



# DOG OBEDIENCE CLUBS OF FLORIDA



DOCOF

## Standard Operating Procedure

Title	Acceptance of Border State Exhibitors				
Number	15007	Date Approved	9/15/15	Date Active	9/15/15
Rescinds		Review Date		Pages	2
<b>Purpose</b> This is to establish a uniform procedure to determine the validity of a request to include an exhibitor from Florida Border States					
<b>Policy</b> All Member Organizations north of, or in line with Interstate 10 across North Florida will be allowed to have members on their teams from the states of Georgia or Alabama, providing that, by each March 1st they will declare in writing those individuals as training with their facility and asking for eligibility for them for the upcoming Competition.					
<b>Practice</b> If DOCOF has received any information calling into question whether an Exhibitor is a legal resident of the State of Florida, The DOCOF Board of Trustees may, at its discretion, require the Exhibitor to produce for inspection and copying, two or more of the following documents: <ul style="list-style-type: none"><li>a. The Exhibitor's valid current Florida voter registration card;</li><li>b. The Exhibitor's valid current Florida driver's license or, if the Exhibitor doesn't have any driver's license, a valid current Florida-issued identification card;</li><li>c. The Exhibitor's valid current Florida county homestead exemption certificate;</li><li>d. The Exhibitor's valid current U.S. passport; and/or</li><li>e. The Exhibitor's most recent six months utility bills for the Florida address where the Exhibitor claims to reside.</li></ul>					
<b>Procedure</b> <ol style="list-style-type: none"><li>1.0 The President or his or her designee will contact the Exhibitor in question either by US Mail or by Email and state the need for documentation. The request is to be formatted in a business-like manner and without recrimination. Any cost of duplication or certification is the Exhibitor's to bear.</li><li>2.0 Answering communication from the Exhibitor shall be filed by the Secretary and may be produced on request at the annual meeting.</li></ol>					

- 3.0 Once certified by the Board of Trustees and at the Exhibitor's request, DOCOF will redact (e.g., cross out or otherwise make unreadable) from any copies of documents that DOCOF retains, any of the Exhibitor's personal information which is not relevant to establishing legal residency.
- 4.0 The Secretary is to maintain the record of eligibility as long as the Exhibitor is to participate in the Annual Event.
- 5.0 In the event that the Exhibitor petitions DOCOF to remove the record and he or she is not showing at DOCOF the Secretary shall destroy the record.
- 6.0 DOCOF may request demonstration of eligibility on more than one occasion should it appear that the Exhibitor has changed residences.