

AKC[®] Show Manual

– 2020 –





AMERICAN
KENNEL CLUB®

To All AKC® Show-Giving Clubs,

Your response to the 2017 edition of the *Show Manual* was overwhelmingly positive, and you used it well in producing high-quality events. The Events Operation staff now offers the 2020 edition which has been updated with new information, illustrations, and forms.

Once again, members of our sport contributed to the effort of updating the *Show 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 AKC Executive Field Representatives, Superintendents, and our in-house staff.

This manual has the latest information about AKC rule and policy changes, with precise footnotes and an index to help you find the information you're seeking. Please continue to assist us by asking questions and making suggestions. Forward any ideas and suggestions you have to our office, so that we can continue to give you one of the American Kennel Club's most useful publications.

Sincerely,
American Kennel Club® Event Operations



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THE EVENT COMMITTEE

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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

A dog show is a team effort. The AKC establishes the rules and guidelines; the event giving club fulfills these requirements and provides overall management and production through the Event Committee, judges, and superintendents or show 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 purebred dogs.

The AKC Executive Field Representative, Show 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 approved the following rule to the *Rules Applying to Dog Shows*.

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 that Event Committee to present a hazard to persons or other dogs, shall be disqualified by the Event Committee pursuant to this section, 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

Following an incident, the Event Committee is to collect any information and statements from involved exhibitors, owners and witnesses. Along with this information the **Dog Aggression – Action by Event Committee** form must be completed and submitted to AKC. 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.

The Event Committee must submit a written report and any supporting documentation to the AKC Executive Secretary within five days.² 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.

Any questions or requests for reinstatement should be directed to AKC Event Operations, (919) 816-3538 or to eventrecords@akc.org.

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

² *Dealing With Misconduct at AKC Events*, Section VI

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.

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 with a minimum of five club members is required for an AKC licensed point show.³ 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.⁴

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

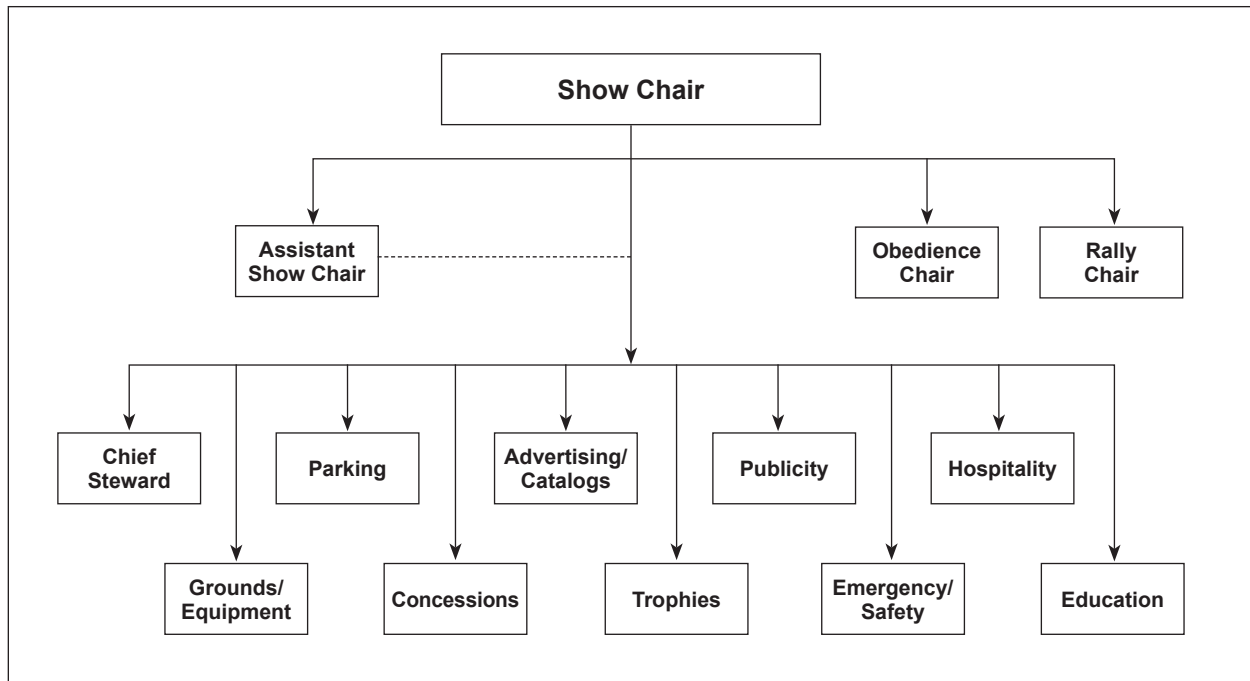
³ *Rules Applying to Dog Shows*, Chapter 6, Section 2

⁴ *Rules Applying to Dog Shows*, Chapter 9, Section 10

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:



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 show officials and members of their households should exhibit at their club's show, 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 shows; 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 show official, or by a member of such person's household, wins at its show. Therefore, clubs should consider an exhibiting restriction for its officers, show chairs, and members of the show committee, as well as for members of their households.

In addition to club and show officials, clubs should also give consideration to placing a voluntary restriction on the exhibiting activities of the show photographer. As the show photographer has constant contact with the judges at an event, complaints are received when the show photographer or a member of his or her household exhibits dogs at the show.

If a club decides to adopt a restriction, a notice stating which club officers or show officials and members of their households will be ineligible to enter or handle dogs at the show should appear in the premium list.⁵

Sample wording is

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

Show Chair

Qualifications

Knowledge of the AKC’s *Rules Applying to Dog Shows* and the *Junior Showmanship Regulations* (if applicable).

Knowledge of the AKC’s policy concerning **Emergency Procedures at Dog Events Memo/Disaster and Emergency Plan**.

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

<https://www.akc.org/clubs-delegates/clubs/about-club-development/>

Ability to apply basic business management practices:

- Set priorities
- Make decisions
- Delegate authority
- Conduct committee meetings
- Compile records

Must be a member of the show giving club.⁶

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.

⁵ *American Kennel Club Policy Manual*, Section 4, Paragraph IX.9

⁶ *Dealing with Misconduct at AKC Events*, Section III

Responsibilities

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

Ensure that the event application, judges panel, and other necessary documents are submitted to the AKC by their deadlines.

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

Assign all committee chairs.

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 club(s) 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 show secretary.

Contract official photographer.

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

For all committees responsible for money collection (i.e., Parking, Catalog Sales, etc.), arrange for appropriate starting funds.

Review the AKC procedures detailed in *Dealing with Misconduct* with all members of the Event Committee, in advance of the event.

May be chair of another/other committee(s).

Day of the Event

Arrive at least 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 **Emergency Procedures at Dog Events Memo/Disaster and Emergency Plan** form is available at the event. Copies should also be supplied to all Committee Chairs.

See that the following are available:⁷

- *Rules Applying to Dog Shows*
- *Rules Applying to Registration and Discipline*
- *Dealing with Misconduct*
- Procedural Checklist
- *The Complete Dog Book* or a set of all breed standards
- *AKC Show Manual*
- *Rules, Policies and Guidelines for Conformation Dog Show Judges*

Also provide the following when applicable:

- *Conformation Junior Showmanship Regulations, Guidelines for Judging Juniors in Conformation, Juniors in Performance Event*
- *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 representative, if present, first thing the morning of the show.

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.

After the Event

Check with the AKC Representative, Superintendent or Show 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.

⁷ *Rules Applying to Dog Shows*, Chapter 2, Section 14

Assistant Show Chair

Responsibilities

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

Chair (an) other committee(s).

Each Committee Chair

Responsibilities

Report directly to the Show Chair.

Add/update the event checklist each year so that the club will have a customized list for its event.

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

Obedience Chair/Rally Chair

One of the strongest attractions for spectators at a dog show is the obedience/rally trial; people enjoy watching dogs perform these exercises.

When an obedience/rally trial is held in conjunction with a point show, an obedience/rally chair must be established.⁸ The appointment may be made by the club's board of directors, or by the Event Committee.

For complete details see the *AKC Obedience/Rally Trial Manual*.

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** in this manual.

⁸ *Rules Applying to Dog Shows*, Chapter 6, Section 2

Qualifications

Have stewarding experience and be familiar with AKC rules and regulations, *Dog Show Stewards*, *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 must not steward for any judge under whom they or any member of their household has an entry and may become eligible to exhibit to that day.

Make ring assignments in advance of the event.

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

Day of the Event

Check in stewards and confirm their ring assignments.

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

Confirm that each ring has a show 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.

Provide stewards for the groups and Best in Show. The Show Chair usually chooses these stewards.

Grounds/Equipment Chair

Qualifications

Ability to supervise people.

Knowledge and understanding of:

- The AKC's **Emergency Procedures at Dog Events Memo/Disaster and Emergency Plan** policy.
- Additional event layouts.
- Traffic flow and crowd control (works closely with Parking Chair).
- Sanitary and comfort requirements.

Responsibilities

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

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

Be familiar with the **American with Disabilities Compliance Checklist** in this manual.

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

Supervise setting up and dismantling of event equipment.

Secure public telephones or access to telephones, with locations and directional signs. (Temporary service should be provided where no service is available; many local-operating companies can arrange this type of service for you.)

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, chairs, and an examination table or judging ramp (if necessary) to be provided in each ring.

If chairs are not provided for exhibitors, this should be stated in the premium list and judging program.

Determine limitations, if any, prohibiting crates, private exercise pens, use of flexi leads and tables in ring tents, grooming areas, and aisles or at ringside. These club rules must be stated in the premium list and judging program.

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

Order golf carts, if necessary.

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

Secure sanitation facilities or access to sanitation facilities.

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, 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 show 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 Show 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, concessionaires, emergency vehicles, RV's and overnight parking. Be familiar with the [American with Disabilities Compliance Checklist](#).

Mark off parking and no parking areas (with tape, rope, signs, etc.). Maintain emergency lanes. Ensure 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 show 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.

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 (Vendor) 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 Show Chair and Show Committee to set vendor rates.

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

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.

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 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 who may wish to place an ad in the club's catalog. Potential advertisers may include:

- Dog supply or food companies
- Veterinarians or emergency hospitals
- 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/show secretary.

Receive the ads and submit them to the printer prior to the deadline. The format of the ad is usually specified; 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.

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 any trophies held by club; 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 Best in Show, Group and 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 be offered in memory of deceased or living dogs, and trophies in honor of people may be offered in memory of a deceased or living

person.⁹ Three-time win trophies are only permissible for placements specified in the *Rules Applying to Dog Shows*,¹⁰ and may not be offered for Sweepstakes or Futurities. A three-time win trophy may be withdrawn prior to retirement if the show-giving club can obtain a written clearance from all winners.¹¹

Include accurate descriptions or monetary value of all trophies in the premium list.¹² If the prize being donated is not properly described in the premium list, it can only be awarded at the show with the permission of the Event Committee and the reason for the exception included in the show report.¹³ 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.¹⁴ 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 Show 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 for Groups and Best in Show.

⁹ *American Kennel Club Policy Manual*, Section 4, Paragraph IV.B

¹⁰ *Rules Applying to Dog Shows*, Chapter 5, Sections 8-11

¹¹ *American Kennel Club Policy Manual*, Section 4, Paragraph IV.C

¹² *Rules Applying to Dog Shows*, Chapter 5, Section 4

¹³ *Rules Applying to Dog Shows*, Chapter 5, Section 6

¹⁴ *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 show and/or pre-show 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 or social media sites where a notice can be posted.
- Radio stations, see the example **Letter for Radio Coverage** in this manual.
- A combination of press announcements, 8"x10" 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** in this manual.
- 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, or 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 Dog Events Memo/Disaster and Emergency Plan**.

Knowledge of the local area. In case of emergency, coordinate with Show 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

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 conformation 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.¹⁵

Day of the Event

Have at least one properly completed copy of the **Emergency Procedures at Dog Events Memo/Disaster and Emergency Plan** form readily accessible.¹⁶

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 show hours.¹⁷

Know the location of the Automated External Defibrillator or AED. If one is on-site the location must be posted at the Superintendent/Show Secretary desk.

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**.

Distribute crate identification labels if the club wishes to provide or sell them.

¹⁵ AKC Board Policy, March 1998

¹⁶ AKC Board Policy, March 1998

¹⁷ 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 jurisdiction where the event is held.¹⁸

The event's official veterinarian must not exhibit, act as agent or handler, or enter a dog he/she owns or co-owns.¹⁹

At a benched show at least one of these veterinarians must be in attendance during show hours.²⁰

At an unbenched event the club has the option of having the veterinarian "on call."²¹ 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 show 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.

¹⁸ *Rules Applying to Dog Shows*, Chapter 10, Section 1,2

¹⁹ *Rules Applying to Dog Shows*, Chapter 11, Section 12

²⁰ *Rules Applying to Dog Shows*, Chapter 10, Section 3

²¹ *Rules Applying to Dog Shows*, Chapter 10, Section 2

Responsibilities

Plan meals, transportation arrangements, hotel 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 dinner, 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:

- 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 transportation (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 at least a half 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 in the rings.
- 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, show 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.

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 Show Chair.

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

Coordinate a cash pick-up schedule with the Show 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.

The AKC Booth schedule is developed throughout the year and is finalized in late fall for the following year. Requests for the AKC Educational Booth should be submitted to the Director of Club Education.

Dog show tours, in which a knowledgeable guide explains to the general public how dog shows are conducted, are also an effective way to educate the public about the sport and fulfill the public education eligibility requirement to hold future dog shows.

Another form of education is the new exhibitor briefings. These briefings should help new exhibitors understand the dog show 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 show secretary, the AKC Executive Field Staff, the event committee, the ring steward, ring location, exercise areas, and assist with grooming space. An explanation of dog show classes, points computation, and verification of placements (judges book tear sheets) should be included in the briefing.

Executive Field Representatives

The Judging Operations Department assigns AKC Executive Field Representatives to Conformation Dog Shows; an AKC Executive Field Representative will not attend all events.

Some of the duties and responsibilities of the AKC Executive Field Representative at all breed or specialty events 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 policy and rule compliance and first hand information regarding event operations.
- Acting in an advisory capacity to the Event Committee, exhibitors, breeders and judges.
- Observing and interviewing judges.

Almost every all breed show has an AKC Executive Field Representative in attendance. Additionally, many specialty shows, obedience trials, and field trials may have an AKC Executive Field Representative at the event.

<https://www.akc.org/sports/conformation/resources/field-reps/>

Photographer

The club is responsible for securing an official show photographer. 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. .

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, some time after the judge has completed the assignment. If time permits (and depending on the event type), pictures can be taken after Best of Breed or Best of Variety.

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.



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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.

<https://www.akc.org/clubs-delegates/clubs/resources/best-practices/>

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**.

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.

It is good practice to be sure that copies of all contracts are kept by multiple club officials (i.e., Show Chair and Treasurer should both have copies) in the event one person is not able to attend the event.

Event Cancellation

Situations may arise when it is advisable to cancel an event “the show 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 weather 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 show, 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 show 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 1-919-816-3955.

Exhibitors registered in an upcoming show that are worried about conditions that would warrant a cancellation can check the status of shows by calling the Event Cancellation Hotline which can be reached at 1-877-252-3229 or check the Event Cancellations page on AKC website: <https://www.akc.org/sports/event.cancellations/>.

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 under the **Liability and Accident Insurance** section.



THE SHOW SITE

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Selecting the Site

Dog shows 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 show secretary's or superintendent's experience in laying out show sites, and discuss the show 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.¹
- 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.
- Familiarize yourself with **Health Promotion and Infection Control at Dog Shows**.

Affordability

Attractive facilities may be secured at reasonable rates if the show 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 evaluated by the AKC prior to event approval utilizing the site. This may take some time. Please request information on the process as soon as a new site is considered. 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.

¹ *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 breeds and/or 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. Clubs holding shows at indoor sites must not depend on favorable weather conditions to accommodate necessary grooming space outdoors.

Size

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

Conditions

There should be:

- Adequate lighting
- Heat and air conditioning
- Ventilation
- Water
- Adequate number of rest rooms
- Exercise pens

Outdoor Sites

Outdoor sites are usually larger than indoor sites. More space can be provided for exhibiting, grooming 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 date 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 Service](#) or [weather.com](#) are two good websites to check radar in your area.

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 an AKC Executive Field Representative.

The main centers of activity are the rings and grooming areas. 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 show 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, 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.²

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

² AKC Policy Memo, April 27, 1979

If your club will be sharing a site with other clubs, try to not change the ring numbers from show to show. 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. Obedience/Rally ring size and condition requirements are outlined in the *AKC Obedience/Rally Trial Manual*.

Breed Rings

Ring Size

Both clubs and superintendents/show secretaries need to evaluate the size of the rings against the number of entries. Use the previous year's entries as a guide. Too often large entries are crammed into small rings. This can cause delays in judging and hamper exhibitors entering and exiting the rings. The size of each ring should accommodate the largest breed to be exhibited. The following are suggested guidelines.

	Width in Feet	Unobstructed Length in Feet	Obstructed Length in Feet
All Toy Breeds	24'	32'	42'
Terrier, Hound and Non Sporting Breeds	32'	40' larger breeds 50'	50' larger breeds 58'
Sporting, Working and Herding Breeds	40'	48'	58'
Specialty Shows (except Toy and Giant Breeds)	48'	64'	74'
Obedience ³	40'	50'	50'

Clubs may use the above guidelines after considering all relevant factors, such as:

- Available space
- An unusually large or small number of entries in some breeds
- The judges' assignments

Pay special attention to the width of aisles surrounding the rings. AKC policy requires a minimum of 10 feet; however, local ordinances may require more. In areas where heavy foot traffic or congestion is expected, cross aisles should be provided to ease access to all rings. Some aisles may be restricted to exhibitors only.

Provide viewing areas around the rings. A ring that is bounded by aisles on two or more sides permits more people to see the judging.

³ *Obedience Regulations*, Chapter 1, Section 32

Group Rings

Rings should be enlarged or combined to make a group ring.

Group rings should be large enough to accommodate the largest number of breeds in any group to be judged.

When combining rings on a show grounds or arena layout, thought must be given to entrance and exit of exhibitors and dogs. Be sure that they have ready and safe access.

Tenting

The AKC's policy on providing tenting/shade is:⁴

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 show 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.

Tenting Layout

Tenting layouts can be divided into two categories:

- Separate tenting for ring area and grooming area. A layout using separate tents for grooming and ring coverage is more efficient than combining both grooming and rings under the same tent.
- A single tent for both ring and grooming areas.

⁴ AKC Policy Memo, January 31, 1994

Additional 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.
- Specialty show areas when a specialty is held in conjunction with an all breed show.

When laying out tenting for obedience rings, remember that stakes are not allowed in the ring area.⁵

For laying out tenting for areas of combination grooming/ring tents, these guidelines are recommended:

- Two thirds of the average outdoor entry will usually require tenting area (e.g., if a show has 1,500 entries, provision should be made for sheltering approximately 1,000 entries under tenting). One third of the average outdoor event entry may be kept in vans, RV's, etc., and brought directly to and from the ring area.
- Of those entries requiring tenting space, approximately one quarter will be large dogs (this may vary if the club is having large breed specialties, supported entries, sweepstakes, etc.). The area required for large dogs will be approximately 10 square feet per dog.
- The area required for smaller dogs will be approximately half the area required for larger dogs (5 square feet), since crates can be stacked. Exhibitors should be encouraged to stack crates. Personnel engaged in unloading dogs should know the tent layout for proper placement of crates.

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.

⁵ AKC Policy Memo, January 31, 1994

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. 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 from the grooming area. After the start of the event, take extra precautions to ensure 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 Show Committee is responsible for clean and orderly conditions⁶ on the show 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.

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).

⁶ *Rules Applying to Dog Shows*, Chapter 9, Section 11

Exercise Pens⁷

The AKC Board of Directors approved the following to more adequately address exercise area requirements at dog shows.

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.

⁷ AKC Board Policy, July 2012, December 2015

Grooming⁸

It is the policy of the AKC to encourage and welcome all exhibitors. Keeping the cost of participating in the Sport reasonable for current as well as potential new competitors is crucial to its future health and growth. At the same time, the Board recognizes the financial pressure faced by many clubs in putting on their events. The Board has therefore established the following policy, effective January 1, 2013, with regards to grooming space:

All clubs are required to set aside an area for grooming. “Day-of-event” grooming must be provided that is reasonable in size for the entry of the show. A club holding a conformation event may, at its option, offer reserved grooming/crating space for a fee, provided that it makes available, at no charge in addition to the entry fee for the show, a reasonable amount of grooming/crating space of equal desirability to the exhibitors. Such free space need not include additional services such as the availability of electrical hookups.

⁸ AKC Board Policy, July 2012, December 2015



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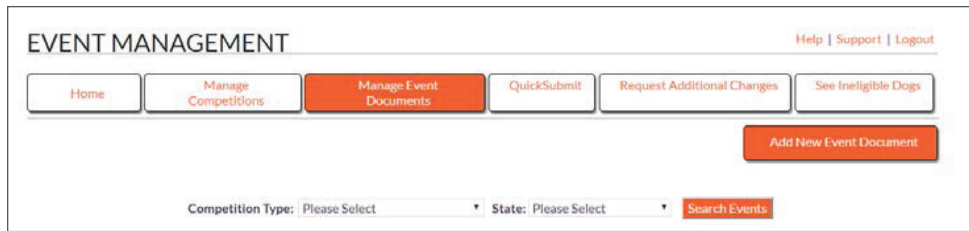
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Online Event Management

The Online Event Management Tool is a way for clubs to submit their event application and 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 at <https://www.apps.akc.org/apps/eventplans> using an ID and password issued to the club.

Once you log in you will see a tool bar of choices.



Home

The Home page brings you to the menu page displaying the three options below. You can use the options below or click on the links on the tool bar at the top of the page to continue.

- 1) Manage Event - used to submit the application for the show date.
 - a) Classic Online Event Management System
 - b) Online Competition Maintenance System (limited usage)
- 2) Submitting a Judging Panel.
 - a) Quick Submit Judges Panel
 - b) Judges Panel Planning tool – Advanced Panel Management
- 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 judges 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). For questions about using the **Online Event Management Tool** or login information contact eventplans@akc.org.

Manage Competitions

This will provide you a list of your events you can manage.

Manage Event Documents

Clubs can upload premium lists and judges programs, flyers for the events, etc. This is not to be used for documents that should be sent in for event approval by the clubs.

Quick Submit

This is for clubs to submit their contracted judges to AKC. This site is not for judge planning use.

Request Additional Changes

Any change to a corresponding event that a club cannot make online can be submitted through this email online contact.

See Ineligible Dogs

Show Secretaries can now view dogs that are on the ineligible dogs list before accepting entries.

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 can submit information such as:



- The names and contact information for show 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 show officials' information. Once the application has been submitted clubs can move on to the next step of processing a judges panel.

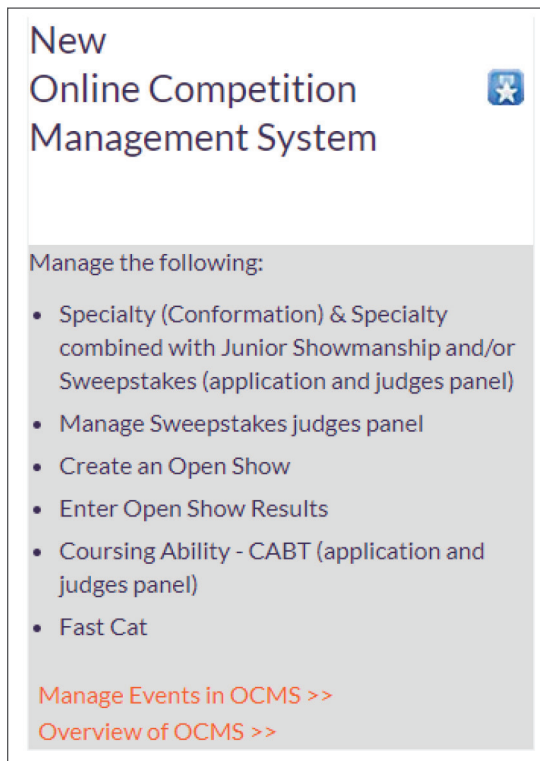
Online Competition Management System

Clubs offering Specialty or Junior Showmanship 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.

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

Name		Location	Event Docs
Greater Wichita Poodle Club		Wichita, KS	
Greater Wichita Poodle Club		Wichita, KS	

Clubs can also click on the link on the left side of the menu page to access the OCMS system.

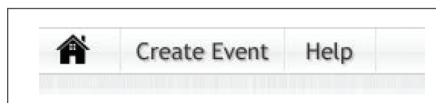


The screenshot shows a web interface for the OCMS system. At the top, it says "New Online Competition Management System" with a blue star icon. Below this, there is a section titled "Manage the following:" which contains a list of tasks:

- Specialty (Conformation) & Specialty combined with Junior Showmanship and/or Sweepstakes (application and judges panel)
- Manage Sweepstakes judges panel
- Create an Open Show
- Enter Open Show Results
- Coursing Ability - CABT (application and judges panel)
- Fast Cat

At the bottom of the list, there are two red links: "Manage Events in OCMS >>" and "Overview of OCMS >>".

You can use OCMS to create FSS Open Shows and FCAT Events. (Only FSS Open Shows and FCAT events can be created.)



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

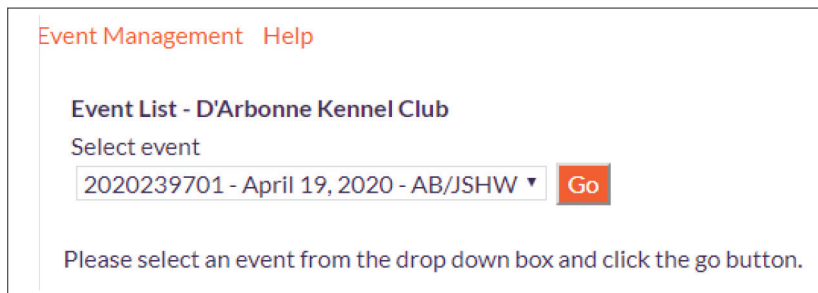
Submitting a Judging Panel

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

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.



Event Management Help

Event List - D'Arbonne Kennel Club

Select event

2020239701 - April 19, 2020 - AB/JSHW ▼ Go

Please select an event from the drop down box and click the go button.

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 judges 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 judges assignment is saved
- View multiple events as the judges panel is assembled
- View and assess a conflict with the chosen judge
- Identify breeds and classes that have not been assigned a judge

Additional Information for an Event

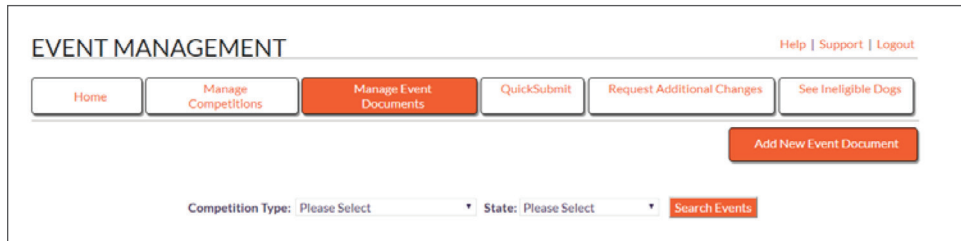
The third section of the Online Event Management Tool is used to request modifications to an event such as adding/removing non-regular classes or requesting the National Owner-Handled Series, as well as email questions and concerns to an Event Representative.

Manage Event Documents

Clubs can now upload their premium lists, judges programs, flyers for their events or any other documents the club would like their exhibitors to access within the AKC Event Search & Results. For additional information on using the Document Management System, please email eventplans@akc.org.

Note: The Document Management System is not to be used to submit event applications, judges panels, club officer updates, or club membership updates.

The club can click on the “Add Event Document” and following the steps to upload the selected PDF from their computer. The steps should be very evident. You can also request instructions to be emailed by sending a request to eventplans@akc.org.



The screenshot shows the 'EVENT MANAGEMENT' dashboard. At the top left, the title 'EVENT MANAGEMENT' is displayed. To the right, there are links for 'Help | Support | Logout'. Below the title, there is a horizontal navigation bar with several buttons: 'Home', 'Manage Competitions', 'Manage Event Documents' (highlighted in orange), 'QuickSubmit', 'Request Additional Changes', and 'See Ineligible Dogs'. Below this bar, there is a prominent orange button labeled 'Add New Event Document'. At the bottom of the dashboard, there are two dropdown menus: 'Competition Type: Please Select' and 'State: Please Select', followed by a 'Search Events' button.

Ineligible Dog List

Clubs will use this list, updated daily, to check their entries against the list. Any dog on the list is ineligible to enter a show. The club would deny the entry.

Frequently Asked Questions (FAQs) About the List of Ineligible Dogs



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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 Show Chair.

In the case of a designated specialty, the specialty club may be invited to submit the names of several judges or to choose the judge for its particular breed from the all-breed club's panel.

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. The judge's panel is one of the most important factors to consider when planning an event. Selecting and assigning the correct number of judges to cover the day is the first step in creating an efficient schedule: http://images.akc.org/pdf/Scheduling_Best_practices.pdf.

Submitting the Judges Panel

Clubs should submit the judges panel when the club is in possession of a signed contract from each judge. AKC rules require the judges agreement in writing and their specific assignment before submitting to the AKC for approval. The panel must be submitted to the AKC no later than 18 weeks prior to the closing date for entries.¹ For designated specialties, all arrangements between the specialty club and the all breed club regarding judges (selection, assignment, payment, etc.) should be in writing. The all-breed club is responsible for submitting the entire panel. Panels may be submitted with the judges for some breeds listed 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.

Permit Judges

Permit judges who are approved for fewer than all the breeds within a group 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 permit judges.

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

For all-breed and group clubs that engage at least four permit judges who are approved for fewer than all the breeds within a group at the time the contract is signed, credit may be given to the club for one of the educational activities required for permission to hold an event the following year.

For credit for educational activities, the recommended number of permit judges to use is:

- For entries fewer than 1,000 dogs, use a minimum of four permit judges.
- For entries between 1,000 and 2,000 dogs, use a minimum of six permit judges.
- For entries greater than 2,000 dogs, use a minimum of eight permit judges.

Newly approved permit judges are published monthly in the **Secretary's Page** of the *AKC Gazette*, and listed in italics in the **Judges Directory** published annually in January. *The Secretary's Page* of the *AKC Gazette* (which lists newly approved permit judges), as well as the annual *Judges Directory*, are also accessible from the AKC's web site at www.akc.org/judges_directory/. The online *Judges Directory* includes permit judges and is updated monthly.

Visiting Judges

The club must submit the request to the AKC's Judging Operations Department, **at least six months before the date of the closing**, for approval of a Visiting (foreign) Judge who has not previously judged in the United States.

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

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

The club must provide an interpreter if a Visiting Judge does not speak and read English AND is unable to provide an interpreter themselves.²

Visiting Judges may be approved to judge up to eight (8) days at All-Breed and/ or Limited Breed events in one calendar year. There is no limitation on single breed independent specialty assignments.³

If you have questions about Visiting Judges, including eligibility, contact the AKC's Judging Operations Department at judgingops@akc.org.

² AKC Board Policy, January 2019

³ AKC Board Policy, January 2019

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.⁴ The *Rules, Policies and Guidelines for Conformation Dog Show Judges*,⁵ states that “judges cannot do their best work if they are tired from travel. They should not accept assignments on succeeding days where more than a few hours travel by ground transportation is involved.”

Assignment Limitations

A conformation judge will not be approved to judge more than 175 entries per day, not including Group or Best in Show assignments. A specialty judge may be assigned a maximum of 200 entries. When the specialty is part of an all breed event, the maximum of 200 entries applies only if no other breed, Group or Best in Show judging is assigned to the judge that day.⁶

Obedience judge limitations can be found in the *Obedience/Rally Trial Manual* or in the *Obedience Regulations*.⁷

It is strongly recommended that judges who are assigned Group(s) judging *not* be given more than a 150 dog breed assignment; Judges assigned to the regular group may not be assigned any special attraction groups (excluding NOHS) at the same event.⁸

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 show, e.g. obedience, 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.

⁴ *Rules, Policies, and Guidelines for Conformation Dog Show Judges*, p. 6

⁵ *Rules, Policies, and Guidelines for Conformation Dog Show Judges*, p. 6

⁶ *Rules Applying to Dog Shows*, Chapter 7, Section 13

⁷ *Obedience Regulations*, Chapter 1, Section 26

⁸ *Rules, Policies, and Guidelines for Conformation Dog Show Judges*, p. 6

Division of a Breed Assignment

If more than one judge is to be used at an independent or designated specialty, the assignments must follow these guidelines:⁹

In breeds that have varieties, assignments may be divided by variety, with one of the judges designated as the Best of Breed and Inter-Variety judge.

In breeds that have no varieties, the assignments may be divided by sex:

- When there are two judges, all dog classes should be judged by one judge, and all bitch classes judged by the other judge. Any competition not divided by sex may be assigned to either of the two judges.
- When there are three judges, all dog classes should be judged by one judge, and all bitch classes judged by the second judge. Any competition not divided by sex should be judged by the third judge.

Judging Conflicts

Judging assignments are regulated by the following AKC policies.

Breed Judging

A judge will not be approved to judge the same breed, Group or Best in Show at two shows held within 30 days and 200 straight line miles of each other.¹⁰

The 30-day limitation is calculated by the **first day of the show being counted as day zero**—judge may **judge on the 31st day**. There are no such restrictions on non regular classes or Special Attractions. Two judges who are approved to judge dogs and bitches at back-to-back specialty or specialties will be allowed to exchange assignments on the second day.

The AKC's Event Operations Department will check for conflicts. If you have questions about whether an assignment may or may not exceed the 200 mile limit, contact the Event Operations Department.

A judge will not be approved to judge the breed, the Variety Group of which the breed is a part, and Best in Show at the same event. An exception may be made in hardship cases for a specific event.¹¹

Any restrictions beyond the 30 day/200 mile limits are between the club and the judge, and should be included in the contract.

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

¹⁰ *Rules, Policies, and Guidelines for Conformation Dog Show Judges*, p. 6

¹¹ *Rules Applying to Dog Shows*, Chapter 7, Section 19; *Rules, Policies, and Guidelines for Conformation Dog Show Judges*, p. 6

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 other 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 and fees. These arrangements must be in writing in the form of a signed contract.

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

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 breeds to be assigned.

Contact the judge to ascertain initial availability, fees and projected expenses. Telephone is usually the quickest method.

Write promptly to the judges you have selected, enumerating the following, enclosing two copies of the contract. One copy of the contract must be signed and returned to you containing the following information:

- Name of the club.
- Name, 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 specific judging assignments being submitted to the AKC.¹² It is important that breed, Group and Best in Show 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.¹³
- 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 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.
- Electronic mail is an acceptable means of communication but an acknowledgment of receipt and written reply accepting terms and/or assignment would be required to constitute an agreement.

Inform the judges about the hospitality arrangements. See **Hospitality: Judges Information Sheet**.

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.

¹² *Rules Applying to Dog Shows*, Chapter 4, Section 1

¹³ AKC Board Policy, July 1998

Club's Responsibility to the Judge

All assignments **must** be promptly confirmed in writing. The written confirmation should include the specific breed, group and obedience class(es). **No change in a judge's assignment may be made unless the judge agrees to the change. All changes must be in writing.**¹⁴

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.¹⁵

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/200 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.¹⁶

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

When a judge signs a dated contract, provided by the club, the judge and the club are responsible for abiding by its conditions.¹⁷

¹⁴ *Rules Applying to Dog Shows*, Chapter 7, Section 7

¹⁵ *Rules, Policies, and Guidelines for Conformation Dog Show Judges*, p. 6

¹⁶ *Rules, Policies, and Guidelines for Conformation Dog Show Judges*, p. 8

¹⁷ *Rules, Policies, and Guidelines for Conformation Dog Show Judges*, p. 6-8



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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 show secretary.

Starting Time for Judging

An official starting time must be announced.¹ The start time of an event may vary depending on circumstances. Events may begin early to accommodate very large entries, or later when the number of entries is smaller.

The event 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. Expedite group judging by using a separate area for photographs. Clubs must conclude judging by the posted closing time. 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.
- Assign group judges no more than 125-150 class dogs.
- Schedule two groups at a time. Stagger the starting time by fifteen minutes.

Scheduling Rings

Assigned rings must be large enough to accommodate the largest breed being judged or the class with the largest number of entries.

Arrange the schedule so that a judge can complete his assignment in one ring whenever possible. If a judge must move from a large ring to a small ring to accommodate different size breeds, dogs of similar size should be scheduled in the same block of time. When a judge is scheduled in more than one ring, schedule that judge in rings that are as close to each other as possible.

Within a judging assignment, all breeds judged on a table should be scheduled consecutively, and all breeds judged on a ramp should be scheduled consecutively.

Any rings that are to be combined and used for group judging should be scheduled so that they are available well before the group judging is to begin.

¹ *Rules Applying to Dog Shows*, Chapter 6, Section 2; Chapter 7, Section 12

Scheduling Breed Judging

Consider the welfare of the dogs when scheduling. For example, schedule short nosed breeds in the cooler part of the day.

The judging schedule must be based on each judge judging about 25 dogs per hour² (2.4 minutes per dog). Permit, Sweepstakes or Futurity judges usually judge at a slower rate than experienced judges do. A minimum judging rate of about 20 dogs per hour (3 minutes per dog) is appropriate for these judges and they should be scheduled accordingly. Since the AKC Executive Field Representative frequently observes permit judges, every attempt should be made to schedule these assignments at non conflicting times. To estimate breed judging start/stop times, a club may request judges to indicate their usual judging rate.

Each judge's breed and variety assignments must be divided into periods of about one hour, except in cases where the entry in a breed or variety exceeds 30. The final segment of a ring schedule may be expanded but may not exceed 50 dogs unless the entry is in a single breed or variety.³

If the total number of entries assigned to any judge exceeds 175, assign another judge to some of the breeds for the overloaded judge. The club must contact a judge for permission to assign him/her additional breeds. Breeds can only be reassigned to another judge who is approved by the AKC to judge that breed.⁴

Group judges who also have breed assignments should be scheduled so that they can complete their breed assignments before group judging begins. The AKC recommends that clubs assign approximately 125 dogs, but no more than 150 dogs, to at least two of their group judges.

If judges are assigned breeds in more than one group, organize their breed-judging schedule by group. Multi-entry classes (Ex: Stud Dog or Brood Bitch) should be scheduled after the assigned judge has completed all assignments for the regular classes in that breed at the event. Judges are not be assigned multi-entry classes at an event if assigned to judge any regular classes in the same breed at an event later the same day, weekend, circuit, or cluster.

Scheduling Breed Judging at National Specialties

Due to the number of dogs entered in an individual class at national specialties, the Breed classes are sometimes split. Therefore, an exhibitor may make a protest by asking the

² *Rules Applying to Dog Shows*, Chapter 7, Section 12

³ *Rules Applying to Dog Shows*, Chapter 7, Section 12

⁴ *Rules Applying to Dog Shows*, Chapter 7, Section 13

steward to inform the judge about the protest, at which point the judge should personally speak with the protesting exhibitor. Exhibitors should not be prevented from protesting a dog if they are not actually in the ring at the same time as the dog being protested due to the split class, as long as the exhibitor is personally showing a dog in the same class.⁵

Scheduling Lunch and Breaks

Any conformation judge whose assignment exceeds five hours must be allowed forty-five minutes to one hour for rest or meals.⁶ Obedience/Rally judges must be allowed forty-five minutes to one hour for meals or rest at their discretion.⁷ Coordinate with the food service to ensure that lunch will be available at the time scheduled for lunch breaks.

Stagger lunch breaks to allow judges to resume their assignments on schedule. Judges with breed assignments that are small may be scheduled to use rings that will be vacant while another judge is at lunch.

At an all-breed event, breaks may be scheduled between breed assignments or scheduled at the discretion of judges. Special care must be taken when preparing the break schedule for a specialty event, particularly where there is a large entry (e.g., a national specialty). Try to schedule the lunch or rest break at a logical stopping point.

Scheduling Group and Best in Show Judging

Decide in advance which rings are to be used for the groups. Judging in these rings must be completed before the groups are scheduled to begin. When scheduling breed assignments backward from group judging, the judging in the rings to be used for the groups must start early enough to avoid possible delays.

Judges having Group or Best in Show assignments must be scheduled to complete all their breed assignments before their scheduled group judging time. The AKC suggests that Best in Show be judged by someone who has not already judged any breed or group at that show.

For an event to end by 6:00 p.m., group judging should start by 3:00 p.m. or earlier. Breed judging in at least two groups should be scheduled to be complete before group judging is scheduled to begin. Judging of all breeds within a group must be scheduled to be complete before that group's judging begins. The breeds in a particular group that are latest on the schedule should be scheduled in rings as close as possible to the rings intended for group judging.

⁵ *Field Representatives Policy Manual*, House/More/Hayes – September 1999, pg.12

⁶ *Rules Applying to Dog Shows*, Chapter 7, Section 12

⁷ *Obedience Regulations*, Chapter 1, Section 26; *Rally Regulations*, Chapter 1, Section 23

Scheduling Obedience Judging

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

Refer to *AKC Obedience and Rally Trial* manual.

Scheduling Junior Showmanship Judging

The Junior Showmanship judges should be scheduled to judge 20 exhibitors per hour.⁸ Junior Showmanship entries count toward a judges daily limit of 175.

Judging Changes

A club may need to make a change to its judging panel after the premium list has been distributed; changes to a judge's assignment shall only be made if 1) the judge has drawn more than 175 entries in breed (200 if only assigned single-breed specialty) or eight hours of obedience for the day, or 2) the assigned judge has indicated they are unable to fulfill their assignment. No change to a judge's assignment may be made unless the judge agrees to the change. Notification must be sent of any changes made after publication and prior to closing.

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 the start of any regular conformation judging.⁹

Judge Changes and Refunds

When there is a judging change in any class in the show, the exhibitor should get a refund for that class, however no refund will be given later than 30 minutes prior to the judging of any classes of the breed in question (this does not apply for Group or Best in Show judge changes).¹⁰ No refund will be given for any Sweepstakes judging change. There is one caveat. Some Sweepstakes or Futurities do require entry in a regular class at the show in order to be eligible for the Sweepstakes or Futurity. If there is a judging change in the

⁸ *Rules, Policies, and Guidelines for Conformation Dog Show Judges*, page 12

⁹ *Rules Applying to Dog Shows*, Chapter 7, Section 8

¹⁰ *Rules Applying to Dog Shows*, Chapter 7, Section 9

breed and the exhibitor cancels because of this judge change, they would no longer be entered in a regular class and thus would not be eligible for the Sweepstakes or Futurity.

In the case of a Futurity, any refund would be for the actual entry fee only, and not for all of the prior nomination and continuation fees.

Judging Program Already Mailed

When the superintendent or show 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 may withdraw anytime prior to the scheduled start of any regular class judging of that breed at the event.¹¹

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

The maximum number of entries in breed judging assigned to any judge in one day must not exceed 175, or 200 for an individual judging a specialty only.¹² These numbers include Sweepstakes/Futurity, Junior Showmanship, 4-6 Months Beginner Puppy Competition, Obedience, and Rally entries.

No obedience judge can be assigned to more than eight hours of judging in one day as outlined in *Obedience Regulations*.¹³

The maximum for Rally judging is 20 entries per hour.¹⁴

If a judge's assignment exceeds these limits, enough of the assignment must be given to a substitute judge to eliminate the overload.^{15, 16} To select a judge to substitute, consider prospective judges in this order:

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

In an emergency:¹⁷

- A judge approved for breeds in that group.
- Any approved judge.
- In a real emergency, anyone in good standing.

¹¹ *Rules Applying to Dog Shows*, Chapter 7, Section 9

¹² *Rules Applying to Dog Shows*, Chapter 7, Section 13

¹³ *Obedience Regulations*, Chapter 1, Section 26

¹⁴ *Rally Regulations*, Chapter 1, Section 23

¹⁵ *Obedience Regulations*, Chapter 1, Section 28

¹⁶ *Rules Applying to Dog Shows*, Chapter 7, Section 13

¹⁷ *Rules Applying to Dog Shows*, Chapter 7, Section 4

Breed Judges

- **If a judge is assigned only one breed**, and if the entry in that breed exceeds 200 for the day, the assignment must be reduced first by reassigning to another judge enough non regular classes or Junior Showmanship to eliminate the overload.
- If the judge's assignment still exceeds 200, one or more of the regular classes should be reassigned to another judge until the original judge's assignment is brought as closely as possible within the prescribed limit. Junior Showmanship should be reassigned before any breed classes are reassigned, then the class having the smallest number of dogs or the class requiring the least time should be reassigned.
- **If a judge is assigned more than four breeds** and has an assignment that exceeds the limit for the day, the assignment must be reduced by the minimal number of changes to reduce the total assignment as close as possible to the daily limit. When possible, the reassigning of any non-regular classes or Junior showmanship classes should be considered before any breed is reassigned. Permit/provisional breeds may not be removed without the judge's consent.
- **If a judge is assigned four or fewer breeds**, the assignment must be reduced first by reassigning to another judge enough classes from one breed to eliminate the overload, with any non-regular classes being removed first. Junior Showmanship should be reassigned before any breed classes are reassigned. If it is necessary to remove regular classes, the class having the smallest number of dogs or the class requiring the least time should be reassigned¹⁸
- The same procedure should be followed for as many breeds as necessary until the overload is eliminated. This will apply whether or not the breed in question involves varieties.

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.

Obedience Judges

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.¹⁹

Refer to *AKC Obedience and Rally Trial* manual.

¹⁸ *Rules Applying to Dog Shows*, Chapter 7, Section 13

¹⁹ *Obedience Regulations*, Chapter 1, Section 28

Notification of a Judging Change

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

Breed Overload Example

OFFICIAL NOTICE

CHANGE OF JUDGE

In accordance with Chapter 7, Section 13 of the *Rules Applying to Dog Shows*, due to the large entry, and with American Kennel Club approval, _____ will judge (list the breed) in place of _____.

Or

In accordance with Chapter 7, Section 13 of the *Rules Applying to Dog Shows*, due to the large entry, and with American Kennel Club approval, the following changes apply:

<u>Breed</u>	<u>Original Judge</u>	<u>New Judge</u>
Lhasa Apso	Miss Allison Johnston	Miss Bri Tesarz
German Shepherd Dog	Miss Katie Peralta	Miss Whitney Meeks

Obedience Overload Example

OFFICIAL NOTICE

CHANGE OF JUDGE

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

Or

In accordance with Chapter 1, Section 28 of the *Obedience 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	Dr. Adam King
Utility B	Miss Emma Stone	Miss Kimberly Silva

Breed and Obedience Overload Example

OFFICIAL NOTICE

CHANGE OF JUDGE

In accordance with Chapter 7, Section 13 of the *Rules Applying to Dog Shows*, and with American Kennel Club approval _____ will judge (list the breed) in place of _____ and _____ will judge (list the obedience class) in place of _____.

Or

In accordance with Chapter 7, Section 13 of the *Rules Applying to Dog Shows*, and with American Kennel Club approval the following changes apply.

Breed/Class

Akita

Novice A

Original Judge

Miss Julia Nietsch

Miss Jamie Conway

New Judge

Mr. Michael Kennedy

Miss Stephanie Smith



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Obedience Trial Classes with a Show

Any all-breed, limited breed or specialty club may be approved to hold obedience classes with its shows.¹ Contact the AKC's Club Relations Department concerning your club's eligibility.

AKC Rally®

Clubs can attract new exhibitors by offering this competition, which emphasizes the usefulness of the purebred dog as a companion to man. The trials should produce dogs that behave in the home, public places and in the presence of other dogs at all times and under all conditions.

Any AKC club may be granted permission to hold a rally trial if, in the opinion of the AKC Board of Directors, it is qualified to do so, provided the club holds the event(s) for which it was originally formed at least once every two years.²

Descriptions of the exercises, rally signs and applications may be viewed or downloaded from the AKC web site.

Further information about AKC Rally and Obedience classes can be found in the *Obedience/Rally Trial Manual*.

The Miscellaneous Class³

Any all-breed or group club awarding championship points at their event may offer classes for the Miscellaneous Class breeds (or those breeds that will become eligible for their group) at the event.

Section 22. The Miscellaneous Class shall be for purebred dogs of such breed as may be designated by the AKC® Board of Directors. No dog shall be eligible to exhibit in the Miscellaneous Class unless the owner has been granted an AKC registration number, or is individually registered with an acceptable foreign or domestic registration organization in accordance with the AKC FSS Program. Dogs not individually registered with the American Kennel Club may be shown in accordance with Chapter 11, Section 1 of the *Rules Applying to Dog Shows*.

The regular Miscellaneous Classes for each breed shall be Puppy, Bred-by Exhibitor and Open, with the same eligibility requirements in Sections 4, 8 and 10 of this Chapter respectively. These classes shall be divided by sex. All class winners within a breed shall compete for Best of Breed and Best of Opposite Sex to Best of Breed.

¹ *Obedience Regulations*, Chapter 1, Section 1

² AKC Rally Regulations, Chapter 1, Section 1

³ *Rules Applying to Dog Shows*, Chapter 3, Section 22

Breeds Eligible to Compete in Miscellaneous Class

These breeds may also compete in Obedience, Tracking, Agility, and Junior Showmanship at events held on or after September 1, 2001.⁴

A list of breeds that are included in the Miscellaneous Classes can be procured from the AKC website at <http://www.akc.org/dog-breeds/groups/miscellaneous-class/>.

Each of the Miscellaneous Class Best of Breed winners shall be eligible to compete for Best in Miscellaneous Class. All entries for Best in Miscellaneous Class shall be made after judging of the individual Miscellaneous breed classes and no entry fee shall be charged. In the event that the owner of a dog designated Best of Breed shall not exhibit the dog in the Best of Miscellaneous Class Competition, no other dog of the same breed shall be allowed to compete. There shall be no further competition for dogs entered in the Miscellaneous Class.

The ribbons shall conform to Chapter 5, Section 2 of these rules and shall be the following colors:

- First Prize - Rose
- Second Prize - Brown
- Third Prize - Light Green
- Fourth Prize - Gray
- Best of Breed - Orange
- Best of Opposite - Lavender
- Best in Miscellaneous - Pink and Green

Junior Showmanship Classes

The requirements for Junior Showmanship are detailed in the *Conformation Junior Showmanship Regulations*, *Guidelines for Judging Juniors in Conformation*, and *Juniors in Performance Events*.

Specialty Clubs

A specialty club that is sanctioned by AKC and has held at least one successful B Level sanctioned match may host a specialty for the parent club.

⁴ AKC Board Policy, June 2001

The proper notice in the premium list and catalog is:

This _____ Club Specialty is hosted by the _____ Club.

No listing of officers or other details of the hosting club is permitted.

Non-licensed/non-sanctioned clubs may not host an AKC licensed show and may only be listed in a catalog as a supporter or contributor, or to be recognized for trophy donations.

Designated Specialty

Where a specialty club wishes to consider as its Specialty Show the breed classes at an all-breed show, the AKC will approve the “considering of classes” if the following conditions are satisfied:⁵

- An application is submitted by the specialty club.
- A license fee of \$15.00 is paid.
- The breed’s parent club has consented in writing to the specialty club’s holding the show.
- The location of the event and the superintendent/show secretary are the same as for the all breed club’s event.

A breed in which there are varieties for show purposes must consider the classes in all varieties as its specialty show. For example, a Collie club cannot consider the classes only for Rough Collies, but must include Smooth Collies; a Poodle club must consider the classes in all three varieties.

The proper notice, in the all-breed club’s premium list and catalog, for a specialty club that is designating the classes at the all breed show as its specialty show is:

The _____ Club will consider the (breed) classes at the show as its specialty show.

The name of the specialty judge may be inserted in the notice.

The names of the specialty club’s officers and the address of the club’s secretary must be listed following this notice.⁶ Listing of the specialty club’s board members or governors is optional.

Listing of the specialty club’s committees or naming of the specialty club’s officials is not permitted.

Any trophies allowed at an independent specialty, such as those awarded on a three time win basis, may be offered at a designated specialty.⁷

⁵ *Rules Applying to Dog Shows*, Chapter 2, Section 9

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

⁷ *Rules Applying to Dog Shows*, Chapter 5, Section 8

Supported Entry

A specialty club that is sanctioned by the AKC, and which has held at least one successful sanctioned event, may support the entry of its breed at an all breed or group club event. Supported entries are limited to one specialty club per breed. Designated specialties and sweepstakes are considered events, not a supported entry, and require the submission of an event application.

A group club that is sanctioned by the AKC, and which has held at least one successful sanctioned event, may support the entry of all the breeds/varieties in the group at an all breed event. Supported entries are limited to one club per breed.

No application is required for a supported entry, and supported entries are automatically approved if they are held at an all-breed event. However, a specialty club can only support an entry if the hosting all-breed club first approves. An application must be submitted if the specialty club wishes to hold a sweepstakes or futurity event as part of the supported entry. Only AKC licensed or sanctioned clubs may hold sweepstakes events. Clubs that are not licensed or sanctioned with the AKC can only provide the trophies for supported entries and cannot provide for any class that the hosting all-breed show is not holding. The only place that a club not licensed or sanctioned with the AKC can be listed is in the trophy section of the premium list

The proper notice for the premium list and catalog when a club is supporting the entry:

The _____ Club will support the entry of (breed) at this show.

Proper notice may appear in the first pages of the premium list and catalog. No listing of officers or other details concerning the specialty club are permitted.

The specialty club should reach an agreement with the all-breed or group club about additional details such as trophies, parking, judge selection, and time of judging.

If a specialty club wishes to support an entry at an all-breed or group club show outside its assigned area and in the area of another specialty club of the same breed, it should notify the other specialty club and receive their permission.

Evening Specialties

An Evening Specialty must be held at the same site and on the same day as an all-breed show held earlier in the day. It must start at least 30 minutes after the all breed's Best in Show competition is finished and are limited to 50 entries per ring, per judge, for all AKC approved competitions, provided the rings are run concurrently.⁸

⁸ AKC Board Policy, December 2005, January 2018

For a club to hold an evening specialty, it must obtain written consent from the all-breed club. A copy of the all-breed club's letter must be submitted to the AKC with the show application.

More than one specialty club may hold an Evening Specialty on the site, and these events may be judged concurrently. Only one specialty per breed may be held as an evening specialty.

The all-breed club is not required to give up the breed at its show.

Same Day Specialty Shows

Two independent specialty shows of the same breed of no more than one hundred entries per ring per judge each, inclusive of sweepstakes, special attractions or matches, may be permitted at the same location on the same day.⁹

Concurrent Specialties¹⁰

Independent specialties may be held concurrently with an all-breed show with the following limitations:

1. The specialty club must obtain permission from the all-breed club in order to apply.
2. The maximum number of independent specialties will be determined by the Event Operations Staff, considering the adequacy of the all-breed show's facility.
3. The specialty must be held on the same grounds as the concurrent all-breed show (i.e., the same physical address).
4. The entry on the Specialty breed(s) is limited to 100 entries per ring, per judge per day in both the specialty and all-breed club events.
5. The ownership of the corresponding date must be agreed upon in writing prior to event approval.
6. The breed judging at either the all-breed show or the independent specialty may occur first, but the scheduling must accommodate Group judging.
7. Evening specialties will be permitted for breeds that are not holding concurrent specialties with the all-breed show.

Sweepstakes or Futurity Classes

A specialty club which has been approved by the AKC to hold sweepstakes and futurities may hold these events in conjunction with its event or with an all-breed event. The following conditions must be met:

⁹ AKC Board Policy, December 2005, November 2017

¹⁰ AKC Board Policy, August 2011, October 2016, November 2017

- An application is submitted by the specialty club.¹¹
- Entries for sweepstakes or futurity are only accepted for dogs that are at least six months of age. Sweepstakes entries are for dogs less than 18 months of age.
- The class divisions are specified in the premium list. Age divisions are determined by the specialty club. Classes must be divided by sex.
- All other qualifications for the dogs and handlers may be set by the specialty club and must be stated in the premium list.
- The club may retain for expenses up to 50% of the sweepstakes entry fees collected. The club should only retain enough of the entry fee to cover the expenses of the competition.¹²

No sweepstakes or futurity judge, or any person residing in the judge's household is permitted to exhibit or act as agent at the event. No dog owned by this judge or any member of the judge's household is eligible to be entered at the event. These rules apply to sweepstakes and futurities judges as they do to those judging regular classes.¹³

When several specialty clubs hold their events as a combined specialty at the same site on the same date, each of the specialties is considered a separate event for the purpose of applying AKC rules. The judge of the sweepstakes or futurity may not exhibit on the day(s) they judge. A multi-day specialty is considered one event, and the restriction will apply for the duration of the event.¹⁴

The colors of ribbons given in a sweepstakes or futurity are the same as those given at sanctioned matches:¹⁵

First—Rose

Second—Brown

Third—Light Green

Fourth—Gray

Special prize—Green with pink edges

Best of Breed—Orange

Best of Variety—Orange & White

Best in Match, Sweepstakes or Futurity—Pink and Green

Best of Opposite Sex to Best in Match, Sweepstakes or Futurity—Lavender

Best of Opposite Sex to Best in Variety in Sweepstakes or Futurity—Lavender & White

Three-time win trophies may not be offered in sweepstakes or futurities.¹⁶

¹¹ *Rules Applying to Dog Shows*, Chapter 2, Section 10

¹² AKC Board Policy, February 2018

¹³ *Rules Applying to Dog Shows*, Chapter 11, Section 13

¹⁴ *Rules, Policies, and Guidelines for Conformation Dog Shows Judges*, page 4

¹⁵ *Rules Applying to Dog Shows*, Chapter 5, Section 3

¹⁶ *American Kennel Club Policy Manual*, Section 4, Paragraph IV.C.2

Veteran Sweepstakes

The sweepstakes will be open to the breed specified in the premium list, subject to the minimum age determined by the club.

A predetermined fee is usually required for entering, regardless of other classes entered, even though it is designated as an additional class. To enter, write “Veteran Sweepstakes” in the space for Dog Show Class or in the box for Additional Class, if appropriate.

The dog or bitch need not be entered in any other class at the show. Veterans competing in Sweepstakes only may be spayed or neutered only if it is stated in the premium list that this is acceptable.

Judging of veteran sweepstakes will take place at a time determined by the club. Trophies or prizes may be awarded as determined by the club.

Non Regular Classes

Clubs have the prerogative of establishing additional non-regular classes.¹⁷ 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.¹⁸

Non-regular classes may be single dog entry (only one dog is judged) or multiple dog entry (two or more dogs are judged together as a unit). The winners of single dog entry classes, if otherwise undefeated in the show, compete for Best of Breed/Variety;¹⁹ the winners of multiple dog entry classes do not.

Single Dog Entries

All Non-Regular Classes for single dog entries at independent and designated specialties may be scheduled at any time before Best of Breed or Variety.²⁰

These classes must be divided by sex.

¹⁷ *Rules Applying to Dog Shows*, Chapter 3, Section 12

¹⁸ *American Kennel Club Policy Manual*, Section 4, Paragraph IV.A

¹⁹ *Rules Applying to Dog Shows*, Chapter 3, Section 14

²⁰ *American Kennel Club Policy Manual*, Section 4, Paragraph II.1 (revised April 1999 Board meeting)

The most common non-regular single dog entry breed classes are:

Veterans Class

The Veterans class is for dogs and bitches who meet a minimum age requirement set by the club. The class may be split further into age divisions. If the class is split, each first place winner is eligible to compete for Best of Breed. Neutered dogs and spayed bitches may participate in veteran classes at independent specialties and/or all-breed shows which do not offer competitive classes beyond Best of Breed.²¹ The premium list must state if altered veterans are eligible to compete.

Field Trial Class

The Field Trial class is for dogs and bitches that have placed in an AKC licensed or member field trial or have a Field Trial title (criteria must be printed in the premium list). In certain breeds, having Field Trial Judges Awards of Merit or parent club field titles may be included in the eligibility requirements.

Multiple Dog Entries

All dogs making up the multiple dog entry must be shown together as a unit, but an **official AKC entry form**²² must be completed for each dog making up the entry. Specify the non-regular class in the Additional Classes section of the entry form if the dog is entered individually in one of the regular classes, Best of Breed or Variety competition, or some non-regular class other than the multiple dog entry class.

The premium list should state whether each dog entered for the unit will be charged a fee for entering this class, or whether one fee for the unit will be charged.

Classes for multiple dog entries may be judged at any time.²³

Because the judge's decision in multiple entry classes is based on the merits of more than one dog or bitch, no one of the dogs or bitches making up the unit will be eligible to compete for Best of Breed or Variety by virtue of having won this class.

The most common non-regular multiple dog entry breed classes are:

Stud Dog Class

The Stud Dog class is for stud dogs and two or more of their get.

Brood Bitch Class

The Brood Bitch class is for brood bitches and two or more of their produce.

²¹ *Rules Applying to Dog Shows*, Chapter 11, Section 8

²² Form may be downloaded from the AKC web site

²³ *American Kennel Club Policy Manual*, Section 4, Paragraph II.2

The following applies to both Stud Dog and Brood Bitch classes:

- **The club may permit more than the customary two offspring to be shown;** however, an upper limit to the number of offspring must be stated in the premium list.
- Offspring must be intact
- The owner of the sire or dam need not be the owner of the offspring.
- The offspring only are judged on their merit.
- Offspring must be entered in a regular class.²⁴
- A castrated male may be entered as Stud Dog in the Stud Dog class, and a spayed bitch may be entered as Brood Bitch in the Brood Bitch class.²⁵
- The handler of each dog must wear a numbered armband.²⁶

Brace Class²⁷

The Brace class is for two dogs of the same breed, both dogs are intact, and having one common owner listed on each dog. (Effective January 1, 2005)

The dogs comprising the brace must be named at the time of entry. Full particulars must be given for each dog on an individual entry form.

If a dog that is to be part of a brace is entered in another class and entered as part of a brace, specify “Brace Class” in the Additional Classes section of the form. If a dog is not entered in another class, specify “Brace Class Only” in the Dog Show Class section of the form.

Team Class²⁸

The Team class is for four dogs of the same breed, having one common owner listed on each dog. (Effective January 1, 2005)

The dogs comprising the team must be named at the time of entry. Full particulars must be given for each dog on an individual entry form.

If a dog that is to be part of a team is entered in another class and entered as part of a team, specify “Team Class” in the Additional Classes section of the form. If a dog is not entered in another class, specify “Team Class Only” in the Dog Show Class section of the form.

²⁴ *Rules, Policies, and Guidelines for Conformation Judges*, page 18

²⁵ *Rules Applying to Dog Shows*, Chapter 11, Section 8

²⁶ *Rules Applying to Dog Shows*, Chapter 14, Section 2

²⁷ *Rules Applying to Dog Shows*, Chapter 3, Sections 17, 18

²⁸ *Rules Applying to Dog Shows*, Chapter 3, Sections 19, 20

Special Attractions

A club may engage dogs not entered in its event as a special attraction if the AKC gives its written approval.²⁹ The club's written request for AKC approval must give details of the nature of the special attraction. If purebred dogs other than those eligible for AKC registration are to be included, a list of the breeds must be provided with the request. The **Special Attractions** form³⁰ 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.³¹

The judging of a special attraction must not interfere with the orderly conduct of regular or group judging at the event. Best in Show judging may not be delayed more than 15 minutes for a Special Attraction judging. 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 event. Special Attraction Groups may be judged prior to regular Group judging. Judges assigned a Regular Group at an event are not eligible to judge Special Attraction Groups (except NOHS groups). Special Attractions that would cause undue delay may be held after Best in Show judging.³²

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.

AKC National Owner-Handled Series (NOHS)

The AKC National Owner-Handled Series is a celebration of the dedication and enthusiasm of owner-handlers and is open to purebred dogs that are at least six months of age. Dogs must be marked as eligible to participate prior to the closing of entries. The judging of the NOHS is conducted following Best of Breed judging in each breed ring. For complete information regarding the judging, execution, regulations, and best practices for offering NOHS at your event visit the AKC NOHS homepage <https://www.akc.org/sports/conformation/national-owner-handled-series/>.

²⁹ *Rules Applying to Dog Shows*, Chapter 11, Sections 10

³⁰ Form may be downloaded from the AKC web site

³¹ AKC Board Policy, November 2002

³² AKC Board Policy, November 2018

Best Puppy in Show, Best Veteran in Show and Best Bred By Exhibitor

- Recommended practice for holding a Best Puppy in Show, Best Veteran, or Best Bred by Exhibitor in Show competition at an all-breed show is consistent.
- Special Attractions may be staged in any area of the site, as long as it does not interfere with the orderly conduct of judging at the show.
- For a Best Puppy, classes should be 6-9 and 9-12 months old, but not 12-18 months old. The AKC does not consider a dog over 12 months of age to be a puppy.
- Special Attraction groups and Best in Show judges need not be AKC-approved judges, and does not need to follow Regular Best in Show Judging.
- To facilitate smooth running of the Special Attraction Group judging, a time, ring number or specific location, and group order should be published in the judging program.
- It is important that normal judging procedures apply; i.e., only dogs not defeated in a puppy class are eligible for Best Puppy competition. Therefore, if the winner of a puppy class is not present for Best Puppy, a second-place dog may not compete in its place. Puppies must have been entered and shown in a Puppy Class; puppies moved up to Best of Breed competition are not eligible for Best Puppy.
- As in all regular classes, armbands must be checked to ensure that the correct dogs are competing in these special attractions.
- The judging of a special attraction must not interfere with the orderly conduct of regular or group judging at the event. Best in Show judging may not be delayed more than 15 minutes for a Special Attraction judging. 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 event.

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.³³

Awards of Merit for Superior Quality

In addition to Best of Breed and Best of Opposite Sex to Best of Breed, a predetermined number of individual specimens may be awarded a special trophy or rosette in recognition of their merit.

³³ *Rules Applying to Dog Shows*, Chapter 5, Sections 1

The club may determine its own criteria for and the number of trophies or rosettes to be awarded. This information must be published in the premium list.

Parade of Title Holders

The club established eligibility requirements and entry fees must be printed in the premium list. Dogs that are AKC titleholders of record may be entered in the parade. The special attraction must be specified on the entry form. Please note that the Parade of Title Holders is for AKC titleholders only.

All AKC titles must be shown on the entry form. Dogs entered in this class need not be entered in any other class at the event.

Dogs entered are usually presented with a rosette imprinted with the dog's name and title(s).

The parade is usually held at the conclusion of all judging, but may take place at any time.

Additional Special Attractions and Events

The AKC licenses clubs for many different types of events which can be held concurrently with an all-breed dog show; FAST CAT, Scent Work and CGC are just a few of the events which can turn a dog show into a canine extravaganza! Contact **AKC Club Development** for more information.



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EVENT PUBLICATIONS

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The AKC requires the event giving club to prepare a premium list, judging program, and catalog for the event/s. Previous years or 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 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.¹

Two copies of the premium list must be sent to the AKC's Event Operations Department at the time it is sent to exhibitors.²

¹ AKC Board Policy, July 2103

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

Required Information for Premium List³

- The AKC Secretary’s certification that permission has been granted for the club to hold the event, along with the AKC logo.
- The words “Licensed Show” when the event giving club is not a member of the AKC.
- The date or dates of the event, its exact location, and the opening and closing show hours of the event. The published show hours must allow for at least one hour prior to the anticipated start of any judging at the event and may not extend beyond midnight.
- Whether the event is benched or unbenched. If benched, hours dogs must be on bench must be included.
- List of the officers of the event 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 show secretary who is to receive entries.
- Name and telephone number of the veterinarians or local veterinary association, and whether the veterinarian will be in attendance or on call at an unbenched show.
- 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 permit at the time of the panel approval.
- When the event is an independent specialty and judging assignments will be drawn at the event, a statement to this effect.
- Notification if points for Reserve Winners at the National Specialty are **not** offered.
- Name of judge for tie score run offs, when an obedience class is split, or for high in trial.
- Statement that the event 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).
- Statement that entries for exhibition only will not be accepted, when applicable.
- Description of restrictions, when the entries are restricted.
- Schedule of classification of breeds/varieties divided into groups, when the event is not a specialty.
- Notification of an entry limit for any judge below 175.

³ *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 3, 4, 14, 16a, 21, 27, 29; *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, July 2019

- Exact classification of Miscellaneous breed classes.
- Eligibility and performance requirements for non regular obedience classes not specifically defined in the *Obedience Regulations*, when they are offered.
- Notice that certain breeds may/must be judged on a ramp, with a list of those breeds.
- Restriction on the presence of unentered dogs, if any.
- List of prizes and trophies, with an accurate description, or the amount of monetary prizes must be stated. Alcoholic beverages will not be acceptable as 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 show secretary.
- Hours and location where private exercise pens may be set up.
- The following statement required by AKC⁴: “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.**⁵
- Any additional rules, regulations or restrictions made by the club.
- If both indoors and outdoors, specify which breeds or classes will be judged outdoors.
- If the club is opting-out of the AKC arbitration process.⁶

Recommended Information for Premium List

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

- Name of the club.
- Statement of the policy on refunding entry fees.
- Whether the event will be held indoors or outdoors.
- Clubs holding group and all-breed conformation events in public facilities must identify the location of all onsite automated external defibrillators (AED). When available, the location of the AED device is required to be listed in the judging program and show catalog and maps or directions must be available at the superintendents or show secretaries desk. It is recommended that the club request the EMT in attendance to provide an AED in situations when a site does not have one.⁷
- Details of special attractions approved by the AKC.
- The specified time when exhibitors and handlers can enter the site.
- Statement that judging procedure may be modified to accommodate disabled handlers.⁸

⁴ AKC Board Policy, January 2004

⁵ AKC Board Policy, August 2016, November 2017

⁶ AKC Board Policy, April 2004

⁷ AKC Board Policy, June 2015, November 2018

⁸ AKC Board Policy, March 1998

- 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.
- Reserve grooming area, if available.
- Generator restrictions.

Photography and Videotaping at AKC Events⁹

By submitting an application for and receiving approval to hold an event under the rules of the American Kennel Club, the club grants American Kennel Club, its employees, agents, licensees and others working for it or on its behalf the unlimited, irrevocable access, right and authority to photograph, record, film and/or videotape at the event. The club agrees that it has not and will not enter into any arrangement or agreement with any other party that will prohibit or prevent the American Kennel Club from exercising this right.

Judging Program

The judging program lists the name of the club, date of the event, time scheduled for each breed, variety and obedience class and the starting time for groups.

Every club holding an event must prepare a judging program after the entries have closed. Two copies of the program must be mailed to the AKC's Event Operations Department at the time it is mailed to exhibitors. A copy of the judging program and an identification slip for each dog entered **must** be mailed, published or made available to the owner of that dog **no later than one week before the date of the event**. Clubs may utilize electronic correspondence for judging programs at the exhibitor's request.¹⁰

A supply of judging programs and complimentary parking and admission ticket should be mailed to the Show Chair and Chief Steward in advance. The Show Chair can provide the judging program to committee chairs to help schedule workers (parking, trophy, concessions, etc.) throughout the day. 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.

⁹ AKC Board Policy, August 2016

¹⁰ *Rules Applying to Dog Shows*, Chapter 7, Section 12

Required Information for Judging Program¹¹

- Number of dogs entered.
- Total number of dogs assigned to each judge.
- Time scheduled for judging each breed or variety and obedience class.
- Time that group judging is scheduled to start and the order of group judging or time that order of groups will be announced. The time and order of group judging may be changed from the original scheduled if a minimum of 30 minutes notice is given to exhibitors. In most instances any change in group judging will entail a later start time due to delays in breed judging that occurred earlier in the day. Group judging may only be moved earlier than the originally scheduled time when extenuating circumstances threaten the safety of dogs and people, e.g. impending severe weather or the required early evacuation of the show site. The decision to deviate from the original schedule is the responsibility of the Event Committee, in consultation with the Show Secretary/Superintendent and the AKC Executive Field Representative, if present. All breed judging for the group must be completed before judging of that group begins.

EXAMPLE RING ONE

12:45 PM Variety Groups/Best in Show
(The groups will be judged in the following
order unless otherwise announced)

Terrier Judges Name
Hound Judges Name
Working Judges Name
Sporting Judges Name
Non-Sporting Judges Name
Herding Judges Name
Toy Judges Name
Best in Show Judges Name

EXAMPLE RING ONE

12:45 PM Variety Groups/Best in Show
(The order in which groups will be judged
will be announced by 12:15 PM)

Sporting Judges Name
Hound Judges Name
Working Judges Name
Terrier Judges Name
Toy Judges Name
Non-Sporting..... Judges Name
Herding Judges Name
Best in Show Judges Name

- 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.
- All-breed and group conformation events, location of the AED device.

¹¹ *Rules Applying to Dog Shows*, Chapter 7, Section 12, 13; *Obedience Regulations*, Chapter 1, Sections 26, 29; AKC Policy Memos, January 17, 1994, January 10, 2000

Recommended Information for Judging Program

Non required information may be included in the judging program as a courtesy to the judges and exhibitors.

Event Information

- Name of the club.
- Emergency telephone number available during the event 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.
- Number of regular class entries by sex.
- Number of Best of Breed/Variety entries by sex.
- Number of Non regular breed entries by sex.
- 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 event giving club for accuracy.

Directions that are helpful:

- To the airport.
- To an event 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.

Event Site Layout

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 grooming areas, rings, food, water, restrooms, etc. The AKC strongly recommends that clubs include the approved event site diagram in the judging program.

Clubs should contact their superintendent or show secretary regarding the inclusion of the event site layout in the judging program. See the example [Site Layouts](#).

Notify the exhibitors and handlers of the specified time when they can enter the site. Allow at least two hours between the time when exhibitors can enter the event site and the time that judging starts. This allows time for exhibitors to arrive, unload, set up and prepare their dogs for the ring.

Overnight Parking Information

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

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-show or post show activities sponsored by the club.
- Notices of special attractions approved by the AKC.

Catalog

Each event giving club is responsible for the preparation of a catalog.¹²

The catalog may not go on sale until one hour prior to regular 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.¹³

Catalogs for a multi day event or cluster may be made available for sale one hour prior to judging of the first AKC event in the catalog for which the catalog is the official catalog of record.

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

¹³ *American Kennel Club Policy Manual*, Section 4, Paragraph VII.C

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.

There are situations where a club or clubs can use a combined catalog of AKC events. The policy used for combined catalogs also applies to the premium lists and judging programs for the events.¹⁴

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 title and AKC recognized titles may be included in the catalog. The inclusion of AKC recognized titles not required and is at the discretion of the event superintendent or secretary. A complete and current listing of all prefix, suffix, and recognized parent club titles along with all title recognition programs can be found on the AKC website at <https://akc.org/sports/titles-and-abbreviations>.

For independent parent club national specialties only: parent club titles not recognized by the AKC may be included in the show catalog if 1) the title is not affiliated with a competing domestic registry or event hosting organization, and 2) the non-AKC recognized parent club title(s) may only be listed as suffix titles, and listed after all AKC titles, and all AKC recognized parent club or other titles.¹⁵

To distinguish those handlers accepted into the AKC Registered Handlers Program, the following affiliation with the AKC Registered Handlers Program must be included bold in the catalog.

Example:

CH TAKEITZ PETTYBOY NM112233/11. 5/14/1999. Dog Breeder: Jane Smith
By Ch I'm in the Money - Ch Lady Marmalade. Owner: John Doe & Mary Smith,
123 Lovers Lane, Palm, FL, 34990-5669. **(JANE DOE, AKC Registered Handler)**

Required Information for Catalog¹⁶

On the cover or title page:

- Date or dates of the event.

¹⁴ AKC Board Policy, April 2018

¹⁵ AKC Board Policy, August 2001. October 2019

¹⁶ *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 show giving club(s).
- Notice that the event is held under American Kennel Club rules.
- American Kennel Club logo.
- The words “Licensed Show” when the event giving club is not a member of the AKC.
- Event’s exact location and time of opening and closing.
- List of officers of the event giving club.
- List of the members of the Event Committee, and the Show Chair’s address.
- Name, complete address, and assignment of each judge.
- Name and address of the Superintendent and/or Show Secretary.
- Name 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 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; agent, if any, and agent’s affiliation with the AKC Registered Handlers Program (in bold).
- Information on all entered Junior Handlers.
- Copy of the judging program.
- List of prizes and trophies,
- Schedule of points,
- American Kennel Club approved breed standard when the event is an independent national specialty show,

Recommended Information for Catalog

- The AKC Secretary’s certification that permission has been granted for the club to hold the event,
- Show Chair’s telephone contact information,
- Veterinary clinic’s telephone number,
- Space for recording award information for each breed,
- Clubs holding group and all-breed conformation events in public facilities must identify the location of all onsite automated external defibrillators (AED). When available, the location of the AED device is required to be listed in the show catalog and maps or directions must be available at the superintendents or show secretaries desk. It is recommended that the club request the EMT in attendance to provide an AED in situations when a site does not have one.¹⁷

¹⁷ AKC Board Policy, June 2015, November 2018



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Deadlines

All paperwork should be submitted at the earliest possible date so that the event will receive maximum advertising exposure on the AKC's website, 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

18 weeks prior to the event's closing date	Submit the Application for Show/Trial . ^{1,2} Fines may be levied for late submittal.
	Complete the Disaster and Emergency Plan , ^{2,3} (does not have to be submitted to AKC).
	Statement of Compliance ² (does not have to be submitted to AKC but activities must be completed annually for all breed, group and specialty clubs).
	Submit a current Officers/Membership List (annually for all clubs).
	Submit the All-Breed or Specialty Judges Panel . ^{2,4} Fines may be levied for late submittal. Event Operations has created a Checklist of items that should be submitted with an event application to assist clubs.
5 weeks prior to the closing date	Send the Premium List to exhibitors, with copies to the AKC. ⁵
1 week prior to the show date	Send the Judging Program to exhibitors, and copies to the AKC. ⁶

The **Special Attractions Application**⁷, if any, must accompany the Application for Show/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.⁸

¹ *Rules Applying to Dog Shows*, Chapter 2, Sections 4, 6

² Form may be downloaded from the AKC web site

³ AKC Board Policy, January 1999

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

⁵ *Rules Applying to Dog Shows*, Chapter 4, Section 2

⁶ *Rules Applying to Dog Shows*, Chapter 7, Section 12

⁷ Form may be downloaded from the AKC web site

⁸ AKC Board Policy, July 1998

Online 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 at 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 online.

After the Event⁹

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

Event Operations Approval

Clubs should be aware of the policies and procedures concerning the approval of show and obedience 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 show 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.¹⁰ 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.

The **Corresponding Date Table** is published on the AKC website.

⁹ *Rules Applying to Dog Shows*, Chapter 17, Section 2

¹⁰ *Rules Applying to Dog Shows*, Chapter 2, Sections 2, 5

Closing Dates

All events must have an entry closing date. For all shows other than specialty shows, the specified closing date and time must be determined as outlined in the *Rules Applying to Dog Shows*.¹¹

Limited Number of Events Policy¹²

- All-breed or limited-breed clubs have the options to hold two shows in a calendar year.
- Local specialty clubs have the option to hold shows on two days per year or two shows per year, at their option. Local specialty clubs have the option to hold one additional show in conjunction with their breed's national specialty. There is no limit on national clubs.
- All-breed and limited-breed clubs in Alaska, Hawaii, and Puerto Rico have the option to hold up to four shows in a calendar year.
- Show or obedience clubs have the option to hold any number of obedience or rally trials.
- No conformation events will be approved to be held on or between December 24th and December 31st.
- Clubs in the continental U.S. granted isolated status prior to January 1, 2019 will retain their isolated status and will be allowed to hold up to four shows per year.
- An all-breed or limited-breed club may, at their option, hold a third show provided the following criteria are met:
 - 1) All of a club's shows must be held within 50 miles of the club's territory.
 - 2) All-breed clubs must have 20 or more open weekends in a calendar year (no all-breed show) within 400 miles from the club's show site.
 - 3) Limited-breed clubs must have 20 or more open weekends in a calendar year (no all-breed/limited-breed of the same group shows) within 400 miles from the club's show site.
 - 4) All-breed clubs may hold a third all-breed event in a calendar year if there are no all-breed shows within 400 miles on the day of the third show or any of the shows being held on the week/weekend of their third show.
 - 5) Limited-breed clubs may have a third limited-breed event in a calendar year if there are no all-breed shows or limited-breed shows of the same group within 400 miles on the day of their third show or any of the shows being held on the week/weekend of their third show.

Any number of independent obedience trials may be held by any club that the AKC has approved to hold them.¹³

¹¹ *Rules Applying to Dog Shows*, Chapter 6, Section 9

¹² AKC Board Policy, March 2015, July 2016, January 2017, January 2018, August 2018

¹³ *Obedience Regulations*, Chapter 1, Section 1; *American Kennel Club Policy Manual*, Section 4, Paragraph I.B

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.¹⁴ 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 club and include it with the event application.¹⁵

Relinquishing Breed Classes (Mileage Conflict Clause)

The AKC will only approve a non-member specialty club that wants to hold an event on the same day, during the same hours as an all-breed event, if certain conditions are met. If the non-member specialty is within 200 miles of an all-breed event, the non-member specialty can only be approved if the all-breed club relinquishes its event's classes for that breed. However, if the non-member event is within 100 miles of the all-breed event, the non-member event can only be approved if the all-breed club also excludes obedience, rally and agility trial classes for that breed.

When a national breed club wants to hold a National Specialty event within a 200 mile radius of an all-breed club, on the all-breed club's corresponding date, the all-breed club may choose to give clearance to the national breed club and:¹⁶

- Relinquish its event's classes in the breed, obedience, rally and agility classes.
- Co exist, i.e., both clubs offer classes.

The maximum number of breeds that may be relinquished/excluded, by an all-breed club is five, for any type competition. Breeds with varieties are counted as one breed.

Conformation dog shows may not be held closer than 200 miles in distance on the same day, except a club may be approved to hold a show within 200 miles of another club which has established its show on the same date, only if in each instance it obtains the written permission of the club with the established date and submits the written

¹⁴ *Rules Applying to Dog Shows*, Chapter 2, Section 16

¹⁵ *American Kennel Club Policy Manual*, Section 4, Paragraph I.C

¹⁶ *American Kennel Club Policy Manual*, Section 4, Paragraph I.D

permission along with its show application. The American Kennel Club will only enforce any agreements between the clubs if they are in writing and signed by officers of the respective clubs. It is the club's responsibility to insure the length of their commitment to the show location is consistent with the written permission they receive from the established club.¹⁷

Event Conflict Distances

Type Event	Protected Distance
Conformation	200 Miles
Agility	100 Miles
Obedience	100 Miles
Rally	100 Miles

Back to Back or Multiple Events¹⁸

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 **Eligibility Requirements to Hold Future Dog Shows** and **Statement of Compliance** with AKC policies governing approval of dog show¹⁹ will be necessary for AKC approval.

Multiple All-Breed or Limited-Breed Shows in One Day Program²⁰

The following criteria shall apply for all-breed/limited-breed shows to qualify for the multiple shows in one day program:

- Clubs holding multiple shows in one day must limit the entries per show to a number determined by the criteria regarding number of judges and number of rings. (See criteria below.) This limit must be published in the premium and in no case, shall exceed 500 entries. Entries include those in the AB/LB show, Junior Showmanship and sweepstakes.
- All-breed shows must offer group and best in show competition. Group shows must offer competition.
- The use of multiple group rings at all-breed shows is encouraged.

¹⁷ AKC Board Policy, February 2014

¹⁸ AKC Board Policy, February 2014

¹⁹ Form may be downloaded from the AKC web site

²⁰ AKC Board Policy, February 2018, October 2018, February 2019

- No concurrent or evening specialties may be held in conjunction with the shows.
- Junior Showmanship competition is allowed.
- Obedience, Rally, and Agility competitions are allowed, and encouraged, but must have their own ring(s) for competition. Obedience/Rally/Agility entries do not count against the 500 limit.
- Ownership of the corresponding date must be agreed upon in writing and submitted to AKC prior to event approval if two clubs are holding the same type of events on the same date and site.
- No more than one special attraction with group competition may be offered between the two all-breed shows.
- Judges are limited to 100 entries per event not to exceed 175 entries per day according to the Rules Applying to Dog Shows, Chapter 7, Section 13.
- The club must provide a minimum of one ring for every 100 conformation entries.

Local Specialty Clubs²¹

Local breed specialty clubs will be approved to hold back to back shows 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 125 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 an 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 per ring, per judge each, inclusive of sweepstakes, special attractions or matches, may be permitted at the same location on the same day.²²

Specialty clubs that wish to combine their obedience entries with those of other specialty

²¹ AKC Board Policy, February 2006

²² AKC Board Policy, December 2005, November 2017

clubs may organize clusters. See the *Obedience/Rally Trial Manual* for further details and requirements.

Clusters and Back to Back Dog Shows²³

Clubs may hold their events in any sequence of dates provided that they have held licensed events for at least three consecutive years. At the May 2000 Board meeting the three-year requirement was rescinded.

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

If both of an all-breed club's events are held out of territory, double compliance (educational) requirements will be necessary.

A cluster is defined as more than two events held by more than one club at one site on consecutive days. Approval of more than four days of unique AKC conformation events is contingent upon exceptional site capabilities, Executive Field Staff recommendation, and subsequent site approval by Event Plans. There is a checklist for site inspection. Clusters of more than five days of unique AKC conformation events will not be approved except in the case of National Specialties and associated events hosted by the Parent clubs or specialty clubs.

(Effective February 2005) In no circumstances will clusters of more than five days of unique AKC conformation events be approved.

Host club to be clearly identified, if applicable.

Approval of more than four unique AKC Conformation Events is contingent upon exceptional site capabilities and Executive Field Staff recommendation and subsequent site approval by Event Plans.

Continuation of cluster approval will be based on daily inspection and subsequent monitoring of conditions to 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.

²³ AKC Board Policy, September 1996, May 2000, February 2005, June 2014

- 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. This applies to applications for “regular” shows, not designated specialties.
- Judges selection, contracts, etc. are the responsibility of the individual show-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 Executive 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 Procedures at Dog Events Memo/Disaster and Emergency 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 shows 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 event 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.

All clubs are required to set aside an area designated for grooming/crating. “Day of event” grooming must be provided that is reasonable in relation to entry of the show. A club holding a conformation event may, at its option, offer reserved grooming/crating space for a fee, provided that it makes available, at no charge in addition to the entry fee for the show, a reasonable amount of grooming/crating space of equal desirability to the exhibitors. Such free space need not include additional services such as the availability of electrical hookups.²⁴

Event Records

The Event Operations Department processes and posts all event results and AKC titles for conformation, and obedience. Clubs must submit the following in time to reach the Event Operations Department within seven days after the conclusion of the event:²⁵

- 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 or to Special Services.

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 purchased from superintendents. Clubs that print their own books must follow the **AKC formats** listed in the back of this manual. Books may be typed or printed, and may be prepared on any type of presentable paper stock. Pages must be in quadruplicate.

Ribbons and Badges

All ribbons and rosettes must conform to the AKC’s requirements.²⁶

²⁴ AKC Board Policy, July 2012, December 2015

²⁵ Rules Applying to Dog Shows, Chapter 17, Section 2

²⁶ *Rules Applying to Dog Shows*, Chapter 5, Sections 1-3

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

Forms and Other Paper Items

Arm bands, obedience score pads, blank entry forms, directional arrows and posters may be obtained from many of the large dog food companies or purchased from superintendents. Examples of Obedience/Rally Score Sheets can be found in the *Obedience/Rally Trial Manual*.

Scales

The Event Committee, or their superintendents if the event committee gives them this responsibility, is responsible for providing accurate, functioning scales at every show.²⁷

Acceptable scales and equipment is defined by a digital scale with platform large enough to accommodate potential breeds and 5 lbs. certified and stamped weight. Bathroom scales are not acceptable.

Procedure for Weighing

1. Bring scale to ring with test weight(s).
2. Place scale on a flat surface.
3. Adjust scale to zero.
4. Place test weight(s) on scale, check reading and remove weight(s).
5. Weigh the dog.

A four-or-five pound test weight is available from most scale companies. A five-pound bag of sugar is not an acceptable test weight.

Wickets²⁸

Event committees for all breed shows, or superintendents if the event committee gives them this responsibility, are required to have two large wickets (17"-30"), and two small wickets (8"-17"), available at every all breed show. Clubs in the continental United States that have fewer than 1,000 entries at their events, and clubs located in Alaska, Hawaii and Puerto Rico, are required to have one complete set of wickets (1 large, 1 small) available.²⁹

Event committees for specialty shows, or superintendents if the event committee delegates this responsibility to them, are responsible for having one wicket, or the one set

²⁷ *Rules Applying to Dog Shows*, Chapter 14, Section 5; American Kennel Club Policy Manual, Section 4, Paragraph VI

²⁸ American Kennel Club Policy Manual, Section 4, Paragraph VI

²⁹ *Rules Applying to Dog Shows*, Chapter 14, Section 5;

of wickets applicable to that breed, available at every show.

Large Adjustable Wickets (17"-30") and Small Adjustable Wickets (8"-17"). To purchase wickets, you may contact Foy Trent Dog Shows (573) 687-2101.

Ramps³⁰

At the discretion of the judge, certain breeds may be judged on a ramp. The **Class Divisions** section of this manual contains a list of those breeds. A complete current list of all ramp breeds can be found at http://images.akc.org/pdf/judges/table_breeds.pdf. A judge requesting the use of ramp must give reasonable notice to the show superintendent/show secretary prior to judging breeds required to be judged on the ramp.

The premium list contains a notice advising prospective entrants that a ramp may be used in judging. Ramps may be used in emergency situations to judge any breed, but if the use of a ramp is not indicated in the premium list, exhibitors may withdraw their entries and receive a refund.

AKC approval is not required for a judge to use a ramp.

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.³¹ 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.

Ring Enclosures

Material to clearly define rings must be provided. A variety of items may be used, such as baby gates, stanchions, ropes, etc.

Be sure that there is ample space between the mats and the ring enclosures for people gaiting their dogs.

³⁰ AKC Policy Memo, July 26, 1999

³¹ *AKC Policy Manual*, Section 4, Paragraph I.L; AKC Policy Memo, January 1994

AKC Banners and Signs

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

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.*³²

Publications

Copies of the following publications are required to be on site at the event:³³

- The latest edition of *The Complete Dog Book*, or a current set of the applicable breed standards.
- *Rules Applying to Dog Shows*
- *Rules Applying to Registration and Discipline*
- *Dealing with Misconduct*
- *Conformation Junior Showmanship Regulations, Guidelines for Judging Juniors in Conformation, Juniors in Performance Events*
- *Show/Trial Manual*
- *Obedience Regulations, Obedience Judges Guidelines, The Steward in Obedience, Rally Regulations, Rally Judges Guidelines, The Steward in Rally*, if applicable.

Publications may be ordered from the Order Desk (919) 233-9767 or by visiting www.akc.org/store/projects/index.cfm.

Commercial Filming at Events Contractual Policy³⁴

Effective December 1, 2017 all rights to the commercial filming, electronic transmission, broadcast, distribution of images and exploitation of all events held under AKC rules

³² AKC Board Policy, July 2002

³³ *Rules Applying to Dog Shows*, Chapter 2, Section 14

³⁴ AKC Board Policy, July 1998, April 2005, August 2016, November 2017

are owned by AKC (commercial filming and/or electronic transmission). AKC has the unlimited, irrevocable access, right, and authority to film, record, photograph, videotape, live stream, and/or broadcast at all events and each of them.

Any club that contemplates commercial filming and/or electronic transmission of its event must contact AKC Productions and cooperate with AKC sufficiently in advance of the proposed agreement negotiations and must include AKC in the negotiation of and as a party to the contract for commercial filming and/or electronic transmission. The club has the right to seek its own professional representation of the club's interests, at its discretion and expense. When a club makes application to AKC for permission to hold its event, it must include in that application a declaration as to whether or not its event will or will not be commercially filmed and/or electronically transmitted.

The following are mandatory contractual requirements that must be included in each contract with a third party that is engaged in the commercial filming and/or electronic transmission of events held under AKC rules. The following also applies to all clubs filming and/or electronically transmitting events held under AKC rules. In the first instance, each club is responsible itself for enforcing these requirements and informing the AKC of violations, and the clubs are prohibited from entering into any contract or other arrangement which would violate these requirements.

The following requirements must be fulfilled in connection with all new contracts following the date which is the later of (i) the adoption of these requirements by the Board of Directors, and (ii) the renegotiation or renewal of any contract or other arrangements or letting of any new contract in regard to the commercial filming and/or electronic transmission of AKC-approved events. The exceptions to these requirements are stated at the end of this policy.

A. Contractual Requirements

1. All rights to the commercial filming, electronic transmission, broadcast, distribution of images and exploitation of events held under AKC rules are owned by AKC.
2. By submitting an application for and receiving approval to hold an event under AKC rules, the club grants AKC, its employees, agents, licensees, and others working for it or on its behalf the unlimited, irrevocable right and authority to access the event for any reason in AKC's discretion including, but not limited to, filming, photographing, electronically transmitting or distributing the images of the event. The club agrees that it has not and will not enter into any arrangement or agreement with any other party that will prohibit, limit or prevent AKC's access rights to the club event.
3. Reasonable recognition, both visually and orally, of the event-giving club and the AKC.
4. Reasonable monetary compensation for the event-giving club and for AKC.

5. Assurance that commercial filming and/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 and will conform to the AKC Bylaws and will support and grow the sport of purebred dogs, purebred dog events, and the best interests of the AKC and the event-giving club.
6. Defined amounts of airtime devoted to the promotion of the sport of purebred dogs and AKC.
7. Exercise of a good-faith effort to avoid scheduling conflicts with the airing of other AKC dog events.
8. Assurance for compliance with then-current “AKC Operational Requirements for Commercial Filming and Electronic Transmission of Events” policies and procedures, a copy of which shall be attached as an addendum to the contract.
9. Provision for confidentiality.

B. Exceptions to this policy include the following:

1. “Limited Use” filming. “Limited Use” filming is defined as the recording of moving images by individuals solely for their personal consumption or by the club for the purpose of producing a record of the winners or the club’s publications, website, or social media platforms, and which is not intended for mass commercial transmission or distribution.
2. Editorial news coverage. Editorial news coverage is defined as media coverage by any local or national media outlet. The Commercial Filming at Events Operational Policy applies to all media outlets. The club is responsible for enforcing that policy.

This commercial filming and/or electronic transmission policy will be effective December 1, 2017. The Board also shall make special provision for clubs that have permitted electronic transmission of their post shows 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. The Executive Secretary shall enforce this policy immediately.

Staff Policy Concerning Exceptions to the Board Policy

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 Operational Requirements pertaining to the use of cameras, lighting, or personnel needed to film the event's activities, as ultimately monitored and overseen by the show chairperson.

Commercial Filming at Events Operational Policy

Operational Requirements for Commercial Filming or Electronic Transmission of Events

This policy is applicable to all filming or electric transmission of events and will be used in conjunction with the 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 are distracting or that affect the performance, health or welfare of the dogs, exhibitors and/or the judge 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, judges, or, undue obstruction to spectators during any portion of the event.
- Filming or recording may not attract attention to specific exhibits or exhibitors that could afford undue consideration, for specific individuals on the grounds or in the show area or ring. This includes the use of individual microphones on exhibitors. Use of individual microphones on exhibitors must be specifically described and approved by the AKC.

Trials and Tests: The events chairman and judges have complete authority over the areas used for the tests or trials. As such, they have the 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 camera person or equipment will be allowed to be in a position to block the ring entrance or the aisles leading to the ring.

- Any equipment or lights placed inside, above or around the ring must not interfere with the normal judging procedures.
- Filming will normally be conducted from outside the ring. Limited filming may be permitted inside the Group or Best in Show ring with specific 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.
- The 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 show attendants assigned to the ring and those actually engaged in exhibiting.”
- The AKC Executive Field Representative or a designated AKC liaison will be the final on-site authority concerning AKC Policy should site-specific regulatory questions arise. The Event Chairman is responsible for compliance with AKC Rules, Regulations and Policy at the event.

Note: Editorial news coverage filming need not be published or coordinated with Event Operations, but will require permission from the Event Chairman with applicable directions and the filming limitations required by this policy.

Photographing and Videotaping at AKC Events³⁵

By submitting an application for and receiving approval to hold an event under the rules of the American Kennel Club, the club grants American Kennel Club, its employees, agents, licensees, and others working for it or on its behalf the unlimited, irrevocable access, right and authority to photograph, record, film and/or videotape at the event. The club agrees that it has not and will not enter into any arrangement or agreement with any other party that will prohibit or prevent the American Kennel Club from exercising this right.

³⁵ AKC Board Policy, August 2016



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Every club seeking approval to hold an AKC licensed or member dog show, obedience, agility or rally trial, tracking or performance event is required to designate a superintendent or a show secretary to perform the duties described in the *Rules Applying to Dog Shows*.¹ 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 show secretary's performance of obligations to the event-giving club. The club is held responsible to the AKC if the superintendent or show secretary fails to comply with AKC rules and regulations.

Any qualified person may be approved by the AKC to act as a show or trial secretary.² There is no limit on the number of Specialty Shows for which an individual may be approved Show Secretary. An individual will be approved as Show Secretary for the show or shows of only one group or one all-breed club in a calendar year. An individual must hold a license from The American Kennel Club as Superintendent in order to be approved as Superintendent for more than one group or one all-breed club in a calendar year. The person must be in good standing with the AKC, be knowledgeable about all aspects of the show secretary job, and be well versed in the latest AKC rules, regulations and policies pertaining to dog shows, obedience, agility, or trials, tracking or performance events.

A list of **Annually Licensed Superintendents** is located in the back of this manual. A current listing can also be found on the AKC website.

Event Entries

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

For an event entry to be acceptable, the superintendent or show secretary must receive a complete, signed entry form prior to the closing date and time, at the address specified in the premium list.³ AKC official **Event Entry** form⁴ can be obtained from the AKC.

¹ *Rules Applying to Dog Shows*, Chapter 8

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

³ *Rules Applying to Dog Shows*, Chapter 11, Section 4

⁴ Form may be downloaded from the AKC web site

A properly completed AKC entry form 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, PAL Number (for Obedience, Rally, Agility, Performance and Junior Showmanship only), or identification number issued by AKC⁵; date of birth; place of birth; name of sired dam; name of breeder and owner/co-owner's name and address. This form must have a signature to be accepted.

Conditional entries will not be accepted.⁶

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

All entry forms should be on hand at the event, arranged in catalog order, and separated by group and breed. The superintendent or show 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 online 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 show 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.

Online Entries

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

⁵ *Rules Applying to Dog Shows*, Chapter 11, Sections 5, 4

⁶ *Rules Applying to Dog Shows*, Chapter 11, Sections 5, 14

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:⁷

- The Superintendent or Show Secretary may make corrections to either the dog's name or number, never both, provided all other information on the entry form is correct.
- Correction may be made in the sex of a dog.
- The Superintendent or Show Secretary that validates entries with AKC records may correct the dog information to match the AKC registration data for the dog as specifically authorized by the AKC.
- A dog may be transferred, prior to the judging at the show, from one division of the Puppy Class to another or between the Puppy and Twelve to Eighteen Month classes.
- Dogs that have completed the requirements for a championship after the closing of entries for the show may be transferred or "moved up" from one of the regular classes to the Best of Breed or Variety Competition. This transfer must be made at least one half hour prior to the start of any regular conformation judging at the event. In a multiple day event, any transfer must be made at least one half hour prior to the start of any regular conformation judging at the show on the day in which the entrant's class is to be judged.
- A dog determined to be ineligible, by its owner/agent, for the class in which it has been entered may be transferred to an eligible Open Class at a show prior to the judging of any regular conformation class within the sex of that breed or variety.
- Junior handlers who win a third Novice class, with competition, after the closing of entries may transfer their entries from the Novice class to the Open class. Junior handlers that meet the criteria to enter the Master class, after the closing of entries may transfer their entries from the Open class to the Master class. Providing this transfer is made prior to the judging of the class.⁸
- Junior handlers may make a substitute of dogs. This must be done with the Superintendent or Show Secretary prior to the judging of the class at the show.⁹

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, or by email and received by the superintendent or show secretary prior to the closing date and time.¹⁰

⁷ *Rules Applying to Dog Shows*, Chapter 11, Section 6

⁸ *Junior Showmanship Regulations*, Section 5

⁹ *Junior Showmanship Regulations*, Section 7

¹⁰ *Rules Applying to Dog Shows*, Chapter 11, Section 6

Change of Judge¹¹

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 regular conformation 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 any time before the start of judging of that breed. If the published judge has judged part of the classes of a breed and becomes unable to finish and must be replaced, no entries may be withdrawn.

Records

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

The superintendent 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:¹²

- **Report of Dog Show or Obedience Trial** form, filled out completely with the results of the show. This form must be signed by the Superintendent or Show Secretary.
- The appropriate **Recording and Event Service Fee** accompanies the Report of Dog Show or Obedience/Rally Trial form. When this recording and event service fee is calculated, it does not include withdrawals (usually for a change of judge). Should this be the show secretaries 9th event a \$10.00 secretary fee is also required. Special attractions, Junior Showmanship, sweeps, futurities, brace/team, non-regular classes and multi-dog classes are not included in calculating the recording fee. Combined specialties or clusters, must submit individual Report of Dog Shows or Obedience/Rally Trial for all the clubs; a breakdown for each breed/variety in each show/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, awards, reasons for withheld awards. Judge substitutions should be marked on the catalog headlines.

¹¹ *Rules Applying to Dog Shows*, Chapter 7, Sections 8, 9 & 10

¹² *Rules Applying to Dog Shows*, Chapter 17, Section 2

Reasons for excusals or disqualification's must be shown. This information must be transferred accurately from the judges books. Any printing errors reported to the superintendent or show secretary at the show must be corrected in the marked catalog. **An electronically marked catalog is acceptable.**¹³

- 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 show, he should be instructed to submit his corrections in writing to the AKC's Event Operations Department immediately.

Electronic Transmission of Show Results

A licensed superintendent is required to transmit the results of shows and obedience trials to the AKC electronically.¹⁴

Superintendents' Contracts

When the club signs a contract for superintendent or show 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.¹⁵

Services Furnished by the Superintendent

Expertise

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

¹³ *Rules Applying to Dog Shows*, Chapter 14, Section 8

¹⁴ AKC Board Policy, May 2008

¹⁵ *Rules Applying to Dog Shows*, Chapter 9, Section 10

Printing

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

The club, through the superintendent or show 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 publishing 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 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.

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, examination tables, ramps
- Ring dividers, numbers, placement markers
- Exercise pens, sawdust, clean up supplies
- Tables and chairs
- Obedience/Rally equipment
- Tenting
- Scales and measuring wickets
- 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 show secretary, and contract with a superintendent to handle the printing and mailing of all official documents for the show. Under this arrangement, the superintendent could also provide many of the supplies needed.

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

The options for receiving entries are:

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



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EVENT COMMITTEE HEARINGS

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Event Committee hearings are governed by the rules set forth in *Dealing with Misconduct*. 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.¹ Prior to the show, it is imperative that all members of the Event Committee thoroughly review the *Dealing with Misconduct* booklet and the video **Dispute Resolution**.

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.²

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 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.³

¹ *Dealing with Misconduct*, Section II

² *Dealing with Misconduct*, Section VII

³ *Dealing with Misconduct*, Section III

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:⁴

- 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 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.

If the committee succeeds in contacting and notifying the accused, the hearing may be held at the show, after the close of the show, 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.⁵

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

⁴ *Dealing with Misconduct*, Section III

⁵ *Dealing with Misconduct*, Section III

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.
- 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.⁶

⁶ *Dealing with Misconduct*, Section XI



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APPENDIX A

Address and Telephone Directories

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AKC Telephone Directory

American Kennel Club

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

Main Number.....(919) 816-9767

Web site.....www.akc.org

AKC Reunite.....found@akc.org

General (800) 252-7894

Fax (919) 816-3828

Club Education/AKC Booth.....publiced@akc.org

General (919) 816-3722

Fax (919) 816-4275

Club Relations clubrelations@akc.org

New Clubs.....(212) 696-8211

Fax (212) 696-8309

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 eventplans@akc.org

(Application and Records Processing)

Event Records (Conformation/Obedience).....eventrecords@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

Foreign Registration.....

General (919) 816-3539

Fax (919) 816 4235

GAZETTE	gazette@akc.org
Editorial	(212) 696-8200
Fax	(212) 696-8239
Advertising	(212) 696-8260
Fax	(212) 696-8217
Handlers Department	handlers@akc.org
General	(919) 816-3884
Fax	(919) 816-4225
Inspections and Investigations	
General	(919) 816-3629
Fax	(919) 816-4246
Judges Education (Conformation)	judgesed@akc.org
General	(919) 816-3862
Fax	(919) 816-4225
Judging Operations (Conformation)	judgingops@akc.org
General	(919) 816-3570
Fax	(919) 816-4225
Junior Showmanship	juniors@akc.org
General	(919) 233-9767
Fax	(919) 816-3770
Miscellaneous Class/Rare Breeds/Foundation Stock Service	fss@akc.org
General	(919) 816-3813
Fax	(919) 816-3770
Obedience/Tracking/CGC/Agility	obedience@akc.org
(Rules, Regulations, Policy)	
E-mail	tracking@akc.org
E-mail	cgc@akc.org
E-mail	agility@akc.org
General	(919) 816-3575
Fax	(919) 816-4204
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

Registration.....registration@akc.org
 General (919) 233-9767

Sport Services awards@akc.org
(Points, PAL No., Kennel Names, Impure Breeding)
 General (919) 816-4593
 Fax (919) 816-3770

Weekend Club Hotline..... (919) 816-3955

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, Inc. (360) 755-7086
 Shelia Raymond
 Mailing address: P O Box 508, Burlington, WA 98233
 Business address: 113 E Fairhaven Avenue, Burlington, WA 98233
 Fax (360) 755-2248
 E-Maildogshows@barayevents.com
 Web site www.barayevents.com

Foy Trent Dog Shows, L.L.C. (573) 687-2101
 Foy Trent
 Mailing address: P O Box C, Sturgeon, MO 65284
 Business address: 116 N Ogden, Sturgeon, MO 65284
 Fax (888) 685-8989
 E-mailmail@foytrentdogshows.com
 Web site www.foytrentdogshows.com

Jack Bradshaw Dog Shows..... (323) 727-0136
 Jack Bradshaw
 Mailing address: P O Box 227303, Los Angeles, CA 90022
 Business address: 5434 E Olympic Boulevard, Los Angeles, CA 90022
 Fax (323) 727-2949
 E-mailmail@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
 Business address: 3401 NE 23rd Street, Oklahoma City, OK 73121
 Fax (405) 427-5241
Oregon office..... (503) 239-1080
 Mailing address: P O Box 4660, Portland, OR 97208
 Business address: 2710 SE 50th Avenue, Portland, OR 97206

E-mailmail@onofrio.com
Web site www.onofrio.com

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

North Carolina office.....336 379-9352

Mailing address: P O Box 22107, Greensboro, NC 27420

Business address: 620 Industrial Avenue, Greensboro, NC 27406

Fax (336) 272-0864

California office (510) 724 4716

Mailing address: P O Box 605, Pinole, CA 94564

Business address: 2661 Henry Avenue, Pinole, CA 94564

Florida office..... (352) 796-1816

Mailing address: P O Box 575, Brooksville, FL 34605

Business address: 1130 Lu Wista Ln, Brooksville, FL 34601

Michigan office (248) 588-5000

Mailing address: P O Box 9999, Madison Heights, MI 48071

Business address: 32351 Edward Avenue, Madison Heights, MI 48071

Oregon office..... (503) 649-2712

Mailing address: P O Box 429, Banks, Oregon 97106

Business address: 23525 N W Howell Drive, Banks, OR 97106

E-mailmbf@infodog.com

Web sitewww.infodog.com

Rau Dog Shows, Ltd...... **(610) 376-1880**

Kathleen Berkheimer

Mailing address: P O Box 6898, Reading, PA 19610

Business address: 235 S 2nd Avenue, West Reading, PA 19611

Fax (610) 376-4939

E-mail info@raudogshows.com

Web site www.raudogshows.com

Miscellaneous Addresses

Liability and Accident Insurance

Equisure Inc..... **(800) 752-2472**

Phone (303) 614-6961

Fax (303) 614-6967

13790 E. Rice Place, Suite 100, Aurora, CO 80015

Sportsmen's Insurance (Dog Club Insurance Specialists)

Phone (315) 654-2068

Fax (315) 654-3097

170 E. Broadway St., Cape Vincent, NY 13618

Dog Show Photographers

The following photographers requested a listing in the AKC Show 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
E-mail tom@nutting.net
Website www.nutting.net

Ashbey Photography (610) 681-4968

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

David Sombach (804) 994-5721

P.O. Box 6506, Ashland, VA 23005
E-mail: davidsombachphoto@gmail.com
Web site: davidsombach.net

Dog Show Photography (301) 865-0855

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

J.C. Photography (201) 772-5014

P.O. Box 7309, N. Arlington, NJ 07031
E-mail: jcdogshow@comcast.net

Kurtis Photography, Inc. (716) 285-1624

Brian Kurtis
P.O. Box 1056, Niagara Falls, NY 14304

Rob Gerity (973) 948-4893

P.O. Box 692, Branchville, NJ 07826
Web site: photo@rkgphoto.com

The Standard Image (603) 357-7086

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

South

- C C Photography** (919) 523-5135
Cary C. Manaton
E-mail: ccphotos@mindspring.net
Web site: www.ccphotography.com
- McNabb, Bryan** (704) 223-0398
P.O. Box 1001, Oak Island, NC 28465
E-mail mcnabbphotos@gmail.com
- Sosa Photography** (985) 845-4562
Luis Sosa
P.O. Box 159, Mandeville, LA 70470
E-mail sosaphoto@charter.net
Website www.sosaphoto.biz
- Tammic Wilkerson** (704) 232-5862
2140 Flat Rock Rd., China Grove, NC 28023
Web site: www.winnerspix.shootproof.com

Midwest

- Booth Photography** (517) 655-4081
P.O. Box 308, Williamston, MI 48895
Web site: www.boothshowphoto.com
- Meyer Dog Show Photography** (636) 239-1402
3628 Dunn Spring Rd., Labadie, MO 63055
Fax: (636) 239-3533
- Robert Skibinski Photography** (219) 662-7725
Robert Skibinski
10766 Hanley Street., Crown Point, IN 46307
E-mail skibinski2@aol.com
Web site www.skibinskiphoto.com

West

- Callea Photo** (360) 426-2172
Meg Callea
200 E. Tramac Place, Shelton, WA 98584
Fax: (360) 426-0139
E-mail: calleafoto@aol.com
- Holloway Photo** (951) 682-3164
Vicki Holloway
2525 Thayer Court, Riverside, CA 92507
E-mail Hollowayphoto@me.com
Website www.hollowayphoto.com

Kohler & Associates..... (602) 271-9953
 2202 West Edgemont Ave., Phoenix, AZ 85009
 E-mail: billkohlerphoto@msn.com

Missy Yuhl..... (903) 938-3188
 5201 Karnack Rd., Marshall, TX 75672

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

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

Warren and Victoria Cook..... (541) 601-5359
 P.O. Box 215, Eagle Point, OR 97524
 E-mail: mydogphoto@mac.com

Stewards' Organizations

The following is a list of several Stewarding Organizations who requested a listing in the AKC Show 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 Stewards Club, Inc. 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

Dixie Professional Stewards (352) 875-1103
 Marilyn Currey
 P.O. Box 145, Reddick, FL 32686

Mission City Stewards Club www.mcsc.homestead.com

Southeastern Professional Stewards' Association, Inc...... (321) 269-0555
Elizabeth Page
P.O. 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.....www.nmstewards.blogspot.com
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 Awnings, Inc...... (716) 483-1435
313 Steele Street, Jamestown, NY 14701 www.jamestownawning.com

L & A Tent Rentals, Inc...... (609) 584-0054
200 Whitehead Road, Trenton, NJ 08619..... www.latents.com

Michael's Party Rentals (413) 589-7368
1221 S. Main St., Palmer, MA 01069 www.michaelspartyrental.com

Southern Tent Company (866) 944-8194
104 Iroquois Dr., North East Maryland 21901 www.southerntentco.com

South

Action Tents (931) 359-0024
570 W. Church St., Lewisburg, TN 37091 www.actiontents.net

Apex Holiday Tents & Bleachers..... (941) 723-1822
2017 Manatee Avenue W, Bradenton, FL 34205 www.apexholidaytents.com

Kirby Rental Center (407) 422-1001
 411 Hames Avenue, Orlando, FL 32805www.kirbytent.com

Peerless Events & Tents (972) 602-3303
 3301 E. Randol Mill Road, Arlington, TX 76011

Aurora Rents..... (206) 659-7368
 8800 Aurora Ave. North, Seattle, WA 98103
 Web sitewww.aurorarents.com

Midwest

AAble Rents (216) 692-9800
 1365 Chardon Road, Cleveland, OH 44117..... www.aablerents.com

Dial Tent & Awning (989) 793-0741
 5330 Davis Road, Saginaw, MI 48604 www.dialtentandawning.com

Oshkosh Tent and Awning Co., Inc. (800) 861-9341
 110 East Fernau Ave., Oshkosh, WI 54901www.otainc.com

West

Arizona Event Rentals..... (623) 312-8392
 1725 West Williams Drive, Ste. 31, Phoenix, AZ 85025
 Web site azeventrentals.com

Aurora Rents..... (206) 659-7368
 8800 Aurora Ave. North, Seattle, WA 98103
 Web sitewww.aurorarents.com

Colorado Party Rentals.....(303) 781-1111
 5005 Ironton St., Denver, CO 80239
 Web sitewww.cpartyrentals.com



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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 *AKC Show 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 Show

- 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. This method may be used for part of the panel, as show chairs should keep in mind that judges are approved monthly for additional breeds and provisional judges are always forthcoming.
- Extend invitations to any specialty clubs that you may wish to hold their specialties with your club or support their breed entry at your event. Their suggestions for breed judges should also be requested at this time.
- If a Superintendent is to be employed a contract should be requested, reviewed and signed.
- Contact and secure the services of the Show 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 date application and event site layout (if applicable) should be submitted to the AKC for approval. Rules require submission 18 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.

Permit Judges

Published monthly in the Secretary's Page of the AKC Gazette and listed in italics in the annual Judge's Directory.

Recommended guidelines:

- fewer than 1,000 dogs, minimum of four permit judges
- 1,000 to 2,000 dogs, minimum of six permit judges
- more than 2,000 dogs, minimum of eight permit judges

Visiting (Foreign) Judge

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

- Indicate judge's exact assignment to the AKC.
- First AKC assignment: must indicate how the club learned of the judge, background, anyone personally familiar with judge and if fluent in English.

Judging Conflicts

Breed – 200 miles and 30 days (does not apply to non regular classes or tracking)

Obedience – 100 miles and 30 days for two all breed trials

- No conflict for Specialties if different breeds
- No conflict for Specialty and All breed
- No conflict for Group shows/ Group clubs

- 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 Organization is to provide the stewards, contact that group at least one year prior to the event.

At Least Six Months Prior to the Show

- Review the advertising copy that is to be distributed for the event.
- Contact one of the dog food companies for arrows, posters, signs, tickets, etc.
- Close out trophy solicitations and place orders for ribbons and trophies.
- Set prices on admissions, catalogs and concessions.
- Have all 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 Rain Insurance if applicable and if desired.
- 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 Show

- Close out catalog advertising and forward all advertising received to the superintendent or printer.
- Inform printer or superintendent of 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 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 Show

- Confirm that premium lists have been published.
- Review ***AKC Show Manual***
- Review ***Dealing with Misconduct*** at AKC Events booklet and **Slideshow**
- Notify local press and media of the event: **AKC Publicity Ideas and Templates**. Stress that spectators must leave their own (un-entered) dogs at home. (Events holding day-of-show attractions [e.g., Dock Diving, Fast CAT] may want to allow un-entered dogs on site.)
- Prepare a list of stewards or confirm with stewarding organization that they are prepared.
- Confirm there will be electricity available, if applicable.
- Review each committee's assignment and finalize reporting times.
 - Secure volunteers for various duties as needed
 - Verify that all printed material needs for organizing the event have been arranged (e.g., directional signs, handicap parking, official parking, grooming, Show Secretary)
- Arrange for telephone service at the event site or make sure at least two members with cell phones will be on the grounds during show hours. (Grounds should have adequate cell phone coverage or a phone.)
- Confirm food service for judges, workers, and invited guests. Arrange for early morning set-up if providing coffee and/or breakfast.
- Confirm orders for incidental items such as chairs, tables, table covers, and other items your club may need.
- Confirm **Disaster and Emergency Plan Requirements** are met or are arranged for the event.
- Verify that veterinarian services have been arranged and is correctly identified in all documentation.
- Arrange for towing services in case they are needed.

Three Weeks Prior to the Show

- Close entries.
- Sort and break down entries as soon as possible.
- Finalize how many Best of Breed and Variety prizes and Class ribbons will be needed.
- Prepare the catalog.

- Prepare and review a judging schedule and assign rings. Advise Chief Ring Steward of entry.

One Week Prior to the Show

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

Two Days Before the Show

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

Day Before the Show

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

Day of the Event

- 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 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, AKC Show Manual, Dealing with Misconduct, Rules Applying to Registration and Discipline, Conformation Junior Showmanship Regulations, Guidelines for Judging Juniors in Conformation, Juniors in Performance Events, and Obedience Regulations, Obedience Judges Guidelines, The Steward in Obedience, Rally Regulations, Rally Judges' Guidelines, The Steward in Rally, and Trial Manual, if applicable.

- Circulate to obtain objective and knowledgeable reactions to the show 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, disqualification or awards withheld.
- The marked catalog and judges books must be sent to the AKC's Event Operations Department to reach that office within seven (7) days of the Show/Trial. The Recording Fee and Service Fee must also be calculated and submitted with the Report of Dog Show or 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.

Cluster with Specialty Clubs Checklist

This checklist should be used in conjunction with the [Event Checklist](#).

- 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 cluster.
- Participating clubs decide on judge(s) to be used for classes.
- Each club submits an Application for Show/Trial to the AKC for its show date(s).
- Each club submits its Judges Panel, including obedience and rally, to the AKC.
- Coordinator develops a rough-planning schedule based on entries from previous years.
- Coordinator meets with Show Chairs, Obedience/Rally Chairs, and show secretaries/superintendents of participating clubs to discuss hypothetical scheduling. This will minimize confusion at the time entries close.
- Entries close on the common closing date.
- Coordinator sends all show secretaries, superintendents, show chairs and Obedience/Rally Chairs an Obedience/Rally Judging Program for their specific breeds, and a Master Judging Program for obedience and rally.
- Show secretaries and/or superintendents send a Judging Program to each exhibitor.
- Show secretaries and/or superintendents prepare Judges Books for each class for which their breed has an entry.

Day of the Show/Trial

- Coordinator ensures that there is a minimum of three stewards for each obedience ring, and at least one steward per breed ring, one of whom will be responsible for coordinating ribbons, judges books, and other tasks that are specifically related to stewarding.
- The Obedience/Rally Coordinator will deliver trophy cards, ribbons, armbands, a catalog, and Judges Books for each breed to the appropriate rings. 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.

Within One Month After the Show/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 Show 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 is a 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 4-13 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 an 60" access aisle, and for vans that 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 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)?

13) If you provide transportation shuttle services for your customers:

a) Do the vehicles have barriers that can be easily and inexpensively removed?

Yes ____ No ____ N/A ____

b) Have you established a method to ensure that new vehicles comply with Department of Transportation regulations?

Yes ____ No ____ N/A ____

Auxiliary Aids and Services

14) Have you considered and purchased or otherwise established a method for providing auxiliary aids and services for communicating with individuals with hearing and speech impairments? (You need to consider all activities for which auxiliary aids may be needed; for example, announcements over the public address system, film or video presentations; and compliant and information desks.)

Yes ____ No ____ N/A ____

15) Have you considered and purchased or otherwise established a method for providing auxiliary aids and services for communicating with individuals with visual impairments? (You need to consider all activities for which auxiliary aids may be needed; for example, documents and other written materials; signs; labels; and instructions on equipment.)

Yes ____ No ____ N/A ____

16) When you will not be providing particular auxiliary aids because they would result in a fundamental alteration or undue burden, have you identified feasible alternative aids?

Yes ____ No ____ N/A ____

17) Have you established a system for notifying individuals with hearing, speech, and vision impairments of the existence of auxiliary aids?

Yes ____ No ____ N/A ____

Eligibility Criteria

18) Do you have any eligibility criteria that screen out or tend to screen out individuals with disabilities?

Yes ____ No ____ N/A ____

Modifications in Policies, Practices, and Procedures

19) Do you have any policies, practices, or procedures that deny equal access?

Yes ____ No ____ N/A ____

If yes, are they permissible because to modify them would be unreasonable and would fundamentally alter the nature of the goods and services you provide?

Yes ____ No ____ N/A ____

ENFORCEMENT PROCEDURES

20) Have you established an informal mechanism for resolution of complaints?

Yes ____ No ____ N/A ____

DEVELOPING AN IMPLEMENTATION PLAN

21) Have you developed an implementation plan to take steps needed as indicated in questions 4-12 above and to document reasons for not taking other steps?

Yes ____ No ____ N/A ____

22) For steps that you will not be taking because they are not readily achievable, have you identified readily achievable alternatives to provide access to the goods and services?

Yes ____ No ____ N/A ____

23) Have you developed a process for periodic self-assessment of compliance?

Yes ____ No ____ N/A ____

24) Does your implementation plan cover other Title III requirements, particularly auxiliary aids and services?

Yes ____ No ____ N/A ____

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 may 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).

Prehearing

Check the
Appropriate Box

- | | | |
|---|------------------------------|-----------------------------|
| 1. Preliminary Investigation. Investigated complaint and made a preliminary determination that the alleged conduct, if proven true, was prejudicial to the sport and it occurred at or in connection with the event. Interviewed the complainant, accused and known witnesses. If a minor is involved, followed the procedures in Section V of <i>Dealing with Misconduct</i> . | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Name, address, telephone number, and email address of the individual making the complaint as well as the accused and witnesses obtained. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Get the complaint in writing. Wrote "Complaint" on the complaint. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. It was determined that a hearing should be held. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Notice of Hearing. The accused was advised at _____ a.m./p.m. on _____ (date) of the setting of the hearing. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| a) The accused was provided with a copy of the <i>Dealing with Misconduct</i> booklet. | | |
| b) Accused was provided with a copy of the complaint and was told he/she was being charged with. | | |
| c) The accused was advised the hearing will be held _____ at a.m./p.m. on _____ (date). | | |
| 6. The Chair established the committee as follows (include address, telephone number and email address): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| – Chair | | |
| – Secretary | | |
| – Other Committee Members | | |

Hearing

Check the
Appropriate Box

7. Introduction. The Chair introduced himself or herself and the members of the Committee and designated one member of the Committee to keep a record of the proceedings. If the hearing was recorded all participants consented and the recording was submitted with the report. Yes No
8. Advisal of Charges. The Chair again advised the accused of the specific charges. Yes No
9. Advisal of Rights. The Chair 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. Yes No
10. Witness List. The Chair determined and list of witnesses to be called by the Committee and the accused. Yes No
11. Unauthorized Persons Excused. The Chair excused all persons except the Committee, the accused, and AKC Representative. The witnesses were excused from the proceedings, except when they were called on individually to testify. Yes No
12. Witnesses. The Chair called and swore in the witnesses (An appropriate oath is as follows: "Do you swear or promise that you will tell the truth, the whole truth and nothing but the truth?"). The order of witnesses typically is: first the Committee witnesses, then the accused witnesses. The Chair ascertained the full name and address of each witness. The Chair questioned the witness and then allowed the accused to question the witness. A summary of each witness's testimony was made including the questions asked by the accused. Yes No
13. Procedural issues raised during the hearing are noted in the hearing summary. Yes No
14. Accused Statement. After all the witnesses have testified, the Chair permitted the accused to make a final statement in response to the charges. This is in addition to the testimony of the accused. Yes No
15. Close Hearing. The Chair then excused all persons except the Committee and asked the accused to remain available to receive the committee's decision. If the hearing is recorded the recording should stop at this point. Yes No

Post Hearing

Check the
Appropriate Box

16. Findings. After deliberation and by majority vote, the Committee shall make these findings: Yes No
- a) As to whether the charged conduct has been proven;
 - b) Whether such conduct was prejudicial to the best interests of purebred dogs, AKC events or the AKC; and
 - c) Whether the charged conduct occurred in connection with, or during the progress of, its event.
17. Decision Yes No
- a) The committee found that all three of the elements in charge(s) number _____ were **not proven** and it dismissed the charge(s).
 - b) The committee found that all three elements in charge(s)_____ were **proven** and it suspended the accused from any or all AKC privileges.
 - If 17 b) is circled, did the committee stay the suspension? Yes No
Only if the AKC Disciplinary Guidelines allow for a reprimand as a mitigated penalty AND the committee is recommending a mitigated penalty, may the committee grant a stay.
18. Notice. After the Committee makes its decision, the Chair:
- a) Immediately notified the accused of the charges that were dismissed and those that were sustained. Yes No
 - b) If charges were sustained, the accused was so advised of the committee's decision and notified of his/her immediate suspension of any or all AKC privileges (unless stay issued. See 17b). Yes No
 - c) Committee notified the accused, in writing, by certified mail return receipt requested and first-class mail, of the committee's decision and of any suspension, if one was ordered. Yes No
19. Submission of report to AKC. Send to the AKC, to be received within five (5) days of hearing or incident, a complete report of the proceedings, which includes the following. **PLEASE CHECK EACH ITEM INCLUDED:**
- A copy of the signed written complaint, marked "Complaint"
 - A comprehensive summary of the hearing (see Section X of *Dealing with Misconduct*)
 - This Procedural Checklist
 - A duplicate copy of the committee's decision and notice of suspension, if applicable, mailed to the accused.

Site Inspection Checklist

Site Name and Location: _____

Date of Inspection: _____

Club/Contact Person: _____

Indoor Site

	Acceptable	Unacceptable
Proper Lighting	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Ventilation	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Heating or Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>
Rest Rooms	<input type="checkbox"/>	<input type="checkbox"/>

Outdoor Site

	Acceptable	Unacceptable
Adequate Protection from Elements	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Tenting for Expected Entry	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Cover for Judge in Ring	<input type="checkbox"/>	<input type="checkbox"/>
Condition of Grounds	<input type="checkbox"/>	<input type="checkbox"/>
Portable Toilets	<input type="checkbox"/>	<input type="checkbox"/>
Provision for Site Clean Up	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>
Electricity (optional)	<input type="checkbox"/>	<input type="checkbox"/>
Parking (must be at least 50' from all rings)	<input type="checkbox"/>	<input type="checkbox"/>

All Sites

	Acceptable	Unacceptable
Planned Ring Sizes Meet or Exceed Minimums	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Provision for Easy Entrance/Exit from Rings	<input type="checkbox"/>	<input type="checkbox"/>
Telephone (cell phone coverage is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>
Food and/or Other Concessions	<input type="checkbox"/>	<input type="checkbox"/>
10 Feet Minimum Aisle Space between Rings	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Viewing Space Ringside for Spectators	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Loading/Unloading Areas	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Parking for Anticipated Entry	<input type="checkbox"/>	<input type="checkbox"/>
Handicapped Parking	<input type="checkbox"/>	<input type="checkbox"/>

- | | | |
|--|--------------------------|--------------------------|
| Provision for Overnight Parking | <input type="checkbox"/> | <input type="checkbox"/> |
| Provision for Large Vehicles (i.e., motor homes, RV's) | <input type="checkbox"/> | <input type="checkbox"/> |
| Parking Areas Clearly Designated | <input type="checkbox"/> | <input type="checkbox"/> |

If Applicable:

- | | | |
|-----------------------------|--------------------------|--------------------------|
| Adequate On Street Parking | <input type="checkbox"/> | <input type="checkbox"/> |
| Adequate Off Street Parking | <input type="checkbox"/> | <input type="checkbox"/> |

If Possible:

- | | | |
|------------------------------|--------------------------|--------------------------|
| Separate Entrances and Exits | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------|--------------------------|--------------------------|

Sanitation (Human)

Acceptable Unacceptable

- | | | |
|------------------------------|--------------------------|--------------------------|
| Sufficient Toilet Facilities | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------|--------------------------|--------------------------|

Indoors:

- | | | |
|------------------------------------|--------------------------|--------------------------|
| One Lavatory for Every 100 Persons | <input type="checkbox"/> | <input type="checkbox"/> |
| One Urinal for Every 200 Males | <input type="checkbox"/> | <input type="checkbox"/> |
| One Toilet for Every 200 Persons | <input type="checkbox"/> | <input type="checkbox"/> |

Outdoors:

- | | | |
|--|--------------------------|--------------------------|
| One Toilet for Every 150 Persons Per Day | <input type="checkbox"/> | <input type="checkbox"/> |
| Arrangements for Proper Dumping/Emptying | <input type="checkbox"/> | <input type="checkbox"/> |

If Applicable:

- | | | |
|----------------------------------|--------------------------|--------------------------|
| Attendants for Toilet Facilities | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------------------|--------------------------|--------------------------|

Sanitation (Animal)

Acceptable Unacceptable

- | | | |
|--|--------------------------|--------------------------|
| Outdoor Public Exercise Pens
(2 per 1,000 dogs, min 48 sq ft each and at least 4' tall) | <input type="checkbox"/> | <input type="checkbox"/> |
| Indoor Public Exercise Pens
(2 per 600 dogs, min 48 sq ft each and at least 4' tall) | <input type="checkbox"/> | <input type="checkbox"/> |
| Cleaning Supplies (i.e., scoops, sawdust, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Directional Signs to Exercise Pens | <input type="checkbox"/> | <input type="checkbox"/> |

If Applicable:

- | | | |
|----------------------------------|--------------------------|--------------------------|
| Designated Area for Private Pens | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------------------|--------------------------|--------------------------|



AMERICAN
KENNEL CLUB®

APPENDIX C

REFERENCES

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Class Divisions

Breed Varieties

Prizes for the following should be listed in premium lists as varieties. In all-breed premium lists, the varieties MAY NOT have BEST OF BREED COMPETITION. In premium lists for independent specialty events, THEY MUST have ribbons for BEST OF VARIETY and BEST OF BREED.

Beagles	13" and under;over 13" not exceeding15"
Bull Terriers	White; Colored
Chihuahuas	Smooth Coat; Long Coat
Cocker Spaniels	Black(to include Black and Tan), ASCOB, Parti-Color
Collies	Rough; Smooth
Dachshunds	Longhaired; Wirehaired; Smooth
English Toy Spaniels	King Charles and Ruby; Blenheim and Prince Charles
Manchester Terriers	Standard; Toy
Poodles	Toy, Miniature; Standard

Breeds in Which Color May be a Condition of a Division of a Class

Australian Shepherds	Blue Merle; Black; Red Merle; Red All With or Without White Markings and/or Tan Points
Basenjis	Red & White; Black & White; Black,Tan & White; Brindle & White
Border Collies	Black and White; Any Other Allowed Color
Boxers	Brindle; Fawn
Briards	Tawny; Black; Gray <i>Open Classes at National, Regional and Supported Specialties may be divided by the above colors.</i>
Bullmastiff	Brindle; Any Other Allowed Color
Cavalier King Charles Spaniels	Black and Tan; Blenheim; Tri-color; Ruby
Chow Chows	Black; Red; Any Other Color
Collies	Sable and White; Tri-Color; Blue Merle; White
Dachshunds	(All Three Varieties): Red; Black and Tan; and Any Other Allowed Color. <i>The Dachshund Club of America must divide the Open Standard & Miniature Classes by the above colors.</i>
Dalmatians	Black Spotted; Liver Spotted
Doberman Pinschers	Black; Any Other Allowed Color

English Cocker Spaniels	Solid Color, to include Any Solid Color, except White, with Tan Points; Parti-Color, including Roans and Ticked <i>The English Cocker Spaniel Club of America and those designated clubs ONLY, may divide the Open Class by the above colors.</i>
French Bulldogs	Brindle; Cream and Fawn; Pied and White
Giant Schnauzers	Black; Pepper and Salt (Open Classes Only)
Great Danes	Brindle; Fawn; Blue; Black; Harlequin; Mantle; Merle
Japanese Chin	Black & White; Black & White with Tan Points; Red & White
Labrador Retrievers	Black; Yellow; Chocolate
Mastiff	Fawn; Brindle; Apricot <i>Open Classes at National and Regional Specialties ONLY may be divided by the above colors.</i>
Miniature American Shepherds	Open Class Only: Black; Red; Red Merle; Blue Merle
Miniature Pinschers	Black and Rust-Red; Chocolate and Rust and Red <i>Open Classes at Local and National Specialties or at "Supported Entry" all-breed show. 6-9 and 9-12 month puppy classes at Nationals ONLY</i>
Miniature Schnauzers	Salt and Pepper; Black and Silver; Black
Newfoundland	Black; Other than Black
Pekingese	Parti-Color; Black and Tan; Black; White and Cream (Off White, Not Blond or Fawn); Any Other Allowed Color <i>At Specialty Shows ONLY</i>
Pomeranians	Red, Orange, Cream and Sable; Black, Brown and Blue; Any Other Allowed Color, Pattern or Variation
Pugs	Black; Fawn
Shetland Sheepdogs	Sable & White; AOAC; or, Sable & White; Black (Tri, Bi-Black); Blue (Blue Merle, Bi-Blue)
Shiba Inu	Red/Red Sesame; Black and Tan/AOAC

Breeds and Varieties in Which Weight May Be a Condition of a Division of a Class

Boston Terriers	Division of Open Classes for Dogs under 15 lbs.; 15 lbs. and under 20 lbs.; 20 lbs. and Over and Not to Exceed 25 lbs. <i>(Also under 15 lbs.; and 15 lbs. and over) BBE classes at Specialty Shows.</i>
Dachshunds	(All Three Varieties): Miniature- 11 lbs & under; Standard – 11 lbs and over at 12 months old or over and under 11 lbs if less than 12 months of age.

Manchester Terriers (Standard) Open Classes — Over 12 lbs., Not Exceeding 16 lbs.;
Over 16 lbs., Not Exceeding 22 lbs.

Manchester Terriers (Toy) Open Classes—7 lbs. and Under; Over 7 lbs. and not
Exceeding 12 lbs.

Weight is a variety definition and becomes part of the conditions of every class.

Pekingese

At All-Breed Shows Open, Dogs, Under 8 lbs., if 12 Months Old or Over;
Open, Dogs, 8 lbs. and Over (and Under 8 lbs. if less
than 12 Months Old)

At Specialty Shows Open, Dogs, Under 6 lbs., if 12 Months Old or Over;

(or All-Breed if warranted by
previous year's entry

Open, Dogs, 6 lbs. and Under 8 Lbs., if 12 Months
Old or Over; Open, Dogs, 8 lbs. and Over (and Under
8 lbs. if less than 12 Months Old)

The Following Breeds May Have Classes Divided at Dog Shows Based on Breed Characteristics Other Than Weight, Height or Color

Brussels Griffons Rough Coat; Smooth Coat

Chinese Cresteds Hairless; Powderpuff

Chinese Shar-Pei Brush Coat; Horse Coat

Chow Chows Rough Coat; Smooth Coat

Ibizan Hound Smooth Coat; Wire Coat

Papillons Erect Ear; Drop Ear

Portuguese Podengo Pequeno Smooth Coat; Wire Coat

Pyrenean Shepherd Smooth-faced; Rough-Faced (Open Class Only)

Skye Terriers Drop Ears; Prick Ears

St. Bernards Longhaired; Shorthaired

German Shepherds Long Coat (Only at the National Specialty)

Breeds and Varieties in Which Height May Be a Conditioning of a Class

American Eskimo Dogs Open Class (Toy): 9 - 12 inches
Open Class (Miniature): over 12-15 inches
Open Class (Standard): over 15 -19 inches

Xoloitzcuintli Open Class (Toy): 10-14 inches
Open Class (Miniature): over 14-18 inches
Open Class (Standard): over 18-23 inches

Breeds Which May Be Judged on a Ramp

American Staffordshire Terriers

American Water Spaniel

Basset Hounds*

Boykin Spaniel (May be judged on the table, ramp, or the ground at the judges discretion.)

Bulldogs*

Chinese Shar-Pei*

Chow Chows*

Cirneco dell'Etna

Clumber Spaniel

English Springer Spaniel

Entlebucher Mountain Dog

Field Spaniel

Finnish Lapphund

Finnish Spitz

Grand Basset Griffon Vendéen

Icelandic Sheepdog

Irish Terriers

Keeshonden

Kerry Blue Terriers

Lagotto Romagnolo

Mudi (Misc.) (May be judged on the table or ramp.)

Norrbottenspets (Misc.)

Norwegian Buhund

Nova Scotia Duck Tolling Retriever (Effective 2/5/2020)

Polish Lowland Sheepdogs

Soft Coated Wheaten Terriers

Spanish Water Dog

Staffordshire Bull Terrier

Standard Schnauzer

Sussex Spaniels*

Welsh Springer Spaniel

Whippet (May be judged on the table, ramp, or the ground at the judges discretion.)

*By Board approved policy, breeds that must be judged on ramp during all conformation competition associated with AKC conformation dog shows or at any event at which an AKC conformation title may be earned.

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” shows, not designated specialties.

Judges selection, contracts, etc. are the responsibility of the individual show giving clubs and any disputes must be worked out by the clubs.

Common Site Application¹ 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.

Completing a consolidated Disaster and Emergency Plan form to have at the event. 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.

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.

¹ Form may be downloaded from the AKC website

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: a minimum of 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.

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.

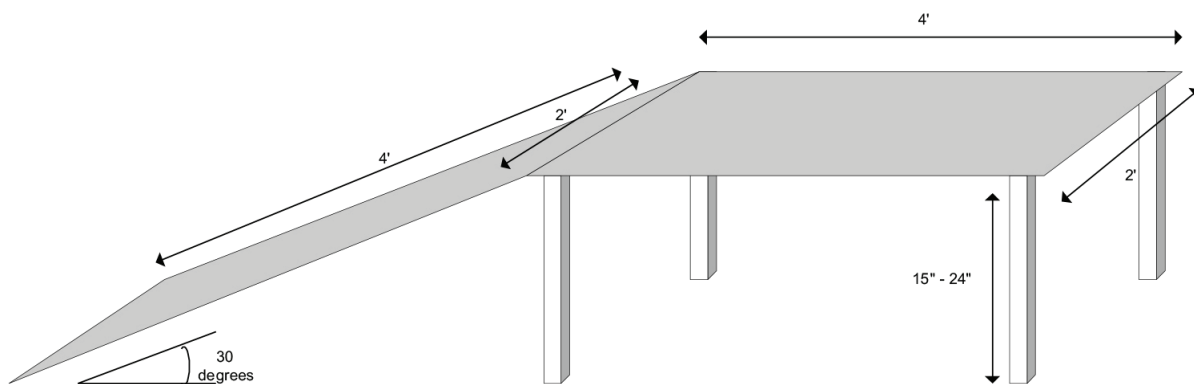
Any questions regarding these requirements should be directed to AKC Event Operations, (919) 816-3579 or eventplans@akc.org.

Designated area for private exercise pens

Judging Ramp Specifications

If your club uses a licensed superintendent for its events, appropriate ramps are included with their standard equipment. To assist those clubs that do not use the services of a licensed superintendent, the AKC has established general guidelines for construction of a judging ramp.

Construction	Any stable material may be used including the use of folding legs.
Surface	Rubber matted
Length	4 feet
Width	2 feet
Height	15 - 24 inches



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.

The American Kennel Club recognizes that special training collars may be an effective and useful management device, when properly used for controlling dogs that might be extremely active, difficult to control on a neck collar, or dog aggressive. These collars are also recognized as possibly useful for gaining control at the start of basic obedience training, essential education that dogs deserve and need.

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.

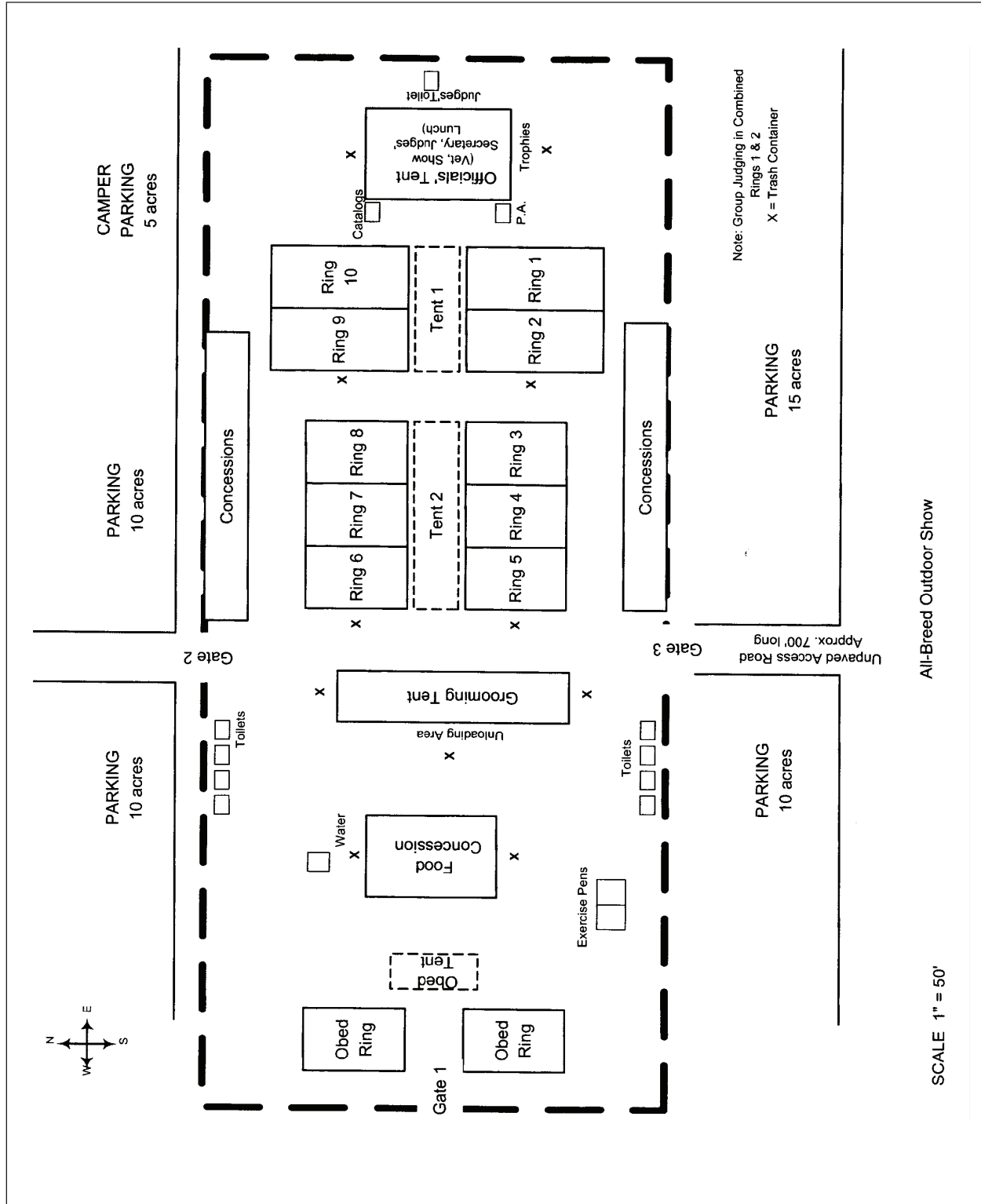
Amendment at August 2019 meeting for collars/leashes used to exhibit in Conformation:

All dogs must be presented on an acceptable collar and lead when competing at conformation dog shows. An acceptable collar and lead is defined as a single lead and collar combination utilized for the presentation of the dog. Examples of acceptable collars and leads include: slip collar plus lead (loop or snap), slide lead (i.e., rescos), swivel lead, martingale (one piece), and martingale collar plus lead.

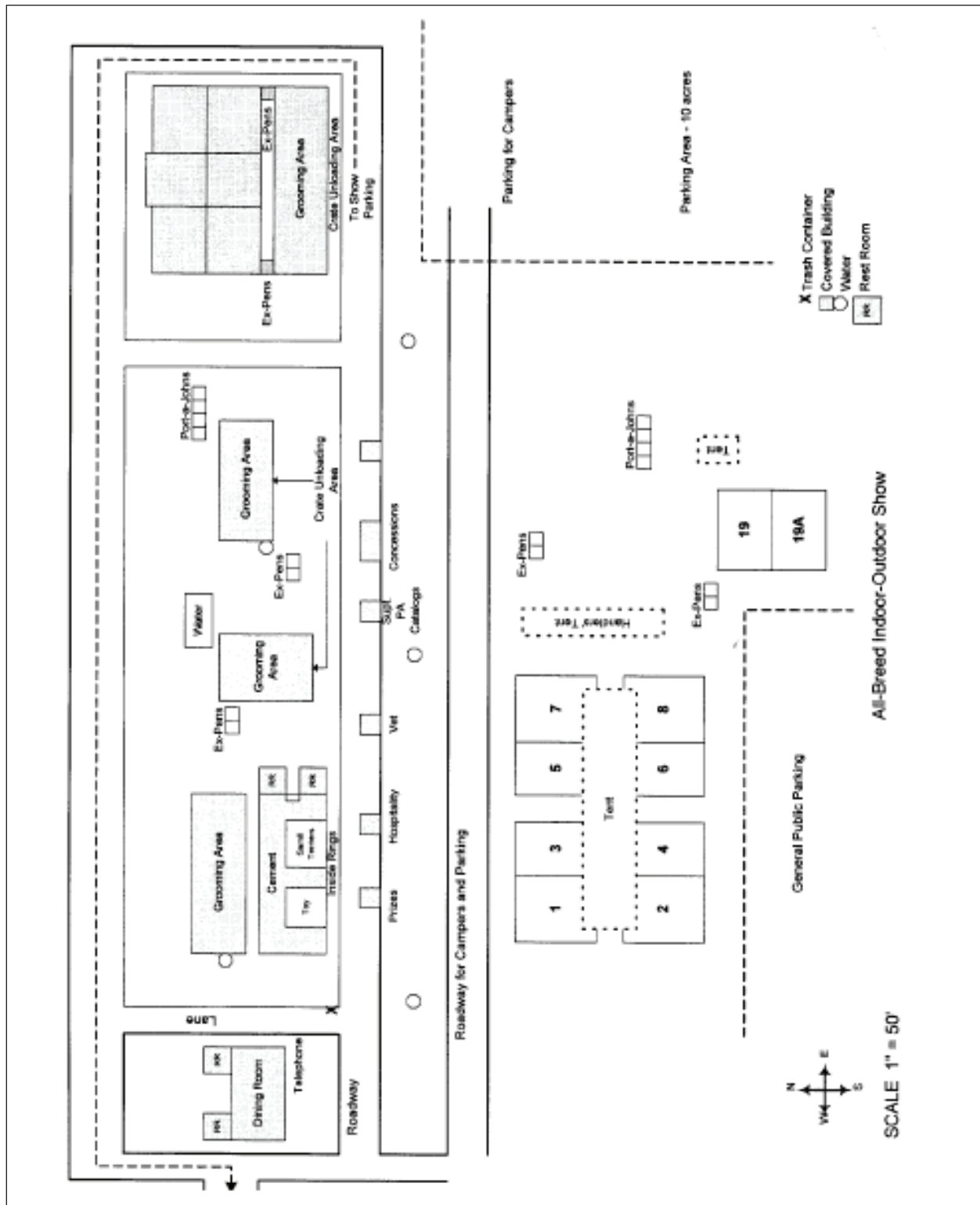
Special training devices and/or devices used to mask deficiencies in training, temperament, or conformation are not acceptable and not permitted for use at conformation dog shows. Examples include collars with prongs, electronic collars, muzzles, harnesses, and head collars. The use of multiple acceptable collars or lead and collar combinations simultaneously is considered use of a special training device and therefore is not permitted.

Site Layouts

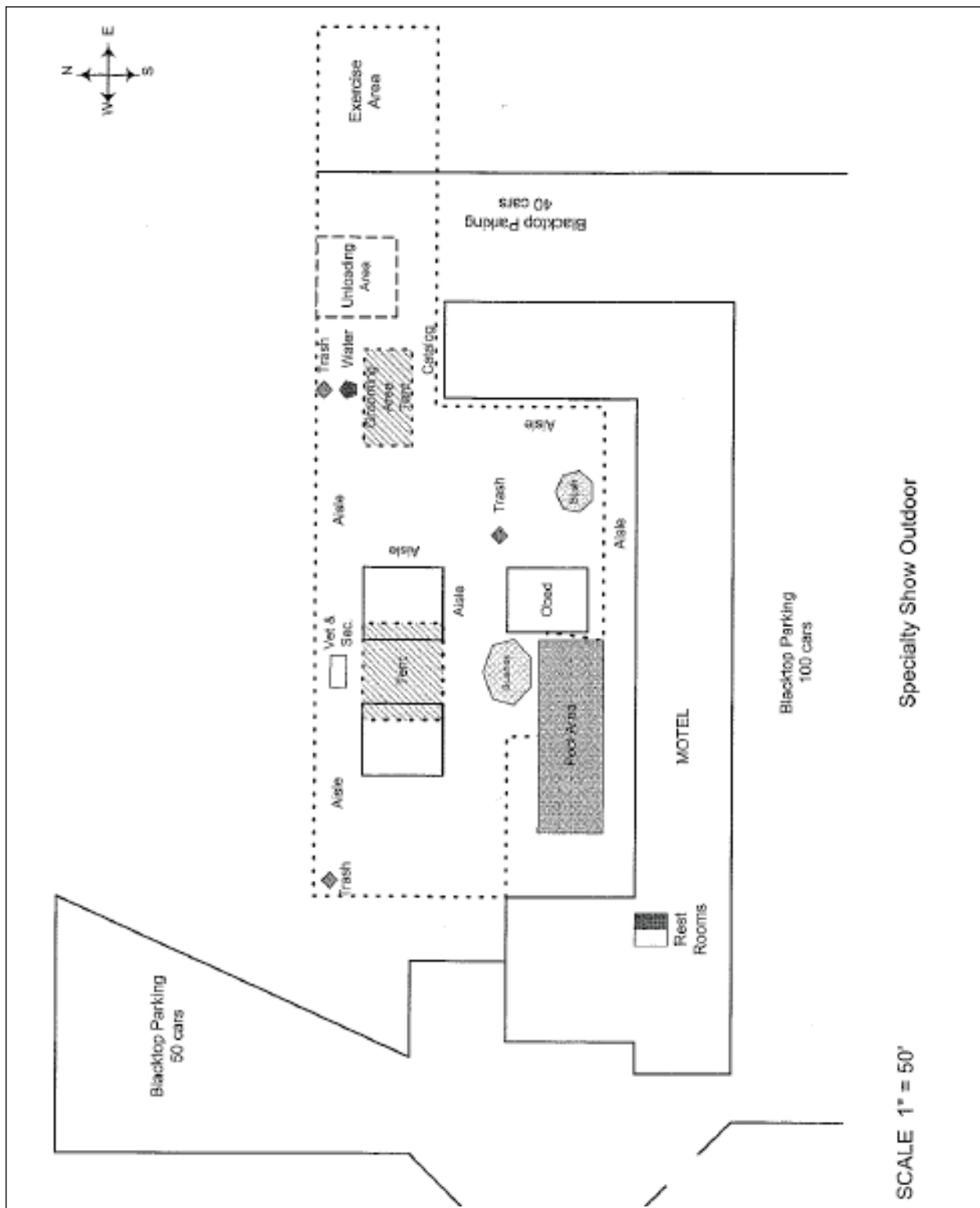
All-breed Outdoor Show



All-breed Indoor-Outdoor Show



Specialty Outdoor Show





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APPENDIX D

EXAMPLE CORRESPONDENCE AND FORMS

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Event Financial Planning Sheet

Revenue

Pre Event

- Catalog advertising
- Trophy fund
- Concession space fees
- Entry fees

Day of Event Income

- Parking fees
- Admission fees
- Catalog sales
- Food sales
- Other

Expenses

Event Site

- Site rental
- Site preparation
- Tenting
- Hired personnel
- Site clean-up
- Portable lavatories
- Other (signs, ring equipment, etc.)

Event Preparation

- Superintendent/Show Secretary
 - Premium list printing and mailing
 - Judging program printing and mailing
 - Acknowledgment mailing
 - Catalog printing
 - Ribbons, rosettes and badges
- Judges
- Trophies
- Club hospitality (pre show and/or after show dinner, breakfast, luncheon)
- EMT
- Stewards
- Insurance
- Veterinary expenses
- Advertising
- Contingency plans
- Emergency and Disaster Plan

Event Committee

- Mail
- Telephone
- Clerical

Host Club (Permission) Letter¹

YOUR CLUB'S LETTERHEAD Return Address

On behalf of the **[Name of Kennel Club]**, the following clubs are given permission to hold the indicated event in conjunction with our event beginning **[Date of Event]** through the date indicated.

Club Name	Event Type (Designated, Concurrent, Evening, or Sweepstakes)	Through End of Month Year
Raleigh Dachshund Club	Designated with sweepstakes	July 2020
Halifax Shiba Inu Club	Concurrent	January 2017

Yours truly,

[Signature]

[Name]

[Title]

[Phone/fax/Email]

Please keep a copy for your club records.

¹ Form may be downloaded from the AKC Website

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 show to be held on **day, date at location (name of facility and address)**. This is an **indoor/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 show, date and location (indoor/outdoor), including city and state.
- A complete listing of the proposed assignment including any special attractions that may be offered and required to judge.
- Notice that the show 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 **Judge's name**:

This is to confirm your availability to judge at our All breed Show and Obedience Trial on **date/month/year**, which is an **indoor/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 show.

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

Judge's 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 Show 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 Show Chair.)

Hospitality: Judges Information Sheet

Name of Show *(club provides this)* Date of Show *(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 show Room needed evening following show

Smoking Non Smoking

Airport Pickup (Arrival)

Yes No

Airline _____ Flight Number _____ Arrival Time _____

Transportation Needed to Airport (Departure)

Yes No

Airline _____ Flight Number _____ Arrival 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 Show)* 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. Show 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

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 all breed dog show 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 all breed dog show and obedience trial ***day, date at location (include street)***. This is an American Kennel Club approved event. At shows, dogs are judged against their individual breed's standards. Each winner is awarded from one to five points based on the number of entries in its respective breed. These points advance a dog towards its Champion title. Over the course of the day, the entrants are narrowed down to a single dog – Best in Show. Additionally, many breeds will be represented in the Obedience or Rally competitions, where they are judged on their training: 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 Junior Showmanship competition, children aged 9-18 will exhibit their own dogs as they compete for prizes by displaying their skills in handling dogs.

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 show starts at ***time*** and runs throughout the day. Group and Best in Show should start at ***time***. 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 all breed dog show on date. Will you please print the attached announcement as often as possible between now and show date. Thank you for your consideration.

“The ***name of kennel club*** will hold its ***xxth*** (e.g., 60th) annual all breed dog show and obedience trial ***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 show starts at time and runs throughout the day. Over the course of the day, each breed will be judged in the conformation ring as dogs compete for awards and titles. Additionally, many breeds will be represented in the Obedience or Rally competitions and demonstrate their ability in obeying their owners' commands. In the Junior Showmanship ring children aged 9-18 will exhibit their own dogs as they compete for prizes by displaying their skills in handling dogs.

Admission for adults is \$_____, children under _____ (e.g., 12) \$_____ (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 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**



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KENNEL CLUB™

(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.



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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!!!

Breed _____

My name is _____

My owner is _____

Phone number _____

Person responsible at the show _____

Special conditions _____



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APPENDIX E

SAMPLE SHOW DOCUMENTS

Judges Books..... 188

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

www.akc.org