mating.
- Bulletin:** The official quarterly publication of the CKCSC containing information on the Club and its activities.
- Bylaws:** Our legal charter describing the corporation, its purposes, offices, membership, regional clubs, etc.
- Certified Export Pedigree:** A form issued by The Kennel Club (Great Britain) and some other foreign registries which shows a three generation pedigree, similar to the CKCSC Certified Pedigree.
- Certified Pedigree:** The 3 generation pedigree issued by the CKCSC Registration Office assigning a specific number to the dog being registered.
- CKCSC:** Cavalier King Charles Spaniel Club, USA, Inc. The legal name of the Corporation.
- Co-ownership:** Two individuals who share equally in the ownership of one dog or bitch.
- Code of Ethics:** Description of the standard of behavior required of all people doing business with the Club. Failure to comply with these standards can result in fines, suspension or expulsion.
- DNA Certification:** A laboratory analysis of the genetic pattern of a specific dog or bitch.
- Fee:** The amount of money charged by the Club for a specific service.
- Foreign Membership:** Available to individuals who reside outside the USA.
- Honorary Membership:** Special membership status granted by the Board to persons designated as having made significant contributions to the Club.
- Import:** Any Cavalier residing in the USA which was not whelped in this country.
- Irrevocable Transfer:** Conditions of transfer imposed by the CKCSC, USA Board of Directors which may not be changed or altered by either breeder or owner.
- Kennel Name:** Technically called an Affix. See also Prefix, Suffix.
- Lifetime Membership:** Granted to USA resident who pays a special, designated membership fee approved by the Board, which confers Regular membership status for their lifetime.
- Litter:** All of the puppies whelped by a bitch at one time. When referred to as the mother's offspring they are also called her produce; when referred to as the sire's offspring they are called his get.
- Membership Application:** The form needed to join the CKCSC listing all membership options and regional Club memberships available. This form to be used by *New* applicants only.

GLOSSARY OF TERMS (continued)

- Membership Renewal Application:** The form sent out as a reminder from the Membership Secretary (or through the Bulletin) to be used to renew membership for those individuals who have previously, at any time, been members of the CKCSC.
- Membership Secretary:** The person who maintains the membership database and who processes new Membership applications and renewals.
- Natural breeding:** The act of a dog and bitch mating.
- Performance Event Number,(PEN):**A number given to a CKCS not otherwise registerable with the Club which enables him to participate in Children's Handling, Obedience and Agility events.
- Prefix:** A registered "affix" or kennel name which, when placed before the name of the dog, identifies it as having been bred by the holder of the affix. See also Affix, Suffix.
- Progeny:** The offspring of a dog or bitch.
- Regional Clubs:** Four Regional Clubs (Midwest, Northeast, South and West), which conduct Championship Point Shows, Matches, Health Clinics and provide Newsletters.
- Registration Certificate:** Issued by the Registering Organization of a country. It indicates breed, registered name, sex, color, date of birth, breeder, ownership of dog, names of sire and dam. This is usually a document separate from the Export Pedigree.
- Registration Chair:** A position appointed by the President. The person responsible for resolving problems and supervising all aspects of Registration and Membership.
- Registration Handbook:** A compilation of information, policies and various forms required for membership and registration.
- Registration of a Foreign Born Dog:** The form needed to register a Cavalier not whelped in the USA.
- Registration of a Litter:** The form needed to register and officially name a litter of newborn puppies whelped in the USA.
- Registration Office:** General term used to identify the Registration Chair, Registration Supervisor, Registration Secretary and Membership Secretary.
- Registration Secretary:** The person responsible for maintaining the dog database, processing all registration paperwork and sending out forms on request.
- Registration Supervisor:** The person responsible for managing the work of both the Registration and Membership Secretaries. Responsible for receiving and sorting mail, maintaining complete and accurate records of every Cavalier entered in the Stud Book and resolving problems and supervising all aspects of Registration and Membership. Reports to the Registration Chair.
- Regular Membership:** Open to a person 18 years or older, residing in the USA. who owns or co-owns a Cavalier registered with the CKCSC or a member of the owner's immediate family.
- Restricted Transfer of Dog:** A form assigning ownership of a dog to another person, including any restrictions imposed by the current or previous owners. See **Irrevocable Transfer**.
- Revocation of Restriction:** A form to be used if the person who originally imposed restrictions chooses to lift them at later time. See **Irrevocable Transfer**.
- Show Ring:** Any areas of a Show Site in which Cavaliers are being presented or are conducting Performance Events.
- Show Rules:** A list of rules applying to dogs and exhibitors for Point Shows, Obedience, Agility and Children's Handling.
- Statistics:** A printed record of New Members, Transfers, Litter Registrations, Imported Dogs, Affixes, Additions of Affix, Revoked Restrictions and Deceased Dogs, as recorded by the Registration Office during a quarterly time period.
- Stud Book:** The entire database and hard copy pedigrees giving the lineage of all Cavaliers registered with the CKCSC.
- Stud Service Certificate:** A form which states which sire and which dam performed a specific mating and date(s) on which the breeding(s) took place. To be used for natural breeding or for artificial insemination using fresh semen when both the sire and dam are present.

GLOSSARY OF TERMS (continued)

- Stud Service Certificate for Fresh Chilled Semen:** A form to be completed by the veterinarian who collects and chills semen used for breeding.
- Stud Certificate for Frozen Semen:** A form to be completed by the veterinarian who collects, freezes and ships semen, along with the signature of the veterinarian who inseminates the bitch.
- Suffix:** An affix added at the end of a dog's registered name to indicate subsequent ownership. See Affix and Prefix. Only one suffix may be used added to the name of a dog.
- Transfer of Dog:** A form changing ownership of the dog from one person to another, with no restrictions imposed. See also **Restricted Transfer**.
- Web Site:** www.ckcsc.org The Web Site of the CKCSC, USA, Inc.
- Yearbook:** A publication issued annually to the membership picturing dogs, and giving Club data, e.g. history, yearly show results, champions, statistics, membership, and other information.

MEMBERSHIP APPLICATION

The Membership Application form is for **New** memberships only. Membership Renewal forms are sent by the Membership Secretary annually to every member prior to the renewal date.

The CKCSC has five categories of Membership:

- A). **Regular Membership** shall be open to any of the following who is a resident of the USA, and who is 18 years or older, [and complies with the rules and regulations of the CKCSC, USA;]
- 1). The owner of a Cavalier King Charles Spaniel or a Rescue Cavalier which is registered with the Corporation. However, if two or more persons own a Cavalier King Charles Spaniel, any two, but in no case more than two, shall be entitled to Membership based on such ownership.
 - 2). Any member of the immediate family (parent, spouse, child) of an individual eligible for Regular Membership.
 - 3). Any Regular Member (parent, spouse, child) who does not currently own a Cavalier King Charles Spaniel but has owned one for the previous (2) two full years or more, may retain Regular Membership by paying annual dues for a further period of (2) two full years, as long as he or she fulfills the other requirements for Regular Membership. After that period, if he or she has not acquired ownership of another Cavalier, he or she must notify the Membership Secretary of the change in membership status. He or she may continue membership in the Corporation as an Associate Member or change to Lifetime Member.
- b). **Associate Membership** shall be open to any person (USA resident only) who is interested in the Cavalier King Charles Spaniel breed, and is not eligible for Regular Membership. (A person for whom transfer of ownership of a dog is being delayed pending fulfillment of specified requirements [unless otherwise eligible for Regular Membership] is eligible for Associate Membership only, until all requirements of transfer are met and transfer of ownership of the dog is recorded).
- c). **Honorary Membership** The Board of Directors is authorized to elect to **Honorary Membership** an individual who has contributed significantly to the purpose of the Corporation. Honorary Members shall have all the rights and privileges of Associate Members. However Honorary Members, who live within the United States of America may, upon written request to the Club Secretary, be given Regular Membership privileges for as long as they fulfill the other requirements of Regular Membership, without having to pay annual dues.
- d). **Foreign Membership** shall be open to any person who is interested in the Cavalier King Charles Spaniel breed and who is a resident of a country other than the United States of America.
- e). **Lifetime Membership** A resident of the United States of America, 18 years or older upon approval by the Board of Directors, may elect **Lifetime Membership** status: such Membership shall have all the privileges and obligations of Regular membership. The Board of Directors may revoke lifetime Membership.

When a Cavalier leaves for its new home, its new owner(s) shall be given a Membership Application and strongly encouraged to join the Club. Time should be taken to explain the importance of the Code of Ethics to each new owner. In order to become a member the applicant must sign the Membership Application as an indication of agreement to abide by the By-laws of the CKCSC, USA, Inc, including the Code of Ethics. A copy of the CKCSC Bylaws incorporating the Code of Ethics will be sent by the Membership Secretary with the New Member's Packet upon receipt of the Membership Application. This information as well as the Membership Application is also available on the Club's website, www.ckcsc.org.

MEMBERSHIP APPLICATION (Continued)

A Breeder may want to encourage a person who is waiting for a Cavalier from you to apply for an Associate Membership so that he or she will receive Club publications all the sooner. Once the conditions for Regular Membership are met, an Associate Member may become a Regular Member by contacting the Membership Secretary and providing the dog's registration and transfer numbers.

Once a person has joined the CKCSC in one of the membership categories listed above, he or she may also join any number of **Regional Clubs** by paying the appropriate fee. In order to exhibit dog(s) in Regional shows, an owner living within the region of the show-giving club must be a member of that regional club in order to enter. An owner may enter a show held in any other region outside their region of residence without being a member of that regional club, although regular membership of the CKCSC is required.

Breakdown of States in each Regional Club:

CAVALIERS OF THE MIDWEST (CMW): Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Missouri, Minnesota, North Dakota, South Dakota, Nebraska, Ohio, Oklahoma, Texas, Wisconsin.

CAVALIERS OF THE NORTHEAST (CNE): Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Pennsylvania, Vermont, West Virginia.

CAVALIERS OF THE SOUTH (COS): Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia.

CAVALIERS OF THE WEST (COTW): Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, Montana, New Mexico, Oregon, Utah, Washington, Wyoming.

PROCEDURES

To apply for Membership, submit to the Registration Office a correctly completed and signed Membership Application form along with the required fee (US funds only, payable to the CKCSC.). There may be occasions when the Breeder does not have the information to fill in the registration and/or transfer number, in which cases the Registration Office will fill in the number if the rest of the necessary paperwork has been submitted.

CO-OWNERSHIP

A co-ownership shall not consist of more than two (2) individuals. It is important that the term “co-owner” be fully understood. When a dog is co-owned, unless there is a clear agreement to the contrary, each owner holds equal rights over the use of the dog regardless of whether one co-owner purchased the dog from the other or which co-owner has actual physical custody of the dog. If two people co-own a bitch at the time of mating, both parties also co-own all the puppies (with the exception of a Stud Fee Puppy) at the time of whelping unless a transfer has been recorded prior to the whelping.

Because of the number of problems encountered, the CKCSC strongly discourages co-ownerships. There is no ideal way to co-own a dog; buyers must take into account what may or may not be appropriate to their lifestyles. Co-ownerships can be as simple as an informal arrangement between friends, or as complicated as one which requires the full cost of the dog being paid to the original owner, as well as an agreement as to how many puppies will be due back in further payment.

Co-owning a bitch with a breeder can be rewarding, if the breeder is willing to be a mentor and is sufficiently experienced. Or it can be a disaster, leading to permanent disagreement and disappointment. Arguments can arise all too easily regarding who is to show the dog, where it will spend its show career, how long it is to be shown, etc.

Should a relationship between co-owners deteriorate, either one or both could potentially be unable to transfer ownership, show or breed the co-owned dog. Complete control over the use of a dog can only be attained by individually owning that dog.

If a dog is co-owned with a member who is denied CKCSC privileges, the signature of the suspended or expelled member is not acceptable on any required CKCSC forms, therefore the co-owned dog cannot be transferred, bred, shown etc.

Whatever your decision, **CKCSC strongly advises** all prospective co-owners to insist on a clear, specific Sales Contract which outlines the terms of the co-ownership as exactly as possible. This contract should also determine the future ownership of the dog should one of the co-owners die. In the event such an agreement is not reached, under the laws of your state the co-owned pet may be treated as property to be sold, thus restricting or eliminating the surviving co-owner’s ability to own the dog outright.

The Club is not a party to such contracts and cannot enforce them. They are civil, legal documents between the two parties involved.

Where any signatures are required both co-owners must sign the appropriate forms. The Club assumes that each co-owner’s signature is his or her own signature. If a co-owner wishes to have the other co-owner sign for him or her, an original, notarized, limited power of attorney must be submitted along with each registration form submitted to the Club.

AFFIXES

The Affix of the breeder will be used as a Prefix on the names of the puppies he or she breeds. The owner of a stud dog is required to use his Affix as the second word in the Stud Fee Puppy's name. In this case, the puppy will be named with the affix of the breeder (or of the Club if the breeder has not registered one, see below) first, followed by that of the stud dog owner, followed by the name of the puppy. In such cases, only the breeder's (or the Club's) affix, plus the name of the puppy will be counted in the 25-character limit. A space, but no punctuation, will separate the two (2) affixes. Since any Stud Fee Puppy belongs to the stud dog owner at whelping, the stud dog owner is entitled to name that puppy.

Regis, the Club's affix, is automatically added as a Prefix to the name of all American-bred Cavaliers registered by breeders who do not wish to apply for their own registered affix. The use of this naming convention identifies a Cavalier as being both American-bred and registered with the CKCSC. This prefix is to be included in the 25-character limit allowed when naming dogs on the Application for Registration of a Litter form. If the breeder of a Stud Fee Puppy does not have a registered affix and the owner of the stud dog wishes to use his or her affix, then only the Club's prefix plus the name of the puppy will be counted in the 25 character limit. A fee of \$5.00 per puppy will be charged when Regis is used.

No Cavalier may have two (2) prefixes, except a Stud Fee Puppy. If two (2) people, each with a registered affix, co-own a bitch at the time of mating, they must decide which affix is to be used as a prefix on each puppy in a litter. Each puppy in the litter will be given, as a prefix, the affix of only one breeder, not of both. The affix of the other co-owner/breeder may be added as a suffix by using the Addition of Registered Affix to Registered Name of Dog form and sending the required fee to the Registration Office. An owner who did not breed his or her Cavalier may add his or her registered affix to the dog's name as a suffix, but such an addition is allowed only once during a dog's lifetime.

Selection of an Affix

Clarity and courtesy demand that no affix previously registered with the CKCSC (see Yearbook, Bulletin or Statistics), The Kennel Club [of Great Britain], or to the best of the Club's knowledge, with any other Kennel Club, or that may cause confusion in any manner, will be accepted. Regular members who wish to register their dogs with both the CKCSC and the American Kennel Club (AKC) are responsible for verifying that the affix they choose is not a registered affix with the AKC.

Affixes are limited to 15 characters, although a shorter one is suggested so you have sufficient characters available for the name of the dog.

The complete name by which a Cavalier is originally registered, including the Affix, must not exceed 25 characters, except in the case of a Stud Fee Puppy. Affixes may consist of only one word with no spaces or punctuation. The name will appear in all capital letters on the CKCSC Certified Pedigree.

Unique or manufactured words are most likely to be approved since they are least likely to conflict, either phonetically or in spelling, with affixes already in use or with words commonly used by others in naming dogs. Thus, unacceptable names would include, but are not necessarily limited to, most adjectives, the surname of the applicant, proper names known to be associated with any Cavalier breeder, canine terms or the name of any breed, names of states, well known cities, towns, schools, royal titles or places, common call names, trade names, as well as names of prominent persons, living or dead. Initials, punctuation marks and abbreviations will be disallowed.

AFFIXES (continued)

Selection of an Affix (continued)

The CKCSC reserves the right to refuse any affix it considers inappropriate or offensive. The Registration Office will keep a record of all affixes previously requested that have been rejected with reasons for their rejection.

Note: Affixes approved prior to January 1, 1996 have been “grandfathered” in and may not appear to follow the above rules. All affixes approved after January 1, 1996 are subject to all the policies contained herein.

Selecting an affix is a very personal thing. It identifies the dog as being the product of, or owned by, a particular kennel or person. The following are suggested:

- 1) Choose an affix that builds on your name (or your children’s names) in some way, i.e.,
BARWOOD – from Barbara and Elwood Thompson.
- 2) Choose an affix that builds on your street or location, i.e., PRENHIL - this couple lives on
Prendel Hill Road.
- 3) Select something identifiable with your area, i.e., WARMWINDS - this person lives in Florida.
- 4) Make it easy to spell and pronounce; you will be using it for many years.

Only one (1) affix will be issued to each regular member. If one member of a household has an affix and wants to add another member of the household to the affix, this can be done by written request, from the holder, to the Registration Office. However, the additional name on an affix means that neither member can obtain a separate affix in the future.

If both members of a household have individual affixes, then care must be taken in naming a litter so that the affix used is that of the owner of the dam, i.e., the breeder.

In the case of a divorce or domestic separation, where the affix was in joint ownership and neither person will relinquish the affix, then, if necessary, and when proof of divorce or separation is furnished, either or both parties may apply for a new affix.

In the event of the death of a co-holder of an affix, the affix shall transfer to the surviving co-holder. No one else will be able to use your affix, once granted. Affixes will not be issued to minors since they cannot be regular members of the CKCSC.

Protection of A Registered Affix

A Regular Member in good standing with the CKCSC will have his registered Affix protected against being used as an affix in perpetuity. A person who has terminated his membership with the CKCSC will have his registered Affix protected for Five (5) years after that termination from use in the registered name of a dog. After that time, that Affix will become public domain and it may be used in the registered name of a dog. In certain circumstances, a registered Affix may be granted perpetual protection by action of the Board of Directors of the CKCSC.

AFFIXES (continued)

Use Of Affixes

The Affix of the breeder will be used as a prefix on the names of the puppies he breeds. If already granted an Affix, the owner of a Stud Dog must use it in addition to that of the breeder in naming a Stud Fee Puppy. In this case, the puppy will be named with the Breeder's Affix first, followed by that of the Stud Dog Owner, followed by the name of the puppy. In such cases, only the Breeder's Affix plus the name of the puppy is counted for the 25 character limit. A space, but no punctuation, will separate the two Affixes. Since any Stud Fee Puppy belongs to the Stud Dog Owner at whelping, the Stud Dog Owner is entitled to name that puppy and no form or fee is needed to effect the transfer from Breeder to Stud Dog Owner.

No Cavalier, except a Stud Fee Puppy, may have two Prefixes. If two people, each with a registered Affix, co-own a bitch at the time of mating, they must decide which affix is to be used as a Prefix on each puppy in a litter. Each puppy in the litter will be given, as a Prefix, the Affix of only one of the breeders, not both. In a litter co-owned by two breeders, one whose Affix is Barwood, the other whose Affix is Minty, puppy number one may be named Barwood John, puppy number two may be named Minty James, puppy number three Barwood Peter and so on.

As illustrations of the above, if your affix is Minty and your associate's affix is Monty:

- 1) The puppy you breed is "Minty James."
- 2) If you breed your bitch to a Monty stud dog for a Stud Fee Puppy, that puppy must be named Minty Monty James.
- 3) The puppy you breed from a bitch co-owned with your associate must be named either "Minty James" or "Monty James." If the latter, you may add your affix as a suffix, so his name becomes "Monty James of Minty."

If you choose not to register an Affix with the CKCSC:

- 1) The puppy you breed is "Regis James."
- 2) If you breed your bitch to a Monty stud dog for a stud fee puppy, that puppy must be named "Regis Monty James."
- 3) However, if neither bitch owner nor stud dog owner have a registered affix, then the stud fee puppy would be named "Regis James."
- 4) If the bitch owner has a registered affix and the stud dog owner does not, then the puppy would be named "Minty Regis James."

APPLICATION FOR REGISTRATION OF AFFIX

Any individual who has been a Regular member in good standing for at least one year with the CKCSC and who owns a Cavalier registered with the CKCSC may register an Affix (Kennel Name) with the Club. Any Regular member who has previously registered Cavaliers with a Registry on the List of Approved Registries may apply to register an affix prior to attaining one year's membership in the CKCSC Associate Membership may be used to fulfill the one year membership requirement.

A Regular Member in good standing with the CKCSC will have his registered Affix protected against being used as an affix in perpetuity. A person who has terminated his membership with the CKCSC will have his registered Affix protected for Five (5) years after that termination from use in the registered name of a dog. After that time, that Affix will become public domain and it may be used in the registered name of a dog. In certain circumstances, a registered Affix may be granted perpetual protection by action of the Board of Directors of the CKCSC.

In certain circumstances, a registered Affix may be granted perpetual protection by action of the Board of Directors of the CKCSC.

All affixes granted prior to the effective date of this Registration Handbook will be entitled to this same protection by the Club.

PROCEDURES

To register an Affix submit the following to the Registration Office:

- 1) The Application for Registration of an Affix form with up to three (3) choices listed in order of preference, correctly completed, signed and dated.
- 2) The required fee, US funds only, payable to CKCSC.

Affixes acceptable to the Registration Committee will be published in the Bulletin and subsequently registered if no objection is filed with the Registration Chairman, in writing, within 30 days of the postmark of the mailing date of the Bulletin, in which the proposed affix is listed.

ADDITION OF REGISTERED AFFIX TO REGISTERED NAME OF DOG

A Regular member in good standing whose Affix is registered with the CKCSC may use the Addition of Registered Affix to Registered Name of Dog form.

The Club allows the addition of only one affix as a suffix to a registered name during the lifetime of any Cavalier except in the case of a Stud Fee Puppy which may carry the affix of the breeder, the affix of the stud dog owner and subsequently have added the registered affix of a new owner. Once a suffix has been added to the name of a dog, it may not be removed.

When an affix is used as a suffix, it must be preceded by the preposition “of” or “at”. These prepositions will only be allowed as part of a CKCSC registered name when used with a suffix. Exceptions may be made when used as part of a common phrase, i.e., **Tidings Of Great Joy**. For example; the puppy you buy is “Minty James,” and you add your affix as a suffix his name then becomes either “Minty James of Monty” or “Minty James at Monty.”

In the case of a second suffix, “and” will also be allowed between the two (2) suffixes. The second suffix is only permitted on an import whose registered name prior to being acquired by a resident of the USA already had one suffix.

A Cavalier belonging to two (2) people, each with a registered affix, may have the affix of only one of them added as a suffix.

To illustrate:

- 1) If “Regis James” is acquired and co-owned by you and your associate, either Monty or Minty, but not both, may be added as a suffix.
- 2) The dog’s name would become “Regis James of Monty” or “Regis James of Minty” but not “Regis James of Monty and Minty.”

Affixes may be added only after the dog has been transferred to the new owner, following the procedures stated below.

PROCEDURES

To add your registered affix as a suffix to the registered name of the Cavalier that you own or co-own, submit the following to the Registration Office:

- 1) The Addition of Registered Affix to Registered Name of Dog form, completed correctly, signed and dated;
- 2) The original CKCSC Certified Pedigree;
- 3) The required fee, US funds only, payable to CKCSC.

The CKCSC Certified Pedigree will be endorsed with the addition of the affix and returned to you.

REGISTRATION OF FOREIGN BORN DOG

If you plan to import a dog, you are strongly advised to contact the Registration Office before you purchase your dog, to be certain that you will be able to provide all the documents required by the CKCSC for registering an imported dog. If the documents are not in order, or if any of the requirements cannot be met, the CKCSC will not be able to register the dog.

The responsibility for obtaining all the necessary documents and information in order to register the dog, rests with the person(s) importing the dog, not with the Registration Office, the Registration Committee or the CKCSC.

In no case can a Cavalier born in the United States, be registered in a foreign country and subsequently be registered with the CKCSC on the basis of the foreign pedigree.

The CKCSC deals most frequently with the procedures and documentation provided by The Kennel Club [Great Britain] and the Canadian Kennel Club, and can therefore provide detailed references for exactly what paperwork is required. At a minimum you will need a 3 generation Certified Export Pedigree with colors if available and a Registration Certificate.

For other countries, please check with the Registration Office to ensure that the registry you are planning on importing your dog from is on the CKCSC List of Approved Registries. The Registration Office will also tell you what is required from each country on the approved list. At a minimum, we will require a Registration Certificate and a Certified 3 generation Pedigree.

Please check with the Registration Office to ensure that the dog you are planning to import is registered with a CKCSC approved registry, as nothing herein shall require the Board of Directors of the CKCSC to consider addition of any country's Registry to the approved list. In any consideration of acceptance of a National Registry, the burden of reasonableness or proof shall at no time fall upon the Board.

If you do not purchase your dog directly from the breeder, you will need to also supply official documentation of all the transfers of ownership from the breeder and the person from whom you purchased the dog. Such documentation is generally available from the foreign registering body. Please call the Registration Office for assistance if necessary.

The integrity of our Stud Book depends upon our insistence on proper documentation.

PROCEDURES

To register a foreign born dog, copies of the following must be submitted to the Registration Office:

- 1) A Registration Certificate from the Country's official registering body.
- 2) A 3 generation Certified Export Pedigree (with colors if available).
- 3) Proof of permanent identification (tattoo or microchip or DNA).
- 4) CKCSC Registration of Foreign Dog Form.
- 5) If the dog was not acquired directly from the breeder, official documentation of all transfers of ownership from the breeder to the person registering the dog, must accompany the application.
- 6) The required fee, payable to the CKCSC in US Funds only.

A CKCSC Certified Pedigree will be issued and mailed to the recorded owner. Upon receipt of the CKCSC Certified Pedigree, the owner should check the pedigree for accuracy and immediately notify the Registration Office if there are any inaccuracies. It is the responsibility of the owner to be sure the pedigree

reflects the correct information.

BITCHES IMPORTED IN WHELP

To register a bitch imported in whelp and the ensuing litter, submit the following to the Registration Office:

- 1) Items (1) through (6) in the above Procedures, if applicable.
- 2) A copy of the Certified Pedigree of the stud dog, issued by the country of birth, (with colors if available), and any other subsequent national pedigrees issued.
- 3) A CKCSC Stud Service Certificate.
- 4) If the person importing the Bitch in whelp did not own her at the time of mating, a transfer to the importer dated before the time of mating and must be submitted; otherwise, the resulting puppies belong to the owner of record at the time of mating.

APPLICATION FOR REGISTRATION OF A LITTER

Only litters whelped in the USA and owned by a resident of the USA are eligible for Litter Registration with the CKCSC. The Code of Ethics obliges all members resident in the USA to register every eligible Cavalier they breed with the CKCSC. Further, every eligible Cavalier they own, import or breed must be registered individually, in accordance with the CKCSC Policies and Procedures for Registration and Code of Ethics.

The CKCSC strongly encourages annual clear heart monitoring by a Board Certified Veterinary Cardiologist for ALL bitches being used for breeding and equally for ALL dogs being used at stud.

If the Registration Office does not receive the Application for Registration of a Litter form within Six (6) months (postmark) of the date of whelping, a Penalty Fee will be imposed, *in addition to the regular fee.* If the Application for Registration of a Litter form is not received within one (1) year (postmark) of the date of whelping, *the litter will not be registered.*

The affix of the breeder will be used as a prefix on the names of the puppies he or she breeds. If the breeder has not yet submitted an Application for Registration of an Affix or is not yet eligible to apply for a CKCSC affix, then the Club Affix "Regis" will be used. The complete name (i.e. breeder's affix plus name) by which a Cavalier is originally registered must not exceed 25 characters except in the case of a Stud Fee Puppy. No punctuation is allowed except apostrophes used in commonly accepted contractions. Any numerals used in the naming must either be spelled out or in the form of Roman numerals.

Since any Stud Fee Puppy belongs to the stud dog owner at whelping, the stud dog owner is entitled to name that puppy. The owner of the stud dog must use his or her registered affix in addition to that of the breeder in naming a Stud Fee Puppy. In this case, the puppy will be named with the breeder's affix first, followed by the affix of the stud dog owner, followed by the name of the puppy. In such cases, only the breeder's affix, plus the name of the puppy, will be counted for the 25 character limit. A space, but no punctuation, will separate the two affixes.

It is not necessary to submit a Transfer of Dog form for the Stud Fee Puppy since the puppy belongs to the owner of the stud dog at whelping. However, it is the responsibility of the person registering the litter to identify and register the Stud Fee Puppy.

The single breeding of a bitch by more than one stud (Multi-Sire Breeding) is prohibited. If done intentionally, it can be a violation of the Code of Ethics. If done *purposefully*, the resulting litter will not be registered. Both Sire and Dam owners are subject to Ethics sanctions for any multi-sire breedings which are considered to have been done intentionally or purposefully. If the multi-sire breeding results from an accidental multiple breeding, the litter may be eligible for registration, but only after DNA testing is done on the bitch, all possible sires and all the resulting puppies, to determine parentage.

Accidental multiple sire breedings **must** be reported to the Registration Office in writing as soon as the breeder becomes aware of the situation.

If the multiple sire breeding(s) occurred at the Sire(s) residence or if the owner of the Sire is present, then the costs for such DNA testing will be borne by the owner of the Sire. If the multiple sire breeding(s) occurred at the residence of the Bitch owner or if the Bitch owner was present at the time of the breedings, then the costs for such DNA testing will be borne by the owner of the Bitch. It is expected that the DNA testing will be done in a timely fashion and will be completed before the puppies reach eight (8) weeks of age or before

they leave the home of the breeder. If DNA testing indicates that the litter has multiple sires, all the resulting puppies will be issued Irrevocable Restricted Pedigrees.

APPLICATION FOR REGISTRATION OF A LITTER (continued)

PROCEDURES

To register a litter, the breeder must submit the following to the Registration Office:

- 1) The Application for Registration of a Litter form completed correctly, signed and dated by the person registering the litter (If dam is co-owned, both owners must sign.)
- 2) The Stud Service Certificate or Stud Service Certificates For Fresh Chilled Semen or Stud Service Certificates for Frozen Semen forms, completed correctly, signed and dated by the stud dog owner (and co-owner, if any) and all other documents required for the use of frozen semen.
- 3) The required fee, US funds only, payable to the CKCSC.

A CKCSC Certified Pedigree will be issued and mailed to the Breeder. Upon receipt of the CKCSC Certified Pedigree the breeder should check each pedigree for accuracy and immediately notify the Registration Office if there are any inaccuracies. It is the responsibility of the breeder to be sure the Pedigree reflects the correct information.

If transfers are submitted along with the Application To Register a Litter, the CKCSC Pedigrees will be endorsed with the Transfer information and sent to the new co-owner, as listed on the Transfer form, not to the Breeder. The Breeder should check with the new owners to ensure that the Pedigree reflects the correct information.

STUD SERVICE CERTIFICATE

Not to be used when fresh chilled or frozen semen are used)

The Stud Service Certificate is the written certification of the breeding of a specific dog to a specific bitch.

The CKCSC encourages annual clear heart monitoring by a Board Certified Veterinary Cardiologist for ALL dogs being used at stud, and equally for ALL bitches being used for breeding.

The owners of the Stud Dog and Brood Bitch should determine ahead of time the terms and/or fees for the required service, and what arrangement will be made if breeding was effected for a Stud Fee Puppy should the bitch rear one puppy only. It is customary to complete the Stud Service Certificate and make payment for Stud Service at the time it occurs. Stud Fee Puppies should be selected prior to 3 months of age to allow for timely registration. To avoid misunderstandings, specific terms and fees should be put in writing prior to any breeding taking place.

Only Cavaliers registered with or eligible for registration with the CKCSC at the time of mating, shall be used for breeding. A Cavalier who has been restricted from breeding shall not be used unless the Restriction has been lifted by the person(s) who originally imposed it and the Registration Office, *prior* to the breeding, records the revocation,

If either the stud dog or brood bitch is foreign born and not already registered with the CKCSC please refer to the section in this Registration Handbook, entitled Registration of a Foreign Born Dog. Eligibility for registration must be established **before** the proposed breeding takes place.

If the sire of a litter is under the age of nine (9) months or over the age of twelve (12) years, then additional information will be required before the litter will be registered. DNA certification on the sire and at least one of the puppies must be submitted with the Application to Register a Litter form.

The CKCSC will not register any dog that is either sired by or out of a Cavalier owned by a person who has been suspended, expelled, or denied CKCSC privileges where the breeding date is subsequent to the date of the disciplinary action.

Lack of compliance with the above requirements may place the owners of the sire and dam in violation of the Code of Ethics, and the mating may result in puppies that are not eligible for registration.

There shall be no agreement of terms for stud service, mating, registration of a litter, transfer, or terms of transfer of a dog, or any other Club procedure, which places the breeder, owner or any member in violation of the By-laws, the Code of Ethics or Policies of the CKCSC.

PROCEDURES

1) The owner(s) of the stud dog will supply the owner of the bitch with a Stud Service Certificate, completed correctly at the time of service, at which time the owner of the stud dog (and the co-owner, if any) must sign and date the Stud Service Certificate. The stud dog owner(s) will specify on the certificate whether the breeding was effected for a Stud Fee Puppy.

2) The original Stud Service Certificate, completed correctly, signed and dated must accompany the Application for Registration of a Litter form. It is the responsibility of the breeder, not the stud dog owner,

to submit all required documentation to the Registration Office so the Breeder must be sure to request the Stud Service Certificate when the mating has been completed.

STUD SERVICE CERTIFICATE FOR FRESH CHILLED SEMEN

Please refer to the Stud Service Certificate section of this Registration Handbook. All the conditions listed therein apply to Fresh Chilled Semen, as do those that follow.

CKCSC encourages annual clear heart monitoring by a Board Certified Veterinary Cardiologist for ALL dogs being used at stud.

The CKCSC will consider an application to register a litter from artificial insemination of a bitch using fresh chilled semen provided;

- 1) The semen is collected and extended by a Licensed Veterinarian.
- 2) The insemination of the bitch is performed by a Licensed Veterinarian.
- 3) The prospective litter is eligible for registration in all other respects.

Only Cavaliers registered with or eligible for registration with the CKCSC at the time of mating, shall be used for breeding. A Cavalier that has been restricted from breeding shall not be so used unless the Restriction has been lifted, prior to the breeding, by the person(s) who originally imposed it.

If either the stud dog or brood bitch is foreign born and not already registered with the CKCSC please refer to the section in this Registration Handbook, entitled Registration of a Foreign Born Dog. Eligibility for registration is the responsibility of the owners of the dog and bitch and must be established **before** the proposed breeding takes place.

The CKCSC will not register any dog using fresh chilled semen that is either sired by or out of a Cavalier owned by a person who has been suspended, expelled, or denied CKCSC privileges where the breeding date is shown to be subsequent to the date of the disciplinary action.

PROCEDURES

- 1) The owner (and co-owner, if any) of the stud dog will supply the owner of the bitch with the Stud Service Certificate For Fresh Chilled Semen form, completed correctly, signed and dated authorizing collection, and signed and dated by the Licensed Veterinarian specified to collect and extend semen. The Certificate must accompany the semen when it is shipped to the Licensed Veterinarian specified by the owner of the bitch to receive the shipment of semen.
- 2) The owner of the identified bitch (and co-owner, if any) must sign the Certificate authorizing the specified Licensed Veterinarian to effect the insemination of the bitch with semen collected from the stud dog named on the form.
- 3) Properly signed and dated Stud Service Certificate For Fresh Chilled Semen forms must accompany the Application for Registration of a Litter form. It is the responsibility of the breeder, not the stud dog owner, to submit all documentation to the Registration Office.

STUD SERVICE CERTIFICATE FOR FROZEN SEMEN

A litter will not be registered by the CKCSC resulting from the insemination or use of frozen semen, by a stud dog that does not also have a heart clearance at five (5) years of age from a Board Certified Veterinary cardiologist.

The Board of Directors may grant exceptions to the rule regarding the age of the sire and the cardiologist clear heart certificate requirement for the use of frozen semen from a stud dog on a case by case basis.

In order to request an exception, the owner of the frozen semen must submit the request in writing to the Registration Committee Chair at least six (6) months prior to the anticipated use of the frozen semen.

The request should include the reason why an exception should be granted. Upon the receipt of such a request, the Registration Committee may at their discretion, require additional supporting documentation prior to submitting the request to the Board of Directors for a decision.

The owner of the frozen semen will receive a written decision from the Board of Directors. If an exception has been granted, a copy of this decision must accompany the resulting Application to Register a Litter.

Under no circumstances will an exception be granted on a retroactive basis.

The owner of a Stud Dog residing in the USA must comply with this requirement by submitting an application to the CKCSC Health Registry when the Stud Dog turns five (5) years of age or at anytime thereafter.

Please refer to the Stud Service Certificate section of the Registration Handbook. All conditions listed therein apply to frozen semen as do those which follow.

The collection, freezing and storage of the semen and the insemination of the bitch must be done under stringently controlled conditions. Please read these directions very thoroughly. If you have any question, please contact the Registration Office **before** embarking on the use of frozen semen.

The semen from a stud dog may be collected, frozen and stored at any age. Veterinarians consider it preferable to collect semen from a stud dog during his most virile years (ages 2-4 years) in order to assure that the best quality semen is being frozen and stored for future use.

After May 1999 a DNA Certification is required for all stud dogs from which semen is collected for frozen semen use, including foreign stud dogs from which semen is collected for imported semen use in the United States of America. DNA Certification may be provided either by the American Kennel Club DNA Certification program or by an independent laboratory. Frozen semen collected and stored prior to May 1, 1999 is exempt from this DNA requirement, but it is not exempt from the requirement of a heart clearance for the stud dog by a Board Certified Veterinary Cardiologist on or after the age of five (5) years.

Semen for a stud dog residing in the USA and registered with the CKCSC may be frozen and stored using either the stud dog's CKCSC Registration number or the stud dog's American Kennel Club Registration number. If the AKC Registration number is used for storage of the semen, then the owner must provide a copy of the stud dog's AKC Registration Certificate to the owner of the bitch.

The Breeder must have the Stud Service Certificate for Frozen Semen form completed correctly, signed and dated, in order to register a litter along with the Stud Dog's DNA Certification and for verification the AKC Registration form, if the frozen semen was stored using the stud dog's AKC registration number.

The CKCSC will consider an application to register a litter from artificial insemination of a bitch using frozen semen provided:

- 1) The semen is collected, frozen, and stored by a Licensed Veterinarian authorized to do so.
- 2) The insemination of the bitch is performed by a Licensed Veterinarian.
- 3) The litter is eligible for registration in all other aspects.
- 4) Some acceptable form of permanent identification for stud dog and bitch is provided.
- 5) All requirements for the use of frozen semen, as set forth above have been met.
- 6) A dog residing in the USA is registered with the CKCSC Health Registry as having a heart clearance after his fifth (5th) birthday.

STUD SERVICE CERTIFICATE FOR FROZEN SEMEN (continued)

It is the responsibility of the owner(s) to make sure, prior to the breeding that both the dog and bitch are registered with the CKCSC or are eligible for such registration and that neither animal is restricted from breeding. Otherwise either owner may be in violation of the Code of Ethics, and any resulting puppies will not be registered.

Frozen Semen from a **foreign stud dog** may be used provided the stud dog:

- 1) Is registered with a registry officially recognized by the CKCSC (check with the Registration Office prior to arranging breeding).
- 2) Is over the age of five (5) years at the time of insemination.
- 3) Has a written heart clearance issued by a Veterinary Cardiologist after the stud dog's fifth (5) birthday accompanies the Application to Register A Litter.
- 4) Has a DNA Certification issued by either the American Kennel Club or an independent testing

laboratory.

Frozen semen from a foreign domiciled stud dog collected and stored prior to May 1, 1999 is exempted from part (4) above.

If the frozen semen is from a **foreign born dog** then the breeder must have the Stud Dog Service Certificate for Frozen Semen form completed correctly, signed and dated in order to register a litter along with:

- 1) A copy of the stud dog's written heart clearance issued after his fifth birthday by a Board Certified Veterinary Cardiologist.
- 2) DNA Certification.
- 3) Registration Certificate from the country of registration.
- 4) Three (3) generation Certified Pedigree with colors if available from the Stud Dog's Registry.

The CKCSC will not register any dog sired by using frozen semen that is either sired by or out of a Cavalier owned by any person, who has been suspended, expelled, or denied CKCSC privileges where the breeding date is shown to be subsequent to the date of the disciplinary action.

No agreement upon terms of stud service, registration of a litter, restricted transfer or outright transfer, or any other Club procedure shall occur, which places any member in violation of the By-laws, the Code of Ethics or Policies of the CKCSC, USA, Inc.

PROCEDURES

- 1). The owner(s) of the stud dog will supply the owner(s) of the bitch with the Stud Service Certificate for Frozen Semen form (completed correctly, signed and dated) authorizing shipment; signed and dated by a Licensed Veterinarian specified to collect, freeze and store semen.
- 2) The stud dog owner(s) must sign the Certificate authorizing shipment of semen by the specified Licensed Veterinarian, and subsequent insemination by the designated Licensed Veterinarian, of the bitch named on the form.
- 3) The owner(s) of the identified bitch must sign the Certificate authorizing the specified Licensed Veterinarian to effect the insemination of the bitch with frozen semen from the stud dog named on the form.

4) Properly signed and dated Stud Service Certificate for Frozen Semen forms must accompany the Application for Registration of a Litter. It is the responsibility of the breeder, not the owner of the stud dog, to collect and submit all the necessary documentation to the Registration Office.

OWNERSHIP OF FROZEN SEMEN

The owner(s) of a stud dog can arrange for the collection, freezing, and storage of the dog's semen at any time during the ownership of the dog. If the ownership of a dog is transferred each subsequent owner can collect, freeze and store semen for the dog. Therefore, there can be multiple owners of semen frozen and stored from the same dog.

If any of the frozen semen is subsequently used, the transfer number, if any, must match the owner(s) of record at the time of collection from the stud dog. In addition, the person authorized to store the semen must provide the bitch owner with a document that indicates the following:

- 1) Identification of shipped semen.
- 2) Number of breeding units shipped.
- 3) Name and address of person to whom the semen was shipped.
- 4) Authorization of semen owner(s) for shipment.
- 5) Date(s) semen shipped.

The owner(s) of any frozen semen can arrange for the transfer of ownership of the semen either in totality or in individual breeding units. If any of the transferred frozen semen is subsequently used, the person authorized to store the semen must provide the bitch owner with a document which indicates the following:

- 1) Authorization of transfer
- 2) Number of breeding units transferred
- 3) Date of transfer
- 4) Name and address of new owner

In the event of the death of the owner(s) of any of the frozen semen, the executor of the estate would have the authority to transfer the ownership of any remaining breeding units.

TRANSFER OF DOG

It is the responsibility of the owner transferring the dog to see that the original CKCSC Certified Pedigree, relevant Transfer form and the required fee are submitted to the Registration Office in a timely fashion.

All forms should be submitted (postmarked) within six (6) months of the date of the signature.

If a dog is to be co-owned, both co-owners must agree to the Transfer and both must sign the Transfer form. All Club documents will be sent to the new co-owner, as listed on the Transfer, unless otherwise indicated. Many co-ownerships have become problematic over such issues as who is to show the dog, who is responsible for veterinary care, who is responsible for breeding, for the undertaking and the cost of testing, and for overseeing all related matters. It is advisable to consider a written contract setting out all contingencies and agreements prior to signing a Transfer Form containing a co-ownership. Please see page 7 of the Registration Policies and Procedures for more information on co-ownership.

The effective date of transfer must be specified on the form. No transfer can be retroactive for the purpose of breeding. If a date of transfer is not specified on the form, it will be assumed to be the date received by the Registration Office.

The **breeder** of a litter is the owner of the bitch at the time of **mating**.

The **owner** of a litter is the owner of the bitch at the time of **whelping**. In the case of a Stud Fee Puppy, no Transfer is required from the breeder to the stud dog owner, as the puppy belongs to the stud dog owner at the time of whelping.

If the bitch is **co-owned** at the time of whelping, all resulting puppies are co-owned as well.

Only the Owner(s) of the litter may apply for registration of a litter. The CKCSC strongly recommends that when affecting a transfer, you not undertake any mating until you have received the CKCSC Certified Pedigree, recording the transfer of ownership to you.

No transfer, or terms of transfer, shall be effected which will place any owner in violation of the By-laws, the Code of Ethics, or Policies of the CKCSC, USA, Inc.

Any person who is suspended, expelled, or denied CKCSC privileges, will be denied the privilege of transferring dogs. If a dog is co-owned with a member who is denied CKCSC privileges the signature of the suspended or expelled member is not acceptable on any required CKCSC forms.

PROCEDURES

To Transfer a Dog from one owner to another, submit the following to the Registration Office.

1) The original CKCSC Certified Pedigree (if you are submitting a Transfer of Dog Form when registering a litter, the Registration Office will first issue the Pedigree and then record the Transfer).

- 2) The Transfer of Dog or Restricted Transfer of Dog form completed correctly, signed and dated.
- 3) The required fee, US funds only, payable to CKCSC.

The CKCSC Pedigree with the transfer recorded on the back of the Pedigree will be forwarded to the new owner(s). ***Please do not write on the back of the pedigree form.*** The back of the Pedigree form is for use by the Registration Office only.

RESTRICTED TRANSFER OF DOG

It is the responsibility of the owner transferring the dog to see that the original CKCSC Certified Pedigree, relevant Transfer form and the required fee are submitted to the Registration Office in a timely fashion.

All forms should be submitted (postmarked) within six (6) months of the date of the signature.

The effective date of transfer must be specified on the form.

It is considered to be greatly to the benefit of the breed to restrict from breeding all Cavaliers considered not appropriate for breeding and all dogs too young to be cleared for inherited health problems. Using the Restricted Transfer of Dog form will ensure that any restrictions imposed will be honored by the CKCSC. The CKCSC strongly encourages breeders to impose “not to be bred from” restrictions upon the puppies they sell, until such time as the puppy reaches maturity, exhibits the quality necessary to permit it to produce a litter, and, above all, passes the necessary test for genetic problems, particularly regarding hearts, eyes, hips and patellae.

This form requires the signature of both the current owner(s) and the new owner(s) before or when the dog leaves for its new home. The person(s) imposing the restrictions should make clear, preferably in writing, the conditions, if any, under which any restriction(s) might be lifted. Any one, or any combination of the restrictions listed on the Restricted Transfer of Dog form may be imposed by the current owner(s) at the time of transfer, and such restriction(s) will be imposed upon a dog (unless revoked) for the duration of its lifetime.

Only the person(s) who originally imposed any or all the restrictions can revoke them. **Any restriction from breeding must be revoked *prior to any breeding taking place.*** Revocation of any or all of the restrictions must be made on the Revocation of Restriction form. ***No revocation of restriction will be retroactive.***

The breeder may impose no restrictions on a **Stud Fee Puppy**, since the puppy belongs to the Stud Dog owner at whelping.

No transfer, or terms of transfer, shall be made which will place any owner in violation of the By-laws, the Code of Ethics, or Policies of the CKCSC, USA, Inc.

Any person who is suspended, expelled, or denied CKCSC privileges, will be denied the privilege of transferring dogs. If a dog is co-owned with a member who is denied CKCSC privileges the signature of the suspended or expelled member is not acceptable on any required CKCSC forms.

PROCEDURES

To place restrictions on a dog whose ownership is being transferred, submit the following to the Registration Office.

- 1) The original CKCSC Certified Pedigree (if a Restricted Transfer of Dog Form is submitted concurrently

- when registering the litter, the Registration Office will first issue the Pedigree and then record the Transfer).
- 2) The Restricted Transfer of Dog form completed correctly, signed and dated.
 - 3) The required fee, US funds only, payable to CKCSC.

The CKCSC Pedigree with the restricted transfer recorded on the back of the Pedigree will be forwarded to the new owner(s). ***Please do not write on the back of the pedigree form.*** The back of the Pedigree form is for use by the Registration Office only.

TRANSFERS IN THE CASE OF DEATH OR DIVORCE

If the owner of a dog or litter dies, only the person authorized to sign for the deceased can sign CKCSC forms. Before the CKCSC can accept the signature of the person completing the CKCSC forms, we must be furnished with official authorization (i.e. Power of Attorney, etc.) to do so.

If an Executor, Administrator or Personal Representative has been or will be appointed for the decedent, a copy of the Letters Testamentary, Letters of Administration or the equivalent document naming the person(s) or bank appointed by the Court to serve as Executor, Administrator or Personal Representative of the Estate should be provided to the Registration Office.

If no Executor, Administrator or Personal Representative has been or will be appointed, the closest next-of-kin (the Applicant) must complete a signed, **notarized** statement containing the following information:

- 1) Name, address and telephone number of the Applicant.
- 2) Name, last address and date of death of the deceased, enclosing a Death Certificate and a certified copy of the section pertaining to disposition of the dogs from a valid Last Will.
- 3) Applicant's relationship to the decedent and verification of next-of-kin status.
- 4) Complete description of the dog(s) affected, including a copy of each pedigree.
- 5) Specific instructions with respect to each dog, including full information with respect to ownership transfer, and use of specific transfer form required correctly completed. The Executor, Administrator or Personal Representative should sign the forms on behalf of the deceased.

If ownership of a dog changes as the result of a divorce, this change must be recorded as in any other transfer. Transfer from one party to another, or from co-ownership to sole ownership, must be recorded by the CKCSC Registration Office, on the reverse side of the Pedigree Certificate.

If you are unable to obtain a properly completed Transfer Of Dog form and you request assistance from the Registration Office, be certain to submit the following:

- 1) The CKCSC Transfer of Dog form completed with the exception of the unobtainable signature together with the required transfer fee.
- 2) A notarized or certified copy of the divorce decree which includes the property settlement, or the appropriate document awarding ownership of the properly identified Cavalier in question.
- 3) The present or last known mailing address of the party whose signature cannot be obtained. If the dog's CKCSC information is not properly identified in the divorce decree, or if the co-owner refuses to sign or cannot be contacted the dog will not be transferred.
- 4) If ownership changes as the result of a divorce, the effective transfer should reflect the date the property settlement became final.

When all information and material are submitted the CKCSC will review the matter and ascertain whether the registration or transfer of ownership can be affected in its records.

REVOCATION OF RESTRICTION

Only the person who imposed a restriction upon a dog may revoke that restriction. No fee is required for such revocation(s). The breeder should consider very carefully the circumstances of the restricted dog, concluding there is both the time and the financial ability to care properly for it, whether it be stud dog or brood bitch, and for any forthcoming litter.

It is important to understand that until the CKCSC has received and recorded the revocation of a breeding restriction, the dog or bitch may not be used for breeding. If a mating occurs prior to the recording date, any resulting litter will not be registered by the CKCSC and the owners of both the sire and dam of any resulting litter will be in violation of the CKCSC Code of Ethics.

Only the person(s) who originally imposed any or all of the restrictions may revoke them at any time. **Any restriction from breeding must be revoked prior to any breeding taking place.** Revocation of any or all of the restrictions must be made on the Revocation of Restriction form. ***No revocation of restriction will be retroactive.***

No restrictions shall be revoked, nor terms for revocation of a restriction be made, which will place any owner in violation of the By-laws, Code of Ethics, or Policies of the CKCSC, USA, Inc.

PROCEDURES

To revoke Restriction(s) submit the following to the Registration Office:

- 1) The original CKCSC Certified Pedigree.
- 2) The completed Revocation of Restriction form, signed and dated by the person(s) who originally imposed the restriction(s).

If no effective date is indicated then the date of revocation will be the date on which the Club receives the correctly completed form.

The CKCSC Certified Pedigree will be endorsed with the Revocation(s) and the date such Revocation(s) is effective, and returned to the current owner.

APPLICATION FOR A PERFORMANCE EVENT NUMBER

A Performance Event Number (PEN number) is not the equivalent of a CKCSC registration number. It is intended to allow Cavaliers not eligible for registration with the CKCSC to participate in CKCSC approved events, such as Matches, Children's Handling, Obedience Trials, Agility Events or other performance events.

Under no circumstances may a Cavalier with a PEN number be entered in Conformation competition at a CKCSC Championship show or be used for breeding. If a Cavalier with a PEN number is used for breeding the offspring will be ineligible for registration with the CKCSC and such a breeding may cause the owner(s) to be subject to disciplinary action.

PROCEDURES

To apply for a PEN number, please submit the following to the Registration Office:

- 1) A completed and signed CKCSC PEN Application Form.
- 2) Attach two (2) recent and clear photographs (in color) of the dog in a standing position, one a full front view and the other a full profile, in the space provided on the form. These photographs become the property of the Cavalier King Charles Spaniel Club and will not be returned. Dogs must be at least five (5) months of age when photographed.
- 3) A 3 generation pedigree if available and/or copies of any documentation provided to you from the prior owner or breeder.
- 4) The required fee, payable to the CKCSC and in US funds.

