

Tracking Test Manual

A Guide
For Planning
AKC Tracking Tests



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Mr. Curt Curtis
Assistant Vice President
Companion Events

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To All AKC Tracking Clubs,

A comprehensive guide can help clubs acquire the skills to produce an event that is a satisfying experience for exhibitors, judges, spectators and club members. The American Kennel Club developed the *AKC Tracking Test Manual* to assist clubs in producing high-quality events and to serve as a valuable educational and resource tool.

The AKC Tracking Test Manual is produced to help tracking test committee members hold an efficient tracking test. Revisions and updates will be available as changes are made. Clubs and event chairpersons should contact the American Kennel Club periodically to ensure they have the most current version.

Some of the best suggestions may come from your own exhibitors, judges and other participants in your events. Please take time to talk with them and use their creative ideas. As always, forward any ideas to the Companion Events Department so that we can share these successes with your fellow tracking clubs.

Best regards,

Curt A. Curtis
Assistant Vice President
Companion Events



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Chapter 1

Planning and Organization

The Challenge

Putting on the best event possible is one of the greatest challenges for any club. Structuring the Team (Event Committee/Tracking Test 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.

In situations where the Event Committee encompasses multiple events for a club, members of the Tracking Test Committee should be included/named as part of the Event Committee to cover administrative situations that may arise. If a tracking test is being held as a stand alone event the Tracking Test Committee should be listed as the Event Committee.

The Team

Tracking Test Committee

A Tracking Test 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 Tracking Test Committee, Event Committee, the Judges, and Test 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 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 your committee 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.

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

The 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.

The Test Secretary and Test chairperson will not be eligible to judge or enter any tracking event at which they act in these official capacities.¹

Event Committee

An Event Committee is required with a minimum of five members who are members of the test giving club.² Note:

- The Committee must have a chair
- The Committee must have a secretary

The Event Committee has the authority to act in the name of the American Kennel Club to enforce AKC rules on the days of the event.³ A Tracking test is a two day event and includes the day of plotting and the day of the test.

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. Club members should be available to answer general questions about tracking events and purebred dogs.

¹ Rules Applying to Dog Shows, Chapter 7, Section 3

² Rules Applying to Dogs Shows, Chapter 6, Section 2

³ Rules Applying to Dogs Shows, Chapter 9, Section 10

Event Chair

Qualifications

- Knowledge of the AKC's Rules Applying to Dog Shows, Obedience Regulations and Tracking Regulations
- Knowledge of the AKC's policy concerning Emergency Procedures at Events (Disaster and Emergency Plan)
- Experience in planning of events
- Ability to apply basic business management practices:
 - Set priorities
 - Make decisions
 - Delegate authority
 - Conduct committee meetings
 - Compile records
- Ability to meet deadlines
- Ability to deal with people
- Ability to work within the financial guidelines established by the club, and to evaluate contracts and agreements as necessary

Responsibilities

General

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

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

Ensure that the premium list material is submitted to the test secretary.

Assign a Committee Secretary.

Designate a person as Chief Tracklayer, who is responsible for coordinating the track laying schedule with the judges on the test day.⁴

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

- If possible the site should be available before and after the actual event hours. Knowledge of site use before and after the event is an important consideration.

⁴ Tracking Regulations, Chapter 1, Section 2

- Requirements for insurance, contract, advance deposits, limitations to site usage, additional rental space, etc. must be determined.
- If the tracking site owner or management require participants to sign a waiver of liability, have those on site both the day of plotting and the day of the event.
- Extent of owner/management involvement in the event should be established prior to use, 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/management to take adequate steps to alleviate them. Periodic reconfirmation should be made, even after clubs have reached agreement with site owner/management. Constant communication can help avoid any oversights by the site owner/management.
- Acquire a site map with a scale of the tracking test area. This map is to be sent to the judges 60 days prior to the test. Site maps may be available from the county tax office, and on the internet from teraserver.com or Googleearth.com for a charge.

Determine legal requirements, such as obtaining permits and/or liability waivers 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.

Select or establish test secretary.

Contact the judge(s) regarding availability.

Review the AKC procedures detailed in Dealing with Misconduct with all members of the Event Committee, in advance of the event. A guideline for dealing with misconduct is included in the forms section of this book.

May chair (an) other committee(s).

Day of Plotting

Arrive before schedule time of plotting

See that flags, mallet and tracklayers are present

See that facilities are open or that a port-a-potty is on site

Check with judges to see if anything is needed

Have judges' books available

Designate a dog exercise area and provide cleanup equipment and receptacle both the day of plotting and the day of the event

Provide transportation for judges and tracklayers during plotting

Meet with AKC Representative if present

Day of Plotting and Event

Arrive at least 1/2 hour before tracklayers begin walking their tracks

See that a properly completed signed copy of the Disaster and Emergency Plan form is available at the event

See that the Rules Applying to Dog Shows, Dealing with Misconduct, Obedience Regulations and Tracking Regulations are available.⁵

Meet with the AKC Representative, if present, first thing the morning of the test.

Provide transportation for Judges and Tracklayers

Check in Tracklayers

Check in Judges

Check in Exhibitors

Inform exhibitors of the dog exercise area

Address any disputes that may arise

After the Event

Check with the AKC Representative, Test 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

⁵ Rules Applying to Dog Shows, Chapter 2, Section 18

Chief Tracklayer

Responsibilities

Designated by the Test Chairperson and responsible for organizing the Tracklayers the day of plotting and coordinating the track laying schedule with the Judges the day of the test.

Veterinarian Requirements

The presence of a veterinarian shall not be required at a tracking test. If the veterinarian is “on call”⁶ 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 test secretary’s table, and should provide to the veterinarian if on sit, handouts giving the name, phone number and directions for the nearest emergency clinic. If there is no emergency clinic in the area, give information for the most convenient vet’s office. Club must verify the hours the clinic or office is open and include in the handout.

Executive Field Representatives

Some of the duties and responsibilities of the AKC Executive Field Representative at tracking events include:

- Arriving at the event grounds prior to judging.
- Conducting site inspections.
- Acting as the AKC liaison.
- Providing insight on policy and rule compliance and first-hand information regarding the event operations.
- Acting in an advisory capacity to the Event Committee, exhibitors and judges.
- Observing judges.
- Interviewing judges after judging is completed.

⁶ Rules Applying to Dog Shows, Chapter 10, Section 2

Records

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

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

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

Financial Planning

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

Budgeting the Event

The best budgeting tool the Tracking Test 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, which can be found in the forms section of this book.

Contingencies

The Tracking Test Committee must have some flexibility to deal with problems or changes that may require variance from the budget. Both the Tracking Test 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 conformation or cluster events if a specialty.

Contingency Planning

The committee should be prepared for any situation, for example, arranging for tow trucks to remove vehicles from muddy parking areas in the event of bad weather at 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 exhibitor 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, lightning, thunderstorms, snowstorms or hurricanes must be considered for the health and safety of dogs, judges and fanciers.

A question has been raised about whether a club may cancel an event due to extreme heat conditions. The AKC believes that the well being of dogs and participants is of utmost importance, and that the club may cancel an event due to extreme conditions. 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 test, no refund of entry 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 will be made.”

Event Cancellation Information

If you find it necessary to cancel your test contact your Field Representative or call 919-816-3955. You will be given an event choice. You will be given a second number, give the person on call the event number, date and reason for the cancellation. The on call person will alert the AKC web site administrator and update the toll free Event Cancellation Hotline. To check to see if an event has been cancelled, go to" http://www.akc.org/events/event_cancellations.cfm for up to date event cancellations.

Insurance for Dog Events

Insurance is protection for the club's future. Clubs should inquire of their insurance company about additional insurance, e.g. limits of liability, in excess of what a site may require. The cost of an additional quarter-to half million dollars of coverage may be minimal.

The type of insurance that each club may need and can afford will vary a great deal. Every club should establish its needs and discuss them with a local insurance agent. Some types of insurance that a club may consider are:

- Public liability
- General liability
- Non-owned automobile liability
- Worker's compensation
- Volunteer workers
- Robbery
- Property
- Officers' liability policy

For more information write, call or visit the web:

Equisure, Inc.
3000 S Jamaica Court Ste 210
Aurora, CO 80014
800 752 2472 phone
303 614 6967 fax

Learn more by visiting www.insuremydogclub.com



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Chapter 2

Test Secretaries

Every club seeking approval to hold an AKC licensed or member tracking event is required to designate a test secretary to perform the duties described in the Rules Applying to Dog Shows.¹

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

Any qualified person may be approved by the AKC to act as a test secretary. The person must be in good standing with the AKC, be knowledgeable about all aspects of the test secretary job, and be well-versed in the latest AKC rules, regulations and policies pertaining to dog shows, obedience trials and tracking events.²

No dog belonging wholly or in part to a judge, test secretary, superintendent or member of such a person's household may be entered in any tracking test at which such person is scheduled to officiate.³

Responsibilities

Event Entries

The test secretary's responsibilities include receiving entries before the event.

For an event entry to be acceptable, the test secretary must receive a complete, signed entry form prior to the closing date and time, at the address specified in the premium list. Blank entry forms⁴ can be obtained from the AKC. Tracking Dog (TD) Tests entries must be accompanied with a certification signed and dated by an approved or provisional AKC Tracking Judge.

A properly completed entry will have the following information filled in: name and date of the event; the required fee; the breed; the variety (if any) the sex; the

¹ Rules Applying to Dog Shows, Chapter 8

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

³ Tracking Regulations, Chapter 1, Section 10

⁴ Forms may be downloaded from the AKC web site www.akc.org

class; the full name of the dog; and the AKC registration number, individual foreign registration number, AKC litter number or PAL/ILP number.⁵

Conditional entries will not be accepted.⁶

To keep track of entries as they are received and to have a ready reference, the test 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 test level (TD, TDX and VST). The test 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, on-line and by fax.

- If a certification for a TD entry is submitted on-line or by fax, the signed original must be presented to the test secretary prior to the draw for running order.

Fax Entries

Faxed entries must be made on an official AKC entry form and include **both sides** of the entry form. Payment (usually by credit card) must accompany all entries.

Changing and Correcting Entries

The *Rules Applying to Dog Shows* stipulate that entries may not be canceled or changed after the closing date. The only exceptions are:⁷

- The Test Secretary may make corrections to either the dog's name or number, never both, provided all other information on the entry form is correct.

Cancellation of Entries

No entry may be changed or canceled by telephone. All changes or cancellations, except those resulting from a judge change, must be made in writing, by fax, by email or by telegram and received by the test secretary prior to the **closing date** and time.⁸

⁵ Rules Applying to Dog Shows, Chapter 11, Section 4

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

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

⁸ Rules Applying to Dog Shows, Chapter 11, Section 6

Records

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

- **Report of Dog Show or Tracking Test** form, filled out completely with results of the test. This form must be signed by the Test Secretary. A complete list of alternates, whether they accepted or declined, will be included with the Test Report (they may be included in the catalog).
- The appropriate **Recording Fees and Event Service Fees** must accompany the Report of Dog Show or Tracking Test form. When this recording fee is calculated, it does not include withdrawals (usually for a change of judge).
- A legibly **marked catalog** with all absentees, placements, awards, reasons for withheld awards. Judge substitutions should be marked on the catalog headlines. Reasons for excusals or disqualification's must be shown. This information must be transferred accurately from the judges' books. Any printing errors reported to the test secretary at the test must be corrected in the marked catalog.
- **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 should initial any errors noted, when corrected by the judge. If a judge discovers an error after the day of the show, they should be instructed to submit the corrections in writing to the AKC's Event Operations Department immediately.



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Chapter 3

Judges

The judging 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 Test Chairman.

When to Select the Panel

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

Submitting the Judges Panel

Clubs should submit the judging panel with the application for the event and should have in their possession an acceptance letter or contract from each judge.

The panel must be submitted to the AKC no later than 18 weeks prior to the closing date for entries.¹

Provisional Judges

Provisional judges sometimes find it difficult to obtain assignments. Since these individuals constitute the future of the sport of tracking, the AKC encourages clubs to provide opportunities for provisional judges. Except for VST which allows two provisionals to judge, a provisional judge must judge with an approved judge at TD and TDX test.

A list of provisional judges is accessible from the AKC's web site at http://www.akc.org/judges_directory/index.cfm?action=oa. The on-line Judges Directory includes provisional judges and is updated monthly. You may also contact the AKC Companion Events department for the contact information of Provisional judges in your area.

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

Assignment Limitations

The maximum number of dogs which two judges may test for Tracking Dog (TD) is twelve in a day; Tracking Dog Excellent (TDX), is six in a day; Variable Surface Tracking (VST) is eight in a day.

For a combined event, the following formula must be used: 2 TD's = 1 TDX or 1 VST or 1 TDX = 1 VST.

Finances

Finances must be considered when preparing a judges panel. A percentage of the event budget must be designated for paying the judge(s) and their expenses.

Contracts

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.

Communications with Judges

When confirming judging assignments, certain procedures should be followed:

Contact the judge to ascertain initial availability, fees and projected expenses. See the example Judging Availability Inquiry Letter in the forms section of this book. Telephone or e-mail contact is usually the quickest method.

Write promptly to the judges you have selected, enumerating the following and request two copies of the contract. One copy of the contract should be signed and returned to the club.

- Name of the club
- Name, address and telephone/fax /cell phone number(s) of the club and the contact person.
- Date and location of the event.

- List the finalized judging assignments being submitted to the AKC. It is important that assignments be double-checked and listed correctly in the contract.
- Fee plus projected expenses. 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 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 at a minimum of 60-days prior to the event.

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

Inform the judges about the hospitality arrangements. See Hospitality: Judges Information Sheet in the forms section of this book.

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.

Club's Responsibility to the Judge

All assignments **must** be promptly confirmed in writing. See the example Judging Confirmation Letter in the forms section of this book. The written confirmation should include the specific test(s). **No change in a judge's assignment may be made unless the judge agrees to the change. All changes must be in writing.**²

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

Judges Responsibility to the Club

Judges should reply promptly when invited to judge.

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

Judges **must** keep accurate records concerning dates and assignments.³

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

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.⁴

A judge delayed in transit should make every effort to contact the Event Chair or test secretary.

When a judge signs a contract provided by the club, the judge and the club are responsible for abiding by its conditions.⁵

Judging Changes

A club may need to make a change in its judging panel after the premium list has been distributed and entries have closed. 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/her 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 no later than on half-hour prior to the scheduled draw for running order and receive a refund under the following circumstances.

Judging Program Already Mailed

When the test secretary named in the premium list has received notice of a judge's withdrawal or cancellation prior to the opening day of the event, but after printing the judging program, exhibitors must withdraw no later than one half-hour prior to the scheduled start of any judging at the event. Any change to a judge's assignment after the premium list has been distributed must be approved by AKC and a notification must be redistributed.

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.

³ Guidelines for Conformation Dog Show Judges p. 5

⁴ Guidelines for Conformation Dog Show Judges p. 7

⁵ Guidelines for Conformation Dog Show Judges p. 6

Sample Judging Availability Inquiry Letter

YOUR CLUB'S LETTERHEAD Return Address

Date of letter

Dear *Judge's Name*:

On behalf of the *Name of Club*, I am inquiring as to your availability to judge the following assignment at our test to be held on *day, date* at *location (name of facility and address)*.

List all classes to be assigned.

Please return this letter to me by *date* to confirm your availability.

Include all specific financial arrangements required, if any. 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/E-mail

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 event, date and location, including city and state.
- A complete listing of the proposed assignment.
- A request for financial information the judge requires (if any) travel and all other anticipated expenses.
- Include a date that the judge must respond by.

Sample Judging Confirmation Letter

YOUR CLUB'S LETTERHEAD
Return Address

Date of letter

NAME
ADDRESS
CITY, STATE ZIP CODE

DEAR _____:

This is to confirm your availability to judge at our Tracking Test on *date/month/year*. Please take a moment to review the enclosed contract, sign it and return one copy to me. The **Your Club Name** looks forward to your judging at our event.

You will receive a Judges Information Sheet from our Hospitality Chairman 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
E-mail

Sample Judge's Contract

YOUR CLUB'S LETTERHEAD Return Address

I agree to judge for the *Name of Club* on _____, 20____.

Our club will pay agreed upon expenses.

\$_____ Expenses (if applicable)

Total Estimated Cost to Club \$_____

The expenses consist of: **List of agreed upon expenses such as: coach airfare, club designated hotel (one night unless approved for additional by club), food, ground transportation, etc. Incidentals will be the responsibility of the judge.**

THE ASSIGNMENT I AM ACCEPTING IS:

List assignment you are giving to the judge

Signed: _____

Date: _____, 20_____

(Send TWO copies to the judge, requesting the Judge to sign one and return it to the Club.)



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Chapter 4

Event Publications

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

Event Number

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

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

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

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

Premium List

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

Four copies of premium lists **must** be mailed to the AKC's Event Operations Department at the time of distribution. ¹

Required Information for Premium Lists²

- The AKC's Secretary's certification that permission has been granted for the club to hold the event, along with the AKC logo.
- The words "Licensed Event" when the event-giving club is not a Member of the AKC.

¹ Rules Applying to Dog Shows, Chapter 4, Section 2

² Rules Applying to Dog Shows, Chapter 1, Section 3, 5; Chapter 3, Sections 22, 23; Chapter 5, Section 4; Chapter 6, Section 1-3, 5-9; Chapter 11, Section 11; Obedience Regulations, Chapter 1, Section 3, 8, 20, 26, 28, 29; American Kennel Club Policy Manual, Section 4, Paragraphs IV-V; AKC Policy Memos, April 27, 1979, June 20, 1981, July 28, 1995

- The date or dates of the event, its exact location, and the time of the event's opening and closing.
- List of the officers of the event-giving club and the club's secretary's address.
- List of the members of the Event Committee, the Test Chair's address and AKC Delegate if member club.
- Name, complete address, and phone number of the AKC-approved Test Secretary.
- Notice that the club may cancel the event in extreme weather conditions.
- Names and addresses of judges including their assignments.
- Statement that the event-giving club will collect the recording and service fees for the AKC.
- Restrictions on the presence of unentered dogs, if any.
- Specify whether ribbons or rosettes will be offered, and whether trophies will be awarded. A list of prizes and trophies with accurate description of prizes, or the amount of monetary prizes. (When a condensed premium list is used, include a notice that a list of prizes and trophies can be obtained from the test secretary.)
- Any additional rules, regulations or restrictions made by the club.
- Time and location of the drawing for participants and the scheduled time of the drawing for the order for the running of tracks.
- If bitches in season are allowed to participate, a statement to this effect must appear in the premium list.
- Driving directions to the test site and draw site if different from the test site.
- If tracks are to be exchanged at a combined test it must be so stating in the premium list.

Judging Program

The judging program lists the name of the club, location of event, date of the event, and location and time for the draw for running order.

Each 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 **must** be mailed to the judges and for each dog entered a copy must be mailed to the owner of that dog **no later than one week before the date of the event.**³

Required Information for Judging Program⁴

³ Rules Applying to Dog Shows, chapter 7, Section 12

⁴ Rules Applying to Dogs Shows, Chapter 7, Section 12; Obedience Regulations, Chapter 1, Sections 25, 28; AKC Policy Memos, January 17, 1994, January 10, 2000

- Number of dogs entered.
- Time judging is to commence.
- Directions to the tracking test site.
- Time and location for the draw for running order.
- Cell phone number of a committee member present the day of the event.

Recommended Information for Judging Program

- Emergency telephone number available during the event hours
- Suggested motels, with details and directions

Catalog

Each event-giving club is responsible for the preparation of a catalog.⁵

The catalog may not go on sale or be distributed 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.⁶

Required Information for Catalog.⁷

On the cover or title page:

- Date or dates of the event
- Name of the show-giving club
- Notice that the event is held under American Kennel Club rules
- American Kennel Club logo

Other required information:

- The words “Licensed Event” 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 Test Chair’s address
- Name, complete address, and assignment of each judge
- Name and address of the Test Secretary
- Name and addresses of all exhibitors
- Information on all entered dogs: catalog number; complete name; registration, litter, PAL/ILP or AKC issued Identification number; foreign registration number and country if foreign; date of birth; breeder(s); sire and dam; owner (s)/co-owner(s); owner’s address; agent, if any.

⁵ Rules Applying to Dog Shows, Chapter 12, Section 1

⁶ American Kennel Club Policy Manual, Section 4, Paragraph VII.C

- Information on all entered Junior Handlers
- Scheduled time of the draw for running order and the direction to the draw location.
- All information required in the judging program (above).
- For a TD Test the certifying judge for each dog entered must be listed.

⁷ Rules Applying to Dog Shows, Chapter 7, Section 12; Chapter 12, Sections 1-7; Obedience Regulations, Chapter 1, Section 25, AKC Board Policy, August 2001



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Chapter 5

Deadlines

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

Mail the items to the AKC's Event Operations Department.

Before the Event

24 weeks prior to the event's closing date	Submit the Application for Test . ^{1; 2} Fines may be levied for late submittal.
	Submit the Disaster and Emergency Plan . ^{2, 3}
	Submit a current Statement of Compliance ² (annually for all-breed and group clubs)
	Submit a current Officers/Membership List (annually for all clubs)
All four of the above forms must be submitted together	
18 weeks prior to the event's closing date	Submit the Judges Panel . ^{2, 4} Fines may be levied for late submittal.
5 weeks prior to the closing date OR 4 weeks prior to the closing date	When using a delivery method other than First Class Mail, send the Premium List to exhibitors, with four (4) copies to the AKC Event Operations Department. ⁵ When using First Class Mail, send the Premium List to exhibitors and four (4) copies to the AKC Event Operations Department. ⁵
1 week prior to the event date	Send the Judging Program to the exhibitors, judges and copies to the AKC Event Operations Department. ⁶
60 days prior to the event date	Provide judges with a scale map, roughly to scale, of the tracking site.

On-Line Event Management

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

The AKC will assign each club a unique account ID and password to access the Online Management System. To obtain an ID and password, the club's president or secretary must contact the AKC either in writing or by e-mail. The e-mail address is eventplans@akc.org

¹ Rules Applying to Dog Shows, Chapter 2, Section 4, 9

² Form may be downloaded from the AKC web site

³ AKC Board Policy, March 1998

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

Each club will be given only one account ID and password the information will be given only to the club president or club secretary. The ID and password can then be shared with the various event chairpersons, allowing them to manage their specific event on-line.

After the Event⁷

The **Event Records**, the **Test Secretary's Report**, and the **Recording Fees and Event Service Fees** must reach the AKC's Event Operations Department within seven (7) calendar days of the licensed or member club event.

Event Operations Approval

Clubs should be aware of the policies and procedures concerning the approval of event 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 or Sunday. 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. 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.

The Corresponding Date Table is published annually in the *AKC Gazette's* April issue in the *Events Calendar* section as well as the AKC web site at http://www.akc.org/pdfs/Corres_Date_Table.pdf.

Closing Dates

All events must have an entry closing date. The closing date for entries shall be at least ten (10) days prior to the tracking test.

Number of Events

A club may be approved to hold an unlimited number of tracking tests provided they have the land and personnel available.

⁷ Rules Applying to Dog Shows, Chapter 17, Section 2, AKC Board Policy 4/11/03 effective 1/01/04

Event Records

The Event Operations Department processes and posts all event results and AKC titles. Clubs must submit the following in time to reach the Event Operations Department within seven (7) days after the conclusion of the event:⁸

- A marked catalog
- A judges book
- A Secretary Report
- The recording fees and event service fees

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

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, some superintendents may supply them for a fee. Clubs that print their own books must follow the AKC formats. (See Guidelines for Tracking Tests, Section 14. Sample Charts and Chapter 2, Section 22. Judges' books for required information that must be included.) Books may be typed or printed, and may be prepared on any type of presentable paper stock. Pages must be quadruplicate.

Ribbons and Badges

All ribbons and rosettes must conform to the AKC's requirements.⁹

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

Forms and Other Paper Items

Blank entry forms, directional arrows and posters may be obtained from many of the large dog food companies or purchased from superintendents.

Publications

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

- Rules Applying to Dog Shows
- Dealing with Misconduct
- Obedience Regulations
- Tracking Regulations

⁸ Rules Applying to Dog Shows, Chapter 17, Section 2, AKC Board Policy 4/11/03 effective 1/01/04

⁹ Rules Applying to Dog Shows, Chapter 5, Sections 1-3



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Chapter 6

Event Committee Hearings

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 Inspections and Investigations 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. Prior to the trial, it is imperative that all members of the Event Committee thoroughly review the Dealing with Misconduct booklet.

The Event Committee should advise, if available, 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.

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 tracking tests. If not, the matter can be dismissed without a hearing.

The Hearing Committee

The 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.**

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.

Conducting the Hearing

The Dealing with Misconduct booklet outlines in chronological order the steps to be taken to ensure a speedy and fair hearing. The Dealing with Misconduct guidelines help to assure that the committee follows the correct procedure. The committee should fill out the required Procedural Checklist form (see attached) **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 Rules Applying to Registration and Discipline.

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 the AKC would support its action.

Attempts should 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 or her whereabouts are unknown, 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 trial, after the close of the trial, or the following day.

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

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

The Hearing Report

A report of the incident, the completed Procedural Checklist and the committee's conclusion must be included in the Test Secretary's Report 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 should 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 should be noted in the report.

The Accused

The accused must be:

- Advised of their rights in the matter, namely that they have enough time to prepare a defense, and gather witnesses, and that they 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 behalf.
- Allowed to present witnesses in his/her defense.
- Must be given a copy of *Dealing with Misconduct*.

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.



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AKC Telephone Directory

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

Main Number 919-816-3600

Fax 919-816-3627

Website www.akc.org

Events Plans 919-816-3579

Email eventplans@akc.org

Fax 919-816-4220

Events Results 919-816-3538

Email awards@akc.org

Fax 919-816-4215

Companion Events 919-816-3521

Email – Obedience obedience@akc.org

Email – Tracking tracking@akc.org

Fax 919-816-4204

Order Desk 919-816-7118

Email orderdesk@akc.org

Fax 919-816-3627

Registration 919-816-3648

Email registration@akc.org

Fax 919-816-3627

Tracking Representatives

Diane Schultz 386-871-8715

dxs3@akc.org

Betty Winthers 206-999-5734

bmw@akc.org

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 **Tracking Test 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 Tracking Test

- 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 test chairs should keep in mind that judges are approved monthly and provisional judges are always forthcoming.
- 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 twenty-four (24) weeks prior to the 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 eighteen (18) weeks prior to the closing date for entries.
- Arrange for portable sanitary facilities if necessary.

At Least Three Months Prior to the Test

- Close out (if applicable) catalog advertising and forward all advertising received to the superintendent or printer.
- Inform printer or superintendent the number of catalogs to be printed. (This may be an estimate with the final figure determined after entries close.)
- Arrange for a clean-up crew (if needed).
- Sixty (60) days prior to the event, provide judges with ground maps of the tracking area.

Six Weeks Prior to the Test

- Ensure Premium Lists have been mailed.
- Check with the Hospitality Chairman about breakfast/lunches for all officials and give an estimate of the number to be serviced based upon last year's event. Arrange for early morning set-up to accommodate exhibitors.
- Make arrangements for walkie-talkies (if needed).
- Notify the local press and media of the event. Stress that spectators should leave their own dogs at home.
- Prepare a final list of tracklayers.
- Distribute directional arrows and posters to the test site.
- Review each committee's assignment and finalize reporting times.
- Make one last check of the test site.

One Day Before the Test (Plotting Day)

- Ensure an adequate number of flags are available.
- Have the judges' books and cover sheets ready for judges.
- Have tracklayers present 20 minutes prior to the scheduled plotting time with pencil and paper for map preparation.
- Ensure that water is available for judges and tracklayers.
- Have adequate transportation for judges and tracklayers.
- Arrange for judges' transportation to and from the test site (if applicable).
- Put up signs to direct people to test site.
- Arrange for a clean-up crew (if needed).
- Check with all key personnel as to reporting time the next day.

Day of the Event

- Arrive at least 30 minutes before tracks are walked.
- Arrange for transportation to the test site for judges.
- Check in workers and provide any last minute instructions.
- Check out arrangements with Hospitality Chairman.
- Check in judges', tracklayers, veterinarian (if on site), volunteers and hired personnel.
- Have Hospitality check with judges needs throughout the day.
- Have available the latest copies of *Rules Applying to Dog Shows, Dealing with Misconduct, Obedience Regulations* and the *Tracking Regulations*.
- Circulate to get objective and knowledgeable reactions to the trial from exhibitors.
- Settle all misunderstandings whenever they occur.
- Communicate with committees throughout the day and approve payment of the judges.
- Confer with test secretary and, if available, the AKC Executive Field Representative about possible improvements for future events.
- Before leaving the site ensure that all equipment is accounted for and that grounds are properly reconditioned.



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DISQUALIFICATION FOR ATTACKING

SHOW: _____ DATE: _____

BREED: _____ CLASS: _____ ARMBAND#: _____

Please write a BRIEF note outlining the circumstances of the attack:

- 1. Did you inform the exhibitor of the disqualification? YES NO
- 2. Did you mark your book "DISQUALIFIED, ATTACKED"? YES NO
- 3. Did you inform the exhibitor that a dog disqualified for attacking CANNOT compete at any future AKC® event until the owner has received official notification from the AKC that the dog's show eligibility has been reinstated? YES NO

JUDGE'S SIGNATURE: _____

- Judge is to complete the entire form with the exception of Dog's Name, Reg #., and Owner's name.
- Upon completion, judge should detach pink copy and hand it to the exhibitor **in the ring**.
- Yellow copy is for judge's records. White copy is to be returned to the show supt./sec'y with the judge's book.

If, for any reason, the judge is unable to complete the form before the end of show, the incident is to be reported in the show report filed by the show supt./sec'y. The judge will then complete the form and forward it to Show Operations - Event Records at AKC as soon as possible.

TO BE COMPLETED BY SHOW SUPT./SEC'Y.

DOG'S NAME: _____ REG#: _____

Owner's Name: _____ Phone: _____

THIS FORM **MUST BE FAXED BY THE SHOW SUPT./SEC'Y. WITHIN 72 HRS.** OF THE INCIDENT TO AKC, ATTN: SHOW OPERATIONS FAX NO.: 919-816-4220

NOTICE TO EXHIBITOR

When a dog is disqualified for attacking, any awards at that event shall be cancelled by the AKC and the dog may not again compete unless and until, following application by the owner to the AKC, the owner has received official notification from the AKC that the dog's event eligibility has been reinstated, in accordance with the *RULES APPLYING TO DOG SHOWS, OBEDIENCE REGULATIONS, or REGULATIONS FOR AGILITY TRIALS.*

If you have questions, please see the AKC Field Representative or Show Chair.

WHITE COPY – AKC

YELLOW COPY - JUDGE

PINK COPY – EXHIBITOR

P.O. BOX 900051 • RALEIGH, NC 27675-9051

www.akc.org

Judge's Form

DOG ON DOG ATTACK

THIS FORM **MUST BE FAXED WITHIN 72 HOURS** OF THE INCIDENT
BY THE TRIAL SECRETARY OR SUPT.
to AKC® attn: event operations fax 919-816-4215



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AGILITY --- OBEDIENCE --- RALLY (CIRCLE ONE)

TRIAL: _____ DATE: _____

BREED: _____ CLASS: _____ ARMBAND #: _____

Please write a BRIEF note outlining the circumstances of the attack:

1. Did you inform the exhibitor of the excusal? YES NO
2. Did you mark your book "EXCUSED, ATTACKED"? YES NO
3. Do you feel there were unusual circumstances leading to the attack? YES NO

This report will become part of a dog's permanent record at The American Kennel Club. This dog attack report will be filed as an act of "dog aggression". Two reports of dog aggression will result in a dog being permanently barred from AKC Agility (Regulations for Agility Trials, Chapter 1, Section 20.) or AKC Obedience (Obedience Regulations Chapter 1, Section 17).

IF YOU HAVE ANY QUESTIONS PLEASE SEE THE AKC FIELD REPRESENTATIVE.

JUDGE'S SIGNATURE: _____

EXHIBITOR'S SIGNATURE: _____

Guidelines for Completing the DOG on DOG ATTACK FORM

If, for any reason, the judge is unable to complete the form before the end of the trial, the incident is to be reported in the Report of Agility or Obedience Trial filed by the Trial Secretary/Supt. The judge will then complete the form as soon as possible and forward it to Companion Events – Agility or Obedience at AKC.

- Judge is to complete the entire form with the exception of: Dog's Name and Registration #.
- Upon completion, judge should have the exhibitor sign this form, detach pink copy and hand it to the exhibitor. If the exhibitor has left the trial site, the Trial Secretary must send the pink copy to them via certified mail within 72 hours.
- Yellow copy is for judge's records. White copy is returned to the Trial Sec'y./ Supt. and submitted with Trial results to AKC.

TO BE COMPLETED BY TRIAL SEC'Y./SUPT.

DOG'S NAME: _____ REG #: _____

WHITE COPY – AKC

YELLOW COPY – JUDGE

PINK COPY - EXHIBITOR

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 hereby waive any claim for damages against (club name) or its members, in the event a motor vehicle must be entered to rescue a dog from overheating or suffocation due to improper ventilation.

We suggest you check relevant state laws regarding the effectiveness of such a waiver. Many states have laws supporting potential action.

Enclosed is a master copy of a poster which you may reproduce for your club's use. The second enclosure is a copy of a flyer to be given to participants and spectators to place on the dashboard of their cars if dogs are to be left in the vehicles.

We wish to remind you that Section V, page 6 of the Dealing with Misconduct booklet states:

"When a dog is seriously injured or dies in connection with an event, the Event Committee must conduct a Preliminary Investigation to determine if negligence or willful conduct of an individual caused the injury or death."

This section also requires a written report.

Increased education, publicity, and vigilance can prevent tragedies from occurring at dog events, and we hope the above information and the enclosures will be helpful to your club.

DON'T LEAVE YOUR DOG IN A HOT CAR!



When it's only 80 degrees outside, a car can heat up to more than 120 degrees in just minutes. In that kind of heat, 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 warm weather.

For additional tips on canine summer care, request AKC's *Canine Summer Safety Tips* by contacting Customer Service at (919) 233-9767 or orderdesk@akc.org.

www.akc.org



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