

OFFICIAL PROCEDURES FOR CONFIRMING AND ASSIGNING OVERALL  
CONFORMATION RATINGS FOR THE EPAGNEUL BRETON AND FOR  
QUALIFICATION OF CEB-US APPROVED EXPERT CONFIRMERS

**Exhibit “I”**



**Guidelines For Organizing &  
Performing  
Conformation Evaluation at Events**

**The Sponsoring Club must complete and submit the attached Application form, which requires specific information to make sure that the conformation evaluation session is properly organized and staffed with sufficient people to complete the process in an appropriate manner.**

**I. Preparations Prior to the Confirming Session**

- A. Someone is designated to receive applications prior to the meeting. The person who is assigned to receive the applications from people who need a dog confirmed is logically the Show Secretary if there is a show being offered but can be another person. This person should keep a file with each of the applications for having the evaluation performed and a record of who has paid. They should turn this over to the person in charge of confirming at the event well in advance of the confirming day. This is important because the committee needs time to **FILL OUT THE ACTUAL FORM THAT WILL BE USED DURING THE EVALUATION** with **ALL** of the information about the dog and owner complete **BEFORE** the confirming process begins. It is difficult enough to get the observations about the dog written down and recorded accurately, without scrambling to complete information that should be done ahead of time.
  
- B. Prior to a confirming session and at the time the required application is submitted, the President of the sponsoring club (if confirming is offered at a regional event) shall designate or assign a number of qualified persons to serve as the Confirming Committee for the particular event. The President should designate a chairperson, or co-chairs, along with additional persons desired to perform the functions and to serve in the roles required herein. The committee shall meet or confer prior to the beginning of the confirming session and shall organize and designate the work and roles to be performed by persons assisting with the confirming session as set forth in this document.

- C. Employment of Apprentices. The President of the sponsoring club and the CEB-US Confirmation Committee shall make efforts to secure the assistance of club members interested in the confirming process and assign them appropriate roles and duties as required herein, so that these persons will have the opportunity to learn and satisfy apprentice requirements, so as to aid in the development and qualification of additional members as CEB-US qualified confirmateurs.

## II. Handling the Confirming Session

In addition to the Expert Confirmateur there should be (3) three persons assigned with specific duties on the date of the confirming session. There MUST be at least (2) two persons from the sponsoring club IN ADDITION TO THE Confirmateur who are assigned to give their FULL attention to assist at a confirming session during the ENTIRE session.

### A. Facilitator

1. This person's job is to organize the process and he or she may also serve as the scribe, although it is highly desirable that the Facilitator and Scribe be different people. They get people in line. They hand each of the owners their form, make sure it is accurate and complete, confirm that they have paid the fee, make sure the dog's age is correct for confirming, and confirm that the dog is not neutered. For person's showing up on the day without having applied ahead of time and who do not send in their form ahead of time, the facilitator insures that the form is filled out, collects the money, and adds to or keeps a new record of who has paid. This person may be a member of the CEB-US Confirming Committee, a CEB-US Qualified Confirmer, a person serving as apprentice, or in the absence of those specified persons may be any other club member or volunteer willing to assist with the confirming session.

### B. Scribe-Paperwork Person

1. This person records the observations called out by the confirmateur(s) and should be a member of the CEB-US Confirming Committee or a CEB-US Qualified Confirmateur. They fill in the form for each dog before the process begins or sees that it has been done. They record the information noted during the examination, and they make sure the confirmateur(s) signs each form and checks "Yes/Confirmed", "No/Disqualified", or "Deferred" with such indication being made AT THE TIME THE DOG IS being examined and before the dog and owner leave the premises. They make sure that each person going through the line and having a dog confirmed gets their copy of the pink form after the confirming is completed, so they know the dog's results. This prevents the form from having to be mailed.
2. IT IS VERY IMPORTANT THAT the Scribe-Paperwork person should make sure that the confirmateur(s) signs enough blank certificates (plus half a dozen or more extras), so that the certificates do not have to be mailed abroad to France or around the U.S. for signatures, when the

certificates are printed subsequent to the meeting. It is also advisable to have the CEB-US President attest the blank forms at the same time, to prevent yet another step in the mailing process and to keep the expense of mailing down. The forms signed in blank should be provided to the Recording Secretary, so that he may complete them as soon as reasonably possible.

3. The Scribe-Paperwork person then makes sure that the completed form for each dog is signed by the Expert Confirmateur and that all forms are collected and accounted for and turned in to the proper club representative or sent to the CEB-US Recording Secretary.

#### C. Confirming Assistant – or Apprentice(s)

1. This person may be a volunteer, or preferably an apprentice and helps the confirmateur physically go over the dog, helps measure the dog, holds the dog, helps examine the teeth, and helps communicate with the owner as the process is taking place. This person may be one of the three CEB-US required confirming personnel. They also help make sure the paperwork is completed and can serve as an emissary of the club, if there is some question or issue which needs to be addressed about a problem or issue with a dog. This person may be a member of the CEB-US Confirming Committee, a CEB-US Qualified Confirmer, or a CEB-US club member serving as an apprentice at the confirming session or another volunteer if there are no apprentices available.

#### D. The Confirmateur

1. This is the actual person who goes over the dog and who does the formal evaluation and signs the paperwork to certify that the dog was confirmed, not confirmed, or deferred.

### III. Subsequent to the Confirming Session But Still At The Meeting

The Scribe-Paperwork person, must make sure that all the conformation evaluation worksheets and forms are signed and should work with the Show Secretary to make sure that a yellow form for each dog is separated from the white form and that the file of all white forms is delivered or mailed to the Recording Secretary of the Confirming Committee. The yellow copy is kept for backup by the Show Secretary or head of the Confirming committee, in the event that the white forms are lost, damaged, or misplaced in transit or if a question arises and the Recording Secretary needs to confirm or verify some information. The pink form, when completed may be given to the dog owners at the event, or mailed to them after the event.

### IV. After the Conclave or Meeting at Which Confirming Occurs

#### A. Recording Secretary and Basic Duties

This person shall be a member of the CEB-US Confirming Committee and shall be nominated by the committee and approved by the CEB-US President, with the consent of the CEB-US Board of Directors. The Recording Secretary is the person in the club designated to maintain and update the CEB-US computer data base records of dogs which have been confirmed or confirmed and rated. This person shall insure that all persons having a dog confirmed receive their certificates from the club, that the results following a confirming session are recorded in the CEB-US computer data base of dogs which have been confirmed and rated, and that the results after a confirming session are properly submitted for publication in the club magazine and on the club website located at [www.ceb-us.org](http://www.ceb-us.org). The Recording Secretary is not required to be physically present at each confirming session, although it is helpful for this person to be present.

#### B. Recording Procedures Following A Confirming Session

1. Following a confirming session, the Recording Secretary then sees that a Certificate for each dog is printed and mailed to each person who had a dog confirmed. The Recording Secretary sends the list of dogs to CEB-US Publications for printing in the magazine as required by the club adopted confirming document. The Recording Secretary then requests that the CEB-US webmaster update the official CEB-US computer data base of confirmed and rated dogs and sends the updated document to the club web master, who then updates the list published on the Club Webb site [www.ceb-us.org](http://www.ceb-us.org). The paper records from the confirming session are kept in a file by the Recording Secretary, so that if future questions arise, the documents can be researched and any issue or question addressed. (This has happened on multiple occasions, so it is important to keep the records intact for at least a year or more.)
2. All monies received for having confirmation evaluations performed should be accounted for and turned in to the sponsoring club. The sponsoring club, if not CEB-US shall receive \$10.00 or one half of each confirming fee, and the remaining \$10.00 and one half should be sent to the Treasurer of CEB-US with a list of the total dogs confirmed, so that CEB-US may verify that they received the appropriate amount of remuneration.

## Club Application for Sponsoring Conformation Evaluation Session

1. Name of Sponsoring Club: \_\_\_\_\_

2. Person in charge of Supervising/Organizing Conformation Evaluations: \_\_\_\_\_

Email and Address of Person in Charge: \_\_\_\_\_

3. Date of Confirming Session \_\_\_\_\_

Time Slot Allocated for Confirming Session: \_\_\_\_\_ \*

*\*15 minutes per dog should be allocated.*

Please list all associated Club or UKC Events at this venue:

\_\_\_\_\_  
\_\_\_\_\_

4. Names of Expert Confirmateurs: \_\_\_\_\_, \_\_\_\_\_

5. Names of persons associated with Sponsoring Club and assigned to devote FULL duties to ENTIRE Session as:

A. Facilitator: \_\_\_\_\_

B. Scribe: \_\_\_\_\_

C. Confirming Assistant or Apprentice: \_\_\_\_\_

*(The above posts must be filled and the information supplied for approval if this application to be granted by CEB-US.)*

6. Fee/Cost for having the evaluation performed is \$20.00 per dog for CEB-US members and \$50:00 for the first dog for non-CEB-US members, but covers the cost of one year's CEB-US membership, and \$20.00 for each additional dog. The fee is owed, regardless of outcome, and there are no refunds. (For each \$20.00 fee, the sponsoring club keeps one half, or \$10.00, and remits the balance payable to CEB-US. For each \$50.00 membership fee, the sponsoring club keeps \$10.00 and the remaining \$40.00 is remitted to the CEB-US for the cost of one year's membership in CEB-US.)

**NOTE: If the above required personnel are not present and properly engaged at all times during the confirming session, the Expert Confirmateur is authorized to cancel the confirming session in his or her sole discretion, in which event the event organizers shall be responsible for refunding any monies to applicants.**

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Email and Phone

Please email this completed form to the President of CEB-US at the email address listed on [www.ceb-us.org](http://www.ceb-us.org).