

AKC TRACKING TEST MANUAL



A GUIDE FOR PLANNING AKC TRACKING TESTS



**AMERICAN
KENNEL CLUB®**

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INTRODUCTION

Thank you for your interest in hosting an American Kennel Club Tracking Event. We hope this comprehensive guide will help you to produce a tracking test that is well organized, fun and successful for exhibitors, judges, spectators and club members.

The AKC Tracking Test Manual has been produced to help tracking test committee members hold an efficient tracking test. We welcome suggestions from exhibitors, judges and other participants. Please forward any ideas for improvement to the Companion Events Department, so we can share creative and successful ideas with fellow test giving clubs.

AKC Contacts

Your best resource for regulations, forms, event calendar, judge's directory, tracking seminars calendar, etc., is the AKC website: www.AKC.org. To communicate by email please send correspondence to Tracking@akc.org.

The Field Representative for Tracking is:

Carol Ruthenberg, Field Representative
Carol.Ruthenberg@akc.org or 217-390-1819 (cell)

*AKC Tracking is part of the **Companion Events Department**, (919-816-3575). We are a small but dedicated group of people who are here to support clubs, judges and exhibitors.*

The Team

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 the task with good communication.

A Tracking Test is a team effort. The AKC establishes the rules, regulations, and guidelines; the event-giving club fulfills these requirements and provides the 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.

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

"...tracking tests should always represent the best in sportsmanship and camaraderie by the people involved." (from the *AKC Tracking Regulations*, Purpose of Tracking Tests)

CHAPTER 1: PRE-PLANNING AND ORGANIZATION

Event Committee vs. Tracking Test Committee

Event Committee responsibilities are outlined in detail in the *Dealing with Misconduct* at American Kennel Club Events Guide for Event Committees booklet. It is the duty of the Event Committee to deal initially with acts of alleged prejudicial conduct which occur during or in connection with a club's event. An Event Committee is required to have a minimum of five members who are members of the test-giving club. It is not necessary that every member of the Event Committee participate in the proceedings, but a majority (at least three members) of the committee must participate.

The Tracking Test Committee responsibilities are detailed in Chapter 2 of this manual but please note that:

- 🐾 The Committee must have a chair.
- 🐾 The Committee must have a secretary (one member may serve as chair and secretary)

Other Committee Members:

- 🐾 Head Tracklayer
- 🐾 Transportation
- 🐾 Equipment
- 🐾 Judge transportation and hospitality
- 🐾 Plotting day and test day hospitality

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, to keep records, or to perform other tasks.

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.

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 in the Tracking portion of the events offered. If a Tracking Test is being held as a stand-alone event the Tracking Test Committee should be listed as the Event Committee.

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

Decide on Test Details

- 🐾 Date of event (must have AKC approval 18 weeks prior to closing date)
- 🐾 Closing date for entries (must be a minimum of 7 days before the event)
- 🐾 Test location – *See the section on "Site Acquisition" for more information*

- 🐾 Test type(s): TD, TDU, TDX, VST, or combined:
 - 🌿 Entry Limits if not combined (can be less):
 - * TD and/or TDU up to 12 entries
 - * TDX up to 6 entries
 - * VST up to 8 entries
 - 🌿 Combined test entry limits (can be less):
 - * Up to 2 TD/TDU with up to 5 TDX or 5 VST entries
 - * Up to 4 TD/TDU with up to 4 TDX or 4 VST entries
 - * Up to 6 TD/TDU with up to 3 TDX or 3 VST entries
 - * Up to 8 TD/TDU with up to 2 TDX or 2 VST entries
 - * Up to 10 TD/TDU with up to 1 TDX or 1 VST entries
 - * TDX combined with VST tracks are limited to 6 entries

Clubs who wish to implement the exchange policy in a combined test must state that intention in the Premium List.

- 🐾 Event fee(s)
- 🐾 Bitches in season allowed? All-American Dogs allowed? Worker Option tracks? Allow the Test Secretary to enter?
- 🐾 Judging panel (must have AKC approval 18 weeks prior to closing date) – *See the section on Judge Selection for more information.*
- 🐾 Budget (may be beneficial to coordinate expenses with specialty events if applicable) including but not limited to judge’s fees and expenses, application fees, hospitality, site, insurance, postage, printing and awards.
- 🐾 Local/Specialty club approval. National, regional and local specialty clubs have the option of opening their tracking tests to all breeds or to allow entries from only their own specific breed. If they choose to open the test to all breeds preference will be given to the specialty breed in the draw before any additional breeds are drawn.

Site Acquisition

It is the responsibility of the test-giving club to provide fields suitable for tracks that meet the requirements of the *Tracking Regulations*. The tracking area must easily accommodate the number of entries in the test, keeping in mind the requirements for non-vegetated surfaces in TDU and VST tests. The club must be extremely careful not to underestimate the space required for regulation tracks. Tracking tests may not be held at the same site within three days from test day to test day.

It is a good idea to enlist the help of local judges and experienced tracking enthusiasts to look over possible tracking venues. Other possible tools for estimating track limits might include plotting tracks on site and the use of Google Earth satellite images.

The importance of good communication and relations with site owners and managers cannot be overstated. Arrange an introductory meeting and present a well-organized and clear picture of your proposed event. Establish the extent of owner/manager involvement in the event in regard to required usage of the site’s personnel or concessions. Once you have gained approval for the usage of the site you should periodically recheck with the owner/manager noting limitations to site usage well before your event. Constant communication can help avoid any oversights or problems that might result from the event.

Other site considerations might include:

- 🌿 Availability of site on the desired days
- 🌿 Rental cost for land, headquarters and restroom facilities
- 🌿 Contract with site manager or owner

- ✿ Insurance requirements
- ✿ Limits on how, when, and where you can access the fields
- ✿ 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
- ✿ Consider insurance for your tracking event. 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 or 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 and officer's liability. For more information write, call or visit: Equisure, Inc., 13790 E Rice Place, Suite 100, Aurora, CO 80015; 800-752-2472 or www.insuremydogclub.com

Judge Selection

The judging panel is one of the most important factors to consider when planning an event. Each club selects its own panel of judges. Some clubs select their judges by a vote of the membership; others delegate the job to the Tracking Test Committee, to a Judges Selection Committee, or to the Test Chairman.

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

The AKC website is the best source to find names, location and contact information for AKC provisional and approved tracking judges. The website will provide you with a searchable Judge's Directory at www.AKC.org/judges_directory.

Consider inviting provisional judges. Since these individuals constitute the future of the sport of tracking, the AKC encourages clubs to provide opportunities for provisional judges. Provisional judges must judge with an approved judge at tracking events.

To avoid problems with your judging panel:

- ✿ Contact judges well in advance. Some clubs do so as much as two years or more prior to the event.
- ✿ Get a cost estimation. Total the cost for each judge. Consider judge's fee, lodging, transportation, out-of-pocket expenses such as meals, etc.
- ✿ Be clear on the assignment details. The maximum number of dogs which two judges may test are the same as the entry limits listed in Chapter 1 Pre-Planning and Organization, page 8 of this manual.
 - * See the sample "*Judging Availability Inquiry Letter*" in Chapter 10 of this manual.
- ✿ Telephone or email contact are usually the quickest methods.

Judge's Contract

Put all judging arrangements in writing in the form of a signed contract. Contracts should clearly define all acceptable expenses and fees. 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 judge's contracts are honored.

Write promptly to the judges you have selected. Send two copies of the contract. One copy should be signed and returned to the club and the other is for the judge's records.

The contract should include:

- ✿ Name of the club.
- ✿ Name, address and telephone/fax/cell phone number(s) of the club and the contact person.
- ✿ Date and complete address for the 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. See *Hospitality: Judges Information Sheet* in the forms section of this manual.

- ✿ A date by which the judge must return the written confirmation of acceptance of the assignment. A sample "*Judge's Contract*" can be found in Chapter 10 of this manual.

Judge's Acceptance Responsibilities

It is up to the judge to check for assignment conflicts before accepting the club's invitation. The judge should reply to the club promptly and in writing to accept or decline the assignment. Each judge should provide anticipated expenses and fees before the contract is returned. Judges are responsible for abiding by the contract conditions.

Deadlines

All submissions should be done at the earliest possible date so that the event will receive maximum advertising exposure on the AKC website and so that problems can be resolved well before the event. Fines may be levied to the club for late submission of the paperwork.

- ✿ Mail Applications to:
Performance Event Operations
PO Box 900051
Raleigh, NC 27675-9051
- ✿ Email Premium List and Judging Program to:
Tracking@akc.org
- ✿ Website forms and online applications:
www.AKC.org

Tracking Test Event Deadlines	
No less than 18 weeks prior to the Event Closing date	Submit the Application to AKC for the Test(s) Submit the Event Application Fee(s) Submit the Disaster and Emergency Plan Submit a current Officers/Membership List (annually for all clubs)
No less than 4 weeks prior to the Event Closing date	Send the Premium List to exhibitors, judges and AKC Event Operations
No less than 7 days before the Event	Close entries at the official closing date and time. Conduct Draw within 48 hours.
No less than 48 hours after the Draw	Send Judging Program to exhibitors, judges and AKC Event Operations Department
No less than 7 days after the Event	Event Secretary's Report, Recording Fees, Judges Books and Marked Catalog <u>must reach</u> the AKC's Performance Event Operations Department within seven days of the event.

AKC Approval

Any club that meets AKC requirements may apply to hold a tracking test. Clubs may be approved to hold an unlimited number of tracking tests provided they have the land and personnel available.

Application forms may be downloaded from the AKC website, <http://images.akc.org/pdf/AU9999.pdf> or may be submitted with the AKC Online Event Management System. This system allows clubs to enter Event Applications and Judges Panels online from the AKC website. The AKC will assign each club a unique account ID and password to access the Online Event Management System. To obtain an ID and password, an officer of the club must contact the AKC in writing or by email at Eventplans@akc.org.

- ✿ A separate application must be submitted for each test type offered.
- ✿ A club must pay and include an application fee for each of the test types offered.
- ✿ A Judges Panel must be submitted at the same time as the application.
- ✿ A current club membership list must be submitted annually. If the list is not on file for the current year, it must be submitted with the application.

After your event application and judging panel has been given to AKC for approval your test secretary will receive an approval notice by email. If you have applied for more than one test type you will receive separate notices.

The AKC will give each test an event number that must be used on all event publications. Event numbers can be found on the approval notices from 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 is system-generated, it may not be the same for the same event in the following year.

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 will 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 can be located on the AKC website at:

http://images.akc.org/pdf/Corres_Date_Table.pdf.

CHAPTER 2: COMMITTEE RESPONSIBILITIES

Test Chair

Every club seeking approval to hold a tracking event is required to designate a Test Chair. No dog belonging wholly or in part by the Test Chair (or a member of such a person's household) may be entered in a tracking test at which they officiate.

Test Chair – Qualifications

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

Test Chair – General Responsibilities

- ✿ The Chair has overall responsibility for proper planning, conducting and reporting of the results of the test.
- ✿ Contact the judges regarding availability and prepare judge's contracts. See Judging Selection section of this manual for details.
- ✿ Must ensure that the event application, judging panel and disaster and emergency plan are submitted to the AKC by their deadlines.
- ✿ Selects or establishes a Test Secretary.
- ✿ Must ensure that the premium list material is submitted to the Test Secretary.
- ✿ Advertise the event once the premium list is available (club website and email list, Facebook, tracking email discussion groups, etc.)
- ✿ Designates a person as Chief Tracklayer, who is responsible for coordinating the track laying schedule with the judges on the test day.
- ✿ Is responsible for financial details. Coordinate with club's treasurer to have funds (checks) available for expenses and fees. Judges should be reimbursed at the completion of their judging duties.
- ✿ Acts as the facility/site liaison for the club. Establish and maintain communications with the person responsible for use of the site. See "*Site Acquisition*" section in this manual for details.
- ✿ Acquire a site map with a scale of the tracking test area. This map may be requested by the judges prior to the test. Site maps may be available from the property website, county tax office, and on the internet from www.terraserver.com or www.google.com/earth/.
- ✿ Review the AKC procedures detailed in *Dealing with Misconduct* with all members of the Event Committee, in advance of the event. This booklet will be provided to the Test Secretary in a mailing from AKC.
- ✿ Ensure that there is an emergency clinic or veterinarian available during the plotting and test days. Verify the hours that the clinic or office is open. The presence of a veterinarian is not required at the

tracking test but the name, phone number and directions to the nearest clinic or veterinarian's office should be printed in the catalog and easily available during the test.

Test Chair – Day of Plotting

- ✿ Should arrive before scheduled time of plotting.
- ✿ Coordinate with Chief Tracklayer and Equipment Chair to ensure that flags, mallet and tracklayers are present at the time needed for plotting.
- ✿ See that early access to site grounds and facilities are open or that a port-a-potty is on site.
- ✿ Check with judges to see if anything is needed.

Have judge's books available. Each judge should be supplied with a sufficient supply of 4-part forms in which to chart track information for each track plotted. The AKC does not supply judge's books and clubs that print their own books must follow the AKC format. Additionally, judges should be supplied with a cover sheet for each test type that they are judging. *Copies of sample judge's chart and cover sheet can be found at, <http://images.akc.org/pdf/RU9999.pdf>.*

Coordinate with Equipment Chair to ensure that a designated dog exercise area is identified and provide cleanup equipment and receptacle both the day of plotting and the day of the event. Make sure that any directional arrows or signs are posted to help entrants, volunteers and others find the Test Headquarters.

- ✿ Coordinate with Transportation Chair to provide transportation for judges and tracklayers during plotting.
- ✿ Meet with AKC Representative, if present.

Test Chair – Day of Event

- ✿ See that a properly completed signed copy of the *Disaster and Emergency Plan* form is available at the event, see <http://images.akc.org/pdf/JEDTR1.pdf>.
- ✿ Ensure that an ample first aid kit is present and easily obtainable.
- ✿ See that copies of the *Rules Applying to Dog Shows, Dealing with Misconduct and Tracking Regulations* are available.
- ✿ See that the required forms are available onsite including: "Dog Aggression-Action by Event Committee," "Dog on Dog Attack," and "Procedural Checklist for Event Committee Hearing."
- ✿ See that early access to site grounds and facilities are open or that a port-a-potty is on site.
- ✿ Arrive before Tracklayers begin walking their tracks.
- ✿ Meet with AKC Representative, if present.
- ✿ Coordinate with Transportation Chair to provide transportation for Judges and Tracklayers.
- ✿ Coordinate with Hospitality Chair to provide refreshments for plotting and test days.
- ✿ Welcome exhibitors and inform them of the dog exercise area. Introduce Judges and Head Tracklayer. Announce any "housekeeping" items and special site rules as needed. Remind everyone to keep their dogs on-lead at all times.
- ✿ After the test is completed, announce passing teams and hand out awards. Arrange for exhibitors to have photos taken with the Judges and Tracklayers.
- ✿ Address any disputes that may arise. Conduct Event Committee Investigations and Hearings if necessary.

Test Chair – After the Event

- ✿ Check with the AKC Representative, Test Committee and Judges for suggestions.
- ✿ Check event grounds after clean-up to be sure everything is in order.
- ✿ Write checks for judge's fees and/or expenses.
- ✿ Write checks for committee expenses and site fees.
- ✿ Coordinate with Test Secretary to make sure that the test report, marked catalog, judge's books and AKC fees are sent to AKC to arrive within 7 days of the event.

- ✿ Provide a post-test report for your club.
- ✿ Make good notes for the next Tracking Test Chair!

Test Secretary

Every club seeking approval to hold a tracking event is required to designate a Test Secretary. If allowed by the host club, the Test Secretary may enter the test provided that participation in the test does not interfere with the Secretary duties.

Test Secretary – Qualifications

- ✿ Has knowledge of the AKC's *Rules Applying to Dog Shows and Tracking Regulations*.
- ✿ Has the ability to set and meet deadlines.
- ✿ Is a well-organized, detail oriented individual.
- ✿ Has the skill set to prepare test publications. Detailed information on these test publications can be found in this manual under Premium List, Judging Program and Catalog.
- ✿ Works well with people.

Test Secretary – Event Entries and Draw for Participants

- ✿ The Test Secretary's responsibilities include receiving and recording entries before the event.
- ✿ The Secretary is responsible for preparing a Premium List for the event(s). See Chapter 3 for complete details on Premium List and Entry requirements.
- ✿ 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.
- ✿ The Test Secretary will accept complete entries until the official closing date and time, even if the advertised test limit has been reached.
- ✿ After the closing date and time, the Test Secretary will conduct a drawing to determine which dogs will participate in the test. If the Secretary is entered another committee member must conduct the draw.
- ✿ Within 48 hours of the draw, the Test Secretary will contact all entrants and alternates to advise them of the outcome of the drawing. The Test Secretary will prepare and deliver a Judging Program to all participants and alternates. *Complete details regarding the drawing and the Judging Program requirements can be located in Chapter 3, Entries.*

Test Secretary – Test Day

- ✿ Each event-giving club is responsible for the preparation of a catalog which is an official "program" for the test. A sufficient number of catalogs should be available for exhibitors, judges, volunteers and guests. A copy of the marked catalog should be signed by the Test Secretary and included in the AKC test report package. *Complete details regarding required information for the catalog can be found in Chapter 4, Catalog.*
- ✿ The judges should be provided with a Draw Sheet. *See page 18 for details regarding the Draw Sheet can be located in Chapter 4, Judge's Draw Sheet.*
- ✿ The Test Secretary (or another committee member if the Secretary is entered in the test) must be present at the test to conduct the test day drawing for track order under the direct supervision of at least one of the judges. The results of the drawing should be marked in the official catalog by the Test Secretary. The results (pass or fail) of the test should be taken from judges' charts and marked in the official catalog by the Secretary.
- ✿ The test secretary is also tasked with collecting and checking judge's books, submitting marked catalogs and AKC fees after the event, and keeping records of all procedures and deadlines on each event. *See Chapter 7, After Your Event for complete details on test materials required to be submitted and received within 7 days of the test's completion to AKC's Event Operations Department.*

- ✿ Make good notes for the next tracking Test Secretary!

Head Tracklayer

The Head Tracklayer should be a well-organized and knowledgeable tracking person. They play an important role in coordinating the tracklaying schedule for the judges and communicating with the tracklayers to make sure that the test tracks are laid correctly and on time. In cases where the judges are out on test tracks with exhibitors before all of the tracks are laid, the Head Tracklayer will take responsibility in overseeing the remainder of the tracklaying. The Head Tracklayer should report directly to the judges in all circumstances.

Head Tracklayer: Before the Event

- ✿ Contact the judges to find out what time they wish to start on plotting day and if they are intending to plot an alternate track. If the test consists of more than one test-type find out which track type will be plotted first.
- ✿ Coordinate with Test Chair to find out if there are any site restrictions and where test headquarters will be. Mark headquarters and restrictions on the ground map of the tracking area. It is also important to show any major features of terrain and boundaries. Have the map ready to provide to the judges upon request at least 60 days before the test.
- ✿ Arrange for a sufficient number of tracklayers, cross tracklayers and flag carriers as necessary. Prepare a plotting day schedule and phone list of volunteers. *See sample "Tracklayer Schedule" in Chapter 10 of this manual.*
- ✿ Communicate with your tracklayers (and cross tracklayers) to let them know what time they need to be on site each day. Instruct them to bring appropriate outdoor clothing for any weather, mapmaking materials and a supply of articles relevant to the test-type offered. The tracklayer's articles and any articles being supplied by the club will need to be approved by the judges on plotting day. *See sample "General Tracklayer Instructions" in Chapter 10 of this manual.*
- ✿ Coordinate with Equipment Chair to make sure that a sufficient supply of flags and tracklaying equipment will be on site before the start of plotting.
- ✿ Coordinate with Transportation Chair to make sure that you have the ability to get all of the plotting crew to the start of the tracks as well as pick them up at the end. It may be necessary to have a second driver to help should tracklayers wish to re-walk their tracks or if there are too many people to fit in one car. Occasionally, you may have additional people to transport such as Judging Apprentice, AKC Field Representative or Judge Applicants.

Head Tracklayer: Day of Plotting

- ✿ Arrange to meet with the judges before plotting for a driving tour of the test site.
- ✿ Give the judges a list of the tracklayers (and cross tracklayers) and the times that they will be on site for plotting of their track(s).
- ✿ Familiarize the judges with transportation vehicle and a cell number for the driver.
- ✿ Familiarize the judges with your flags and equipment.
- ✿ Make sure that the judges are not delayed while in the field. Have the tracklayers, flag carriers and equipment ready. Make sure that transportation is provided for the plotting crew, and also for the tracklayers should they choose to re-walk their tracks. Be sure that nobody is left out in the field!
- ✿ Communicate with tracklayers and (cross tracklayers) after plotting to reconfirm their start time and track number. Remind the tracklayers to scent their articles overnight. Remind the tracklayers to check in with you at least half hour before their track is to be laid on test day.
- ✿ Thank your volunteers!

Head Tracklayer: Day of Event

- ✿ Arrive at the test site before the first track is to be laid. Check in with the judges to see if they have any last-minute changes or directions.

- ✿ Check in each tracklayer (and cross tracklayer).
- ✿ Remind the tracklayers to follow the judge's instructions, but if an unusual situation or mistake occurs to inform the judges in a private conversation as soon as possible.
- ✿ Make sure that all tracklayers (and cross tracklayers) have transportation to the start of their tracks and a ride at the end of their tracks. Tracklayers must not return within 50 yards of their tracks or other tracks.
- ✿ If the judges have started testing dogs and are therefore unavailable to watch the tracklayers lay their tracks, you will be responsible for this duty until all of the tracks and cross tracks are laid.
- ✿ Keep in communication with the judges to let them know if any of the tracks have been delayed. In some instances, the judges may ask you to delay the start of later tracks if they encounter a slow-moving tracking team.
- ✿ Gather all of the flags from the tracklayers and make sure that you also collect start flags after the dogs are tested. Organize and count the flags to make sure that you have all of the equipment accounted for, it is easy for tracklayers to forget flags in their vehicles.
- ✿ Thank your volunteers!

Transportation Chair

Tracking tests require a lot of organization to get everyone where they need to be at the time that they need to be there. It is essential that you coordinate with the Head Tracklayer and Test Chair to make sure that you have enough drivers with enough space to get the job done. It is also possible that you may have a judge apprentice, AKC Field Representative, or judge applicant along with the plotting crew. Be sure to communicate with the Test Chair to get an accurate count so that you can supply rides for everyone.

The transportation duties may be split between one or two drivers on plotting and test day.

Transportation Chair: Plotting Day

- ✿ The key to an efficient plotting day is to make sure that the judges are well taken care of.
- ✿ Having all the tracklayers (and cross tracklayers), equipment and flag carriers ready and transported to the designated area as soon as the judges are ready for them is extremely important. After the judges have plotted the track it is not unusual for the tracklayer to ask to re-walk their track on their own. Make sure that the tracklayers are delivered to the start as well as picked up at the end of their tracks.
- ✿ Communicate with the Hospitality Chair to make sure that you are supplied with a few snack offerings and water for the judges and volunteers.

Hospitality Chair

Tracking Tests have a well-deserved reputation of providing a warm, welcoming atmosphere with great food! Volunteers and Judges work hard in the field working up a thirst and an appetite. Travel can be stressful for your judges so consider ways to make their assignment as pleasant as possible.

Judge's Hospitality

- ✿ Judges often arrive on the afternoon or evening of the day before plotting. They will need lodging reservations in a nearby hotel or may accept lodging at a member's home with advance agreement. These arrangements should be coordinated with the Test Chair and the Judges.
- ✿ If the judges are flying to your area they will need transportation from the airport to the hotel
- ✿ Arrange transportation from the hotel to the test site at least a half an hour before plotting begins. If the hotel does not provide breakfast the judges should be taken to a restaurant before plotting.
- ✿ Judges will appreciate having an offering of snacks and beverages during the track plotting.
- ✿ Coordinate with the Test Chair and Transportation Chair to make sure that the judges have transportation during plotting and after plotting back to their place of lodging.

- ✿ Dinner plans should be made with the judges for a convenient time on the night of plotting. Remember that the judges need several hours to complete their test charts so be considerate of their time. Make sure that they have transportation to and from dinner if necessary.
- ✿ On test day, the judges will need to be at the test site before the first tracklayer goes out on their track. Be sure that they have an opportunity for breakfast and transportation to the site and during tracklaying.
- ✿ If the judges have a return flight home, make sure that you get them to the airport in plenty of time.

Plotting Day Hospitality

- ✿ A few snacks and plenty of water make for happy volunteers. Arrange to have these offerings at the test site for the duration of the plotting day.
- ✿ Your club can choose to provide a light lunch to be provided to volunteers, committee members and judges. You can choose to have a picnic style lunch or go to a convenient and quick restaurant if available.

Test Day Hospitality

- ✿ Your club can choose to provide a light breakfast for volunteers, judges and guests.
- ✿ After the test is over your club may decide to provide lunch or to arrange lunch at a nearby restaurant.
- ✿ Coordinate the lunch details and budget with your Test Chair.
- ✿ The club should plan to pay for the judge's lunch as it is probable that the judges will have already submitted their expense report.

Equipment Chair

It may be beneficial for your club to appoint an Equipment Chair to work with the Head Tracklayer on their tracking events. Clubs make a financial investment to purchase or rent equipment for use during plotting and test days. It is important to make sure that the necessary equipment is in good working order and on site for plotting and testing and it is equally important to make sure that all the equipment is accounted for after each test.

- ✿ Each test-type will require a different number and type of flags. Coordinate with Equipment Chair to make sure that a sufficient supply of flags will be on site before the start of plotting.
 - * TD tracks should have two (2) start flags, five (5) corner flags, and one (1) article flag.
 - * TDX tracks should have one (1) start flag, seven (7) turn flags, two or four (2 or 4) cross-track flags, and three (3) article flags.
 - * TDU tracks should have two (2) start flags.
 - * VST tracks should have one (1) start flag. VST tracks will need stickers or small Post-it notes for marking the four (4) on the final article.
- ✿ The flags should be of appropriate height in relationship to the predominate cover in fields. You should also have a mallet for pounding flagpoles, extra mapmaking materials, and surveyor's tape or bright clothespins.
- ✿ There may be special requirements for your site such as use of flashlights, safety vests or the need for 2-way radios (and extra batteries.)
- ✿ Keep a list of all the equipment that is being used for the test. This will enable you to quickly check to make sure that you have all the equipment returned at the end of the test.
- ✿ Your club may choose to supply articles for the test. You should coordinate this with your Judges and Test Chair. The judges will need to approve the articles for each track on plotting day. They may like certain items better than others. Make sure that you have an ample supply from which to choose.
- ✿ If you club does not supply articles (or at the Judge's request) then the Tracklayers should bring a variety of articles of appropriate materials from which the judges may choose. The Equipment Chair

should bring additional articles in case they are needed. It is best to supply clean items that have not been previously scented.

Gallery Chair

It is important that tracking tests be open and welcoming to spectators. The audience is the future of our sport. It is a good idea to have a knowledgeable person with the gallery to educate, as well as to keep the gallery at a proper distance for watching the tracking teams. The Gallery Chair should communicate with the Judges to find out where they wish for the audience to be located so that they do not distract the dogs in the field.

CHAPTER 3: ENTRIES

As stated in Chapter 2, it is the responsibility of the Test Secretary to prepare the Premium List, take entries, conduct the draw for participation (unless the Secretary is entered in the test) and communicate with the Judges and Entrants by preparing and sending a Judging Program.

Premium List

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

- 🐾 Event Number(s) is required to appear on the front cover of the premium list.
- 🐾 The AKC Secretary's certification that permission has been granted for the club to hold the event along with the current AKC logo (can be found on the AKC website) must appear on one of the first three pages of the premium list.
- 🐾 The words "Licensed Event" when the event-giving club is not an AKC Member club.
- 🐾 The type of test(s) offered and the limit on the number of entries for each test.
- 🐾 The date(s) of the event, its exact location, and the time of the events' closing.
- 🐾 List of the Officers of the event-giving club and the club Secretary's complete address.
- 🐾 List of the members of the Event Committee, 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 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 an accurate description of the prizes, or the amount of monetary prizes.
- 🐾 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.
- 🐾 A statement whether or not All-American Dogs/AKC Canine Partner recorded dogs are allowed to participate must appear in the premium list.
- 🐾 For specialty club events, a statement must be included to indicate that the specialty breed will have priority. If other breeds are allowed to participate a statement must be included to indicate that the other breeds will be drawn after the specialty breed entries.
- 🐾 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 stated in the premium list.
- 🐾 Emergency Veterinarian or clinic name, phone number, complete address and directions.
- 🐾 The Premium List will include an official AKC Entry Form. Blank entry forms can be obtained from the AKC website at, <http://images.akc.org/pdf/AEN999.pdf>. A properly completed entry will have the following information filled in:
 - 🐾 Name and date of the event; the required fee; the breed; the variety (if any) the sex; the class; the full name of the dog; and the dog's AKC number.
 - 🐾 *A sample "Premium List" can be found in Chapter 10 of this manual.*

Accepting Entries

- 🐾 For an event entry to be acceptable, the test secretary must receive the entry form prior to the closing date and time, at the address specified in the Premium List. The entry form must be complete, signed and must include the agreement paragraphs.

- 🐾 The entry must be accompanied by full payment of the entry fee.
- 🐾 Tracking Dog (TD) and Tracking Dog Urban (TDU) test entries must be accompanied with an original, signed certification by an approved or provisional AKC Tracking Judge or an Evaluator (any person who has titled a TDX or VST dog within the past ten (10) years.) The certification must be dated within 24-months of the event.
- 🐾 Conditional entries will not be accepted.
- 🐾 If the advertised limit is not reached, a drawing is optional. If there is no drawing, then the entries will be listed in the catalog in the order in which they were received.

Drawing for Participants

A random and impartial drawing of all entries will be held to determine which dogs will participate in the test. The drawing must be held within 48-hours after the closing date and time. The drawing must be open to all interested people. The Test Secretary (or another Test Committee member if the secretary is entered in the test) will draw entries on the date, hour and location specified in the premium list. The draw for tracks will be held giving priority for untitled dogs first. All entries will be drawn and given an order on the entrant and alternate list.

Alternates (entries drawn after the limit for the test is filled) will have the option to accept or decline being placed on the alternate list. Those who opt to decline being placed on the alternate list will have their entry fees and certification returned.

Entries may not be canceled or changed after the closing date. No entry may be changed or canceled by telephone. The only exceptions are:

- ✿ The Test Secretary may make corrections to either the dog's name or number, never both, provided all the other information on the entry form is correct.
- ✿ In the case of a judge change, entries may be canceled in writing or by email.

Judging Program

The judging program lists the name of the club, exact location of the 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. A copy of the judging program **must** be mailed or emailed to the AKC's Event Operations Department at the time it is mailed or emailed to the exhibitors. A copy of the judging program **must** be mailed or emailed to the judges and for each dog entered a copy must be mailed or emailed to the owner of that dog **no later than one (1) week before the date of the event**. Printed correspondence may be utilized at the exhibitor's request. A *Sample "Judging Program" can be found in Chapter 10 of this manual.*

Required information for Judging Program:

- ✿ Number of dogs entered.
- ✿ Time judging is to commence.
- ✿ Directions to the tracking test site.
- ✿ Time and exact location for the draw for running order.
- ✿ Cell phone number of at least one committee member present the day of the event.
- ✿ In the event of a two or more consecutive day test, the day on which each entry number is to run must be included in the Judging Program.

Recommended information for Judging Program:

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

Movement on the Exhibitor List

There is a possibility that an entrant will contact the Test Secretary in order to inform the club that they do not intend to attend the test. The exhibitor should advise the club as soon as possible to facilitate notification of the next alternate. It is important to call and/or email the next alternate still on the alternate list to fill the vacancy. Refunds will be given to exhibitors only when an alternate runs in their place. Alternates that decline an offered slot are considered to be withdrawn from the alternate list.

CHAPTER 4: GETTING READY

Catalog

Each event-giving club is responsible for the preparation of a catalog. The catalog format may be either 8 ½ x 11 or 5 ½ x 8 ½ inches.

The catalog may not go on sale or be distributed until the day of the test. 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 event. *A sample "Catalog" can be found in Chapter 10 of this manual.*

Required information for Catalog

On the cover or title page:

- ✿ Event number(s) (upper right corner of the page).
- ✿ Date or dates of the event.
- ✿ Name of the test-giving club.
- ✿ Notice that the event is held under American Kennel Club rules.
- ✿ American Kennel Club logo, <http://www.akc.org/clubs/promote/using-akc-logos/>.

Other required information

- ✿ The words "Licensed Event" when the test-giving club is not a member of the AKC.
- ✿ Event's exact location and time of opening and closing.
- ✿ List of Officers of the test-giving club.
- ✿ List of members of the Event Committee.
- ✿ Name and assignment of each judge.
- ✿ Name and address of the Test Secretary.
- ✿ Name, City and State of all exhibitors (no address is to be published for Junior Handlers).
- ✿ Information on all entered dogs: catalog number, complete name, AKC number, or foreign registration number and country if foreign; date of birth; breeder(s); sire and dam; owner(s)/co-owner(s); agent if any.
- ✿ Information on all entered Junior Handlers, including their Junior Handler number.
- ✿ Scheduled time of the draw for running order and directions to the draw location.
- ✿ All information required in the judging program (reference TTM Chapter 3).
- ✿ For a TD or TDU test list the certification date and the certifying judge's name or evaluator's name and address.
- ✿ A statement certifying the correctness of the catalog "I hereby certify the correctness of the within marked awards and absentees as taken from the judge's books" and a signature line for the Test Secretary.

Judge's Draw Sheet

A limited list of the dogs in the test should be provided to each judge before the draw for track order. The sheet should include the catalog number, breed, sex and AKC number for all participants. The judges should be provided marked catalogs after judging.

Judge's Books

Charts:

The event giving club will provide a sufficient supply of official charts for the judges. Each judge will need at least one chart per track plotted and should be provided spare copies in case of error. AKC does not supply judge's books. Four copies of each chart are necessary by either supplying 4-part carbonless charts or by supplying a copy machine at the test site. The top original copy is for AKC submission along with the cover sheets. Additional copies are for club records (must be kept by the club for a minimum of 6 months,) judge copy and exhibitor copy.

Official charts measuring 8 ½ x 11 inches must include the following information:

1. A large blank or gridded area in which to show a plot of the track
2. The time that the tracklayer started
3. The time that the dog started and finished the track
4. A description of the terrain
5. A description of the weather conditions
6. Track number
7. Track length (vegetated and non-vegetated yardages for TDU/VST)
8. Articles
9. Obstacles or surfaces
10. Date and judge's signature
11. Catalog number of entrant
12. Breed and sex of dog
13. AKC number
14. Event type and number
15. Pass or Fail
16. Reason for failure

A sample "Judging Chart" can be found on the AKC website at, <http://images.akc.org/pdf/events/tracking/TrackingMap.pdf>.

Cover Page

The test-giving club will supply one cover sheet for each judge for every test type offered. The cover sheet does not need to be duplicated. The cover sheet is to be submitted to AKC with the original of the charts. These materials must reach the AKC office within seven (7) days of the test's completion.

Official cover sheets should be measured 8 ½ x 11 inches and include:

1. The title "Judge's Book" at the top along with the type of test (TD, TDU, TD, VST)
2. Name of the test-giving club
3. Date of the test
4. Event name
5. Judge's name
6. Scheduled judging time
7. Total number of dogs to be judged
8. Catalog number of dogs entered in the test
9. Judging instructions
10. Procedures for judges to follow
11. Signature line for judge

A sample "Judging Cover" can be found at, <http://images.akc.org/pdf/RU9999.pdf>

Required Materials

Materials required at the event:

- ✿ Judge's books and covers
- ✿ Catalogs
- ✿ Judge's draw sheets
- ✿ Exhibitor and alternate's entry forms, arranged in catalog order, and separated by test level

NOTE: for details on the information above please see Chapter 4, Getting Ready.

AKC Publications (these books are supplied in your event package):

- ✿ *Rules Applying to Dog Shows*
- ✿ *Dealing with Misconduct*
- ✿ *Tracking Regulations*

AKC Forms

- ✿ "Judge's Form Dog on Dog Attack" – Form #AEDSQ3
 - <http://images.akc.org/pdf/AEDSQ3.pdf>
- ✿ "Disqualification by Judge for Attacking a Person" – Form #AEDSQ1
 - http://images.akc.org/pdf/events/AEDSQ1_0615.pdf
- ✿ "Dog Aggression – Action by Event Committee" – Form #AEDSQ4
 - <http://images.akc.org/pdf/AEDSQ4.pdf>
- ✿ "Event Secretary's Report" – Form #JUSEC1
 - <http://images.akc.org/pdf/events/tracking/JUSEC1.pdf>

Below is a list of materials and supplies that you may need for plotting and test day:

- ✿ Flags for tracks and alternate tracks
- ✿ Hammer or mallet for driving in flags
- ✿ Map making supplies such as paper, pencils and clip boards
- ✿ Extra articles
- ✿ Maps of the tracking area
- ✿ Tracklaying schedule for plotting and test day
- ✿ Phone list of workers, judges and committee members
- ✿ First aid kit and emergency plan for people and dogs
- ✿ Water, snacks, breakfast and lunch supplies
- ✿ Dog exercise area signs and clean-up materials
- ✿ Permits, rental agreements, proof of insurance, etc.
- ✿ Flashlights
- ✿ Two-way radios if there is no cell signal
- ✿ Driving directional road-side signs
- ✿ Draw items
- ✿ Ribbons and prizes (must conform to the AKC requirements; see *Rules Applying to Dog Shows*)
- ✿ Judges gifts
- ✿ Club checks for Judge's expenses and test expense reimbursements

CHAPTER 5: PLOTTING DAY

Although the judges are responsible for plotting each track, club support is essential for a smooth and efficient day in the field. Tracks are usually plotted the day before the test and must be plotted at least 12 hours prior to the running of the track. Exhibitors, owner(s) or co-owner(s) of entered dogs must not be on the tracking field the day tracks are plotted.

Club Responsibilities on Plotting Day

- 🐾 The club will supply ample personnel, equipment, hospitality and fields suitable for tracks that meet the regulation requirements.
- 🐾 Tracklayers are required to be present during the day of plotting. For TDX tests at least one of the cross-track layers are required to be present during the day of plotting. Tracklayers must walk their tracks while the judges are plotting the track and make a map to ensure that the track is laid properly. Tracklayers should supply an assortment of suitable articles.
- 🐾 For TD and TDX plotting it is beneficial to appoint a person to carry flags. This enables the tracklayer to easily draw their map and communicate with the judges.
- 🐾 The club is responsible for transportation of judges, tracklayers (and cross-tracklayers), and flag carriers between tracking fields. A head tracklayer will serve as a liaison between the tracklayers and the judges.

Judge's Responsibilities on Plotting Day

- 🐾 Judges are in sole charge of the tracking field. Plotting of the tracks by any person other than one of the officiating judges is prohibited.
- 🐾 The judges will instruct the tracklayers (and cross-tracklayers) so that each track will be properly laid. The judges will ensure that the tracklayer carries an outline of the track. Judges will approve all articles and make sure that they have been in the tracklayer's possession to ensure that they are impregnated with the tracklayer's scent. Judges will provide a starting time for each track (and cross-track).

Others Allowed on the Tracking Field

- 🐾 Apprentice: The AKC has an apprentice judging program wherein a prospective judging candidate may accompany the judges during plotting and judging. The apprentice must get prior approval from the test-giving club and both judges. Only one apprentice is allowed per test and that apprentice must not be responsible for other volunteer duties during that test.
- 🐾 AKC Executive Field Representatives: The AKC may send a Field Representative to your test. Some of their duties and responsibilities at the tracking events include:
 - 🐾 Conducting site inspections
 - 🐾 Acting as the AKC liaison
 - 🐾 Providing insight on policy and rule compliance and information regarding event operations
 - 🐾 Acting in an advisory capacity to the Event Committee, exhibitors and judges
 - 🐾 Observing judges during plotting and test day
 - 🐾 Interviewing judges after judging is complete
- 🐾 Judging Applicant: Another responsibility of the Field Representative is to interview and instruct new judging applicants during an AKC event. The Field Representative will accompany the prospective judge on the tracking field during plotting and test day.
- 🐾 The club should make every effort to provide transportation for prospective judging candidates and AKC officials when they are present during plotting and test days.

CHAPTER 6: TEST DAY

On test day, all of your planning and organization comes together to provide an opportunity for your exhibitors to run their tracks and earn AKC Tracking titles. Enjoy the day.

Track Laying on Test Day

- 🐾 The judges will determine the tracklaying order and timing. Each tracklayer should be at the test site well before the time that their track is to be laid. One or both of the judges will make every effort, within the limitations of the judging schedule and terrain, to observe the tracklayer during the laying of the track.
- 🐾 The tracklayer will pick up all but the first two flags in a TD or TDU test or all but the first flag and the cross-track flags in a TDX test. The only flag used in VST is the start flag which is to be left in the field.
- 🐾 The tracklayers should be transported to and from their tracks as is necessary.
- 🐾 Errors: If the tracklayer is aware of an error or unusual circumstance while they are laying their track, they should make it known to the judge as soon as possible. The judges will then decide whether or not the track meets the requirements for use.

Warm Welcome to All

The tracking community is known for its friendliness, hospitality and encouragement of all participants. Tracking tests should be a pleasurable event for dogs, handlers, spectators and the sponsoring club. Tracking events could not be held without the dedication and hard work from the volunteers and judges. Thank them!

A few details that you may need to share with the participants and spectators:

- 🐾 Dogs must be kept on lead at all times.
- 🐾 An exercise area has been provided for dogs, please use it and pick up after your dog.
- 🐾 Instruct participants on any site rules and parking requirements.
- 🐾 Inform participants about the first aid availability and emergency medical/veterinary clinics on call.
- 🐾 Point out hospitality offerings and post-test meal plans.
- 🐾 Present ribbons/prizes that are offered to passing teams.
- 🐾 Introduce your judges and ask them if they have any comments.

Absent Exhibitor at Draw Time

Occasionally there may be an exhibitor who is not there at the draw time. Any dog absent from the site at the scheduled time of the drawing will be marked "Absent" by the judges. The first alternate on the alternate list that is present at that time will be selected to draw. If there are no alternates present, the judges may designate the test secretary (or another committee member if the secretary is entered in the test) to draw for the absent dog(s). If the dog is not present in time for the running of its track, then the dog will be marked "Absent."

Drawing for Track Order

Once the exhibitors have been checked in and everyone has been welcomed, it is time for the drawing for track order. The drawing cannot be done unless there is at least one of the judges present. The Test Secretary will assemble the test participants and ask these required questions.

- 🐾 "Are there any bitches in season?" If so, they will be given the last regular track (before alternate tracks that may be used for titling). If more than one bitch in season is present, there will be a drawing of the last regular tracks. The Test Chair is responsible for ensuring that bitches in season are allowed on the tracking field only immediately prior to their running.
- 🐾 "Do any of the exhibitors have a conflict with our judges?" An exhibitor must not run a dog under a judge within whom they have trained (in any sport) within the last 10 days.

- ✿ “Do any of the exhibitors have a conflict with our tracklayers?” An exhibitor must not run a dog on a track that has been laid by a person who has boarded, laid a track for or regularly trained the dog within the past 10 days. The tracklayer must not be a person with whom the dog has resided or a member of the household or a member of the immediate family of the dog’s handler.

- * The judges may modify the draw to meet the requirements of the tracklayer.

The Test Secretary (or another committee member if the secretary is entered in the test) will conduct a blind drawing for track order. It is customary that small tracking, dog themed or seasonal items be provided for the draw. The items should be identical and have a running order number hidden under or inside of the draw item. No exchange will be made except under unusual circumstances and then only with judges’ approval.

Running the Test Tracks

Inform the participants as to the general area of the tracks. Make them aware of the make and model of the car in which the judges will be riding so that they can follow to the field.

Introduce the gallery control person and instruct the spectators to follow his/her directions.

Tracklayers should be available to the judges as soon as the judges deem the track to be ready. The tracklayer should walk the track with the judges to provide any details on the track. Should the tracking team be failed it is customary for the tracklayer to accompany the tracking team to the end of their track.

Make sure that all tracklayers and exhibitors are picked up from the end of their tracks.

If a dog is withdrawn or excused after the draw but before the dog starts the track, the next alternate present will run the track.

After the Test Tracks

Provide catalogs and a table in a quiet area so that your judges can complete their judge’s books and covers. The judge’s books will be turned in to the Test Secretary. Copies of the judge’s charts are for AKC (original top copy), judge copy, club copy and exhibitor copy.

- ✿ Thank all the volunteers, judges and exhibitors.
- ✿ Present awards to passing teams.
- ✿ Present judge’s gifts.
- ✿ Have club checks available onsite for judge’s expenses, site fees, and test expense reimbursement.
- ✿ Communicate with judges and AKC Field Representative to ask if anything should be done differently for future events.
- ✿ Check in flags to ensure they are all accounted for.
- ✿ Clean-up event grounds and communicate with site owner/manager upon leaving.

CHAPTER 7: AFTER YOUR EVENT

Congratulations on your successful event! Although some of your participants may not have passed, it is good to remember that they may have learned what they need to do to gain the title in the future.

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.

The best budgeting tool the Tracking Test Committee can use in planning future events is a complete set of past events' financial records. Base the event budget on past income and expense experience.

AKC Test Report

The Event Operations Department of AKC processes and posts all event results and AKC titles. AKC requires that you mail your report package so that it reaches AKC within seven (7) days from the conclusion of the event. Here is a list of what needs to be included in your package:

- ✿ Event Secretary's Report, form JUSEC1 was mailed to you in the event package with the publications, but you may also complete and print it at, <http://images.akc.org/pdf/events/tracking/JUSEC1.pdf>. Complete the form and explain any deviations from the Premium List and/or Judging Program or any situation that may have interfered with the running of the test.
 - * Check inside cover of Judge's Books for any notations. Details should be given where there have been excusals, disqualifications and where awards have been withheld.
 - * Report any unusual occurrences, judging changes or problems with a test on the Event Secretary's Report, <http://images.akc.org/pdf/events/tracking/JUSEC1.pdf>
- ✿ A check for AKC recording and event fees (see Event Secretary's Report form to calculate fees.)
- ✿ Judge's Books and Covers – completed original top copy of each chart and cover sheet from each judge.
- ✿ Marked Catalog – include pass or fail, track number, corrections, printing errors, absentees, disqualifications and excusals. Marked catalog should be signed by the Test Secretary.

Entry Fees and Certifications

- ✿ Entry fee checks from exhibitors that were in the test should be forwarded to your club treasurer for deposit.
- ✿ TD/TDU certifications for exhibitors that ran in the test should be kept with the test records (do not return to exhibitor.)
- ✿ Entry fees should be returned to alternates who did not get into the test. Entry fees should also be returned to those exhibitors whose track was used and paid for by an alternate.
- ✿ Certificates should be returned for TD and TDU exhibitors who did not run in the test.

Club Records

AKC requires that a club keeps test records for a minimum of six (6) months including:

- Entries and TD/TDU certificates.
- Club copy of Judge's Charts.
- Marked catalog including alternates list.
- Premium List & Judging Program.

It is also an excellent idea to keep other records including:

- Site contacts, approval process, contracts and fee information.
- Insurance policy.
- Permits and waivers.
- Judge's contracts.

- Equipment list.
- Financial report (income and expenses).
- A list of key people used to run the event.
- Recommendations for future tests.

AKC Closing of Event

The club secretary will receive a processed and closed out report from the AKC Performance Event Operations Department within 1-2 months after the event. Keep this information with the test records.

After the test is closed AKC will post the next year's test in the AKC Online Event Management area on the AKC website, using your corresponding event date.

CHAPTER 8: CONTINGENCIES

Even with the best planning and organization, the Committee might face problems along the way. It is best to prepare for any unforeseen circumstances.

Budget

The 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 or provide trophies at the event.

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 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 and shall give notice of the name of the substitute judge to all those who have entered dogs in the test that are affected by the judge change. Notification of the judge change must be included in the judging program. Exhibitors affected by the judge change may withdraw their entries no later than one (1) half hour prior to the scheduled draw for running order and receive a refund under these circumstances. Any change to a judges' assignment after the premium list has been distributed must be approved by AKC and a new premium list must be prepared if entries have not closed.

Judging Program Already Mailed

When the test secretary has received a notice of a judge's withdrawal or cancellation prior to the event, but after printing the judging program, exhibitors must withdraw no later than one (1) half hour prior to the scheduled start of any judging at the event.

Emergency Change of Judge

In the event that one of the judges is injured, or otherwise unable to fulfill their judging assignment at the last minute, or is unable to continue judging a tracking test, the test secretary and the Event Committee will select a knowledgeable person (who may or may not be an AKC licensed judge) to assume that judge's duties. The emergency judge substitute will perform all of the standard judging duties from the point that they take over including plotting, field maps, tracklayer instructions, judge's books and evaluation of the exhibitors. The remaining co-judge is tasked with instructing and aiding the emergency substitute as to the layout of the tracks, and all other information needed for the completion of the test. A detailed report, surrounding the necessity to replace a judge, must be included in the Judge's Books and Test Secretary Report.

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.

Event Postponement

In the event of severe weather, a tracking test may be postponed. Judges and the Test Committee must consider the difficulty a postponement would pose for the entrants who may have traveled great distances to the event. Postponement could pose problems for the test-giving club as well as for the judges.

In the event of an unforeseen emergency, the judges and the Test Committee may extend the duration of a tracking test by one day or more within a 15-day period after the original date, provided that the change of date is satisfactory to the majority of the handlers of the entered dogs. If a handler chooses not to participate in the rescheduled test, the next eligible alternate will be given the option to run. The entry fee will be refunded to the owner of the original entered dog. If a satisfactory date cannot be agreed upon, the test will be canceled.

A normal rainstorm is not considered sufficient justification for delaying laying a track or conducting a test. A sudden cloudburst or fog could delay laying the tracks.

Event Cancellation

Situations may arise when it is advisable to cancel an event – “the show must go on” does not always prevail. The safety of both the exhibitors and the dogs is paramount in making this decision.

Different weather conditions bring 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.

CHAPTER 9: EVENT COMMITTEE HEARINGS

It is the duty of the Event Committee to deal initially with acts of alleged prejudicial conduct which occur during or in connection with a club's event. While a club can hope that no problem of this nature will arise, its committee must be prepared to deal with such incidents in a creditable manner should they occur.

Event Committee hearings are governed by the rules set forth in the "*Dealing with Misconduct at American Kennel Club Events*" booklet. Questions concerning Committee Hearings may be directed to the AKC's Compliance Department. Prior to the test, it is imperative that all members of the Event Committee thoroughly review the *Dealing with Misconduct* booklet and be familiar with the procedures to follow.

A copy of *Dealing with Misconduct* must be available to the complainant, the accused, and each member of the hearing committee at the event. The Event Committee should advise, if available, the AKC Executive Field Representative of the charges and when the Representative is available, they should be present for the hearing. The Representative will advise all parties about proper procedures. In this regard, the AKC Field Representative is involved only in an advisory capacity and to ensure that the procedures are properly followed.

A preliminary investigation is made by the Event Committee to investigate all complaints and make a preliminary determination whether, if the alleged conduct was proven true, it is prejudicial to the sport, and it occurred at or in connection with 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 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.

In the event an Event Committee Hearing is necessary you must complete the Procedural Checklist for Event Committee Hearings. The form can be found at, <http://images.akc.org/pdf/RDEOB1.pdf>.

CHAPTER 10: SAMPLES AND FORMS

Use the following list of samples to help you to produce test documents. AKC forms, “*Dealing with Misconduct*” booklet and a copy of the *Tracking Regulations* will be provided to the Test Secretary in a Tracking Event Material mailing well before your event. The forms can also be downloaded from the AKC website, www.AKC.org.

Judging Availability Inquiry Letter

Judge’s Contract Letter

General Tracklayer Instructions

Tracklaying Schedule

Premium List (Entry forms can be included in the Premium List)

Judging Program

Catalog

Judge’s Draw Sheet

AKC Application and Judges Panel

<http://images.akc.org/pdf/AU9999.pdf>

Judge’s Book Cover and Chart

<http://images.akc.org/pdf/RU9999.pdf>

Event Secretary Report Form

<http://images.akc.org/pdf/events/tracking/JUSEC1.pdf>

Judge’s Form Dog on Dog Attack

<http://images.akc.org/pdf/AEDSQ3.pdf>

Disqualification for Attacking

http://images.akc.org/pdf/events/AEDSQ1_0615.pdf

Dog Aggression – Action by Event Committee

<http://images.akc.org/pdf/AEDSQ4.pdf>

Event Committee Hearings, Procedural Checklist for Misconduct

Please download the most current version, <http://images.akc.org/pdf/RDEOB1.pdf>

Judging Availability Inquiry Letter (Sample)

Date: {Date of letter/email}
From: {Name of Club & Representative}
To: {Judge's Name}
Re: {Date of Tracking Event/List of all test assignments}

Dear {Judge's Name}:

On behalf of the {insert club name}, I am inquiring as to your availability to judge our {list all test assignments}. The test will be held on {Date of Tracking event} with plotting on {insert plotting date}.

Our test will be held at {insert trial location}.

Would you please send an estimate of your anticipated expenses and fees?

I would appreciate hearing back from you by {insert respond by date}. A timely reply from our club will follow.

Thank you for your kind consideration.

{Club Contact Name}

{Contact Title}

{Club Name}

{Contact Address}

{Contact Phone Number}

{Contact Email Address}

{Insert Name of Tracking Club}

Judge's Contract (Sample)

Judge: _____ AKC # _____ Provisional? _____

Plotting/Test Dates: _____ Location: _____

Assignment(s): TD _____ TDU _____ TDX _____ VST _____ Co-Judge: _____

The following contract and policy statements are intended to avoid misunderstandings regarding submission of expenses. If you have any questions, please contact the club representative listed below.

(Clubs should use this section to list all details regarding the judging assignment and agreed upon fees and expenses. This following list may help you when you are writing this section. Your details may vary.)

Agree to either: Judging Fee, Judging Fee plus Expenses or Expenses only

Expenses that the club/judge agree upon such as:

Transportation: air fare, personal vehicle mileage with reimbursement rate per mile, rental car + fuel, other public transportation fares, or flat fee for transportation

Lodging: motel reservations including number of nights and who will make the arrangements, home hospitality including the name and address of the host

Meals: dates of meal reimbursement and possible limits on meal expenditures per day, limitation of liquor reimbursement

List of other expenses: house, baby or pet setting, cleaning bills, additional travel costs, etc.

Clubs might also agree to provide things like: transportation for judge's without vehicles, meals onsite during plotting and test day.

Please sign and return one copy of this contract to the club contact listed below. A self-addressed stamped envelope has been enclosed for your convenience. Retain one copy for your records.

Club Contact Name: _____

Date: _____

Club Contact Address: _____

Phone: _____

Club Contact Email Address: _____

Judge's Signature: _____

Date: _____

Judge's Email Address: _____

Cell No.: _____

Judge's Email Address: _____

General Tracklayer Instructions

- 🐾 The track shall be marked by flags which the Tracklayer can readily follow on the day of the test.
- 🐾 Judges shall approve all articles well in advance of the time the track is laid so that any article which is not acceptable can be replaced. Be sure to carry one extra article on test day in case the start article is missing.
- 🐾 The article(s) shall have been in the Tracklayer's possession for sufficient time to ensure that it is impregnated with the Tracklayer's scent. (What is sufficient? Each Judge will have their own guideline. To help impregnate the article with scent the Tracklayer can place the articles in their boots overnight.)
- 🐾 Articles are to be dropped on the track by the Tracklayer. After being dropped, an article should not be visible from a distance of more than 20 feet and shall not be covered with any substance in order to conceal it.
- 🐾 A person cannot act as a Tracklayer for a dog if that person has boarded, laid a track for or regularly trained the dog whose track they are to lay within the past 30 days. (If you know that you fit into this category tell the Test Secretary prior to the draw.)
- 🐾 The Tracklayer must not be a person with whom the dog has resided or a member of the household or a member of the immediate family of the dog's handler.
- 🐾 The Judges may modify the draw to meet the requirements of the Tracklayer.
- 🐾 Tracklayers are to be present during the day of plotting, so as to be generally familiar with the tracking fields and the location of the tracks.
- 🐾 The Tracklayer shall wear his own footwear which may be of any material (rubber boots are permitted).
- 🐾 It is the Judge's responsibility to instruct the Tracklayer so that each track will be properly laid. (Ask if you're not sure.)
- 🐾 The Judges shall ensure that the Tracklayer carries an outline of the track showing all pertinent features information. (The Tracklayer should draw their own map.)
- 🐾 The Tracklayer shall walk in a natural manner. There should be no scuffing of the feet over any portion of the track, including the area at the starting flag or between flags. (No scent pad for the dog.)
- 🐾 The Tracklayer shall go to the first flag, pause and then proceed in walking the track, circling the flag or scuffing the feet around the flag is prohibited.
- 🐾 The Tracklayer shall pick up all but the first two flags in a TD or TDU test, or all but the start and cross-track flags in a TDX test. Only one start flag is used in a VST test.
- 🐾 After dropping the article, the Tracklayer shall continue in a straight line for at least 30 yards as a continuation of the last leg of the track. The Tracklayer should then proceed out of the field in the direction previously explained by the Judges. (Walk off the same as before, no scent pad is made, and you should not run, leap or jump in making your exit.)
- 🐾 No Tracklayer, after completing the track, may return within 50 yards of any unused part of his track or within 75 yards of the start. (Be careful to stay >50 yards from the other tracks too.)
- 🐾 If the Tracklayer is aware of an error, it must be made known to the Judges as soon as possible. (Do this quietly and privately. Many times, a track can be used as long as the Judges know what was changed.)
- 🐾 The time the Tracklayer started is to be shown on the official charts. (Know ahead of time when you are supposed to lay your track. Note the time you actually start.)
- 🐾 Be available when the entry is running your track. Stay behind the judges and be helpful to them if asked. If the entry fails, you should go along with the Team as they complete the track without the Judges. Help as needed.

Tracklaying Schedule (Sample)

Saturday, November 1 (Plotting) and Sunday, November 2, (Test Day)

TDX Track #	Approximate Plotting Time Saturday	Tracklayer's Name Email Address/ Phone Number	Time to be Laid on Sunday	Approximate Running Time Sunday
TDX1	9:00 am	(Name), (email) – (cell) Primary Cross-Tracker, (Name) (email) – (cell) - Flag Carrier, (Name)	6:45 am X – 8:15 am	9:45 am
TDX2	9:45 am	(Name), (email) – (cell) Primary Cross-Tracker, (Name) (email) – (cell) - Flag Carrier, (Name)	7:15 am X – 8:45 am	10:15 am
TDX3	10:30 am	(Name), (email) – (cell) Primary Cross-Tracker, (Name) (email) – (cell) - Flag Carrier, (Name)	7:45 am X – 9:15 am	10:45 am
TDX4	11:15 am	(Name), (email) – (cell) Primary Cross-Tracker, (Name) (email) – (cell) - Flag Carrier, (Name)	8:15 am X – 9:45 am	11:15 am
Secondary X Tracks	Not needed on Saturday	X1 & X2 – (Name), (Email) – (cell) X3 & X4 – (Name), (Email) – (cell)	See X times above	

TD Track #	Approximate Plotting Time Saturday	Tracklayer's Name Email Address/ Phone Number	Time to be Laid on Sunday	Approximate Running Time Sunday
TD1	12:30 pm	(Name), (email) – (cell) - Flag Carrier, (Name)	7:30 am	8:00 am
TD2	12:50 pm	(Name), (email) – (cell) - Flag Carrier, (Name)	7:45 am	8:15 am
TD3	1:10 pm	(Name), (email) – (cell) - Flag Carrier, (Name)	8:10 am	8:40 am
TD4	1:30 pm	(Name), (email) – (cell) - Flag Carrier, (Name)	8:25 am	8:55 am

Test Chair/Secretary Name	Email	Phone
Driver for Tracklayers/Judges Plotting Day		
Driver for Judges on Test Day		
Hospitality Chair		

Head Tracklayer	Email	Phone
Judge		
Judge		

Saturday: A light lunch will be available all day

Sunday: Breakfast, snacks and drinks available in the morning & lunch will be provided after judging

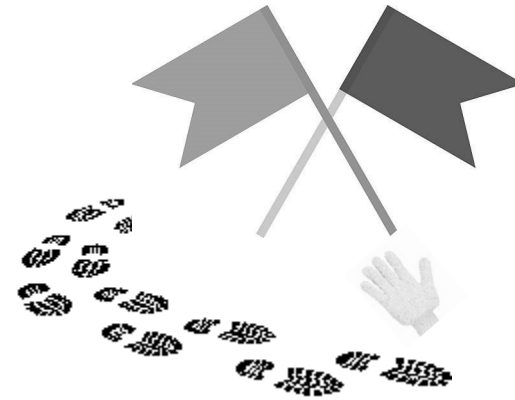
ALL TRACK NUMBERS AND TIME ARE SUBJECT TO CHANGE BY THE JUDGES AT ANY TIME

CLUB NAME
CLUB ADDRESS

TDU Event #2XXXXXXX00
VST Event #2XXXXXXX00

Premium List (Sample)

{Club Name}
Tracking Dog Urban & Variable Surface Tracking Tests
(Licensed by the American Kennel Club)



SUNDAY, MONTH DAY, YEAR
Drawing for TDU tracks at {time}
Drawing for VST tracks at (time)
Trial Location
Address

Closing Date – Time

Entry Fee Amount – list amount for all classes



CERTIFICATION

Permission is granted by the American Kennel Club for the holding of this event under American Kennel Club rules and regulations.

Gina M. DiNardo, Secretary

OFFICERS

President

Vice-President

Treasure

Secretary

(Address of Club Secretary)

Director of Training

Board Members At Large
(List your Board Members)

Test Committee
(List 5 Club Members serving on the Test Committee)

TDU AND VST Judges

Judge Name – #
Judge Address

Judge Name – #
Judge Address

LIMITS

Entry limited to 2 dogs in TDU test; 5 dogs in VST test. Note: If the limit for entries is not reached in one test and the limit is exceeded in the other test, the number of tracks will be exchanged up to the limit set by the *AKC Tracking Regulations*. All-American dogs are invited to enter.

Make checks payable to:
Club Name

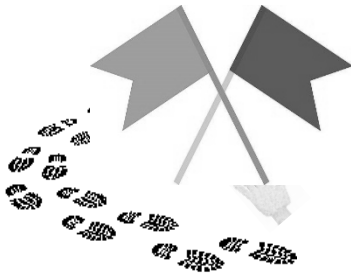
Mail entry fee and entry form (on enclosed AKC entry form or facsimile) and certification for TDU to:

Secretary Name
Address
Email and Phone No.

Entries will not be accepted without signature and entry fee(s).

GENERAL INFORMATION AND TEST RULES

- Completion of Entries:** Make check or money order payable to: Club name. Mail check and entry form (on enclosed AKC entry form or facsimile) and certification (where applicable) to: Secretary name, address. Entries will not be accepted without signature and entry fee(s).
- Bitches in Season:** MAY participate provided that the Test Secretary and Judges are notified of same prior to the drawing of tracks. The last track(s) laid shall be for the bitch(es) in season. If there is more than one bitch in season, a second draw for these bitches will be held. Bitches in season will be allowed to participate in a test only after all other dogs and bitches not in season have been tested.
- Drawing for Entry Acceptance:** A drawing will be held at the (list location and time) to determine which entrants will participate in the Test and the position of excess entrants on the Alternate List. The drawing is open to the public. All entrants will be advised via email as to the results of the draw.
- Drawing for Running Order:** Running order will be drawn by lot (list time), for TDU exhibitors and for VST tracks at (list time) on the day of the Test at the Test Site Headquarters. Entrants and alternates must be present at this drawing to guarantee their participation in the Test. The first tracks will be ran immediately following the draw.
- Refund:** Entry fees will be refunded to Alternates who decline to be placed on the Alternate List. Also, entry fees of alternates who do not participate in the Test will be refunded. Entry fees will not be refunded to a scheduled entrant who is absent on the Test Day unless an alternate is present and runs in the place of the absent dog.
- Hospitality:** Coffee and juice will be available in the parking lot before the draws. A "dutch treat" luncheon will be held at a local restaurant after VST judging. Maps will be available on site.
- Hours and Rules:** The Test hours are from (list times). Exhibitors and guests should observe the rules of the Test site during the time of the Test.
- Accommodations:** List hotels available in the area
- Directions:** Include for hotels, Test Site and veterinarian



Judging Program (Sample)

(CLUB NAME)

Test Name with Event #

Test Name with Event #

Test Date

of entries for each test

- | |
|---|
| A. You were drawn as Exhibitor # in the (Test Name). OR
B. You were drawn as Alternate # in the (Test Name). |
|---|

Thank you for your entry for our Tracking Test, which will be held at (Test site name). I hope that the following general information will help you prepare for the test.

Drawing for Track Position: Track order will be drawn by lot at (insert time) for the (test level) exhibitors and at (insert time) for the (test level) at Test Headquarters. Entrants and alternates must be present at this drawing to guarantee their participation in the Test. The first track for either level will be ran immediately following each draw.

Bitches in Season: Bitches in season may participate provided that the Test Secretary and Judges are notified of same prior to the drawing of tracks. The last track(s) laid shall be for the bitches in season. If there is more than one bitch in season. If there is more than one bitch in season, a second draw for these bitches will be held. Bitches in season will be allowed to participate in a test only after all the other dogs and bitches not in season have been tested.

Trophies: The (Club Name) will award (list the awards that are going to be provided).

Refunds: Entry fees will be refunded to Alternates who decline to be placed on the alternate list. Also, entry fees of alternates who do not participate in the Test will be refunded. Entry fees will not be refunded to a scheduled entrant who is absent on the Test day unless an Alternate is present and runs in the place of the absent dog.

Facilities: (List any specifics concerning the facility that the Entrants need to be made aware of.)

Test Hours and Rules: (List times the facility will be opening and closing.)

Judges: (List names)

Accommodations: (List hotels in the area.)

Directions: (Include hotels, Test Site and veterinarian.)

If you have any questions or concerns, please do not hesitate to contact me. If you are an alternate in this test and would like to withdraw your entry, please do so in writing at the address below.

Event Secretary
Address
Email/Phone

Tracking Dog Urban and Variable Surface Tracking Tests

TDU Event #2XXXXXXX00
VST Event #2XXXXXXX00

Catalog (Sample)

Test Date

{Club Name}
Tracking Dog Urban & Variable Surface Tracking Tests
(Licensed by the American Kennel Club)

DAY, MONTH DATE, YEAR

Drawing for TDU tracks at {time}

Drawing for VST tracks at (time)

Name of Tracking Club

Trial Location
Address

JUDGES

List names, #'s City and State

TEST CHAIRPERSON AND SECRETARY

NAME – ADDRESS

TEST COMMITTEE

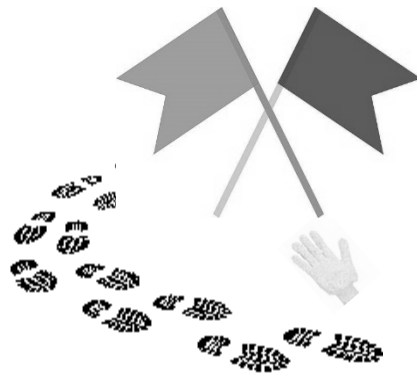
List 5 Club Members who are serving on the Test Committee

OFFICERS AND DIRECTORS

List the names of the Club Officers and the address of the Club Secretary

BOARD MEMBERS AT LARGE

List the names of the Board Members



Event Location

CERTIFICATION



Permission is granted by the American Kennel Club for the holding of this event under American Kennel Club rules and regulations.

Gina M. DiNardo, Secretary

JUDGING PROGRAM

There were (#) entries for the (Test Name) and (#) for the (Test Name). A drawing was held on (enter date) to establish Exhibitor order.

Drawing for Track Position: Track order will be drawn by lot at (time) for (Test Name) Exhibitors and at (time) for (Test Name) Exhibitors at the Test site headquarters. Entrants and alternates must be present at this drawing to guarantee their participation in the Test. The first track for either (Test Name) or (Test Name) will be ran immediately following each draw.

Bitches in Season: Bitches in season may participate provided that the Test Secretary and Judges are notified of same prior to the drawing of tracks. The last track(s) laid shall be for the bitches in season. If there are more than one bitch in season, a second draw for these bitches will be held. Bitches in season will be allowed to participate in a test only after all other dogs and bitches not in season have been tested.

Trophies: The (Club Name) will award (list the awards that are going to be provided).

Refunds: Entry fees will be refunded to Alternates who decline to be placed on the alternate list. Also, entry fees of alternates who do not participate in the Test will be refunded. Entry fees will not be refunded to a scheduled entrant who is absent on the Test day unless an Alternate is present and runs in the place of the absent dog.

Facilities: (List any specifics concerning the facility that the Entrants need to be made aware of.)

Test Hours and Rules: (List times the facility will be opening and closing.)

(TEST NAME) ENTRIES

Track #	Result:	(Catalog #) Dog's Registered name (including titles). AKC Registration n#. Breed. Sex. Date of Birth. Breeder(s). Sire – Dam. Owner(s): Name, City and State. Certified by: Judge's Name/Certification Date
Track #	Result:	(Catalog #) Catalog # Dog's Registered name (including titles). AKC Registration n#. Breed. Sex. Date of Birth. Breeder(s). Sire – Dam. Owner(s): Name, City and State. Certified by: Judge's Name/Certification Date
Track #	Result:	(Catalog #) Catalog # Dog's Registered name (including titles). AKC Registration n#. Breed. Sex. Date of Birth. Breeder(s). Sire – Dam. Owner(s): Name, City and State Certified by: Judge's Name/Certification Date

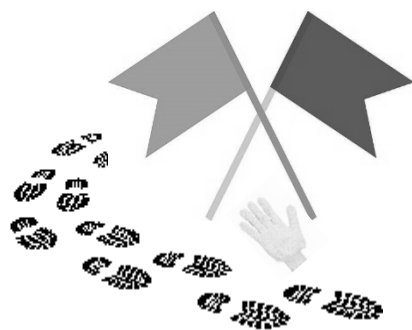
(TEST NAME) ENTRIES

Track #	Result:	(Catalog #) Dog's Registered name (including titles). AKC Registration n#. Breed. Sex. Date of Birth. Breeder(s). Sire – Dam. Owner(s): Name, City and State Certified by: Judge's Name/Certification Date
Track #	Result:	(Catalog #) Catalog # Dog's Registered name (including titles). AKC Registration n#. Breed. Sex. Date of Birth. Breeder(s). Sire – Dam. Owner(s): Name, City and State Certified by: Judge's Name/Certification Date
Track #	Result:	(Catalog #) Catalog # Dog's Registered name (including titles). AKC Registration n#. Breed. Sex. Date of Birth. Breeder(s). Sire – Dam. Owner(s): Name, City and State Certified by: Judge's Name/Certification Date

I certify to the correctness of this marked catalog.

(Signature of Trial Secretary below)

(Name of Trial Secretary)



Judge's Draw Sheet (Sample)
 (Name of Tracking Club)

(Test Name)
 (Test Date)
 (Test Event #)

Draw Time: (insert time)

Catalog #	Breed	Sex	AKC Registration #	Track #
Catalog #	Breed	Sex	AKC Registration #	Track #
Catalog #	Breed	Sex	AKC Registration #	Track #
Alt. Catalog #	Breed	Sex	AKC Registration #	Track #

Add additional lines here to include all of your entries.

If you have a combined test you should add the additional information for your second (or possibly third) test type:

(Test Name)
 (Test Date)
 (Test Event #)

Draw Time: (insert time)

Catalog #	Breed	Sex	AKC Registration #	Track #
Catalog #	Breed	Sex	AKC Registration #	Track #
Catalog #	Breed	Sex	AKC Registration #	Track #
Alt. Catalog #	Breed	Sex	AKC Registration #	Track #