



UNITED SCHUTZHUND CLUBS OF AMERICA

NORTHWESTERN REGION



REGIONAL GUIDELINES

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TABLE OF CONTENTS

ARTICLE I –Name, Profit Status, Geographic Area, Division of USCA	3
ARTICLE II –Compliance with USCA Bylaws, Conflicts	3
ARTICLE III –Purposes and Activities	3
ARTICLE IV –Regional Officers	4
ARTICLE V – Clubs, Membership, Voting and Elections	6
ARTICLE VI – Regional Donation, Reimbursements and Awards, Treasury and Dues	8
ARTICLE VII – Events	9
ARTICLE VIII – Amendments	11
ARTICLE IX – Discipline	12

ARTICLE I – Name, Profit Status, Geographic Area, Division of United Schutzhund Clubs of America (USCA)

1. The name of this organization is the Northwestern Region (NWR) of the United Schutzhund Clubs of America, herein after referred to as “NWR” or the “Region”.
2. The United Schutzhund Clubs of America (USCA) is:
 - a. a non-profit club-based organization whose objective is to “preserve the German Shepherd Dog in accordance with the breed standard as a working dog, to promote humane training methods for the working dog, and to support responsible dog ownership and breeding practices”
 - b. A member organization of the WUSV (*Weltunion der Schaeferhundevereine* – World Union of Shepherd Dog Clubs) and the VDH (*Verband fur das Deutsche Hundewesen* – Dog Society of Germany).
3. The Northwestern Region (NWR) is a non-profit regional division organization of the United Schutzhund Clubs of America (USCA). The region is comprised of USCA member clubs in the following geographic areas:
 - a. Hawaii
 - b. Northern California (encompassing zip codes starting with 936-961)
 - c. Northern Nevada (Carson, Storey, Washoe, Churchill, Lander, Eureka, White Pine, Elko, Humboldt, and Pershing counties)
 - d. Utah

ARTICLE II – Compliance with USCA Bylaws, Conflicts

1. The NWR shall comply with all USCA Bylaws. Where a conflict exists with USCA Bylaws and NWR Guidelines, the USCA Bylaws govern.
2. All Regional rules must be in compliance with the USCA Constitution and Bylaws, and must be filed with the Secretary of USCA.
3. Where a conflict exists with NWR Guidelines and local club bylaws on matters that pertain to NWR business and is not on its face in conflict with USCA bylaws, the NWR Guidelines govern.

ARTICLE III – Purposes and Activities

1. Consistent with and as a regional division of USCA, the purposes of the NWR are to:
 - a. Preserve the German Shepherd Dog (GSD) in accordance with the Breed Standard as a working dog
 - b. Promote humane training methods for the working dog
 - c. Support responsible dog ownership and breeding practices

- d. Promote Schutzhund dog training for the working dog
 - e. Promote and establish Breed Surveys and Conformation events under USCA for the German Shepherd Dog
 - f. Actively develop, qualify, and license local USCA clubs so that they may conduct Schutzhund trials, GSD Breed Surveys, conformation shows for GSDs, tracking tests for the FH degree, HGH herding dog trials, endurance tests for the AD award (*Ausdauerpuefung*), helper seminars, and other programs developed by USCA
 - g. Promote the training of working dogs among the youth
2. The purpose of these Regional Guidelines is to provide fair and consistence governance of NWR activities, events, and club and member behavior for the benefit of all NWR clubs and members.
 3. To achieve its purposes, NWR activities include but are not necessarily limited to the following:
 - a. Conduct the annual Regional Schutzhund/IPO trial Championship.
 - b. Conduct the annual Regional Conformation show and Breed Survey for German Shepherd Dogs.
 - c. Conduct the annual Regional meeting.
 - d. Assist and support NWR clubs in training member dogs towards a Schutzhund/IPO degrees or titles recognized by the World Union of Shepherd Dog Clubs (WUSV) as approved by the International Kennel Club Federation, known as the *Federation Cynologique Internationale* (FCI).
 - e. Promote Schutzhund/IPO and working dogs with youth and the community.
 - f. Support the use of working dogs for search and rescue work, police work, customs and border patrol work, guide dog work, scenting work, and in other ways for which working dogs are utilized.

ARTICLE IV – Regional Officers

1. Regional Officer positions are:
 - a. Regional Director
 - b. Assistant Regional Director
 - c. Regional Breed Warden
 - d. Regional Secretary
 - e. Regional Treasurer
 - f. Regional Training Director

Descriptions of Regional Officer positions and duties can be found in the *USCA Constitution and Bylaws*, and under “Regional Policy” in the *USCA Rules and Regulations*. Further descriptions of the Regional Training Director can be found in *USCA’s Helper Program*.

2. Terms of Office: In accordance with the USCA Constitution and Bylaws, regional officer positions are elected every two (2) years in odd-numbered years.

3. **Regional Director (RD):** The Regional Director is the regional representative for the NWR to USCA and is responsible for conducting the business of the NWR, including but not limited to:
 - a. Assisting in the development of new clubs in the Region
 - b. Approving trial dates for all clubs in the Region
 - c. Approving and ensuring the processing of Event Authorization Forms (EAFs)
 - d. Representing the NWR to USCA as a member of the Executive Board, including but not limited to voting on matters before the USCA as outlined in the USCA Constitution and Bylaws, and USCA's approved Regional Policy
 - e. Ensuring adherence to USCA Bylaws and objectives of USCA by all member clubs within the region, and ensuring that NWR is in good standing with USCA
 - f. Acting as an exofficio member of all regional committees
 - g. Calling and chairing NWR meetings
4. **Assistant Regional Director (ARD):** Assistant Regional Directors will assist the Regional Director and learn the duties of the Regional Director's office. In the event the RD resigns or is incapacitated the ARD shall assume the position of RD for the remainder of the term. If the RD is unable to attend a meeting of either Board of Directors, the ARD may attend in his/her place and shall have a vote on either Board.
5. **Regional Breed Warden (RBW):** As described in the *USCA Constitution and Bylaws*, the RBW will assist the club chosen within their respective region to host the Regional Conformation Championship and Breed Survey and also serve as the Regional Show Chairperson. Additional duties of the RBW include:
 - a. Promoting the development of breed wardens and tattooers in his/her region
 - b. Supervising and training local breed wardens, who report directly to the RBW
 - c. Dispensing and collecting breed paperwork and developing regional breeding statistics
 - d. Keeping regional reports of all breeding activity in the region and presenting results and recommendations at the regional meetings
 - e. Attending and assisting with the USCA Sieger Show
6. **Regional Secretary (RS):** The RS is to take the official minutes of all regional meetings and assist the Regional Director with the distribution of minutes and any other information deemed necessary by the RD. The RS will be responsible for implementing a training program for trial secretaries. The RS will also establish a log of those members that have been approved as qualified trial secretaries for each club within their respective region.
7. **Regional Treasurer (RT):** The RT will be held accountable for the Regional Treasury and disburse funds for training programs and other regional needs as defined in the Regional Policy.
8. **Regional Training Director (RTD):** The RTD is responsible for promoting proper and safe training for trial helpers, training helpers and handlers throughout their region by the use of required

educational seminars and organized fun matches. The RTD shall not advertise their office for personal or professional gain. Additional duties of the RTD include but are not limited to:

- a. Receiving direction from the National Helper Committee with regard to the required educational Teaching Helper Program
- b. Working directly with the National Youth Director to help implement all youth training programs on a regional and local level
- c. Establishing a line of communication to assist new clubs and their Training Directors
- d. Serving as Regional Liaison to the Helper Program director
- e. Soliciting Regional clubs and the Region's members to determine the needs of Regionally-sponsored Helper Seminars; and
- f. Administering (1) Regionally-Sponsored Helper Seminar per year

ARTICLE V – Clubs, Membership, Voting and Elections

Section 1: Clubs and Membership

1. Member clubs may not be members of, or be affiliated with, any competing German Shepherd Dog organization in the United States.

2. Affiliate clubs

- a. Affiliate clubs are considered an apprentice club and must complete a program of qualification before it shall be licensed to hold any USCA sanctioned events or vote on the Board of Directors. See the *USCA Constitution and Bylaws* for more detail on Affiliate Clubs and their requirements.
- b. Lack of progress by an affiliated club toward the attainment of full member club status within a two (2) year period will cause an automatic investigation by the Regional Director (RD).
- c. The RD may extend a club's affiliated status to the end of its third year with a recommendation that no disciplinary action be taken if justification for lack of progress is shown.

3. Full Member Clubs

- a. Full member clubs are licensed by USCA to conduct Schutzhund trials, German Shepherd Dog Breed Surveys, HGH Herding Dog Trials, and other events sanctioned by USCA. See the *USCA Constitution and Bylaws* for more detail on Full Member clubs and their requirements.
- b. To be in good standing, full member clubs:
 - i. Must be current with club dues to USCA
 - ii. Have all members of the club current with their USCA membership dues
 - iii. Host at least one (1) USCA-sanctioned event per calendar year, with this event being a USCA-sanctioned trial every other year
 - iv. Not be under any disciplinary action from USCA

Section 2: Voting and Elections

1. Voting:

- a. Full member clubs in good standing shall be entitled to one (1) vote at the annual Regional meeting or other matters before the NWR that require a vote of the membership.
- b. Affiliated clubs may send a non-voting delegate to the NWR's annual Regional meeting.
- c. In order for any business to be conducted, a quorum must be present. A quorum shall be deemed to be present if 20% of all full member clubs in good standing and at least three (3) Regional Officers are present.

2. Email Ballot Process for the Region

- a. The Regional Director has the authority to call for email ballot vote. The Regional Secretary shall send out the email ballot to all relevant parties once a vote has been called by the Regional Director.
- b. There will be a one (1) week time allowed for the return of ballots before the closing the vote.
- c. Each ballot will contain the complete and factual information on the subject(s) to be voted on.
- d. Votes will be submitted via email to the Regional Secretary, who will count the votes and email the results to all the Regional Board Members and the Regional Clubs within one (1) week of the closing date of the vote. The Regional Secretary must retain a record of the email votes.
- e. Telephone or mailed votes will not be accepted in a lieu of an email vote.
- f. Specific circumstances in which email balloting may be used include but are not limited to: in lieu of the mail balloting procedure, time-sensitive financial decisions requiring the vote of all regional full member clubs, and time-sensitive Regional decisions requiring the vote of all regional full member clubs (such as the election of a new ARD if there is a mid-term vacancy in this position, as outlined in the USCA Bylaws.). RM 9/2017

3. Mail Balloting Procedure

The full procedure for mail balloting can be found under "Regional Policy" in the *USCA Rules and Regulations*.

4. Elections

- a. Candidates for all Regional Officers positions may be nominated by a Delegate from a full member club in that particular region. All nominations must be seconded.
- b. One need not be nominated to receive votes. Write in balloting is permitted.
- c. Regional Officers positions shall have a term of office of two (2) years and shall be elected in odd-numbered years.

- d. Elections may be held at a regional meeting or by mail between the dates of January 1, prior to the annual meeting and 14 days prior to the annual meeting of the General Board of Directors, provided, all full member clubs in the region are notified in writing, not less than thirty (30) days prior to said election. If this election is held, the USCA Secretary shall be notified of the result within ten (10) days.
- e. To be elected a candidate must receive a majority of the votes cast by all the full member clubs in good standing in the particular region.
- f. Should there be a midterm vacancy of the Regional Breed Warden, Regional Training Director, Secretary, or Treasurer; the Regional Director will appoint a member from their region until an election can be held at the next Regional Meeting.
- g. If the position of Assistant Regional Director becomes vacant for any reason an election to fill the office will be held within forty-five (45) days. A majority of the votes cast by full member clubs in good standing in that particular region is required to elect

Further information on elections can be found under “Regional Policy” in the *USCA Rules and Regulations*.

ARTICLE VI – Regional Donation, Reimbursements and Awards, Treasury and Dues

Section 1: Regional Donation

1. With each trial event, a \$25 Donation will be given from the host club to the NWR. This donation is used to help fund trophies for Regional events. (RM 9/2015)

Section 2: Regional Reimbursements and Awards

1. The region will annually give \$600.00 to the host club of the Regional Conformation Show, to be used for trophies. (RM 5/2011; amended from the \$200 originally allotted in 2000)
2. The region will give up to \$1000.00 annually to the host club of the Regional Championship, to be used for trophies. (RM 5/2007, amended from the \$200 originally allotted in 2000)
3. The Highest Scoring German Shepherd Dog from the NWR, at the NW Regional Championship, that enters and participates at the USCA IPO3 GSD Nationals will receive \$200 reimbursement from the Region. (RM 9/2014)
4. The top German Shepherd male and female from the NWR, at the NW Regional Conformation Show, will receive \$100 each if they go to the USCA Sieger Show (RM 5/2009).
 - a. If the Regional Conformation Show and Breed survey is after the USCA Sieger Show for that year, then the top male and female will receive the funds for the following year’s Sieger Show. (RM 9/2015)

Section 3: Treasury and Dues

1. The NWR shall establish a Regional treasury.
2. Regional dues will be due annually for all USCA Full Membership Clubs. The amount will be determined by the General Board, and shall be collected by the USCA Office.
3. Regional dues will be assessed with each club's annual National dues. The USCA Treasurer will be responsible for the appropriate distribution of regional funds to the Regional Treasurer.
4. Regional dues will be used for approved regional commitments. The NWR may also have rules that establish other constructive uses for any excess regional funds, to meet the needs of the region, including educational programs.

ARTICLE VII – Events

1. Club Events

- a. USCA-Sanctioned club events include Schutzhund/IPO trials (with or without the FH advanced tracking degree), Helper Seminars, HGH herding dog trials, Conformation Shows and Breed Surveys, endurance tests for the AD award (held in conjunction with a trial or conformation show), and other events or programs developed by USCA.
- b. Clubs may request as many dates as they wish for events; all club dates are open to all clubs, except for the North American Championship and USCA IPO3 National Championship. (RM 1/1989)
- c. Prior to the event, each club must receive approval (authorization) signed by a RD.
- d. To request an event, clubs must submit an Event Authorization Form (EAF). The EAF must be approved by the Regional Director before the club can advertise their event.
- e. Notification of USCA-sanctioned events held by member clubs is to be provided to all clubs in the NWR at least three weeks (21 days) in advance of the event. The notice must contain the date, specific location and time of the event, the judge for the event, the contact person's name and phone number for information, plus a link to the trial entry form and flyer. This can also be completed on the EAF.
- f. Any changes must be provided to all clubs in the region via e-mail, and/or digital communication, and posted to both Regional and USCA websites.
- g. Helpers participating in a USCA event must have current USCA Membership and a USCA Helper Book with current "classification" to be allowed to work the level of trial they are participating in.
- h. Trial secretaries must be current members of USCA, and may not be entered in the trial.
- i. Tracklayers for a club-level event do not have to be a USCA member.

2. Regional IPO Championship

- a. The Regional Championship must be held a minimum of 6 weeks out from the USCA IPO3 National Championship. (RM 3/2012)
- b. **Helper Selection for NWR Events**
 - i. Individuals who wish to serve as helpers at regional events must comply with all requirements of the USCA Helper Program.
 - ii. All helpers trying out for a NWR Championship must be USCA members, must be a member of a Northwestern Region Full or Affiliated club and must have a USCA helper book.

Addition: The hosting club will contact all the clubs/helpers in the Region for interest in performing helper work for the said Regional, at least one month prior to the event. There will be a minimum two (2) week deadline for response, set by the host club, for those said helpers to reply. Should there be no interest or response the host club must contact the Regional board to discuss options for helpers.

Those helpers interested must email/mail in writing:

- Declaration of interest
- Copy of USCA card
- Copy of Helper book page showing current classification

Helper tryout: Helper tryouts will be held to select the helpers for the trial. All helpers who have declared interest and have met the USCA Helper Program's requirements for working a Regional trial may try out. A panel of three out of the following four, consisting of the Regional Director, Teaching Helper, Regional Training Director, and Protection Judge, will select the helpers, based on the USCA Helper Program. In the event that two or more of the panel members are entered in the trial or in a helper try out, they shall be replaced by a teaching helper, judge, or a NWR board member not competing or trying out, to be appointed/selected by the Regional Director. Every effort shall be made to ensure a fair and impartial helper tryout. (RM 9/2016; updated by Regional EBallot #1-19, 8/2019)

- a. **Auslander Trophy at the Regional Championship:** Handler/Dog teams from outside the region will only be eligible for the Auslander Trophy regardless of relative trial score placement. (RM 9/2013)
- b. **High Hundin/High Female Dog Trophy at the Regional Championship:** The High Female Dog trophy can only be won by a regional dog. (RM 9/2013)
- c. The trial secretary, helpers, and tracklayers for Regional Championships must be USCA members in good standing.

Further details of the Regional IPO Championship can be found under "Regional Policy" and "Trial Procedures" in the *USCA Rules and Regulations*.

3. Regional Conformation Show and Breed Survey

- a. In accordance with USCA Rules and Regulations, the NWR shall hold an annual Conformation Show and Breed Survey for the German Shepherd Dog.
- b. The designation of Regional Sieger and Siegerin can only be awarded to dogs from within the Northwestern Region. Clarification: A dog from outside the region may still take V1 placement and first place, but only the highest-placing dog and bitch from within the region may receive the award and designation of "Regional Sieger/Siegerin". (RM 9/2017)

4. Regional Education Seminars

- a. Regional education seminars may be held in conjunction with a Regional event or as a free-standing event.
- b. The RD has the capacity to spend up to \$1500 in the NWR for this event.
- c. The Regional Education seminar must be a not-for-profit event, and must be offered to all USCA members to participate.

Further details on the Regional Education Seminar may be found under "Regional Policy" in the *USCA Rules and Regulations*.

5. Annual Meeting

- a. The NW Regional meeting will be held at the current year's Regional Championship, and selection of the following year's regional championship hosting club and championship date for the following year will be voted on. (RM 3/2012)
- b. All clubs must be notified in writing no less than thirty (30) days before the meeting is to take place.
- c. The current edition of "Roberts Rules of Parliamentary Procedures" shall govern this association in all parliamentary situations that are not covered in the law, or in the USCA Constitution and Bylaws or adopted rules, or in these Regional Guidelines. In case of a conflict between the provisions of these constitution and bylaws and the parliamentary provisions of "Roberts Rules of Parliamentary Procedures", the provisions of these constitution and bylaws and Regional Guidelines shall prevail.
- d. Consistent with USCA Bylaws, minutes of the annual Regional meeting will be provided to all clubs in the region within sixty (60) days of the meeting.

ARTICLE VIII – Amendments to Regional Guidelines

1. Regional rules in effect before the establishment of USCA's "Regional Policy", and all Regional Rules from this time forward, must be approved by a two-thirds majority vote at the Annual Regional Meeting.
2. These Regional Guidelines may only be amended at the annual Regional meeting by a two-thirds vote.

3. Amendments to these Regional Guidelines may only be considered when written notice of the proposed amendment has been mailed to all clubs and Regional Board members by electronic mail or regular mail not less than thirty (30) days prior to the annual Regional meeting.
 - a. The proposed changes must be specific.
 - b. If amendments to specific articles of these Regional Guidelines are proposed in compliance with this provision in Article VIII.3, further amendments may be made from the floor of the Regional meeting for that respective article.

ARTICLE IX – Discipline

1. The Regional Director has the authority to discipline a club as outlined in the USCA Bylaws and USCA Rules and Regulations. This may include withholding or withdrawing Event Authorizations for clubs not in compliance with USCA Bylaws or rules, and dropping a full member club to affiliate status. (RM 9/2017)