



# Policy: Offsite events and activities

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Date approved:	14 August 2023	Review date:	14 August 2026

## Introduction

The Cairns City Kennel Club is often invited to attend or holds events and activities offsite, i.e. not on the club grounds. This includes, but is not limited to, promotional activities, demonstrations, trials or meetings.

## Purpose

The purpose of this policy is to define the approval process for participating in offsite events.

## Policy

Attendance at all offsite events must be approved by the Management Committee prior to confirmation of attending an offsite event.

The request shall include the following information:

- Date
- Location
- Purpose of the offsite event
- Estimated number of members attending

The Secretary shall notify Dogs Queensland of the offsite event and record the response at the next Management Committee meeting.

Any contracts or agreements must be in writing and signed by one member of the Management Committee.

## Version control

Version	Date	Comments
0.1	30/05/2023	Initial draft
1.0	14/04/202	Approved