



AMERICAN KENNEL CLUB

To: All AKC® Obedience & Rally Trial-Giving Clubs

Subject: AKC Obedience/Rally Trial Manual

Date: July 2015

The Companion Events department is excited to provide you with the inaugural AKC Obedience/Rally Trial Manual geared specifically toward running AKC obedience and rally events.

We would like to thank the members of the sport who have contributed to the effort of creating this Manual, particularly with the constructive questions you have asked and suggestions you have made. We would like to express our appreciation to the clubs and their members, the Companion Events Delegate Committee, the AKC Obedience/Rally Field Representatives, and our in-house staff.

This Manual will be available as a free downloadable PDF document from the AKC website on the "Rules and Regulations" page as follows:

<http://www.akc.org/rules/>

Updates will be listed as "inserts" for the document as needed and will be implemented into the main document for the next revision in 2016.

This Manual has the latest information about AKC rules, regulations and policies, with precise footnotes to help you find the information you are looking for. Please continue to assist us by asking questions and making suggestions. Forward any ideas and suggestions you have to our office at either obedience@akc.org or rally@akc.org, so that we can continue to give you one of the American Kennel Club's most useful publications.

Sincerely,

Pamela Manaton, Director
Obedience, Rally & Tracking

AKC Obedience/Rally Trial Manual

August 2015





AKC Obedience/Rally Trial Manual

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Planning and Organization

The Challenge

Putting on the best event possible is one of the greatest challenges for any club. Structuring the Event Committee correctly enables the club to meet this challenge. The committee should be large enough to give attention to all details, but small enough to accomplish tasks without placing too great a workload on too few individuals.

The Team

An obedience/rally trial is a team effort. The AKC establishes the rules, regulations and guidelines; the event-giving club fulfills these requirements and provides overall management and production through the Event Committee, the judges, and superintendents or trial secretary.

A good working relationship between members of the team will result in a better event. A committee must be unified and dedicated to the production of the best event possible.

Members of the Event Committee represent the entire club. The reputation of a club and its event are dependent on the efforts of the committee. Impressions that exhibitors, spectators and judges take home from the event are a direct reflection of the efforts of the club and the sport in general.

Individuals should be appointed to committees based on experience, the workloads they can handle, and the time they can apportion to each task. Candidates for committee positions must familiarize themselves with the specific duties and responsibilities involved.

Allow for continuity based on experience by appointing committees with both experienced and novice members. Staff the committees with experienced club members who are willing to share their experience and knowledge with those who wish to learn.

Committee members have an opportunity to apply their expertise and to train others for the future. Working on or with an event committee is an excellent way to involve new club members. Those with limited experience should be encouraged to participate; not only will they learn “the ropes” while working on a committee, their enthusiasm can serve to boost and bolster everyone’s morale.

Dealing with People

Committee members must be diplomatic, and be capable of treating each exhibitor courteously. Each problem should be resolved promptly, calmly and rationally.

All club members, particularly club officials, should receive instructions on dealing with the public. All club members should be able to direct them to concessions, restrooms, telephones, and to answer general questions about events and dogs.

The AKC Executive Field Representative if in attendance, Trial Chair, and members of the Event Committee should be kept abreast of all activities concerning the event.

Dogs Disqualified by Event Committee

The AKC Board of Directors adopted the following regulation to the Rules Applying to Dog Shows. This regulation permits Event Committees to disqualify dogs.

*Any dog, that in the opinion of the Event Committee, attacks a person or dog at an AKC event, resulting in an injury, and is believed by the Event Committee to present a hazard to persons or other dogs, shall be disqualified by the Event Committee pursuant to this sections, and a report shall be filed with the Executive Secretary of The American Kennel Club. The disqualified dog may not again compete at any AKC event nor be on the grounds of an AKC event unless and until, following application for reinstatement by the owner to the American Kennel Club, the owner receives official notification in writing from the AKC that the dog's eligibility has been reinstated.*¹

Although the disqualification is to be determined by the Event Committee, a hearing to determine the disqualification is not required. Following an incident, the Event Committee is to collect any information and statements from involved exhibitors, owners and witnesses. The committee shall then determine:

1. Was there an attack?
2. Was there an injury?
3. Does the dog present a hazard to persons or other dogs?

If the committee determines these three items to be true and there were no mitigating circumstances that caused the attack, the dog must be disqualified. Once the dog is disqualified, the dog may not compete in any AKC events. The owner of the dog should be notified immediately of the disqualification. Refer to "Event Committee Procedural" (RED0B1) and *Dog Disqualified by Event Committee* (AEDSQ4).

If the Event Committee, in the course of making its disqualification determination, receives information that alleged acts of conduct prejudicial have occurred during or in connection with the club's event then the procedures outlined in the Dealing with Misconduct booklet must be followed regarding the discipline of the individual(s) involved.

The Event Committee must submit a written report and any supporting documentation to the AKC Executive Secretary within seven days. The Event Secretary or Superintendent must FAX a summary of the incident to Event Operations, ATTN: Show Operations (919) 816-4220 and must include this information in their Show Report within 72 hours of the incident.

Any questions or requests for reinstatement should be directed to AKC Event Operations, (919) 816-3579 or to eventplans@akc.org.

¹ Rules Applying to Dog Shows, Chapter 11, Section 8-A

Records

Past records are the best assistance a club can have. Complete data of previous events helps the committee plan and present a better event. Provide the committees with as much history and data as possible.

Keep a complete file on all events given by the club. Maintain records that detail each topic (e.g., names and addresses of key people, contracts, financial records, correspondence, breakdown of entries, press contacts, suppliers, concessionaires, etc.).

The Committee Secretary, if one has been appointed, keeps the minutes of the committee meetings, and may assist the Chairs in maintaining event records.

Event Committees

An Event Committee (previously known as trial committee) with a minimum of five members is required for an obedience/rally trial.²

Note:

- Committees must have a chair.
- An individual may chair more than one committee.
- Committee responsibilities may be combined or others created as needed.

The Event Committee has the authority to act in the name of the American Kennel Club to enforce AKC rules on the day of the event.³

Volunteers usually give time and labor with no financial compensation. Provide encouragement so members do their best.

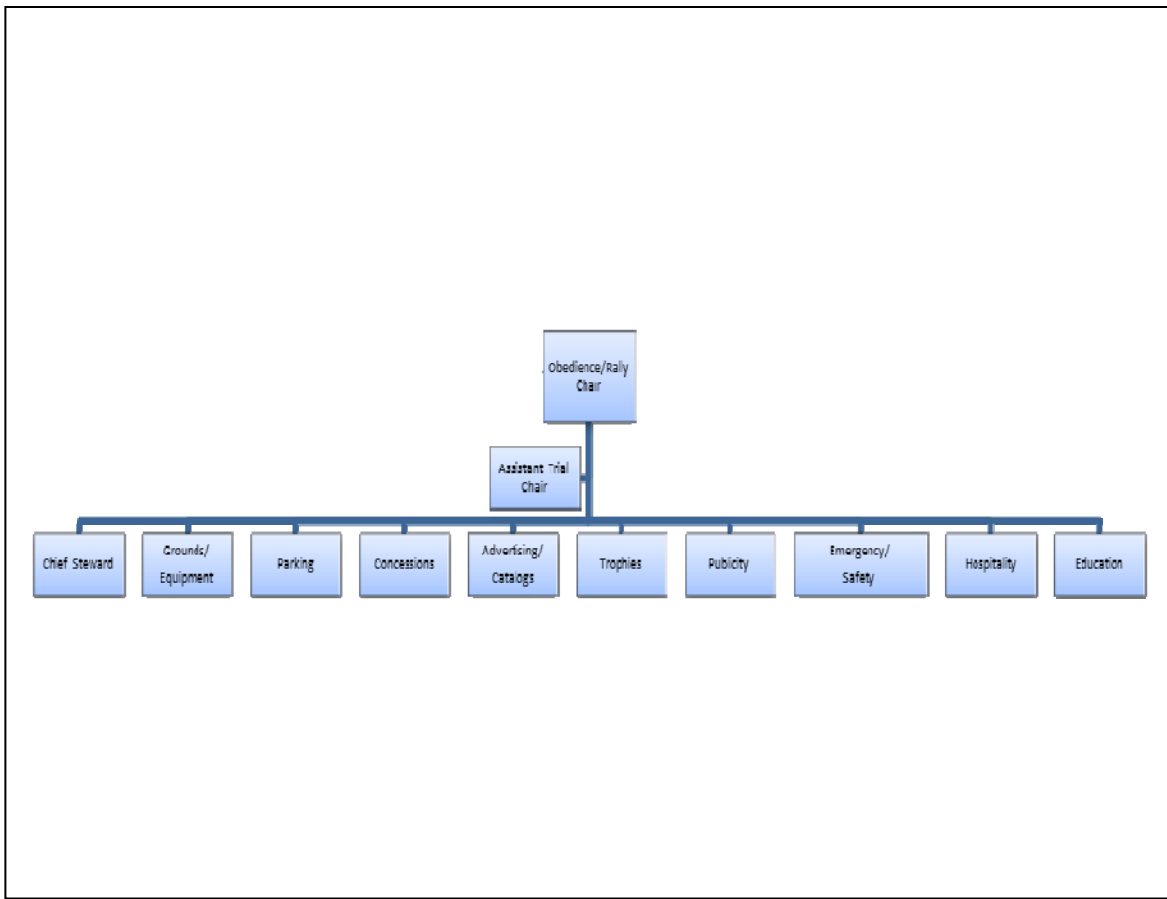
Committee Size

Actual committee size depends on the event and number of members willing to work. Committee size should be appropriate to the individual event. If large committees are necessary, assistant chairs may be appointed to act as a backup, keep records, or perform other tasks.

A detailed organization chart assists in defining responsibilities. An example of the committee structure is:

² *Rules Applying to Dog Shows*, Chapter 6, Section 2

³ *Rules Applying to Dog Shows*, Chapter 9, Section 10



Committee Members Exhibiting at Events

Whether or not committee members should exhibit at the event is a common question. The following statement is the AKC's response:

Regarding the question of whether or not club officers or trial officials and members of their households should exhibit at their club's trial, the AKC has no desire to legislate in this regard, but does expect clubs to seriously consider their own policies on the subject.

The AKC recognizes that in some parts of the country there are few trials, consequently an exhibiting restriction placed on club officials is a hardship. However, a club should realize that exhibitors and spectators sometimes arrive at the wrong conclusion when a dog owned or handled by a club officer or trial official, or by a member of such person's household, wins at its trial. Therefore, clubs should consider an exhibiting restriction for its officers, trial chairs, and members of the trial committee, as well as for members of their households.

If a club decides to adopt a restriction, a notice stating which club officers or trial officials and members of their households will be ineligible to enter or handle dogs at the trial should appear in the premium list.⁴

⁴ American Kennel Club Policy Manual, Section 4, Paragraph IX.9

Sample wording is

“Dogs owned or co-owned by Officers, Trial Chair, Members of the Event Committee and Members of their households will not be eligible for entry at this event.”

Obedience/Rally Trial Chair

Qualifications

Knowledge of the AKC's *Rules Applying to Dog Shows, Obedience Regulations and Rally Regulations*.

Knowledge of the AKC's policy concerning Emergency Procedures at Events (Disaster and Emergency Plan).

Experience in planning events, gained by serving on various committees.

Ability to apply basic business management practices:

- Set priorities
- Make decisions
- Delegate authority
- Conduct committee meetings
- Compile records
- Must be a member of a trial giving club

Ability to meet deadlines.

Ability to deal with people.

Ability to work within the financial guidelines established by the club, and to evaluate contracts and agreements as necessary.

Responsibilities

Overall responsibility for proper planning, conducting and reporting the results of the trial.

Ensure that the event application, judge's panel, and disaster and emergency plan are submitted to the AKC by their deadlines.

Ensure that the premium list material is submitted to the trial secretary/superintendent by the deadline.

Assign all committee chairs, who are responsible for their own areas.

Assign a Committee Secretary.

Act as the facility/site liaison for the club. Establish and maintain communications with the person responsible for lease of the site.

- Site must be available before and after the actual event hours. Knowledge of facility use before and after the event is an important consideration.

- Requirements for insurance, contract, advance deposits, limitations to site usage, additional rental space, etc. must be determined.
- Extent of owner/management involvement in the event should be established prior to leasing, particularly with regard to required usage of the site's personnel or concessions.
- Any potential problems that might result from the event should be discussed beforehand, allowing the owner/manager to take adequate steps to alleviate them. Periodic reconfirmation should be made, even after clubs have reached agreement with facility owner/management. Constant communication can help avoid any oversights by the site owner/management.

Determine legal requirements, such as obtaining permits that may be required. Check with local authorities. Agencies that issue permits include, but are not limited to, the local township, health, fire and police departments.

Consider federal, state and local taxes to avoid any possible penalties imposed for failure to follow such requirements.

Contract superintendent or trial secretary.

Contract official photographer.

Act as liaison to companion/cluster clubs and specialty clubs.

Review the AKC procedures detailed in *Dealing with Misconduct* with all members of the Event Committee, in advance of the event. A guideline for this is included on pp. 13-25.

May chair (an) other committee(s).

Day of the Event

Arrive at least two (2) hours before the start of judging. Walk the grounds to be certain that everything is in order.

See that a properly completed and signed copy of the Disaster and Emergency Plan form is available at the event. Copies should also be supplied to all Committee Chairs.

See that the following are provided:

- Rules Applying to Dog Shows
- Rules Applying to Registration and Discipline
- Dealing with Misconduct
- Procedural Checklist
- Trial Manual
- Obedience Regulations, Obedience Judges' Guidelines, The Steward in Obedience
- Rally Regulations, Rally Judges' Guidelines, The Steward in Rally

See to the colors and national anthem before the start of judging.

Meet with the AKC Obedience/Rally representative, if present, first thing the morning of the trial.

Check with all committee chairs to ensure that everything has been completed.

For all committees responsible for money collection (i.e., Parking, Catalog Sales, etc.), arrange for money pickups during the day.

Check in workers and assign tasks.

Check in judges.

See that the ring schedule is maintained.

Address any disputes that may arise.

Responsible for picking up the completed Judges' Books from each ring and turning it in to the Trial Secretary or Superintendent.

After the Event

Check with the AKC Representative, Superintendent or Trial Secretary, and judges for suggestions.

Check event grounds after clean up to be sure everything is in order.

Confirm that all hired personnel have been paid.

Assistant Trial Chair

Responsibilities

Assist Trial Chair in all areas. Assume responsibility in the Trial Chair's absence.

May Chair (an) other committee(s).

Each Committee Chair

Responsibilities

Report directly to the Trial Chair.

Add/update the event checklist each year so that the club will have a customized list for its event. See the Event Checklist example, pp. 13-14 - 13-19.

Prepare a list of specific duties and responsibilities for the day of the event.

Chief Steward

A club member or any other experienced individual may be appointed as Chief Steward, or a stewarding organization may be secured. See the list of Stewards' Organizations, pp. 13-11.

Qualifications

Have stewarding experience and be familiar with AKC rules and regulations, *The Steward in Obedience* and/or *The Steward in Rally*.

Be well-versed in recruiting and scheduling stewards.

Responsibilities

Recruit and assign competent stewards. Contact them well in advance.

Remind club members that when they work as stewards, they will usually be unavailable to work at other duties that day.

Inform stewards that they should not steward for any judge under whom they have an entry.⁵ [*Effective 12/1/15 Only Table Stewards should avoid serving as a steward with judges under whom they have an entry or under whom in the course of the day's judging their entries might become eligible to compete.*]

Make ring assignments in advance of the event.

Obtain copies of the judging program, parking passes and admission tickets from the superintendent or trial secretary. Mail copies of judging program, parking passes and admission tickets to persons serving as stewards.

Day of the Event ~ approximately 1 hour prior to the assignment

Check in stewards and confirm their ring assignments.

See that all-necessary equipment and the judge's bag is located in each ring.

Confirm that each ring has a trial catalog.

Obtain lunch tickets from hospitality chair and distribute them to all stewards.

Check rings periodically throughout the day to ensure stewards are doing their jobs properly.

The Trial Chair usually chooses these stewards.

Grounds/Equipment Chair

Qualifications

Ability to supervise people

Knowledge and understanding of:

- The AKC's Disaster and Emergency Plan policy
- Obedience/rally ring layouts
- Traffic flow and crowd control (works closely with Parking Chair)
- Sanitary and comfort requirements

⁵ *The Steward in Obedience*, Chapter 1

Responsibilities

Hire or select people to perform various physical tasks. Schedule workers.

Prepare and lay out the grounds. Check the site for holes, high grass, mat requirements and overall ring conditions, etc.

Be familiar with the **American with Disabilities Compliance Checklist**, pp. 13-23 – 13-25.

Arrange access to the site for committee members, the superintendent/trial secretary, exhibitors, vendors or suppliers before the event hours.

Supervise setting up and dismantling of event equipment.

Ensure public telephones or access to cell phones are available.

Check that public address systems are operating and are located so those announcements reach all exhibitors. Speakers placed too close to individual rings may annoy dogs; speakers too far from ring tents may not be audible under the tent.

Maintain grounds and equipment and supervise clean-up of the site during and after the event, including the parking and restroom areas. Ensure that a sufficient number of trash receptacles are distributed around the grounds. Supervise periodic cleaning of all public exercise pens, as well as trash and recycle receptacles.

Arrange transportation and/or storage of club materials or equipment that may be needed for the event, and obtain any additional equipment.

Arrange adequate potable water supply; it may be necessary to have water delivered to the site. Arrange for a supply of ice for emergency situations.

Plan for a judge's table and chairs in each ring.

If chairs are provided for exhibitors, this should be stated in the premium list.

Determine limitations, if any, prohibiting crates, private exercise pens, use of flexi-leads and tables in ring tents, aisles or at ringside. These club rules must be stated in the premium list (see pp. 9-2).

Post directional arrows to trial site the day before the event.

Order golf carts, if necessary.

Post signs for locating restrooms, telephones, water, etc. A simple map of the trial layout should be available for club members and workers, so they may direct the exhibitors to parking, crating, rings, restrooms, etc.

Secure sanitation facilities or access to sanitation facilities.

Arrange for flowers or plants for rings, photo area and club or trophy table.

Day of the Event

Check in workers and assign tasks. A crew must maintain cleanliness in rings, aisles, restrooms, exercise areas, parking lots and all of the areas throughout the day.

Allow enough coverage so that workers may take breaks.

Be sure the unloading area is ready to receive the flow of traffic. Particularly important at indoor sites is that each bay in the loading dock is available, as this is often where the facility parks television/cable trucks, ambulances, cleaning apparatus, etc. Each open bay increases the speed at which exhibitors can unload and move their vehicle out for the next one.

See that all rings, obedience and rally equipment, markers, banners and signs have been properly placed. See that exercise pens are properly set up with clean-up tools. Check on restrooms or sanitation facilities.

Be accessible by walkie-talkie or other means throughout the event hours.

Supervise proper clean-up of the trial site after the event.

Parking Chair

Qualifications

Previous service on the Parking Committee or experience parking vehicles.

Unflappable nature, great deal of patience.

Understanding of exhibitors' expectations and time demands.

Knowledge of the local area. In case of emergency, coordinate with Trial Chair, Safety Chair, and other Committee Chairs as necessary to help provide local authorities or emergency response personnel and vehicles with clear ingress and egress, crowd control, etc.

Responsibilities

Plan, supervise and select staff for all parking and unloading. Unloading and parking operations should be quick and efficient.

Plan parking for the handicapped, Event Committee members, judges, stewards, photographers, concessionaires, emergency vehicles, RV's and overnight parking. Be familiar with the **American with Disabilities Compliance Checklist**, pp. 13-23 – 13-25.

Mark off parking and no-parking areas (with tape, rope, signs, etc.). Maintain emergency lanes. Insure that exhibitors park in designated area(s).

Arrange for tow trucks or tractors in case of bad weather.

Include information on campgrounds, rest areas, etc. in premium list and judging program. Visit prospective locations before listing them in any mailings sent to exhibitors.

Manage overnight parking. If no overnight parking is provided at the event site, indicate where vehicles may park for the night.

Have someone at site the afternoon before the trial to park vehicles. This will prevent problems the day of the event.

Process advance parking reservations, collecting fees, assigning spaces, and returning parking confirmations.

Designate someone to collect parking fees. Parking fees must be turned over to the Treasurer for proper disposition. If proceeds from parking are being donated, indicate this in the premium list and judging program and on a sign posted at the gate.

Day of the Event

Check in workers and assign tasks. Allow enough coverage so that workers may take breaks.

Secure cash from the treasurer for making change, if you are charging a parking fee.

Collect fees at the gate (if applicable). Consider handing out plastic trash bags to all exhibitors upon entry.

Check that all parking areas, emergency lanes, and traffic flow are being maintained.

Concessions Chair

Qualifications

Previous experience working with concessions.

Creativity in securing and setting up concession areas.

Responsibilities

Secure vendors and concessions (food, dog supplies, dog food, etc.) for the event. Plan to have food concessions open as early as possible the morning of the event (about two hours before the start of judging) for exhibitors who stay overnight and/or who arrive early.

Work with Trial Chair and Trial Committee to set vendor rates.

Work closely with Grounds/Equipment Chair to ensure that concession/vendor space does not encroach upon crating/ring space.

Prepare proposed layout and assign space for each concession/vendor; coordinate with the Grounds/Equipment Chair to ensure that vendors/concessions fit in with the overall plan for the event.

Lay out, measure, and mark individual concession areas. Rope off areas, post signs, or use paint to mark concession space.

Send contracts and collect fees for concession space. As these are usually private contracts between vendors and clubs, clubs may specify particular terms such as “no sale of pinch collars.” Send concessionaires a confirmation and a map of the area showing their reserved space.

Day of the Event

Check concession area and vendors.

Secure cash from the treasurer for making change

Check that vendors' generators are at least 50 feet away from ring(s).

Advertising and Catalog Chair

A successful ad campaign can enhance your club's revenues from your trial catalog.

Qualifications

Able to motivate others.

Able to sell ads to potential advertisers.

Creative.

Able to meet deadlines.

Responsibilities

Coordinate club members in both acquiring paid advertisements for the trial catalog and assisting with catalog sales. Suggest that ads be solicited from organizations or individuals to which they have given their business throughout the years.

All advertising arrangements should be in writing.

Canvass potential advertisers, usually via a mailing, who may wish to place an ad in the club's catalog. Potential advertisers may include:

- Dog supply companies
- Dog food companies
- Boarding facilities
- Grooming facilities
- The bank where the club maintains an account
- Local merchants
- Restaurants
- Motels and hotels
- Local humane societies
- Other AKC clubs that may wish to advertise their future events
- Any other businesses that club members patronize during the year

Act as coordinator between the advertisers and the printer or superintendent/trial secretary.

Receive the ads and submit them to the printer prior to the deadline. The format of the ad is usually specified, then the actual setup is prepared by the printer.

Return all advertising materials such as photos, cuts, etc. to the advertiser. Ensure that all advertisers receive a copy of their catalog ad.

Send thank you notes to advertisers.

Manage catalog sales.

Bill all advertisers and collect all moneys due; may be coordinated with the club treasurer. If billing is done after the event, a copy of the ad should be attached to the invoice.

If the club is hosting a specialty or supported entry, a revenue-sharing arrangement may be worked out with the specialty club.

Day of the Event

Bring cash boxes or containers for keeping money from sales. Secure cash from the treasurer for making change.

Confirm that the correct number of catalogs was delivered. Reserve and secure catalogs to be held for club business, e.g., copies for judges, stewards, members, advertisers, etc.

Set up areas for catalog sales.

Check in workers and assign tasks. Allow enough coverage so that workers may take breaks.

Trophy Chair

Qualifications

Willing to solicit trophy donations.

Able to meet deadlines.

Responsibilities

Secure and display trophies.

Ensure that all trophies are listed correctly in the premium list. Be aware of all deadlines for the submission of material to the printer.

Work within budget supplied by club.

Acquire trophies for the event. Secure perpetual trophies; ensure that they are cleaned and engraved. Trophies may be donated, or contributions may be made toward a general fund. Decide on the type of trophies to be donated. Purchase High in Trial trophies if they are to be offered. All trophy offerings and pledges for contributions to the trophy fund should be confirmed in writing.

Note that trophies in honor of dogs may only be offered in memory of deceased dogs, and trophies in honor of people may only be offered in memory of a deceased person or a person who is no longer an active breeder or exhibitor.⁶ Three-time win trophies are only permissible for placements specified in the Rules Applying to Dog Shows.⁷ A three-time win trophy may be withdrawn prior to retirement if the trial-giving club can obtain a written clearance from all winners.

Include accurate descriptions of all trophies in the premium list.⁸ If the prize being donated is not properly described in the premium list, it can only be awarded at the trial with the permission of the Event Committee and the reason for the exception included in the trial report.⁹ Prior to the printing of the premium list, carefully proofread all trophy listings.

Bill and collect for trophy donations; may be coordinated with the club treasurer. If the donor of a trophy published in the premium list fails to furnish the trophy, the club is responsible and must provide a trophy of equal or greater value.¹⁰ If you are depending on others to bring their pledged items the day of the event, it is wise to have a few extra trophies available. If the extras are unused, they can be used at any future events.

Prepare a final report of income and expenditures for trophies.

After the event, inventory the unclaimed trophies. Submit the inventory report to the Trial Chair.

Day of the Event

Check in workers and assign tasks. Allow enough coverage so that workers may take breaks.

Confirm that all trophies listed in the premium list are on hand, or that a replacement is available.

Set up the trophy table.

If trophies are being presented in the ring, they must be distributed to the appropriate rings or put in the judge's bag. If trophy cards are given, the Chair should ensure that the cards have been distributed to the appropriate stewards/rings. Exhibitors claiming a trophy should be asked to sign the trophy card upon receipt of trophy.

Designate trophy presenters.

⁶ American Kennel Club Policy Manual, Section 4, Paragraph IV.B

⁷ American Kennel Club Policy Manual, Section 4, Paragraph IV.C; Rules Applying to Dog Shows, Chapter 5, Section 9-11

⁸ Rules Applying to Dog Shows, Chapter 5, Section 4

⁹ Rules Applying to Dog Shows, Chapter 5, Section 6

¹⁰ Rules Applying to Dog Shows, Chapter 6, Section 8

Publicity Chair

Qualifications

Familiar with local media

Able to meet deadlines

Advertising and/or public relations experience is helpful

Responsibilities

Develop a budget.

Create, secure and distribute publicity concerning the event.

Obtain free publicity. Contact local radio and television stations that have a policy of announcing special events.

- Local cable television stations may be willing to present all or part of the trial and/or pre-trial information.
- There are “community bulletin board” web sites that provide non-profits with free or reduced-cost web pages and internet access. Individual club members or other clubs may also have their own web pages where a notice can be posted.
- Radio stations - see the example **Letter for Radio Coverage**, p. 13-46.
- A combination of press announcements, 8x10 photos, follow-up calls, complimentary tickets and personal letters are effective in obtaining favorable media responses. Be available to greet members of the press when they arrive and to extend your club’s hospitality. See the example **Press Release for Print Media**, p. 13-47.
- Local free publications and company bulletin boards are another source of publicity.
- Some facilities have monthly newsletters that can feature your event.

Obtain paid publicity. The club may want to advertise in catalogs of events held by other clubs in the area, and in local newspapers. Be aware of newspaper deadlines.

Contact the town authorities where the event is being held to obtain permission for displaying banners advertising the event. Club members should encourage local merchants to display signs or posters advertising the event. Flyers should be distributed at local events before the club’s event.

Provide discount coupons for the club’s event to the local merchants, veterinarians, groomers, pet food stores, kennels, etc. Display cardboard posters in their places of business.

Use the [Economic Benefit of Dog Shows](#) brochure to emphasize the importance of the event to the community.

Emergency Response Coordinator (Safety Chair)

Qualifications

Be familiar with the AKC's policy concerning Emergency Procedures at Events (Disaster and Emergency Plan).

Knowledge of the local area. In case of emergency, coordinate with Trial Chair, Parking Chair, and other Committee Chairs as necessary to help provide local authorities or emergency response personnel and vehicles with clear ingress and egress, crowd control, etc.

Responsibilities

Be familiar with the AKC's Emergency Care at Events policy (Disaster and Emergency Plan). Ensure that the event complies with local ordinances. Any questions on the current AKC policy should be referred to the Event Operations Department.

Work with club to develop written procedures covering different emergency situations.

At group and all-breed events, clubs are required to have a qualified emergency medical technician (CPR certified) in attendance from one hour prior to the start of judging until completion of all judging.¹¹

Day of the Event

Have at least one properly completed copy of the Disaster and Emergency Plan form readily accessible.¹²

Have multiple copies of emergency telephone numbers, directions to the emergency facilities, the hours that the facilities operate, and information on alternate facilities.

Make sure there is at least one working cellular telephone available during trial hours.

Check in workers and assign tasks. Allow enough coverage so that workers may take breaks.

Set up a location for emergency vehicles and for the veterinarian (if on the grounds).

If the event will be held in warm weather, distribute flyers and dashboard notices about Dogs in Unventilated Vehicles. See the examples on pp. 13-48 - 13-50.

Distribute crate identification labels if the club wishes to provide or sell them. See Crate Identification Labels, pp. 13-51 - 13-52.

¹¹ AKC Board Policy, March 1998

¹² AKC Board Policy, March 1998

Veterinary Requirements

Every club that holds a licensed or member event is required to engage one or more veterinarians licensed in the state where the event is held.¹³

The event's official veterinarian must not exhibit or act as agent or handler for a dog he/she owns or co-owns.¹⁴

At a benched trial, at least one of these veterinarians must be in attendance during the entire progress of the trial.¹⁵

At an unbenched event the club has the option of having the veterinarian "on call."¹⁶ If the veterinarian is "on call," it is the club's responsibility to see that the veterinary service is readily available.

The veterinarian's office or an emergency clinic should be located within easy driving distance. Clubs must have available at the superintendent's or trial secretary's table, and should provide to the veterinarian if on site, handouts giving the name, phone number, and directions to the nearest emergency clinic. If there is no emergency clinic in the area, give information for the most convenient vet's office. Clubs must verify the hours the clinic or office is open and include them in the handout.

Hospitality Chair

Qualifications

Organized, personable, and accessible

Previous experience on hospitality committees

Experience in planning and organizing meals or other social functions

Experience making travel arrangements

Responsibilities

Plan meals, transportation arrangements, motel accommodations, etc. for judges.

- Visit the prospective host hotel/motel to ensure that its quality is up to standard.
- Send letters to the judges confirming transportation and lodging.
- Make arrangements for pre-event dinner, if any, and breakfast and lunch the day of the event. Inform all judges of those plans.

Send the judges a fact sheet with pertinent local information, such as:

¹³ Rules Applying to Dog Shows, Chapter 10, Section 2

¹⁴ Rules Applying to Dog Shows, Chapter 11, Section 12

¹⁵ Rules Applying to Dog Shows, Chapter 10, Section 3

¹⁶ Rules Applying to Dog Shows, Chapter 10, Section 2

- Information about the host hotel and restaurants in the immediate vicinity of the hotel.
- The usual weather conditions anticipated.
- Detailed travel directions and information on parking.
- Special local attractions (historical sites, scenic parks, factory outlets, etc.).
- A detailed map of the area.

Visit the hotel(s) you will recommend to the exhibitors/spectators to ensure that they are up to standard and that they are willing to accept dogs.

Set up special rates with the hotel(s).

Notify the hotel of times needed for airport limo (if available).

Mail admission and parking passes to judges.

Day of the Event

Organize the breakfast for the judges, at the hotel or the event site. Provide coffee and tea at the event in the morning.

Arrange transportation of judges to the event, planning for them to arrive no later than 45 minutes to one hour before judging is scheduled to begin.

Coordinate committee members to visit the rings periodically to check the needs of the judges and stewards. Flowers and food on judges' tables may attract bees at outdoor events.

- Coolers for cold drinks and bottled water, and a thermos for hot drinks, may be placed at ringside.
- Hospitality packets may be placed in each ring, e.g., towelettes, paper towels, hard candy, etc.

Organize a luncheon for the judges, stewards, club members, and other invited guests. Invited guests may include the AKC Executive Field Representative, photographer, superintendent, trial secretary, EMT personnel, etc. Lunch tickets should be given out the day of the event.

Arrange transportation of judges back to the hotel, airport, or to the next event if you are sharing judges with another club.

Distribute lunch tickets.

Coordinate with the Treasurer to distribute expense sheets to the judges.

After the Event:

Send thank-you cards to the judges.

Treasurer

Responsibilities

It is helpful to supply an expense sheet to the judges the night before or morning of the event, requesting that they complete and return it to the Treasurer by lunch.

Coordinate distributing these sheets to the judges with the hospitality chair. This will allow ample time to issue the checks and have them ready as the judges prepare to leave the event. The form could be sent with assignment confirmations or may be included in any welcome materials left at the hotel.

Day of the Event

Set up an “office” at the site to pay appropriate bills approved by Trial Chair.

Supply cash advances and change for catalog sales, gate receipts, and any unexpected costs.

Coordinate a cash pick-up schedule with the Trial Chair.

After the Event:

Complete a financial report of the event, developed with the assistance of the event committee chairs.

Distribute designated donations to the beneficiary(s), if applicable.

Begin budget cycle for next event by reviewing budgets established for completed event, adjusting figures as needed.

Education

An educational booth may be set up and staffed by club members to educate the public about club activities and the sport of purebred dogs. AKC Videos may be shown at the booth.

The AKC will provide materials and brochures on request. A list of materials may be viewed on the AKC website, www.akc.org/public-education. Requests for the AKC Educational Booth should be directed to the Public Education/ AKC Booth Department at least 45 days prior to the event.

Trial Tours, in which a knowledgeable guide explains to the general public how trials are conducted, are also an effective way to educate the public about the sport of obedience and rally.

Another form of education is the new exhibitor briefings. These briefings should help new exhibitors understand the trial and feel more comfortable with the sport. The briefing must be publicized in the judging program and should include scheduled times. The briefing should explain the duties of the superintendent or trial secretary, the AKC Executive Field Staff, the event committee, the ring steward, ring location, exercise areas. An explanation of verification of placements (judges book tear sheets).

Executive Field Representatives

The Companion Events Department assigns AKC Executive Field Representatives to events; an AKC Executive Field Representative will not attend all events.

Some of the duties and responsibilities of the AKC Executive Field Representative at Obedience/Rally trials include:

- Arriving at the event grounds prior to judging.
- Conducting site inspections and recommending changes in event layouts, sites, entry limits, etc.
- Acting as the AKC's liaison.
- Providing insight on regulations, policy and rule compliance and first-hand information regarding event operations.
- Acting in an advisory capacity to the Event Committee, exhibitors and judges.
- Observing and interviewing judges.

Photographer

The club is responsible for securing an official trial photographer. See the list of Dog Show Photographers, pp. 13-9 – 13-10. The photographer should be contacted a minimum of eighteen months in advance; additional time should be allowed for national specialties.

Obtain a copy of the photographer's contract. Any changes and/or additions to it should be agreed to in writing by the club and the photographer. See the example Dog Show Photography Agreement, p. 13-45.

Exhibitors will often request to have a photograph of their dog taken with the judge presenting the ribbon. Judges are usually agreeable to such requests, provided they do not delay judging. In those cases where a judge is behind schedule, judging should not be further delayed by taking photographs. Rather, a mutually acceptable time and place should be arranged between the judge and exhibitor, sometime after the judge has completed the assignment.

If possible, a separate area can be set up for photos. This will also help judges stay on schedule. An added amenity to the photo area is to use a backdrop and flowers to enhance the photos.

Any restrictions placed on the photographer from exhibiting must be listed in the premium list.



3: Financial and Contingency Planning

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Financial Planning

Annually, the event-giving club should set up, maintain and review the financial limitations placed on the Event Committee.

Budgeting the Event

The best budgeting tool the Event Committee can use in planning future events is a complete set of past events' financial records, which should be in the club's permanent file. Base the event budget on past income and expense experience.

In preparing the financial planning sheet for an event, the income and expenses could be divided as shown in the Event Financial Planning Sheet on p. 13-40.

Contingencies

The Event Committee must have some flexibility to deal with problems or changes that may require variance from the budget. Both the Event Committee and the club should agree in advance to the methods for taking action to meet any financial emergency.

Consider setting aside an amount of money as a contingency fund. This will:

- Allow payment of up-front event costs without straining the club's normal operating budget.
- Insure the club against emergencies or unexpected expenses that may affect event income.
- Allow the club to purchase necessary equipment, provide special services or activities, and provide trophies at the event.

Cost Control

It may be beneficial to coordinate expenses with companion or cluster events.

Contingency Planning

The committee should be prepared for any situation, for example, arranging for tow trucks to remove vehicles from loading areas or muddy parking lots in the event of bad weather at an outdoor event. Alternate sites should be considered in case of a last-minute cancellation at the event site.

Inquiries concerning contingency planning should be addressed to the Event Operations Department.

Event Cancellation

Situations may arise when it is advisable to cancel an event - "the trial must go on" does not prevail. **The safety of both the exhibitors and the dogs is paramount in making this decision.**

Different weather conditions bring varying concerns to our events, and situations such as, but not limited to, extreme heat, snowstorms, or hurricanes must be considered for the health and safety of our dogs, judges, and fanciers.

A question has been raised about whether a club may cancel an event due to extreme heat conditions. The AKC believes that the well-being of dogs and participants is of utmost importance, and that the club may take such action when necessary. A notice to this effect should be included in the premium list to inform exhibitors of the possibility of a cancellation for adverse conditions and to address refunds of entry fees. Examples of wording used by many clubs are:

“If because of riots, civil disturbances, or other acts beyond the control of the management it is impossible to open or complete the trial, no refund of entry fee will be made.”

“The well-being of the dogs, exhibitors, and spectators is of paramount importance, and in the event it is necessary to cancel or stop the event before completion, no refund of entry fee will be made.”

Should the decision be made to cancel the trial for circumstances that endanger the health and safety of the dogs it should be reported to the Weekend Club Hotline by an AKC Representative or an official of the hosting Club. The Weekend Club Hotline can be reached at 1-800-252-7894.

Exhibitors registered in an upcoming trial that are worried about conditions that would warrant a cancellation can check the status of trials by calling the Event Cancellation Hotline which can be reached at 1-877-252-3229.

Insurance for Dog Events

It is important that clubs have appropriate insurance for their events and activities. Consult with a local agent or you may find a source for your clubs insurance on the AKC website, www.akc.org/pdfs/ACTINS1.pdf.

This service is provided by Equisure, Inc. in cooperation with the AKC. Contact information this company can be procured from p. 13-8.



AKC Obedience/Rally Trial Manual

4: The Trial Site

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Selecting the Site

Trials and their related events will have a significant positive economic impact on the community where they are held. The AKC's brochure on the Economic Benefit of Dog Shows is a tool that the club can use when speaking to potential site management.

Evaluating a Prospective Site

Before reserving the facility, imagine it in actual use. Picture crates and equipment arriving, people and dogs in the aisles, exhibitors, judges, and spectators filling the site as they would on the day of the event. Draw on your trial secretary's or superintendent's experience in laying out trial sites, and discuss the trial site with your local AKC Executive Field Representative.

When evaluating a prospective site, consider all aspects of a quality event. The facility/site should:

- Be within the club's geographic area of operation.¹⁷
- Be large enough to accommodate the expected entry.
- Provide adequate access roads onto the grounds.
- Provide ample parking for judges, the Event Committee, exhibitors, and spectators, including a specified area for motor homes.
- Provide adequate sanitary facilities for people and dogs.
- Provide an area convenient to the site for unloading/loading.
- Be in usable condition. In some cases equipment may have to be moved and the facility cleaned prior to the event.

Affordability

Attractive facilities may be secured at reasonable rates if the trial is planned for a time when the facility has little business.

Site Approval

Any site not previously used for an all-breed or group club event must be visited by an AKC Executive Field Representative prior to approval by the Event Operations Department. A site diagram (detailed layout) must be provided at the time the event application is submitted to the AKC's Event Operations Department with ring size and aisle widths and location of all amenities. If there are possible problems that may occur with the parking, a layout and parking plan should also be submitted. Approval from the Events Operations Department must be attained if any change of date or venue location is required.

¹⁷ Rules Applying to Dog Shows, Chapter 2, Section 3; AKC Board Policy, September 1996

Type of Site

The three types of sites are indoor, outdoor, and a combination. Each site must be able to accommodate the estimated entry. When a combination indoor/outdoor site is used, the classes to be judged outdoors must be specified in the premium list.

Indoor Sites

Indoor sites minimize weather problems, have restrooms, and often provide food concessions.

Size

Indoor sites are usually smaller than outdoor sites. There should be adequate ring, and aisle space.

Conditions; there should be:

- adequate lighting
- heat and air conditioning
- ventilation
- water
- adequate number of rest rooms
- exercise pens/exercise areas

Outdoor Sites

Outdoor sites are usually larger than indoor sites. More space can be provided for exhibiting and parking.

The major disadvantages of outdoor sites are the possibility of inclement weather and the time limits imposed by daylight.

Weather Conditions

Select a site that can be used in weather conditions normal for that time of year.

The National Weather Bureau service gives complete data on hundreds of reporting stations in every state, including average temperature and precipitation amounts by day of the year. The National Weather Bureau is usually listed in the front of the local telephone directory; this information is also available by accessing the web site www.weather.com.

Site Preparation

Outdoor sites require special preparation, which can raise the cost of an outdoor event. Outdoor sites may require tenting. Grounds may have to be mowed and raked, and holes filled and leveled; damage done to the grounds by vehicles in inclement weather will have to be repaired. Comfort and sanitary facilities may have to be brought to the site. Provisions must be made for electricity and telephones. Potable water must be readily available, and food provisions usually have to be brought to the site.

Utilizing the Site

Utilizing the site to its best advantage is not a simple task. Consult the event superintendent (when using one) for advice, and talk with the local AKC Executive Field Representative.

The main centers of activity are the rings. Parking areas, restrooms, food concessions, traffic flow and unloading must be arranged so they do not impede event activity. Evaluate these areas for possible improvement while the trial is in progress and immediately after the event; discuss this with the AKC Executive Field Representative. Record the recommendations for improvement.

Arrange with the manager of the facility to allow the superintendent/trial secretary, exhibitors, handlers and concessionaires onto the event grounds or into the building the day before the event. A club member **must** be present while individuals are allowed admittance.¹⁸

It is the club's responsibility to show early arrivals where to park and set up. If left unsupervised, they might park and set up in areas that the club intended for other uses.

Setting Up the Rings

Safe and adequate conditions for exhibiting must be provided.

- At indoor trials, a non-slip surface providing maximum safety for exhibitors and dogs should be provided. Matting should provide adequate width and area to provide good footing for dogs jumping as well as moving on the level. It is strongly suggested that you ask the superintendent/trial secretary to put extra matting at the corners and secure all matting; this will help prevent tripping.
- At outdoor trials, clean, level rings with short grass.
- Vehicles and generators must be at least 50' from all rings.

If your club will be sharing a site with other clubs, try to not change the ring numbers from trial to trial. Not only can this confuse exhibitors, it can create havoc with parking.

Obedience/Rally Rings

Obedience rings should be as free as possible of any obstructions such as columns and tent poles. While the event-giving club is ultimately responsible for providing rings and equipment which meet the requirements, the judge must check the ring and equipment and must report to the Trial Chair or Superintendent/Trial Secretary any undesirable conditions or deficiencies that are not corrected at their request.¹⁹

¹⁸ AKC Policy Memo, April 27, 1979

¹⁹ Obedience Regulations, Chapter 1, Section 34

When possible, these conditions should also be reported to the AKC Executive Field Representative.

The Obedience Regulations, Obedience Judges Guidelines, The Steward in Obedience, Rally Regulations, Rally Judges Guidelines, and The Steward in Rally outline the proper ring size and conditions at both indoor and outdoor trials. Clubs may set up a separate warm-up ring.²⁰

Size²¹

- Obedience rings should be about 40' x 50' both indoors and outdoors.
- Novice or Open Class rings must be a minimum of 30' x 40'.
- Utility Class must be a minimum size of 35' x 50'.
- Rally rings shall be between 2,000 and 3, 000 square feet with a minimum width of 30 feet.²²

If inclement weather necessitates the judging of obedience under shelter, the requirements of ring size may be waived.

Conditions²³

- If the ring has previously been used for breed judging, it must be thoroughly cleaned before obedience/rally judging starts.
- A sign must be placed at each ring forbidding anyone to permit any dog to use the ring except when being judged. The Event Committee must enforce this regulation.
- Material used for enclosing the obedience/rally rings must be at least equal to that used for enclosing the breed rings.

Outdoor Events

The ground must be clean and level. Grass must be cut short.²⁴

At an outdoor trial, separate ring(s) should be provided for obedience.²⁵

Indoor Events

The floor surface or covering must provide firm footing for the largest dogs. This surface must be adequate for the safety of all dogs during jumping exercises.²⁶

²⁰ Obedience Regulations, Chapter 1, Section 33

²¹ Obedience Regulations, Chapter 1, Section 32

²² Rally Regulations, Chapter 1, Section 27

²³ Obedience Regulations, Chapter 1, Section 32

²⁴ Obedience Regulations, Chapter 1, Section 32

²⁵ Obedience Regulations, Chapter 1, Section 32

²⁶ Obedience Regulations, Chapter 1, Section 32

Tenting

The AKC's policy on providing tenting/shade is:²⁷

While the monetary cost of renting, transporting, erecting and disassembling tents can be very high, this cannot compare to the concerns of canine and human health and well-being. The AKC is greatly concerned about the welfare of dogs, exhibitors and judges participating in events during inclement or hot weather, and we expect clubs to provide some type of adequate shade at sites which do not have a reasonable amount of protection from the heat.

Prior to arranging for tenting, consult the site management for permission, as some venues have underground cables, sprinklers or other situations that must be addressed before setting up tents. Consult local authorities to determine whether there are ordinances governing tenting, e.g. fireproofing, and whether permits are required.

The club must be very exact and specific about their tenting requirements when securing tenting. Clubs may sometimes secure tenting through the trial superintendent or through a separate contract with a tenting company. There are tenting companies in most metropolitan areas; information may be obtained by consulting the telephone directory. There is a list of Tenting Companies on p. 13-12.

Tenting Layout

Tenting may be necessary for the following:

- Officials' area (club, chief steward, superintendent, etc.)
- Obedience area (sides or a solid barrier for obedience exhibitors to go behind during group exercises, and an area for dogs waiting to enter the ring)
- Gate and admission area
- Catalog sales area
- Officials' luncheon area
- Public refreshment/concession area

When laying out tenting for obedience rings, remember that stakes are not allowed in the ring area.²⁸

²⁷ AKC Policy Memo, January 31, 1994

²⁸ AKC Policy Memo, January 31, 1994

Traffic Control and Parking

Traffic control and parking are dictated by the existing parking areas, local garages, streets, etc. When there are inadequate parking areas within the event site, other parking locations must be found.

Regulations for on-street parking can be determined through the local police department.

If permission is obtained from the local authorities well in advance, streets may be closed down or rerouted on the day of the event to provide better traffic flow in unloading and parking areas.

Allow for ease of access for emergency vehicles.

Well in advance of the event, provide for towing or removal of vehicles stuck because of inclement conditions, and vehicles blocking traffic lanes, loading/unloading zones, etc.

Use graphics and signs at the event site to indicate traffic direction, unloading areas, event grounds limitations, etc. A site layout in the judging program is helpful.

Layout of gate facilities should allow direct access to and from the event site. To help avoid traffic backups at the entry gate, areas for collecting admissions, parking fees and catalog sales money should be set up well inside the gate. This will help prevent a traffic jam on the street(s) leading to the site.

Parking areas should be designated as either exhibitor or spectator, allowing the exhibitors closer proximity to the ring and grooming area.

Parking areas should be measured and laid out to allow for automobiles, vans, campers, RV's, trailers and buses. The last four categories require at least 50% more space than automobiles. Consider the space taken by awnings attached to these vehicles.

Reserve an adequate number of parking spaces near the event site for the handicapped. See the Americans with Disabilities Compliance Checklist, pp. 13-23 – 13-25. If there are no designated spaces close to the facility, check with the site management. They can also help you determine an average number of handicapped that may be attending. Clubs are not required to reserve handicapped spots for RV's or buses; these vehicles do not fall within ADA guidelines. Vans, however, do fall within the guidelines.

Indoor Sites

The building management should be consulted about your plans to handle traffic.

Parking

Past event records should indicate the approximate number of vehicles to be anticipated. Considering this information, parking would be needed for 75% of the entry.

Unloading/Loading Zones

- Since this is an exhibitor's first impression of your event, put extra thought into the flow of traffic in and out of the unloading area.
- Whenever possible, more than one unloading and loading entrance should be used to expedite the arrival and departure of dogs.
- Constant supervision of the loading areas is needed in order to avoid a backup. This area should be staffed by club members, particularly experienced exhibitors, who understand an exhibitor's needs when unloading, and the need to move vehicles and exhibitors along in a timely manner.

All people supervising the loading area should have a ring layout with them.

Parking and/or exhibitor passes should be used. Few people, if any, will arrive in the early morning hours that are not part of the event, so consider allowing vehicles into the unloading area during this time without being delayed by producing entry passes. The time saved by exhibitors produces goodwill for the club and outweighs the cost of a few admissions.

Outdoor Sites

Outdoor sites generally provide more flexibility for managing traffic flow and parking. Open fields and close-by streets should be considered in overall planning. Provide for safe arrival, unloading of dogs, and removal of vehicles. After the start of the event, take extra precautions to insure that no people or dogs are injured when traffic is moving in the immediate event area.

A distance of at least 50 feet from all rings should be maintained for all vehicles and generators.

Sanitation Requirements

The Trial Committee is responsible for clean and orderly conditions²⁹ on the trial grounds.

An adequate number of trash containers should be available for proper disposal of waste and placed where they will be used. Personnel should be available to empty trash containers throughout the day.

A method to maintain cleanliness that has been used successfully at some events is to provide clean-up tools at ringside. This allows for immediate clean up without announcements or delays while waiting for an individual to arrive at the ring.

²⁹ Rules Applying to Dog Shows, Chapter 9, Section 11

Outdoor Toilet Facilities

The National Plumbing Code requires one outdoor toilet facility for each 30 persons, when emptied every five days (150-person capacity for a one-day activity).

Any questions regarding these requirements should be directed to AKC Event Operations, (919) 816-3579 or eventplans@akc.org.



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5: Online Event Management

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Online Event Management

The Online Event Management Tool is a way for clubs to submit their application for an event as well as judging panel online to the Event Plans department. This online tool allows for quicker processing of information. The Online Event Management Tool can be found on the AKC website by logging in using the club information at <https://www.akc.org/eventplans>.

Once logged in three choices will become available:

- 1) Manage Event - used to submit the application for the trial date.
- 2) Submitting a Judging Panel.
 - a) Quick Submit
 - b) Judge's Panel Planning tool
- 3) Submit additional information for an event.

The Online Event Management Tool was created to reduce time and paperwork involved for processing an application. Although this tool allows for the application and judge's panel to be done online, clubs must still complete and submit a paper copy of the [Special Attraction Application](#) and [Common Site Application](#) (if applicable).

Event Management

The Event Management function is a tool that is used to fill out and submit the application for a corresponding event. In this tool the club is able to submit information such as:

- The names and contact information for trial secretary/superintendent and chairperson, and
- Event information such as fees, closing dates, etc.

One enticing feature of the Event Management tool is the replication of the previous year's trial officials' information. Once the application has been submitted clubs can move on to the next step of processing a judge's panel.

Online Competition Management System

Clubs offering Specialty, Junior Showmanship, or Sweepstakes events should utilize the new Online Competition Management System (OCMS) to manage their application and judges panel. OCMS is a more intuitive system designed with input from those using the system regularly. It also allows all clubs to add sweepstakes judges after their initial application has been submitted.

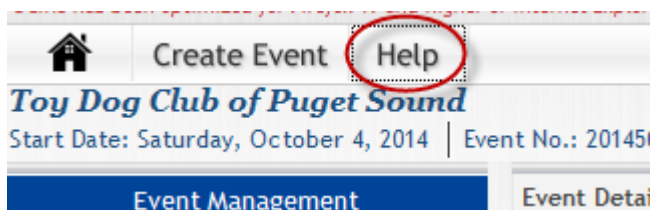
Events that can be managed using OCMS have a blue star on the event listings page.

Golden Retriever Club of America		Fletcher, NC	O	Oct 28, 2014	Oct 1, 2014
Golden Retriever Club of America	★	Fletcher, NC	SWPC	Oct 28, 2014	Oct 1, 2014
Golden Retriever Club of America		Fletcher, NC	RLY	Oct 28, 2014	Oct 1, 2014
Golden Retriever Club of America	★	Fletcher, NC	PS/JSHW	Oct 29, 2014	Oct 1, 2014

After any club offering sweepstakes submits their event application, a blue star will appear next to the event allowing the club to manage the sweepstakes classes and judges using OCMS.

Name	NEW! OCMS	Location	Event Type	Event Date	Closing Date
Toy Dog Club of Puget Sound	★	Enumclaw, WA	LB/O/JSHW/SWPC	Oct 4, 2014	Sep 17, 2014
Toy Dog Club of Puget Sound	★	Enumclaw, WA	LB/JSHW	Oct 5, 2014	Sep 17, 2014

The [Help](#) link in OCMS provides clubs with detailed instructions on how to work with the system to process an event and judged panel.



Submitting a Judging Panel

Submitting the judging panel using the Online Event Management Tool can be done using one of two different online tools:

- Judging Panel Planning tool (JPP).
- Quick Submit

Judge Panel Planning Tool

The Judging Panel Planning tool is a much more in depth tool that is designed for both planning and submitting the judging panel. The JPP is a Java based program that does more than just submit the application to be processed; JPP allows clubs to manipulate the judging panel to plan upcoming events. The JPP assembles the judge's panel at the club's convenience. The following are features of the JPP system:

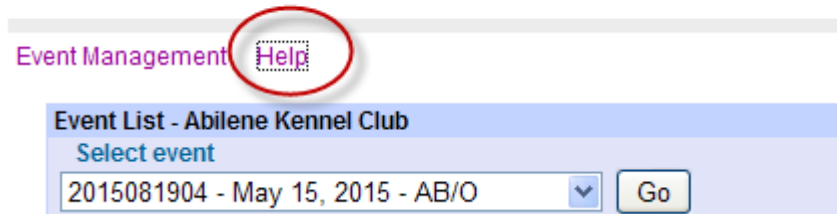
- Search for judges
- Add a judge with a pended contract
- Add a judge with a confirmed contract which will be submitted to AKC when the judge's assignment is saved
- View multiple events as the judge's panel is assembled

- View and assess a conflict with the chosen judge
- Identify breeds and classes that have not been assigned a judge

Quick Submit

Quick Submit is a fast and effective tool for submitting a judging panel. Unlike JPP, this tool is used to submit contracted judges only; it is not a planning tool. The Help link for this tool illustrates step-by-step instructions for use.

Quick Submit Judges Panel



Additional Information for an Event

The third section of the Online Event Management Tool is used to request modifications to an event such as adding/removing non-regular classes or requesting the National Owner-Handled Series, as well as email questions and concerns to an Event Representative.

Online Event Management

The Online Event Management Tool is a way for clubs to submit their application for an event as well as judging panel online to the Event Plans department. This online tool allows for quicker processing of information. The Online Event Management Tool can be found on the AKC website by logging in using the club information at <https://www.akc.org/eventplans>.

Once logged in three choices will become available:

- 1) Manage Event - used to submit the application for the trial date.
- 2) Submitting a Judging Panel.
 - a) Quick Submit
 - b) Judge's Panel Planning tool
- 3) Submit additional information for an event.

The Online Event Management Tool was created to reduce time and paperwork involved for processing an application. Although this tool allows for the application and judge's panel to be done online, clubs must still complete and submit a paper copy of the [Special Attraction Application](#) and [Common Site Application](#) (if applicable).

Event Management

The Event Management function is a tool that is used to fill out and submit the application for a corresponding event. In this tool the club is able to submit information such as:

- The names and contact information for trial secretary/superintendent and chairperson, and
- Event information such as fees, closing dates, etc.

One enticing feature of the Event Management tool is the replication of the previous year's trial officials' information. Once the application has been submitted clubs can move on to the next step of processing a judge's panel.

Online Competition Management System

Clubs offering Specialty, Junior Showmanship, or Sweepstakes events should utilize the new Online Competition Management System (OCMS) to manage their application and judges panel. OCMS is a more intuitive system designed with input from those using the system regularly. It also allows all clubs to add sweepstakes judges after their initial application has been submitted.

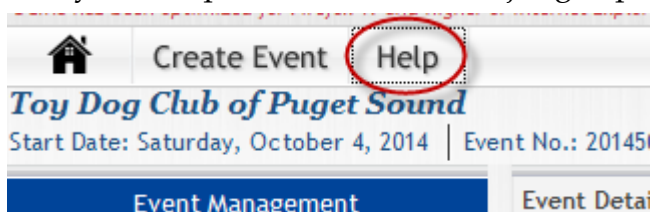
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The [Help](#) link in OCMS provides clubs with detailed instructions on how to work with the system to process an event and judged panel.



Submitting a Judging Panel

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- Judging Panel Planning tool (JPP).
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Judge Panel Planning Tool

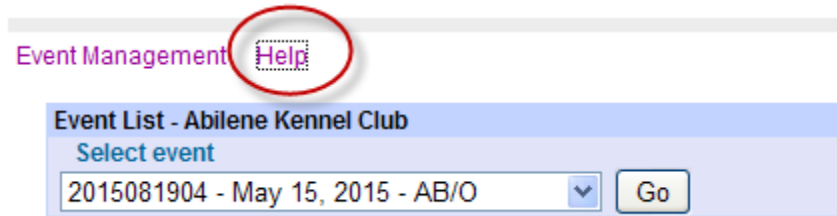
The Judging Panel Planning tool is a much more in depth tool that is designed for both planning and submitting the judging panel. The JPP is a Java based program that does more than just submit the application to be processed; JPP allows clubs to manipulate the judging panel to plan upcoming events. The JPP assembles the judge's panel at the club's convenience. The following are features of the JPP system:

- Search for judges
- Add a judge with a pending contract
- Add a judge with a confirmed contract which will be submitted to AKC when the judge's assignment is saved
- View multiple events as the judge's panel is assembled
- View and assess a conflict with the chosen judge
- Identify breeds and classes that have not been assigned a judge

Quick Submit

Quick Submit is a fast and effective tool for submitting a judging panel. Unlike JPP, this tool is used to submit contracted judges only; it is not a planning tool. The Help link for this tool illustrates step-by-step instructions for use.

Quick Submit Judges Panel



Additional Information for an Event

The third section of the Online Event Management Tool is used to request modifications to an event such as adding/removing non-regular classes or requesting the National Owner-Handled Series, as well as email questions and concerns to an Event Representative.



AKC Obedience/Rally Trial Manual

6: Assembling a Judges Panel

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Selecting the Judges Panel

The judges panel is one of the most important factors to consider when planning an event.

Who Selects the Panel

Each club selects its own panel. Some clubs select their judges by a vote of the membership; others delegate the job to the Event Committee, to a Judges Selection Committee, or to the Trial Chair.

When to Select the Panel

Clubs should contact judges well in advance. Some clubs do so as much as two years or more prior to the event.

Submitting the Judges Panel

Clubs should submit the judges panel when the club is in possession of a signed contract from each judge.

The panel must be submitted to the AKC no later than 18 weeks prior to the **closing date** for entries.

Panels may be submitted with the judges as “pending”. This option should not be used when a judge has not returned a contract, but only when a judge has not yet been selected.

Provisional Judges

Provisional judges sometimes find it difficult to obtain assignments. Since these individuals constitute the future of the sport of judging dogs, the AKC’s Board of Directors encourages clubs to provide opportunities for provisional judges.

Visiting Judges

Visiting judges must have a valid judging number prior to the approval of panels. For this approval please contact AKC’s Companion Events Department, at 919-816-3575.

Requests must include the name and address of the judge, and the exact assignment. The individual must be an approved judge and in good standing, in his or her country.

Make it clear to the Visiting Judge that the assignment is subject to AKC approval.

For a judge who is not fluent in English, a translator must be available.

Judges' Assignments

Judges accepting assignments must be available for the entire advertised hours of an event.

Travel

Judges should not accept assignments for events on the same weekend if they are a great distance apart.³⁰ The Obedience Judges' Guidelines, and the Rally Judges' Guidelines, state that "judges cannot do their best work if they are tired from travel.³¹ They should not accept assignments on succeeding days where more than a few hours travel by ground transportation is involved."

Assignment Limitations

An obedience judge will not be approved to judge for more than eight hours, using the following calculations:³²

- Novice - Nine entries per hour
- Open - Eight entries per hour
- Utility - Seven entries per hour
- Beginner Novice - Ten entries per hour
- Pre-Novice - Nine entries per hour
- Graduate Novice, Pre-Open - Eight entries per hour
- Graduate Open, Pre-Utility - Seven entries per hour
- Versatility - Six entries per hour
- Any Non-Regular Classes

A Rally judge will not be approved to judge for more than eight hours, using the following calculations:³³

- All classes, 20 entries per hour

A judge may accept assignments to judge the same classes at two obedience/rally trials over the course of a cluster of no more than five (5) consecutive days at the same site or within a local geographical area as determined by the AKC.³⁴

³⁰ Obedience Judges' Guidelines, p.99

³¹ Obedience Judges Guidelines, Chapter 1, p.99

³² Obedience Regulations, Chapter 1, Section 26

³³ Rally Regulations, Chapter 1, Section 20

³⁴ Obedience Judges' Guidelines, Chapter 1, p.98; Rally Judges' Guidelines, Chapter 1, p. 43

Clubs can estimate their entry based on previous entries, taking into consideration such factors as specialties and supported entries. Other events held in conjunction with a trial, e.g. agility and special attractions, may increase entries.

A club holding its first event should examine the entries of other clubs within a 100-mile radius. The day of the week that an event is held should also be considered; weekday events generally draw fewer dogs than weekend events.

A judge will not be approved to judge the same class at two all-breed obedience trials, or at two specialty obedience trials for the same breed, held within 30 days and 100 straight-line miles of each other.³⁵ There is no conflict between judging assignments at specialty obedience trials for different breeds. If you have questions about whether an assignment may or may not exceed the 100-mile limit, contact the Event Operations Department.

An obedience/rally assignment at a breed specialty or group show is not in conflict with an assignment to judge the same class (es) at an all-breed Obedience/Rally trial.³⁶

Judging Conflicts

Judging assignments are regulated by the following AKC policies.

Finances

Finances must be considered when preparing a judges panel. A percentage of the event budget must be devoted to the panel. To reduce overhead, a club may share judges' expenses with companion events.

Contracts

If an arrangement is made between two or more clubs and a judge, each party involved must understand its responsibility to the judge, and what assignment will be performed at each event. All agreements between clubs are the responsibility of each club.

Get a definite commitment from each judge for the total charges. Contracts should clearly define all expenses, fees and classes to be judged. These arrangements must be in writing in the form of a signed contract.

The club should keep accurate records of any written contracts with judges. If the club's leadership changes, these records will help the new leadership to ensure that judges' contracts are honored.

³⁵ Obedience Judges' Guidelines, Chapter 1, p. 98-99; Rally Judges' Guidelines, Chapter 1, p. 43

³⁶ Obedience Judges' Guidelines, Chapter 1, p. 99; Rally Judges' Guidelines, Chapter 1, p. 43

Cost Estimation

Total the cost for each judge. Consider lodging while at the event, transportation, out-of-pocket expenses such as meals, and the judge's fee.

Calculate the approximate number of dogs a judge may be expected to draw.

Divide the total cost of all judges by the estimated number of dogs to get a per-dog cost.

Communications with Judges

When confirming judging assignments, certain procedures should be followed:

Draw up a tentative judging slate after consulting the AKC Judges Directory or the Judges Directory on the AKC's web page to confirm the judge's eligibility to judge the classes to be assigned.

Contact the judge to ascertain initial availability, fees and projected expenses. See the example Judging Availability Inquiry Letter, p. 13-41. Telephone is usually the quickest method.

Write promptly to the judges you have selected, enumerating the following, enclosing two copies of the contract. See the example Judge's Contract, p. 13-43. One copy of the contract must be signed and returned to you containing the following information:

- Name of the club
- Name, address, email address and telephone and fax number(s) of the club and the contact person.
- Emergency contact number should the judge need to contact club the day of the event.
- Date and location of the event, and whether the event is indoors or outdoors.
- The airport the judge will be flying into and out of.
- List of the finalized judging assignments being submitted to the AKC. It is important that assignments be double-checked and listed correctly in the contract.
- Fee plus projected expenses. If sharing a judge with another club(s), it is important to state what percentage each club is responsible for. When referring to expenses, be as specific as possible, e.g. number of nights in a hotel, level of airline fare, and ground transportation.
- Notification of filming if the event will be videotaped.³⁷
- Notification of accommodations and hospitality arrangements. Include details such as the name of the hotel/motel, directions to the hotel/motel, directions to the event site, the hotel's dining features, hotel telephone numbers and hotel

³⁷ AKC Board Policy, July 1998

emergency number. Brochures provided by hotels or motels include most of the necessary information about the facilities. If this information is not available at the time the contract is prepared, or is not yet finalized, this information should be sent to judges as soon as it is available.

- A date by which the judge must return the written confirmation of acceptance of the assignment.

Inform the judges about the hospitality arrangements. See Hospitality: Judges Information Sheet, p. 13-44.

Two copies of the hospitality information should be sent to the judge. One copy should be retained by the judge; the other copy should be signed by the judge and returned to the club by the required date.

Club's Responsibility to the Judge

All assignments **must** be promptly confirmed in writing.³⁸ See the example Judging Confirmation Letter, p. 13-42. The written confirmation should include the specific class(es) to be judged. **No change in a judge's assignment may be made unless the judge agrees to the change. All changes must be in writing.**³⁹

The club usually makes all arrangements for the judge's lodging, meals, and travel, to and from the event site and airport, unless there is agreement to do otherwise.

Judge's Responsibility to the Club

Judges should reply promptly when invited to judge.

Judges **must** keep accurate records concerning dates and assignments.⁴⁰

A judge who is uncertain if a conflict exists should check with the AKC's Event Operations Department **before** accepting any assignment.

A judge is responsible for contractual restrictions beyond the 30-day/100-mile limit.

When accepting an invitation, judges should provide fee and total anticipated expenses, if requested.

If a judge cannot fulfill an assignment, the club must be notified immediately.⁴¹

A judge delayed in transit should make every effort to contact the Trial Chair, superintendent, or trial secretary.

When a judge signs a dated contract, provided by the club, the judge and the club are responsible for abiding by its conditions.⁴²

³⁸ Obedience Judges' Guidelines, Chapter 1, p.98; Rally Judges' Guidelines, Chapter 1, p.43

³⁹ Rules Applying to Dog Shows, Chapter 7, Section 7

⁴⁰ Obedience Judges' Guidelines, Chapter 1, p.98; Rally Judges' Guidelines, Chapter 1, p.43

⁴¹ Obedience Judges' Guidelines, Chapter 1, p.98; Rally Judges' Guidelines, Chapter 1, p.43

⁴² Obedience Judges' Guidelines, Chapter 1, p.98; Rally Judges' Guidelines, Chapter 1, p.43



AKC Obedience/Rally Trial Manual

7: Scheduling Judging

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Setting up the Schedule

Scheduling judging is not a simple task. Scheduling is usually done by the club's superintendent or trial secretary.

Starting Time for Judging

An official starting time must be announced.⁴³ The start time of an trial may vary depending on circumstances. Trials may begin early to accommodate very large entries, or later when the number of entries is smaller.

The trial should end as early as possible because exhibitors and judges like to travel to the next event or to start home at a reasonable hour. Most events should be scheduled to end by 6:00 p.m. Clubs must conclude judging by the posted closing time.⁴⁴ For outdoor events, ensure that judging will be completed before sunset.

Scheduling procedures that can help conclude an event earlier are:

- Schedule start time for judging on or before 9 a.m.
- Add additional rings and obtain additional judges.
- Schedule classes with similar ring set-ups to follow one another in each ring.

Scheduling Lunch and Breaks

Obedience/Rally judges must be allowed forty-five minutes to one hour for meals or rest at their discretion.⁴⁵ Coordinate with the food service to ensure that lunch will be available at the time scheduled for lunch breaks.

Breaks may be scheduled at the discretion of judges. Special care must be taken when preparing the break schedule for a large entry trial (e.g., a national specialty). Try to schedule the lunch or rest break at a logical stopping point.

Scheduling Judging

When making up a judging schedule for obedience, try to avoid conflicts between classes, especially between the Open B and Utility B classes.

A club may use two or more judges for any obedience class.⁴⁶ A club may use two or more judges for any rally class.⁴⁷ When a class is divided between judges, the distribution of dogs between judges must be decided by drawing lots.⁴⁸

When scheduling judging for rally, try to avoid conflicts between the Advanced B and Excellent B classes.

⁴³ Rules Applying to Dog Shows, Chapter 6, Section 2; Chapter 7, Section 12

⁴⁴ Rules Applying to Dog Shows, Chapter 6, Section 2

⁴⁵ Obedience Regulations, Chapter 1, Section 26; Rally Regulations, Chapter 2, Section 2

⁴⁶ Obedience Regulations, Chapter 1, Sections 28, 29

⁴⁷ Rally Regulations, Chapter 1, Section 23, 24

⁴⁸ Obedience Regulations, Chapter 1, Section 29; Rally Regulations, Chapter 1, Section 24

Judging Changes

A club may need to make a change in its judging panel after the premium list has been distributed and entries have closed because a judge has more than eight hours of judging in obedience or rally.

Judging Program Not Mailed

If the club knows any time prior to ten days before the first day of its event that an advertised judge will be unable to fulfill his assignment for any reason, a substitute judge must be hired and approved by the AKC. Notification of the change must be included in the judging program. Exhibitors affected by the judge change may withdraw their entries and receive a refund no later than thirty minutes prior to regular judging.⁴⁹

Judging Program Already Mailed

When the superintendent or trial secretary named in the premium list has received notice of a judge's withdrawal or cancellation prior to the opening day of the event, but after printing the judging program, exhibitors must withdraw any time prior to the scheduled start of the affected class at the event.⁵⁰

Emergency Change of Judge

While it may not be possible to notify affected exhibitors of an emergency change of judge prior to the event, a notice of the change must be posted at the event.

Overloads

No obedience judge can be assigned to more than the number of hours outlined in Obedience Regulations⁵¹, which is 7 hours, without seeking approval from the judge in writing. *[Effective 12/1/15 the maximum number of hours a judge may be assigned is 8 hours.]*

No Rally judges will be scheduled to exceed the limit of 20 dogs per hour.⁵²

If a judge's assignment exceeds these limits, enough of the assignment must be given to a substitute judge to eliminate the overload.⁵³ If a judge is overloaded, a change to the assignment is mandated. However, the judge does not have to agree to accept the change in assignment and should notify the club. To select a judge to substitute, consider prospective judges in this order:

- A judge, on the panel or otherwise available, approved for the class(es).

⁴⁹ Rules Applying to Dog Shows, Chapter 7, Section 8

⁵⁰ Rules Applying to Dog Shows, Chapter 7, Section 9

⁵¹ Obedience Regulations, Chapter 1, Section 1, Section 26

⁵² Rally Regulations, Chapter 1, Section 20

⁵³ Obedience Regulations, Chapter 1, Section 28; Rally Regulations, Chapter 1, Section 23

In an emergency:⁵⁴

- A judge approved for the class.
- Any approved judge not in conflict with the 30 day and 100 mile regulation.
- In a real emergency, anyone in good standing.

To assist clubs with overloads, the Event Operations Department will check to determine if particular judges are available for a specific date. This department will also provide you a list of available judges by state to assist in completing the panel.

Any non-regular classes must be removed first. If it is necessary to remove other classes, the class having the smallest number of dogs or the class requiring the least time should be reassigned.

If the overloaded judge is only assigned one class, the entry in that class must be divided as evenly as possible between the advertised judge and the other judge by drawing lots.⁵⁵

Notification of a Judging Change

There is standard wording to announce a change of judge in the judging program or at the trial. This wording should include an announcement of the change and a reference to the appropriate rule or regulation.

Overload Example

OFFICIAL NOTICE
CHANGE OF JUDGE

In accordance with Chapter 1, Section 28 of the Obedience Regulations and Chapter 1, Section 23 of the Rally Regulations, due to the large entry, and with American Kennel Club approval _____ will judge (list the class) in place of

_____.

or

In accordance with Chapter 1, Section 28 of the Obedience Regulations and Chapter 1, Section 23 of the Rally Regulations,, due to the large entry, and with American Kennel Club approval the following changes apply:

<u>Class</u>	<u>Original Judge</u>	<u>New Judge</u>
Novice A	Miss Emily Bisso	Mr. Adam King
Utility B	Miss Emma Stone	Miss Kimberly Silva
Rally Excellent	Mr. Doug Ogie	Miss Julie Brighter
Rally Advanced	Mr. Ulysses Stand	Mrs. Candice Ville

⁵⁴ Rules Applying to Dog Shows, Chapter 7, Section 4

⁵⁵ Obedience Regulations, Chapter 1, Section 28; Rally Regulations, Chapter 1, Section 23



AKC Obedience/Rally Trial Manual

8: Novice Only Trials, Scoring Ties, Additional Classes and Special Attractions

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Novice Only Trials

Clubs work hard to increase entries at their trials and to bring in new exhibitors to the sports. Did you know that clubs may offer Novice only trials? Well you can!!

Hosting Novice Only trials is a great way to mentor the Novice exhibitors in a low-pressure environment. They are a great way to encourage those who may have been out of the ring for a while to come back, and give a more relaxed atmosphere for all exhibitors. Exhibitors really appreciate the more laid-back events that focus on the Novice handler/dog teams.

The idea is to make the Novice Only event warm and welcoming, to foster a great relationship with the club. Clubs may see an increase in their entries and their membership by building these relationships. We encourage your club to offer Novice Only Trials; the benefits are positive for both the club and the exhibitor. Some things to consider when planning Novice Only Trials:

- Will the trial be in conjunction with other trials, such as having the Novice Trial on the day, or night, preceding two days where all classes are offered; or will it be a standalone trial over a two-day weekend?
- Which classes would you like to offer?
 - Beginner Novice A/B
 - Novice A/B (obedience & rally)
 - Pre-Novice
 - Graduate Novice
 - Wild Card Novice
 - Sub-Novice
 - Brace
 - Veterans
- Do you want to limit entries?
- Do you want to assign a mentor at the ring willing to answer the questions of Novice exhibitors? Encourage the Novice exhibitors to relax and have fun; a smiling face there to help is always a welcome sight!
- Do you want to give each of the Novice exhibitors a small gift, such as the *Rally Regulations* or *Obedience Regulations* books? Or offer exhibitors a small welcome package with some special items. How about having a pot-luck lunch?
- Consider using provisional judges. This should help with a club's cost and also helps the judge in acquiring assignments.
- Consider using 4-H club members and/or boy and girl scouts for stewarding, mentored by an experienced obedience/rally person.

Scoring Ties

HIGHEST SCORING DOG IN OBEDIENCE TRIAL

Run-off Clarification:

- 1. Dog A and Dog B tie for first place in the Open Class. They hold a run-off for the placement within the class. Dog A wins the run-off with Dog B.**

Q. At the end of the trial Dog A and Dog B have the highest scores in the trial from the Open Class. Do they run-off for HSDT?

A. No, Dog A beat Dog B in the previous run-off. The results of the run-off for the class already determined the winner between those two dogs in that class.
- 2. Same two dogs, Dog A and Dog B. Dog A beat Dog B for the run-off in Open. In Utility, Dog B earns the same score as the Open score and wins the Utility class outright.**

Q. Do these two dogs now run-off for HSDT?

A. Yes because the scores were earned in two different classes. Winning the run-off for one class does not imply the dog has defeated dogs from other classes that have the same score. The "+" is only significant for the tie or ties within each actual class.

OBEDIENCE - HIGHEST COMBINED SCORE IN OPEN B & UTILITY

- Run-off Clarification -

If there is a **tie score** for the Obedience High Combined award from Open B and Utility classes, the following procedure should be applied:

Open B: Dog A = 198+, Dog B = 196 (*Dog A won the Open B class.*)

Utility B: Dog A = 196, Dog B = 198 (*Dog B won the Utility B class.*)

- Q.** Do these dogs run-off for High Combined?
- A.** Yes, These dogs are tied for High Combined, with a combined score of 394 and a run-off would be held to determine the winner of the High Combined award.

RALLY - HIGHEST COMBINED SCORE IN ADVANCED B & EXCELLENT B

- Run-off Clarification -

Example:

Advanced B: Dog A = 98+; 1:53:31 (*Dog A won the Advanced B class.*)

Dog B = 98; 1:53:20

Excellent B: Dog A = 96; 1:33:23

Dog B = 96+; 1:33:12 (*Dog B won the Excellent B class.*)

If there is a **TIE SCORE** for the Rally High Combined award from the Advanced B and Excellent B classes, the following procedure is recommended:

The club should add up each dog's time from each class and the dog with the fastest combined time is declared the winner. **Dog B in this example.**

Dog A = Combined Score 194; Combined Time 3:26:54

Dog B = Combined Score 194; Combined Time 3:26:32

If the **SCORES AND THE TIMES** are tied for the teams, there should be a run-off for score and then time between the tied teams.

Advanced B: Dog A = 98+; 1:53:31

Excellent B: Dog A = 96; 1:33:23

Advanced B: Dog B = 98; 1:53:31

Excellent B: Dog B = 96+; 1:33:23

Dog A = Combined Score 194; Combined Time 3:26:54

Dog B = Combined Score 194; Combined Time 3:26:54

These dogs are tied for the Rally High Combined award, with a combined score of 194 and time of 3:26:54; and a run-off would be held to determine the winner of the award.

Non-Regular Classes

Clubs have the prerogative of establishing additional non-regular classes.⁵⁶ The requirements for eligibility must be established and stated in the premium list. The AKC must approve the eligibility requirements for any non-regular classes before they appear in the premium list.

Ribbons may be offered for four places or for first place only and must be listed in the premium list.⁵⁷

Special Attractions

A club may engage dogs not entered in its event as a special attraction if the AKC gives its written approval.⁵⁸ The club's written request for AKC approval must give details of the nature of the special attraction. The Special Attractions form⁵⁹ included with the club's event application package should be completed and returned to the Event Operations Department.

The event must be restricted to dogs that are at least six months of age.

Any special attraction that involves a demonstration conducted by an official law enforcement agency or by a branch of the armed forces is acceptable.⁶⁰

The judging of a special attraction must not interfere with the orderly conduct of regular judging at the trial. Whenever possible it should be held during a break in the regular judging, or in an area far enough removed from the judging ring(s) so it does not disturb the participants in the trial.

Health services or booths are not special attractions and do not need approval for inclusion in the premium list. These include, but are not limited to, clinics for heart, eye, thyroid, Von Willebrand's, frozen semen collection, microchips, tattoos, or anything related to the general health and well being of dogs.

Judges for Special Attractions need not be AKC-approved judges.

Special Awards

The club may make awards in addition to those regularly offered. The qualifications for these awards must be stated in the premium list and catalog. The ribbons / rosettes for special awards are to be dark green.

⁵⁶ Obedience Regulations, Chapter 1, Section 4

⁵⁷ American Kennel Club Policy Manual, Section 4, Paragraph IV.A

⁵⁸ Rules Applying to Dog Shows, Chapter 11, Section 10

⁵⁹ Form may be downloaded from the AKC website

⁶⁰ AKC Board Policy, November 2002

Other Special Attractions

Other special attractions may include, but are not limited to, classes for Exhibition Only, ATTS, and Temperament Testing. The club established eligibility requirements and entry fees, which must be printed in the premium list. The special attraction must be specified on the entry form. Non-AKC events may not be offered.



AKC Obedience/Rally Trial Manual

9: Event Publications

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The AKC requires the trial-giving club to prepare a premium list, a judging program and a catalog for the event. Previous event publications can be helpful references for preparing these publications.

Event Number

A club's event number may be printed on the cover and title pages of its event publications, and should be referenced on all correspondence concerning the event.

Event numbers can be found on the computer-generated approval notices from the AKC. The number is comprised of the following:

- the first four digits refer to the year of the event.
- the next four digits are the club number.
- the last two digits are a system-generated sequence number.

Because the event sequence number is system-generated, **it may not be the same for the corresponding event held in the following year.**

Premium List

The premium list is the official announcement of a club's event, and the document on which most exhibitors base their entries. It is the contract between a club and the prospective exhibitors. The AKC has rules, regulations and policies concerning what may and what may not appear in the document.

Clubs holding back-to-back events or clustered events may use a combined premium list for all of the events being held together, provided that they use the same superintendent or show secretary. Individual clubs holding single or consecutive days of competition may combine their premium list. The premium list can be designated as the official premium list for all or some of the AKC events contained within it. For any event information for which it is not the official premium list a disclaimer prior to the event information must be included. The disclaimer must designate that the information is unofficial and must identify the secretary/superintendent responsible for the content.⁶¹

⁶¹ [AKC Board Policy, July 2013](#)

Four copies of the premium list **must** be sent to the AKC's Event Operations Department at the time it is sent to exhibitors.⁶² The Obedience Premium Lists may be sent via email to confobedpremiumlists@akc.org and Rally Premium Lists may be sent via email to rallypremiums@akc.org.

Required Information for Premium List⁶³

- The AKC Secretary's certification that permission has been granted for the club to hold the event, along with the AKC logo.
- Name of the club.
 - Statement of the club's policy on refunding entry fees.
 - Statement of the club's policy on any processing fees retained for refunds for females in season. The club must state what, if any, any documentation is required to request such a refund.
- The words "Licensed Trial" when the trial-giving club is not a member of the AKC.
- The date or dates of the event, its exact location, and the time of the event's opening and closing.
- Whether the event is benched or unbenched. If benched, hours dogs must be on bench must be included.
- List of the officers of the trial-giving club, and the club secretary's address.
- List of the members of the Event Committee, and the Show Chair's address.
- Name and address of the AKC-approved superintendent or show secretary, and the name and address of the superintendent or trial secretary who is to receive entries.
- Name and telephone number of the veterinarian or veterinary association, and whether the veterinarian will be in attendance or on-call at an unbenched trial.

⁶² Rules Applying to Dog Shows, Chapter 4, Section 2

⁶³ Rules Applying to Dog Shows, Chapter 1, Sections 3, 4; Chapter 3, Section 23; Chapter 5, Sections 4, 6; Chapter 6, Sections 1-3, 5-9; Chapter 11, Section 2; Chapter 13, Section 1; Chapter 16, Section 1; Obedience Regulations, Chapter 1, Sections 2, 4, 5, 14, 16a, 27, 29; Chapter 10, Section 5; American Kennel Club Policy Manual, Section 4, Paragraphs IV-V; AKC Policy Memos, April 27, 1979, June 20, 1981, July 28, 1995; AKC Board Policy, February 2013, October 2013

- Notice that the club may cancel the event due to extreme weather conditions.
- Name, address, and assignment of each judge. Asterisk next to the assignment of any judge that is provisional at the time of the panel approval.
- Statement that the trial-giving club will collect recording and event service fees for the AKC.
- Closing date and time for entries. When the entries are limited at the event, include the number of entries, the reason for the limitation, and a statement that entries will close on the earlier of the specified closing date or when the limit is reached.
- Entry fee(s).
- Description of restrictions, when the entries are restricted.
- Eligibility and performance requirements for non-regular obedience classes not specifically defined in the *Obedience Regulations*, when they are offered.
- Restriction on the presence of un-entered dogs, if any.
- The following statement required by AKC⁶⁴: "Exhibitors should follow their veterinarians' recommendation to assure their dogs are free of internal and external parasites, any communicable diseases, and have appropriate vaccinations." (Additionally, clubs should include any specific local or state health requirements; for example, proof of rabies vaccination).
- **Notice of video/televising, if the event will be filmed.**⁶⁵
- Any additional rules, regulations or restrictions made by the club.
- If both indoors and outdoors, specify which classes will be judged outdoors.

Recommended Information for Premium List

Additional information will help exhibitors make decisions about their show entries:

- The specified time when exhibitors and handlers can enter the site.
- Whether the event will be held indoors or outdoors.
- Clearly state whether transfers will or will not be allowed. If no statement is provided in the premium list, the default is to allow transfers.
- Statement that entries for exhibition only will not be accepted, when applicable.

⁶⁴ AKC Board Policy, January 2004

⁶⁵ [AKC Board Policy, July 1998](#)

- List of prizes and trophies, with an accurate description of prizes, or the amount of monetary prizes. When a condensed premium list is used, include a notice that a list of prizes and trophies can be obtained from the superintendent or trial secretary.
- Name of judge for tie-score run-offs, when an obedience class is split, or for high in trial.
- Details of special attractions approved by the AKC.
- List of suggested motels and directions to them.
- Overnight and reserve parking information, if available.
- Description of social activities for the exhibitors.
- Acceptable crates.
- Admission and parking fees, if any.
- Availability of amenities, e.g. electricity.
- Site map.
- Generator restrictions.

Judging Program

Correction: confobedjudgingprograms@akc.org

The judging program lists the name of the club, date of the trial, time scheduled for obedience/rally class (es).

Every club holding an event must prepare a judging program after the entries have closed. Two copies of the program **must** be sent to the AKC at the time it is sent to exhibitors. Judging programs may be emailed to AKC to ~~confobedjudgingprograms@akc.org~~ and rallypremiums@akc.org. A copy of the judging program and an identification slip for each dog entered **must** be sent to the owner of that dog **no later than one week before the date of the event.**⁶⁶

A supply of judging programs and complimentary parking and admission ticket should be mailed to the Chief Steward in advance. The Chief Steward can use the judging program to help schedule enough stewards and to assure that those stewards will receive ample notice of being scheduled.

Required Information for Judging Program⁶⁷

- Number of dogs entered.
- Total number of dogs assigned to each judge.
- Any judge changes due to overloads, illness, etc.
- Entries assigned to each judge and division when an obedience class is split.
- Name, telephone number, and address for the veterinarian on call or on site, and for the 24-hour Animal Emergency Clinic if available, or the most convenient veterinarian's office.
- Name of the club

⁶⁶ Rules Applying to Dog Shows, Chapter 7, Section 12

⁶⁷ Rules Applying to Dog Shows, Chapter 7, Section 12; Obedience Regulations, Chapter 1, Sections 26, 29; AKC Policy Memos, January 17, 1994, January 10, 2000

- Emergency telephone number available during the trial hours
- Whether the event will be held indoors or outdoors
- Hours the site is accessible
- Limits on exhibiting by club members or other parties
- Details about special attractions approved by the AKC
- Suggested motels, with details and directions
- Details about social activities for exhibitors

Ring Assignments

Ring assignment(s) for each judge should include:

- Ring number.
- Time scheduled for judging.
- Total number of dogs for each judges' assignment.
- Lunch break, if appropriate.

Directions

Not all exhibitors make their entries from the premium list, so this information is important. Accurate written directions, including mileage and alternate routes should be clearly stated. This can be supplemented by a simple map that identifies roads to the event. Advise exhibitors of roadwork, unusual traffic conditions, etc.

Routes should be checked by the trial-giving club for accuracy.

Directions that are helpful:

- To the airport.
- To a trial immediately following the club's event.
- To suggested hotels.
- To emergency service locations.
- To the veterinarian's office (which may be the on-site veterinarian) or emergency clinic. Include a simple map to the office or clinic.

Overnight Parking Information

Include cost, permitted arrival time, parking restrictions, alternate locations, etc.

Event Site Layout ~ Recommended

Because not all exhibitors enter from the premium list, include a simple site layout, especially if the site is large or spread out. This can help to direct exhibitors to their correct rings, food, water, restrooms, etc. The AKC recommends that clubs include the approved event site diagram in the judging program.

Notify the exhibitors and handlers of the specified time when they can enter the site. Allow time for exhibitors to arrive, unload, set up and prepare their dogs for the ring.

Material Mailed with the Judging Program

Additional items that a club may mail with the judging program include:

- Admission tickets.
- Windshield stickers for special parking or unloading areas limited to exhibitors.
- Notices of pre-trial or post-trial activities sponsored by the club.
- Notices of special attractions approved by the AKC.

Catalog

Each trial-giving club is responsible for the preparation of a catalog.⁶⁸

The catalog may not go on sale until one hour prior to judging. Only those directly involved in its preparation may have prior access to the catalog information.

Information on individual dogs entered may not be disclosed prior to the sale of catalogs.⁶⁹

Catalogs for a multi-day event or cluster may be made available for sale one hour prior to judging on the first day of the entire event.

A club may pre-sell catalogs through an ad in the premium list. This would assure the club of selling a minimum number of catalogs, and allow a better estimate of the number of catalogs needed at the event.

For pre-event sales, the entry form must include a box to be checked on the top portion of the form, and a notice that payment for the catalog should be included with the entry form.

Clubs holding back-to-back events or different clubs in a cluster may use a combined catalog provided it meets all requirements. A separate marked copy for each event must be sent to the AKC with all of the dogs not entered in that specific event crossed out.

The optional inclusion of OFA and CERF numbers is permitted. Sample wording on the premium list is:

OFA AND CERF INFORMATION ACCEPTABLE ON ENTRY FORM

Only official AKC titles may be included in the catalog. See the list of Official AKC Titles at <http://www.akc.org/events/titles/>

Required Information for Catalog⁷⁰

On the cover or title page:

- Date or dates of the event

⁶⁸ Rules Applying to Dog Shows, Chapter 12, Section 1

⁶⁹ American Kennel Club Policy Manual, Section 4, Paragraph VII.C

⁷⁰ Rules Applying to Dog Shows, Chapter 7, Section 12; Chapter 12, Sections 1-7; Obedience Regulations, Chapter 1, Section 26, AKC Board Policy, August 2001

- Name of the trial-giving club(s)
- Notice that the event is held under American Kennel Club rules and regulations
- American Kennel Club logo
- Event number (s)
- The words “Licensed Trial” when the trial-giving club is not a member of the AKC
- Trial's exact location and time of opening and closing
- List of officers of the trial-giving club
- List of the members of the Event Committee, and the Trial Chair’s address & telephone contact information
- Name, complete address, and assignment of each judge
- Name and address of the Superintendent and/or Trial Secretary
- Name, phone number (s) and address of the veterinarian or veterinary clinic, and whether the veterinarian will be in attendance or on-call
- Names and addresses of all exhibitors
- Information on all entered dogs: catalog number; complete name; registration, PAL/ILP, Canine Partners or AKC-issued identification number; foreign registration number and country if foreign-registered; date of birth; breeder(s); sire and dam; owner(s)/co-owner(s); owner's address.
- Copy of the judging program
- List of prizes and trophies
- OTCH Point Schedule
- The AKC Secretary’s certification that permission has been granted for the club to hold the trial.
- The assigned catalog number for a dog may be the same throughout all classes
- The printed font size in the catalog should be of sufficient size (10-12 pt) so it may be easily read.
- Space for recording award information for each dog



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10: Required Items for Event Operations

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Deadlines

All paperwork should be submitted at the earliest possible date so that the event will receive maximum advertising exposure in the AKC's *Events Calendar* and web site, and so that problems can be resolved well before the event.

Mail, email or fax the items to the AKC's Event Operations Department.

Before the Event

Not later than 18 weeks prior to the event's closing date	Submit the Application for Trial . ^{71, 72} Fines may be levied for late submittal.
	Submit the Disaster and Emergency Plan . ⁷³
	Submit a current Statement of Compliance ² (annually for all-breed, group and specialty clubs).
	Submit a current Officers/Membership List (annually for all clubs).
	Submit the Judges Panel . ⁷⁴ Fines may be levied for late submittal.
All four of the above forms must be submitted together.	
Not later than 1 week prior to the trial date	Send the Judging Program to exhibitors, and copies to the AKC. ⁷⁵

The Special Attractions form⁷⁶, if any, must accompany the Application for Trial.

If the event will be filmed, the Club Secretary must send a letter notifying the Event Operations department that the club intends to participate in a media event.⁷⁷

On-Line Event Management

This system allows clubs to enter Event Applications, Judges Panels and Disaster and Emergency Plans on-line, including last minute edits, if necessary.

The AKC will assign each club a unique account ID and password to access the Online Management System. To obtain an ID and password, a club officer must contact the AKC by e-mail. The e-mail address is:

⁷¹ Rules Applying to Dog Shows, Chapter 2, Sections 4, 9

⁷² Form may be downloaded from the AKC web site

⁷³ AKC Board Policy, March 1998

⁷⁴ Rules Applying to Dog Shows, Chapter 4, Section 1

⁷⁵ Rules Applying to Dog Shows, Chapter 7, Section 12

⁷⁶ Form may be downloaded from the AKC web site

⁷⁷ AKC Board Policy, July 1998

Obedience/Rally, Tracking and Agility.....eventplans@akc.org

Each club will be given only one account ID and password; the information will be given only to a club officer. The ID and password can then be shared with the various event chairpersons, allowing them to manage their specific event on-line. See Chapter 5 for further details.

After the Event⁷⁸

The Report of Obedience/Rally Trial form and the Recording Fee must reach the AKC's Event Operations Department within 7 calendar days of the Trial.

Event Operations Approval

Clubs should be aware of the policies and procedures concerning the approval of the obedience / rally trial dates and judging panels. Direct all inquiries to the Event Operations Department.

Corresponding Dates

The AKC uses a system of corresponding dates based on trial weekends of the year. The AKC considers the first show weekend of the year the first week in which neither January 1st nor 2nd falls on a Saturday. Once the first show weekend for the year has been established, all other show weekends follow in order.

Once a club holds an event, the club owns an established corresponding date, which is protected for subsequent years unless the club fails to hold an event in a given year or changes its event date.⁷⁹ Within the club's specified territory, no other club would be approved for an event offering the same competition types on that corresponding date, without that club's express permission. If a club fails to hold an event within its territory for two consecutive years, it loses its exclusive rights to that territory.⁸⁰

The Corresponding Date Table is available on the AKC website under Downloadable Forms and is included in this manual on pp. 13-27.

Opening/Closing Dates

All events must have an entry closing date. You may also have an opening date at the club's option.

⁷⁸ Rules Applying to Dog Shows, Chapter 17, Section 2

⁷⁹ Rules Applying to Dog Shows, Chapter 2, Sections 2, 5

⁸⁰ Rules Applying to Dog Shows, Chapter 2, Section 5

Number of Events

Any number of independent obedience trials may be held by any club that the AKC has approved to hold them.⁸¹ A club may be approved to hold up to twelve (12) trials rally events in a calendar year provided the AKC has approved to hold them.⁸²

Duration of Events

All-breed clubs are normally limited to one-day events. For an event to exceed two days, the club must obtain the AKC's permission.⁸³ Once an all-breed club planning a two-day show gives up one of the days for that show, it cannot revert to two days for that show.

Club Territory

The AKC's Club Relations Department establishes club territories and geographic areas.

A club should try to hold its events within its geographic area. Before a club makes any commitment for a site not previously used, the AKC's Event Operations Department must be contacted to verify that the site can be approved.

A club seeking the AKC's permission to hold an event within the territory of another club that holds the same type of event must obtain written permission from that local club and include it with the event application.⁸⁴

Events must be held within a 125-mile radius of the club's territory, and are subject to the host club's approval if applicable

Back-to-Back or Multiple Events⁸⁵

All-breed, group, national breed specialty, and breed specialty clubs may hold their events for the year in any sequence of dates.

The events must be held within a 125-mile radius of the club's territory, and are subject to the host club's approval if applicable.

For all-breed, group, and specialty clubs, if both events are held out of their territory, double compliance with AKC educational requirements⁸⁶ will be necessary for AKC approval.

⁸¹ Obedience Regulations, Chapter 1, Section 2; American Kennel Club Policy Manual, Section 4, Paragraph I.B

⁸² Obedience Regulations, Chapter 1, Section 2; American Kennel Club Policy Manual, Section 4, Paragraph I.B

⁸³ Rules Applying to Dog Shows, Chapter 2, Section 19

⁸⁴ American Kennel Club Policy Manual, Section 4, Paragraph I.C

⁸⁵ AKC Board Policy, April 1999, May 2000

⁸⁶ Form may be downloaded from the AKC web site

Local Specialty Clubs:⁸⁷

Local breed specialty clubs will be approved to hold back-to-back trials that meet the normal conflict criteria for approval.

The following additional information is the mileage criteria presently used when approving local breed specialty events. For local breed specialties outside of a club's licensed area:

- Local specialty clubs are limited to 100 straight line miles from their territory as per current policy.
- Specialty clubs joining another specialty club of the same breed are limited to 200 miles from their territory.
- Specialty clubs joining the designated National Specialty are limited to 500 miles from their territory.

Parent Clubs are encouraged to review distances involved and impact on other specialty clubs prior to approval of their member club event request. Clubs may request a one-time exception from Event Operations through their Parent Clubs if distance limitations cause undue hardship on the club and no other specialty club, of the same breed, is bypassed without their concurrence.

Two independent specialty shows of the same breed of no more than one hundred entries each, inclusive of sweepstakes, special attractions or matches, may be permitted at the same location on the same day.⁸⁸

Specialty clubs that wish to combine their obedience entries with those of other specialty clubs may organize clusters. The clubs that participate can share judges and expenses. See the Specialty Club Obedience/Rally Cluster Checklist, pp. 13-19 – 13-21 for a guide to organizing an obedience cluster.

Clusters and Back to Back Dog Shows/Trials⁸⁹

A cluster is defined as more than two events, each held by a different club, at one site on consecutive days. The cluster's host club (one that owns the territory or site, and date) must be clearly identified to the AKC, if there is a host club.

A cluster committee consisting of a representative from each club must be established to coordinate dates, grounds, special attractions, etc. The Cluster Site Guidelines, pp. 13-31, and the Cluster Checklist, pp. 13-19, provide some guidelines for the cluster committee.

⁸⁷ AKC Board Policy, February 2006

⁸⁸ AKC Board Policy December 2005

⁸⁹ AKC board Policy, September 196, May 200, February 2005

Clusters will consist of four or fewer events. More than four clustered events may be approved when:

- The site is exceptionally suitable,
- An AKC Executive Field Representative gives a positive recommendation, and
- The Event Operations Department approves the site.

Continuation of cluster approval for subsequent years will be based on:

- Daily inspection by the AKC Executive Field Representative, the club and the superintendent. See the Cluster Site Inspection Guidelines, pp. 13-31
- Monitoring of conditions during the cluster to verify that they provide dogs and exhibitors with stable and safe venues.

Effective July 1, 1999: A cluster committee consisting of a representative from each club must be established to coordinate dates, grounds, special attractions, etc. The function of the cluster committee is to coordinate overall plans for the cluster. Each club remains responsible for the management of its own event. The individual event committee must comply with existing AKC Rules, Regulations and Guidelines. Guidelines for the cluster committee follow:

- Each club remains responsible for the conduct of its own event.
- Each club will have one representative on the Cluster Committee.
- Work out event schedule at least one year in advance. Any date conflicts must be resolved by the clubs.
- Submit all event applications together in one package to event plans, if possible. This will prevent unnecessary delay in issuing all event approvals.
- Judges selection, contracts, etc. are the responsibility of the individual trial-giving clubs and any disputes must be worked out by the clubs.
- Common site application form may be submitted in lieu of individual host club letters. Form must be signed by all club representatives.
- Club Representatives will work with Events Field Representative, Grounds Chair/Committee and Superintendent on daily site inspections for their respective events.
- Cluster committee may remain the same from year to year.

Cluster committee would also be responsible for the following:

- Securing accessory services and equipment such as telephones, public address system, potable water, chairs and tables, all concessions.
- Submitting a consolidated Emergency and Disaster Plan form to event plans. The form should identify all clubs in the cluster and their event dates. The form may be signed for the cluster committee by a designated individual.

- Dealing with outside personnel such as site management.
- Making sure there is adequate insurance coverage for all clubs/ days.
- Each club is responsible to identify itself on its event application as part of a cluster.
- The Common Site Application must accompany the event application for all participating clubs.

Site Layouts

Before approving a site, the Event Operations Department reviews the event layout to determine the suitability and optimum use of a site. The Event Operations Department may impose entry limits if the site layout trials that the site has limited space or on the recommendation of the AKC Executive Field Representative.

If the site is new or if the club is making changes from its previous event, a layout must be submitted with the date application.

If an all-breed club is using a site not previously approved an AKC Executive Field Representative must make an on-site examination and file a written report before the AKC will grant approval.

There are examples of site layout diagrams beginning on p. 13-37.

Event Records

The Event Operations Department processes and posts all event results and AKC titles for conformation, obedience, rally and tracking events. Clubs must submit the following in time to reach the Event Operations Department within seven days after the conclusion of the event:⁹⁰

- A marked catalog,
- The judges books,
- A Secretary/Superintendent's Report,
- The recording and event service fee .

Any questions concerning previously submitted records should be directed to the Event Operations Department.

⁹⁰ Rules Applying to Dog Shows, Chapter 17, Section 2

Materials Required at the Event

Materials that a club must have at the event can be obtained from various sources.

Judges Books

The AKC does not supply judges' books. They may be downloaded from the AKC website under Downloadable Forms or they may be purchased from superintendents. Separate judges' books are required for each class with a cover. See the list of Licensed Superintendents on pp. 13-6 – 13-7.

Clubs that print their own books must follow the AKC formats beginning on pp. 13-54. Books may be typed or printed, and may be prepared on any type of presentable paper stock. (Must have four pages of copies and separate judges books with covers for each class.)

Ribbons and Badges

All ribbons and rosettes must conform to the AKC's requirements.⁹¹

Ribbons and badges may be purchased from most local ribbon companies or from superintendents.

Forms and Other Paper Items

Arm bands, score pads, blank entry forms, directional arrows and posters may be obtained from many of the large dog food companies or purchased from superintendents. Example of the Rally Worksheet is on p. 13-65.

Mats

A club that needs mats for its rings should contact other clubs in its area to determine where mats can be rented or obtained. Clubs may contact the superintendent to see if they provide mats.

Tenting

Clubs **must** provide some type of adequate shade at sites that do not have a reasonable amount of protection from the heat.⁹² Remember to check with site management for permission and placement of tents. Local townships may require permits for tenting.

Club may secure tenting through the show superintendent or from a rental company. See the list of Tenting Companies, p. 13-12.

⁹¹ Rules Applying to Dog Shows, Chapter 5, Sections 1-3

⁹² American Kennel Club Policy Manual, Section 4, Paragraph I.L; AKC Policy Memo, January 31, 1994

Ring Enclosures

Material to clearly define rings must be provided. A variety of items may be used, such as baby gates, stanchions, ropes, etc. If held in conjunction with conformation the ring enclosures must equal that used in conformation.

AKC Banners and Signs

The AKC provides superintendents with banners and signs to be displayed at trials.



All clubs using an AKC licensed superintendent and those superintendents must display banners and signs provided by AKC to those superintendents at their shows. The banners and signs containing the AKC logo must be placed in prominent and highly visible areas. The banners must be hung on visible walls under tents at outdoor shows and directly on show rings. The signs must also be in highly visible areas, such as near a busy show entrance, near catalog sales points, one near the Best in Show ring during judging and as part of the backdrop for the show photographer. The superintendent and show-giving clubs are responsible for coordinating the placing of the banners and signs.

Clubs that are not using the services of a Superintendent are strongly encouraged to display AKC banners and signs at their event. These banners and signs may be purchased from AKC.⁹³

Publications

Copies of the following publications are required to be on site at the event:⁹⁴

- Rules Applying to Dog Shows
- Rules Applying to Registration and Discipline
- Dealing with Misconduct
- Juniors in Performance Events
- Obedience/Rally Trial Manual
- Obedience Regulations, Obedience Judges Guidelines, The Steward in Obedience, Rally Regulations, Rally Judges Guidelines, The Steward in Rally.

Publications may be ordered from the Order Desk (919) 816-7118 or by visiting www.akc.org/store

⁹³ AKC Board Policy, July 2002, Dog Show Judges pg. 13

⁹⁴ Rules Applying to Dog Shows, Chapter 2, Section 17

Filming at Events⁹⁵

Clubs planning media events must follow the procedures and policies below:

- Include a notice in the premium list that the event will be videotaped or televised.
- Notify judges that the event will be videotaped or televised.

AKC POLICY ON CONTRACTUAL REQUIREMENTS FOR COMMERCIAL FILMING AND/OR ELECTRONIC TRANSMISSION OF ITS APPROVED EVENTS

The Board shall develop and publish specific and mandatory contractual requirements governing the conduct of all persons engaged in the commercial filming and/or electronic transmission of AKC-approved dog events. The clubs holding these AKC-approved events are responsible for enforcing these requirements, and are prohibited from entering into any contract which would place them in violation of these requirements.

When a club makes application to AKC for permission to hold their event, they must include in that application a declaration that their event will or will not be commercially filmed or electronically transmitted.

Any AKC member or licensed club seeking approval to conduct a dog event involving commercial filming and/or electronic transmission of their trial must include good faith participation of AKC and its representative professional sports marketing consultant in the negotiation of the contract terms, and AKC must appear as a third party signatory on the fully executed contract *before their application for the trial will be approved*. Clubs will have the discretion to seek additional professional representation at their option and expense, if desired.

The Board of Directors will develop and publish the minimum requirements that any such contract must contain, which will be facilitated by the professional sports marketing consultant. Essential to such contracts will be:

1. Reasonable recognition, both visually and orally, of the event-giving club and the AKC.
2. Reasonable monetary compensation for the event-giving club and for AKC.
3. Assurance that commercial filming or electronic transmission of any AKC approved event will not diminish or impugn the reputation of the sport of purebred dogs, the event-giving club, or AKC.
4. Defined amounts of airtime devoted to the promotion of the sport of purebred dogs and AKC.
5. Exercise of a good faith effort to avoid scheduling conflicts with the airing of other AKC dog events.

⁹⁵ AKC Board Policy, July 1998

6. Assurance for compliance with current AKC “Operational Requirements for Commercial Filming and Electronic Transmission at Events” policies and procedures, a copy of which shall be attached as an addendum to the contract.
7. Provision for confidentiality.

The effective date of the policy will coincide with the date of its approval by the Board of Directors, and the Board shall define disciplinary action for clubs which fail to comply. The Board shall also make special provision for clubs that have permitted electronic transmission of their past trials and that have contracts already in force on the date the Board implements this policy. Any waiver of this policy must be approved by AKC.

Operational Requirements for Commercial Filming or Electronic Transmission of Events

This AKC operational policy is applicable to all filming or electric transmission of events and will be used in conjunction with the AKC Board Policy concerning Contractual Requirements for Commercial Filming or Electronic Transmission of Events.

Requirements for media crews and equipment at all events

- No lights, cameras, equipment, or personnel that distract or in any way affect the performance, health or welfare of dogs, exhibitors and/or judges will be allowed.
- Published judging schedules may not be delayed to accommodate filming or production.
- Filming may not obstruct the grounds, aisles, or passageways, nor disturb exhibitors, dogs, or judges, or cause undue obstruction to spectators during any portion of the event.
- Filming or recording may not attract undue attention to specific exhibits or exhibitors that could afford unfair advantage for certain competitors. This restriction includes the use of individual microphones on exhibitors. Use of individual microphones on exhibitors must be clearly described by the media crew and approved by AKC.
- The AKC Executive Field Representative or a designated AKC liaison will be the final on-site authority to interpret AKC Policy should site-specific regulatory questions arise. The Event Chairman is responsible for complying with AKC Rules, Regulations and Policy at the event.
- Film crew and the event chairman will meet immediately prior to the event to identify and resolve any limitations or restrictions pertaining to the specific venue.

Trials and Tests: The event's chairman and judges have complete authority over the areas used for trials or tests. As such, they have responsibility to assure that filming will not interfere with the successful running of the event. In all cases, safety is to be a top priority and must not be compromised.

Events with Rings: No film crews or equipment will be allowed to block the ring entrance or aisles leading to the ring.

- Any equipment or lights placed inside, above or around the ring must not interfere with normal judging procedures.
- Filming will typically be conducted from outside the ring. Limited filming may be permitted inside the Specialty Show, Group or Best in Show ring subject to AKC approval of the position of cameras, equipment, and personnel. Cameras or cameramen must remain in a stationary position when filming in the ring. Any activity that disturbs the exhibits, exhibitors or judges will not be permitted to continue under any circumstances. Cameras filming the lineup of dogs should be done in an area outside the judging ring or from a stationary camera as the dogs enter the ring for judging. If a designated lineup area is not available or the stationary in-ring camera not suitable, a brief filming of the lineup in the ring prior to each Group and Best in Show judging may be requested. This filming of the lineup in the ring by cameramen must not exceed three minutes prior to any Group or Best in Show.
- All cameras (including boom cameras) must maintain a designated distance from the dogs at all times. This distance will be discussed and approved by AKC prior to the start of filming.
- AKC approved cameramen will be considered “show attendants” for the application of Chapter 7, Section 16 of *Rules Applying to Dog Shows*. “Judges are required to exclude from the rings in which they are judging all persons except the steward or stewards and the trial attendants assigned to the ring and those actually engaged in exhibiting.”
- **Note: Editorial news coverage filming need not be published or coordinated with Event Operations, but will require permission from the Event Chairman with applicable compliance with the directions and filming limitations required by this policy.*

The club is responsible for insuring that the filming does not interfere with the normal operation of the event. Personnel should be assigned to monitor conditions so that:

- No camera person blocks any ring entrance or aisles leading to rings,
- No lights or other distracting equipment affects the dogs, exhibitors or judges,
- Equipment placed inside, above or around a ring does not interfere with judging,
- Videotaping does not delay the published judging schedule,

Judges are required to exclude anyone but exhibitors, stewards and trial attendants from their rings.⁹⁶

Policy Covering Exclusions from AKC Contractual Requirements Policy for Personal or Limited-Use Viewing⁹⁷

Clubs contemplating “limited-use” filming-only at AKC –approved events will be granted automatic exception from compliance with AKC Policy on *Contractual Requirements for Commercial Filming and/or Electronic Transmission of Approved Events*. “Limited-use” filming is defined as:

The recording of moving images by individuals or professional videographers solely for personal consumption or for the purpose of producing a record of the winners for members and the fancy who have special interest in the event, and which is not intended for mass commercial transmission or distribution.

Exclusion from the Contractual Requirements Policy under these circumstances, however, does not preclude the need for Clubs to comply with the *Policy for Operational Requirements for Commercial Filming or Electronic Transmission of AKC Approved Events* pertaining to the use of cameras, lighting or personnel needed to film the event’s activities, as ultimately monitored and overseen by the trial chairperson.

⁹⁶ Rules Applying to Dog Shows, Chapter 7, Section 16, Rules, Policies, and Guidelines for Conformation Dog Show Judges, pg. 26.

⁹⁷ AKC Policy, July 2005



AKC Obedience/Rally Trial Manual

11: Superintendents and Trial Secretaries

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Superintendents and Trial Secretaries

Every club seeking approval to hold an AKC licensed or member obedience trial, rally, tracking or performance event is required to designate a superintendent or a trial secretary to perform the duties described in the Rules Applying to Dog Shows.⁹⁸ The services of an AKC-licensed superintendent may be used to reduce the number of independent contractors needed to produce an event. The convenience of dealing with one contract and dependence of the club on the superintendent's expertise must be weighed against the expense for their services.

When a club engages a superintendent for services, both are entering a contract, legally binding to both parties. The AKC does not assume any responsibility for either a superintendent's or a trial secretary's performance of obligations to the event-giving club. The club is held responsible to the AKC if the superintendent or trial secretary fails to comply with AKC rules and regulations.

Any qualified person may be approved by the AKC to act as a trial secretary.⁹⁹ The person must be in good standing with the AKC, be knowledgeable about all aspects of the trial secretary job, and be well-versed in the latest AKC rules, regulations and policies pertaining to dog shows, obedience trials, tracking or performance events.

A list of Annually-Licensed Superintendents is located on pp. 13-6 - 13-7 of the manual.

Event Entries

The superintendent's or trial secretary's responsibilities include receiving entries before the event.

For an event entry to be acceptable, the superintendent or trial secretary must receive a complete, signed entry form prior to the closing date and time, at the address specified in the premium list.¹⁰⁰ Blank entry forms¹⁰¹ can be obtained from the AKC.

A properly completed entry will have the following information filled in: name and date of the event; the required fee; the breed; the variety (if any); the sex; the class; the full name of the dog; and the AKC registration number, individual foreign registration number, Canine Partners or PAL/ILP Number.¹⁰²

Conditional entries will not be accepted.¹⁰³

⁹⁸ Rules Applying to Dog Shows, Chapter 8

⁹⁹ Rules Applying to Dog Shows, Chapter 9, Section 2

¹⁰⁰ Rules Applying to Dog Shows, Chapter 11, Section 4

¹⁰¹ Form may be downloaded from the AKC web site

¹⁰² Rules Applying to Dog Shows, Chapter 11, Section 4

¹⁰³ Rules Applying to Dog Shows, Chapter 11, Sections 5, 14

To keep track of entries as they are received and to have a ready reference, the superintendent or trial secretary may find it helpful to prepare check sheets. Anyone selected to help process entries should be familiar with the procedure.

All entry forms must be on hand at the event, arranged in catalog order, and jump height. The superintendent or trial secretary can easily refer to these forms to answer any questions exhibitors may raise.

Receiving Entries

The AKC allows entries to be submitted by mail, by fax, by telephone, and by on-line entry.

Fax Entries

Fax entries must be made on an official AKC entry form and include **both sides** of the entry form. A separate entry must be faxed for each dog for each trial entered. Payment by credit card must accompany all entries.

Telephone Entry Services

Subscribers to such a service must complete a master entry form for each dog they intend to show; the master entry would be kept on file by the service. The service must generate an entry form for each dog entered under this system. The entry must be identifiable as a telephone entry. Payment by credit card must accompany all entries.

On-Line Entries

On-line entries are subject to the same requirements as mail, fax and telephone entries. Additional requirements or conditions may be imposed by the on-line service. All on-line entry instructions should be clearly written. Payment by credit card must accompany all entries.

Changing and Correcting Entries

The Rules Applying to Dog Shows stipulates that entries may not be canceled or changed after the closing date. The only exceptions are:¹⁰⁴

- The Superintendent or Trial Secretary may make corrections to either the dog's name or number, never both, provided all other information on the entry form is correct.
- A dog which has been entered in an "A" class for which it is not eligible due to class restrictions on the dog or handler may be moved to the "B" class at the same level – see Chapter 1 Section 16B of the Obedience Regulations and Chapter 1 Section 14 of the Rally Regulations.
- A dog may be transferred to another class if according to the owner's records the dog has completed the requirements for the title after the closing. Chapter 1 Section 16A of the Obedience Regulations and Chapter 1 Section 13 of the Rally Regulations.

Cancellation of Entries

No entry may be changed or canceled by telephone. All changes or cancellations, except those resulting from a judge change, must be made in writing, by fax, by email or by telegram and received by the superintendent or trial secretary prior to the **closing date** and time.¹⁰⁵

Change of Judge¹⁰⁶

If a new judge is substituted for the judge advertised in the premium list, affected exhibitors are entitled to withdraw their entry and receive a full refund.

If the change was announced in the judging program, the exhibitors may withdraw their entries up to one-half hour before the start of any judging at the event. If the notice of change was not in the judging program, a notice must be posted in a prominent place within the event precincts and at the ring, and withdrawals may be requested up to one-half hour before the start of regular obedience competition at the trial, and the entry fee will then be refunded

Records

The secretary or superintendent's responsibilities include receiving entries before the event, scheduling judging, collecting judge's books, submitting marked catalogs after the event, and keeping records of all procedures and deadlines on each event.

¹⁰⁴ Rules Applying to Dog Shows, Chapter 11, Section 6

¹⁰⁵ Rules Applying to Dog Shows, Chapter 11, Section 6

¹⁰⁶ Rules Applying to Dog Shows, Chapter 7, Sections 8, 9

The superintendent/trial secretary should furnish the club with a detailed financial report.

The following must be received by the AKC's Event Operations Department within seven days after the event has been held:¹⁰⁷

- **Report of Obedience/Rally Trial** form, filled out completely with the results of the trial. This form must be signed by the Superintendent or Trial Secretary.
- The appropriate **Recording and Event Service Fee** accompanies the Report of Obedience/Rally Trial form. When this recording and event service fee is calculated, it does not include withdrawals. Should this be the trial secretaries 9th event in a calendar year, a \$10.00 secretary fee is also required. Special attractions, non-regular obedience or ` rally classes are not included in calculating the recording fee. Combined specialties or clusters, must submit either individual checks for all the clubs, or a combined check either choice should include a breakdown for each breed/variety in each trial and an itemization of the amount to be applied to each club must be included with the report.
- A legibly **marked catalog** with all absentees, placements and awards. Judge substitutions should be marked on the catalog headlines. Reasons for excusals or disqualification's must be shown. This information must be transferred accurately from the judge's books. Any printing errors reported to the superintendent or trial secretary at the trial must be corrected in the marked catalog. **An electronically marked catalog is acceptable.**¹⁰⁸
- All **Judges Books**. All judging substitutions must be noted on the cover of the judges' books. While the judge is still on the grounds, all books should be checked, allowing for the immediate correction of errors. The judge must initial any errors noted, when corrected. If a judge discovers an error after the day of the trial, he should be instructed to submit his corrections in writing to the AKC's Event Operations Department immediately.

Electronic Transmission of Trial Results

A licensed superintendent is required to transmit the results of the obedience/rally trials to the AKC electronically.¹⁰⁹

¹⁰⁷ Rules Applying to Dog Shows, Chapter 17, Sections 2

¹⁰⁸ Rules Applying to Dog Shows, Chapter 14, Section 8

¹⁰⁹ AKC Board Policy, May 2008

Superintendents' Contracts

When the club signs a contract for superintendent or trial secretary services, it should be sure that all its needs for the event are provided for. All obligations of both parties must be clearly stated and explained, and all expenses must be enumerated in detail. The club must specify in writing all equipment, supplies and personnel it expects the superintendent to provide.

The club must consider its own welfare and financial well-being when evaluating a contract. Neither the superintendent nor the club may be held to any agreement that is not detailed in a written contract.

The superintendent is also responsible to AKC. Superintendents share responsibility with the club to ensure that AKC rules, regulations and policies are strictly followed.¹¹⁰

Services Furnished by the Superintendent

Expertise

The superintendent has knowledge of AKC rules, regulations and procedures, and the experience from putting on many trials.

Printing

Official documents must be printed for every event, including the premium list, judging program and catalog.

The club, through the superintendent or trial secretary, must coordinate the submission of material to the printer by their deadlines. Each document must contain specific information and be prepared in the acceptable format. A club should be sure that its printer knows all the requirements for printing AKC documents. Be very specific as to the exact number of each document required and additional items to be printed.

The club should check with the superintendent about whether additional items are needed. Other printing services a superintendent may provide include admission tickets, posters, directional signs, parking stickers, and lunch passes.

The superintendent can provide other event items such as judge's books; ribbons; badges for the committee, judges, stewards, etc.; and armbands.

¹¹⁰ Rules Applying to Dog Shows, Chapter 9, Section 10

Mailing

The superintendent maintains address lists of prospective exhibitors and is able to handle all required mailings.

Equipment

The physical layout of an event requires the use of a great deal of equipment. The superintendent may provide or arrange for:

- Mats
- Ring dividers, numbers
- Exercise pens, sawdust, clean-up supplies
- Tables and chairs
- Obedience/Rally equipment
- Tenting
- Signs
- Banners
- Benching

The club should check with the superintendent for any additional equipment needs.

Services Furnished by the Club

Premium List Information

Complete premium list information must be sent to the superintendent by their deadline. The deadlines set by the superintendent are calculated so that the AKC's rules are satisfied.

Proofreading

The club must carefully proofread all material sent to them by the superintendent. The club is ultimately responsible for all errors in premium lists.

Event Site

The club must provide the superintendent with the event layout and obtain access to the site for them prior to the event. The superintendent must also be advised of any additional requirements or restrictions imposed by the site management.

The club must provide accurate directions to the event site. It is recommended that these be included in both the premium list and judging program.

Package Contracts - Superintending Services

A club can use the services of a trial secretary, and contract with a superintendent to handle the printing and mailing of all official documents for the trial. Under this arrangement, the superintendent could also provide many of the supplies needed.

The trial secretary has the responsibility of enforcing AKC rules on the day of the trial, and preparing records for the AKC.

The options for receiving entries are:

- The entries could be received by the trial secretary, then forwarded to the superintendent for preparation of the judging program and catalog.
- The trial secretary could be named in the premium list with an address other than the trial secretary's (e.g., John Doe, Trial Secretary; c/o Mike Smith Dog Shows, P. O. Box...). The superintendent would be acting as the club's agent, with the trial secretary bearing the full responsibility for handling all entries.



AKC Obedience/Rally Trial Manual

12: Event Committee Hearings

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Event Committee Hearings

Event Committee hearings are governed by the rules set forth in Dealing with Misconduct at American Kennel Club Events. The following information presents the highlights from this booklet. Questions concerning Committee Hearings may be directed to the AKC's Compliance Department.

A copy of Dealing with Misconduct **must** be available to the complainant, the accused, and each member of the hearing committee at the event.

Incidents of misconduct should be managed with impartiality, orderliness in the procedures followed and fairness in obtaining testimony from witnesses and the accused.

The Event Committee

It is the duty of the Event Committee, not of the AKC, to deal initially with acts of alleged prejudicial conduct which occur during or in connection with a club's event.¹¹¹ Prior to the trial, it is imperative that all members of the Event Committee thoroughly review the Dealing with Misconduct booklet.

The Event Committee should advise the AKC Executive Field Representative of the charges and when the Representative is available, he/she should be present for the hearing. The Representative will advise all parties about proper procedures.¹¹²

The Event Committee should plan a location where a hearing could be held. The location should afford the privacy needed - removed from the immediate mainstream of activities yet easily accessible to all parties involved in the hearing.

An Event Committee itself may prefer charges of prejudicial conduct against anyone. Charges do not have to be made by someone directly involved in the incident.

A preliminary investigation is made by the Event Committee to determine whether the allegation(s), if proven, would constitute conduct prejudicial to the best interests of the sport of purebred dogs or to dog shows. If not, the matter can be dismissed without a hearing.

The Hearing Committee

A hearing committee should consist of at least five individuals listed in the premium list as members of the Event Committee. A minimum of

¹¹¹ Dealing With Misconduct, Section II Paragraph 1

¹¹² Dealing With Misconduct, Section V Paragraph 1

three individuals must be available for a hearing. If three committee members are unavailable due to conflict of interest, other club members may be substituted. All committee members must be members of the event-giving club.¹¹³

A witness cannot serve as a member of the committee. Committee members must excuse themselves if they feel that they could not be impartial to the proceedings, or if they expect to offer testimony for or against the accused.

Conflicts of interest can include, but are not limited to:¹¹⁴

- An immediate family member will appear as a witness in the hearing
- A personal or business relationship with the accused or complainant exists
- The inability to be impartial

Conducting the Hearing

The Dealing with Misconduct booklet outlines in chronological order the steps to be taken to ensure a speedy and fair hearing. The Dealing with Misconduct guidelines, pp. 13-24 – 13-25, help to assure that the committee follows the correct procedure. The committee should fill out the required Procedural Checklist form during the hearing rather than after the hearing is finished.

If the outcome of the hearing requires disciplinary action, the committee must carry out its responsibilities according to the Charter and Bylaws of the American Kennel Club.

There are instances when Event Committees unintentionally infringe upon the rights of an accused, providing them with grounds for an appeal and the AKC's reversing the committee's decision. An Event Committee that acts judiciously should expect that its action will be supported by the AKC.

Attempts must be made to contact the accused if the committee learns that the accused has left the show grounds before being advised of the charges. The committee must write to the accused if his/her whereabouts are known, notifying them that charges will be heard, and of the location and time of the hearing, and of their rights. Notice of such hearing must include the specifics of the charge to be heard, and the accused must be provided an opportunity to respond to the charge in writing in the event they are unable to attend the hearing.

¹¹³ Dealing With Misconduct, Section III Paragraph 1

¹¹⁴ Dealing With Misconduct, Section III, Paragraph 2

If the committee succeeds in contacting and notifying the accused, the hearing may be held at the trial, after the close of the trial, or the following day.

If the accused fails to appear after having been advised of the charges preferred, the nature of the charges, and the time and location of the hearing, the committee should hold the hearing, weighing the testimony of all witnesses and reaching its conclusions as if the accused had been present.¹¹⁵

If the committee finds the accused guilty, the accused must be notified by registered or certified mail.

The Hearing Report

A report of the incident, the completed Procedural Checklist, and the committee's conclusion must be included in the Report of Dog Show or Obedience/Rally Trial submitted to the AKC following the event. The accused is entitled to a copy of the report.

The AKC expects the report filed on the record of the hearing to be comprehensive. The report should detail the incident and the charges, and provide a summary of the testimony of all witnesses.

The club must keep accurate records of the hearing. The written record of the proceedings should support the decision reached by the Committee.

If the accused failed to appear at the hearing that fact must be noted in the report and any attempts to contact the accused must be included in the report.

The Accused

The accused must be:

- Advised of his/her rights in the matter, namely that they have enough time to prepare a defense, and gather witnesses, and that he/she may question witnesses and make a statement at the hearing. Neither the complainant nor the witnesses have the right to remain in the hearing, or to question the accused or other witnesses.
- Advised of the nature of the charges, specifically, the offense or conduct alleged to have been prejudicial.
- Advised of where and when the hearing committee meeting will be held, giving the accused reasonable time to prepare for it.
- Given an opportunity to confront his/her accusers, to hear the testimony of all witnesses against him/her, and to cross-examine such witnesses.

¹¹⁵ Dealing With Misconduct, Section VII, Paragraph 1

- Permitted to testify on his/her own behalf.
- Allowed to present witnesses in his/her defense.

The accused may have an attorney present to advise, but not to speak for or officially represent him/her. The hearing may not be delayed so that the accused may get an attorney.¹¹⁶

¹¹⁶ Dealing with Misconduct, Section VI, Section IX paragraph 4



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13: Appendix

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AKC Telephone Directory

American Kennel Club
8051 Arco Corporate Drive, Suite 100
Raleigh, NC 27617-3390

Main Number	(919) 816-3600
Web site	www.akc.org
AKC Reunite	found@akc.org
General	(800) 252-7894
Fax	(919) 233-1290
Club Education/AKC Booth	publiced@akc.org
General	(919) 816-3722
Fax	(919) 816-4275
Club Relations	clubrelations@akc.org
New Clubs Seeking AKC Recognition	(212) 696-8211
Fax	(212) 696-8309
Companion Events - Agility, Obedience, Rally, Tracking	
Judges, Rules, Regulations, Policy	
Pamela Manaton, Director – Obedience, Rally & Tracking	(919) 816-3559
E-mail.....	pcm@akc.org
Carrie DeYoung, Director – Agility (CA telephone #).....	(818) 886-8212
E-mail.....	cx2@akc.org
General (Companion Events)	(919) 816-3575
Fax	(919) 816-4204
E-mail	agility@akc.org
E-mail	obedience@akc.org
E-mail	rally@akc.org
E-mail	tracking@akc.org
Customer Service	info@akc.org
Subscriptions, Books and Videos	orderdesk@akc.org
General	(919) 233-9767
Fax	(919) 816-3740
DNA Operations	dna@akc.org
General	(919) 816-3508
Fax	(919) 816-4255
Event Operations (Application and Records Processing)	eventplans@akc.org
Event Records (Conformation/Obedience).....	awards@akc.org
Application Processing - Conformation/Obedience	(919) 816-3579
Event Records.....	(919) 816-3538
Performance Events/Tracking.....	(919) 816-3908
Agility/Rally.....	(919) 816-3725
CGC.....	(919) 816-3637
CGC.....	cgc@akc.org
CGC (fax).....	(919) 816-4203
Fax - Application Processing	(919) 816-4220
Fax - Event Records	(919) 816-4220

Event Operations, Conformation Rules and Policy	
Alan Slay, Director – Event Operations	(919) 816-3806
E-mail.....	als@akc.org
Glenn Lycan, Director – Event Operations Support.....	(919) 816-3560
E-mail.....	gel@akc.org
Bri Tesarz, Programs Manager.....	(919) 816-3514
E-mail.....	glt@akc.org
Fax	(919) 816-4265
Foreign Registration	
General	(919) 816-7153
Fax	(919) 816-4235
GAZETTE	gazette@akc.org
Editorial Fax	(212) 696-8239
Handlers Department	handlers@akc.org
General	(919) 816-3884
Fax	(919) 816-4225
Inspections and Investigations	
General	(919) 816-3709
Fax	(919) 816-4246
Judges Education (Conformation)	judgesed@akc.org
General	(919) 816-3862
Fax	(919) 816-4225
Judging Operations (Conformation)	judgesapp@akc.org
General	(919) 816-3570
Fax	(919) 816-4225
Junior Showmanship	juniors@akc.org
General	(919) 816-3813
Fax	(919) 816-3770
Miscellaneous Class/Rare Breeds/Foundation Stock Service	fss@akc.org
General	(919) 816-3813
Fax	(919) 816-3770
Order Desk/Fulfillment	orderdesk@akc.org
General	(919) 233-9767
Fax	(919) 816-3627
Performance Events (Rules, Regulations, Policy)	fieldtrials@akc.org
E-mail	coursing@akc.org
E-mail	earthdog@akc.org
E-mail	herding@akc.org
E-mail	huntingtest@akc.org
General	(919) 816-3908
Fax	(919) 816-3905
Publications	
Advertising	(212) 696-8260
Fax	(212) 696-8217
Registration	registration@akc.org
General	(919) 233-9767

Special Services (Points, ILP/PAL No., Kennel Names, Impure Breeding)..awards@akc.org

FSS questions	fss@akc.org
Color questions	colors@akc.org
Junior questions	juniors@akc.org
PAL questions	pal@akc.org
Impure Breeding	impurebreeding@akc.org
Breeder Referral	breederreferral@akc.org
Breed Rescue	breederescue@akc.org
Breeder of Merit	breederofmerit@akc.org
Kennel Names	kennelnames@akc.org
Vet Outreach	vet_outreach@akc.org
Vet Network	vetnetwork@akc.org
Fax	(919) 816-3770

Weekend Club Hotline(800) 252-7894

Licensed Superintendents

To superintend events held under American Kennel Club rules, an individual must hold a license from AKC. The following is a list of Annually Licensed Superintendents.

BaRay Event Services.....(360) 755-7086

Shelia Raymond
Mailing address: P O Box 508, Burlington, WA 98233
Business address: 113 E Fairhaven Ave., Burlington, WA 98233
Fax.....(360) 755-2248
E-Mail dogshows@barayevents.com
Web site..... www.barayevents.com

Foy Trent Dog Shows..... (573) 687-2101

Foy Trent
PO Box C Sturgeon MO 65284
Fax (888) 685-8989
E-mail mail@foytrentdogshows.com
Web site <http://www.foytrentdogshows.com/>

Jack Bradshaw Dog Shows.....(323) 727-0136

Jack Bradshaw
Mailing address: P O Box 227303, Los Angeles, CA 90022-0178
Business address: 5434 E Olympic Boulevard, Los Angeles, CA 90022
Fax (323) 727-2949
E-mail mail@jbradshaw.com
Web site www.jbradshaw.com

Jack Onofrio Dog Shows, L.L.C.(405) 427-8181

Mailing address: P O Box 25764, Oklahoma City, OK 73125-0764
Business address: 3401 NE 23rd Street, Oklahoma City, OK 73121-2447
Fax (405) 427-5241
Oregon office..... (503) 239-1080
Mailing address: P O Box 4660, Portland, OR 97208-4660
Business address: 2710 SE 50th Avenue, Portland, OR 97206-1538
E-mail mail@onofrio.com
Web site www.onofrio.com

MB-F, Inc.(336) 379-9352

Mailing address: P O Box 22107, Greensboro, NC 27420-2107
Business address: 620 Industrial Avenue, Greensboro, NC 27406
Fax (336) 272-0864
California office (510) 724-4716
Florida office..... (352) 796-1816
Michigan office (248) 588-5000
Oregon office..... (336) 379-9352
E-mail mbf@infodog.com
Web site www.infodog.com

Rau Dog Shows, Ltd.....(610) 376-1880
Kathleen Berkheimer
Mailing address: P O Box 6898, Reading, PA 19610-0898
Business address: 235 S 2nd Avenue, West Reading, PA 19611
Fax (610) 376-4939
E-mail info@raudogshows.com
Web site www.raudogshows.com

Roy Jones Dog Shows, Inc.....(260) 925-0525
Kenneth A. Sleeper
Mailing address: P O Box 828, Auburn, IN 46706-0828
Business address: 1105 W Auburn Drive, Auburn, IN 46706
Fax (260) 925-1146
E-mail rjds@royjonesdogshows.com
Web site www.royjonesdogshows.com

Miscellaneous Addresses

Liability and Accident Insurance

Equisure Inc **(800)-752-2472**
Phone (303)-614-6961
Fax (303)-614-6967
E-Mail Address info@equisure-inc.com
Mailing Address:

13790 E. Rice Place
Suite 100
Aurora, CO 80015

Dog Show Photographers

The following photographers requested a listing in the AKC Show/Trial Manual. You may find other qualified photographers in your area.

East

A-N Productions (518) 885-1927

Tom Nutting
PO Box 2350, Malta, NY 12020
Email tom@nutting.net
Website www.nutting.net

Ashbey Photography (610) 681-4968

John L. Ashbey
P.O. Box 468, Gilbert, PA 18331
Fax: (610) 681-6469
Email: jashbey@ptd.net
Web site: www.johnashbey.com

CC Photography (919) 523-5135

Cary C. Manaton
PO Box 853, Clayton, NC 27528
Email: ccphotos@mindspring.com and ccphotos57@gmail.com
Website www.ccphotography.net

David Sombach Photography (804) 994-5721

David Sombach
PO Box 6506, Ashland, VA 23005
Web site: www.davidsomach.com and <http://davidsonback.photorelect.com>

Dog Show Photography (301) 865-0855

Tom DiGiacomo
6820 Cherry Tree Ct, New Market, MD 21774
Email: tom@dogshowphoto.com
Website www.dogshowphoto.com

The Standard Image (603) 357-7086

Fritz Clark
P.O. Box 74, Gilsum, NH 03448
Fax: (603) 357-7086
Email: fritz@fritzclark.com

South

McNabb, Bryan(704) 279-0859
P.O. Box 780, Granite Quarry, NC 28072
Emailremington70@windstream.net

Sosa Photography.....(985) 845-4562
Luis Sosa
P.O. Box 159, Mandeville, LA 70470-0159
Emailsosaphoto@charter.net
Websitewww.sosaphoto.biz

Midwest

Robert Skibinski Photography.....(219) 662-7725
Robert Skibinski
10766 Hanley Street., Crown Point, IN 46307
Emailskibinski2@aol.com

West

Callea Photo.....(360) 426-2172
Meg Callea
200 E. Tramac Place, Shelton, WA 98584-8880
Fax: (360) 426-0139
Email:calleafoto@aol.com

FlashKatPhotos(760) 751-2757
Kit Rodwell
P.O. Box 300400, Escondido, CA 92030-0400
Fax (760) 751-2761
Emailflashkatphotos@aol.com

Holloway Photo.....(951) 682-3164
Vicki Holloway
2525 Thayer Court, Riverside, CA 92507
EmailHollowayphoto@me.com
Websitewww.hollowayphoto.com

O'Brien Photography(916) 988-5610
Ken O'Brien & Sharlene O'Brien
P.O. Box 1175, Folsom, CA 95763
Fax (916) 988-5610
Emailobrienphotography@att.net

Steven Ross Photo.....(360) 864-4462
Steve Ross
P. O. Box 1145, Chehalis, WA 98532
Email:steverossphoto@toledotel.com

Stewards' Organizations

The following is a list of several Stewarding Organizations who requested a listing in the AKC Show/Trial Manual. You may find other qualified organizations in your area.

Be sure to inquire if a fee will be charged to the Club.

East

Eastern PA Stewards Club www.easternstewards.org

Mid-Atlantic Stewards Association..... www.mid-atlanticstewards.com

Stewards Club of America..... (914) 374-2708

Rose Robischon
1100 Ridgebury Rd
New Hampton, NY 10958

South

Mission City Stewards Club www.mcsc.homestead.com

Southeastern Professional Stewards' Association, Inc. (321) 269-0555

Elizabeth Page
PO Box 802, Mims, FL 32754

Stewards Club of Dallas..... www.stewardsclub.org

Midwest

Oklahoma Mid-American Ring Stewards. (417) 529-8310

Ms. Erma Susedik

West

New Mexico Stewards Association

Mailing Address:

PO Box 7070
Albuquerque, NM 87194

Professional Stewards Association of Northern California

..... www.sites.google.com/site/professionalstewardsca/

Stewards Club of Arizona www.stewardsclubofarizona.com

Tenting Companies

East

- Ace Canvas & Tent** **(800) 456-9894**
155 Raynor Ave., Ronkonkoma, NY 11779 www.acecanvasandtent.com
- Jamestown Awning, Inc.** **(716) 483-1435**
289 Steele Street, Jamestown, NY 14701 www.jamestownawning.com
- L & A Tent Rentals** **(609) 584-0054**
180 Whitehead Road, Trenton, NJ 08691 www.latents.com
- Yankee Tents** **(413) 367-2210**
P.O. Box 402, Montague, MA 01351 www.yankeetents.com

South

- Apex Holiday Tents & Bleachers** **(941) 723-1822**
2017 Manatee Avenue W, Bradenton, FL 34205 apexholidaytents@aol.com
- Kirby Rentals, LLC** **(407) 422-1001**
411 Hames Avenue, Orlando, FL 32805-1512 www.kirbytent.com
- Southern Tent Company, Inc.** **(866) 944-8194**
P. O. Box 6, Courtland, VA 23837 www.southerntentco.com

Midwest

- Aable Rents** **(216) 692-9800**
1365 Chardon Road, Cleveland, OH 44117 www.aablerents.com
- Dial Tent & Awning Co.** **(989) 793-0741**
5330 Davis Road, Saginaw, MI 48604-9497 www.dialtentandawning.com



AKC Obedience/Rally Trial Manual

Appendix B: **Checklists**

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Event Checklist

The following checklist is a reference for use when planning an event. By referring to all applicable AKC publications and recommendations outlined in the [Obedience/Rally Trial Manual](#), the entire event process will be simplified. The AKC Staff is available to provide assistance in all areas.

At Least One Year Prior to the Trial

- Judges should be selected and invitations extended as far in advance as possible. As soon as the judges reply, the panel should be finalized, and confirmation of each judge's specific assignment should be sent.
- If a Superintendent/Trial Secretary is to be employed a contract should be requested, reviewed and signed.
- Contact and secure the services of the Trial Photographer.
- A final contract should be signed with the management of the facility or grounds where the event is to be held, and any required binder for the site should be paid.
- The dated application and event site layout (if applicable) should be submitted to the AKC for approval. Rules require submission 24 weeks prior to closing date for entries.
- The panel of judges should be submitted to the AKC for approval as soon as it is finalized. Rules require submission 18 weeks prior to closing date of entries.

Visiting (Foreign) Judge

Requests should be submitted to the AKC at least seven months before closing date to allow time for processing and approval.

Indicate judge's exact assignment to the AKC.

Judging Conflicts

A judge will not be approved to judge the same regular or optional titling class at all-breed events within 30 days and 100 straight line miles of each other with the following exceptions.

A judge may accept assignments to judge the same classes for two obedience trials that fall on the same day at the same site.

A judge may accept assignments to judge the same classes at two obedience trials over the course of a cluster of no more than five consecutive days at the same site or within a local geographical area as determined by the AKC.

No judge or any person residing in the same household as the judge will exhibit or act as agent or handler at a dog show, obedience trial or rally trial on the day in which they are judging. Dogs owned wholly or in part by such judge or any member of their household will not be eligible to be exhibited in conformation, obedience, rally, or any other AKC venue on the day the judge is judging if the show or trial is on the same show trials.

- There are no such restrictions on non-regular classes or tracking tests. Assignments to judge the same class or classes at two different breed specialty or group obedience trials are not considered to be a conflict. Breed specialty obedience assignments of group show are not in conflict with assignments to judge the same class (es) at an all-breed obedience trial.

- All members of the Event Committee should be named and assigned tasks. The Trophy and Advertising Committee Chairs should be aware of their duties and should begin soliciting donations and advertising.
- The Chief Steward should be selected. If a Steward's Club is to provide the stewards, contact that group at least one year prior to the event.

At Least Six Months Prior to the Trial

- Review the advertising copy that is to be distributed for the event.
- Arrange to have posters, signs, tickets, etc.
- Close out trophy solicitations and place orders for ribbons and trophies.
- Set prices on admissions, catalogs and concessions.
- Have premium list copy sent to the superintendent or printer. Decide how many premium lists are to be printed.
- Confirm that arrangements for all equipment for the event have been made. Check contract with superintendent, if applicable, to verify what is, and is not, being provided.
- Finalize judges' hotel reservations.
- Arrangements should be made with the veterinarian. This should be in writing.
- The catering arrangements should be finalized.
- Secure the services of a photographer, if not already done.
- Secure Insurance.
- Secure the return of any multiple-win trophies. Remember to have them cleaned and/or engraved.
- Arrange for portable sanitary facilities if necessary.

At Least Three Months Prior to the Trial

- Close out catalog advertising and forward all advertising received to the superintendent or printer.
- Inform printer or superintendent of the number of catalogs to be printed. (This may be an estimate with the final figure determined after entries close.)
- If possible, find out who the specific individual superintendent, if using a superintendent, assigned to your event will be.
- Arrange for a clean-up crew.

- Notify the local authorities of your event date, indicating expected peak traffic hours.
- Make arrangements for security and traffic control personnel.

Six Weeks Prior to the Trial

- Ensure that premium lists have been mailed.
- Arrange for chairs and tables for rings. Base the number on previous event requirements.
- Check with the caterer about breakfasts / lunches for all officials and invited guests and give an estimate of the number to be served based upon last year's event. Arrange for early morning set-up to accommodate exhibitors.
- Make arrangements for an adequate sound system.
- Notify the local press and media of the event to be held. Stress that spectators must leave their own (un-entered) dogs at home.
- Prepare a final list of stewards.
- Ensure there will be electricity available, if possible.
- Distribute directional arrows and posters to the Grounds Committee.
- Review each committee's assignment and finalize reporting times.
- Check on arrangements for drinking water.
- Arrange for emergency medical service, if required.
- Arrange for towing services in case they are needed.
- Secure volunteers for various duties as needed.
- Make arrangements for the colors and the national anthem.

Three Weeks Prior to the Trial

- Close entries.
- Sort and break down entries as soon as possible.
- Finalize how many High in Trial and High Combined prizes and Class ribbons will be needed along with any special prize awards.
- Prepare the catalog.
- Prepare a judging schedule and assign rings. Advise Chief Ring Steward of entry.

One Week Prior to the Trial

- See that judging programs and identification tickets have been mailed to exhibitors, judges, the chief steward and the AKC.

- Ensure that the grounds will be ready; grass mowed, water available, etc.
- Check with the Hospitality Chair that all last-minute reservations and accommodations have been provided.
- Check to see that all necessary equipment will be available for the trial.
- Arrange for delivery of catalogs.
- Check with the Treasurer to see that an ample number of checks will be available and that there will be sufficient change for the gate, catalog and parking committees.
- Arrange delivery date and time of tents and rings.
-

Two Days Before the Trial

- Arrange for the placement of concessions.
- Oversee the set-up of rings, tents, tables and chairs are in their proper locations.

Day Before the Trial

- Set up exercise pens and designate exercise areas.
- Supervise the concessionaires setting up.
- Make one last check of the trial site.
- Check with all key personnel as to reporting time the next day.

Day of the Trial

- Arrive at least 2 hours before judging.
- Check in workers and provide any last-minute instructions.
- Check out arrangements with caterer. Are they properly positioned on the grounds for the convenience of the exhibitors?
- Check in judges, stewards, and veterinarian if on site, volunteer and hired personnel. Gate and parking crews should be on station two hours before the event begins.
- Colors and national anthem are ready.
- Supply the chief steward a sufficient number of luncheon tickets; the balance of tickets to be used for the judges, superintendents, club members, AKC Field Representatives, photographers and others.
- Have Hospitality check the rings and judges' needs throughout the day.
- Check and maintain all rings on schedule. Consult with superintendent and Chief Steward about keeping abreast of judging schedule.

- Have available latest copies of Rules Applying to Dog Shows, The Complete Dog Book, Obedience/Rally Trial Manual, Dealing with Misconduct, Rules Applying to Registration and Discipline, and Obedience Regulations, Obedience Judges Guidelines, The Steward in Obedience, Rally Regulations, Rally Judges Guidelines, The Steward in Rally, if applicable.
- Circulate to obtain objective and knowledgeable reactions to the trial from exhibitors.
- Settle all misunderstandings, whenever they occur.
- Communicate with committees throughout the day, and approve payment of the judges.
- Confer with superintendent and the Executive Field Representative(s) about possible improvements for future events.
- Before leaving the site, ensure that all equipment is accounted for and that grounds are properly reconditioned.

After the Event (If the Club is putting on its own)

- The catalog must be properly marked, including corrections of printing errors, absentees and explanations where there have been excusals or disqualifications.
- The marked catalog and judge's books must be sent to the AKC's Event Operations Department to reach that office within seven (7) days of the Trial. The Recording Fee and Service Fee must also be calculated and submitted with the Report of Obedience/Rally Trial form to the AKC's Event Operations Department.

Event Operations Department
American Kennel Club
(919) 816-3538

Letters can be sent to:
PO Box 900051
Raleigh, NC 27675-9051

Packages can be sent to:
8051 Arco Corporate Drive, Suite 100
Raleigh, NC 27617-3390

- Meet with committee chairs and AKC Executive Field Representative for an evaluations session to discuss possible changes and improvements to be made for future events.

Trial Secretary Checklist

- Prepare premium list
 - Mail premium list
- Number entries
- Prepare judging schedule
- Mail out confirmations, judging schedules
- Prepare lists for chief ring steward

- Prepare judging books
- Prepare Catalogue
 - Entries
 - Rally Catalogue order: Novice, Advanced, Excellent, Non-Regular
 - Advertisements (from publicity)
 - Exhibitors list
 - Collect outstanding payments
 - Misc.
- Prepare AKC forms for list and recording fees – give to Treasurer to send off with payment

Specialty Club Obedience/Rally Cluster Checklist

This checklist should be used in conjunction with the Event Checklist, 13-14 to 13-19.

- Host or Coordinating Club names a Club Coordinator. This is an official position within the Cluster Committee.
- Coordinator meets with all Specialty Clubs who wish to participate in the clustered obedience/rally trials.
- Participating clubs decide on judge(s) to be used for obedience/rally.
- Participating clubs agree on the order of judging, for example, arranging the order of judging by jump heights.
- Each club submits an Application for Trial to the AKC for its trial date(s).
- Each club submits its Judges Panel to the AKC.
- Coordinator develops a rough-planning schedule based on entries from previous years. The AKC Companion Events staff will assist with this planning, if desired.
- Coordinator meets with Obedience/Rally Chairs, and trial secretaries/superintendents of participating clubs to discuss hypothetical scheduling. This will minimize confusion at the time entries close.
- Coordinator provides Obedience/Rally Chairs, and trial secretaries/superintendents with the armband numbers to use for obedience/rally. Numbers will be allocated so there will be no overlap of numbers among the classes.
- Entries close on the common closing date.
- Trial secretaries and superintendents call the Coordinator with obedience/rally entry information.
- Coordinator develops a composite Judging Program for obedience/rally.

- Coordinator sends all trial secretaries, superintendents, trial chairs and Obedience/Rally Chairs an Obedience/Rally Judging Program
- Trial secretaries and/or superintendents mail a Judging Program to each exhibitor.

Day of the Trial

- Coordinator ensures that there is a minimum of three stewards for each obedience ring, one of whom will be responsible for coordinating ribbons, judge's books, and other tasks that are specifically related to a clustered obedience trial.
- The Obedience/Rally Coordinator will deliver trophies, ribbons, armbands, a catalog, and Judges Books to the appropriate obedience ring. The coordinating club will supply rubber bands and other standard stewards' materials.
- Coordinator provides each participating specialty club with a bill showing its share of the judges' expenses/fees and a separate bill for any other shared/pro-rated expenses.
- Each dog will be judged, and individual scores recorded in the respective judge's book.
For the group exercises, all dogs will be judged in one group. If there are more dogs competing than can be spaced four (4) feet per dog on one side of a ring, some must be judged in another group. The judge will divide the class into equal sections and the group exercise will be judged after each section.

Following completion of group exercises, the judge will complete all judge's books.. Ribbons and awards will then be awarded. Cluster Obedience/Rally Coordinator will return judges' books to the appropriate trial secretary or superintendent.
- Judging begins for the next scheduled class with the same judge.
- High in Trial, High Combined or any breed-specific special awards are determined and awarded. There is no High in Trial for Rally.

After the Event (If the Club is putting on its own)

- The catalog must be properly marked, including corrections of printing errors, absentees and explanations where there have been excusals or disqualifications.
- The marked catalog and judge's books must be sent to the AKC's Event Operations Department to reach that office within seven (7) days of the Trial. The Recording Fee and Service Fee must also be calculated and submitted with the Report of Obedience/Rally Trial form to the AKC's Event Operations Department.

Event Operations Department
American Kennel Club
(919) 816-3538

Letters can be sent to:
PO Box 900051
Raleigh, NC 27675-9051

Packages can be sent to:
8051 Arco Corporate Drive, Suite 100
Raleigh, NC 27617-3390

- Meet with committee chairs and AKC Executive Field Representative for an evaluations session to discuss possible changes and improvements to be made for future events.

Within One Month After the Trial

- Coordinator meets with all participating clubs for an evaluation session to discuss possible changes for future events.

Use of Motorized Vehicles at AKC Events and the ADA

Clubs, during an event, may restrict the use of motorized vehicles completely or within a set distance from the ring, grooming areas or other areas. However, the event-giving club must comply with the Americans with Disabilities Act (“ADA”) state and local laws. The ADA requires public accommodations, which includes an AKC event, to modify policies, practices or procedures if it is necessary for a disabled individual to have access to the public accommodation if the modification does not fundamentally alter the event. In making a determination as to whether or not a modification of a club policy would fundamentally alter an event, the club must make an individualized assessment with respect to the disability and the accommodation requested. The decision should be reasoned, logical and explainable. The ADA states that public accommodations may not discriminate against an individual in the operation of a place of public accommodation. Individuals with disabilities may not be denied full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations offered by the public accommodation. Individuals with disabilities should have equal opportunity to participate and benefit in the most integrated setting. The ADA prohibits inquiries into the existence of a disability.

With respect to the use of a motorized vehicle, the club through its premium list, may specify that motorized vehicles are not permitted on the event site or within a certain distance of a specified area if the club chooses. The club should have a procedure in place for individuals with a disability to request a reasonable modification of the policy. The club may request that exhibitors supply the club with information regarding their disability and the necessity to use a motorized vehicle prior to the event. However, please note that unnecessary inquiries regarding the disability are prohibited. The event-giving club should be prepared to address requests on the day of the event and should not deny the use of motorized vehicles just because the request came on the day of the event. With respect to spectators and the use of motorized vehicles, these requests will most likely have to be addressed on the day of the event.

For additional information on a club’s requirements under the ADA, an ADA compliance checklist is printed in the Trial Manual and is designed to assist clubs in looking at the ADA issues involved with respect to their event. The US Department of Justice has established an ADA hotline 1-800-514-0301 to answer questions regarding the ADA. If a club has a question regarding a specific issue, a club member should call the ADA hotline, being sure to record the particulars of the call, such as name of the individual you spoke with, the date and the advice received. Additionally, the US Department of Justice publishes several pamphlets to assist organizations in complying with the ADA, they include a pamphlet entitled “Accessible Stadiums”

which provides good information regarding the issues a club may have in putting on an event. The printed material is available on their web site at www.ADA.gov.

Americans with Disabilities Compliance Checklist

The following checklist will help clubs understand their obligations under the Americans with Disabilities Act as it relates to public accommodations.

General Requirements for Public Accommodations

- 1) Do you provide individuals with disabilities an opportunity to receive goods and services that is equivalent to that provided to others and is not separate or different?

Yes No N/A

- 2) Does your lease allocate responsibilities for ADA compliance in common areas and within the place of public accommodation?

Yes No N/A

- 3) Do you have a system for ensuring that accessibility features such as elevators are maintained in working order?

Yes No N/A

Specific Requirements for Public Accommodations

Removal of Barriers or Provision of Readily Achievable Alternatives:

(Note: Questions 4-12 below are the basic questions you need to ask yourself to determine whether individuals with disabilities have access to your facility and its goods and services. You will need to answer the questions for each of your facilities. The questions are listed below according to the priorities set out in the regulations. **Only a few of the most important features of each element are included in each question. You must refer to Americans with Disabilities Act Accessibility Guidelines (ADAAG) to understand all of the requirements for each element.**)

- 4) Do you have sufficient entrances (one in most buildings; more in larger buildings with more entrances) that are usable by a person using a wheelchair, i.e., among other things, wide, smooth and level or, if not level, equipped with a ramp, curb ramp, elevator or platform lift?

Yes No N/A

If not, what corrective actions are needed (e.g. add a ramp; install a platform lift)?

5) Does the accessible entrance(s) have an accessible door that, among other things, is at least 32" wide, is not a revolving door or turnstile, and has door hardware usable by individuals with disabilities?

Yes No N/A

If not, what corrective actions are needed (e.g. widen the door; install an offset hinge to widen the doorway; eliminate a turnstile or provide an alternate accessible door; install accessible door hardware)?

6) Do you have an adequate number of accessible parking spaces for cars that, among other things, are at least 96" wide with a 60" access aisle, and for vans are 96" wide with a 96" access aisle and 98" vertical clearance?

Yes No N/A

If not, what corrective actions are needed (e.g. add an accessible space, restripe the parking lot to create spaces)?

7) If you provide a passenger loading zone, is it usable by an individual using a wheelchair (i.e. among other things, does it have a wide, firm and level pedestrian aisle and a parallel, level or ramped vehicle pull-up space)?

Yes No N/A

If not, what corrective actions are needed (e.g. re-grade the surface, install a curb cut)?

8) Do you have an accessible route (i.e. a route that, among other things, is 36" wide, with sufficient clear head room, and curb ramp or ramps where necessary) from parking, passenger loading zones, public transportation stops and streets or sidewalks?

Yes No N/A

If not, what corrective actions are needed (e.g. install ramps or curb cuts; remove protruding objects; add detectable warnings; remount signs; add Braille and/or raised lettering to signs; eliminate manholes)?

9) Are your halls, aisles and corridors, lobbies and any doors leading to the area(s) where you provide goods and services usable by individuals using wheelchairs?

Yes No N/A

If not, what corrective actions are needed (e.g. remove high pile, low density carpeting; fasten carpet edges to the floor; move equipment out of the hallway; install flashing alarm lights)?

10) Can an individual using a wheelchair get to the area(s) where goods and services are provided?

Yes No N/A

If not, what corrective actions are needed (e.g. rearrange displays, provide accessible seating; widen aisles; reposition shelves)?

11) Do you have an adequate number of restrooms usable by individuals using wheelchairs (which have, among other things, wide enough bathroom and toilet stall doors, sufficient maneuvering space, and grab bars)?

Yes No N/A

If not, what corrective actions are needed (i.e. install grab bars in toilet stalls; rearrange toilet partitions to increase maneuvering space; insulate lavatory pipes under sinks to prevent burns; install a raised toilet seat; install a full-length mirror; reposition the toilet paper and/or paper towel dispenser(s) in the bathroom)?

12) Are there any other measures that you should take to provide access to your goods and services (e.g. to make telephones or water fountains accessible, for example)?

Yes No N/A

If yes, what corrective actions are needed (i.e. lower telephones; add Braille and/or raised markings on elevator control buttons; install an accessible paper cup dispenser at an existing inaccessible water fountain)?

Dealing with Misconduct

The following is a guideline for handling matters of misconduct arising at or in connection with the AKC Events. The Procedural Checklist - Event Committee Hearings must be completed and sent to the AKC. A Procedural Checklist is included with this manual; one may also be obtained from the AKC Executive Field Representative at the event. The Checklist is also available in the Downloadable Forms section of the AKC website (www.akc.org)

Pre-Hearing

- 1. *Preliminary Investigation.* Investigate all complaints and make a preliminary determination whether, if the alleged conduct is proven true, it was prejudicial to the sport and it occurred at or in connection with the trial.
- 2. *Notice of Hearing.* If the preliminary investigation is affirmative, the accused must be advised of:
 - a) The charges including the specific conduct alleged to be prejudicial to the sport:

b) Where and when the hearing will be held. (The accused must be given reasonable time to secure witnesses and to prepare.)

Hearing

- 3. *Introduction.* The Chairperson introduces himself and the members of the committee and designates one member of the committee to keep a record of the proceedings.
- 4. *Advise of Charges.* The Chairperson again advises the accused of the specific charges.
- 5. *Advise of Rights.* The Chairperson advises the accused of these rights:
 - a) To hear, confront and question all witnesses,
 - b) To present witnesses on his own behalf, and
 - c) To testify on his own behalf.
- 6. *Witness List.* The Chairperson shall determine and list witnesses to be called by the Committee and the accused.
- 7. *Unauthorized Persons Excused.* The Chairperson excuses all persons except the Committee, the accused and the witness that is testifying.
- 8. *Witnesses.* The Chairperson shall call and **swear** the witnesses, first those named by the Committee and then those named by the accused. The Chairperson shall ascertain the full name and address of each witness. The Chairperson shall question the witness and then allow the accused to question the witness. (An oath: "Do you swear or promise that you will tell the truth, the whole truth, and nothing but the truth?")
- 9. *Accused Statement.* After all the witnesses have testified, the Chairperson will permit the accused to make a final statement in response to the charges.
- 10. *Close Hearing.* The Chairperson shall then excuse all persons except the Committee. He shall ask the accused to remain available to receive the Committee's decision.

Post-Hearing

- 11. *Findings.* After deliberation and by majority vote, the Committee shall make findings:
 - a) As to whether the charged conduct has been proven.
 - b) Whether such conduct was prejudicial to the best interests of purebred dogs, obedience trials, or the AKC, and
 - c) Whether the charged conduct occurred in connection with or during the progress of its trial.

12. *Decision*

- a) If the Committee finds that any of the three elements in number 11 have not been proven, it shall dismiss the charges.
- b) If the Committee finds that all three elements in number 11 have been proven, it shall suspend the accused from all AKC privileges.

13. Notice. After the Committee makes its decision, the Chairperson shall:

a) If possible, immediately notify the accused of the Committee's decision and of his immediate suspension, if that was ordered.

b) Notify the accused, in writing, by registered or certified mail, of the Committee's decision and his immediate suspension, if that was ordered.

c) Send to the Executive Secretary of the AKC, so as to be received within five days, a complete report of the proceedings and a duplicate copy of the notice of suspension sent to the accused.



AKC Obedience/Rally Trial Manual

Appendix C: Reference

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Corresponding Date Table

CORRESPONDING DATE TABLE

Below is a listing of Corresponding Dates starting with 2014 and ending with 2020. The column to the far left indicates the week of the year. Each succeeding column represents a separate year and gives the Corresponding Date for every Saturday or Sunday of that year.

Corresponding Dates throughout the year are based on the dates of the first Dog Event Weekend. The first Dog Event Weekend and the first calendar weekend do not always coincide. The first Dog Event Weekend is the first weekend to occur in which Saturday's date is neither January 1 nor January 2.

WEEK	2014 Sat - Sun	2015 Sat - Sun	2016 Sat - Sun	2017 Sat - Sun	2018 Sat - Sun	2019 Sat - Sun	2020 Sat - Sun
1	JAN 4 - 5	JAN 3 - 4	JAN 9 - 10	JAN 7 - 8	JAN 6 - 7	JAN 5 - 6	JAN 4 - 5
2	11 - 12	10 - 11	16 - 17	14 - 15	13 - 14	12 - 13	11 - 12
3	18 - 19	17 - 18	23 - 24	21 - 22	20 - 21	19 - 20	18 - 19
4	25 - 26	24 - 25	30 - 31	28 - 29	27 - 28	26 - 27	25 - 26
5	FEB 1 - 2	FEB Jan 31 - Feb 1	FEB 6 - 7	FEB 4 - 5	FEB 3 - 4	FEB 2 - 3	FEB 1 - 2
6	8 - 9	7 - 8	13 - 14	11 - 12	10 - 11	9 - 10	8 - 9
7	15 - 16	14 - 15	20 - 21	18 - 19	17 - 18	16 - 17	15 - 16
8	22 - 23	21 - 22	27 - 28	25 - 26	24 - 25	23 - 24	22 - 23
9	MAR 1 - 2	MAR Feb 28 - Mar 1	MAR 5 - 6	MAR 4 - 5	MAR 3 - 4	MAR 2 - 3	MAR Feb 29 - Mar 1
10	8 - 9	7 - 8	12 - 13	11 - 12	10 - 21	9 - 10	7 - 8
11	15 - 16	14 - 15	19 - 20	18 - 19	17 - 18	16 - 17	14 - 15
12	22 - 23	21 - 22	26 - 27	25 - 26	24 - 25	23 - 24	21 - 22
13	APR Mar 29 - Mar 30	APR Mar 28 - Mar 29	APR 2 - 3	APR 1 - 2	APR Mar 31 - Apr 1	APR Mar 30 - Mar 31	APR Mar 28 - Mar 29
14	5 - 6	4 - 5	9 - 10	8 - 9	7 - 8	6 - 7	4 - 5
15	12 - 13	11 - 12	16 - 17	15 - 16	14 - 15	13 - 14	11 - 12
16	19 - 20	18 - 19	23 - 24	22 - 23	21 - 22	20 - 21	18 - 19
17	26 - 27	25 - 26	Apr 30 - May 1	28 - 29	28 - 29	27 - 28	25 - 26
18	MAY 3 - 4	MAY 2 - 3	MAY 7 - 8	MAY 6 - 7	MAY 5 - 6	MAY 4 - 5	MAY 2 - 3
19	10 - 11	9 - 10	14 - 15	13 - 14	12 - 13	11 - 12	9 - 10
20	17 - 18	16 - 17	21 - 22	20 - 21	19 - 20	18 - 19	16 - 17
21	24 - 25	23 - 24	28 - 29	27 - 28	26 - 27	25 - 26	23 - 24
22	JUN May 31 - Jun 1	JUN May 30 - May 31	JUN 4 - 5	JUN 3 - 4	JUN 2 - 3	JUN 1 - 2	JUN May 30 - May 31
23	7 - 8	6 - 7	11 - 12	10 - 11	9 - 10	8 - 9	6 - 7
24	14 - 15	13 - 14	18 - 19	17 - 18	16 - 17	15 - 16	13 - 14
25	21 - 22	20 - 21	25 - 26	24 - 25	23 - 24	22 - 23	20 - 21
26	JUL Jun 28 - Jun 29	JUL Jun 27 - Jun 28	JUL 2 - 3	JUL 1 - 2	JUL Jun 30 - Jul 1	JUL Jun 29 - Jun 30	JUL Jun 27 - Jun 28
27	5 - 6	4 - 5	9 - 10	8 - 9	7 - 8	6 - 7	4 - 5
28	12 - 13	11 - 12	16 - 17	15 - 16	14 - 15	13 - 14	11 - 12
29	19 - 20	18 - 19	23 - 24	22 - 23	21 - 22	20 - 21	18 - 19
30	26 - 27	25 - 26	30 - 31	29 - 30	28 - 29	27 - 28	25 - 26
31	AUG 2 - 3	AUG 1 - 2	AUG 6 - 7	AUG 5 - 6	AUG 4 - 5	AUG 3 - 4	AUG 1 - 2
32	9 - 10	8 - 9	13 - 14	12 - 13	11 - 12	10 - 11	8 - 9
33	16 - 17	15 - 16	20 - 21	19 - 20	18 - 19	17 - 18	15 - 16
34	23 - 24	22 - 23	27 - 28	26 - 27	25 - 26	24 - 25	22 - 23
35	SEP Aug 30 - Aug 31	SEP Aug 29 - Aug 30	SEP 3 - 4	SEP 2 - 3	SEP 1 - 2	SEP Aug 31 - Sep 1	SEP Aug 29 - Aug 30
36	6 - 7	5 - 6	10 - 11	9 - 10	8 - 9	7 - 8	5 - 6
37	13 - 14	12 - 13	17 - 18	16 - 17	15 - 16	14 - 15	12 - 13
38	20 - 21	19 - 20	24 - 25	23 - 24	22 - 23	21 - 22	19 - 20
39	OCT Sep 27 - Sep 28	OCT Sep 26 - Sep 27	OCT 1 - 2	OCT Sep 30 - Oct 1	OCT Sep 29 - Sep 30	OCT Sep 28 - Sep 29	OCT Sept 26 - Sept 27
40	4 - 5	3 - 4	8 - 9	7 - 8	6 - 7	5 - 6	3 - 4
41	11 - 12	10 - 11	15 - 16	14 - 15	13 - 14	12 - 13	10 - 11
42	18 - 19	17 - 18	22 - 23	21 - 22	20 - 21	19 - 20	17 - 18
43	25 - 26	24 - 25	29 - 30	28 - 29	27 - 28	26 - 27	24 - 25
44	NOV 1 - 2	NOV Oct 31 - Nov 1	NOV 5 - 6	NOV 4 - 5	NOV 3 - 4	NOV 2 - 3	NOV Oct 31 - Nov 1
45	8 - 9	7 - 8	12 - 13	11 - 12	10 - 11	9 - 10	7 - 8
46	15 - 16	14 - 15	19 - 20	18 - 19	17 - 18	16 - 17	14 - 15
47	22 - 23	21 - 22	26 - 27	25 - 26	24 - 25	23 - 24	21 - 22
48	DEC Nov 29 - Nov 30	DEC Nov 28 - Nov 29	DEC 3 - 4	DEC 2 - 3	DEC 1 - 2	DEC Nov 30 - Dec 1	DEC Nov 28 - Nov 29
49	6 - 7	5 - 6	10 - 11	9 - 10	8 - 9	7 - 8	5 - 6
50	13 - 14	12 - 13	17 - 18	16 - 17	15 - 16	14 - 15	12 - 13
51	20 - 21	19 - 20	24 - 25	23 - 24	22 - 23	21 - 22	19 - 20
52	27 - 28	26 - 27	Dec 31 - Jan 1	30 - 31	29 - 30	28 - 29	26 - 27

Corresponding Date Table

Official AKC Titles for Catalog

Breed, Obedience, Agility, Field Trial, Herding, Lure Coursing and Coonhound Titles

A complete list of titles can be found at, <http://www.akc.org/events/titles/>

Cluster Site Guidelines

- Each club is responsible for the conduct of its own event.
- Each club will have one representative on the Cluster Committee.
- Work out event schedule at least one year in advance. Any date conflicts must be resolved by the clubs.
- Submit all event applications together in one package to Event Operations, if possible. This will prevent unnecessary delay in issuing all event approvals. This applies to applications for “regular” trials, not designated specialties.
- Judges selection, contracts, etc. are the responsibility of the individual trial-giving clubs and any disputes must be worked out by the clubs.
- Common Site Application¹¹⁷ form may be submitted in lieu of individual host club letters. All club representatives must sign the form.
- Club representatives will work with Executive Field Representatives, Grounds Chair/Committee and Superintendent on daily site inspections for their respective events.
- Cluster Committee may remain the same from year to year.

Cluster committee is also responsible for the following:

- Securing accessory services and equipment such as telephones, public address system, potable water, chairs and tables, all concessions.
- Submitting a consolidated Disaster and Emergency Plan form to Event Operations. The form should identify all clubs in the cluster and their event dates. The form may be signed for the cluster committee by a designated individual. Each club in a cluster must have their own Emergency Response Coordinator, who is also a member of the club.
- Dealing with outside personnel such as site management.
- Making sure there is adequate insurance coverage for all clubs/days.

¹¹⁷ Form may be downloaded from the AKC web site

- Each club is responsible for identifying itself on its event application as part of a cluster.
- The Common Site Application must accompany the event application for each participating club.

Cluster Site Inspection Guidelines

The following guidelines are provided for clusters consisting of 4 or more clubs. The AKC Executive Field Representative, working in conjunction with the Grounds Committee, will objectively monitor the site and facilities to ensure that the safety, health and well-being of the dogs, exhibitors, judges, spectators is considered at those conformation/obedience events held as part of a multi-show cluster.

Indoor, Outdoor and Combination Sites

Club & Superintendent responsible for

- Preparation of grounds, event site layout
- Set up and dismantle event equipment

Club responsible for

- Advising local authorities of event, layout, exact location and time

Executive Field Representative, Club & Superintendent responsible for

- Evaluating site on a daily basis to ensure cleanliness and that resources (exercise pens, toilets, water, parking, etc.) are not overtaxed

Selecting and Utilizing the Site

- Within Host Club's geographic area or located equidistant from all clubs
- Accommodates the entry
- Adequate access
- Grounds in good condition
- Adequate sanitary facilities
- Parking arrangements
- Food concessions

The Event Site

- Proper lighting
- Adequate ventilation (indoor)
- Adequate heating or air conditioning (indoor)
- Layout drawn up
- Adequate unloading facilities
- Adequate parking for anticipated entry
- Entrances and exits
- CPR-certified EMT on grounds all days
- Access to medical services for dogs and people
- Adequate protection (outdoor)
- Condition of grounds (outdoor)
- Restroom facilities (portable or existing)

- Water, electricity, phone service (outdoor)
- Provision for site clean-up

Event Operations / Records

- Include directions
- Submit event layout
- Check out any new prospective event site(s)

Clubs using a Superintendent

- Ring dividers
- Exercise pens, scoopers, sawdust, chips, etc.
- Mats
- Tents
- Set-up, clean-up crew(s), crate handlers

Clubs should provide the Superintendent with all information and material by the contract deadline

- Site layout
- Access to site prior to the event
- Other -- specified in contract

Club should make provisions for equipment, supplies and personnel not provided by Superintendent

Setting Up the Site

Rings, Equipment

- Obedience/Rally rings in accordance with Regulations
- Breed rings approximately in accordance with suggestions
- A minimum of 10 feet of aisle space between rings
- Adequate viewing space for spectators at ringside
- Provide non-slip surface (indoors), level rings with short grass (outdoors)
- Maintenance of grounds and equipment before, during and after event hours
- Arrange access to the grounds for personnel, vendors or suppliers before event hours
- Securing and transporting equipment for the event
- Securing telephones or access to telephones
- PA system
- Securing water supply
- Clean-up

Tenting, if outdoor site

- Adequate protection from elements; minimum of 10 x 20 suggested in every ring
- Adequate tenting for expected entry
- Adequate cover for judge in ring

Safety

- Oversee that local rules and ordinances are followed
- Secure emergency personnel
- Secure veterinarian or services

Parking

- Planning, supervision and staffing of all parking and unloading areas
- Layout of parking, including handicapped and motor homes; coordinate with Grounds Chairman
- Arrange for towing services
- Parking and traffic control personnel
- Parking for the handicapped
- Adequate loading and unloading areas
- Provision for large vehicles, motor homes, trailers, etc.
- Parking areas clearly designated
- Regulations for on-street parking
- Coordinate with local officials
- Separate entrances and exits (if possible)
- Provision for emergency towing
- Crate handlers at unloading area

Sanitation Requirements

- Sufficient toilet facilities; One toilet for every 150 persons for a one day event (outdoors)
- Adequate signs and directions to toilet facilities
- Compliance with National Plumbing Code
- Handicapped facilities

Sanitation (Animal)

The AKC Board of Directors has approved the following revision to the Show Trial Manual to more adequately address exercise area requirements at Dog Shows. The following change to the Show/Trial Manual becomes effective April 1, 2007:

All-Breed shows must provide the following:

- **Gated exercise pens of sturdy construction with a minimum size of 6' X 8' X 4' (48 sq. ft. for each pen).**
- **For shows with suitable outdoors exercise areas and clean-up supplies the following number of ex-pens must be provided based on the number of entries:**
 - **0 – 1,000 dogs – 2 ex-pens**
 - **1,001 – 2,000 dogs – 4 ex-pens**
 - **2,001 – 3,000 dogs – 6 ex-pens**
 - **3,001 – 4,000 dogs – 8 ex-pens**
- **For shows without suitable outdoors exercise areas the following number of ex-pens must be provided based on the number of entries:**
 - **0 – 600 dogs – 2 ex-pens**
 - **601 – 1,200 dogs – 4 ex-pens**
 - **1,201 – 1,800 dogs – 6 ex-pens**
 - **1,801 – 2,400 dogs – 8 ex-pens**
 - **2,401 – 3,000 dogs – 10 ex-pens**
 - **3,001 – 3,600 dogs – 12 ex-pens**
 - **3,601 – 4,200 dogs – 14 ex-pens**

In all cases, a minimum of two ex-pens must be available. In the event of inclement weather at least two ex-pens must be under cover.

Individual sites may require deviation of this requirement. The inspecting AKC Field Staff will approve deviations on a site-by-site basis.

Specialty shows must have a minimum of two exercise pens suitable to the size of the breed.

Any questions regarding these requirements should be directed to AKC Event Operations, (919) 816-3579 or eventplans@akc.org.

Training Collars

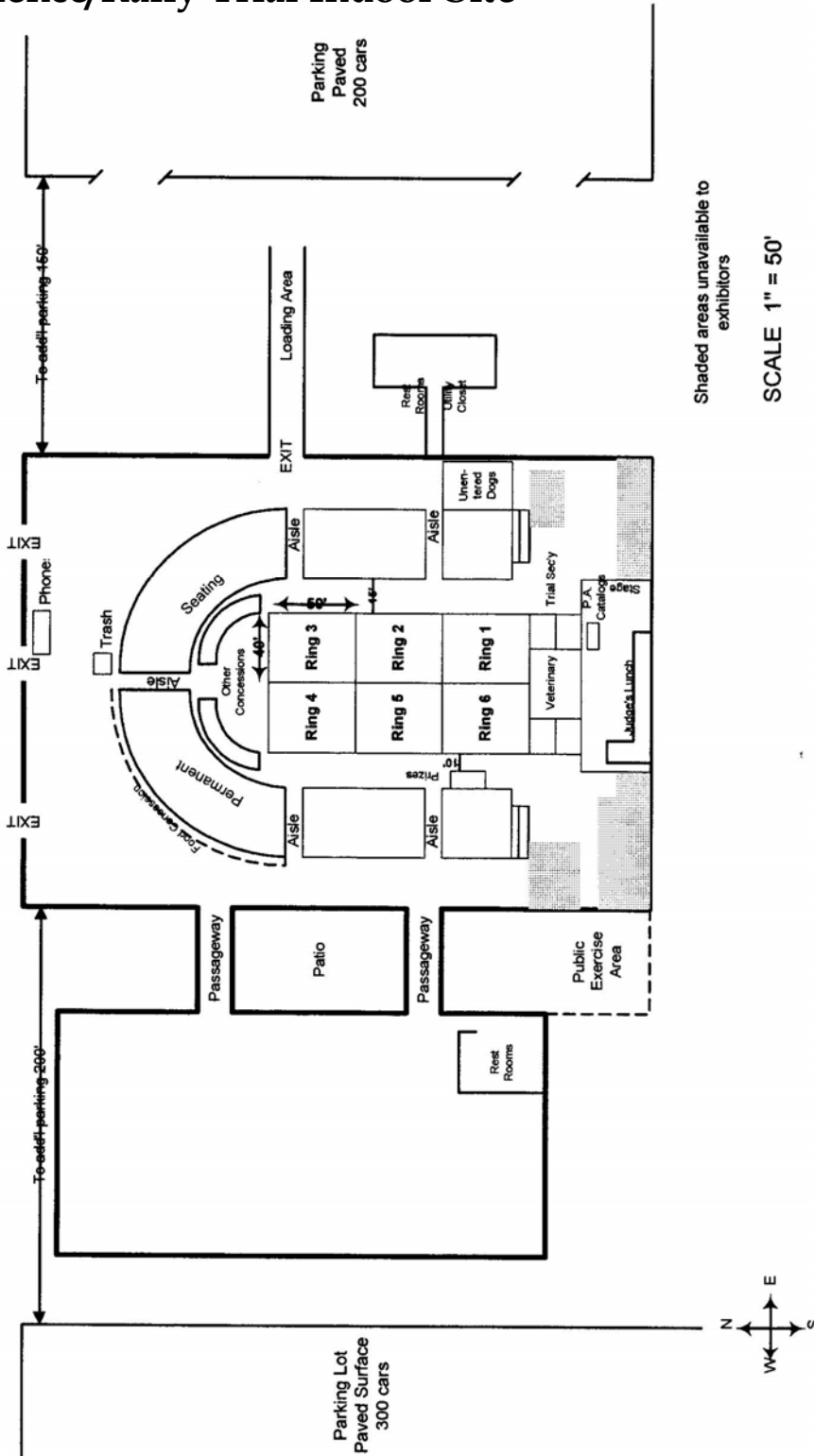
Special training devices that are used to control and train dogs, including but not limited to, collars with prongs, electronic collars used with transmitters, muzzles and head collars may not be used on dogs at AKC events, except as allowed in the AKC Rules, Regulations, and policies.

Although they can be useful in the training of a dog, there is a point at which owners should have sufficient control of their dogs to manage them on regular neck collars, without the use of special training collars. This is the point at which dogs are acceptable on the grounds of AKC competitive events and will have the opportunity to participate in those events.¹¹⁸

¹¹⁸ AKC Board Policy, July 2001

Site Layouts

Obedience/Rally Trial Indoor Site

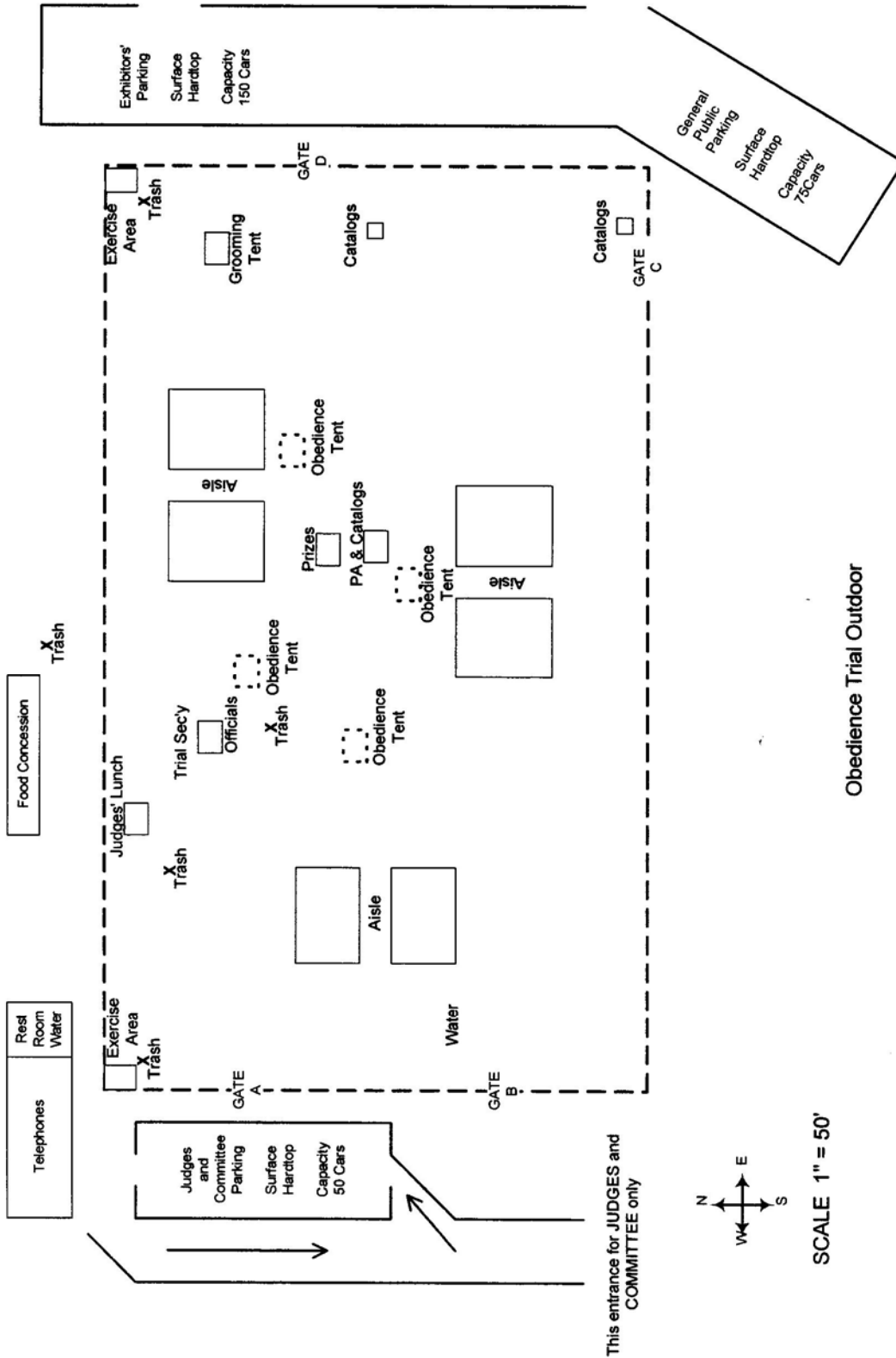


Shaded areas unavailable to exhibitors

SCALE 1" = 50'

Obedience Trial Indoor

Obedience/Rally Trial Outdoor Site





AKC Obedience/Rally Trial Manual

Appendix D: **Example** **Correspondence and** **Forms**

Event Financial Planning Sheet _____	13-131
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Event Financial Planning Sheet

Revenue

Pre-Event

- Catalogue advertising
- Trophy fund
- Concession space fees
- Entry fees

Day-of-Event Income

- Parking fees
- Admission fees
- Catalogue sales
- Food sales
- Other

Event Preparation

- Superintendent/Trial Secretary
 - Premium list printing and mailing
 - Judging program printing and mailing
 - Acknowledgment mailing
 - Catalogue printing
 - Ribbons, rosettes and badges
- Judges
- Trophies
- Club hospitality (pre-trial and/or after-trial dinner, breakfast, luncheon)
- Stewards
- Insurance
- Veterinary expenses
- Advertising
- Contingency plans
- Emergency and Disaster Plan

Event Committee

- Mail
- Telephone
- Clerical

Expenses

Event Site

- Site rental
- Site preparation
- Tenting
- Hired personnel
- Site clean-up
- Portable lavatories
- Other (signs, ring equipment, etc.)

Judging Availability Inquiry Letter

YOUR CLUB'S LETTERHEAD

Return Address

Dear *Judge's name*,

On behalf of the *name of Kennel Club*, I am inquiring as to your availability to judge the following assignment at our trial to be held on *day, date* at *location (name of facility and address)*. This is an outdoor facility.

List all breeds, obedience/rally trial classes, Junior Showmanship, groups, Best in Show, etc. to be assigned

Please return this letter to me by *date* to confirm your availability. If you are not available for one or more of your published breeds or classes, please list those in the space provided.

Include all specific financial arrangements required (fee or rate per dog plus all anticipated expenses). I look forward to hearing from you by *date*. A timely reply from our club will follow. Thank you for your consideration.

Fee _____

Other _____

Yours truly,

Signature

Name

Title

Phone/fax/Email

Letter should include the following:

- Complete name, address and phone/fax number of person corresponding with the judge.
- Name of the club and type of trial, date and location (indoor/outdoor), including city and state.
- A complete listing of the proposed assignment.
- Notice that the trial will be videotaped or televised, if applicable.
- A request for financial information the judge requires, fees or rate per dog, travel and all other anticipated expenses.
- Include a date that the judge must respond by.

Judging Confirmation Letter

YOUR CLUB'S LETTERHEAD

Return Address

Date of letter

NAME

ADDRESS

CITY, STATE ZIP CODE

DEAR _____:

This is to confirm your availability to judge at our All-breed Show and Obedience Trial on *date/month/year*, which is an outdoor event. Please take a moment to review the enclosed contract, sign it and return one copy to me. The **Your Kennel Club** looks forward to your judging at our annual event.

You will receive a Judges Information Sheet from our Hospitality Chair at a later date. Please contact me if I may be of assistance in making plans for your assignment.

Sincerely,

Your Name

Your Position in Club

Address

City, state zip code

Phone

Fax

Email

Judging Contract

YOUR CLUB'S LETTERHEAD

Return Address

I agree to judge for the ***name of kennel club*** on _____, 20____.

Our club will pay ***fee or rate per dog***, plus agreed upon expenses.

\$_____ Fee \$_____ Per Dog, plus estimated expenses.

OR

_____ Expenses only

TOTAL ESTIMATED COST TO CLUB: \$_____

The expenses consists of: ***List all agreed upon expenses such as: coach air fare, Club designated hotel (one night unless approved for additional night by Trial Chair), food, ground transportation, etc. Incidentals will be the responsibility of the judge.***

THE ASSIGNMENT I AM ACCEPTING IS: ***List entire assignment you are giving to the judge*** _____

Breed(s) that I will not be able to judge:

Special Request: _____

SIGNED: _____

DATE: _____, 20 _____

(Send TWO copies to the Judge, requesting the Judge to sign one and return it to the Trial Chair.)

Hospitality: Judge's Information Sheet

Name of Trial *(club provides this)* Date of Trial *(club provides this)*

Judge's Name *(club provides this)*

Phone _____ Fax _____ Mobile _____

Email _____

Emergency Contact _____ Phone _____

Accommodations Needed (please check)

Single Double

Room needed evening prior to trial Room needed evening following trial

Smoking Non-Smoking

Airport Pickup (Arrival)

Yes No

Airline _____ Flight Number _____ Arrival Time _____

Transportation Needed to Airport (Departure)

Yes No

Airline _____ Flight Number _____ Departure Time _____

Judges' Dinner

Date *(club provides this)* Time *(club provides this)*

Location *(club provides this)* Attire *(club provides this)*

Will Attend Will Not Attend Number of Guests _____

Names of Guests _____

Special Dietary Needs, Judge _____

Special Dietary Needs, Guest _____

Judge's Signature _____

Please mail or fax this sheet to the person listed below:

Club Contact: *(club provides this)*

Address: *(club provides this)*

(club provides this)

Phone: *(club provides this)*

Fax *(club provides this)*

Dog Show Photography Agreement

Agreement between _____
Name of Photographer

and _____
Name of Club holding event

(Name of Photographer) shall be engaged as the Official Photographer for the *(Name of Kennel Club)* on *(Date of Trial)* under the following conditions:

1. The event-giving club agrees to list the above-named photographer as the Official Photographer in the Premium List and Catalog.
2. Photographs shall be made on request, shall be of good technical quality and portray the exhibit to the best advantage that circumstances permit.
3. Photographs shall be a standard size (i.e., 8 x 10). At least one copy will be sent to the Exhibitor for their decision to purchase. Color, Black and white and a full range of other sizes and services will be available to the Exhibitor on special request.
4. Trial management assures the Official Photographer of the exclusive privilege of making photographs for sale to the Exhibitors and shall permit no other Photographer to do so. This clause does not affect newspaper and television photographers on specific assignment and/or amateur photographers making pictures for their personal use.
5. The Official Photographer shall supply the sponsoring club with the following photographs free of charge:
 - Two 8 x 10 color photographs of Best in Show and of each Group First, plus any other picture needs of the club.
6. Other provisions (specify below):

SIGNED:

For the club by:

For the photographer by:

Name/Date

Name/Date

Address

Address

Phone/Fax/Email

Phone/Fax/Email

Letter for Radio Coverage

YOUR CLUB'S LETTERHEAD

Return Address

The ***name of kennel club***, a non-profit organization, will be holding its annual Obedience / Rally trials on ***date***. Will you please air the attached announcement as often as possible between now and ***event date***. Thank you for your consideration.

“The ***name of kennel club*** will hold its ***xxth*** (e.g., *60th*) annual obedience/rally trials on ***day, date*** at ***location (include street)***. This is an American Kennel Club approved event. Many breeds will be represented in the Obedience and Rally competitions. In Obedience they are judged on their ability to heel on and off lead, stand for an examination, come when called, sit and lie down on command, and, at the higher test levels, jumping, retrieving and obeying non-verbal commands. In the Rally competition, dogs and handlers will perform at a brisk pace through a fun course of exercise stations with a sense of teamwork . AKC Rally is a companion sport to Obedience and provides an excellent introduction for new dogs and handlers. Admission for adults is \$_____, children under _____ (e.g., 12) \$_____ (or free). There are concessions featuring many dog and pet-related items, such as food, toys, books and magazines, as well as vendors offering a variety of breakfast and lunch items for you and your family.

There are ***xxxx*** (e.g., *2,500*) dogs entered representing ***xxx*** (e.g., *140*) different AKC-recognized breeds. The trial starts at ***time*** and runs throughout the day. Come join us in a good time for the entire family. For more information call ***phone number***.”

Sincerely,

Name

Title

Address

Press Release for Print Media

YOUR CLUB'S LETTERHEAD

Return Address

The ***name of kennel club***, a non-profit organization, will be holding its annual Obedience / Rally trials on ***date***. Will you please air the attached announcement as often as possible between now and ***event date***. Thank you for your consideration.

“The ***name of kennel club*** will hold its ***xxth*** (e.g., *60th*) annual obedience/rally trials on ***day, date*** at ***location*** (***include street***). This is an American Kennel Club approved event.

There are ***xxxx*** (e.g., *2,500*) dogs entered representing ***xxx*** (e.g., *140*) different AKC-recognized breeds. The trial starts at ***time*** and runs throughout the day. Many breeds will be represented in the competition and demonstrate their ability in obeying their owners' commands. In the Rally competition, dogs and handlers will perform at a brisk pace through a fun course of exercise stations with a sense of teamwork. AKC Rally is a companion sport to Obedience and provides an excellent introduction for new dogs and handlers.

Admission for adults is \$_____, and children under 12 are \$_____ (or free). There will be many concessions featuring dog foods, all types of supplies, photography, canine antiques, book and magazines. The entire family will have a good time. For more information call ***phone number.***”

Sincerely,

Name

Title

Address

INCLUDE AN EYE-CATCHING BLACK & WHITE 8 X 10 PHOTO WITH THE PRESS RELEASE

Dogs in Unventilated Vehicles

MEMORANDUM

To: All Clubs
From: Show Events - Linda More and Barbara Schwartz
Date: July 9, 1999

We are all concerned about the dangers posed to dogs confined in vehicles at dog events, especially at this time of year. In May 1997, the Events Committee of AKC's Board of Directors approved a notice of "Waiver of Rights" which you may include in your premium list to help give your club the ability to rescue dogs from improperly ventilated vehicles. This Waiver has been effectively used by a number of clubs. You may also post the Waiver on your show grounds, and/or place it on flyers to hand out to those entering the show grounds.

Suggested wording is:

All persons attending this dog show/trial hereby waive any claim for damages against (club name) or its members, in the event a motor vehicle must be entered to rescue a dog from overheating or suffocation due to improper ventilation.

We suggest you check relevant state laws regarding the effectiveness of such a waiver. Many states have laws supporting potential action.

Enclosed is a master copy of a poster which you may reproduce for your club's use. The second enclosure is a copy of a flyer to be given to participants and spectators to place on the dashboard of their cars if dogs are to be left in the vehicles.

We wish to remind you that Section V, page 6 of the Dealing with Misconduct booklet states:

"When a dog is seriously injured or dies in connection with an event, the Event Committee must conduct a Preliminary Investigation to determine if negligence or willful conduct of an individual caused the injury or death."

This section also requires a written report.

Increased education, publicity, and vigilance can prevent tragedies from occurring at dog events, and we hope the above information and the enclosures will be helpful to your club.

If I'm in distress....



**Please go to the
Club Officials
and
page my owner**

(Owner's Name...Please Print)

www.akc.org



GDFLY2 (4/06)

WARNING:



LEAVING YOUR DOG IN A HOT CAR MAY BE HAZARDOUS TO ITS HEALTH.

When it's 80 degrees outside, a car can heat up to over **120 degrees** in just minutes. In a temperature that high, a dog could easily die. That's why the American Kennel Club® recommends that dog owners **never** leave their dog alone in a car during the warm weather.

For additional tips on canine summer care, write: AKC®,
8051 Arco Corporate Drive, Suite 100, Raleigh, NC 27617
and request a free copy of AKC Canine Summer Safety Guidelines.



Crate Identification Labels

MEMORANDUM

To: All AKC Show-Giving Clubs

Subject: Crate Identification Labels

The welfare and safety of dogs is a critical issue at all events. Using crate identification labels is a recommended way of identifying who is responsible for each dog at shows.

Participation in the use of crate labels is encouraged. Crate labels may be purchased from any local office supply store.

Labels should include: Breed of Dog, Dog's Call Name, Owner's Name, Contact Phone Number or Responsible Party at the Show, and any Special Conditions, medical or otherwise.

The need for notification of owners is sometimes necessary, and critical time can be lost if this information is not readily available.



In case of emergency, find someone to help me!!!

My name is _____

My owner is _____

Phone number _____

Person responsible
at the trial _____

Special conditions _____

Obedience/Rally Site Evaluation Form

Complete the Site Evaluation Form when a new site is being utilized that has not previously been approved for AKC events.



Obedience/Rally Site Evaluation Form

AKC COMPANION EVENTS
 PO Box 900068, Raleigh, NC 27675-9068
 Tel. 919-816-3575 Fax 919-816-4204

Name of Club:	
Event Date:	
Facility Name:	
Exact Street Address of the Event Facility:	
Facility Website url:	

A site map must accompany all site evaluation forms along with photos of inside and outside of this facility. Site map must include ring layout within facility showing dimensions and all items listed on page two of this form.

Total No. of Rings:	Outdoor		Indoor			
	Covered	Uncovered	Surface			
Ring	Dimensions	Grass	Dirt	Mats over Concrete	Carpet	Other
1						
2						
3						
4						
5						

NOTE:

Obedience ring minimum dimensions: Novice & Open = 30 x 40 feet, Utility = 35 x 50 feet.
 Rally ring dimensions – between 2,000 and 3,000 square feet with a minimum width of 30 feet.

Please attach a site layout (it may be hand drawn) and show the following on the layout:

1.) Obstructions or Hazards in the rings – please explain.
2.) Is Water Available? – please list locations.
3.) Trial Secretary’s Table – where will it be located? Is electricity available?
4.) Crating Space –list dimensions and locations.
5.) Shade Tents –list dimensions and locations (outdoor uncovered rings should have a tent at the ring entrance for dogs waiting to enter the ring).
6.) Restrooms/Porta-lets – list number and location.
7.) Trash Receptacles – list number and location.
8.) Parking Spots – list number and location.
9.) Dog Exercise Area – list location and describe general area.

Site Information is submitted by:

NAME	DATE
------	------

PHONE	E-MAIL
-------	--------



AKC Obedience/Rally Trial Manual

Appendix E: **Sample Trial Documents**

Downloadable Judges' Books and Worksheets _____	13-147
Obedience Judges' Books _____	13-148
Obedience Option #2 Specialty – Judges' Books ____	13-161
Rally Judges' Books and Worksheets _____	13-174
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Rally Option #2 Specialty - Judges' Books _____	13-176
Rally Sample Marked Judges' Book _____	13-177
Obedience Trial Transfer Form _____	13-179
Rally Trial Transfer Form _____	13-180

Downloadable Judges' Books and Worksheets

Obedience and Rally Judges' books and worksheets may be downloaded from the AKC website from the "Downloadable Forms" pages:

<http://www.akc.org/events/obedience/judges-books-score-sheets/>

<http://www.akc.org/events/rally-judges-books/>

http://images.akc.org/pdf/events/rally/Judges_Worksheet.pdf

Trial Secretaries/Superintendents ~ Reviewing the Judges' Book

Trial Secretary / Superintendents will scan the books for obvious omissions or oversights so the judge may correct it immediately before they leave the trial site.

In the case of an Option # 2 Specialty, the trial secretary or superintendent will verify that two (2) sets of placements have been marked in judges' books.

Obedience Judges' Books

The Judges' Book Cover

JUDGES' BOOK

OBEDIENCE TRIALS

Class: _____
(Indicate A or B)

Name of Club: _____

Date: _____

Judge: _____

Ring Number: _____ **Scheduled Judging Time:** _____

Total # of dogs to be judged: _____

PROCEDURE FOR JUDGES TO FOLLOW

(Points mentioned must be observed in each instance)

1. All absentees in each class in this book must be marked by the judge.
2. The judge alone must mark this book and hand out the ribbons. Under no circumstance can this be done by the steward or anyone else.
3. Ribbons must be presented in the ring. If the owner or handler has left the ring before the ribbons are given out, do not follow them, send an attendant to bring them back into the ring. This is important.
4. Be sure and line up the dogs, first, second, third and fourth, before handing out the ribbons. The public is entitled to know the order in which the dogs will be placed.
5. Do not forget to sign your name at the bottom of this page to meet the certification that judging has been made in accordance with the above requirements.

JUDGES CERTIFICATE

Have you marked all absentees _____?

Have you marked ALL CLASSES correctly, including catalog numbers of Winners _____?

Time Started: _____ Time Finished: _____

I hereby certify that I judged the classes contained in this book after having read the above instructions and followed them out to the best of my ability.

(Signature of Judge)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

NOVICE CLASS _____ (Indicate A or B)

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel on Leash (40 Points)								
Stand for Exam (30 Points)								
Heel Free (40 Points)								
Recall (30 Points)								
Subtotal of Points Off								
Long Sit (30 Points)								
Long Down (30 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

OPEN A CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel Off Leash (40 Points)								
Drop On Recall (30 Points)								
Retrieve On Flat (20 Points)								
Retrieve Over High Jump (30 Points)								
Broad Jump (20 Points)								
Subtotal of Points Off								
Long Sit (30 Points)								
Long Down (30 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

OPEN CLASS B

MAXIMUM TOTAL SCORE – 200 Points

ENTER **POINTS OFF** FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

ORDER OF EXERCISES (I – VI)

Dog Number								
Subtotal of Points Off								
Long (30 Points)								
Long (30 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

Heel Free = 40 Drop On Recall = 30 Retrieve On Flat = 20 Retrieve Over High Jump = 30 Broad Jump = 20

First Place Second Place Third Place Fourth Place

WINNERS: _____

SCORE: _____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

UTILITY CLASS A

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Signal Exercise (40 Points)								
Scent Discrimination Article 1 (30 Points)								
Scent Discrimination Article 2 (30 Points)								
Directed Retrieve (30 Points)								
Moving Stand & Exam (30 Points)								
Directed Jumping (40 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

UTILITY CLASS B

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

ORDER OF EXERCISES (I – VI)

Dog Number								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

Signal Exercise = 40
Directed Retrieve = 30

Scent Discrimination (Article 1) = 30
Moving Stand & Exam = 30

Scent Discrimination (Article 2) = 30
Directed Jumping = 40

First Place

Second Place

Third Place

Fourth Place

WINNERS:

SCORE:

Time Started: _____

Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

BEGINNER NOVICE CLASS _____ (Indicate A or B)

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel on Leash (40 Points)								
Figure Eight (40 Points)								
Sit for Exam (40 Points)								
Sit Stay (40 Points)								
Recall (40 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

GRADUATE NOVICE CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel on leash & Figure Eight (off-leash) (40 Points)								
Drop on Recall (40 Points)								
Dumbbell Recall (30 Points)								
Recall over High Jump (30 Points)								
Recall over Broad Jump (30 Points)								
Subtotal of Points Off								
Long Down (3 minutes) (30 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF	-	-	-	-	-	-	-	-
Total Score								

WINNERS: First Place Second Place Third Place Fourth Place
 SCORE: _____ _____ _____ _____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

GRADUATE OPEN CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Signal Exercise (40 Points)								
Scent Discrimination (30 Points)								
Directed Retrieve (30 Points)								
Moving Stand & Exam (30 Points)								
Go Out (30 Points)								
Directed Jumping (40 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

First Place Second Place Third Place Fourth Place

WINNERS: _____

SCORE: _____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

VERSATILITY CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Novice Ex. No. 1 (25 points)								
Novice Ex. No. 2 (25 points)								
Open Ex. No. 1 (35 points)								
Open Ex. No. 2 (35 points)								
Utility Ex. No. 1 (40 points)								
Utility Ex. No. 2 (40 points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

First Place Second Place Third Place Fourth Place

WINNERS: _____

SCORE: _____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

PRE-NOVICE CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel on Leash and Figure 8 (40 Points)								
Stand for Examination (40 Points)								
Heel Free (40 points)								
Recall (40 Points)								
Sit – Stay or Down (40 points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF	-	-	-	-	-	-	-	-
Total Score								

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

PRE-OPEN CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel Free and Figure 8 (40 Points)								
Drop on Recall (40 Points)								
Retrieve on Flat (40 points)								
Retrieve over High Jump (40 Points)								
Broad Jump (40 points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF	-	-	-	-	-	-	-	-
Total Score								

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

PRE-UTILITY CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Signal Exercise (40 Points)								
Scent Discrimination Article # 1 (30 Points)								
Scent Discrimination Article # 2 (30 points)								
Directed Retrieve (30 Points)								
Moving Stand and Exam (30 points)								
Directed Jumping (40 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF	-	-	-	-	-	-	-	-
Total Score								

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Obedience Option # 2 Specialty – Judges’ Books

The Obedience Option #2 Specialty Judges’ Books found on the following pages require two sets of placements to be marked (1) for the specialty breed and (2) for all breeds entered in the trial.

The specialty placements are marked only for the dogs of the specialty breed in the class. The all-breed placements are marked for all the dogs entered in the class, including the specialty breed.

The Superintendent/Trial Secretary should double check the books to ensure the placements have been marked correctly.

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year

(Event #): _____

Judge: _____

NOVICE CLASS ____ (Indicate A or B)

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel on Leash (40 Points)								
Stand for Exam (30 Points)								
Heel Free (40 Points)								
Recall (30 Points)								
Subtotal of Points Off								
Long Sit (30 Points)								
Long Down (30 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

First Place Second Place Third Place Fourth Place

WINNERS: _____
SCORE: _____

ALL-BREED PLACEMENTS

First Place Second Place Third Place Fourth Place

WINNERS: _____
SCORE: _____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year

(Event #): _____

Judge: _____

OPEN A CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel Off Leash (40 Points)								
Drop On Recall (30 Points)								
Retrieve On Flat (20 Points)								
Retrieve Over High Jump (30 Points)								
Broad Jump (20 Points)								
Subtotal of Points Off								
Long Sit (30 Points)								
Long Down (30 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

OPEN CLASS B

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

ORDER OF EXERCISES (I – VI) _____

Dog Number								
Subtotal of Points Off								
Long (30 Points)								
Long (30 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

Heel Free = 40 Drop On Recall = 30 Retrieve On Flat = 20 Retrieve Over High Jump = 30 Broad Jump = 20

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

UTILITY CLASS A

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Signal Exercise (40 Points)								
Scent Discrimination Article 1 (30 Points)								
Scent Discrimination Article 2 (30 Points)								
Directed Retrieve (30 Points)								
Moving Stand & Exam (30 Points)								
Directed Jumping (40 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year _____

(Event #): _____

Judge: _____

UTILITY CLASS B
MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

ORDER OF EXERCISES (I – VI)

Dog Number								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

Signal Exercise = 40
Directed Retrieve = 30

Scent Discrimination (Article 1) = 30
Moving Stand & Exam = 30

Scent Discrimination (Article 2) = 30
Directed Jumping = 40

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year

(Event #): _____

Judge: _____

BEGINNER NOVICE CLASS ____ (Indicate A or B)

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel on Leash (40 Points)								
Figure Eight (40 Points)								
Sit for Exam (40 Points)								
Sit Stay (40 Points)								
Recall (40 points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

First Place Second Place Third Place Fourth Place

WINNERS: _____

SCORE: _____

ALL-BREED PLACEMENTS

First Place Second Place Third Place Fourth Place

WINNERS: _____

SCORE: _____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year

(Event #): _____

Judge: _____

GRADUATE NOVICE CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel on leash & Figure eight (off leash) (40 Points)								
Drop On Recall (40 Points)								
Dumbbell Recall (30 Points)								
Recall Over High Jump (30 Points)								
Recall Over Broad Jump (30 Points)								
Subtotal of Points Off								
3 Minute Long Down (30 Points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year

(Event #): _____

Judge: _____

GRADUATE OPEN CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Signal Exercise (40 Points)								
Scent Discrimination (30 Points)								
Directed Retrieve (30 Points)								
Moving Stand & Exam (30 Points)								
Go Out (30 Points)								
Directed Jumping (40 points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year

(Event #): _____

Judge: _____

VERSATILITY CLASS

MAXIMUM TOTAL SCORE - 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Novice Ex. No. 1 (25 points)								
Novice Ex. No. 2 (25 points)								
Open Ex. No. 1 (35 points)								
Open Ex. No. 2 (35 points)								
Utility Ex. No. 1 (40 points)								
Utility Ex. No. 2 (40 points)								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year

(Event #): _____

Judge: _____

PRE-NOVICE CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel on Leash & Figure Eight (40 Points)								
Stand for Examination (40 Points)								
Heel Free (40 Points)								
Recall (40 Points)								
Stay – Sit or Down (40 Points)								
Subtotal of Points Off								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

Month/Day/Year

(Event #): _____

Judge: _____

PRE-OPEN CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Heel Free & Figure Eight (40 Points)								
Drop On Recall (40 Points)								
Retrieve On Flat (40 Points)								
Retrieve Over High Jump (40 Points)								
Broad Jump (40 Points)								
Subtotal of Points Off								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

OPTION # 2 SPECIALTY

Name of Club: _____

_____/_____/_____
Month/Day/Year

(Event #): _____

Judge: _____

PRE-UTILITY CLASS

MAXIMUM TOTAL SCORE – 200 Points

ENTER POINTS OFF FOR EACH EXERCISE UNDER APPROPRIATE ARMBAND NUMBER

Dog Number								
Signal Exercise (40 Points)								
Scent Discrimination Article # 1 (30 Points)								
Scent Discrimination Article # 2 (30 Points)								
Directed Retrieve (30 Points)								
Moving Stand and Exam (30 Points)								
Directed Jumping (40 Points)								
Subtotal of Points Off								
Miscellaneous Penalties								
Maximum Score (200)	200	200	200	200	200	200	200	200
POINTS OFF (Subtract)	-	-	-	-	-	-	-	-
Total Score								
FINAL QUALIFYING SCORE								

SPECIALTY PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

ALL-BREED PLACEMENTS

	First Place	Second Place	Third Place	Fourth Place
WINNERS:	_____	_____	_____	_____
SCORE:	_____	_____	_____	_____

Time Started: _____ Time Finished: _____

(PLEASE USE BALL POINT PEN)

Rally Judges' Books and Worksheets

JUDGES' BOOK

RALLY TRIALS

Class: _____
(Indicate A or B)

Name of Club: _____

Date: _____

Judge: _____

Total # of dogs to be judged: _____

PROCEDURE FOR JUDGES TO FOLLOW

(Points mentioned must be observed in each instance)

1. All absentees in each class in this book must be marked by the judge.
2. The Table Steward is responsible for totaling deductions on the worksheet and transferring them to this book, including the final scores. The Judge must verify scores and sign book prior to awarding ribbons
3. The Judge alone may hand out the ribbons. Under no circumstance can this be done by the steward or anyone else.
4. Ribbons must be presented in the ring. If the owner or handler has left the ring before the ribbons are given out, do not follow them, send an attendant to bring them back into the ring. This is important.
5. Do not forget to sign your name at the bottom of this page to meet the certification that judging has been made in accordance with the above requirements.

JUDGES CERTIFICATE

Have you marked all absentees _____?

Have you marked ALL CLASSES correctly, including catalog numbers of Winners _____?

Time Started: _____ Time Finished: _____

I hereby certify that I judged the classes contained in this book after having read the above instructions and followed them out to the best of my ability.

(Signature of Judge)

Rally Sample Marked Judges' Book

Name of Club _____

Event # _____ Date _____

Judge _____

Maximum Score – 100 points

NOVICE A or B ADVANCED A or B EXCELLENT A or B

ARMBAND NUMBER	BREED OF DOG	TIME	POINTS LOST	FINAL SCORE
101	Australian Shepherd	1:53:31	-4	96
102	Italian Greyhound	Moved to	Advanced A	SB (initials of Secretary)
103	Schipperke	1:53:60	-10	90
104	Australian Shepherd	NQ	NQ	NQ
105	Pomeranian	1:36:29	-2	98
106	Basset Hound	1:41:47	-10	90
107	Australian Shepherd	2:05:70	-10	90
108	Golden Retriever	1:39:16		Excused unmanageable
109	Irish Water Spaniel	1:36:75	-5	95
110	Pomeranian	1:31:18	-2	98
111	Labrador Retriever	1:51:75	-10	90
112	Australian Shepherd	1:31:18	-2	98
113	Lhasa Apso	AB	AB	AB
114	Border Collie	1:35:04	-10	90
115	Golden Retriever	1:45:05	-7	93
116	Whippet			Excused - lame
117	Pug	1:33:73	-3	97
118	Labrador Retriever	1:54:14	-3	97

	1 st Place	2 nd Place	3 rd Place	4 th Place
Armband #	<u>110</u>	<u>112</u>	<u>105</u>	<u>117</u>
Score	<u>98+</u>	<u>98</u>	<u>98</u>	<u>97</u>

Time Started: _____ Time Finished: _____

Judge's Signature: _____

Date _____

Rally Judges' Worksheet

Armband # _____

Name of Trial _____ Breed _____ Jump Height _____

Rally Class: Novice Advanced Excellent

Maximum Point Deduction	Deduction	Marks for Multiple Occurrences Example (1111)	Points Deducted
Minor Deduction (1-2 points)	<ul style="list-style-type: none"> • Tight leash • Dog interfering with handler • Poor sits • Slow, delay, or resistance to respond • Touching or ticking a jump, pylon, post or person • Out of position 		
Minor to Substantial Deduction (1-10 Points)	<ul style="list-style-type: none"> • Repeat of a station (3 pt) • Pylon/post knocked over on Figure Eight, Spiral, and Serpentine • Lack of control • Lack of teamwork • Lack of briskness • Handler error • Loud command or intimidating signal • Excessive barking • Hitting the jump • Lack of teamwork • Patting/clapping in Excellent-per occurrence 		
Substantial Deduction 10 Points	<ul style="list-style-type: none"> • Incorrectly performed station • Failure to complete the Sit/Stay Exercise no retries • Failure of dog to go over the jump properly on the first attempt (IP) – no retries allowed 		
Substantial Deduction (6-10 points)	<ul style="list-style-type: none"> • Luring /pleading with the dog • Lack of natural manner 		
Non – Qualifying NQ	<ul style="list-style-type: none"> • Minimum requirements not met • Dog unmanageable, or uncontrolled barking • Consistently tight lead • A dog that eliminates while in the ring for judging • Handler error • Station not attempted by handler • Non-qualifying errors may not be re-tried 		
Comments: _____		Possible Score	100
_____		Deductions	-
_____		Total Score	

Time: _____

Obedience Trial Transfer Form



OBEDIENCE TRIAL: TRANSFER FORM

Present this form to the Trial Secretary or the Superintendent at least 30 minutes prior to the start of each trial

Refer to the Obedience Regulations – Section 16a. Transfers.

- The club will clearly state in its premium list whether transfers will or will not be allowed. If no statement is provided in the premium list the default is to allow transfers.
- After a dog earns an obedience title, it may be transferred to another class in a future trial, even though the closing date for the trial has passed, provided the club offers transfers.
- A transfer from an obedience class to an obedience class may be requested if, according to the owner's records the handler and dog are eligible and the dog has completed the requirements for the title after the closing date of the trial in which the advanced entry is to be made.
- Transfers from an "A" to "B" class at the same level are allowed provided the host club allows transfers. (When a club does not allow transfers, refer to **Section 16b. Entry of Ineligible Dog.**)
- The request for a transfer must be in writing and presented to the superintendent or trial secretary at least 30 minutes prior to the start of each trial.
- Transfers may be approved provided the class and judge are available, and the class has not reached its limit.

Name of Club _____ **Date** _____

Dog's AKC Name _____ **Dog's AKC #** _____

Breed _____ **Sex** _____

Please circle the class and indicate the level that was originally entered. Level: A or B

Novice Open Utility Pre-Novice Pre-Open Pre-Utility

Beginner Novice Graduate Novice Graduate Open Versatility

Transfer Entry to Class: (Circle one class) Level: A or B Jump Height: _____/_____

Novice Open Utility Pre-Novice Pre-Open Pre-Utility

Beginner Novice Graduate Novice Graduate Open Versatility Other _____

Owner's Name: _____

Handler's Name: _____
(If applicable)

Signature of owner or agent
Duly authorized to make this entry: _____

Signature of Trial Secretary
or Superintendent if approved: _____

Date: _____ **Time Received:** _____

Rally Trial Transfer Form



RALLY TRIAL: TRANSFER FORM

Present this form to the Trial Secretary or the Superintendent at least 30 minutes prior to the start of each trial.

Refer to the Rally Regulations – Chapter 1, Section 13. Transfers.

- The club will clearly state in its premium list whether transfers will or will not be allowed. If no statement is provided in the premium list the default is to allow transfers.
- After a dog earns a rally title, it may be transferred to another class in a future trial, even though the closing date for the trial has passed, provided the club offers transfers.
- A transfer from a rally class to a rally class may be requested if, according to the owner's records the handler and dog are eligible and the dog has completed the requirements for the title after the closing date of the trial in which the advanced entry is to be made.
- Transfers from an "A" to "B" class at the same level are allowed provided the host club allows transfers. (When a club does not allow transfers, refer to **Section 14. Entry of Ineligible Dog.**)
- The request for a transfer must be in writing and presented to the superintendent or trial secretary at least 30 minutes prior to the start of each trial.
- Transfers may be approved provided the class and judge are available, and the class has not reached its limit.

Name of Club _____ **Date** _____

Dog's AKC Name _____ **Dog's AKC #** _____

Breed _____ **Sex** _____

Please circle the class and indicate the level that was originally entered. Level: A or B

Novice Advanced Excellent

Transfer Entry to Class: (Circle one class) Level: A or B Jump Height: _____/_____

Novice Advanced Excellent Other: _____

Owner's Name: _____

Handler's Name: _____
(If applicable)

Signature of owner or agent
Duly authorized to make this entry: _____

Signature of Trial Secretary
or Superintendent if approved: _____

Date: _____ **Time Received:** _____

