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|  <p style="text-align: center;">Policies and Procedures</p> | Number: 14 |
| | Name: Photo Walls |
| | Developed by: Executive |
| | Approved by: Executive |
| Approval Date: April 13, 2012 | |
| Amendment Date(s): February 21, 2021 | |

1. The Vice-President of COKC shall be responsible for the overseeing and maintenance of the photo walls.
2. Members must submit photos of their dogs to the Vice-President, who shall be responsible for the placement of photos.
3. Only photos belonging to COKC members will be placed on the COKC photo walls.
4. Photos should be in a similar format: 8 by 10 inches in size, a head shot of the dog, on a plain background.
5. Photos should contain the name of the dog's owner, dog's name, and dog's titles.
6. Photos should be framed in a clear clip frame, available from the club for a nominal fee.
7. At the discretion of the club's various teams and groups (e.g. Flyball group, Agility group), and upon approval by the Executive, a photo display may be mounted on a club wall. These displays are to be maintained by the team/group that develops them.
8. The "Remember Wall" plaque, honouring members' dogs that have died, shall be updated by the Vice-President annually in the spring.