

# **AKC Agility Trial Manual**

**Includes ACT**  
*(Agility Course Test)*

**January 2020**





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As of September 1, 2019  
Time Zones Indicated

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[www.akcagilityjudges.wordpress.com](http://www.akcagilityjudges.wordpress.com)

#### Agility Judge's Store:

[www.akcagilityjudgeapparel.com](http://www.akcagilityjudgeapparel.com)

ACT Mailbox: [ACT@akc.org](mailto:ACT@akc.org)

Height Cards: [agilityhtcards@akc.org](mailto:agilityhtcards@akc.org)

AKC Website: [www.akc.org](http://www.akc.org)

Agility page: [www.akc.org/agility](http://www.akc.org/agility)

#### 30-day, 200 mile Judging Inquiries

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#### AKC Number for Weekend Show Cancellations

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# AKC Agility Trial Manual

## Including "ACT"

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# CHAPTER 1 - LICENSING CLUBS

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## How to Become Licensed for AKC Agility Events

The exciting and rapidly growing sport of Agility needs clubs interested in holding Agility trials. Any club not yet Sanctioned or Licensed by the American Kennel Club must contact Club Relations at clubrelations@akc.org or 212-696-8211. Before any existing AKC club may begin to hold AKC Agility events, they must contact the American Kennel Club to request the packet of necessary information to prepare them to hold licensed agility events. Contact Companion Events at 919-816-3747 to receive this “Add Agility” packet.

All of the below-required information should be mailed to the: American Kennel Club, Companion Events, PO Box 900068 Raleigh, NC 27675-9068 or faxed to 919-816-4204.

The following information will be necessary from the club:

1. **Marked Membership List** containing member names, addresses, telephone, and email if applicable. – Please indicate those members who have agility experience by marking the membership list as follows: agility judges (AJ), agility exhibitors (AE), agility instructors (AI), ACT evaluators (ACT) and those who have served in official capacities at agility events such as: trial secretary (ATS), trial chairman (ATC), timer (AT), scribe (AS), gate steward (AGS), ring steward (ARS), course builder (ACB), and scorekeeper (ASK). The club’s membership information must support the addition of adding agility to their license status.
2. If the club has conducted agility seminars, demonstrations, or classes; briefly summarize these activity(ies), including the date and location.
3. **Constitution and By-Laws** - If this document does not include agility please make plans to amend it to show the addition of agility. Submit a letter of intent stating that the club will amend the constitution and by-laws to include agility by a specific date along with the application. If the club chooses to add an all-purpose phrase to the constitution to encompass all AKC events, such as; “**To hold all events for which the club is eligible under the rules and regulations of THE AMERICAN KENNEL CLUB**” they may do so.
4. **Letter of Intent** – The letter of intent needs to be signed by a club officer and be written on club letterhead. The letter of intent will suffice for the club to hold a Sanctioned “A” Agility Match. However, the club will need to amend the constitution and bylaws to include agility (or have an all-purpose phrase to cover all events that the club is eligible for) prior to AKC granting licensed status for agility.
5. **Application form** with an entry limit minimum set to 50-60 runs. Clubs must meet the minimum number of runs for the event to be considered eligible toward licensing.
6. A **check** for \$15.00.
7. **Disaster and Emergency Plan** form completed and signed by an officer of the club.
8. If the event is being held in another club’s territory, a letter of permission from that club is required.

9. If you are going to use a site that has not previously been approved by AKC, you will need to fill out a *Site Evaluation Form* located in the *Appendix-Forms*.

When this information is received by the American Kennel Club, they will process the club's application for a Sanctioned "A" or "B" Agility event. Depending on the experience of the club and its membership, clubs will be required to hold one or more sanctioned agility matches successfully before being qualified to hold licensed agility trials.

While it is no longer a licensing requirement for a provisional agility judge to judge a Sanctioned "A" match, it would certainly be beneficial to them and your club. We encourage the use of future agility judges for sanctioned matches. For assistance in locating a person that this assignment would benefit, contact the Director of Agility, an AKC Agility Field Representative, or send an email to [agility@akc.org](mailto:agility@akc.org).

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### **What is a Sanctioned "A" or "B" Match?**

A sanctioned match is an informal event at which neither Championship points nor credits toward titles are awarded. The rules and regulations found in *Rules Applying to Dog Shows* and *Regulations for Agility Trials* will apply to sanctioned matches, except those which specifically make reference to licensed and member events and except where otherwise stated in the *Match Regulations* booklet.

The primary purpose of the Sanctioned "A" Match is to give members of the clubs, judges, and stewards the opportunity to demonstrate their knowledge and competence in handling the details of an agility trial and to gain the necessary experience needed for licensed events. Sanctioned "A" Matches must be conducted by club members in order for the club to be considered for licensing.

A club must apply for approval to hold a Sanctioned "A" or "B" Match. If a match site is not within the club's territory, written permission to use the site must accompany the application. Premium lists must be provided for Plan "A" Sanctioned Matches. More information regarding the premium list can be found in Chapter 9 of this manual or in *Regulations for Agility Trials*.

Sanctioned matches may not be held within the show precincts during Licensed/Member Dog Shows, Obedience Trial, or Agility Trial hours. Matches held in conjunction with or following Limited, Breed, All-Breed, and/or Specialty Shows must begin no earlier than 30 minutes following the conclusion of Group, Best in Show, or Best of Breed judging, respectively. Matches held in conjunction with or following an Obedience or Agility trial must begin no earlier than 30 minutes following the conclusion of the trial. Trial hours must be stated in the premium list.

A club must hold all levels of Standard classes and Jumpers with Weaves classes (including Preferred classes) at matches to become approved for licensing to hold trials. This will prepare the club for the scoring and course building requirements of a trial.

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## AKC Mentored Events Program

Under the **AKC Mentored Events Program**, existing AKC clubs will provide the Companion Events department with a current membership and officer list: identifying the experience of the members within the sport of Agility. If the membership and club experience meets the minimum requirements set by AKC, they will approve the club to hold licensed trials on a “Mentored” basis without having to hold a Sanctioned A-match first.

AKC will schedule a Field Rep to attend a mentored event as the staffing schedule allows. Once a club has been observed by the Field Rep and has been released, AKC will release the club from a “Mentored” status. The role of the Field Rep at an event is to be in attendance to mentor the club should there be any questions that arise during the event. After the event, the Field Rep will write a summary report to provide feedback on how the club ran their event, i.e., did the club manage the event well, stay on schedule, have the proper documents on site, etc.

Clubs interested in this program need to submit the following to AKC:

1. Marked Membership List containing member names, addresses, telephone, and email if applicable. – Please indicate those members who have agility experience by marking the membership list as follows: agility judges (AJ), agility exhibitors (AE), agility instructors (AI), ACT evaluators (ACT) and those who have served in official capacities at agility events such as: trial secretary (ATS), trial chairman (ATC), timer (AT), scribe (AS), gate steward (AGS), ring steward (ARS), course builder (ACB), and scorekeeper (ASK). The club’s membership information must support the addition of adding agility to their license status.
2. If the club has conducted agility seminars, demonstrations, or classes; briefly summarize these activity(ies), including the date and location.
3. Constitution and By-Laws - If this document does not include agility please make plans to amend it to show the addition of agility. Submit a letter of intent stating that the club will amend the constitution and by-laws to include agility by a specific date along with the application. If the club chooses to add an all-purpose phrase to the constitution to encompass all AKC events, such as; **“To hold all events for which the club is eligible under the rules and regulations of THE AMERICAN KENNEL CLUB”** they may do so.
4. If the club’s Constitution & Bylaws need to be amended then a Letter of Intent can be submitted. The letter of intent needs to be written on club letterhead and signed by a club officer. AKC will hold this letter on file and the club should amend their constitution and bylaws to include Agility (or an all- purpose phrase) at their convenience.

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## Single-Breed AKC Recognized Specialty Clubs

An AKC-recognized specialty club may offer a single breed specialty agility trial in conjunction with another club's all-breed trial sharing the same date, show site, equipment and judges. Specialty trial participants shall be excluded from competing in the adjoining all-breed trial. Both agility trials may be run together; however, each club is required to maintain separate event records.

*Ex: Scottish Terrier Club of America is putting on a specialty and running it in conjunction with ABC All Breed Club. The Scottish Terrier entries will be slotted in amongst the other breeds in their same jump height; however, their scores will be entered in the Scottish Terrier Club Catalog and NOT the ABC All Breed Club Catalog.*

An AKC recognized single breed specialty club may offer two single breed specialties in one day on the same show site for their breed. The combined total entry for the two trials may not exceed the judging limits set for AKC Agility Judges in Chapter 1, Section 18 (of the *Agility Regs*) if the club is using two judges and two rings. If only one judge is used, the two trials are limited to a maximum of 250 runs between the two trials. Clubs may run the trials concurrently for efficiency. If trials are being run concurrently it must be noted in the premium list. Each trial must maintain separate trial records and be run on original courses.

Ex: The run order may be:

- Trial 1 – Novice Standard
- Trial 2 – Novice Standard
- Trial 1 – Open Standard
- Trial 2 – Open Standard
- Trial 1 – Excellent/Master Standard
- Trial 2 – Excellent/Master Standard

And so forth:

OR maybe like this:

- Trial 1 – Novice Standard, Open Standard, Excellent/Master Standard
- Trial 2 – Excellent/Master Standard, Open Standard, Novice Standard
- Trial 1 – Novice/Open/Excellent/Master FAST
- Trial 2 – Novice/Open/Excellent/Master FAST

And so forth.

The running order is dictated by what makes the most sense for the individual clubs taking into consideration the site, the equipment, the judge, and/or other events that might be occurring at the event.

## CHAPTER 2 – THE EVENT COMMITTEE

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### Planning and Organization

#### The Challenge

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

#### The Team

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

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

Members of the Event Committee must be club members and they 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 on the club and the sport in general.

Individuals should be appointed to the committee based on experience, the workload 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. Rely on experienced club members to share their experience and knowledge with those who wish to learn.

Event Committee members should be familiar with the AKC's *Rules Applying to Dog Shows, Regulations for Agility Trials, Rules Applying to Registration and Discipline*, and *Dealing with Misconduct*, as well as AKC's policy concerning emergency procedures at events (**JEDTR1**) and ADA requirements (see *Appendix-Forms*).

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

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

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

## Dogs Disqualified by Event Committee

In 2006, the AKC Board of Directors adopted the following regulation to the *Rules Applying to Dog Shows*. This regulation permits Event Committees to disqualify dogs.

*Any dog, that in the opinion of the Event Committee, attacks a person or a dog at an AKC event, resulting in an injury, and is believed by that Event Committee to present a hazard to persons or other dogs, shall be disqualified by the Event Committee pursuant to this section. When the dog is disqualified by the Event Committee pursuant to this section, a report shall be filed with the Executive Secretary of the American Kennel Club. The disqualified dog may not again compete at any AKC event nor be on the grounds of an AKC event unless and until, following application for reinstatement by the owner to the American Kennel Club, the owner receives official notification in writing from the AKC that the dog's eligibility has been reinstated.* (Chapter 11, Section 8-A)

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

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

If the committee determines these three items to be true and there were no mitigating circumstances that caused the attack, the dog must be disqualified. Once the dog is disqualified, the dog may not compete in any AKC events. The owner of the dog should be notified immediately of the disqualification. (Refer to “*Event Committee Procedural*” (RDEOB1) and *Dog Aggression – Action by Event Committee* (AEDSQ4).

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

The Event Committee must submit a written report and any supporting documentation to the AKC Executive Secretary within seven days. They must submit all completed forms to AKC Event Operations within 72 hours of the incident by either mailing the document as an

attachment to [EventPlans@AKC.org](mailto:EventPlans@AKC.org) or sending a FAX to 919-816-4220. They must include this information in their trial report.

## Records

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

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

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

## The Event Committee

An Event Committee must consist of a minimum of five **club members** for AKC approved agility trials or matches and is required for all AKC licensed agility trials. These committee members must be present on the grounds during the trial (*Regulations for Agility Trials*; Chapter 1, Section 7).

- Committees must have a chair.
- An individual may chair more than one committee.
- Committee responsibilities may be combined or others created.
- Be prepared to serve on committee as outlined in Section III of *Dealing with Misconduct*.

**The Event Committee has the authority to act in the name of the American Kennel Club to enforce AKC rules on the day of the event (*Rules Applying to Dog Shows*; Chapter 9, Section 10).**

Volunteers usually give time and labor with no financial compensation and provide encouragement so members do their best. Typically, the committee positions are: trial chairman, trial secretary, chief ring steward, equipment chairman, and trophy chairman.

## Committee Size

Actual committee size depends on the event and number of members willing to work. Committee size should be appropriate to the individual event. If large committees are necessary, assistant chairs may be appointed to act as a backup, keep records, or perform other tasks. Additional positions may include trial site chairman, hospitality chairman, advertising/catalogs chairman, emergency response coordinator, and others as needed.

These members will need to be in place more than six months before the trial. Many tasks must be organized in advance to host a well-run trial. The site and judges must be secured, the premium mailing list compiled, trophies and ribbons procured, agility equipment prepared, and the catalog printed.

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## Trial Chair

### Qualifications

The trial chair **must be a club member** and is responsible to organize the various committee members. The trial chair may enter a trial for which they serve in this capacity; however, they must keep in mind that competing with their dog(s) must not interfere with their duties at the trial. They are also responsible for seeing that all the details of the trial are attended to and will fill in for any missing positions should this happen. This position requires knowledge of the AKC's *Rules Applying to Dog Shows, Regulations for Agility Trials, Rules Applying to Registration and Discipline, and Dealing with Misconduct*, as well as AKC's policy concerning emergency procedures at events and ADA requirements. The trial chair should have experience in planning events, gained by serving on various committees, and the ability to apply basic business management practices such as:

- Set priorities
- Make decisions
- Delegate authority
- Conduct committee meetings
- Compile record
- Ability to meet deadlines
- Ability to deal with people
- Ability to work within the financial guidelines established by the club and to evaluate contracts and agreements as necessary

In the event an assistant chair is assigned, s/he should also be knowledgeable in all the above areas. Only one person may be designated trial chair; there cannot be a co-chair.

### Responsibilities

- The trial chair is responsible for proper planning, conducting, and reporting of the results of the trial.
- Work with the Event Committee in selecting and securing agility judges.
- Ensure that the event application, judge's panel, and disaster and emergency plan are submitted to the AKC by their deadlines.
- Ensure that the premium list material is submitted to the trial secretary / superintendent by the deadline.
- Assign all committee chairs, who are responsible for their own areas.
- Assign a committee secretary.



- Act as the facility/site liaison for the club. Establish and maintain communications with the person responsible for lease of the site.
  - Site must be available before and after the actual event hours. Knowledge of facility use before and after the event is an important consideration.
  - Requirements for insurance, contract, advance deposits, limitations to site usage, additional rental space, etc. must be determined.
  - Extent of owner/management involvement in the event should be established prior to leasing, particularly with regard to required usage of the site's personnel or concessions.
  - Any potential problems that might result from the event should be discussed beforehand, allowing the owner/manager to take adequate steps to alleviate them. Periodic reconfirmation should be made, even after clubs have reached agreement with facility owner/management. Constant communication can help avoid any oversights by the site owner/management.
- Determine legal requirements, such as obtaining permits that may be required. Check with local authorities. Agencies that issue permits include, but are not limited to, the local township, health, fire and police departments.
- Consider federal, state, and local taxes to avoid any possible penalties imposed for failure to follow such requirements.
- Contract trial secretary or superintendent, if not utilizing a club member.
- Appoint individual to work with the judge of record regarding contracts, site maps, and equipment availability and be in general correspondence with the judge.
- Contract official photographer (optional).
- Act as liaison to companion/cluster clubs and specialty clubs.
- Review the AKC procedures detailed in *Dealing with Misconduct* with all members of the Event Committee before the event. A guideline for handling cases of misconduct is included in the *Appendix*.
- Work with the chief ring steward in assigning workers to the agility rings.
- Secure, display, and make available the agility ribbons/awards.
- May chair (an)other committee(s).

### **Day of the Event**

- Arrive at least (2) two hours before the start of judging. Walk the grounds to be certain that everything is in order.
- Have a copy, or know how to access a copy, of the Disaster and Emergency Plan that must be available at the event. Copies should also be supplied to all committee chairs.
- Be available in the area of the agility rings throughout the trial hours.
- See that catalogs are available at the published event hours.
- Acquire all the latest editions of the required and recommended following AKC booklets: *Rules Applying to Dog Shows*, *Rules Applying to Registration and Discipline*, *Dealing with Misconduct*, *Procedural Checklist*, *Agility Trial Manual*, *Regulations for Agility Trials*, and *AKC Agility Judges Guidelines*. See that they are available at the event site.

- **Must have available an official measuring device for use by the Judge of Record / VMO and/or Executive Field Representative.**
- See to the colors and national anthem before the start of judging (optional).
- Meet with the AKC Executive Field Representative, if present, first thing the morning of the event.
- Check with all committee chairs to ensure that everything has been completed.
- For all committees responsible for money collection (i.e., parking, catalog sales, etc.), arrange for money pickups during the day.
- Check-in workers and assign tasks or assign this responsibility to the chief ring steward.
- Check-in judges.
- Distribute lunch tickets.
- See that the ring schedule is maintained.
- Address any disputes that may arise.
- Designate trophy chairman/presenters.
- If trial secretary is not a club member, resolve club finances with trial secretary.
- Attain club copy of catalog and records from trial secretary.

### **After the Event**

- Check with the AKC Executive Field Representative, trial secretary or Superintendent, and judges for suggestions for future improvement.
- Check event grounds after clean-up to be sure everything is in order.
- Confirm that all hired personnel have been paid.
- Within seven (7) days, the Trial Chair shall complete an “Agility Trial Chair Report” form online <http://www.tfaforms.com/144809> (preferred method) and submit it to the AKC Director of Agility electronically. Printable form (**JEAGL2**) is found in *Appendix*.

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### **Assistant Trial Chairman (Optional)**

#### **Responsibilities**

- Assist trial chairman in all areas. Assume responsibility in the trial chairman’s absence.
- Chair (an)other committee(s).

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### **Trial Secretary**

#### **Qualifications**

- The trial secretary may enter a trial for which they serve in this capacity.
- A trial secretary does not have to be a club member for a licensed event but **must** be a club member for a Sanctioned “A” Match.
- This position requires knowledge of the AKC’s *Rules Applying to Dog Shows, Regulations for Agility Trials, Rules Applying to Registration and Discipline, and Dealing*

*with Misconduct*, as well as AKC's policy concerning emergency procedures at events and ADA requirements.

- Must have the ability to meet deadlines and deal with the exhibitor in a friendly manor.
- Must be able to maintain complete and accurate records for the event.

### **Responsibilities**

- The trial secretary prepares the premium list including all pertinent data, which is listed in *Regulations for Agility Trials* (Chapter 1, Section 9). This premium list includes the official entry form (**AEAGL2**) (see example in *Appendix-Forms*) for the trial and is sent to all prospective entrants. The trial secretary receives the entry forms from the exhibitors and is responsible for randomly placing each entry into the trial catalog. When entries close, a confirmation of entry including trial schedule should be sent to each exhibitor at least seven (7) days prior to the first day of the event. (See Chapter 9 of this document for more information.)
- If the random draw method of entry is used, the trial secretary shall avoid any method in conducting the draw that raises any questions as to its randomness and impartiality. The trial secretary shall conduct the draw on the date, hour, and at the location specified in the premium list (*Regulations for Agility Trials*; Chapter 1, Section 16).

### **On the Day of the Event**

- On the day of the event, the trial secretary must be present during registration and check-in of the exhibitors. An additional helper(s) will speed this process along.
- Must have entry forms available for review at the trial site.

### **Jump Height Cards and Measuring Dogs**

For the judge's planning purposes, the Trial Secretary should provide the judge with a list of dogs that need to be measured. This list is comprised of all entries where "My Dog Needs To Be Measured" was check-marked on the entry form. Jump height cards (including copies) do not have to be submitted to the trial secretary nor are jump height cards required to be shown during check-in. If a measurement is necessary, it is the exhibitor's responsibility to have their dog(s) measured prior to running. (See *Measuring Policy in Chapter 14 of this document.*)

### **Trial Records**

The trial secretary must sign the "Agility Trial Secretary's Certification" page in the marked catalog(s). It is the trial secretary's responsibility to ensure the entry forms and marked catalog(s) are retained for a period of at least one year. The judge must be provided their copy of the marked catalog prior to leaving the trial site. A club must retain a marked copy of the catalog for a period of one year.

### **Submission of Trial Records**

After each licensed or member club trial, a catalog marked with all awards and absent dogs, certified to by the Judge(s) of Record and the trial secretary or superintendent,

together with a “Report of Agility Trial” (**JEAGIL**), (see *Appendix-forms*), must be sent to the American Kennel Club so as to reach its office within seven (7) days after the close of the trial.

### **Jr. Handler Certification**

Any junior handler who will compete in AKC events should fill out an application to obtain a junior showmanship number. An example of the application (**AEJRS3**) is found in the *Appendix*. Juniors should fill out the Jr. Handler Certification form (**CEJRH1**) at each event in which they compete. The Judge of Record, trial secretary, or AKC Agility Executive Field Representative may sign this form after verification of score and placement (if any). The trial secretary shall have additional copies of this form at the event. These forms may be obtained from the American Kennel Club by contacting the Customer Service department at (919) 233-9767.

The trial secretary shall submit to AKC the completed yellow copy(ies) of the Jr. Handler Certification form(s) with the marked AKC official catalog for each event.

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### **Each Committee Chair**

#### **Responsibilities**

- Report directly to the trial chairman.
- Add/update the event checklist each year so that the club will have a customized list for its event. See the Event Checklist example in the *Appendix*.
- Prepare a list of specific duties and responsibilities for the day of the event.

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### **Equipment Chairman / Grounds Chairman**

#### **Qualifications**

- Ability to supervise people.
- Knowledge and understanding of:
  - The AKC’s Disaster and Emergency Plan policy (see *Appendix-forms*)
  - Agility ring layouts and equipment specifications
  - Traffic flow and crowd control (works closely with parking chairman)
  - Sanitary and comfort requirements

#### **Responsibilities**

- Hire or select people to perform various physical tasks. Schedule workers to load and unload equipment at the site.
- Supervise setting up and dismantling of event equipment.
- Arrange transportation and/or storage of club materials or equipment that may be needed for the event, and obtain any additional equipment.
- Prepare and lay out grounds. Check the site for holes, high grass, mat requirements, overall ring conditions, etc.
- Verify that aisles are a minimum of 10’ to meet ADA requirements.

- Verify that all of the equipment is in good repair and complies with the specifications as outlined in *Regulations for Agility Trials*. This should take place well before the trial so that if anything is out of order, it can be corrected.
- Arrange access to the site for committee members, the trial secretary/superintendent, vendors or suppliers before the event hours.
- Check that public address systems are operating and are located so that announcements reach all exhibitors. Speakers placed too close to individual rings may annoy dogs.
- Maintain grounds and equipment and supervise clean up of the site during and after the event, including the parking and restroom areas. Ensure that a sufficient number of trash receptacles are distributed around the grounds. Supervise periodic cleaning of all public exercise pens, as well as trash and recycle receptacles.
- Arrange adequate potable water supply; it may be necessary to have water delivered to the site. Arrange for a supply of ice for emergency situations.
- Plan for a judge's table, chairs, and for any necessary seating for the ring crew.
- Determine limitations, if any, prohibiting crates, private exercise pens, use of flexi-leads and, if outdoors, private tenting at ringside or in aisles. These club rules, if to be enforced, **MUST** be stated in the premium list.
- Post directional arrows to trial site the day before the event.
- Post signs for locating camping areas, restrooms, telephones, water, etc. A simple map of the trial layout should be available for club members and workers so they may direct the exhibitors to parking, rings, restrooms, etc.
- Arrange for scoring and trophy tables and chairs.
- Secure sanitation facilities or access to sanitation facilities.
- Be familiar with the American with Disabilities Act Compliance Checklist (located in the *Appendix*).

### **Day of the Event**

- Check-in workers and assign tasks. A crew must maintain cleanliness in rings, aisles, restrooms, exercise areas, parking lots, and all of the areas throughout the day. Allow enough coverage so that workers may take breaks.
- Be sure the unloading area is ready to receive the flow of traffic. Particularly important at indoor sites is that each bay in the loading dock is available, as this is often where the facility parks television/cable trucks, ambulances, cleaning apparatus, etc. Each open bay increases the speed at which exhibitors can unload and move their vehicle out for the next one.
- See that all rings, markers, banners, and signs have been properly placed. See that exercise areas are properly set up with clean-up tools/bags. Check on restrooms or sanitation facilities.
- Be accessible by walkie-talkie or other means throughout the event hours.
- Supervise that all generators/motors are 50' from the ring.
- Supervise proper clean up of the show site after the event.

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## **Trophy Chairman** (*Optional if trophies are offered*)

### **Qualifications**

The trophy chairman should be willing to solicit trophy donations and provide for trophies as specified by club. A successful candidate for the position should also be able to successfully meet deadlines.

### **Responsibilities**

- Secure and display trophies.
- Ensure that all trophies are listed correctly in the premium list. Be aware of all deadlines for the submission of material to the printer.
- Include accurate descriptions of all trophies in the premium list. If the prize being donated is not properly described in the premium list, it cannot be awarded at the trial. Prior to the printing of the premium list, carefully proofread all trophy listings.
- Bill and collect for trophy donations; this may be coordinated with the club treasurer. If the donor of a trophy published in the premium list fails to furnish the trophy, the club is responsible and must provide a trophy of equal or greater value. If you are depending on others to bring their pledged items the day of the event, it is wise to have a few extra trophies available. If the extras are unused, they can be used at any future events.
- Tally the number of placements available for each of the classes offered at the trial.
- Acquire ribbons and/or rosettes and any trophies for the event. A club shall offer a ribbon or rosette to each dog that receives a qualifying score, (ribbon must contain the date of show either on the front or the back) and to dogs placing first through fourth in each height division of each class. Secure perpetual trophies; ensure that they are cleaned and engraved. Trophies may be donated, or contributions may be made toward a general fund. Decide on the type of trophies to be offered. All trophy offerings and pledges for contributions to the trophy fund should be confirmed in writing (*Regulations for Agility Trials*; Chapter 1, Section 9).
- An additional trophy can be offered for one or all of the placements or for special awards such as High Scoring Junior Handler. Placement ribbons shall not be awarded to any dog that does not acquire a qualifying score.
- Work within budget supplied by the club.
- Prepare a final report of income and expenditures for trophies.
- After the event, inventory the unclaimed ribbons/rosettes/trophies and submit the inventory report to the trial chairman.

### **Day of the Event**

- Check in workers and assign tasks. Allow enough coverage so that workers may take breaks.
- Confirm that all trophies listed in the premium list are on hand, or that a replacement is available.

- Set up the trophy table.
- If trophies are being presented in the ring, they must be distributed to the appropriate rings or put in the judge's bag.

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## **Hospitality Chairman (Optional)**

### **Qualifications**

- Organized, personable, and accessible.
- Previous experience working on hospitality committees.
- Experience in planning and organizing meals or other social functions.
- Experience making travel arrangements.

### **Responsibilities**

- Coordinate refreshments for the judge(s) and ring crew, and possibly the exhibitors if this amenity is extended. Secure vendors and concessions (food, dog supplies, dog food, etc.) for the event. Plan to have food concessions open as early as possible the morning of the event (about two hours before the start of judging) for exhibitors who stay overnight and/or who arrive early.
- Inform trial secretary, if allowed, to list food/drink as available at site in the premium.
- Work with trial chairman and the Event Committee to set vendor rates.
- Require concessions to obtain permit for food if necessary.
- Work closely with Grounds/Equipment Chairman to ensure that concession/vendor space does not encroach upon crating/ring space.
- Prepare proposed layout and assign space for each concession/vendor; coordinate with the Grounds Chairman to ensure vendors/concessions fit in within the overall plan for the event.
- Lay out, measure, and mark individual concession areas. Rope off areas, post signs, or use paint to mark concession space.
- Send contracts and collect fees for concession space. As these are usually private contracts between vendors and clubs, clubs may specify particular terms such as "no sale of pinch collars." Send concessionaires a confirmation and a map of the area showing their reserved space.
- Include a statement in vendor contract that the event-giving club is neither responsible for loss/theft nor liable for any activity which occurs in the vendor area.
- Plan meals, transportation arrangements, hotel/motel accommodations, etc. for judges.
  - Visit the prospective host hotel/motel to ensure that its quality is up to standard.
  - Send letters to the judges confirming transportation and lodging.
  - Make arrangements for pre-event dinner, if any, and breakfast and lunch the day of the event. Inform all judges of those plans.
- Send the judges a fact sheet with pertinent local information, such as:

- Information about the host hotel and restaurants in the immediate vicinity of the hotel.
- The anticipated weather conditions.
- Detailed travel directions and information on parking.
- Special local attractions (historical sites, scenic parks, factory outlets, etc.).
- A detailed map of the area.
- Provide for judges' needs on the day of judging, such as drinks, meals, and snacks to insure they can perform their duty in all conditions.
- Coolers for cold drinks and bottled water, and a thermos for hot drinks, may be placed at the rings.
- Hospitality packets may be placed at each ring (i.e., towelettes, paper towels, hard candy, etc.).
- Visit the hotel(s) you will recommend to the exhibitors/spectators to ensure that they are up to standard and that they are willing to accept dogs.
- Set up special rates with the hotel(s).
- Notify the hotel of times needed for airport limo (if available).
- Mail admission and parking passes to judges if needed.

### **Day of the Event**

- Organize breakfast for the judges at the hotel or the event site. Provide coffee and tea at the event in the morning.
- Arrange transportation of judges to the event if necessary.
- Coordinate committee members to visit the rings periodically to check the needs of the judges and stewards.
  - Coolers for cold drinks and bottled water, and a thermos for hot drinks, may be placed at the rings.
  - Hospitality packets may be placed in each ring, e.g., towelettes, paper towels, hard candy, etc.
- Organize lunch for the judges, club members, workers, and other invited guests.
- Arrange transportation of judges back to the hotel or airport if necessary.
- Coordinate with the treasurer.
- Check concession area and vendors.
- Check that vendors' generators are well away from the rings (at least 50 feet).

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### **Advertising and Catalog Chairman (Optional)**

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

#### **Qualifications**

- Able to motivate others
- Able to sell ads to potential advertisers
- Creative
- Able to meet deadlines



## **Responsibilities**

- Coordinate club members in both acquiring paid advertisements for the trial catalog and assisting with catalog sales. Suggest that ads be solicited from organizations or individuals to which they have given their business throughout the years.
- All advertising arrangements should be in writing. Prepaid advertising only is recommended.
- Canvass potential advertisers, usually via a mailing, who may wish to place an ad in the club's catalog. Potential advertisers may include:
  - Dog supply companies
  - Dog food companies
  - Boarding/Grooming facilities
  - The bank where the club maintains an account
  - Local merchants
  - Restaurants
  - Motels, hotels, and campgrounds
  - Local humane societies
  - Other dog clubs that may wish to advertise their future events
  - Any other businesses that club members patronize during the year
- Review ad material in order to prohibit offensive ads.
- Act as coordinator between the advertisers and the printer or trial secretary/superintendent.
- Receive the ads and submit them to the printer prior to the deadline. The format of the ad is usually specified, and then the actual setup is prepared by the printer.
- Return all advertising materials such as photos, cuts, etc. to the advertiser. Ensure that all advertisers receive a copy of their catalog ad.
- Send thank you notes to advertisers.
- Manage catalog sales.
- Bill all advertisers and collect all moneys due; may be coordinated with the club treasurer. If billing is done after the event, a copy of the ad should be attached to the invoice.

## **Day of the Event**

- Bring cash boxes or containers for keeping money from sales. Secure cash from the treasurer for making change.
- Confirm that the correct number of catalogs was delivered. Reserve and secure catalogs to be held for club business (i.e. copies for judges, stewards, members, advertisers, etc.).
- Set up areas for catalog sales.
- Check in workers and assign tasks. Allow enough coverage so that workers may take breaks.

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## Publicity Chairman (Optional)

### Qualifications

- Familiar with local media
- Able to meet deadlines
- Advertising and/or public relations experience is helpful

### Responsibilities

- Develop a budget.
- Create, secure, and distribute publicity concerning the event.
- Obtain free publicity. Contact local radio and television stations that have a policy of announcing special services.
  - Local cable television stations may be willing to present all or part of the trial and/or pre-trial information.
  - There are “community bulletin board” websites that provide non-profits with free or reduced-cost web pages and internet access. Individual club members or other clubs may also have their own web pages where a notice can be posted.
  - Place flyers in windows of grooming shops, supply companies, veterinarians, and other AKC events.
  - A combination of press announcements, 8x10 photos, follow-up calls, complimentary tickets, and personal letters are effective in obtaining favorable media responses. Be available to greet members of the press when they arrive and to extend your club’s hospitality. See example of the press release for print media in the *Appendix*.
  - Local free publications and company bulletin boards are another source of publicity.
  - Some facilities have monthly newsletters that can feature your event.
- Obtain paid publicity. The club may want to advertise in catalogs of events held by other clubs in the area and/or in local newspapers. Be aware of newspaper deadlines.
- Contact the town authorities where the event is being held to obtain permission for displaying banners advertising the event. Club members should encourage local merchants to display signs or posters advertising the event. Flyers should be distributed at local events before the club’s event.
- Provide discount coupons for the club’s event to local merchants, veterinarians, groomers, pet food stores, kennels, etc. Display cardboard posters in their places of business.
- Use the *Economic Benefit of Dog Shows* brochure to emphasize the importance of the event to the community. This brochure is available by contacting the AKC Customer Service department.

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## Emergency Response Coordinator / Safety Chairman (Optional)

### Qualifications

- Be familiar with the AKC's policy concerning emergency procedures at events (*Disaster and Emergency Plan* located in the *Appendix*).
- Knowledge of local area. In case of emergency, coordinate with Trial Chairman, and other Committee Chairs as necessary to help provide local authorities or emergency response personnel and vehicles with clear ingress and egress, crowd control, etc.

### Responsibilities

- Be familiar with the AKC's Emergency Care at Events policy (*Disaster and Emergency Plan-see Appendix-Forms*). Ensure that the event complies with local ordinances. Any questions on the current AKC policy should be referred to Event Operations Department.
- Work with the club to develop written procedures covering different emergency situations.
- In case of emergency, coordinate with the trial chairman and other committee chairs as necessary to help provide local authorities and/or emergency response personnel and vehicles with clear ingress and egress, crowd control, etc.

### Day of Event

- Have at least one properly completed copy of the *Disaster and Emergency Care* form (see *Appendix*) readily accessible.
- Have multiple copies of emergency telephone numbers, directions to emergency facilities, the hours that the facilities operate, and information on alternate facilities available.
- Make sure there is at least one working cellular telephone available during trial hours.
- Check-in workers and assign tasks. Allow enough coverage so that workers may take breaks.
- Set up a location for emergency vehicles and for the veterinarian, if on site.
- If the event will be held in warm weather, distribute flyers and dashboard notices about the hazards of dogs in unventilated vehicles. (See *Dogs in Unventilated Vehicles* located in the *Appendix*.)

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## Veterinarian

- Every club that holds a licensed or member event is required to engage one or more veterinarians licensed in the state where the event is held.
- The event's official veterinarian may exhibit or act as agent or handler for a dog s/he owns or co-owns but must not be the judge of record.
- The club has the option of having the veterinarian "on call." If the veterinarian is "on call," it is the club's responsibility to see that the veterinary service is readily available.

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

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## **Executive Field Representatives**

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

- Arriving at the event grounds prior to judging.
  - Conducting site inspections and recommending changes in event layouts, sites, entry limits, etc.
  - Acting as the AKC liaison.
  - Providing insight on policy and rule compliance and first-hand information regarding the event operations.
  - Acting in an advisory capacity to the Event Committee, exhibitors and judges.
  - Supervising provisional and non-provisional judges.
  - Measuring dogs for an official jump height card/form.
  - Being available to exhibitors.
  - Participating in advising role at misconduct hearings if needed.
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## **Photographer - (Optional)**

It is the club's decision whether a photographer will be secured for the agility trial. The photographer should be contacted as far in advance as possible; additional time should be allowed for national specialties.

Obtain a copy of the photographer's contract. Any changes and/or additions to it should be agreed to in writing by the club and the photographer.

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

If possible, a separate area can be set up for photos. This will also help judges stay on schedule. An added amenity to the photo area is to use a backdrop and flowers to enhance the photos. Photographers may not have dogs perform agility obstacles, but obstacles may be used as props.

## CHAPTER 3 – THE AGILITY RING STAFF

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### Chief Ring Steward

The chief ring steward coordinates the various duties that are required in order to host a well-run trial. This job can be broken down into one chief for each ring of a multi-ring trial. The chief ring steward should check each ring for staff present, as well as announcing when each crew is required. This person should be free of working any other positions so that they are available to fill in as necessary for breaks and as back-up. It is helpful to maintain a printed schedule that is posted for the ring crew to review. Some necessary positions for a smoothly run event are:

- Scribe
- Course Builders
- Gate Steward
- Timer (s)
- Ring Crew
- Leash Runner

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### The Stewards

Training of stewards must take place prior to the trial date as training during the event will negatively impact the progress of the judging and the trial itself.

Stewards must understand that they are present to assist the judge; at no time may a steward appear to be discussing judging of the dogs with the judge. The timer and scribe may not work in a jump height class in which they are directly competing.

An efficient trial committee will provide stewards who are educated as to the correct set up for each agility obstacle (i.e. how the bars are to be placed, the broad jump boards, the table, etc). Jump cups must be numbered or color-coded to assist stewards in placing bars in the correct jump cups quickly. An index card can be taped under the first board of the broad jump outlining the correct number of boards and span the broad jump is set at. A tape measure should be placed under the broad jump for height changes, or the various distances marked along the ground with items such as golf tees. There should be tools, parts, and materials available ringside to solve any equipment problems that may occur; this should include duct tape. Be prepared for inclement weather by having a supply of towels to dry off obstacles and by having sandbags or stakes to prevent obstacles or ring gates from being blown over by wind.

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### Chief Course Builder (CCB)

The judge is allowed to send a diagram showing the positions of all the obstacles no more than 48 hours prior to the date of the trial to facilitate course building. This diagram may not show obstacle numbers, start and/or finish lines or the Send Line on the course. The judge may send an equipment list more than 48 hours ahead if requested by the club. The

Judge may send a diagram more than 48 hours ahead showing position of the contact obstacles and a list of the other obstacles that may be grouped together (bunched) in different areas of the ring. The judge shall not send a copy of the course for the next day beyond these limits (*Regulations for Agility Trials*; Chapter 4, Section 6).

The chief course builder obtains the day's courses from the judge and is prepared to call the crew to the ring to quickly change courses for the next class. The CCB should receive instructions from the judge as to how they want their course built, such as using the baseline method, and then the obstacles should be placed as closely to the positions shown in the drawings. The CCB, or someone they have assigned to the job, has the crew lay bars where the jumps should go. The CCB assigns people to move various pieces of equipment and also to number the course once set. It is not necessary that the CCB move equipment, the CCB's job is to provide direction and assistance to the crew so it is organized and efficient. Most judges nest their courses so that the major pieces of equipment do not have to be moved from one class to another. Obstacles should not be set or staked until the judge has given approval of the set up. The CCB assigns someone to follow the judge during the final "tweaking" of the course to assist in the final placement of the obstacles. The AKC agility judge needs to measure each course twice so bars should not be set until the judge signals that it is appropriate to do so.

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## Scorekeepers

A minimum of two scorekeepers are required: one to tabulate the scores on the scribe sheet and another to fill in the catalogs or enter data in the computer. In most cases, a third person is needed to facilitate the work of the first two, particularly at large trials. Someone must be available to answer exhibitor questions or concerns. Results should be posted for exhibitors as quickly as possible and must include course yardage and Standard Course Time (SCT). It is acceptable to post "unofficial" results prior to the judge's inspection as long as they are clearly marked as such. For additional information see the section on scoring in Chapter 13 of this document.

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## Gate Steward

The gate steward should organize the exhibitors by checking them in prior to their running. A posted list on a large easel set at the entry gate should list the running order of dogs. This will assist both the gate steward and the exhibitors in knowing when to arrive at the gate. It should include the armband number, breed and call name. Any changes or absences in the running order should be posted also. The judge must approve any changes to the running order. Any handler with two or more dogs in the same jump height division may request additional dogs be placed between their own dogs in the running order. The 1<sup>st</sup> dog listed can be moved up or the 2<sup>nd</sup> dog listed moved down. The running order of the 2 dogs may not be reversed. Dogs entered in other AKC events during the agility trial may request to run at a different time and should discuss this with

the judge of record. As long as a course for any one particular class is set, it is permissible to allow a dog to run out of jump height order, if necessary, as long as the handler has indicated a conflict and has marked the dog as such on the gate sheet according to the judge's instructions.

If it is a two-ring trial, then one ring is typically designated to take precedence, usually the Standard ring, and they may move in order in the other ring after checking with the judge.

It is recommended that two to three dogs be on deck ready to enter the ring at any time. The judge should brief the stewards regarding when it is appropriate to send the next dog into the ring. It is important for the gate steward to keep everyone moving efficiently in order to complete the trial at a reasonable hour. It is of utmost importance to keep the enthusiasm and spirit of agility while performing this job. Firm, but friendly persons excel in this duty by keeping the trial moving quickly.

Information should be obtained from the registration/check-in table concerning dogs that have not checked in. The club may wish the gate steward to have dogs and handlers come to the gate to determine those present from those absent. The gate steward should also assist the scribe to ensure that the correct armband number is on the scribe sheet for the person currently approaching the start line. Alert the ring crew when the last dog of each jump height approaches the start line so everyone can be prepared to make jump height changes when the run is completed. This also ensures that the first dog of the next jump height runs at the correct height. Also watch for correct collars on dogs prior to entering the ring. These points are ultimately the handler's responsibility, but it is hospitable for the gate steward to assist nervous handlers as they step up to the ring gate. It is no longer mandatory for armband stickers to be issued and worn unless required and advertised by the show giving club. If so required, the Gate Steward should check to make sure the stickers are being worn by entering exhibitor.

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## The Scribe

The scribe should have the complete set of scribe sheets on hand for each class at the time of judging. A clipboard for writing on when recording faults, as well as holding the scribe sheets together is a necessity. Verify the armband number of each exhibitor as they enter the ring. This is most easily done by coordinating with the gate steward or if the exhibitor is briefed to call it out as they step to the line. Keep both eyes on the judge to avoid missing any signals that may rapidly follow each other. Placing a thumb in the area to write serves as a guide and helps to avoid looking down at the sheet in order to mark it. At no time should a scribe appear to be discussing the judging of the dogs with the judge. Avoid talking to the timer and other distractions.

The dog's time should be written down exactly as it is read on the timer console or stop watch. Do not convert seconds into minutes and do not mark the scribe sheet with

anything other than what is signaled by the judge. If any questions arise regarding signals, immediately ask the judge for clarification. Only the judge can alter/change scribe sheets. Once the time is recorded, quickly prepare for the next run. The scribe should hand the scribe sheet to the assistant scribe for the dog's time to be recorded. Then the completed scribe sheet is given to the scribe sheet runner for them to take it immediately to the Secretary's table.

The scribe must not work in a jump height class in which they are directly competing.

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## **The Timer**

Each ring must have one timer assigned to it. The timer will require a stopwatch/ timer console, whistle, and a backup stopwatch in case of malfunctions. The timer watches for a signal from the judge that the ring is ready for the next team to begin. The timer alerts the team to begin by pressing "Go" or saying: "Please begin" or "Start now." The handler is responsible for being ready as soon as the ring crew is set.

Official time starts when any part of the dog crosses the start line, whether the handler has indicated readiness or not. Official time stops after any part of the dog crosses the finish line. Do not stop the time for anything else unless instructed by the judge.

Once started, the timing device should be monitored for several seconds to ensure that it has begun functioning properly. If the watch/console is not working within the first 3 obstacles negotiated by the team, blow the whistle to alert the judge to the problem. If, however, the watch/console malfunctions later during the run, allow the team to finish the course then alert the judge to the malfunction. The judge determines whether or not a re-run for time only is warranted.

Should electronic timers be used by the club, an extra timer is still required in the ring as stated above. The timer must be prepared to use manual hand timing as a back-up if the electronic timers are not functioning correctly or cease functioning. The timer must also be ready to re-start the time if the dog happens to stop the time by taking a wrong course over/through the last obstacle.

The timer must not work in a jump height class in which they are directly competing.

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## **Scribe Assistant (Optional)**

This person assists the primary scribe in facilitating the exchange from the previous dog run to the next dog on line. When hand-timing, this will require at least two stopwatches and two clipboards. The assistant takes the scribe sheet from the scribe and the watch from the timer, then hands each a fresh scribe sheet or stopwatch in turn. The assistant records the time from the watch onto the scribe sheet and hands it off to the scribe sheet runner.



The stopwatch is then cleared and a new scribe sheet is placed onto the clipboard to make the exchange again. When using electronic timing, the assistant takes the scribe sheet from the scribe, records the time from the console onto the scribe sheet, and hands it off to the scribe sheet runner. This assistant is also required to work closely with the gate steward to ensure the proper scribe sheet is in place for the dog being judged.

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### **Scribe Sheet Runner**

The scribe sheet runner takes each scribe sheet from the scribe or scribe assistant and takes it to the scorekeeper's table to be tallied and marked in the catalog. The runner should take care to be as unobtrusive as possible to teams currently running in the ring. The scribe sheet runner should deliver the scribe sheets to the scorekeeper's table without letting anyone else handle them. They may show the sheet to the exhibitor, but the exhibitor may not take possession of it.

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### **Leash Runner**

The leash runner takes the leash/collar from the handler and deposits it in the designated leash holder or container near the ring exit so that the handler can easily locate it upon completion of their run. The leash may NOT be hung on the ring barrier nor placed on the ground. It should not be placed in direct line with the last obstacle as a target. The leash runner is required to remain inside the ring to accomplish this job.

# CHAPTER 4 –FINANCIAL AND CONTINGENCY PLANNING

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## Financial Planning

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

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## Budgeting the Event

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

In preparing the financial planning sheet for an event, the income and expenses could be divided as shown in the *Event Financial Planning Sheet*, which is in the *Appendix*.

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## Contingencies

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

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

- Allow payment of up-front event costs without straining the club's normal operating budget.
  - Insure the club against emergencies or unexpected expenses that may affect event income such as towing/parking area damages. A statement in the premium list that exhibitors are responsible for parking emergencies if they are not in the designated parking area may eliminate this type of emergency expenditure.
  - Allow the club to purchase necessary equipment, provide special services or activities, and provide trophies at the event.
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## Contingency Planning

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

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

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## Event Cancellation

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

Different weather conditions bring varying concerns to our events, and situations such as, but not limited to, extreme heat, lightning, hail, snowstorms, or hurricanes must be considered for the health and safety of dogs, judges, and handlers. In the event of inclement weather, it is recommended that a club first postpone the event for a period of one or two hours in case conditions improve; however, an agility trial must be completed by midnight of the same day. **Classes may not be carried over to the next day.**

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 when necessary. A notice to this effect should be included in the premium list to inform exhibitors of the possibility of a cancellation for adverse conditions and to address refunds of entry fees. Examples of wording used by many clubs are:

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

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

Only an AKC Executive Field Representative, club president, trial chairman, or trial secretary can cancel an event. To report a cancellation or delay:

- Call 919-816-3579 during AKC business hours
- Call AKC Weekend Club Hotline at 919-816-3955 outside of AKC business hours.

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## Insurance for Dog Events

It is important that clubs have appropriate insurance for their events and activities. Consult with a local agent or find a source for your club’s insurance on the AKC website, [www.akc.org/pdfs/ACINS1.pdf](http://www.akc.org/pdfs/ACINS1.pdf).

This service is provided by Equisure, Inc. in cooperation with the AKC.

This source may also be reached at 1-800-752-2472.

## CHAPTER 5 – THE AGILITY TRIAL SITE

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### Selecting the Site

Agility trials will have a significant positive economic impact on the community where they are held. The AKC's brochure, *Economic Benefit of Dog Shows*, is a tool that the club can use when speaking to potential site management. This brochure may be obtained by contacting the AKC Customer Service department.

### Evaluating a Prospective Site

Before reserving the facility, imagine it in actual use. Picture crates, tents, and equipment arriving; people and dogs in the aisles; parking; and exhibitors, judges and spectators filling the site as they would on the day of the event. Verify that the site would meet ADA requirements and an emergency plan. See the *Site Checklist* in the *Appendix*.

### Type of Site

The three types of sites are indoor, outdoor, and a combination. Each site must be able to accommodate the estimated entry. The type of location and surface used must be listed in the club's premium list.

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### Host Club Letter

If an agility trial is held on the same site in conjunction with an existing AKC venue, then the *Host Club Consent Form (AE0001)* granting permission must be submitted with the trial application. See form in *Appendix*.

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### Size and Type of Course

The course area should be clear and level. Useable ground space is clear of posts or trees, protrusions, or low over-hangs. The minimum useable course area must be 5,000 square feet for Novice; 6,500 square feet for Open; and 8,000 square feet for Excellent/Master/Premier. In Excellent/Master/Premier, the preference is at least 10,000 square feet or larger. Any ring dimension may not be less than 60 feet in width. The ideal ring size is 100' x 120' for agility. Winged jumps will necessitate larger areas than the minimum recommendations. List any ring restrictions to the ring area on the application. Notify the judge of any ring restrictions to the ring area.

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### Site Preparation

Utilizing the site to its best advantage is not a simple task. Consult the event secretary/superintendent for advice and talk with the local AKC Executive Field Representative.

The main centers of activity are the rings and crating areas. Parking areas, restrooms, food concessions, traffic flow, and unloading must be arranged so they do not impede event activity. Evaluate these areas for possible improvement while the event is in

progress and immediately after the event; discuss this with the AKC Executive Field Representative. Record the recommendations for improvement.

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

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

When trials are offered outdoors, the grass should be cut shortly before the trial date to facilitate good footing. The area should be cross-walked and inspected in order to identify and fill in any holes that may be present. Dirt surfaces such as those found in horse arenas should be lightly packed so that the surface is firm. At indoor events, some type of non-slip surface such as carpeting, rubber matting, or artificial turf to fully cover concrete or wooden floors are also satisfactory running surfaces for agility trials. **Vehicles and generators must be at least 50' from all rings.**

Outside the ring, there should be sufficient space for the **warm-up jump**. One warm-up jump is allowed per ring. The warm-up jump should be located so that it is visible to the judge inside the ring if at all possible. There should be enough space around the warm-up jump for the dog and handler to safely use the jump, to accommodate a line of exhibitors waiting their turn, and to keep the warm-up activity from being bothersome to dogs running in the adjacent ring.

There should be ample space for exhibitors and their dogs to gather and enter the ring without conflict with spectators. An easel provided at the **start gate**, which lists the running order and can be easily read from a distance, will keep exhibitors informed and allow the gate keeper to easily keep track of who is in the ring, who is next, and what dogs may be missing.

A **scorekeeper's table**, which will allow two to three scorekeepers to work comfortably, should be placed near the ring so that scribe sheets can easily and quickly be brought to the scorekeepers. A separate table for the judge to work on should be placed near the ring and the scorer's table. An area should be designated where the results of the classes can be posted; this will keep questions asked of the scorekeepers at a minimum. Any errors must be quickly reported to the judge so that they can be resolved. Duplicate scribe sheets may be used and a copy given to the exhibitor.

The exhibitors will need **crating space** for their dogs and a place to relax when not running. At outdoor trials, this can include tenting around the ring. It is recommended that there should be a minimum of 15 feet around the ring for exhibitors and spectators to walk freely; 10' is required.

The agility ring can be marked with roping, fencing, or baby gates. It should be constructed so the openings for the exit and entry gates can be easily changed. Exhibitors and spectators outside the ring should be able to easily identify the boundaries of the ring so that they do not inadvertently walk into the area.

**Restrooms** or porta-lets should be located near the agility area. (When using porta-lets, set up a table nearby to hold wet wipes, bottles of water, liquid soap or hand disinfectant, and paper towels for use when exiting the porta-let.)

A sufficient number of **trash cans** conveniently located around the entire site will encourage exhibitors and spectators to maintain a clean site. Emptying them as soon as needed encourages everyone to keep the site clean. In case of windy outdoor conditions, more frequent emptying may be necessary. Dog clean up equipment should be provided to keep the area clean.

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

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

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

Allow for ease of access for emergency vehicles.

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

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

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

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

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

Reserve an adequate number of parking spaces near the event site for the handicapped. See the *Americans with Disabilities Compliance Checklist* found in the *Appendix*.

**Outdoor sites** generally provide more flexibility for managing traffic flow and parking. Open fields and close-by streets should be considered in overall planning.

Provide for safe arrival, unloading of dogs, and removal of vehicles from the crating area. After the start of the event, take extra precautions to ensure that no people or dogs are injured when traffic is moving in the immediate event area.

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

There should be sufficient **parking** available close to the agility site for the expected number of exhibitors and spectators to the trial. Learn what parking restrictions may be in effect for the site and prepare signs to alert the participants and provide persons to help direct parking if necessary. Signs placed in highly visible locations will help prevent any misunderstandings from occurring. To protect the club's liability, signs such as "park at your own risk" may be posted.

Signs placed along the route to and at the entry of the agility trial site alerts exhibitors as well as spectators to the presence and location of the agility trial. The signs should be large enough to be easily seen from a vehicle on the street. Include a map with directions to the show site in the premium list. Some clubs provide one in the confirmation notice also. Please see Chapter 9 for more specific information requirements.

**Hotels** and motels that accept dogs should be within a reasonable driving distance to the site. List the phone number and address of each in the premium list. Showing where they are on the map can also be helpful.

If **food** is not going to be readily available at the show site, it is helpful to state this in the premium list and to list the location of nearby restaurants.

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## **Sanitation Requirements**

The Event Committee is responsible for clean and orderly conditions on the show grounds.

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

***Outdoor Toilet Facilities** -The National Plumbing Code requires 1 outdoor toilet facility for each 30 persons, when emptied every 5 days (150-person capacity for a one-day activity)*

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## **Dog Exercise/Bathroom Area**

Be sure to check with the facility to see if any areas of the grounds or buildings are off limits to dogs. Signage directing handlers to the proper area to potty their dogs is essential. Some facilities will dictate a designated area while others will have a plentiful supply of usable space and grass. Strategically placed pooper scoopers, bags, and trash receptacles will help to facilitate keeping the facility clean and sanitary.

## CHAPTER 6 - ASSEMBLING A JUDGING PANEL

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### Selecting the Judges Panel

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

- **Who Selects the Panel**

Each club selects its own judging panel. Some clubs select their judges by a vote of the membership; others delegate the job to the Event Committee, to a judge's selection committee, or to the trial chairman.

- **Once the Panel has been Selected**

When the club has decided on the judge(s) they would like to invite, the trial chairman should contact the judge(s) regarding availability. Two copies of a contract should be sent outlining the dates they will judge, what classes, and what fees and expenses will be paid. When the club is in receipt of one signed contract, the trial secretary should send a packet to the judge.

Details of the show site, including ring dimensions, surface, order of classes, and a specific list of available equipment must be included in the packet that the club sends to the judge(s). Most important are details of useable "floor" space of the intended ring area so that the judge(s) can design around things such as posts, and where the gates will be located for the exhibitors to enter and exit the ring. A copy of the premium list must also be sent to the judge of record at the same time it is sent to AKC. Upon closing, judging schedules should also be sent to the judge.

- **When to Select the Panel**

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

- **Submitting the Judges Panel**

Clubs should submit the judging panel with the application for the trial and should have in their possession a signed contract from each judge.

The judging panel and trial application should be submitted to the AKC no later than the due date required on the application prior to the trial date. No application will be approved without the judging panel being listed.

- **Provisional Judges**

Provisional judges sometimes find it difficult to obtain assignments. Since these individuals constitute the future of the sport of agility, the AKC encourages clubs to provide opportunities for provisional judges. A provisional judge **MUST** get approval from the AKC Agility Director prior to accepting an assignment.

A list of provisional judges is accessible from the AKC's website at <http://www.akc.org>. The on-line Judges' Directory includes provisional judges and is updated monthly. You may also contact the AKC Agility department for the contact information of provisional judges in your area.



- **Judges' Assignments**

Judges accepting assignments must be available for the entire advertised hours of an event. Judges may not accept an assignment within 30 days and 200 straight-line miles of another assignment. If you have questions about whether an assignment may or may not exceed the 200 mile limit, contact the Agility Department.

- **Travel**

A club should not offer assignments to a judge for events on the same weekend if they are a great distance apart (must be 200 miles or more). Judges cannot do their best work if they are tired from travel.

- **Assignment Limitations**

Individual judging limits shall be 350 runs maximum per day without regard to class level or type (Standard, JWW, FAST, Premier, and T2B). Non-regular or special attraction class runs are not included in this maximum. Individual judging limits may be exceeded only when the club has accepted move-ups, or when accepting wait-listed entries after closing.

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

- **Finances**

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

- **Contracts**

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

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

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

- **Cost Estimation**

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

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

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## Communications with Judges

When confirming judging assignments, certain procedures should be followed:

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

Write promptly to the judges you have selected, enumerating the following, and request two copies of the judge's contract, or submit two copies of the club contract to the judge. One copy of the contract should be signed and maintained in the club/judge file.

- Name of the club
- Name, address, and telephone/fax number(s) of the club and the contact person as well as a contact number of a committee member on site the day of the trial in case of an emergency. Emergency contact number should be the judge need to contact club the day of the event.
- Date and location of the event, whether the event is indoors/outdoors, limited/open entry, ring size, footing, barriers/ring restrictions (if any), gate locations, etc.
- The airport the judge will be flying into and out of, if applicable.
- List the finalized judging assignments being submitted to the AKC. It is important that assignments be double-checked and listed correctly in the contract. If for any reason the judging assignment needs to be changed, the judge is to be advised and confirm their acceptance of this change in writing to the club. This is due to the fact the judge may not be able to use their own course designs and many judges will not judge other judges' course designs. In addition, the club must notify the AKC of the judging assignment change and receive approval.
- Fee plus projected expenses. If sharing a judge with another club(s), it is important to state what percentage each club is responsible for. When referring to expenses, be as specific as possible, e.g. number of nights in a hotel, level of airline fare, and ground transportation.
- Notification of accommodations and hospitality arrangements. Include details such as directions to the event site, the name of the hotel/motel, directions to the hotel/motel; the hotel's dining features, hotel telephone numbers, and hotel emergency number. Brochures provided by hotels or motels include most of the necessary information about the facilities.

If this information is not available at the time the contract is prepared, or is not yet finalized, this information should be sent to judges at a minimum of 60 days prior to the event. A judge should be informed of any club policy that was stated in the premium list or any site restrictions.

- A date by which the judge must return the club copy of the written contract.

Inform the judges about the hospitality arrangements. See *Sample Contract* for AKC *Agility Judges* and *Judging Checklist* in the *Appendix*.

Two copies of the hospitality information should be sent to the judge with one copy retained by the judge and the other copy signed by the judge and returned to the club.

A copy of the premium list **MUST** also be sent to the judge.

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### Club's Responsibility to the Judge

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

The club must provide the judge(s) with accurate ring and area dimensions along with an accurate equipment list and the ring surface.

If the club is making arrangements for the judge's lodging, meals, and travel to and from the event site, include the data in the contract. The contract should specify which, if any, arrangements are the responsibility of the judge.

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### Judge's Responsibility to the Club

- Judges should reply promptly when invited to judge.
  - Judges **must** keep accurate records concerning dates and assignments.
  - A judge who is uncertain if a conflict exists should check with the AKC's Agility Department **before** accepting any assignment.
  - A judge is responsible for contractual restrictions beyond the 30-day/200-mile limit.
  - When accepting an invitation, judges should provide fee and total anticipated expenses, if requested.
  - If a judge cannot fulfill an assignment, the club must be notified immediately. The club may contact the Agility Director or the judge's assigned Agility Field Representative for assistance in replacing the judge of record. The contract with the club should list the expected expenses plus what is expected regarding the judging fee should a cancellation occur.
  - A judge delayed in transit should make every effort to contact the trial chairman, trial secretary, or superintendent.
  - Should either the cancellation of the judge of record or judge delayed in transit occur, the club is to notify the AKC. If the judge of record is changed, the club must offer the exhibitor the opportunity to request a refund before the trial begins.
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### Judge Changes Prior to the Event

- If the judge notifies the club ten or more days prior to the event, contact by mail (postcard) or email all who received a premium list.
- If the judge notifies the club less than ten days from the event, you must post a notice at the event and provide a refund for any entry affected.

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

## CHAPTER 7 – SCHEDULING JUDGING

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### Setting up the Schedule

Following the closing date, the trial secretary must promptly contact all entrants and advise them of their entry status. A confirmation with a judging schedule and the results of the random drawing of running order with assigned running order numbers shall be sent to handlers as soon as possible after entries have closed and at a minimum of seven (7) days prior to the event. See the *Sample Judging Schedule* in the *Appendix*.

Trial secretaries must include the following phrase on the confirmation notification: **“Preliminary running order contingent on move-up entries not yet received.”** A copy of the judging schedule shall also be mailed to the judge(s). Non-required information may be included in the judging schedule as a courtesy to the judges and exhibitors.

### Starting Time for Judging

An official starting time must be announced in the premium and the confirmation. The start time of an event may vary depending on circumstances. Events may begin early to accommodate very large entries, or later when the number of entries is smaller. The premium must list the trial hours in general, i.e. trial hours 6:00 AM to 6:00 PM. The judging schedule will list the judge’s briefing, course walkthrough times, and start of judging. It is not recommended that the judging schedule be listed in the premium, as it must be adhered to and the entry numbers could justify a change in judging order. Also, the trial secretary must communicate with the judge regarding the judging schedule for course walkthroughs and conflict policies, if they are to be listed.

The event should end as early as possible because exhibitors and judges like to travel to the next event or to start home at a reasonable hour. Most events should be scheduled to end by 5:00 p.m. Expedite judging by using a separate area for photographs. For outdoor events, ensure that judging will be completed before sunset. Should a Bench Committee Hearing action occur, this also needs to be held during event hours.

Scheduling procedures that can help conclude an event earlier are:

- Schedule an early start time for judging.
- Utilize additional rings and additional judges if possible.
- Stagger the ring starting time by fifteen minutes in the morning to help ring crews and exhibitors.

### Scheduling Rings

Assigned rings must be large enough to accommodate the minimum useable course area for the class level competing in the ring. (Novice 5,000 sq. ft.; Open 6,500 sq. ft.; Excellent 8,000 sq. ft. with a minimum 60 ft width for all levels.)

Clubs may find that a trial will move faster if all the Standard classes are offered in one ring to avoid the transfer of contact equipment from one ring to another.

It is highly recommended that the Preferred classes be run concurrently with the Regular classes to minimize exhibitor walkthroughs, judge's briefings, and jump height changes.

The following times may be used as a guide for setting up the judging schedule:

- Allow 1½ minutes per dog per Standard run, 1 minute per dog per Jumpers with Weaves run, 1 minute per dog per FAST run, 1 minute per dog per T2B run, and 1 minute per dog per Premier run.
- Allow 20 minutes for course changes, which includes adjustments and wheeling by the judge.
- Allow 10 minutes for the judge's briefing.
- Allow 8-10 minutes per group for walkthroughs; plus 5 minutes to 1st dog.

See the *Sample Judging Schedule* in the *Appendix*.

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## Judging Changes

A club may need to make a change in its judging panel after the premium list has been distributed and entries have closed. If the club knows any time prior to ten days before the first day of its event that an advertised judge will be unable to fulfill their assignment for any reason, a substitute judge must be hired and approved by the AKC. Notification of the change must be included in the confirmation. Exhibitors affected by the judge change may withdraw their entries and receive a refund.

Once the judging panel is approved by AKC Event Operations and is printed in the premium list, that panel is set and cannot be changed. Class assignments cannot be changed. The only exceptions would be those outlined in the various publications--illness, emergency, etc. *Rules Applying to Dog Shows*, Chapter 7, Sections 8 - 13, lists parameters for how exhibitors are to be notified and describe timelines for these notifications. But, in all cases, the changes must be approved by AKC Event Operations unless the offices are closed.

For overloads, the club must either reassign classes to another judge that is already on the panel ("load balancing") or hire another judge to cover the overload. In either case, the change must affect the smallest number of entries possible and must also be approved by AKC Event Operations before being distributed in the judging schedule/entry confirmations. For example, a club has a trial limit of 700 runs and hires two judges. One judge draws 400 entries and one judge draws 100 entries. The judge with 400 entries is over their daily limit of 350 dogs and must have 50 dogs taken away or as close to 50 dogs as possible (but no less than 50). This may involve splitting judging assignments in the classes into jump heights so that the number can be as close to 50 as possible to get them down to the maximum 350 dog limit. This will result in one judge doing 350 entries and the other doing 150 entries. A club may NOT take away more than 50 (or slightly more than 50, depending on how the class divisions total) in order to have both judges judging the same number of dogs.

*With the written permission of the judge, the club may choose to leave an overload of up to 20 runs with the judge they were originally entered under. This does not allow the*

*club to go over the total trial entry limits; it is only for load balancing between judges once entries have closed.*

When a club contacts AKC Event Operations regarding overloads, the club must be prepared to provide the complete entry numbers for all classes being judged by the affected judges both before any changes are made and after the proposed changes. Overloads can only be handled after entries close and final class totals are calculated, but they must be handled before any judging schedules are mailed. No publication of judge changes is allowed until the new assignments are approved by AKC Event Operations.

Clubs are allowed to remove judge(s) from the judging panel if entries are low and **BOTH** the club and the judge(s) agree to this action in writing. Remember the judging schedule must clearly state which classes have been changed and must also state that exhibitors are entitled to a full refund for entries affected by the change. The refund request must be in writing and may be submitted to the Trial Secretary anytime up until 30 minutes prior to the start of the event on the first day in which the exhibitor is entered.

### **Emergency Judge Change - Judging Schedule Already Mailed**

When the trial secretary or superintendent named in the premium list has received notice of a judging change prior to the opening day of the event but after printing and distributing the confirmation, the club must allow exhibitors to withdraw their entry (with a complete refund), up to one half-hour prior to the scheduled start of any judging at the event. AKC must approve any change to a judge's assignment after the premium list has been distributed and notification must be redistributed. Should an additional judge be required for an unlimited trial, the AKC must approve this addition and exhibitors must be notified.

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. The exhibitor must withdraw any time prior to the start of judging of the affected class if requesting a refund.

In an instance where a judge has to be replaced prior to 24 hours before the trial, the new judge cannot accept the assignment if it is within 200 miles and 30 days of another accepted assignment (except in the case of single-breed specialty events to an all-breed event). This applies whether the conflicting assignment is before or after the emergency situation. Additionally, the replacement judge (or their dog) cannot compete in any AKC competition on the same day they are judging at the same site.

Questions about judging panels or judge changes are handled by Event Operations by contacting the individual representatives or by calling the main number at (919) 816-3725. All change requests must be handled in writing, but by calling the main number a club can get an email address where a change can be sent.

## Day of Show - Emergency Judge Change

The procedure for replacing a judge **at a trial (or w/in 24 hours of the trial start time)** due to illness or weather related travel is as follows:

- Once a judge is no longer able to judge, the trial chairman shall ask those exhibiting (or residing in the near proximity) to be a replacement judge based on the following hierarchy:
  - Any fully approved judge(s)
  - Any provisional judge(s)
  - The most experienced exhibitor present
- At the time the replacement judge starts judging, he/she becomes a judge of record and can no longer exhibit that day, nor can any of their household members, family members, or co-owned dogs. However, all qualifying scores earned prior to their starting judging are retained. Any licensed judge in attendance has a professional obligation to step up and become a judge of record in this instance.
- Any replacement judge remains bound by the *AKC Agility Guidelines* and the *Regulations for Agility Trials*. Approved course designs should be transferred from the approved judge to the substitute judge, if possible, for their use. If they cannot be transferred, a Field Rep can assign any courses needed.
- The 30 day, 200 mile conflict rule is NOT in affect during this emergency circumstance.
- Exhibitors are entitled to a full refund of entry fees provided the request for a refund is submitted in writing to the Trial Secretary prior to the start of judging of the affected class in which the dog is entered.

AKC needs to be notified of any judge change:

- Call 919-816-3579 during AKC business hours
- Call AKC Weekend Club Hotline at 919-816-3955 outside of AKC business hours.
- Send an email to [jamie.gregory@akc.org](mailto:jamie.gregory@akc.org) advising of this judge change

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## Event Information

The following information must be included in the confirmation sent to exhibitors:

- Name of club
- Emergency telephone number available during the event hours (Can be a cell phone if necessary)
- Whether the event will be held indoors or outdoors
- Trial hours
- Judging hours
- Check-in hours
- Directions to the trial site
- Details about special attractions approved by the AKC

- The date or dates of the event, its exact location (complete address, including street number/name, city, state, zip code), and the time of the event's opening and closing - should be the same as listed in the premium
- Quantity of dogs in each of the heights within the classes.

*Trial secretaries may also publish a full running order that includes catalog number, the dog's call name, breed of dog, along with handler and/or owner. This may be done by e-mail.*

### **Ring Assignments**

Ring assignment(s) for each judge shall include:

- Ring number or name, i.e. Standard Ring, Jumper Ring
- Time scheduled for check-in, briefing, and judging of the first class of the day in each ring
- Number of entries per class, per jump height

### **Directions**

Not all exhibitors make their entries from the premium list or are from the local area, and it may be their first time to the site, so this information is very important in the judging schedule. Accurate written directions, including mileage from one turn to another and alternate routes, should be clearly stated. A map that identifies roads to the event can supplement the written directions and is recommended. Advise exhibitors of roadwork, unusual traffic conditions, etc. Routes should be checked by the event-giving club for accuracy.

Directions that may be helpful:

- To and from the airport
- To another AKC event immediately following the club's event
- To and from suggested hotels
- To emergency service locations and to the veterinarian's office.

### **Event Site Layout**

Include a simple site layout, especially if the site is large or spread out. This can help to direct exhibitors to their correct rings, food, water, restrooms, etc.

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

### **Overnight Parking Information**

Include whether or not overnight parking will be permitted, cost, arrival time, parking restrictions, alternate locations, etc.



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## Material Mailed with the Judging Schedule (Confirmation)

The following information must be included regarding the veterinarian that will be on-site or on-call for the event:

- Name of veterinarian and/or emergency clinic
- Complete address (street number and name, city, state, and zip)
- Phone number
- Directions to location. (map is helpful)
- Hours of operation

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

- Admission tickets/parking passes windshield stickers for special parking or unloading areas limited to exhibitors
- Notices of special attractions approved by the AKC
- Notices of pre-trial or post-trial activities sponsored by the club
- Notice of whether or not an Agility Field Representative or VMO will be available to measure for jump height cards and what time(s) will be offered
- Armbands or stickers indicating the exhibitor's dog's running order number for the trial; *if provided and required by the club.*

### **Policy Procedure for Classes Offered at AKC Agility Trials**

A licensed or member agility trial need not include all the regular agility classes defined in the *Regulations for Agility Trials*, but a club will not be approved to hold the Open Standard/Jumpers with Weaves/FAST classes unless it also holds Novice Standard/Jumpers with Weaves/FAST classes. A club will not be approved to hold Excellent/Master/Premier Standard/Jumpers with Weaves/FAST classes unless it also holds the Open Standard/Jumpers with Weaves/FAST classes. If a club has been approved to hold a Special Event Trial, the above limitation on how classes may be offered does not apply for the approved Special Event.

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### **Standard or Jumpers with Weaves Only Classes**

Clubs are eligible to hold an all Standard class trial or an all Jumpers with Weaves class trial. A club may be approved to hold an Excellent/Master/Premier Standard and/or Excellent/Master/Premier Jumpers with Weaves only trial on the day preceding, or the day after a minimum of a two-day trial in which all levels of agility classes are offered. The club may offer the FAST class and the T2B class in conjunction with either of these trials.

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### **Excellent/Master/Premier Only Classes**

A club may be approved to hold an Excellent/Master/Premier Standard and Jumpers with Weaves only trial (including FAST, T2B, and/or the non-regular International Sweepstakes (ISC) class) on the day preceding or the day following a minimum of a two-day trial in which all levels and types of agility classes are offered.

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### **International Sweepstakes Classes**

A licensed or member agility club may hold the non-regular class of International Sweepstakes, Standard or Jumpers with Weaves, in conjunction with the regular classes.

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### **Optional Non-Regular Classes**

Any licensed or member club that has been approved to hold an agility trial may offer additional optional non-regular classes. The non-regular class must be submitted on a “*Non-Regular Agility Class*” (AEAGL4) application and approved by the AKC. If a non-regular class is one that is not defined in the *Agility Regulations*, a clear and complete description of both the eligibility and performance requirements must appear in the premium list.

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### **Special Event Trial**

Clubs may apply for two Special Event Trials per year. A Special Event Trial is where the club proposes a unique mix of regular AKC classes and/or non-regular classes or a unique eligibility criterion. A club may not change the other Regulations pertaining to regular

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classes including the equipment regulations. Special Event Trials must be open to all breeds including All-American dogs except at specialty events open to one breed. Regular/Preferred classes offered at Special Event Trials count toward titles. A Special Event Trial counts as one of the 12 events per year a club may offer.

The application for a Special Event trial cannot be done online. An Agility trial paper application along with a *“Special Event Agility Trial”* (AEAGL3) application must be submitted no later than eighteen (18) weeks prior to the trial. The Special Event Agility Trial form must be reviewed and approved by the AKC.

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### **Junior Agility Showcase**

A Junior Agility Showcase is one in which the host club proposes a unique mix of regular AKC classes and/or non-regular classes for Juniors only to enter. A club may not change the other Regulations pertaining to regular classes including the equipment regulations. Junior handlers entered in Junior Agility Showcase events will be permitted to have a mentor walk with them during the exhibitor walkthrough times. Junior Agility Showcases must be open to all breeds including All-American dogs except at specialty events open to one breed. Regular/Preferred classes offered at Junior Agility Showcases count toward titles. A Junior Agility Showcase does NOT count as one of the 12 events per year a club may offer.

The application for a Junior Agility Showcase cannot be done online. An Agility trial paper application along with a *“Special Event Agility Trial”* application must be submitted no later than eighteen (18) weeks prior to the event. The Special Event Trial form must be reviewed and approved by the AKC. There will be NO application fee required for the junior only events.

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### **Sanctioned “A” or “B” Matches**

Sanctioned “A” or “B” Matches may be held on a weekend of a licensed or member trial at the same trial site, if the club applies for and AKC approves the event, but will not be approved to be held during the same trial hours. This match may begin one half hour after Best in Show if held in conjunction with a conformation event or one half hour after all paperwork is completed for the trial.

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### **Unsanctioned Events**

No unsanctioned events, such as run-throughs, show-n-go’s, or practicing on the equipment at the trial site is allowed from 12AM on the day of an AKC sanctioned event and for at least 2-hours after the end of judging on the last day of the trial.

## CHAPTER 9 – EVENT PUBLICATIONS

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### **The Application**

The application (see the *Event Application and Judging Panel in Appendix*) must be filled out in its entirety, including all judges' names, method of entry, entry opening and closing information, and submittal of payment. Applications will not be approved if received after the specified deadline. While the *Disaster and Emergency Plan* does not need to accompany the application, one must be available and posted on site. (see the *Disaster and Emergency Plan in Appendix*)

### **Sanctioned "A" Agility Match**

One way to obtain approval from the AKC to hold a licensed or member agility trial, is for a club to hold a Sanctioned "A" Match. Titles are not awarded, but it is held in the same manner as if they were to be awarded. A premium list and catalog are required for this match. The application for this Sanctioned "A" Match must be sent to the AKC office a minimum of six (6) weeks prior to the closing date of the proposed event. Include with the application a copy of the Constitution and By-laws of the club, the names of the officers and members of the club, marking those members with any agility experience, and enclosing the required fee to hold a Sanctioned "A" Match.

*\*Alternate approval process is through the "Mentored Club Program."*

### **Sanctioned "B" Agility Match**

The application for a Sanctioned "B" Match must be sent to the AKC office a minimum of six (6) weeks prior to the closing date of the proposed event. Premium lists are not required for Sanctioned "B" Matches, but any flyer or hand bill should contain all of the information that a perspective exhibitor would require to enter the match. Entries may close any time prior to the match or on the day of the match. A catalog and marked results are not required.

### **Licensed or Member Agility Trials**

Member or non-member clubs, which have been licensed by AKC to hold member or licensed agility trials, must complete the application to hold an agility trial and, along with the required fee, return it to the AKC in time to be received at least eighteen (18) weeks prior to the closing date of the trial. A club may be approved to hold up to twelve (12) licensed or member trials in one calendar year, and can be approved to hold separate trials on consecutive days, but will not be approved to hold more than one trial on any single day. (*Exception is for a single Breed Specialty Trial*) If a group is assisting in the staffing of a trial, they may not list "trial hosted by xx club," as the host is the licensed club. The wording "staffed by xx club" would be appropriate.

## **Disaster and Emergency Plan**

Be familiar with the AKC's policy concerning emergency procedures at events. (See the *Disaster and Emergency Plan* in the *Appendix*)

Be knowledgeable of the local area and of local ordinances. In case of emergency, coordinate with trial chairman, parking chairman, and other committee chairs as necessary to help provide local authorities or emergency responders with clear entry and exit areas, crowd control, etc. Have at least one properly completed copy of the *Disaster and Emergency Plan* available and posted at the show site.

## **Veterinary Requirements**

Every club that holds a Sanctioned "A" Match, licensed, or member event is required to engage one or more veterinarians licensed in the state where the event is held. The club has the option of having the veterinarian "on-call." If the veterinarian is "on-call," it is the club's responsibility to see the veterinary service is readily available. Clubs must have available at the superintendent's or trial secretary's table, and should provide to the veterinarian if on-site, handouts giving the name, phone number, and directions for the nearest emergency clinic. If there is no emergency clinic in the area, give information for the most convenient veterinarian's office. Clubs must verify the hours the clinic or office is open and include this in the handout.

## **The Premium List**

The premium list is the official announcement of the club's event and the document on which most exhibitors base their entries. It is the contract between a club and prospective exhibitors. The AKC has regulations and policies concerning what may and what may not appear in this document. The agility trial premium list must be not less than 5.5" X 8.5" nor more than 8.5" X 11".

If you would like an electronic template as a guide to producing your premium, send your request to [agilitypremiums@akc.org](mailto:agilitypremiums@akc.org) and one will be sent to you. Please state whether you would like "Random Draw" or "First Received" format.

Clubs holding back-to-back events or clustered events may use a combined premium list for all the events being held together, if they use the same superintendent or trial secretary.

The premium list must be made available by paper and/or electronically to prospective entrants a minimum of TWO (2) WEEKS prior to the opening date for acceptance of entries for the event.

Either four (4) paper copies of the premium list **must be sent** to AKC, Attention: Companion Events or the premium list may be submitted electronically by email attachment in either MS Word or PDF format to [agilitypremiums@akc.org](mailto:agilitypremiums@akc.org). Submittals to AKC must be sent at the same time the premium list becomes available to exhibitors.

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## **Required Information for Premium Lists** *(Regulations for Agility Trials; Ch1. Sec. 9)*

- The AKC's certification that permission has been granted for the club to hold the event, along with the current AKC logo.
- The words "Licensed Trial" when the event-giving club is not a member of the AKC and "held by an AKC member club" when it is. (A match must state: "Sanctioned by the American Kennel Club" and must state: "Scores awarded at Sanctioned Matches do not count as credit toward any agility titles.")
- The complete name of the approved club. *(not a cluster's name)*
- Whether the event will be held indoors, outdoors, or outdoors under cover.
- The ring surface and exact ring dimensions.
- Trial hours.
- Event number.
- The date or dates of the event, its exact location (complete address, city, state, zip code), and the time and date of the event's opening and closing.
- List of the officers of the event-giving club as well as the complete address of the corresponding secretary.
- Names of the Event Committee members (minimum of 5 members of the club, excluding the trial secretary if not a member).
- Name, address, and telephone number of the Agility Trial Chairman.
- Name, complete address, and phone number of the AKC-approved superintendent or trial secretary. (An email address is highly recommended and a fax# is optional.)
- Name, address, and assignment of each judge.
- It is recommended that any known breed specific regulation(s) for the city/county/state in which the trial is being held are listed.
- Notice as follows: "Exhibitors should follow their veterinarian's recommendation to assure their dogs are free of internal and external parasites, any communicable diseases, and have appropriate vaccinations." Additionally, clubs should include any specific local or state health requirements; for example, proof of rabies vaccination.
- Notice that the club may cancel the event in extreme weather conditions.
- What classes will be offered, descriptions are optional.
- Entry fees and a statement that the event-giving club will collect the recording fees (amount specified) for the AKC. This statement must appear in the premium as well as on the entry form.
- Whether online entries will be accepted; if so, the club must select only one (1) service provider, and the name and address of the chosen service must be stated in the premium.
- Method of entry
  - Limited trial – First Received or Random Draw
    - Total number of runs allowed per judge and for the entire trial listed on title page;
    - Opening and closing dates and times (The closing date shall not be less than 14 days prior to the trial.)

- If Random Draw, list the date, time, and location of the draw.
- If First Received, this statement must be included: “Paper entries received within the first 24 hours must include postage or be metered. Entries must be delivered by multi-state or multi-national postal or carrier service, including but not limited to USPS, FedEx, UPS, and DHL.” A club may further restrict the delivery options (i.e. no FedEx, no hand-deliveries at any time, etc.) if stated in the premium.
- If online entries are accepted, the club shall designate a percentage of the “total entry limit” to be fulfilled by paper entries and a percentage to be fulfilled by online entries. These limits are valid for the first 48 hours after the opening date, after which time the club may decrease or increase either limit accordingly.
- Unlimited trial
  - Opening date
  - Closing date – shall not be less than 14 days prior to the trial
  - State whether online entries will be accepted
- An official *AKC Agility Entry Form*, both sides must be submitted (see *Appendix*).
- Maximum of ten (10) dogs may be submitted per envelope for limited trials statement. This maximum also applies to the number of dogs entered in an online transaction.
- A statement regarding the eligibility of dogs able to enter the event. “All dogs 15-months of age or older that are registered with the AKC, or have a limited registration, or are of a registerable breed that have obtained a PAL, or ILP number from AKC, except bitches in season, aggressive dogs, blind dogs, or dogs suffering from any deformity, injury or illness which may affect the dog’s physical or mental performance are eligible to compete.” Mixed-breed dogs that have been listed with the AKC Canine Partners may participate (if offered) provided their listing number has been recorded on the entry form.”
- Restrictions on the presence of unentered dogs if any; no puppies under the age of 4 months.
- Specify whether ribbons or rosettes will be offered, and whether trophies will be awarded. A list of prizes and trophies with accurate description of prizes, or the amount of monetary prizes must be included. (When a condensed premium list is used, include a notice that a list of prizes and trophies can be obtained from the superintendent or trial secretary.) This includes Sanctioned “A” Matches.
- Refunds for bitches in season must be offered and listed in the premium. Clubs must specify in the premium an exact amount and description of any processing fee that will be deducted from refunds. Clubs must also list all other situations for which they will provide a refund.
- A list of mandatory obstacles may be included. If listed, all mandatory obstacles shall be listed or the statement of: “Obstacles will conform to current requirements of the *Regulations for Agility Trials*” may be used instead.
- Listing of each agility class, jump heights, and the corresponding dog height range for each.
- Jump height cards are no longer required to be submitted with the entry form. If the dog needs to be measured, it is the handler’s responsibility to ensure that the box on

the entry form is checked indicating that the dog needs to be measured prior to running.

- Statement of day-to-day move-up policy. (See Chapter 1, Section 20, of *Regulations for Agility Trials*.) A sample move-up form is in the *Appendix*.
- A list of hotels, motels, and campgrounds, including complete addresses and zip codes, which may be available near the show site.
- General instructions and/or a map to the show site, including the complete street address and zip code.
- If club is offering a wait list, it must be stated in the premium along with how many entries are being accepted on the wait list and the closing date/time of the wait list. **A full refund is to be reimbursed to any entrant whose entry is replaced by a wait-listed entry.** (See *Regulations for Agility Trials*, Chapter 1, Section 16.)
- Details of special attractions **approved** by the AKC, if any. *Not allowed at Sanctioned A Matches.*
- Any additional rules, regulations, or restrictions made by the club, such as the following statement if the club chooses to opt-out of arbitration “This club does not agree to arbitrate claims as set forth on the official AKC entry form for this event.”

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## Judging Schedule

The judging schedule (see sample in the *Appendix*) shall be sent to the exhibitors as soon as possible after entries have closed and at a minimum of SEVEN (7) DAYS prior to the event. Trial secretaries shall include the following phrase on the notification: “This is a preliminary judging schedule which is contingent upon the move-up entries that may not have been received yet.” Included in the judging schedule will be the quantity of dogs in each of the heights within the classes. Trial secretaries may also publish a full running order that includes catalog number, the dog’s call name, breed of dog, along with handler and/or owner. This may be done using email. The judging schedule shall also be sent to the judge(s). The posting of a judging schedule may also appear on the club’s or trial secretaries’ website.

The AKC must approve any changes that are made to the information previously published in the premium. These changes can include changes in judging, show location, number of rings, or classes offered. When these changes are made, every effort to make them more noticeable in the judging schedule is helpful to exhibitors. The judging schedule should state that the AKC approved the change. When changes are made in the judging panel or site location, the exhibitors may receive a refund for the affected class if requested a minimum of one half-hour before the start of the trial.



Below is a sample of the information that should be included in the letter to the exhibitor in addition to the information shown above. The items that are underlined should be decided by the club.

*Date*

*First, Last Name*

*Address*

*City, State Zip*

*Dear Exhibitor,*

*This is your confirmation for the (Name of Club) Agility trial on (Event Date). Check-in will begin at (time of day) each day. The running order will be (tall to small dogs on (Day 1)), and (small to tall dogs on (Day 2)). Exhibitors should plan on arriving before the scheduled time for measuring of dogs, if they do not have a valid AKC official jump height card.*

If an AKC Agility Executive Field Representative or a Volunteer Measuring Official will be present at the trial and has provided the club with a schedule of measuring times, please include this in the judging schedule.

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## **The Catalog**

An official catalog must be prepared once entries have closed and armband numbers have been randomly assigned.

- The catalog must list the dogs in the order drawn in each class along with the full AKC name, AKC number, breed, date of birth, sex, name of owner (and handler if different) and if the dog is handled by a junior handler include their AKC Junior Handler number.
- The catalog must state the name of the trial-giving club, the date and exact location of the event, and whether the event is “licensed by the American Kennel Club,” or held by an “AKC member club.”
- The catalog shall measure not less than 5.5” x 8.5”, and not exceed 8.5” x 11” and must have the current AKC logo on the front cover along with the statement; “This show is held under American Kennel Club rules.”
- Regardless of the running order, the Agility catalogs must have classes listed in the following order:
  - Standard classes – Novice A/B; Open; Excellent; Master; Premier
  - Standard preferred classes – Novice; Open; Excellent; Master; Premier
  - JWW classes – Novice A/B; Open; Excellent; Master; Premier
  - JWW preferred classes – Novice; Open; Excellent; Master; Premier
  - Time 2 Beat
  - Time 2 Beat preferred
  - Fast classes – Novice A/B; Open; Excellent; Master
  - Fast preferred classes – Novice; Open; Excellent; Master

*Within each title track the height divisions must be arranged from low to high.*

- If ISC is offered, it is listed
  - ISC Standard - 4", 8", 12", 16", 20", 24"
  - ISC JWW - 4", 8", 12", 16", 20", 24"
- Course yardage and standard course time (SCT) should be recorded for each required class. It is helpful if the SCT/Distance information is listed at each jump height within the class.
- Additionally, the following information is required: placements, armband numbers, score (except T2B). Time (in hundredths of a second) should only be listed if the dog qualified. The word "Qualified" or "Q" should appear beside the dog's information if appropriate. The placement number, if any, must be indicated in the left-hand margin beside the dog's information.
- The Judge's Certification and the Agility Trial Secretary's Certification must be included in the catalog in its entirety and may not be truncated in any way.

An exhibitor catalog can contain information for each trial of a 2 or more-trial weekend; however, a separate marked catalog results for each trial is required for submission to the American Kennel Club. For a 2-day trial, AKC should receive 2 catalogs, one for each day. The front of each submitted catalog should be labeled as to which day the catalog is marked for, e.g. "Saturday" or "Sunday".

A minimum of two (2) copies of an unmarked catalog must be printed unless the club has the ability to make copies on-site and/or has redundant computer equipment on-site, then the minimum is reduced to one (1) copy. The printed catalog(s) must be updated daily to account for day-to-day move-ups if the trial weekend encompasses three (3) or more consecutive days. The unmarked catalog(s) must be at the event prior to the start of the trial. A catalog must be made available to any exhibitor that requests one. This can be done electronically or printed (for a fee if the club chooses to charge).

At agility trials, it is beneficial to the gate steward to include the call name and breed of the dog on the gate sheets and running orders.

The classes and heights may be run in a different order from the catalog, but the catalog is to be listed as directed to facilitate data entry. You must run the dogs in the order that is published in your judging schedule. Remember, it is fine to start with any jump height and run dogs in any jump height order as long as you follow the published judging schedule.

The judge must receive a copy of the marked catalog prior to leaving the trial site daily. This can be done electronically or printed. The club shall retain for their records a copy of a marked catalog for a period of at least one (1) year.

THE MARKED CATALOG THAT IS SENT INTO AKC SHOULD BE AS FOLLOWS:

Q or QUALIFIED: Written out – Time (to the hundredths of a second) and score (except for T2B).

N.Q. or NOT QUALIFIED: No time or score should be written in.

ABS OR ABSENT

AIS – withdrawn due to bitch in season

AJC – withdrawn due to judge change

These are the only five (5) words to be listed in the marked, official catalog (unless a dog is excused or disqualified).

IN ADDITION: The placements can be marked following each class, BUT you must also:

1. Mark 1<sup>st</sup> through 4<sup>th</sup> alongside the placement dogs as listed in the catalog. (Except T2B which only lists 1<sup>st</sup> place)
2. List the Standard Course Time (SCT) and Course Yardage (except Premier and T2B) for each class.
3. Put the number of dogs entered in the class at the top of each height division and circle it (or fill in the appropriate space supplied)

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Novice B – Standard Class

20 Height Division

# Entered:   4   # Competing:   3   # Qualified:   2   # Withdrawn:   1  

Course Distance:   141   yards Course Time:   68   seconds

2015 Score:   100   Time:   45.45  

BRIGHT EYE DRAGONFIRE, Registration #, Cocker Spaniel, 8/26/96. Dog, Breeder: Deborah Hotze. Owner: Louise Witzel, address. Handler if different from owner.

**1st**

*Qualified*

2016 Score:   100   Time:   50.48  

HATTRICK ICING THE BLUE LINE, Registration #, Border Collie, 3/14/97. Bitch, Breeder: M. Bouska. Owner: Mary Deer, address. Handler if different from owner.

**2nd**

*Qualified*

2017 Score:   AIS   Time:           

SUGAR DADDY BOY, Registration #, Border Collie, 7/31/99. Dog, Breeder: G. Green Owner: Scott Bean, address. Handler if different from owner.

2018 Score:   NO   Time:           

BABY BLUE, Registration #, Australian Shepherd, 2/19/99. Dog, Breeder: H. Oliver Owner: Sean Spice, address. Handler if different from owner

First   2015   Second   2016   Third            Fourth           

*The First; Second; Third; Fourth listing above is recommended but not required.*

**\*For Sanctioned “B” Agility Matches, no exhibitor catalogs are required. Three complete catalogs must be created and marked according to the previous instructions for a Sanctioned “A” Match.**

**The club should retain a copy. The judge should receive a copy. One copy must be sent to the AKC so the record-keeping and success of the match can be evaluated.**

## CHAPTER 10 - REQUIRED ITEMS FOR THE AGILITY DEPARTMENT

### Deadlines

All paperwork should be submitted at the earliest possible date so that the event will receive maximum advertising exposure in the AKC's *Events Calendar* and website, and so that problems can be resolved well before the event. Checking the AKC website listing for accuracy is recommended.

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

### Before the Event

<b>Not later than 18 weeks prior to the event's closing date</b>	Submit the <b>Application for Trial</b> . An application may be denied if not received within this minimum time period.
	Submit the <b>Disaster and Emergency Plan</b> .
	Submit the <b>Judges' Panel</b> . Applications will not be approved without the Judges' Panel included.
<b>Not later than 2 weeks prior to the opening date</b>	Send the <b>Premium List</b> to exhibitors and judges.  Either (4) four paper copies of the premium list must be sent to AKC, Attention: Companion Events or the premium list may be submitted electronically by email attachment in either MS Word or PDF format to <a href="mailto:agilitypremiums@akc.org">agilitypremiums@akc.org</a> .
<b>Not later than 1 week (7 days) prior to the event date</b>	Mail the <b>Judging Schedule</b> to the exhibitors and judge(s) of record. It is recommended that the judging schedule be mailed to an Agility Rep. or VMO if attending.
The <b>Special Attractions</b> form, if any, must accompany the Application for Trial. If an agility trial is held on the same site in conjunction with an existing AKC venue, a <b>Host Club Letter</b> must be obtained from the local club where the event is being held. This must be submitted with the <b>Application for Trial</b> .	
Submit a current <b>Officers/Membership List</b> (annually for all clubs).	

### On-Line Event Management

This system allows clubs to enter Event Applications, Judges Panels and Disaster and Emergency Plans on-line, including last minute edits, if necessary. The Online Event Management Tool can be found on the AKC website by logging in using the club information at <https://www.akc.org/eventplans>.

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

Agility, Obedience/Rally, Tracking..... [eventplans@akc.org](mailto:eventplans@akc.org)

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

Once logged in, three choices will become available:

1. Manage Event - used to submit the application for the trial date.
2. Submitting a Judging Panel
3. Submit additional information for an event.

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

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### **After the Event**

The **Marked Catalog**, the **Trial Secretary's/Superintendent's Report**, and the **Recording Fee** must reach the AKC's Event Operations department **within** seven (7) calendar days of the licensed or member club trial.

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### **Event Operations Department Approval**

Clubs should be aware of the policies and procedures concerning the approval of trial dates. Direct all inquiries to the Event Operations department.

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### **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 1<sup>st</sup> nor 2<sup>nd</sup> falls on a Saturday or Sunday. Once the first show weekend for the year has been established, all other show weekends follow in order.

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

The Corresponding Date Table can be found on the AKC website [http://images.akc.org/pdf/Corres\\_Date\\_Table.pdf](http://images.akc.org/pdf/Corres_Date_Table.pdf) (in downloadable forms) and is included in the *Appendix* of this manual.

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### **Opening/Closing Dates**

All events must have an entry opening and closing date. For all trials, the specified closing date and time must be determined as outlined in the *Regulations for Agility Trials*, Chapter 1, Section 14.

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## Number of Events

A club may be approved to hold up to twelve (12) licensed or member agility trials in a calendar year. A club can be approved to hold separate trials on consecutive days. Each day is considered a separate trial. A club shall not be approved to hold more than one trial on any single day except in the case of a specialty club offering a single breed specialty trial in conjunction with their all-breed trial or offering two single breed specialties on the same day per *Regulations for Agility Trials*, Chapter 1, Section 2.

Clubs licensed to hold agility in Alaska, Hawaii, Puerto Rico, and geographically isolated clubs may hold up to fifteen (15) licensed or member events in a calendar year. Geographically isolated clubs will be determined by the club's trial site being greater than 150 driving miles from the nearest trial site of another club that has held events within the past 18 months. Google Maps will be used to consider the driving distance from trial site to trial site.

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## Club Territory

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

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

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

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## Site Layouts

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

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

If a club is using a site not previously approved by AKC, the club must submit a *Site Evaluation* form (see *Appendix*), including a diagram of the site. This diagram should include the running surface, obstructions, ring size, and any other elements that could affect course design such as low trees, overhanging furnaces, or drains. Additionally, all items identified on the *Site Evaluation* form must be drawn on the site diagram.

There are minimum square footage requirements for Novice, Open, and Excellent/Master level classes that must be met. See *Regulations for Agility Trials*, Chapter 4, Section 1.

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## Submission of Records

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

- A marked catalog for each day
- An Agility Trial Report – to be completed by the trial secretary/superintendent
- The recording fee

Additionally, an *Agility Trial Report* (see *Appendix*) is to be completed by the trial chairman and submitted to the AKC Agility Director. Any questions concerning previously submitted records should be directed to the Event Operations department (919-816-3725).

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## Materials Required at the Event

### Entry Forms

The original entry forms and any move-up requests attached must be on-site at the event. If online entries were accepted, a hard copy of each entry or a closing report with all entry data must be available on-site.

### Scribe Sheets

The AKC does not supply scribe sheets with the other materials mailed to the club at approval. These may be downloaded by the club from the AKC website, [www.akc.org](http://www.akc.org), or ordered and received by mail. Clubs may print their own scribe sheets following the AKC format. On the scribe sheets, a dog's information may be typed or printed, or stickers applied, may be prepared on any type and color of presentable paper stock, and may be in NCR, double, triple or quadruplicate. Examples can also be found in the *Appendix*.

### Ribbons and Badges

All ribbons and rosettes must conform to the AKC's requirements. Ribbons and badges may be purchased from most local ribbon companies or from superintendents. See the requirements in the *Regulations for Agility Trials*, Chapter 1, Section 24.

### Forms and Other Paper Items

Armbands, if used instead of stickers, blank entry forms, directional arrows and posters may be obtained from many of the large dog food companies or purchased from superintendents. *Course Time Worksheets* and entry forms may also be downloaded from the AKC website, [www.akc.org](http://www.akc.org), or can be found in the *Appendix* of this manual.

## Measuring Device

It is required that all clubs *must* have an official measuring device at every AKC agility trial. This device will be used by Agility Field Representatives, Volunteer Measuring Officials (VMO's), or the judge of record at the event. The information on official measuring devices is available on the AKC website, [www.akc.org](http://www.akc.org). Only the AKC approved measuring devices listed on the AKC website may be used to measure dogs at AKC agility trials.

## Mats

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

## Tenting

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

Clubs may secure tenting through the show superintendent or from a rental company.

## Ring Enclosures

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

## Publications

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

- *Regulations For Agility Trials*
- *AKC Agility Judges Guidelines*
- *Rules Applying to Dog Shows*
- *Rules Applying to Registration and Discipline*
- *Dealing with Misconduct*
- *Agility Trial Manual*
- Emergency veterinary directions
- Disaster & Emergency Plan
- "Disqualification for Attacking" form
- "Dog on Dog Attack" form
- Exhibitor entry forms
- Jr. Handler Certification forms
- Checklist for Misconduct Hearing
- Judging schedule on confirmations
- Premium
- Catalogs



Publications may be ordered from the Order Desk at (919) 816-7118 or by visiting [www.akc.org/store/projects/index.fm](http://www.akc.org/store/projects/index.fm). The *Agility Trial Checklist* is in the *Appendix*.

## CHAPTER 11- AGILITY ENTRIES

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Each entry in a licensed or member club trial must be made on an official *American Kennel Club Entry Form* (See *Appendix*). Each entry form must be completed in full and must be signed by the owner or his agent duly authorized to make the entry. The information given on the form must be that which applies to the entered dog. The agreement on the reverse side must be included.

A trial-giving club may impose a numerical limit on entries in any or all trial classes. If entry limits are used, it is recommended that a “total entry limit” be used, stating a total number of runs allowed per judge and for the entire trial. Individual judging limits shall be 350 runs maximum per day without regard to class level or type (Standard, JWW, T2B, FAST or Premier classes). If entries are limited, the numerical limitation(s) must be stated on the cover of the premium list.

For all trials, clubs shall set a date and time that entries will first be accepted. Entries received prior to the opening date and time shall be considered invalid entries and shall be returned as soon as possible.

Clubs are required to accept properly completed paper entries but are not required to accept online entries. If a club elects to accept online entries, it must select only one (1) online entries service provider. The name and address of the chosen service must be stated in the premium list.

An Event Committee may decline any entry or may remove any dog from its event for cause, but in each such instance shall file good and sufficient reasons for doing so with the American Kennel Club (*Regulations for Agility Trials*, Chapter 1, Section 22).

Clubs shall set a date and time that entries will close. Entries must be received prior to the closing date and time published. Entries for an agility trial may be accepted until the official closing date and time, even though the advertised limit has been reached, for the purpose of an alternate (waiting) list. Should an entry/entries be pulled/cancelled prior to the closing date and time, the next entry/entries on the alternate (waiting) list would gain entry to the event for the number of runs available. The club may contact exhibitors to notify them of their entry status prior to the closing date. Following the closing date, the Trial Secretary shall promptly contact all entrants and advise them of their status.

For limited trials, entries for a maximum of ten (10) dogs are allowed in each envelope submitted to the Trial Secretary. This maximum also applies to the number of dogs entered per online transaction. Envelopes/transactions containing entries for more than the ten (10) dog maximum shall be treated as an invalid entry and shall be returned to the sender.

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### Entry Acceptance Methods

A club may choose either of the following methods for accepting entries to a limited entry agility trial:

**First Received** – Entries accepted in order of receipt.

- A club accepting online entries shall designate a number of the “total entry limit” to be fulfilled by paper entries and a number to be fulfilled by online entries. These “initial limits” must be stated in the premium list.
- The initial paper and online entry limits are valid for the first 48 hours after the opening date.
- If the online limit has not been reached at the end of the 48-hour time period, the club may decrease the online entry limit and increase the paper limit accordingly. Likewise, if paper entries are not reached at the end of the period, the club may decrease the paper limit and increase the online limit accordingly.
- The club must select only one (1) USPS or Postal Mail Box address for receipt of paper entries.
- The mailing address must be stated in the premium and entries delivered to any other address are invalid and must be returned to sender.
- Paper entries received within 24 hours of the opening date and time must:
  - Include postage or be metered
  - Be delivered by a multi-state or multi-national postal or carrier service; including but not limited to USPS, FedEx, UPS, and DHL (effectively disallows conventional “hand-deliveries” during the first 24 hours the trial is open.)
- If stated in the premium list, a club may further restrict the delivery options (i.e., No FedEx, No “hand-deliveries at any time”). USPS delivery **MUST** be allowed.
- Paper entries must be accepted in order of receipt until the paper limit has been reached. The Trial Secretaries shall use all information to fairly and equitable determine which entries are received first.
- Online entries will be accepted in order of submission until the online limit has been reached.
- **Wait List** - to fill openings created by entries withdrawn prior to a date and time established by the club.
  - This date may be beyond the closing date; however, it must be a minimum of three (3) days prior to the first trial date of the set of trials.
  - All entries must be received prior to the closing date and time.
  - The club must establish a maximum number of entries that may be placed on the wait list and this information must be published in the trial’s premium list.
  - A full refund must be reimbursed to any entrant whose entry is replaced by a wait-listed entry.
  - Entries exceeding the advertised limits shall be returned within seven (7) days of the closing date.
  - If a wait list is offered and online entries are accepted there will be both a “paper” and “online” waitlist. A paper entry cancellation will be filled from the “paper” waitlist and an online entry cancellation will be filled from the “online” waitlist.
- **Guaranteed Entries for Workers** - The First-Received method does **NOT** allow clubs to guarantee entry spaces for Trial Workers.

**Random Draw** – Entries treated equally without regard to date/time received.

- **Draw Period**
  - Clubs determine a “Draw Period” during which time entries are accepted for the Random Draw.
  - The start time and date shall be the same as the Opening Date.
  - The Draw Period must be at least seven (7) days in length (14 days recommended) and must have a defined finish date and time.
  - All entries received during the Draw Period shall be accepted for the Draw and shall be treated equally without regard to the date received or any other criteria.
- **Guaranteed Entries for Trial Workers**
  - The club may guarantee entry spots for “Trial Workers” who have agreed to work at the trial.
  - The maximum number of “handlers” who may receive guaranteed entry spots are as follows:
    - 35 handlers for 1<sup>st</sup> ring
    - 30 handlers for each additional ring if the rings are run simultaneously.
  - There is no limit on the number of dogs a designated “Trial Worker” may run, however, the AKC recommends clubs select workers who will handle three (3) dogs or less.
  - Entry spots filled by “Trial Workers” are part of the “Total Entry Limit” stated in the premium list. If more than the allowed quantity of worker entries are received, draw from the worker entries until the allowed number of slots are filled; then add any remaining “worker entries” that were not drawn to the exhibitor random draw group.
- **Conducting the Random Draw**
  - If the stated entry limits are exceeded during the “Draw Period” the club shall conduct a Random Drawing of all entries received. Otherwise, the Random Drawing is not necessary.
  - The Random Drawing shall be held within 48 hours of the finish date and time of the “Draw Period.”
  - The date, hour, and location of the draw must be stated in the premium list.
  - The drawing shall be held in a place accessible to the public and results made available to the people present at the draw.
  - The draw shall avoid any method that raises any questions as to its randomness and impartiality.
  - One drawing shall be held for consecutive trials.
  - The drawing may be done manually or computerized. (Both must be impartial.)
  - The entries within an envelope (max of 10 allowed) shall not be split up and added to the Random Draw individually. Each envelope, regardless of the contents, shall be placed in the Random Draw. Each dog entered is considered a separate entry regardless of the quantity of classes that dog is entered in.
  - If the last envelope selected contains entries that would exceed the stated entry limit, there shall be a manual or computerized random draw of the individual entries contained in the envelope.

- When the advertised limit of entries has been drawn, all remaining entries shall be drawn for a position on the Wait List.
- **Accepting Entries After the Draw Period**
  - Clubs may continue to accept paper and online entries after the Draw Period, however, all entries must be received prior to the closing date.
  - If the trial did not exceed the limit during the Draw Period these entries are accepted on a First-Received basis.
  - If the trial did exceed the limit during the Random Draw any additional entries may be added to the end of the wait list in order of receipt.

In either entry method, the club may contact exhibitors to notify them of their entry status prior to the closing date if entry limits have been exceeded. Following the closing date, the trial secretary may promptly contact all entrants and advise them of their status. This may be done using email, if an entrant has supplied an email address, or if no email address supplied by USPS regular mail using the address supplied on the entry form.

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## Running Order

Running order within a class shall be determined by a random drawing of entries in each class and height division, following the closing of entries. Multiple entries handled by the same person must be separated as much as possible in the running order.

Dogs may be run in a height order different from the order drawn (within a class) when, in the opinion of the judges or the Event Committee; such will result in a reasonable and desirable saving of time. If this change is made, the judge should accommodate handlers to the maximum extent feasible.

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## Judging Schedule

A judging schedule and the results of the random drawing of running order with assigned armband numbers shall be sent to the handlers as soon as possible after entries have closed and at a minimum of seven (7) days prior to the event. Included in the judging schedule will be the quantity of dogs in each of the heights within the classes. Trial secretaries shall include the following phrase on the notification: "Preliminary running order contingent on move-up entries not yet received."

Trial Secretaries may also publish a full running order that includes catalog number, the dog's call name, breed of dog, along with handler and/or owner. This may be done using email as described above.

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## Move-Ups

**Prior to a Set of Trials** - At the request of the owner, dogs shall be moved up to a higher class as a result of qualifying for an agility title, provided that the request is made to the trial secretary no later than 6:00 p.m. on the Monday preceding the set of trials for the trials starting on a Thursday – Sunday. For trials that start on Monday – Wednesday, move-ups preceding the set of trials shall be accepted if received by the trial secretary no later than seven (7) days prior to the trial (i.e., for a Tuesday trial, move-up requests must be made prior to 6:00 p.m. on the previous Tuesday). All move-up documentation must be on site during the trial

weekend. It is recommended that catalogs be printed with all dogs listed in the proper class they are actually running in, having accounted for move-ups.

**Day-to-Day Move-ups** - Move-ups from day-to-day at a set of back-to-back agility trials shall be at the discretion of the club. The request for moving up must be made in writing at the trial site to the trial secretary not later than the day preceding the event. The club shall state clearly in its premium list whether move-ups will be allowed “day-to-day.”

All move-up entries are subject to the availability of the class and payment of any difference in entry fee.

When a dog is moved up in the official catalog after the catalog has been printed, it is only necessary to input the following information:

1. In the class where the dog was moved from, indicate which class the dog has moved to (e.g., moved to Open 24”).
2. In the class where the dog has moved to, indicate the dog’s armband number and what class it has moved from (e.g., moved from Novice B 24”).

*Note:* All base information (i.e., registered name, AKC number, etc.) need only be listed in the class the dog was originally entered in. The dog’s score should be recorded in the class that it has moved to.

Individual judging limits may be exceeded only when the club has accepted move-ups, or when accepting wait-listed entries after closing.

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## Change of Entry

Dogs having attained their first AKC Agility title (Std, JWW, T2B, FAST, or Premier) must be moved to the Novice B class for all trials for which entries have not closed. If entries have already closed on the date the dog obtained its title, the dog shall remain in the class in which it was originally entered or be moved up in level (i.e., Novice to Open) at the request of the owner; subject to the move-up criteria, except as stated in the *Regulations for Agility Trials* Chapter 1, Section 21 regarding Novice A entries.

A dog which has been entered in a Novice “A” class for which it is not eligible to be entered in due to class restrictions on the dog or handler may be moved to the Novice “B” class if:

- The request for the move must be in writing and presented to the superintendent or trial secretary at least 30 minutes prior to the start of each trial.
- The request must state the reason and justification for the move from a Novice “A” class to the Novice “B” class.

After the close of entries, a dog may be moved down in their class level (i.e., Master to Excellent). The request for the move to the class for which the dog is eligible must be in writing and submitted to the superintendent or trial secretary at least 30 minutes prior to the start of the trial.

If a VMO or Field Representative at a trial measures a dog into a height other than what they entered, the entry may be changed from Regular to Preferred or from Preferred to Regular, as long as the dog has not run any classes that day. If the dog has already run, the change

may be made for the next trial day(s). The exhibitor must provide the Trial Secretary the AKC Agility Measurement Form when requesting the class change.

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### **Entering a Mixture of Regular and Preferred Classes Within the Same Trial Weekend**

Exhibitors may enter a mixture of both Regular and Preferred classes on the same trial day and/or during a trial weekend. Any mixture of Regular and Preferred classes is allowed. Please note that if a dog qualifies in Regular Master Standard and Preferred Master JWW (or vice versa) on the same trial day, then **NO Double Q** shall be earned toward either the MACH or PACH title. The Double Q still requires that Standard Agility and Jumpers With Weaves be either both Regular OR both Preferred on the same trial day.

A separate entry form must be submitted when the same dog is being entered in a mixture of Regular and Preferred within the same trial weekend thereby clearly indicating which class(es) belong for each trial day of the weekend.

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### **Multiple Jump Heights Within the Same Trial Day**

Within the Regular or Preferred classes, a dog may be entered in multiple jump heights within the same trial day. For example, the same dog may now be entered in 20-inch Master STD/JWW while also entered in 24C-inch Premier STD/JWW on the same trial day.

A separate entry form must be submitted when the same dog is being entered in different jump heights within the same trial weekend thereby clearly indicating which class(es) and jump heights belong together for each trial day of the weekend.

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### **Entering For Exhibition Only (FEO)**

As of January 1, 2020, For Exhibition Only may be offered a the option of the host club. FEO will be offered on a one-year pilot basis in order to give AKC time to evaluate its impact. FEO will allow exhibitors to work with their dogs in a trial environment. FEO is only allowed in the Time 2 Beat and FAST classes. FEO will be of value to new exhibitors or exhibitors that are having difficulty with a specific obstacle and/or ring environment. Competitors must enter in T2B and/or FAST. Participation in FEO is non-qualifying.

- FEO runs are treated as trial entries. The exhibitor must enter the class(es) (T2B and/or FAST) prior to the closing date, pay class entry fee(s) and the Trial Secretary must record the entry in the Trial Catalog as part of the results for that class. FEO does **NOT** need to be noted on the entry form; the handler will declare it day of the show.
- Dogs may be entered in any jump height for FEO runs. If entered in an ineligible jump height, the team is committed to FEO for that run and must declare FEO on the start line. *Day of show jump height changes are NOT allowed.*
- Dogs may be entered in any level of FAST (Novice, Open, Excellent, Master). If the dog is not eligible for the level entered, the team is committed to FEO for that run and must declare FEO on the start line. *Day of show level changes are not allowed.*
- The exhibitor must declare FEO in the ring prior to leading out. FEO may be declared earlier (ex. When checking in at the gate board).
- Toys are allowed in the ring

- Toys must be non-audible
- Toys may not leave the handler's hand
- Toys that roll freely cannot be used
- Food/treats are NOT allowed in the ring
- FEO should be utilized for the benefit of the dog and not as a punitive correction. Harsh verbal and/or physical corrections shall not be tolerated. Any determination of harshness by the judge shall be immediately whistled and the handler will be dismissed from the ring.
- A judge must monitor the entire run. Judges can stop a run at any time.

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## **Judge Overloads and Event Load Balancing**

The maximum number of runs assigned to any judge in one day shall not exceed 350, not including runs in non-regular classes, or as described in the *Regulations for Agility Trials*, Chapter 1, Section 20: "Individual judging limits may be exceeded only when the club has accepted move-ups."

If a club elects, it may place lower limits on a judge or may place a limit on a class or set of classes in the premium list.

If a limit is placed on a class or set of classes, no entries beyond the established limit can be accepted for the class or set of classes.

If a lower limit is placed on a judge, the club must continue to accept entries for the classes that judge is to judge, with the understanding that the club cannot exceed its overall trial limit (if there is one) and that additional runs beyond the judge's limit will be assigned to another judge (load balancing).

The premium list shall state the overall event limits. If any other limits are established for the judge(s) or classes, the limits must be stated in the premium list. At no time may a Limited or Random Draw trial exceed its overall event limit.

All judges' class assignments must be approved by the American Kennel Club. Once judging class assignments have been approved by the American Kennel Club, any change to assignments for any reason must also be approved by the American Kennel Club prior to publication.

After the distribution of the premium list, if judging assignments change, exhibitors have the right to request a full refund of their entry fee for any classes affected. Exhibitors must submit requests in writing to the trial secretary a minimum of 30 minutes preceding the start of the event on the first day in which the exhibitor is entered.

Once entries close, clubs may elect to change the class assignments to facilitate the most efficient running of the events, including adjustments for overloads or low entries. When such changes are made, the club must receive approval in writing from the affected judges and must receive approval from the American Kennel Club prior to the distribution of the judging schedule. With the written permission of the judge, the club may choose to leave an overload of up to 20 runs with the judge they were originally entered under. This does not allow the club to go over the total trial entry limits, it is only for load balancing between judges once entries have closed. The club should make every effort to affect as few entries as



possible while keeping in mind the most efficient running of the events. Clubs are allowed to remove judge(s) from the judging panel if entries are low and both the club and the judge(s) agree to this action in writing.

The judging schedule must clearly state which classes are subject to any changes and must state that exhibitors are entitled to a full refund for entries affected by the change. The request must be in writing and must be received by the trial secretary anytime up until 30 minutes prior to the start of the event on the first day in which the exhibitor is entered.

In the case of emergency judge changes within 10 days prior to the event or after the distribution of the judging schedule, it may not be possible to notify the exhibitors of the change prior to the date of the event. The change must be posted at the event. Exhibitors are entitled to a full refund of any entry fees for classes affected by the change, provided the request for a refund is submitted in writing to the Trial Secretary prior to the start of judging of the affected class in which the dog is entered.

## CHAPTER 12 - AGILITY CLASSES

<i>Agility Class - Regular</i>	<i>Title Earned - Regular</i>
Novice A or B Standard Agility	Novice Agility (NA)
Open Standard Agility	Open Agility (OA)
Excellent Standard Agility	Agility Excellent (AX)
Master Standard Agility	Master Agility Excellent (MX)
Premier Standard Agility	Premier Agility Dog (PAD)
<hr/>	
Novice A or B Jumpers with Weaves	Novice Agility Jumper (NAJ)
Open Jumpers with Weaves	Open Agility Jumper (OAJ)
Excellent Jumpers with Weaves	Agility Excellent Jumper (AXJ)
Master Jumpers with Weaves	Master Excellent Jumper (MXJ)
Premier Jumpers Agility	Premier Jumpers Dog (PJD)
Master Standard Agility & Master Jumpers with Weaves	Master Agility Champion (MACH)
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Novice A or B FAST	Novice FAST (NF)
Open FAST	Open FAST (OF)
Excellent FAST	Excellent FAST (XF)
Master FAST	Master Excellent FAST (MXF)
Master FAST/Standard/JWW	Triple Q Excellent (TQX)
<hr/>	
Time 2 Beat	Time 2 Beat (T2B)
<hr/>	
<i>Agility Class - Preferred</i>	<i>Title Earned - Preferred</i>
Novice Standard Agility Preferred	Novice Agility Preferred (NAP)
Open Standard Agility Preferred	Open Agility Preferred (OAP)
Excellent Standard Agility Preferred	Agility Excellent Preferred (AXP)
Master Standard Agility Preferred	Master Agility Excellent Preferred (MXP)
Premier Standard Agility Preferred	Premier Agility Dog Preferred (PADP)
<hr/>	
Novice Jumpers with Weaves Preferred	Novice Agility Jumpers Preferred (NJP)
Open Jumpers with Weaves Preferred	Open Agility Jumpers Preferred (OJP)
Excellent Jumpers with Weaves Preferred	Agility Excellent Jumpers Preferred (AJP)
Master Jumpers with Weaves Preferred	Master Excellent Jumpers Preferred (MJP)
Premier Jumpers with Weaves Preferred	Premier Jumpers Dog Preferred (PJDP)
Master Standard Agility Preferred & Master Jumpers with Weaves Preferred	Preferred Agility Excellent (PAX)
Master Standard Agility Preferred & Master Jumpers with Weaves Preferred	Preferred Agility Champion (PACH)

<i>Agility Class - Preferred</i>	<i>Title Earned - Preferred</i>
Novice FAST Preferred	Novice FAST Preferred (NFP)
Open FAST Preferred	Open FAST Preferred (OFF)
Excellent FAST Preferred	Excellent FAST Preferred (XFP)
Master FAST Preferred	Master Excellent FAST Preferred (MFP)
Master FAST/Standard/JWW Preferred	Triple Q Excellent Preferred (TQXP)
Time 2 Beat Preferred	Time 2 Beat Preferred (T2BP)

*See Appendix for full list of Agility Titles*

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## **Regular Agility Titling Classes**

### **Standard Agility Classes**

The Standard Agility class is a course consisting of contacts (dog walk, A-frame and teeter), weave poles, tunnels, a table, and all jumps that are mandatory for a particular class level. It is divided into 4 class levels (Novice, Open, Excellent, Master), which are designed and scored according to the experience of the dog and handler team.

#### **Novice Standard Agility Class (NA)**

The Novice Agility class is divided into 2 divisions: Novice A and Novice B. There is no difference in scoring for these two divisions.

#### **Division A:**

- For dogs that have never acquired any AKC agility title (ACT titles exempt).
- A dog entered in Novice A must be handled by a person that has never put an AKC agility title (except ACT1 or ACT2) on any dog.
- The handler must be the owner, co-owner, or a member of the owner's household.
- Handlers that co-own a dog and have never put an AKC agility title on a dog may enter the Novice A class regardless of the other co-owner's AKC accomplishments.
- Dogs eligible for Novice A may be entered in the Novice B class at the discretion of the owner.
- If a title is earned on another dog or on the same dog in another class, the team may remain in Novice A until the next trial for which the closing date has not yet arrived. (*Regulations for Agility Trials* Chapter 1, Section 21 regarding Novice A entries)

#### **Division B:**

- For dogs that have acquired any AKC agility title (not including ACT titles).
- For persons who have handled a dog to any AKC agility title.
- For dogs being handled by someone other than the owner, co-owner, or household member.
- A dog may continue to be shown in the Novice B class until they have acquired a qualifying score towards their Open title.

### **Open Standard Agility Class (OA)**

This class is for dogs that have earned the Novice Agility title (NA) but have not yet earned a qualifying score towards the Agility Excellent title (AX). If the team earns their third qualifying score, the team may fill out a move-up form and show in Excellent. A team may elect to show in Open for as long as they like until a qualifying score is earned in Excellent.

### **Excellent Standard Agility Class (AX)**

This class is for dogs that have earned the Open Agility title (OA) but have not yet earned a qualifying score towards the Master Agility Excellent title (MX). If the team earns their third qualifying score, the team may fill out a move-up form and show in Master.

### **Master Standard Agility Class (MX, MACH)**

This class is for dogs that have earned the Agility Excellent title (AX) and for dogs that have earned the Master Agility Excellent title (working toward their MACH).

### **Premier Standard Agility Class (PAD)**

This class is open for all dogs eligible to enter agility.

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## **Jumpers with Weaves (JWW) classes**

The Jumpers with Weaves class is designed for speed and handling skills. Only the various jumps, weave poles, and tunnels are used in course design, not the contact pieces.

### **Novice Jumpers with Weaves (NAJ)**

The Novice Jumpers with Weaves Agility class is divided into 2 divisions: Novice A and Novice B. There is no difference in scoring for these two divisions.

#### **Division A:**

- For dogs that have never acquired any AKC agility title (ACT titles exempt).
- A dog entered in Novice A must be handled by a person that has never put an AKC agility title (except ACT1 or ACT2) on any dog.
- The handler must be the owner, co-owner, or a member of the owner's household.
- Handlers that co-own a dog and have never put an AKC agility title on a dog may enter the Novice A class regardless of the other co-owner's AKC accomplishments.
- Dogs eligible for Novice A may be entered in the Novice B class at the discretion of the owner.
- If a title is earned on another dog or on the same dog in another class, the team may remain in Novice A until the next trial for which the closing date has not yet arrived. (*Regulations for Agility Trials* Chapter 1, Section 21 regarding Novice A entries)

**Division B:**

- For dogs that have acquired any AKC agility title (not including ACT titles).
- For persons who have handled a dog to any AKC agility title.
- For dogs being handled by someone other than the owner, co-owner, or household member.
- A dog may continue to be shown in the Novice B class until they have acquired a qualifying score towards their Open title.

**Open Jumpers with Weaves (OAJ)**

This class is for dogs that have earned the Novice Agility Jumper title (NAJ) but have not yet earned a qualifying score towards the Excellent Agility Jumper title (AXJ). If the team earns their third qualifying score, the team may fill out a move-up form and show in Excellent JWW. A team may elect to show in Open JWW for as long as they like until a qualifying score is earned in Excellent JWW.

**Excellent Jumpers with Weaves (AXJ)**

This class is for dogs that have earned the Open Agility Jumper title (OAJ) but have not yet earned a qualifying score towards the Master Excellent Jumper title (MXJ). If the team earns their third qualifying score, the team may fill out a move-up form and show in Master JWW.

**Master Jumpers with Weaves (MXJ, MACH)**

This class is for dogs that have earned the Excellent Agility Jumper title (AXJ) and for dogs that have earned the Master Excellent Jumper title (working toward their MACH).

**Premier Jumper with Weaves Class (PJD)**

This class is open for all dogs eligible to enter agility.

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**Fifteen And Send Time (FAST) classes**

The FAST class is designed to be an additional test of strategy, skill, accuracy, speed, timing and distance handling to demonstrate a dog's athletic ability and willingness to work with its handler in a fast-paced atmosphere over a variety of agility obstacles.

**Novice FAST Class (NF)**

Novice FAST is divided into 2 divisions: Novice A FAST and Novice B FAST, as in Novice Standard Agility. *(See above for explanation)* Teams may stay in Novice B FAST for as long as they desire until a qualifying score is earned in the Open FAST class.

**Open FAST Class (OF)**

This class is for dogs that have earned the NF title but have not yet earned a qualifying score towards the XF title. Upon receiving 3 qualifying scores in Open FAST, the team may fill out a move-up form and show in Excellent FAST. A team may elect to show in Open FAST for as long as they like until a qualifying score is earned in Excellent FAST.

### **Excellent FAST Class (XF)**

This class is for dogs that have earned the OF title but have not yet earned a qualifying score towards the MF title. Upon receiving 3 qualifying scores in Excellent FAST, the team may fill out a move-up form and show in Master FAST.

### **Master FAST Class (MXF)**

This class is for dogs that have earned the XF and/or MXF titles.

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### **Time 2 Beat Class (T2B)**

This is an optional agility titling class that is meant to challenge the handler/dog to set a clean efficient line with an emphasis on speed and accuracy. There is a single class level and all dogs eligible to enter agility trials may compete.

The T2B class is a combination course from the Standard and Jumpers With Weaves Classes. See *Regulations for Agility Trials, Chapter 10; section 9* for required/allowed obstacles.

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### **Preferred Agility Titling Classes**

These classes afford an opportunity for a greater variety of dogs and their handlers to participate in the sport of agility.

- Dogs jump 4" lower than their measured jump height class.
- Owners may choose to enter the Preferred classes or Regular classes with no day-of-show change between them being allowed except for below:
  - If a VMO or Field Representative at a trial measures a dog into a height other than what they entered, the entry may be changed from Regular to Preferred or from Preferred to Regular, as long as the dog has not run any classes that day. If the dog has already run, the change may be made for the next trial day(s). The exhibitor must provide the Trial Secretary the *AKC Agility Measurement Form* when requesting the class change.
- There is a one-time crossover allowed from Regular to Preferred in the dog's lifetime.
  - If dogs are crossing from Regular to Preferred, they may be entered at the level the dog is eligible to compete at in the Regular classes or may start in Novice.
  - Crossovers from Regular to Preferred may be done in different classes at different times. (*Each change from Regular to Preferred is considered separately for Standard, Jumpers, Premier, FAST, and T2B.*)
  - Once a qualifying score is earned (in the Preferred class), the dog is no longer eligible to be entered in a lower-class level for future entries.
- There is no grandfathering of titles or points from the Regular classes to the Preferred classes or from the Preferred Classes to the Regular Classes.
- There is no crossover from Preferred to Regular.
- Dogs may be entered in both Regular Classes and Preferred classes at the same set of trials.

## **Standard Agility Preferred Classes**

The Standard Agility Preferred class is a course consisting of contacts (dog walk, A-frame and teeter), weave poles, tunnels, a table, and all jumps that are mandatory for a particular class level. It is divided into 4 class levels (Novice, Open, Excellent, and Master), which are designed and scored according to the experience of the dog and handler team.

### **Novice Standard Agility Preferred Class (NAP)**

The Novice Agility Preferred class is **not** divided into Novice A and Novice B. Once the team receives 3 qualifying scores in Novice Standard Preferred they may fill out a move-up form and show in Open Preferred. Dog and handler teams may remain in the Novice Preferred class for as long as they wish until a qualifying score is earned in the Open Standard Preferred class.

### **Open Standard Agility Preferred Class (OAP)**

This class is for dogs that have earned the Novice Agility Preferred title (NAP) but have not yet earned a qualifying score towards the Agility Excellent Preferred title (AXP). If the team earns their third qualifying score, they may fill out a move-up form and show in Excellent Preferred. A team may elect to show in Open Preferred for as long as they like until a qualifying score is earned in Excellent Preferred.

### **Excellent Standard Agility Preferred Class (AXP)**

This class is for dogs that have earned the Open Agility Preferred title (OAP) but have not yet earned a qualifying score towards the Master Agility Excellent Preferred title (MXP). If the team earns their third qualifying score, the team may fill out a move-up form and show in Master Preferred.

### **Master Standard Agility Preferred Class (MXP, PACH)**

This class is for dogs that have earned the Agility Excellent Preferred title (AXP) and for dogs that have earned the Master Agility Excellent Preferred title (working toward their PACH).

### **Premier Standard Agility Preferred Class (PADP)**

This class is open for all dogs eligible to enter AKC agility.

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## **Jumpers with Weaves (JWW) Preferred Classes**

The Jumpers with Weaves Preferred class is designed for speed and handling skills. Only the various jumps, weave poles, and tunnels are used in designing the course.

### **Novice Jumpers with Weaves Preferred (NJP)**

Novice Jumpers with Weaves Preferred is **not** divided into Novice A and Novice B. Once the team receives 3 qualifying scores in Novice JWW Preferred they may fill out a move-up form and show in Open JWW Preferred. Teams may stay in Novice JWW Preferred for as long as they desire until a qualifying score is earned in the Open JWW Preferred class.

### **Open Jumpers with Weaves Preferred (OJP)**

This class is for dogs that have earned the NJP title but have not yet earned a qualifying score toward their AJP title. Once the team receives 3 qualifying scores in Open JWW Preferred they may fill out a move-up form and show in Excellent JWW Preferred. Teams may stay in Open JWW Preferred for as long as they desire until a qualifying score is earned in the Excellent JWW Preferred class.

### **Excellent Jumpers with Weaves Preferred (AJP)**

This class is for dogs that have earned the OJP title but have not yet earned a qualifying score towards the MJP title. If the team earns their third qualifying score, the team may fill out a move-up form and show in Master JWW Preferred.

### **Master Jumpers with Weaves Preferred (MJP, PACH)**

This class is for dogs that have earned the Excellent Agility Jumper Preferred title (AJP) and for dogs that have earned the Master Excellent Jumper Preferred title (working toward their PACH).

### **Premier Jumper with Weaves Preferred Class (PJDP)**

This class is open for all dogs eligible to enter AKC agility.

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## **Fifteen And Send Time Preferred (FAST) classes**

The FAST Preferred class is designed to be an additional test of strategy, skill, accuracy, speed, timing, and distance handling to demonstrate a dog's athletic ability and willingness to work with its handler in a fast-paced atmosphere over a variety of agility obstacles.

### **Novice FAST Preferred Class (NFP)**

Novice FAST Preferred is **not** divided into Novice A and Novice B. Once the team receives 3 qualifying scores in Novice FAST Preferred they may fill out a move-up form and show in Open FAST Preferred. Dog and handler teams may remain in the Novice FAST Preferred class for as long as they wish until a qualifying score is earned in the Open FAST Preferred class.

### **Open FAST Preferred Class (OFP)**

This class is for dogs that have earned the NFP title but have not yet earned a qualifying score toward the XFP title. Once the team receives 3 qualifying scores in Open FAST Preferred they may fill out a move-up form and show in Excellent FAST Preferred. A team may elect to show in Open FAST Preferred for as long as they like until a qualifying score is earned in Excellent FAST Preferred.

### **Excellent FAST Preferred Class (XFP)**

This class is for dogs that have earned the OFP title but have not yet earned a qualifying score towards the MFP title. Once the team receives 3 qualifying scores in Excellent FAST Preferred they may fill out a move-up form and show in Master FAST Preferred.

### **Master FAST Preferred Class (MXP)**

This class is for dogs that have earned the XFP and/or MXP titles.



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## Time 2 Beat Preferred Class (T2BP)

This is an optional agility titling class that is meant to challenge the handler/dog to set a clean efficient line with an emphasis on speed and accuracy. There is a single class level and all dogs eligible to enter agility trials may compete.

The T2B Preferred class is a combination course from the Standard and Jumpers With Weaves Classes. See *Regulations for Agility Trials, Chapter 10; section 9* for required/allowed obstacles.

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## Non-Regular Agility Classes

### International Sweepstake Class

**Purpose:** The International Sweepstakes class (ISC) is a non-regular class providing the dog and handler an opportunity to demonstrate their advanced training and handling skills on various international-style Standard and Jumpers With Weaves courses. This highly competitive class will aid in the selection process of World Team members; therefore, the rules for this class are generally based on Federation Cynologique International (FCI) rules.

The variety in international agility course designs is very diverse, so handlers should be prepared to meet the “Challenge of the Day” when competing in the ISC classes. The total challenge level may be easier, more difficult, or simply different from what is currently allowed in the AKC Agility Excellent/Master classes. Course designs will vary widely thus testing different skills on different days.

**Eligibility of Dogs:** This class is open only to dogs that are eligible to compete in AKC Agility Trials.

**Eligibility to Hold the ISC Class:** Upon approval from the American Kennel Club, the ISC classes are allowed to be held in conjunction with an AKC approved agility trial.

The ISC class shall follow either the criteria for the Standard ISC class or the Jumpers ISC class at the discretion of the club. It is recommended that if the ISC class is offered on two consecutive days, the club offer Standard ISC one day and Jumpers ISC the other day. However, clubs may offer both ISC classes on consecutive days.

**Recording Fees:** None at this time.

**ISC Records:** The ISC class shall be printed as the last class in the catalog. A completed ISC class record including a complete list of dogs entered, course distances, standard course times, scores, and placements **shall be mailed separately** to the **Agility Director**.

**Jump Heights:** The ISC class shall be split into three separate categories: Small Agility for dogs measuring 13-3/4” and less at the withers; Medium Agility for dogs measuring 16-7/8” and less at the withers; and Large Agility for dogs measuring greater than 16-7/8” at the withers. As indicated in the equipment specifications for the ISC class: Dogs entered in Small Agility jump 12” in height; dogs entered in Medium Agility jump 16” in height; and dogs entered in Large Agility jump 24” in

height. Some exceptions in heights and tolerances exist with some jumps. See *Regulations for Agility Trials*, Chapter 14, Section 9.

**Judges:** Only fully approved agility judges (non-provisional) will be allowed to judge ISC classes. All judges shall submit course designs for review and approval 45 days prior to the trial.

**Course and trial requirements:** The recommended course size for the ISC class is 10,000-12,000 square feet. The minimum course size for the ISC class shall be 8,000 square feet with no side shorter than 60'.

### Scoring

**Score:** Dogs start with a score of zero to which faults are added for infractions.

**Placements, Tied Scores:** All ISC class placements are based on faults then time, whereas the dog with the fewest faults wins. In cases where dogs have the same number of faults, the dog with the lowest (fastest) course time prevails. Placements are given out separately to dogs in each category. A tie with two (2) dogs having the same score and time will require a run-off.

*Example: (SCT 55 seconds)*

	Dog's Time	Time Faults	Course Faults	Total Faults	Placement
Dog #1	53.25	0	0	0	2
Dog #2	49.25	0	E	E	- - -
Dog #3	56.25	1	0	1	3
Dog #4	49.75	0	5	5	4
Dog #5	53.05	0	0	0	1

*(Dogs can place with faults. Dogs that have been eliminated cannot place.)*

**Course Time Penalties:** A dog receives (1) time fault for each full second over the Standard Course Time (SCT).

**Maximum Course Time:** The maximum course time shall be equal to the Standard Course Time (SCT) plus 20 seconds.

**Judges' Signals:** Judges shall use an open hand for standard faults, a closed fist for refusal faults, and two raised open hands for elimination faults. Excusals shall be signaled with a whistle.

For further information regarding the ISC classes, please see Chapter 14 of the *Regulations for Agility Trials*.

## CHAPTER 13- SCORING – THE SCORE KEEPERS TABLE

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### Location

The score keepers table should be as near the ring(s) as possible for easy transport of scribe sheets by the sheet runner from the scribe to the table. This also allows the judge easy access to a scribe sheet to recheck information if necessary.

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### Supplies

- A waterproof tent should be used if scoring outside in case of inclement weather, as well as for sun and wind protection.
  - Computer with trial software if available
  - Pens, pencils, pencil sharpener, white-out, correction tape
  - Calculators
  - Scratch paper, rubber bands, paper clips, scotch tape, scissors
  - Paperweights, clipboards, and bungees if outside
  - Portable files or boxes for paperwork
  - Trash can next to table
  - Cooler with refreshments for table staff
  - Stamps for catalog – *(if paper scoring)* preferably red for “Qualifying,” black for “NQ” & “ABS” or “Absent” – not so large in size that they cover vital information in catalog. If outdoors and raining, be sure the ink does not bleed onto vital information on the page behind the one the score keeper is working on.
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### Working Environment

To alleviate the exhibitor asking questions of the score keepers, use the following methods:

- Hand out NCR copies of scribe sheets if possible
  - Post the faults for each class, time, placements, and score or NQ as soon as possible. This posting must include the Course Yardage and Standard Course Time. Post the dog’s time even on NQ scores. Unofficial postings can be made until the judge has time to review the results, as long as they are clearly marked as “Unofficial.”
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### Scribe Sheets

Scribe sheets shall be prepared before the trial with the armband number and breed on each sheet. It may be helpful to include the dog’s call name and the handler’s name.

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Mark any absences that are known before the trial and pull the scribe sheet to prevent an error during the actual running of the dogs.

Communicate closely with the gate steward as to running order and correct scribe sheet placement for the class.

Give the scribe sheets for an entire height to the scribe or scribe's assistant before the class starts so that they may organize the conflicts and remove any absent dogs.

An exhibitor/handler may request from the trial secretary, to view their scribe sheet when there may be a perceived inconsistency between the dog's posted score and the actual run. No other person(s) may do so and the scribe sheet shall be examined under the direct supervision of the trial secretary. Furthermore, the scribe sheet may not leave the possession of the trial secretary/score table at any time.

The judge of record for a particular class will retain the scribe sheets at the end of the trial for one year.

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### **Yardage and Standard Course Times**

It is the responsibility of the score table to obtain from the judge the course yardage and standard course time (SCT) for each class and jump height (*see appendix - Time Worksheets*). This is to be recorded as follows:

- In the catalog at the top of the page for each jump height.
- On the exhibitor posting sheet and on the check-in/gate board.
- Available at the table for the score keeper to check all scribe sheets for time faults.
- Maximum Course Time should be noted at the score keepers table and also available for the timer as they will need it to whistle off an exhibitor should they exceed this time. The scribe sheet would be marked with an "E" and "no time" (written as "NT" on the time line) if an exhibitor exceeds the maximum course time or if they are excused before the finish line.
- There will be 5 different SCT's for each class due to the different heights, plus 5 SCT's for Preferred and 3 different yardages.

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### **Faults on Scribe Sheet**

**Only** the scribe or judge may mark faults on the agility scribe sheet. Any questions related to scoring are to be addressed by the judge of record. Each fault signal displayed by the judge is to be recorded onto the scribe sheet by the scribe (*see Scribe Cheat Sheet in appendix*). The following faults will be marked as a letter on the scribe sheet:

- W = Wrong Course
- R = Refusal/Run Out
- T = Table Fault

- F = Failure to Perform
- E = Excused

These signals and letters are consistent throughout all the agility classes (except ISC classes). See *AKC Scoring Guidelines* in the *appendix*.

### Course Time Faults

The score keepers will record time faults earned by the exhibitor.

- Enter the SCT on the scribe sheet and then record the dog's time above it, which is recorded to 1/100's of a second (2 decimal places).
- The dog's time is truncated, (rounded down). This means all digits to the right of the decimal point are dropped by striking through these digits with a single line. For example, time value is 2.57, the value after truncating is 2.
- Subtract the dog's time from the SCT to determine if there are any time faults.

**Example:** SCT Time: 65 seconds Dog's Time: 63.98 = no time faults

SCT Time: 65 seconds Dog's Time: 67.77= 2 time faults

- If the dog has time faults, it is multiplied by the proper amount depending upon the class.
- Add the total and write it in the course fault blank if there are any time faults.
- The dog's time is entered on the scribe sheet, posting sheet, and the catalog (of qualifying dogs only) to the 1/100s of a second.

### Scoring ~ Placements

The score keeper should be determining the placement scores of qualifying dogs only for 1<sup>st</sup> through 4<sup>th</sup> immediately at the end of each jump height. These placements should be noted on the posting sheets for the exhibitors and in the official catalog. Posting sheets should be displayed in full view after each class for exhibitors to view the class results. While the judge is having the next course set, they often will want to give out the class placements. Therefore, the score keeper should have the qualifying ribbons and placement rosettes prepared quickly for the judge. The front of the ribbon must bear a facsimile of the seal of the American Kennel Club; Agility Trial; Qualifying Score; and the name of the trial-giving club. The score keeper/trial secretary must make sure that the following information is also on the ribbon before given to the handler:

- Date of Trial
- Name of Class
- Jump Height Division
- Location of the Event

## Tie Score and Time

In the event of a tie score that would qualify for a placement of 1<sup>st</sup> through 4<sup>th</sup>, time would be the deciding factor. If the score and time are identical, a run-off will be held to determine the placement. There can never be two dogs listed for one placement. The score keeper should alert the judge of this possibility immediately at the end of a class. The judge would then not change to the next course and would conduct a run-off on the existing course. If by chance the existing course had been changed to a lower-class level, that would be acceptable to hold the run-off. If the course had been changed to a higher-class level, then only a portion of the course would be used for the run-off. Ties may also be broken by forfeiture or coin toss at the handler's option.

- Score takes precedence over time in the run-off and shall be awarded the higher placement.

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## High in Trial

The Agility Department does not recommend this award at an all-breed agility trial. Many specialty clubs will choose to offer this award. If to be awarded this must be listed in the premium. The Event Committee and the score table, prior to the start of the trial, should establish the method of determining this award. At no time shall a judge hold a run-off for this award. A general method of determining this award is as follows:

- Score first- must be 100
- Second - consider yards per second. Divide the Standard Course Time for each class (in yards) by the dog's actual running time (in seconds) to get the speed at which the dog negotiated the course. Look for the dog with the greatest yards per second.

**Highest Scoring Dog in Trial** is usually awarded based on highest score. If there is a tie for the highest score, then the dog with the most yards per second prevails. It is up to the committee to determine which classes will be included when calculating this award. There are numerous ways to do it and all are legal if the rules are spelled out in the Premium List.

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## Recording in Official Catalog

The official catalog for the AKC, as well as a catalog for the judge of that class and the event-giving club, must be marked as follows:

- Record next to each entry of each dog one of the following:
  - Q - Qualified
  - NQ - Did not qualify
  - ABS - Absent
  - EXC - Excused for aggression
  - DQ - Disqualified for attack
  - AIS - Withdrawn - in season
  - AJC - Withdrawn - judge change

- If “Qualified,” the dog’s score and actual running time (to the 100<sup>th</sup> of a second) shall also be recorded.
- Placements (1<sup>st</sup> – 4<sup>th</sup>) in each height class shall be recorded next to the dog’s information in the left-hand column. The placements may also be noted at the bottom of each class.
- If “NQ,” “ABS,” “AIS,” or “AJC” nothing else is recorded in the catalog. No recording fees are due for dogs that are withdrawn for a bitch in season or due to a judge change.
- If “EXC,” a brief description must also appear in the catalog and should also be described in the Trial Chairman’s report, the judge’s report, and the Trial Secretary’s report. In case of a dog-on-dog attack, the appropriate form must be completed.
- If “DQ,” a brief description must also appear in the catalog and should also be described in the Trial Chairman’s report, the judge’s report, and the Trial Secretary’s report. The appropriate form must be completed and faxed to the AKC.
- Write the total number of entries in the right-hand margin at the top of the class information and circle this number (or fill in the prepared box). This will allow easy addition at the end of the day when that number is required by the trial secretary and aids the record-keeping staff at AKC. The judge is responsible for keeping track of total qualifying runs. They may wish to use the *Judge’s Summary Sheet* found in the *appendix* to help facilitate this task.

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### **Certification in Official Catalog**

Both the judge and the trial secretary must sign the certification page at the front of the catalog. If there is more than one judge, you must have a separate certification for each judge.

### **Judges Certification**

*I certify that \_\_\_\_\_ dogs received Qualifying scores in the Standard Class (including Preferred) and \_\_\_\_\_ dogs received Qualifying scores in JWW Class (including Preferred) and \_\_\_\_\_ dogs received Qualifying scores in T2B Class (including Preferred) and \_\_\_\_\_ dogs received Qualifying scores in FAST Class (including Preferred) in this event and that the above information identifying these dogs was entered prior to my/our signing this page.*

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Judge’s Signature

## Agility Trial Secretary's Certification

*I certify that the Judge has verified the above information and signed this page.*

Number of dogs entered in the Standard Class\_\_\_\_\_ (including Preferred), number of dogs entered in JWW Class\_\_\_\_\_ (including Preferred), number of dogs entered in T2B Class\_\_\_\_\_ (including Preferred) and number of dogs entered in FAST Class\_\_\_\_\_ (including Preferred). Number of dogs withdraw from the Standard Class\_\_\_\_\_ (including Preferred), number of dogs withdrawn from JWW Class\_\_\_\_\_ (including Preferred), number of dogs withdrawn from T2B Class\_\_\_\_\_ (including Preferred) and number of dogs withdrawn from FAST Class\_\_\_\_\_ (including Preferred). Total participating in Standard Class\_\_\_\_\_ (including Preferred), Total participating in JWW Class\_\_\_\_\_ (including Preferred), Total participating in T2B Class\_\_\_\_\_ (including Preferred), Total participating in FAST Class\_\_\_\_\_ (including Preferred). Total # of Qualifying Scores\_\_\_\_\_ (including Preferred).

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Trial Secretary's Signature

Following the completion of judging, the trial secretary shall have marked the official catalog with the word "Qualifying" next to the names of all dogs that received Qualifying scores. The judge(s) shall at that time certify the accuracy of the marked awards, and both the trial secretary and the judge(s) shall complete their appropriate certifications.

If a computerized, marked catalog is produced, the judge must review the final printed catalog before certification and initial the bottom of each page for all classes they judged.

*A minimum of 2 copies of an unmarked catalog must be printed after the closing date/time of pre-trial move-ups unless the club has the ability to make copies on-site and/or has redundant computer equipment on-site, then the minimum is reduced to 1 copy.*

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### Performance Standards

See *AKC Scoring Guidelines* in the appendix.

See *List of AKC Agility Titles* in the appendix.

### Standard Agility Classes (Regular & Preferred Classes)

#### Novice

- Score of 85, or better, needed to qualify.
- Wrong Course = 1 allowed
- Refusals = 2 allowed
- Table Faults = 2 allowed
- Time Faults = 1 fault deducted for every full second over Standard Course Time

#### Open

- Score of 85, or better, needed to qualify
- Wrong Course = 1 allowed
- Refusals = 1 allowed
- Table Faults = 1 allowed
- Time Faults = 2 faults deducted for every full second over Standard Course Time



### **Excellent**

- Score of 85, or better, needed to qualify
- Wrong Course = 0 allowed
- Refusals = 0 allowed
- Table Faults = 0 allowed
- Time Faults = 3 faults deducted for every full second over Standard Course Time

### **Master**

- Score of 100 needed to qualify
- Wrong Course = 0 allowed
- Refusals = 0 allowed
- Table Faults = 0 allowed
- Time Faults = 0 allowed

## **Jumpers with Weaves Classes (Regular & Preferred Classes)**

### **Novice JWW**

- Score of 85, or better, needed to qualify
- Wrong Course = 0 allowed
- Refusals = 2 allowed
- Time faults = 1 fault deducted for every full second over Standard Course Time

### **Open JWW**

- Score of 85, or better, needed to qualify
- Wrong Course = 0 allowed
- Refusals = 1 allowed
- Time faults = 2 faults deducted for every full second over Standard Course Time

### **Excellent JWW**

- Score of 85, or better, needed to qualify
- Wrong Course = 0 allowed
- Refusals = 0 allowed
- Time Faults = 3 faults deducted for every full second over Standard Course Time

### **Master JWW**

- Score of 100 needed to qualify
- Wrong Course = 0 allowed
- Refusals = 0 allowed
- Time faults = 0 allowed

### **Master Excellent Title (MX) (MXP) (MXJ) (MJP)**

This title is earned by qualifying ten times in the Master/Master Preferred Standard or Master/Master Preferred JWW classes.

Standard class - minimum score of 100

Jumpers with Weaves - minimum score of 100

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## MASTER AGILITY CHAMPIONSHIP (MACH)

This title is earned by qualifying in BOTH the Master Standard class and Master JWW class on the same day.

Score of 100 required in both the Standard and JWW Master classes for earning championship points and Double Q's.

See example of "Procedure for Determining MACH Points" and also "The Math" that follows.

To obtain the *MASTER AGILITY CHAMPION* title (MACH), a dog must exhibit superior performance on the agility course. Speed and consistency are the two major qualities denoting "superior performance" and therefore they are the basis for the *MASTER AGILITY CHAMPIONSHIP* program.

In order to acquire the *MASTER AGILITY CHAMPIONSHIP* title, a dog must achieve a minimum of 750 championship points and 20 double qualifying scores obtained from the Master Standard Agility class and the Master Jumpers with Weaves class.

### Championship Points (CP's)

#### **750 CP's required minimum**

- 1 (CP) point is awarded for each full second under standard course time. (No partial points are awarded.)
- Dogs earn points from the Master Agility class and/or the Master Jumpers with Weaves class.

### Double Qualify (2Q's)

#### **20 (2Q's) required minimum**

- Dogs qualifying with scores of 100 in both the Master Agility class and the Master Jumpers with Weaves class on the same day equals 1 (2Q).

**Requirements General Scoring.** Only scores of 100 (clear rounds) obtained in the Master classes will count towards a dog's Master Agility Championship requirements.

A dog does not have to obtain the Master Excellent title (MX) or the Master Excellent Jumpers with Weaves title (MXJ) prior to achieving scores that will count towards their Master Agility Championship title (MACH). A dog need not be in *both* "Master" classes in order to start accruing CP's; however, points can only be accrued in the "Master" classes. Any score of 100 (clear round) obtained in the Master classes will count towards both the dog's Championship requirements and the dog's MX titling requirements.

**Titles:** The Master Agility Champion title initials will be reduced to MACH and followed by a numeric designation to indicate the quantity of times the dog has met the requirements of the MACH title (as defined above). Example: 1500 CP's and 40 2Q's = MACH2; 2250 CP's and 60 2Q's = MACH3, etc.

## EXAMPLES:

#	Class	Score	SCT	Dog's Time	Placement	MACH Pts	MX/MXJ Leg?
Dog #1	Master Std	100	65 sec.	60.00	2nd	5	MX
Dog #2	Master Std	100	65 sec.	49.01	1st	15	MX
Dog #3	Master Std	97	65 sec.	66.01	4th	-	No
Dog #4	Master Std	100	65 sec.	61.99	3rd	3	MX
Dog #1	Master JWW	100	42 sec.	32.99	1st	9	MXJ
Dog #2	Master JWW	97	42 sec.	43.01	-	-	No
Dog #3	Master JWW	100	42 sec.	42.99	2nd	0	MXJ
Dog #4	Excellent JWW	100	42 sec.	37.60	1st	-	AXJ

- Dog #1 has obtained a double Q towards their MACH title for a clean run in both standard and JWW, and a total of 14 MACH points.
- Dog #2 has time faults in JWW therefore no MACH points or leg since only scores of 100 qualify for an MXJ leg; however, it gains an MX leg and 15 MACH points for its clean standard run.
- Dog #3 has time faults in standard therefore no MACH points or leg since only scores of 100 qualify for an MX leg; however, it gains an MXJ leg for a clean JWW run.
- Dog #4 has not obtained an AXJ title and is competing in Ex. JWW, therefore is not eligible for a double Q; however, the clear round in Standard gives it an MX leg and 3 MACH points.
- Dogs must obtain their AX, AXJ from the Exc. class before competing in the Master class.

## THE MATH

<b>Dog #1</b>				<b>Dog #2</b>			
Std Class		JWW Class		Std Class		JWW Class	
SCT	65.00	SCT	42.00	SCT	65.00	SCT	42.00
Dog's Time	- 60.00	Dog's Time	- 32.99	Dog's Time	- 49.01	Dog's Time	- 43.01
	5.00		9.01		15.99		No pts- Dog's score is less than 100
Round down to whole #	5		9	Round down to whole #	15		
MACH pts	14			MACH pts	15		
<b>Dog #3</b>				<b>Dog #4</b>			
Std Class		JWW Class		Std Class		JWW Class	
SCT	65.00	SCT	42.00	SCT	65.00	Not eligible for MACH points or Double Q's from Excellent Class	
Dog's Time	- 66.01	Dog's Time	- 42.99	Dog's Time	- 61.99		
			- .99		3.01		
	No pts- Dog's score is <100		No pts- Not a full second under SCT.	Round down to whole #	3		
MACH pts	0			MACH pts	3		

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## **PREFERRED AGILITY CHAMPIONSHIP (PACH)**

The requirements for obtaining this award are the same as the MACH requirements but out of the Preferred Master classes. Need 750 points and 20 double Q's from the Preferred Master Standard/Preferred Master JWW classes. The Math and examples shown above would be the same just using the Preferred class time criteria.

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## **PREFERRED AGILITY EXCELLENT TITLE (PAX)**

To obtain the Preferred Agility Excellent title (PAX), a dog must exhibit superior performance on the agility course. Consistency is the main quality denoting "superior performance" and therefore is the basis for the Preferred Agility Excellent program.

In order to acquire the Preferred Agility Excellent title, a dog must achieve 20 double qualifying scores obtained from the Preferred Master Standard Agility class and the Preferred Master Jumpers with Weaves class. Qualifying in both the Preferred Master Standard Agility class and the Preferred Master Jumpers with Weaves class on the same day equals one (1) double qualifying score (2Q).

### **Requirements / General Scoring.**

Scores of 100 (clean rounds) obtained in the Master Preferred classes will count towards a dog's Preferred Agility Excellent requirements if the scores are earned in both Standard and JWW classes on the same day.

A dog does not have to obtain the Master Agility Excellent Preferred (MXP) or the Master Agility Excellent Preferred JWW (MJP) titles prior to achieving scores that will count towards their Preferred Agility Excellent (PAX) title. Scores of 100 will count toward the dog's MXP or MJP titles, and double qualifying scores count toward the PAX title even if the MXP or MJP title has not yet been achieved.

*The PAX title will follow a dog's registered name in all official AKC records. The PAX title will supersede all other Preferred agility titles. The title PAX will be followed by a numeric designation indicating the quantity of times the dog has met the requirements of the PAX title as defined above, e.g. 40 2Q's = PAX2, 60 2Q's = PAX3, etc.*

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## **TIME 2 BEAT (T2B) (Regular & Preferred Classes)**

T2B is an optional titling class meant to challenge the handler/dog to set a clean efficient line with an emphasis on speed and accuracy. The dog that sets the quickest time in each jump height will set the time to beat for that jump height.

### **Performance Standards**

- Score of 100 needed to qualify
- Wrong Course = 0 allowed
- Refusals/Run-outs are not called
- Must finish in UNDER MCT

## Requirements / General Scoring

A qualifying score is obtained when the dog's run time is under the MCT and has incurred no course faults.

- The dog within a jump height with the fastest time (before times are truncated) with no course faults shall earn first place and 10 points. In the case of a tie, a run-off will be used to determine the first-place dog. Only ONE dog per jump height shall be awarded 10 points. *(If a dog within any jump height is disallowed by AKC after the trial has ended no scores for any qualifying dogs will be recalculated.)*
- All qualifying dogs with a time below that of the MCT shall earn between 1 point and 9 points (see chart below).

Dog's Run Time Compared to 1 <sup>st</sup> Place Dog	# of Points Earned
Within 10%	9 points
Within 20%	8 points
Within 30%	7 points
Within 40%	6 points
Within 50%	5 points
Within 60%	4 points
Within 70%	3 points
Within 80%	2 points
Within 90% Or greater, but under the MCT	1 point

The formula for the upper end of the percentage range is: (Fastest time in a jump height multiplied by the percentage) plus the fastest time in the jump height. Both the low and high end of the percentage range are truncated. Each dog's time gets truncated. A dog's time falls into a percentage range if it is greater than the low end and less than or equal to the high end of the range.

**Point Calculation Example:** *If the Standard Course Time was: 28.73 seconds.*

- To calculate the range of dog's run times that will earn **9 points**:
  - Take 28.73 and multiply it by 10% = 2.87
  - Add 28.73 and 2.87 = 31.60 and truncate the result = 31.00
  - Truncate the SCT of 28.73 = 28.00.
  - The range of dog's run times for 10% is greater than or equal to 28 seconds and less than or equal to 31 seconds (*truncated dog's time*).
  - All qualifying dogs whose truncated run time is greater than or equal to 28 and less than or equal to 31 seconds earn 9 points (*except for the winning dog which earns 10 points*).
- To calculate the range of dog's run times that will earn **8 points**:
  - Take 28.73 and multiply it by 20% = 5.75
  - Add 28.73 and 5.75 = 34.48 and truncate the result = 34.00
  - The range of dog's run times for 20% is greater than 31 seconds and less than or equal to 34 seconds (*truncated dog's time*).

- All qualifying dogs whose truncated run time is greater than 31 and less than or equal to 34 seconds earn 8 points.
- To calculate the range of dog's run times that will earn **7 points**:
  - Take 28.73 and multiply it by 30% = 8.62
  - Add 28.73 and 8.62 = 37.35 and truncate the result = 37.00
  - The range of dog's run times for 30% is greater than 34 seconds and less than or equal to 37 seconds (*truncated dog's time*).
  - All qualifying dogs whose truncated run time is greater than 34 and less than or equal to 37 seconds earn 7 points.

**Note:** Not all point values may be awarded for a jump height depending on the SCT for that jump height. If a dog's time is equal to or greater than the MCT, no points are awarded.

### **Maximum Course Times (MCT)**

- 50 seconds for the 20, 24, & 24C-inch jump heights
  - 55 seconds for the 16-inch jump height
  - 60 seconds for the 4, 8, 12-inch jump heights
- No additional time is added for dogs entered in Preferred.*

### **Time 2 Beat Title (T2B, T2BP)**

To earn the Time 2 Beat or Time 2 Beat Preferred title, a dog must earn 15 qualifying scores and 100 points. The T2B or T2BP title initials will be followed by a numeric designation indicating the number of times the dog has met the requirements of the title. Each time a dog earns the title the number of qualifying scores and points will be set to zero.

### **PREMIER - Standard and JWW (Regular & Preferred Classes)**

These optional titling classes are offered as separate titling tracks and are NOT part of the MACH/PACH program.

They are designed to challenge dogs and handlers at an increased speed and skill level above those set for the Master level classes. Handlers/dogs will need to negotiate courses that require varied approach angles, spacing, and obstacle discriminations to be successful.

To earn the **Premier Agility Dog (PAD), Premier Agility Dog Preferred (PADP), Premier Jumpers Dog (PJD) or Premier Jumpers Dog Preferred (PJDP)** titles, a dog must earn 25 qualifying scores with (5) five qualifying scores earned for placing in the top 25% of the dogs that competed in their jump height.

*Dogs that are absent or withdrawn will not count toward the number of dogs competing in the jump height. The 25% calculation will be rounded to determine the number of 25% placements in each jump height. In the case of a tie both dogs will receive the top 25% placement. If a class has 2 or 3 dogs competing, the 1<sup>st</sup> place dog will be awarded a top 25% placement qualifying score. If only one dog competes in the jump height, there will be no top 25% placement earned in that jump height.*

## **Requirements / General Scoring**

- Minimum allowable score required to qualify = 100
- The course must be completed before the dog reaches the MCT
- Any course fault is a non-qualifying one.

## **Maximum Course Times (MCT)**

### **Premier Standard**

Regular:

- 55 seconds for the 20- & 24-inch Choice Regular jump heights
- 60 seconds for the 16- & 24-inch Regular jump heights
- 65 seconds for the 8- and 12-inch Regular jump heights

Preferred

- 60 seconds for 16-inch Preferred jump height
- 65 seconds for 12- & 20-inch Preferred jump heights
- 70 seconds for 4- & 8-inch Preferred jump heights

### **Premier Jumpers with Weaves**

Regular

- 46 seconds for the 24-inch Regular jump height
- 42 seconds for the 20-inch and 24-inch Choice Regular jump heights
- 45 seconds for the 16-inch Regular jump height
- 48 seconds for the 12-inch Regular jump height
- 50 seconds for the 8-inch regular jump heights

Preferred

- 51 seconds for the 20-inch Preferred jump height
- 47 seconds for the 16-inch Preferred jump height
- 50 seconds for the 12-inch Preferred jump height
- 53 seconds for the 8-inch Preferred jump height
- 55 seconds for the 4-inch Preferred jump height

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## **FIFTEEN AND SEND TIME (FAST) CLASS**

**Purpose.** This agility titling class is meant to be an additional test of strategy, skill, accuracy, speed, timing and distance handling to demonstrate a dog's athletic ability and willingness to work with its handler in a fast-paced atmosphere over a variety of agility obstacles. This class is not part of the Master Agility Championship titling program.

The following criteria apply to the Fifteen and Send Time classes:

- Novice A & B FAST / Novice Preferred FAST
- Open FAST / Open Preferred FAST
- Excellent FAST / Excellent Preferred FAST
- Master FAST / Master Preferred FAST

**Definition.** As indicated by the title, the Fifteen and Send Time class uses fourteen (14) to sixteen (16) point valued obstacles and/or obstacle combinations. The course will include a "Send Bonus" or distance element that will award a bonus of twenty (20) points if completed

successfully and is identified as the “Send Bonus”. Five to Seven of the fourteen to sixteen point valued obstacles must be single bar jumps (typically winged) valued at one point each. Winged jumps are assumed to have a value of one point unless otherwise denoted by the judge. Nine (9) additional obstacles on the course will be assigned unique values from 2 through 10 by the judge.

There is a maximum of 80 possible FAST class points awarded at all levels, which is the sum of the fourteen to sixteen-point valued obstacles (60 points), (a maximum of 6 points may be accumulated utilizing the five to seven 1-point valued jumps); plus a “Send Bonus” value of 20 points. Teams must successfully complete the “Send Bonus” to achieve a qualifying score, as well as a minimum number of required points defined at each class level. To earn points, all obstacles must be completed in accordance with the obstacle performance requirements identified in the *Regulations for Agility Trials*.

Course times are determined by jump height. Standard Course Times (SCT's) are required as outlined in the chart below. Teams will use the following Standard Course Time (SCT) to accumulate points, attempt a “Send Bonus,” and to reach a judge-defined finish obstacle:

**Regular: Novice / Open / Excellent/Master**

<b>Jump Height</b>	<b>Standard Course Time</b>
<b>8"</b>	<b>38 seconds</b>
<b>12" / 16"</b>	<b>35 seconds</b>
<b>20" / 24" / 26"</b>	<b>32 seconds</b>

**Preferred: Novice / Open / Excellent/Master**

<b>Jump Height</b>	<b>Standard Course Time</b>
<b>4"</b>	<b>41 seconds</b>
<b>8" / 12"</b>	<b>38 seconds</b>
<b>16" / 20"</b>	<b>35 seconds</b>

Teams will be assessed one (time) fault for every full second over SCT, which will be subtracted from the total points (obstacle & “Send Bonus” total) accumulated on course to determine the final score. Order of placements will be determined first by points and second by fastest (shortest) time.

In case of a tie in both points and time, a run-off must be offered. If either team chooses not to rerun to break the tie, then they may concede the win and take the lower placement. If a team is not available for a run-off (e.g. have left the trial site), then the team that is available will receive the higher placement. Another acceptable method of breaking a tie would be to flip a coin to determine the winner if both teams agree.

**Performance Standards:**

**Novice A & B FAST and Novice Preferred FAST class.** The focus of the FAST class at the Novice level will be to introduce the skill, timing, and minor distance work involved in a game of strategy and point accumulation.

- Minimum score to qualify is 50 points, which must include 20 points from the “Send Bonus.”



**Open FAST and Open Preferred FAST Class.** The focus of the FAST class at the Open level will be to test skill, timing, and intermediate distance work involved in a game of strategy and point accumulation.

- Minimum score to qualify is 55 points, which must include 20 points from the “Send Bonus.”

**Excellent & Master FAST and Excellent & Master Preferred FAST Class.** The focus of the FAST class at the Excellent/Master level will be to test skill, timing, and distance work at the highest level involved in a game of strategy and point accumulation.

*The Excellent FAST class will be for dogs who have not earned the XF (Excellent FAST) title. The Excellent Preferred FAST class will be for dogs who have not earned the XFP (Excellent Preferred FAST) title.*

- Minimum score to qualify is 60 points, which must include 20 points from the “Send Bonus.”

### **Triple Q Excellent (TQX)/ Triple Q Excellent Preferred (TQXP) titles**

Requires the XF or XFP title. In order to acquire the Triple Q Excellent or Triple Q Excellent Preferred title, a dog must receive 10 triple qualifying scores from the Master Agility Standard class, the Master Jumpers with Weaves class and the Master FAST class (or in the corresponding Preferred classes) on the same day.

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## **AGILITY GRAND CHAMPION (AGCH) TITLE**

The Agility Grand Champion (AGCH) recognizes dogs that show consistency and versatility across all classes of the AKC agility program. To earn the AGCH title, the following number of qualifying scores must be earned at the highest level in each of these classes:

- Standard – 100
- Jumper with Weaves – 100
- FAST – 75
- Time 2 Beat – 75
- Premier Standard – 50
- Premier Jumper with Weaves – 50

These qualifying scores may be earned from either the Regular or Preferred classes or a combination of both these classes.

## CHAPTER 14 – MEASUREMENT OF DOGS

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Permanent jump height cards were developed to speed up exhibitor check-ins, provide for less exhibitor anxiety for those with borderline dogs, and ensure that all dogs meet the minimum performance standard of the AKC Agility program.

All clubs are required to have an AKC approved official measuring device on site at the event. Only the approved measuring device shall be used to determine a dog's height for their Jump Height Card. To purchase an official measuring device, see the approved device list on the agility page of the AKC website, [www.akc.org](http://www.akc.org).

### General Policy

- All dogs competing in AKC Agility must have a valid AKC measurement prior to running in any class.
  - A permanent Jump Height Card
  - A valid Temporary Jump Height Form
  - Copies of 2 different measuring forms (*placing the dog in the same height class*) dated on or after the dog's 2<sup>nd</sup> birthday
  - Copies of 3 different measuring forms (*2 of which place the dog in the same height class*) dated on or after the dog's 2<sup>nd</sup> birthday.
- Any dogs that have not been officially measured for a Jump Height Card or *whose card has expired on their second birthday* **may still compete**; however, they must be measured by the judge of record prior to running at each trial.
  - The judge's measurement will be valid for this trial or back-to-back trials only.
  - For the judge's planning purposes, the trial secretary should provide the judge with a list of dogs that need to be measured. This list is comprised of all entries where "My Dog Needs To Be Measured" was check-marked on the entry form.
- If an AKC Agility Field Rep or a Volunteer Measuring Official (VMO) is present, all dogs that have not been issued a permanent Jump Height Card or temporary jump height (yellow) form must be measured regardless of the jump height entered.
- Jump height cards (including copies) do not have to be submitted to the trial secretary nor are jump height cards required to be shown during check-in.
- If measuring is necessary, it is the exhibitor's responsibility to have their dog(s) measured prior to running.
- Misrepresentation of a dog, including altering information on a jump height card/form, is grounds for misconduct.
- Exhibitors should carry the original valid official Jump Height Card at each trial to present upon request.
- The initial permanent height card will be sent out free of charge.
- Lost cards may be replaced at a fee of \$15.00. Contact Companion Events department at (919) 816-3821, or by e-mail at [agilityhtcards@akc.org](mailto:agilityhtcards@akc.org).

## AKC Official Jump Height Card Measuring Procedure

### Permanent Cards

At two (2) years of age two measurements are required by two different Volunteer Measuring Officials (VMO's) or AKC Agility Field Reps. The dog must be measured for a permanent height card at their first opportunity. However, it is only required that a dog be officially measured one time at any trial or cluster of trials. If there is more than one VMO/Representative measuring at a set of trials, it is at the owner's discretion if they would like to get more than one measurement on that day or any contiguous days. They may not choose to whom they present their dog for that first measurement of the day but must follow the measuring schedule set up by the club and VMO or Representative. Upon receiving two measurements, if these two measurements put the dog in two different jump heights, then a third measurement will be used to determine the dog's official jump height. The handler will retain all yellow forms until the second (or third) measurement is taken and the permanent jump height card is received from AKC. No permanent height card will be issued until the second (or third) measurement is officially recorded, with the exception of dogs measuring over 22 inches whose owner may request the issuance of a permanent height card with one measurement. (*Note: All official measurements must be from separate individuals for any given dog after the dog turns 2 years of age. Thus, one of the measurements may be done by a VMO/Representative that measured the dog prior to its second birthday.*)

The owner's request to issue a permanent card for a dog that measures over 22 inches after one measurement will negate the option of any additional measurements for that dog's permanent jump height card. To receive the card after one measurement, the owner must sign and check the appropriate box on the Agility Measurement Form acknowledging the request to issue a permanent jump height card for dogs over 22 inches. In making this decision, it still allows for the owner to request that the dog be re-measured by using the Challenge Measurement Process in the future.

### Temporary Cards (yellow forms only) for dogs 15 months up to 2 years of age

Dogs that are between 15 months and 2 years of age are issued a temporary form that expires on their second birthday. This temporary form is the yellow copy of the height card form which is given to the owner by the VMO/Representative at the time that the measurement is done.

Only one official temporary measurement is required between 15 months and 2 years of age. However, during this time dogs are allowed one "challenge" measurement to this single measurement, which must be done by a VMO/Agility Representative unique to the one that did their original temporary measurement. If a challenge measurement is done, this measurement then becomes the dog's height until they turn 2 years of age.

If a dog is under 2 years of age but measures over 22", the owner may request that a permanent card be issued and waive the requirement for additional measurement on or after the dog's second birthday. This is done by checking the appropriate box on the form or by writing "Issue permanent card" on the height card form and having the owner sign the form.

### Challenge Measurement Process

After the age of two (2), the owner of a dog is allowed a one-time request to make use of the challenge measurement process over the dog's lifetime. This challenge measurement process consists of a minimum of two (2) challenge measurements. If both challenge measurements place the dog into the same jump height class, then AKC will issue a new permanent card. If only one of the two challenge measurements place the dog in a different jump height class, then a third challenge measurement is required to determine the dog's jump height class. (Please note that if the 1<sup>st</sup> challenge measurement does NOT place the dog in a different jump height class then no further measurements are given.)

Until such time that the dog has received all required challenge measurements, the dog must continue to compete at the "original" jump height. When the second (or third) measurement is completed in the Challenge Measurement Process and the new shoulder height is different from the Permanent Jump Height Card previously issued, the new shoulder height becomes effective immediately.

*All measurements must be from separate individuals for any given dog during this time period.*

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### What Ifs - During the Measuring Process

- If a dog is measured by an AKC Agility Field Rep or VMO and is now eligible to jump in a lower height class, the measurement is effective immediately for any future runs. This does not apply to a challenge measurement for a permanent jump height card for dogs two (2) years of age or older.
- If the judge of record measures a dog and the dog's height at the withers exceeds the maximum allowed for the jump height which the dog has entered, the dog shall be moved-up into the proper jump height. **In no case may a dog entered in a Regular class be moved down in height based on the judge of record's measurement at a trial. Dogs running in Preferred MUST run in their measured jump height, so they must be moved to their correctly measured height.**
- If a VMO or Agility Field Representative at a trial measures a dog into a height other than what they entered, the entry may be changed from Regular to Preferred or from Preferred to Regular, as long as the dog has not run any classes that day. If the dog has already run, the change may be made for the next trial day(s). The exhibitor must provide the Trial Secretary the *AKC Agility Measurement Form* when requesting the class change.
  - If a dog is entered in Regular and the handler wants to move to Preferred:
    - They can move to Novice Preferred if they have no Preferred Titles
    - They can use their one-time crossover to the level they are at in Regular (Chapter 8, Section 4. Classes)
  - If a dog is entered in Preferred and the handler wants to move to Regular:
    - They MUST move to the level they are eligible to compete at. If they have no legs/titles in the Regular class, they MUST start at the Novice level.
    - If they have any legs or titles in Regular it does not matter what height they were earned at, they may move to the class level that they are eligible to compete in.
    - There are NO lateral moves from Preferred to Regular.

## Overview for Temporary Cards - Dogs 15 months to less than 2 years

- Only 1 measurement needed for a temporary card (which is the yellow form)
- This form expires on the dog's 2<sup>nd</sup> birthday
- One challenge measurement is allowed for dogs between 15 months and 2 years
- Challenge height will be the one recorded for the dog
- Preferred dogs must run in their measured height and must be moved up or down after a measurement if they are entered in the incorrect jump height
- Owners can request a permanent card for dogs measuring over 22"

## Overview for Dogs 2 years of age or older

- In general, all dogs will require a minimum of 2 measurements
- Dogs that are over 22" tall can be issued a permanent jump height card after a single measurement at the owner's request
- If a dog does not have a permanent height card (white card issued by AKC), it must go on the "needs measuring list"
- If no VMO/Rep is present, dogs with one yellow form do not get measured but jump based on the yellow form shoulder height
- Dogs that get 2 measurements that place them in the same height will be issued a permanent card
- Dogs that get 1 measurement in one height and a second measurement in a different height will need a third measurement to determine the dog's final jump height. The third measurement will be the one that will be used to determine the dog's permanently assigned jump height
- Preferred dogs must run in their measured height and must be moved up or down accordingly after measurement or upon presentation of yellow form(s)
- Regular class dogs may not be moved down in height based on the judge of record's measurement but can be moved down immediately based on VMO/Rep measurement
- The most recent measurement is used to determine the dog's jump height (unless it is a challenge measurement)

Clubs must directly contact a Volunteer Measuring Official to check their availability to come to a trial to measure dogs. A "Mass Measurement" form must be submitted to AKC 30 days prior to the event date indicating that a Volunteer Measuring Official will be present at the trial. This form can be downloaded from the AKC website, [www.akc.org](http://www.akc.org), from the downloadable forms page on the Events tab. (See *appendix* for copy of *Mass Measurement* form and a list of Volunteer Measuring Officials.)

If you have any questions regarding the above policy, please direct your inquires to the Companion Events Manager - Tel: (919) 816-3559; Fax: (919) 816-4204; E-mail: [agilityhtcards@akc.org](mailto:agilityhtcards@akc.org).

## CHAPTER 15 – EVENT COMMITTEE HEARINGS

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Event Committee hearings are governed by the rules set forth in *Dealing with Misconduct*, a guide for committee hearings. The following information presents the highlights from this booklet. Questions concerning committee hearings may be directed to the AKC's Inspections and Investigations Department.

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

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

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### The Event Committee

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

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

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

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

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

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### The Hearing Committee

The committee should consist of at least five individuals listed in the premium list as members of the Event Committee. A minimum of three individuals must be available for a hearing. If three committee members are unavailable due to conflict of interest, other club members may be substituted. **All committee members must be members of the event-giving club.**

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

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

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

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## Conducting the Hearing

The *Dealing with Misconduct* booklet outlines in chronological order the steps to be taken to ensure a speedy and fair hearing. The *Dealing with Misconduct* guidelines help to assure that the committee follows the correct procedure. The committee should fill out the required *Procedural Checklist* form (RDEOB1) (see *appendix*) **during** the hearing rather than after the hearing is finished.

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

There are instances when Event Committees unintentionally infringe upon the rights of an accused, providing them with grounds for an appeal and the AKC's reversing of the committee's decision. An Event Committee that acts judiciously should expect that its action will be supported by the AKC. The authority of the Event Committee for a licensed event is they have the right to suspend any person from any or all privileges of AKC for conduct prejudicial to the best interest of purebred dogs. The Event Committee at Sanctioned events does not have this power but has the duty to investigate any alleged prejudicial conduct occurring in connection with or during the progress of its event and must send in a report of all the facts.

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

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

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

If the committee finds the accused guilty, the accused must be notified by registered or certified mail, return receipt requested and first-class mail.

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## **The Hearing Report**

A report of the incident, the completed *Procedural Checklist*, and the committee's conclusion must be included in the *Trial Secretary's Report* submitted to the AKC following the event. The accused is entitled to a copy of the report, if requested. The report itself is otherwise considered to be confidential.

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

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

If the accused failed to appear at the hearing, this should be noted in the report and any attempts to contact the accused must be included in the report. The committee is not to discuss the hearing as it is confidential.

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## **The Accused**

The accused must be:

Advised of their rights in the matter, namely that they have enough time to prepare a defense and gather witnesses, and that they may question witnesses and make a statement at the hearing. Neither the complainant nor the witnesses have the right to remain at the hearing, or to question the accused or other witnesses.

Advised of the nature of the charges, specifically the offense or conduct alleged to have been prejudicial.

Advised of where and when the hearing committee meeting will be held, giving the accused reasonable time to prepare for it.

Given an opportunity to confront their accuser(s), to hear the testimony of all witnesses against them and to cross-examine such witnesses.

Permitted to testify on their own behalf.

Allowed to present witnesses in their defense.

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

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## **Event Committee Hearing Video Presentation**

<https://jwp.io/s/7yxfMFbc>



## CHAPTER 16 – HANDLING DOG AGGRESSION

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### Event Committee Responsibility

1. Any dog, that in the opinion of the Event Committee, attacks a person or a dog at an AKC event, resulting in an injury, and is believed by that Event Committee to present a hazard to persons or other dogs, shall be disqualified.
  - A report (**AEDSQ4 – Dog Aggression – Action by Event Committee**) shall be filed with the Executive Secretary of the American Kennel Club within 72 hours of the incident
  - The disqualified dog may not again compete at any AKC event nor be on the grounds of an AKC event unless and until, following application for reinstatement by the owner to the American Kennel Club, the owner receives official notification in writing from the AKC that the dog’s eligibility has been reinstated.
2. Dog displays **THREATENING OR MENACING BEHAVIOR**, or **ATTACKS** a Volunteer Measuring Official or an Agility Field Rep while being measured:
  - The behavior must be reported immediately to the Event Committee, asking for an investigation to determine if the dog should be **DISQUALIFIED** and/or asked to leave the trial grounds.
  - The Judge of Record should also be notified that the dog could not be measured.
  - The VMO or Field Rep *must write up* the incident and submit it to the Agility Director.
  - The Trial Chairman must submit to the AKC a written report of the incident along with the Trial Chairman’s report.
  - The Trial Secretary must submit to the AKC a written report of the incident along with the trial catalog.
3. Menacing and out-of-control dogs outside of the ring are to be handled by the Event Committee. An investigation will ensue to determine if further action is required. A report must be filed with AKC.

### **Disqualification by the Event Committee requires three things to be true:**

1. There was an attack
2. There was an injury
3. The Event Committee believes the dog is a hazard to people or dogs

**If the Event Committee becomes aware of any act of dog aggression that takes place in association with their event, the Committee MUST investigate the incident and complete the form AEDSQ4. NO EXHIBITOR COMPLAINT IS REQUIRED.**

*The Event Committee always has the option of asking that any dog be removed from the trial grounds if they feel that the dog is a threat to other dogs or to people.*

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## **Judge's Responsibility**

1. Dog in the ring displays **THREATENING OR MENACING BEHAVIOR** towards a person in the ring, a dog at the start line, a dog or person outside the ring, or leaves the ring and displays these behaviors toward a dog or person outside the ring:
  - The judge must **EXCUSE** the dog from the ring.
  - The judge **must mark "EXCUSED"** in the catalog and state the reason in the catalog.
  - The judge **must write up** the incident and submit it to the Agility Director as part of the judge's trial report.
  - The Trial Chairman must submit to the AKC a written report of the incident along with the Trial Chairman's report.
  - The Trial Secretary must submit to the AKC a written report of the incident along with the trial catalog.

**Note: This type of report becomes part of the dog's record and is applied toward the dog being permanently barred from AKC agility events. If two separate incidents are reported to the AKC Agility Director, the dog will be barred from all future AKC events. The dog may not compete at any AKC event unless and until, following application for reinstatement by the owner to the AKC, the owner receives official notification in writing from the AKC that the dog's eligibility has been reinstated.**

2. Dog in the ring **ATTACKS** another dog (usually at the start line), leaves the ring and **ATTACKS** another dog, or runs into the ring and **ATTACKS** another dog:
  - The judge must **EXCUSE** the dog from the ring and seriously consider doing so for the remainder of the day or series of trials.
  - The judge **must mark "EXCUSED"** in the catalog and state the reason in the catalog.
  - The judge must fill out a current **DOG ON DOG ATTACK** form (**AEDSQ3**) and have the Event Committee/Secretary FAX it to AKC Event Operations within 72 hours of the incident.
  - The Trial Chairman must submit to the AKC a written report of the incident along with the Trial Chairman's report.
  - The Trial Secretary must submit to the AKC a written report of the incident along with the trial catalog.

**Note: This type of report becomes part of the dog's record and is applied toward the dog being permanently barred from AKC agility events. If two separate incidents are reported to the AKC Agility Director, the dog will be barred from all future AKC events. The dog may not compete at any AKC event unless and until, following application for reinstatement by the owner to the AKC, the owner receives official notification in writing from the AKC that the dog's eligibility has been reinstated.**

3. Dog in the ring **ATTACKS** any person in the ring or **ATTACKS** the judge while being measured:
  - The judge must **DISQUALIFY** the dog.
  - The judge **must mark "DISQUALIFIED"** in the catalog and state the reason in the catalog.

- The judge must fill out a current **DISQUALIFICATION FOR ATTACKING** form (AEDSQ1) and have the Event Committee/Secretary FAX it to AKC Event Operations within 72 hours of the incident.
- The Trial Chairman must submit to the AKC a written report of the incident along with the Trial Chairman's report.
- The Trial Secretary must submit to the AKC a written report of the incident along with the trial catalog.

**Note: This type of report signifies that the dog may not compete at any AKC event nor be on the grounds of any AKC event unless and until, following application for reinstatement by the owner to the AKC, the owner receives official notification in writing from the AKC that the dog's eligibility has been reinstated.**

If a dog is **DISQUALIFIED** and the Event Committee determines the dog to be a possible danger, the dog must be removed from the trial grounds.

4. A Dog presented for measurement to the **Judge of Record** that is unable to be measured due to **AGGRESSION**:
  - The judge must **EXCUSE** the dog.
  - The judge **must mark "EXCUSED"** in the catalog and state the reason in the catalog.
  - The judge **must write up** the incident and submit it to the Agility Director as part of the judge's trial report.
  - The Trial Chairman must submit to the AKC a written report of the incident along with the Trial Chairman's report.
  - The Trial Secretary must submit to the AKC a written report of the incident along with the trial catalog.

**Note: This type of report becomes part of the dog's record and is applied toward the dog being permanently barred from AKC agility events. If two separate incidents are reported to the AKC Agility Director, the dog will be barred from all future AKC events. The dog may not compete at any AKC event unless and until, following application for reinstatement by the owner to the AKC, the owner receives official notification in writing from the AKC that the dog's eligibility has been reinstated**

*Remember, a misconduct can only be charged against a person for their actions; a dog cannot be charged with misconduct.*

As a judge, you are only involved in a Misconduct Hearing if you are the complainant (filing a written complaint) or as a witness.

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### **Removing Dog from the Show Grounds:**

The Event Committee has the option to remove a dog from the grounds for the remainder of the day or the series of shows if a misconduct hearing has been held and the incident has been found by the committee to be a misconduct offense.

If there is no misconduct charge, but the Event Committee feels after reviewing the incident, that the dog is a possible danger, the Event Committee may ask the handler to remove the dog from the grounds. If this is done, a **letter regarding the incident must be submitted** to the AKC Agility Director with the Trial Chairman's report.

## CHAPTER 17 - ACT - (AGILITY COURSE TEST)

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The Agility Course Test (ACT) is an entry level agility event to introduce beginning dogs and handlers to the sport of agility and the AKC agility program.

There are two levels of ACT events:

- **ACT1** - is designed for the beginning level dog to show beginning sequencing and performance skills.
- **ACT2** - requires an increased skill level shown by the additional obstacles to be performed.

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### Eligibility of Dogs

- All dogs fifteen (15) months of age or older that have not earned a title in any AKC Agility class may enter a test.
- Dogs must be physically sound.
- In order to acquire the title certificate and have the title added to a dog's record, the dog must be registered/listed with the AKC.
- Canine Partner applications may be accepted at the test by the judge/evaluator and submitted with test results.
- Dogs that are NOT AKC registered/listed may participate and their performance will be recorded by the AKC under a temporary recording number.
  - The temporary recording number will be e-mailed to the owner.
  - The owner must use the temporary number when entering subsequent ACT events.
  - This temporary number must be used when/if the owner registers/lists the dog with AKC.
  - This temporary recording number may only be used to enter ACT events.

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### Holding ACT Events

- Any AKC club licensed to hold agility trials may hold an ACT event.
  - In conjunction with an agility trial (ACT event may be noted in the Premium.)
  - As a stand-alone ACT event.
- Any AKC agility judge/ACT evaluator may hold a stand-alone ACT event. (Does not have to be held by an AKC licensed club.)
- No more than two ACT1 and/or two ACT2 events may be held per day.
- No event application to the American Kennel Club is required.
- Entrants must fill out an ACT entry form (see *Appendix*).
- Entries may be accepted prior to the event or on the day of the event.
- The judge or an ACT evaluator must submit the **Test Report** in place of *Trial Chair* and *Trial Secretary Reports*.
- No event kits will be mailed.
- All forms must be downloaded from the AKC website.  
(<https://www.akc.org/sports/agility/act-program/>)

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## **General Information**

- Dogs may be entered at any of the approved AKC agility jump heights.
- There is no Regular or Preferred distinction in the ACT program.
- A jump height card is NOT required to enter an ACT event.
- Course areas must be a minimum of 3,500 useable square feet with the area being moderately level and clear and a minimum of 40 feet wide.
- Dogs must have two passing ACT1 scores in order to earn the ACT1 title and two passing ACT2 scores in order to earn the ACT2 title.
  - All passing scores may be obtained under the same judge/evaluator.
  - Minimum allowable score required to qualify = 85.
  - Run-outs and Refusals will not be judged.
  - More than 3 attempts at the next correct obstacle (ascent side of contacts) will result in a Mandatory Elimination and will be signaled with an "F" by judge/evaluator.
  - Dogs may continue to compete in ACT1 until one qualifying score is obtained in ACT2.
  - Dogs may continue to compete in ACT2 until the dog obtains any AKC Agility title.
  - Dogs do not have to have an ACT1 title in order to enter ACT2.
- The maximum course time for ACT1 (all jump heights) is 60 seconds and the course must be completed in less than 60 seconds.
- The maximum course time for ACT2 (all jump heights) is 70 seconds and the course must be completed in less than 70 seconds.

## INCIDENT REPORT


**Use this form to document any injury to a person or dog or damage to property at your Event**


This Must Be Completed Within 24 Hours After The Incident Report Being Completed

- If this incident involves conduct prejudicial or if a dog is seriously injured or dies the matter **must also** be handled as provided by *Dealing With Misconduct at American Kennel Club Events*.
- If this incident involves an act of dog aggression the matter **must also** be handled as provided by the AKC Rules, Regulations or Procedures for each event type to determine whether or not in the opinion of the Event Committee the dog attacked a person or dog resulting in an injury and the Event Committee believes the dog to be a hazard to persons or other dogs. Please complete *Dog Disqualified by Event Committee* form to document the incident.
- If you have any questions with respect to AKC Rules, Regulations and policies, please call the AKC at 919-816-3579 and on the weekends at the hotline number 800-252-7894.
- AKC Rules and Regulations are available at [www.akc.org/rules/](http://www.akc.org/rules/) and Downloadable Forms are available at [www.akc.org/downloadable-forms/](http://www.akc.org/downloadable-forms/)

<b>WHO?</b>	Name of injured person:		
	Address:	Phone #	
	Email Address:		
	<input type="checkbox"/> Exhibitor <input type="checkbox"/> Spectator <input type="checkbox"/> Judge <input type="checkbox"/> Volunteer <input type="checkbox"/> Other (specify) <input type="checkbox"/> Minor <input type="checkbox"/> Age ____   Guardian Information _____		
<b>DOG?</b>	Registration Number	Registered Name	
	<input type="checkbox"/> Not Registered	Identifying Information if not registered	
	Vaccination Info Obtained <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Why not	
	Name of person in control of dog:		
	Address	Phone #	
	Email Address		
<b>WHEN? WHERE?</b>	Incident date:	Time:	Location:
	Event #	Event Type:	Club Name:
<b>WHAT HAPPENED?</b> (Try to answer as many of the questions as possible. Get Witness Statements and Attach)	What was the person doing – Why did he/she get hurt? Or when dog was injured? Or property damaged?		
	What hurt them? What part of body? What sort of injury? What sort of property damage?		

Witnesses? List Name, address, phone number and email address			
Name	Address	Phone Number	Email

<b>WHAT RESULTED? Person</b>	Current Disposition	Yes	No	Body Part Injured			Type of Injury
	Sent to Hospital			<input type="checkbox"/> Left	<input type="checkbox"/> Right		<input type="checkbox"/> Laceration <input type="checkbox"/> Abrasion <input type="checkbox"/> Puncture <input type="checkbox"/> Burn <input type="checkbox"/> Fracture <input type="checkbox"/> Strain-Sprain <input type="checkbox"/> Amputation <input type="checkbox"/> Foreign Body <input type="checkbox"/> Hernia <input type="checkbox"/> Contusion
	First Aid			<input type="checkbox"/> Eye			
	EMS			<input type="checkbox"/> Head			
	EMS Name: _____			<input type="checkbox"/> Chest			
			<input type="checkbox"/> Back				
			<input type="checkbox"/> Abdomen				
			<input type="checkbox"/> Arm				
			<input type="checkbox"/> Hand-Finger				
			<input type="checkbox"/> Leg				
			<input type="checkbox"/> Foot-Toe				
			<input type="checkbox"/> Respiratory				
			<input type="checkbox"/>				
	Hospital: _____						

<b>WHAT RESULTED? Dog</b>	Current Disposition	Yes	No	Body Part Injured			Type of Injury
	Sent to Veterinary Hospital			<input type="checkbox"/> Left	<input type="checkbox"/> Right		<input type="checkbox"/> Laceration <input type="checkbox"/> Abrasion <input type="checkbox"/> Puncture
	First Aid			<input type="checkbox"/> Eye			
	Seen by Event Veterinarian			<input type="checkbox"/> Head			
	Event Veterinarian name _____			<input type="checkbox"/> Body			
	Veterinarian Hospital _____			<input type="checkbox"/> Leg			

<b>WHO?</b> (will correct)	Any corrections of unsafe condition(s), procedures or acts need addressing? If yes who will address?	
	Sign: _____	Completion date: _____

<b>WHO?</b> (Completed Form)	Sign: _____	Date: _____
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Reviewed by: _____	Reviewed and approved by: _____
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**NOTES**





AKC Rules, Regulations, Policies and Guidelines are available on the American Kennel Club Web site, www.akc.org

AGREEMENT

I certify that I am the actual owner of the dog, or that I am the duly authorized agent of the actual owner whose name I have entered. In consideration of the acceptance of this entry, I (we) agree to abide by the rules and regulations of The American Kennel Club in effect at the time of this event, and any additional rules and regulations published for this event and any decision made in accord with them and further agree to be bound by this Agreement. I (we) agree that the club or ACT Evaluator, holding this event has the right to refuse this entry for cause which the club or ACT Evaluator shall deem sufficient. I (we) certify and represent that the dog entered is not a hazard to persons or other dogs. In consideration of the acceptance of this entry and of the holding of this event and of the opportunity to have the dog judged and to win prizes, ribbons, or trophies, I (we) agree to hold the AKC, the event-giving club, their members, directors, governors, officers, agents, superintendents, event secretary and the owner and/or lessor of the premises and any provider of services that are necessary to hold this event and any employees or volunteers of the aforementioned parties, and any AKC approved judge or ACT Evaluator, judging at this event, harmless from any claim for loss or injury which may be alleged to have been caused directly or indirectly to any person or thing by the act of this dog while in or about the event premises or grounds or near any entrance thereto, and I (we) personally assume all responsibility and liability for any such claim; and I (we) further agree to hold the aforementioned parties harmless from any claim for loss, injury or damage to this dog. Additionally, I (we) hereby assume the sole responsibility for and agree to indemnify, defend and save the aforementioned parties harmless from any and all loss and expense (including legal fees) by reason of the liability imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting therefrom, sustained by any person or persons, including myself (ourselves), or on account of damage to property, arising out of or in consequence of my (our) participation in this event, however such, injuries, death or property damage may be caused, and whether or not the same may have been caused or may be alleged to have been caused by the negligence of the aforementioned parties or any of their employees, agents, or any other person. I (WE) AGREE THAT ANY CAUSE OF ACTION, CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THE ENTRY, EXHIBITION OR ATTENDANCE AT THE EVENT BETWEEN THE AKC AND THE EVENT-GIVING CLUB (UNLESS OTHERWISE STATED IN THIS PREMIUM LIST) OR ACT EVALUATOR AND MYSELF (OURSELVES) OR AS TO THE CONSTRUCTION, INTERPRETATION AND EFFECT OF THIS AGREEMENT SHALL BE SETTLED BY ARBITRATION PURSUANT TO THE APPLICABLE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. HOWEVER, PRIOR TO ARBITRATION ALL APPLICABLE AKC BYLAWS, RULES, REGULATIONS AND PROCEDURES MUST FIRST BE FOLLOWED AS SET FORTH IN THE AKC CHARTER AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.

Empty rectangular box for registration details.

IMPORTANT: CAREFULLY READ INSTRUCTIONS BEFORE FILLING OUT!

ENTRY FEE ENCLOSED

\$

Agility Course Test (ACT)

Check one jump height

4" 8" 12" 16" 20" 24"

Checkmark one or both rounds of a class level (ACT 1 or ACT 2)

ACT 1 (Round 1) ACT 2 (Round 1) ACT 1 (Round 2) ACT 2 (Round 2)

BREED, SEX, HEIGHT AT WITHERS, VARIETY, CALL NAME

AKC® NAME

AKC NO., PAL/ILP NO., FOREIGN REG. NO., Enter Complete Registration # below (If applicable for), DATE OF BIRTH, PLACE OF BIRTH (List Country), Pending

BREEDER

SIRE

DAM

ACTUAL OWNERS

OWNERS ADDRESS NEW ADDRESS

CITY State Zipcode + 4

HANDLER (Junior Handler see back) If Junior Handler, Please enter # Below FEE ENCLOSED

INSTRUCTIONS

Dogs may be entered in any jump height. There is no Regular or Preferred distinction at AKC's ACT events.

In order to acquire the ACT1 or ACT2 title certificate and have the title added to a dog's record, the dog must be registered/listed with the American Kennel Club. AKC Canine PartnersSM applications may be accepted at the event and submitted to AKC with the event's results.

Dogs that are not AKC registered/listed may be registered at a later date and receive their ACT title at that time.

Dogs listed in the AKC Canine PartnersSM program should be listed as All American Dog and must include their AKC number on the entry form and check the AKC No. box.

Junior Handlers should enter their Junior Handler Number on the front of this form. Should you not have your Junior Handler number, it may be obtained from the American Kennel Club (919) 233-9767. If the Junior Handler is not the owner of the dog identified on the face of this form, what is the relationship of the Junior Handler to the Owner?

SIGNATURE of owner or his agent duly authorized to make this entry.

SIGN HERE X

Telephone Number:

Email Address: New Email

In Case of Emergency - Name: Phone #:

EXHIBITOR / OWNER MUST READ AND SIGN THE REVERSE SIDE OF THIS FORM.

## COMPLIANCE CHECKLIST

The following is a checklist to help clubs understand their obligations under the Americans With Disabilities Act as public accommodations.

### GENERAL REQUIREMENTS FOR PUBLIC ACCOMMODATIONS

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

### SPECIFIC REQUIREMENTS FOR PUBLIC ACCOMMODATIONS

#### **Removal of Barriers or Provision of Readily Achievable Alternatives:**

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

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

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

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

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

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

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

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

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

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

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

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

### **Auxiliary Aids and Services**

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

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

- 15) Have you considered and purchased or otherwise established a method for providing auxiliary aids and services for communicating with individuals with visual impairments? (You need to consider all activities

for which auxiliary aids may be needed; for example, documents and other written materials; signs; labels; and instructions on equipment.)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

### **Eligibility Criteria**

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

### **Modifications in Policies, Practices, and Procedures**

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

### **ENFORCEMENT PROCEDURES**

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

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

### **DEVELOPING AN IMPLEMENTATION PLAN**

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

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

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

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

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

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

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

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

**All incidences of aggression should be described in the Judge's Report submitted to the Director of Agility**

7/22/2015

Incident	Action							
	Dog Excused by Judge "Excusal"	Judge completes Dog on Dog Attack (form AEDSQ3)	Dog Disqualified by Judge	Judge completes Disqualification for Attacking (form AEDSQ1)	Event Committee must consider Disqualification of the dog**	Event Committee completes Dog Aggression-Action by Event Committee (form AEDSQ4)	Preliminary Investigation for Event Hearing against Person <u>may</u> be held	Preliminary Investigation for Event Hearing against Person <u>must</u> be held
Aggressive (threatening/menacing) behavior in the ring toward a person or dog*	X						X	
Dog leaves the ring and threatens a dog or person and the judge is able to see incident*	X						X	
Dog either runs out of the ring and attacks another dog or into the ring and attacks another dog*	X	X			X	X	X	
Dog attacks any person in the ring or while being measured by the judge			X	X			X	
Dog attacks any person or dog outside of the ring					X	X	X	
Dog attacks any dog or person anywhere on grounds and there is a serious injury					X	X		X

\* Two incidents of aggressive behavior will cause the dog's disqualification.

\*\*Disqualification by the Event Committee requires three things to be true--1) There was an attack.

2) There was an injury and 3) The Event Committee believes the dog is a hazard to people or dogs.

--No member of the Event Committee need witness the attack. If the Event Committee becomes aware of an attack, they must consider disqualification.

**Terminology**

**Excusal** Recorded on scoresheet and in signed event catalog as "**EXCUSED**". *Judge needs to include dog's AKC registration number, full AKC name & owner info in their Judge's report.* Excusals are for lesser infractions and dogs get a second chance.

**Disqualification by Judge** Recorded on scoresheet and in signed event catalog as "**DISQUALIFIED**". These are for significant infractions and dogs do not get a second chance.

**Aggressive behavior** This would include growling or threatening barking.

**Attack** Any instance where the dog actually tried to grab someone or did grab them. Skin contact is not required.



AMERICAN  
KENNEL CLUB®

# Agility Titles

The # symbol behind the title abbreviation indicated that title can be earned multiple times and will carry a numeric designation.

Class	Abbrev.	Title Name	Abbrev.	Title Name (Preferred Track)	Prefix or Suffix
ACT	ACT1	Agility Course Test 1			
ACT	ACT2	Agility Course Test 2			
STD	NA	Novice Agility	NAP	Novice Agility Preferred	Suffix
STD	OA	Open Agility	OPA	Open Agility Preferred	Suffix
STD	AX	Excellent Agility	AXP	Excellent Agility Preferred	Suffix
STD	MX	Master Agility Excellent	MXP	Master Agility Excellent Preferred	Suffix
STD	MXB#	Master Bronze Agility	MXPB#	Master Bronze Agility Preferred	Suffix
STD	MXS#	Master Silver Agility	MXPS#	Master Silver Agility Preferred	Suffix
STD	MXG#	Master Gold Agility	MXPG#	Master Gold Agility Preferred	Suffix
STD	MXC#	Master Century Agility	MXPC#	Master Century Agility Preferred	Suffix
STD	PAD	Premier Agility Dog	PADP	Premier Agility Dog Preferred	Suffix
STD	PDS#	Premier Agility Dog Silver	PDSP#	Premier Agility Dog Silver Preferred	Suffix
STD	PDG#	Premier Agility Dog Gold	PDGP#	Premier Agility Dog Gold Preferred	Suffix
STD	PDC#	Premier Agility Dog Century	PDCP#	Premier Agility Dog Century Preferred	Suffix
STD	PDB#	Premier Agility Dog Bronze (starts with 2)	PDBP2#	Premier Agility Dog Bronze Preferred (starts with 2)	Suffix
JWW	NAJ	Novice Agility Jumper	NJP	Novice Agility Jumper Preferred	Suffix
JWW	OAJ	Open Agility Jumper	OJP	Open Agility Jumper Preferred	Suffix
JWW	AXJ	Excellent Agility Jumper	AJP	Excellent Agility Jumper Preferred	Suffix
JWW	MXJ	Master Excellent Jumper	MJP	Master Excellent Jumper Preferred	Suffix
JWW	MJB#	Master Bronze Jumper	MJPB#	Master Bronze Jumper Preferred	Suffix
JWW	MJS#	Master Silver Jumper	MJPS#	Master Silver Jumper Preferred	Suffix
JWW	MJG#	Master Gold Jumper	MJPG#	Master Gold Jumper Preferred	Suffix
JWW	MJC#	Master Century Jumper	MJCP#	Master Century Jumper Preferred	Suffix
JWW	PJD	Premier Jumpers Dog	PJDP	Premier Jumpers Dog Preferred	Suffix
JWW	PJS#	Premier Jumpers Dog Silver	PJSP#	Premier Jumpers Dog Silver Preferred	Suffix
JWW	PJG#	Premier Jumpers Dog Gold	PJGP#	Premier Jumpers Dog Gold Preferred	Suffix
JWW	PJC#	Premier Jumpers Dog Century	PJCP#	Premier Jumpers Dog Century Preferred	Suffix



JWW	PJB#	Premier Jumpers Dog Bronze (starts with 2)	PJBP#	Premier Jumpers Dog Bronze Preferred (starts with 2)	Suffix
FAST	NF	Agility FAST Novice	NFP	Agility FAST Novice Preferred	Suffix
FAST	OF	Agility FAST Open	OFF	Agility FAST Open Preferred	Suffix
FAST	XF	Agility FAST Excellent	XFP	Agility FAST Excellent Preferred	Suffix
FAST	MXF	Agility Master FAST Excellent	MFP	Agility Master FAST Excellent Preferred	Suffix
FAST	MFB#	Master Bronze FAST	MFPB#	Master Bronze FAST Preferred	Suffix
FAST	MFS#	Master Silver FAST	MFPS#	Master Silver FAST Preferred	Suffix
FAST	MFG#	Master Gold FAST	MFPG#	Master Gold FAST Preferred	Suffix
FAST	MFC#	Master Century FAST	MFPC#	Master Century FAST Preferred	Suffix
T2B	T2B#	Time 2 Beat	T2BP#	Time 2 Beat Preferred	Suffix
Multi	TQX	Triple Q Excellent	TQXP	Triple Q Excellent Preferred	Suffix
Multi			PAX#	Preferred Agility Excellent	Suffix
Multi	NAC	National Agility Champion	PNAC	Preferred National Agility Champion	Prefix
Multi	MACH#	Master Agility Champion	PACH#	Preferred Agility Champion	Prefix
Multi	AGCH#	Agility Grand Champion	AGCH#	Agility Grand Champion	Prefix



**AMERICAN  
KENNEL CLUB™**

# Agility Trial Checklist

COMPANION EVENTS

PO Box 900068, RALEIGH, NC 27675-9068 Tel. 919-816-3821

**Name of Club:** \_\_\_\_\_

**Event Date  
and Location:** \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Regulations For Agility Trials              | <input type="checkbox"/> Jr. Handler Certification Form           |
| <input type="checkbox"/> Agility Judges Guidelines                   | <input type="checkbox"/> Checklist for Misconduct Hearing         |
| <input type="checkbox"/> Rules Applying to Dog Shows                 | <input type="checkbox"/> Measuring Device                         |
| <input type="checkbox"/> Dealing with Misconduct                     | <input type="checkbox"/> Measuring Method                         |
| <input type="checkbox"/> Rules Applying to Registration & Discipline | <input type="checkbox"/> Judging Schedule on Confirmations        |
| <input type="checkbox"/> Agility Trial Manual                        | <input type="checkbox"/> Check Premium                            |
| <input type="checkbox"/> Emergency Veterinary Directions             | <input type="checkbox"/> 3 Extra Printed Catalogs                 |
| <input type="checkbox"/> Disaster & Emergency Plan                   | <input type="checkbox"/> Armbands                                 |
| <input type="checkbox"/> First Aid Kit                               | <input type="checkbox"/> Event Committee Members Onsite           |
| <input type="checkbox"/> Disqualification for Attacking Form         | <input type="checkbox"/> Event Committee - Club Members           |
| <input type="checkbox"/> Dog on Dog Attack Form                      | <input type="checkbox"/> Dog Disqualified by Event Committee Form |
| <input type="checkbox"/> Exhibitor Entry Forms                       |   |

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by:

REP NAME

DATE



AMERICAN KENNEL CLUB®

Application and Judges Panel for AKC® Licensed or Member Agility Trial or AKC Sanctioned A or B Match

This application must be received by the American Kennel Club with the appropriate fees at least 18 weeks prior to the closing date of the Trial for the club to be in compliance with Chapter 1, Section 5 of the Regulations for Agility Trials. Applications for a Sanctioned Match must be filed with the American Kennel Club at least six weeks prior to the closing date of the Match. Please complete all three pages of the application.

A separate application is required for each Trial or Match date. Money penalties may be imposed or application may be rejected for noncompliance. Incomplete applications will not be approved. This event application and judges panel may be submitted using the AKC Online System at www.akc.org or send completed application with appropriate fee to:

American Kennel Club, Event Operations, PO Box 900051, Raleigh, NC 27675-9051

SECTION 1. CLUB INFORMATION

Check here if this is a date change!
EVENT DATE

EVENT NUMBER (if known) NAME OF CLUB EVENT DATE

NAME OF THE EVENT FACILITY

EXACT ADDRESS OF THE EVENT FACILITY (Include Street Address, City, State and Zip Code)

Is this location in your Club's Territory? Special Attraction: Subject to AKC approval.

SECTION 2. TYPE OF EVENT (choose one)

- AKC Sanctioned "A" or "B" Match: \$15.00 Application Fee.
AKC Licensed or Member Club Event: \$100.00 for each event.

SECTION 3. FEE PAYMENT

Total Payment Due

Payment Method

Check Credit Card VISA Billing Address

Questions? Contact us... American Kennel Club Companion Operations Agility PO Box 900051 Raleigh, NC 27675-9051 Tel 919 816-3725 Fax 919 816-4210 www.akc.org

If a club website is used, give address:

Please Continue on Back and Complete All 3 Pages of Application

NAME OF CLUB \_\_\_\_\_

EVENT DATE \_\_\_\_\_

**SECTION 4. INDICATE THE METHOD OF ENTRY (choose one) An \* identifies a required field in this section.**

Is the club offering online entries through the AKC's Online Entry Service?  Yes  No

If so, designate the number of total entry limit to be fulfilled by paper entries # \_\_\_\_\_ & online entries # \_\_\_\_\_

If using the AKC Online Entry Services, the club has read and accepts the terms and conditions [[www.akc.org/events](http://www.akc.org/events)] pertaining to this service.

Mark time zone where entries will be received:  Atlantic  Eastern  Central  Mountain  Pacific

**A) LIMITED TRIAL**

TOTAL NUMBER OF RUNS AT THIS EVENT\* \_\_\_\_\_

**First Received:** Opening Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM

Closing Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM

**Random Draw:** Opening Period, Start Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM

Opening Period, Finish Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM

Random Draw Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM

Closing Date \* \_\_\_\_\_ and Time \* \_\_\_\_\_  AM  PM

**Random Draw Location\***

(Must provide complete address, city, state, zip code)

**B) UNLIMITED TRIAL**

Opening Date\*and Time\* \_\_\_\_\_ Closing Date\*and Time\* \_\_\_\_\_

**SECTION 5. ADDITIONAL EVENT INFORMATION (Complete all questions to avoid a delay in event approval.)**

Open to all breeds?  YES  NO

Open to Single Breed or Group?  YES  NO If YES, please indicate the Breed or Group \_\_\_\_\_

Check here if All American Dogs (Mixed Breeds) are not allowed to enter this event.  NOT ALLOWED

Event will be held:  INDOORS  OUTDOORS (under cover?  YES  NO)  BOTH

Dimensions for course area(s) \_\_\_\_\_ # of Rings \_\_\_\_\_

**SECTION 6. ENTRY FEES PER DOG (List all that are applicable.)**

1st Entry Fee \$ \_\_\_\_\_ 2nd Entry Fee \$ \_\_\_\_\_

3rd Entry Fee \$ \_\_\_\_\_ 4th Entry Fee \$ \_\_\_\_\_ 5th Entry Fee \$ \_\_\_\_\_ 6th Entry Fee \$ \_\_\_\_\_ 7th Entry Fee \$ \_\_\_\_\_

**CLUB EVENT CONTACTS**

Event Role	Name and Complete Mailing Address	Email	Daytime Phone #	Evening Phone #
Event Secretary				
Event Chairman (Must be a Club Member)				

**Section 7. Club officer authorization to apply to hold this event.**

\_\_\_\_\_  
Club Officer Signature

\_\_\_\_\_  
Club Officer Title

\_\_\_\_\_  
Date

NAME OF CLUB

EVENT DATE

**Section 8. JUDGE PANEL** List All Classes Offered, Judge's Name, Judge's Number, City, State. For any further division of classes (splitting Regular and Preferred, splitting A and B, dividing classes into jump heights, etc.), please contact your AKC Event Operations representative directly or email [EventPlans@akc.org](mailto:EventPlans@akc.org).

STANDARD (Regular & Preferred)		JUMPERS WITH WEAVES (Regular & Preferred)	
CLASS	Judge's Name & Judge's Number City, State	CLASS	Judge's Name & Judge's Number City, State
NOVICE A & B (Regular) Novice (Preferred)		NOVICE A & B (Regular) Novice (Preferred)	
OPEN (Regular & Preferred)		OPEN (Regular & Preferred)	
EXCELLENT & MASTER (Regular & Preferred)		EXCELLENT & MASTER (Regular & Preferred)	
PREMIER (Regular & Preferred)		PREMIER (Regular & Preferred)	

#### CLUBS MAY OFFER THE FOLLOWING OPTIONAL CLASSES

**NOTE:** If not offering the **FAST, Time 2 Beat, and/or ISC** classes, please mark the application as "Not Offered" so AKC knows it is not being offered.

FIFTEEN AND SEND TIME (FAST) CLASS (Titling Class)		TIME 2 BEAT CLASS (T2B) (Titling Class)	
CLASS	Judge's Name & Judge's Number City, State	CLASS	Judge's Name & Judge's Number City, State
NOVICE A & B (Regular) Novice (Preferred)		Time 2 Beat (Regular & Preferred)	
OPEN (Regular & Preferred)		INTERNATIONAL SWEEPSTAKES CLASS (ISC) (Non-Regular Class)	
EXCELLENT & MASTER (Regular & Preferred)		ISC STANDARD	
		ISC JUMPERS WITH WEAVES	

#### Section 9. Judge Panel Submission

Submitted for AKC approval by (Please Print)

Club Position\*

Date

\*If not Event Chairman, please indicate Event Chairman's name, address, telephone number, and email address below.

Event/Trial Chairman's Name

Address

Telephone/Email Address



# CORRESPONDING DATE TABLE

The chart below contains the Corresponding Dates starting with 2015 and ending with 2021. The column to the far left indicates the week of the year. Each succeeding column represents a separate year and gives the Corresponding Date for every Saturday or Sunday of that year.

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

Week	2015 Sat - Sun	2016 Sat - Sun	2017 Sat - Sun	2018 Sat - Sun	2019 Sat - Sun	2020 Sat - Sun	2021 Sat - Sun
1	JAN 3 - 4	JAN 9 - 10	JAN 7 - 8	JAN 6 - 7	JAN 5 - 6	JAN 4 - 5	JAN 9 - 10
2	10 - 11	16 - 17	14 - 15	13 - 14	12 - 13	11 - 12	16 - 17
3	17 - 18	23 - 24	21 - 22	20 - 21	19 - 20	18 - 19	23 - 24
4	24 - 25	30 - 31	28 - 29	27 - 28	26 - 27	25 - 26	30 - 31
5	FEB Jan 31 - Feb 1	FEB 6 - 7	FEB 4 - 5	FEB 3 - 4	FEB 2 - 3	FEB 1 - 2	FEB 6 - 7
6	7 - 8	13 - 14	11 - 12	10 - 11	9 - 10	8 - 9	13 - 14
7	14 - 15	20 - 21	18 - 19	17 - 18	16 - 17	15 - 16	20 - 21
8	21 - 22	27 - 28	25 - 26	24 - 25	23 - 24	22 - 23	27 - 28
9	MAR Feb 28 - Mar 1	MAR 5 - 6	MAR 4 - 5	MAR 3 - 4	MAR 2 - 3	MAR Feb 29 - Mar 1	MAR 6 - 7
10	7 - 8	12 - 13	11 - 12	10 - 11	9 - 10	7 - 8	13 - 14
11	14 - 15	19 - 20	18 - 19	17 - 18	16 - 17	14 - 15	20 - 21
12	21 - 22	26 - 27	25 - 26	24 - 25	23 - 24	21 - 22	27 - 28
13	APR Mar 28 - Mar 29	APR 2 - 3	APR 1 - 2	APR Mar 31 - Apr 1	APR Mar 30 - Mar 31	APR Mar 28 - Mar 29	APR 3 - 4
14	4 - 5	9 - 10	8 - 9	7 - 8	6 - 7	4 - 5	10 - 11
15	11 - 12	16 - 17	15 - 16	14 - 15	13 - 14	11 - 12	17 - 18
16	18 - 19	23 - 24	22 - 23	21 - 22	20 - 21	18 - 19	24 - 25
17	25 - 26	Apr 30 - May 1	29 - 30	28 - 29	27 - 28	25 - 26	May 1 - May 2
18	MAY 2 - 3	MAY 7 - 8	MAY 6 - 7	MAY 5 - 6	MAY 4 - 5	MAY 2 - 3	MAY 8 - 9
19	9 - 10	14 - 15	13 - 14	12 - 13	11 - 12	9 - 10	15 - 16
20	16 - 17	21 - 22	20 - 21	19 - 20	18 - 19	16 - 17	22 - 23
21	23 - 24	28 - 29	27 - 28	26 - 27	25 - 26	23 - 24	29 - 30
22	JUN May 30 - May 31	JUN 4 - 5	JUN 3 - 4	JUN 2 - 3	JUN 1 - 2	JUN May 30 - May 31	JUN 5 - 6
23	6 - 7	11 - 12	10 - 11	9 - 10	8 - 9	6 - 7	12 - 13
24	13 - 14	18 - 19	17 - 18	16 - 17	15 - 16	13 - 14	19 - 20
25	20 - 21	25 - 26	24 - 25	23 - 24	22 - 23	20 - 21	26 - 27
26	JUL Jun 27 - Jun 28	JUL 2 - 3	JUL 1 - 2	JUL Jun 30 - Jul 1	JUL Jun 29 - Jun 30	JUL Jun 27 - Jun 28	JUL 3 - 4
27	4 - 5	9 - 10	8 - 9	7 - 8	6 - 7	4 - 5	10 - 11
28	11 - 12	16 - 17	15 - 16	14 - 15	13 - 14	11 - 12	17 - 18
29	18 - 19	23 - 24	22 - 23	21 - 22	20 - 21	18 - 19	24 - 25
30	25 - 26	30 - 31	29 - 30	28 - 29	27 - 28	25 - 26	July 31 - Aug 1
31	AUG 1 - 2	AUG 6 - 7	AUG 5 - 6	AUG 4 - 5	AUG 3 - 4	AUG 1 - 2	AUG 7 - 8
32	8 - 9	13 - 14	12 - 13	11 - 12	10 - 11	8 - 9	14 - 15
33	15 - 16	20 - 21	19 - 20	18 - 19	17 - 18	15 - 16	21 - 22
34	22 - 23	27 - 28	26 - 27	25 - 26	24 - 25	22 - 23	28 - 29
35	SEP Aug 29 - Aug 30	SEP 3 - 4	SEP 2 - 3	SEP 1 - 2	SEP Aug 31 - Sep 1	SEP Aug 29 - Aug 30	SEP 4 - 5
36	5 - 6	10 - 11	9 - 10	8 - 9	7 - 8	5 - 6	11 - 12
37	12 - 13	17 - 18	16 - 17	15 - 16	14 - 15	12 - 13	18 - 19
38	19 - 20	24 - 25	23 - 24	22 - 23	21 - 22	19 - 20	25 - 26
39	OCT Sep 26 - Sep 27	OCT 1 - 2	OCT Sep 30 - Oct 1	OCT Sep 29 - Sep 30	OCT Sep 28 - Sep 29	OCT Sept 26 - Sept 27	OCT 2 - 3
40	3 - 4	8 - 9	7 - 8	6 - 7	5 - 6	3 - 4	9 - 10
41	10 - 11	15 - 16	14 - 15	13 - 14	12 - 13	10 - 11	16 - 17
42	17 - 18	22 - 23	21 - 22	20 - 21	19 - 20	17 - 18	23 - 24
43	24 - 25	29 - 30	28 - 29	27 - 28	26 - 27	24 - 25	30 - 31
44	NOV Oct 31 - Nov 1	NOV 5 - 6	NOV 4 - 5	NOV 3 - 4	NOV 2 - 3	NOV Oct 31 - Nov 1	NOV 6 - 7
45	7 - 8	12 - 13	11 - 12	10 - 11	9 - 10	7 - 8	13 - 14
46	14 - 15	19 - 20	18 - 19	17 - 18	16 - 17	14 - 15	20 - 21
47	21 - 22	26 - 27	25 - 26	24 - 25	23 - 24	21 - 22	27 - 28
48	DEC Nov 28 - Nov 29	DEC 3 - 4	DEC 2 - 3	DEC 1 - 2	DEC Nov 30 - Dec 1	DEC Nov 28 - Nov 29	DEC 4 - 5
49	5 - 6	10 - 11	9 - 10	8 - 9	7 - 8	5 - 6	11 - 12
50	12 - 13	17 - 18	16 - 17	15 - 16	14 - 15	12 - 13	18 - 19
51	19 - 20	24 - 25	23 - 24	22 - 23	21 - 22	19 - 20	25 - 26
52	26 - 27	Dec 31 - Jan 1	30 - 31	29 - 30	28 - 29	26 - 27	Jan 1 - Jan 2



# CORRESPONDING DATE TABLE

The chart below contains the Corresponding Dates starting with 2022 and ending with 2028. The column to the far left indicates the week of the year. Each succeeding column represents a separate year and gives the Corresponding Date for every Saturday or Sunday of that year.

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

Week	2022 Sat - Sun	2023 Sat - Sun	2024 Sat - Sun	2025 Sat - Sun	2026 Sat - Sun	2027 Sat - Sun	2028 Sat - Sun
1	JAN 8 - 9	JAN 7 - 8	JAN 6 - 7	JAN 4 - 5	JAN 3 - 4	JAN 9 - 10	JAN 8 - 9
2	15 - 16	14 - 15	13 - 14	11 - 12	10 - 11	16 - 17	15 - 16
3	22 - 23	21 - 22	20 - 21	18 - 19	17 - 18	23 - 24	22 - 23
4	29 - 30	28 - 29	27 - 28	25 - 26	24 - 25	30 - 31	29 - 30
5	FEB 5 - 6	FEB 4 - 5	FEB 3 - 4	FEB 1 - 2	FEB Jan 31 - Feb 1	FEB 6 - 7	FEB 5 - 6
6	12 - 13	11 - 12	10 - 11	8 - 9	7 - 8	13 - 14	12 - 13
7	19 - 20	18 - 19	17 - 18	15 - 16	14 - 15	20 - 21	19 - 20
8	26 - 27	25 - 26	24 - 25	22 - 23	21 - 22	27 - 28	26 - 27
9	MAR 5 - 6	MAR 4 - 5	MAR 2 - 3	MAR 1 - 2	MAR Feb 28 - Mar 1	MAR 6 - 7	MAR 4 - 5
10	12 - 13	11 - 12	9 - 10	8 - 9	7 - 8	13 - 14	11 - 12
11	19 - 20	18 - 19	16 - 17	15 - 16	14 - 15	20 - 21	18 - 19
12	26 - 27	25 - 26	23 - 24	22 - 23	21 - 22	27 - 28	25 - 26
13	APR 2 - 3	APR 1 - 2	APR Mar 30 - 31	APR Mar 29 - 30	APR Mar 28 - 29	APR 3 - 4	APR 1 - 2
14	9 - 10	8 - 9	6 - 7	5 - 6	4 - 5	10 - 11	8 - 9
15	16 - 17	15 - 16	13 - 14	12 - 13	11 - 12	17 - 18	15 - 16
16	23 - 24	22 - 23	20 - 21	19 - 20	18 - 19	24 - 25	22 - 23
17	Apr 30 - May 1	29 - 30	27 - 28	26 - 27	25 - 26	May 1 - 2	29 - 30
18	MAY 7 - 8	MAY 6 - 7	MAY 4 - 5	MAY 3 - 4	MAY 2 - 3	MAY 8 - 9	MAY 6 - 7
19	14 - 15	13 - 14	11 - 12	10 - 11	9 - 10	15 - 16	13 - 14
20	21 - 22	20 - 21	18 - 19	17 - 18	16 - 17	22 - 23	20 - 21
21	28 - 29	27 - 28	25 - 26	24 - 25	23 - 24	29 - 30	27 - 28
22	JUN 4 - 5	JUN 3 - 4	JUN 1 - 2	JUN May 31 - Jun 1	JUN May 30 - 31	JUN 5 - 6	JUN 3 - 4
23	11 - 12	10 - 11	8 - 9	7 - 8	6 - 7	12 - 13	10 - 11
24	18 - 19	17 - 18	15 - 16	14 - 15	13 - 14	19 - 20	17 - 18
25	25 - 26	24 - 25	22 - 23	21 - 22	20 - 21	26 - 27	24 - 25
26	JUL 2 - 3	JUL 1 - 2	JUL Jun 29 - 30	JUL Jun 28 - 29	JUL Jun 27 - 28	JUL 3 - 4	JUL 1 - 2
27	9 - 10	8 - 9	6 - 7	5 - 6	4 - 5	10 - 11	8 - 9
28	16 - 17	15 - 16	13 - 14	12 - 13	11 - 12	17 - 18	15 - 16
29	23 - 24	22 - 23	20 - 21	19 - 20	18 - 19	24 - 25	22 - 23
30	30 - 31	29 - 30	27 - 28	26 - 27	25 - 26	Jul 31 - Aug 1	29 - 30
31	AUG 6 - 7	AUG 5 - 6	AUG 3 - 4	AUG 2 - 3	AUG 1 - 2	AUG 7 - 8	AUG 5 - 6
32	13 - 14	12 - 13	10 - 11	9 - 10	8 - 9	14 - 15	12 - 13
33	20 - 21	19 - 20	17 - 18	16 - 17	15 - 16	21 - 22	19 - 20
34	27 - 28	26 - 27	24 - 25	23 - 24	22 - 23	28 - 29	26 - 27
35	SEP 3 - 4	SEP 2 - 3	SEP Aug 31 - Sep 1	SEP Aug 30 - 31	SEP Aug 29 - 30	SEP 4 - 5	SEP 2 - 3
36	10 - 11	9 - 10	7 - 8	6 - 7	5 - 6	11 - 12	9 - 10
37	17 - 18	16 - 17	14 - 15	13 - 14	12 - 13	18 - 19	16 - 17
38	24 - 25	23 - 24	21 - 22	20 - 21	19 - 20	25 - 26	23 - 24
39	OCT 1 - 2	OCT Sept 30 - Oct 1	OCT Sep 28 - 29	OCT Sep 27 - 28	OCT 26 - 27	OCT 2 - 3	OCT Sep 30 - Oct 1
40	8 - 9	7 - 8	5 - 6	4 - 5	3 - 4	9 - 10	7 - 8
41	15 - 16	14 - 15	12 - 13	11 - 12	10 - 11	16 - 17	14 - 15
42	22 - 23	21 - 22	19 - 20	18 - 19	17 - 18	23 - 24	21 - 22
43	29 - 30	28 - 29	26 - 27	25 - 26	24 - 25	30 - 31	28 - 29
44	NOV 5 - 6	NOV 4 - 5	NOV 2 - 3	NOV 1 - 2	NOV Oct 31 - Nov 1	NOV 6 - 7	NOV 4 - 5
45	12 - 13	11 - 12	9 - 10	8 - 9	7 - 8	13 - 14	11 - 12
46	19 - 20	18 - 19	16 - 17	15 - 16	14 - 15	20 - 21	18 - 19
47	26 - 27	25 - 26	23 - 24	22 - 23	21 - 22	27 - 28	25 - 26
48	DEC 3 - 4	DEC 2 - 3	DEC Nov 30 - Dec 1	DEC Nov 29 - 30	DEC Nov 28 - 29	DEC 4 - 5	DEC 2 - 3
49	10 - 11	9 - 10	7 - 8	6 - 7	5 - 6	11 - 12	9 - 10
50	17 - 18	16 - 17	14 - 15	13 - 14	12 - 13	18 - 19	16 - 17
51	24 - 25	23 - 24	21 - 22	20 - 21	19 - 20	25 - 26	23 - 24
52	Dec 31 - Jan 1	30 - 31	28 - 29	27 - 28	26 - 27	Jan 1 - 2	30 - 31



AMERICAN  
KENNEL CLUB®

# Memorandum

April 11, 2019

**TO:** All AKC Clubs  
All Superintendents  
**SUBJECT:** Emergency Procedures at Dog Events

At its November 1997 meeting, the Board of Directors considered the report of the Delegate Dog Show Rules Committee on the subject of Emergency Care at Events. The Board adopted the following policy, which will apply to events held on or after January 1, 1999:

## EMERGENCY PROCEDURES AT DOG EVENTS

1. Each club holding a member or licensed event must develop and detail a *Disaster and Emergency Plan* for that event. Clubs must have the Plan on file for their event.
2. Clubs must advise local authorities (police, fire department, medical services, etc.) of their event, including the exact location, ingress, egress and duration, within thirty days prior to the event.
3. All clubs are strongly encouraged to have a qualified emergency medical technician (CPR certified) in attendance at each event.
4. At group and all-breed conformation events, clubs are required to have a qualified emergency medical technician (CPR certified) in attendance from one hour prior to the start of judging until completion of all judging.
5. A Red Cross-approved emergency first aid kit must be available at all events.
6. Emergency care at all events must also comply with local community standards.
7. Personnel will be on duty after show hours at show sites where dogs are left overnight.
8. At least one working cellular telephone is required to be on the show grounds during show hours.
9. Clubs holding group and all-breed conformation events in public facilities must identify the location of all onsite automated external defibrillators (AED). When available, the location of the AED device is required to be listed in the judging program and show catalog and maps or directions must be available at the superintendents or show secretaries desk. It is recommended that the club request the EMT in attendance to provide an AED in situations when a site does not have one.

### The Disaster and Emergency Plan

The committee feels strongly that the attached Plan contains the necessary information for an event-giving club to react to any emergency or disaster in a timely manner. An *Evacuation Plan*, (Diagram), for indoor facilities, should be displayed in all prominent, high traffic areas. The Board feels that completion of the Plan form will require an event committee to put the necessary forethought into dealing with an emergency or disaster. The Board does not anticipate that AKC will evaluate the accuracy of the Plan, any more than site plans or site contracts are typically evaluated for accuracy before an event. It is felt that event-giving clubs will put the effort into development of the Plan to ensure its adequacy and accuracy.

The event-giving club would also be responsible for providing multiple copies of the Plan at the event. Additionally, in order to make the Plan available to all participants of an event, clubs may print information in the event catalog and judging program.

### Definition – Event

For the purposes of this policy, an *event* is defined as a show given by a club or association that is a member of, or licensed by, the American Kennel Club, at which championship points are awarded; or a trial or test given by a club or association that is a member of, or licensed by, the American Kennel Club, at which qualifying scores towards titles are awarded.

**Effective Date:** January 1, 1999

### Event Operations

eventplans@akc.org

PO Box 900051

Raleigh, NC 27675-9051

Tel (919) 816-3579

Fax (919) 816-4220

www.akc.org





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# Disaster & Emergency Plan

www.akc.org

Name of Club: \_\_\_\_\_

Exact Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Adequate provisions for individual emergency situations and for sudden mass disasters for both dogs and people must be a part of planning every American Kennel Club event. No AKC event will be approved unless such plans are in place. Written Procedures for the following should be available at your event:

**Emergency Plan for Dogs**

**Emergency Plan for People:**

*Evacuation Plan, Diagram Posted in High Traffic Areas, For Indoor Facilities*

**Mass Disaster Plan**

**Security Personnel**

## Security Personnel

List Names, Telephone Numbers (and Addresses where requested) for the following

**Ambulance Service:** \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Onsite  On Call

**Veterinarian:** \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Onsite  On Call

**Fire Department:** \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Police Department:** \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Hospital:** \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### Event Operations

**Show Chairman** (must be a club member): \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Emergency Response Coordinator** (must be a club member): \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**For group and all-breed shows, does the show location have automated external defibrillators (AED) onsite?**  Yes  No

If Yes, please record the location of the AED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Person Completing Form

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

***This form no longer needs to be returned to the AKC; however, the club must have this information available at the event. Please make sure the proper people at the event have access to and knowledge of this information.***

### Event Operations



**AMERICAN  
KENNEL CLUB®**

**DISQUALIFICATION BY JUDGE/EVALUATOR  
FOR ATTACKING A PERSON  
In Conformation, Obedience, Agility, Rally, Tracking, or Temperament Test  
(Or Attempting to Attack in Obedience, Rally, or Tracking)**

This form MUST BE FAXED or EMAILED by the Event Supt. or Secretary  
**WITHIN 72 HRS** of the incident to AKC®, Attn: Event Operations  
Fax No.: 919-816-4220 • Email: eventplans@akc.org

- Judge/Evaluator must complete Section A.
- Exhibitor must read and sign Section B.
- Upon completion, judge/evaluator should detach pink copy and hand it to the exhibitor **in the ring**. If exhibitor is not given a copy of the form, the judge/evaluator must provide an explanation.
- Event Superintendent/Secretary must complete Section C.
- Yellow copy is for the judge's/evaluator's records. White copy is to be returned to the Event Superintendent/Secretary with the judge's/evaluator's book.

If, for any reason, the judge/evaluator is unable to complete the form before the end of the event, the incident must still be reported in the event report filed by the supt./sec'y along with the white copy of this form. The judge/evaluator must complete this form and forward it to Event Operations at AKC within 72 hours.

**SECTION A: TO BE COMPLETED BY JUDGE/EVALUATOR**

Event:		Date:
Breed:	Class:	Armband #:
Please write a BRIEF note outlining the circumstances of the attack (or attempt to attack in Obedience/Rally/Tracking): _____ _____		
1. Did you inform the exhibitor of the disqualification?		YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Did you mark your book "DISQUALIFIED, ATTACKED" (or "Attempting to Attack" in Obedience/Rally/Tracking)?		YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Did you inform the exhibitor that a dog disqualified for attacking CANNOT compete at any future AKC events until the owner has received official notification from the AKC that the dog's event eligibility has been reinstated?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Judge's/Evaluator's Printed Name & Number: _____		Date:
Judge's/Evaluator's Signature: _____		

**SECTION B: TO BE READ & SIGNED BY EXHIBITOR**

<b>Notice to Exhibitors</b>
When a dog is disqualified for attacking, any awards at that event shall be cancelled by the AKC and the dog may not again compete at any AKC event nor be on the grounds of an AKC event unless and until, following application by the owner to the AKC, the owner has received official notification from the AKC that the dog's event eligibility has been reinstated, in accordance with the <i>Rules and Regulations</i> of the AKC.

I certify that I have read the above **Notice to Exhibitor**.

Exhibitor Printed Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: TO BE COMPLETED BY EVENT SUPERINTENDENT/SECRETARY**

Owner's Name:	Phone #:	Email Address:
Dog's Name:	Breed:	AKC No.:
Printed name of person completing Section C:		
Signature of person completing Section C:		Date:



DOG AGGRESSION – ACTION BY EVENT COMMITTEE

If an Event Committee becomes aware of any significant act of dog aggression that takes place in association with their event, three (3) members of the Committee must investigate the incident (except in the case of a dog that is disqualified by the judge) and complete this form. No exhibitor complaint is required. The Event Committee submit this form to AKC® Event Operations within 72 hours of the incident by either emailing the document as an attachment to eventplans@akc.org or sending a fax to 919-816-4220.

At the October 18, 2004, meeting of the Board of Directors of the American Kennel Club, the following policy was adopted and made immediately effective:

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

IF YOU HAVE QUESTIONS ABOUT THIS FORM OR ABOUT THE PROCEDURE, CONTACT THE AKC FIELD STAFF or WEEKEND CLUB HOTLINE 919-816-3955. In the case of an Event Committee disqualification, the reinstatement procedure is the same as any other type of disqualification.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Dog's Name: \_\_\_\_\_ Reg #: \_\_\_\_\_

Breed: \_\_\_\_\_ Class (if entered): \_\_\_\_\_

Provide a description of the incident. Attach more detailed information, any witness statements, or other documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1. Was there an attack by the dog? YES  NO
- 2. Was there an injury to a dog or person? YES  NO
- 3. Do you feel there were mitigating circumstances leading to the attack?. YES  NO  If yes, you must attach a description of these circumstances.
- 4. Do you feel that this dog presents a hazard to persons or other dogs? YES  NO
- 5. Did you disqualify the dog? YES  NO  The answers to 1, 2, and 4 must be YES in order for the dog to be eligible for disqualification. If the dog is eligible for disqualification and the answer to 3 is NO, the dog must be disqualified.
- 6. Did you inform the exhibitor of the committee's decision? YES  NO  If this form is not signed by the exhibitor at the time of the disqualification, the club must provide documentation to the AKC of notification to the exhibitor and owner(s).

Dog Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dog Owner's Address: \_\_\_\_\_

Email Address of Dog Owner and/or Agent: \_\_\_\_\_

Signature of Dog Owner or Agent: \_\_\_\_\_

Form Completed by (Club Member): \_\_\_\_\_

Signature of Club Member: \_\_\_\_\_



AMERICAN KENNEL CLUB®

# JUDGE'S FORM DOG ON DOG ATTACK

(Agility, Obedience, Rally, Tracking, or Scent Work)

This form **MUST BE FAXED OR EMAILED WITHIN 72 HOURS** of the incident by the TRIAL SECRETARY or SUPT. to AKC®. Attn: Event Operations – Fax: 919-816-4220, Email: eventplans@akc.org

Circle One:      **AGILITY**      **OBEDIENCE**      **RALLY**      **TRACKING**      **SCENT WORK**

Trial: \_\_\_\_\_ Date: \_\_\_\_\_

Breed: \_\_\_\_\_ Class: \_\_\_\_\_ Armband: \_\_\_\_\_

Please write a BRIEF note outlining the circumstances of the attack (attach separate document if needed):

\_\_\_\_\_  
\_\_\_\_\_

- 1. Did you inform the exhibitor of the excusal? YES  NO
- 2. Did you mark your book "EXCUSED, ATTACKED"? YES  NO
- 3. Were unusual circumstances leading to the attack? *If yes provide written statement.* YES  NO

**This report will become part of a dog's permanent record at The American Kennel Club. This dog attack report will be filed as an act of "dog aggression." Two excusals/reports of dog aggression will result in the dog not being eligible to compete at any AKC event nor be on the grounds of an AKC event unless and until, following application by the owner to the AKC, the owner has received official notification from the AKC that the dog's event eligibility has been reinstated, in accordance with the OBEDIENCE REGULATIONS, RALLY REGULATIONS, TRACKING REGULATIONS, REGULATIONS FOR AGILITY TRIALS, or REGULATIONS FOR AKC SCENT WORK.**

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

Judge's Signature: \_\_\_\_\_ Print Judge's name & number: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_ Print Exhibitor's name: \_\_\_\_\_

### Guidelines for Completing the DOG on DOG ATTACK form.

If, for any reason, the judge is unable to complete the form before the end of the trial, the incident is to be reported in the Event close-out report filed by the Trial Secretary/Supt to the AKC. The judge will then complete the form as soon as possible and forward it to Companion Events.

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

**TO BE COMPLETED BY TRIAL SECRETARY/SUPT.**

**DOG'S NAME:** \_\_\_\_\_ **REG #:** \_\_\_\_\_

[www.akc.org](http://www.akc.org) PO Box 900068, Raleigh, NC 27675-9068

WHITE COPY – AKC

YELLOW COPY – JUDGE

PINK COPY – EXHIBITOR

---

# Dogs in Unventilated Vehicles

## MEMORANDUM

**To:** All Clubs

**From:** Show Events - Linda More and Barbara Schwartz

**Date:** July 9, 1999

We are all concerned about the dangers posed to dogs confined in vehicles at dog events, especially at this time of year. In May 1997, the Events Committee of AKC's Board of Directors approved a notice of "Waiver of Rights" which you may include in your premium list to help give your club the ability to rescue dogs from improperly ventilated vehicles. This Waiver has been effectively used by a number of clubs. You may also post the Waiver on your show grounds, and/or place it on flyers to hand out to those entering the show grounds.

Suggested wording is:

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

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

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

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

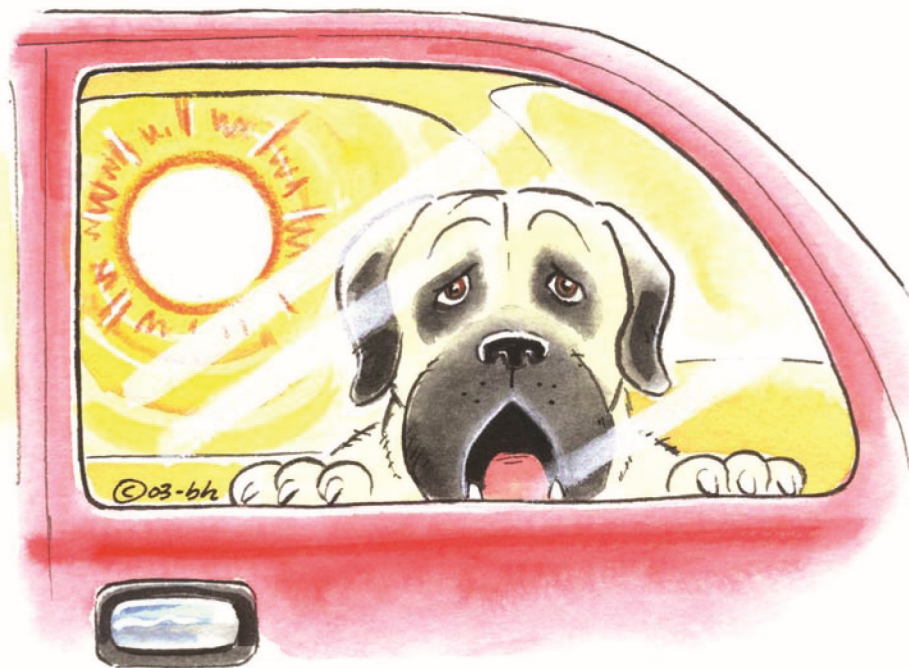
"When a dog is seriously injured or dies in connection with an event, the Event Committee must conduct a Preliminary Investigation to determine if negligence or willful conduct of an individual caused the injury or death."

This section also requires a written report.

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



# Don't leave your dog in a hot car!



When it's only 80 degrees outside, a car can heat up to more than 120 degrees in just minutes. In that kind of heat, a dog could easily die. That's why the American Kennel Club recommends that dog owners never leave their dog alone in a car during warm weather.

For additional tips on canine summer care, visit our website at [www.akc.org/public-education/resources/](http://www.akc.org/public-education/resources/).

**[www.akc.org](http://www.akc.org)**



**AMERICAN  
KENNEL CLUB®**



# If I'm in distress.....



**Please go to the  
Club Officials  
And  
page my owner**

---

(Owner's Name....Please Print)



AMERICAN  
KENNEL CLUB®

[www.akc.org](http://www.akc.org)

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# Event Checklist

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

## At Least One Year Prior to the Show

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

## Judging Conflicts

200 miles and 30 days

- No conflict for Specialties where only one breed is exhibited
- No conflict for non-regular classes

- All members of the Event Committee should be named and assigned tasks.
- The Trophy and Advertising Committee Chairs should be aware of their duties and should begin soliciting donations and advertising. (*optional*)
- The Chief Ring Steward should be selected.

## At Least Six Months Prior to the Show

- Review the advertising copy that is to be distributed for the event. (*if any*)
- Close out trophy solicitations and place orders for ribbons and trophies.
- Set prices on admissions, catalogs and concessions. (*if any*)
- Have all premium list copy sent to the Trial Secretary.

- Confirm that arrangements for all equipment for the event have been made
- Finalize judges' hotel reservations.
- Arrangements should be made with the veterinarian. *(If one on-site)*
- Arrange for portable sanitary facilities if necessary.

### **At Least Three Months Prior to the Show**

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

### **Six Weeks Prior to the Show**

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

### **Three Weeks Prior to the Show**

- Close entries.

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

### **One Week Prior to the Show**

- See that judging programs been sent to exhibitors, judges, the chief ring steward.
- Ensure that grounds will be ready; grass mowed, water available, etc.
- Check with the Hospitality Chair that all last-minute reservations and accommodations have been provided.
- Check to see that all necessary equipment will be available for the show.
- Check with the Treasurer to see that an ample number of checks will be available and that there will be sufficient change for the gate, catalog and parking committees.

### **Two Days Before the Show**

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

### **Day Before the Show**

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

### **Day of the Event**

- Arrive at least 2 hours before judging.
- Check-in workers and provide any last-minute instructions.
- Check out arrangements with caterer. Are they properly positioned on the grounds for the convenience of the exhibitors?
- Check-in judges, stewards, and veterinarian if on site, volunteer and hired personnel. Gate and parking crews should be on station two hours before the event begins.
- Colors and national anthem are ready.

- Have Hospitality check the rings and judges' needs throughout the day.
- Check and maintain all rings on schedule. Consult with Chief RingSteward about keeping abreast of judging schedule.
- Have available latest copies of Rules Applying to Dog Shows, Dealing with Misconduct, Regulations for Agility Trials, Agility Judge's Guidelines, and Agility Trial Manual if applicable.
- Circulate to obtain objective and knowledgeable reactions to the show from exhibitors.
- Settle all misunderstandings, whenever they occur.
- Communicate with committees throughout the day and approve payment of the judges.
- Confer with trial secretary and the Executive Field Representative(s) about possible improvements for future events.
- Before leaving the site, ensure that all equipment is accounted for and that grounds are properly reconditioned.

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

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

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

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

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

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





AMERICAN KENNEL CLUB®

PROCEDURAL CHECKLIST

Event Committee Hearings

Club \_\_\_\_\_

Defendant \_\_\_\_\_

Address \_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_

The AKC requires that each Event Committee review and become familiar with the contents of the booklet titled "Dealing With Misconduct at American Kennel Club Events." This checklist must be completed by the Event Committee Chair and signed. The accused must also sign this document.

Please be advised, if an Event Committee receives a complaint alleging that a dog has attacked a person or dog resulting in injury, pursuant to Chapter 11, Section 8-A, of the Rules Applying to Dog Shows, or the applicable rule in each sport, the committee must complete a Disqualification by Event Committee form. The form is included in each club's Event Kit.

This checklist is part of the record of the Event Committee Hearing concerning the alleged conduct of an individual, and must be submitted with the complete report of the proceedings. The report must be received by the Executive Secretary of the AKC within five (5) days of the last date of the event or within five (5) days of the date of the hearing if held subsequent to the date of the event. The complete report must be sent to AKC (Attn: Executive Secretary), 101 Park Ave., New York, NY 10178.

PREHEARING (pages 9-12)

CHECK THE APPROPRIATE BOX

- 1. Preliminary Investigation. Investigated complaint and made a preliminary determination that the alleged conduct, if proven true, was prejudicial to the sport and it occurred at or in connection with the event. Interviewed the complainant, accused and known witnesses. If a minor is involved, followed the procedures in Section V of Dealing with Misconduct. [ ] YES [ ] NO
2. Name, address, telephone number, and email address of the individual making the complaint as well as the accused and witnesses obtained. [ ] YES [ ] NO
3. Got the complaint in writing. Wrote "Complaint" on the complaint. [ ] YES [ ] NO
4. It was determined that a hearing should be held. If no hearing held, provide an explanation: \_\_\_\_\_ [ ] YES [ ] NO
5. Notice of Hearing. The accused was advised at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_ (date) of the setting of the hearing. [ ] YES [ ] NO
a) The accused was provided with a copy of the "Dealing With Misconduct" booklet. [ ] YES [ ] NO
b) Accused was provided with a copy of the complaint and was told he/she was being charged with the following misconduct: [ ] YES [ ] NO

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

c) The accused was advised the hearing will be held \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_ (date).

(The accused must be given reasonable time to secure witnesses and to prepare. It is up to the accused to request additional time if needed.)

6. The Chair established the committee as follows (include address, telephone number and email address):

Chair \_\_\_\_\_  
Secretary (person keeping record of proceeding) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HEARING  
(pages 12-14)

7. Introduction. The Chair introduced himself or herself and the members of the Committee and designated one member of the Committee to keep a record of the proceedings. If the hearing was recorded all participants consented and the recording was submitted with the report.  YES  NO
8. Advisal of Charges. The Chair again advised the accused of the specific charges (same as #5B).  YES  NO
9. Advisal of Rights. The Chair advised the accused of these rights:  YES  NO
- a) To hear, confront and question all witnesses;
  - b) To present witnesses on his/her own behalf; and
  - c) To testify on his/her own behalf.
10. Witness List. The Chair determined the list of witnesses to be called by the Committee and the accused. Witnesses include the accused and the complainant.  YES  NO

Committee's Witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accused's Witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Unauthorized Persons Excused. The Chair excused all persons except the Committee, the accused and the AKC Representative. The witnesses were excused from the proceedings, except when they were called on individually to testify.  YES  NO



12. Witnesses. The Chair called and swore in the witnesses (An appropriate oath is as follows: “Do you swear or promise that you will tell the truth, the whole truth and nothing but the truth?”). The order of witnesses typically is: first the Committee witnesses, then the accused witnesses. The Chair ascertained the full name and address of each witness. The Chair questioned the witness and then allowed the accused to question the witness. A summary of each witness’s testimony was made including the questions asked by the accused.  YES  NO
13. Procedural issues raised during the hearing are noted in the hearing summary.  YES  NO
14. Accused Statement. After all the witnesses testified, the Chair permitted the accused to make a final statement in response to the charges. This is in addition to the testimony of the accused.  YES  NO
15. Close Hearing. The Chair then excused all persons except the committee and asked the accused to remain available to receive the committee’s decision. If the hearing is recorded the recording should stop at this point.  YES  NO

POSTHEARING  
(pages 15-16)

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

\_\_\_\_\_  
Signature – Chair

\_\_\_\_\_  
Signature – Defendant

Attesting to the fact that all items on this list were completed.

Attesting to the fact that Items 3, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 17, and 18 were completed.

## **AKC DISCIPLINE GUIDELINES - EFFECTIVE OCTOBER 8, 2018**

### **Explanatory Notes**

- Articles XII and XIV allow for discipline for “conduct alleged to have been prejudicial to the best interests of purebred dogs, purebred dog events, or the AKC.”
- Discipline in excess of the Aggravated term, or less than the Mitigated term, must be approved by the AKC Board of Directors (“Board”). Discipline imposed for cases not covered by the Guidelines must be approved by the Board.
- Circumstances that could, but would not necessarily result in an act of misconduct being Mitigated would include, but not be limited to:
  1. The lack of any prior offense.
  2. The lack of experience as a participant in events.
  3. The minimal nature of the offense.
  4. Recognition of wrongdoing.
  5. The recommendation of the Events Committee.
- Circumstances that could, but that would not necessarily result in an act of misconduct being Aggravated would include, but not be limited to:
  1. A record of prior offense(s).
  2. Extensive experience as a participant in events.
  3. The seriousness of the offense.
  4. Refusal to acknowledge wrongdoing prior to formal issuance of Charges.
  5. The recommendation of the Events Committee
  6. The action(s) of the individual resulted in the death of dog(s)
  7. The misconduct is directed towards or with a person under 18 years of age.
- An especially egregious offense will result in a more severe length of suspension and/or fine than suggested in the Guidelines.
- Multiple serious offenses may result in a lifetime suspension of all AKC privileges.
- These Guidelines will be reviewed from time to time.
- Event Suspension is a suspension of event privileges for the individual and applies to dogs registered or co-registered at the time of suspension, or subsequently obtained during the term of suspension, which may not be entered or compete in events during the term of suspension unless they are transferred to another individual.
- Registration Suspension is a suspension of registration privileges, which means AKC will not accord registration of any litter, or individual dog or transfer ownership of a dog solely or in part by the suspended individual. In addition, AKC will not register any litter of dogs if the sire of the litter was owned solely or in part by a person who is suspended on the date the mating occurred.
- Suspension of all privileges would include both event suspension and registration suspension.
- At the discretion of the Management Disciplinary Committee (“MDC”) or the Staff Event Committee (“SEC”), a condition of suspension can include the prohibition of a suspended individual from being allowed on the grounds of an AKC approved event. The factors for MDC or SEC to take into consideration in adding this condition of suspension are 1) the possibility of future harm to an individual(s) and/or animal(s); 2) the nature of the conduct that lead to the suspension; and 3) the involvement of the authorities.
- Complaints against a judge at an event which involve deviation from standard judging procedure and responsibilities are to be reported to the Field Representative in attendance or the applicable AKC department and handled internally by the AKC.
- Conduct addressed by SEC involving an individual who is an AKC approved judge, may lead to review by the applicable AKC department to determine if further action is warranted specific to the person’s judging privileges.
- When discipline guidelines become less punitive, the new penalty (suspension period and conditions and fine, if applicable) will be applied to persons currently under suspension for that offense.
- Month is abbreviated as “mo.” A month is defined as thirty (30) days.
- For violations denoted with an asterisk (\*), reinstatement is contingent on passing an AKC kennel inspection, which will be scheduled only after the associated fine has been paid.
- The classification of an offense(s) within these Guidelines will be made by either the MDC or the SEC. SEC will base the classification on the wording in the complaint and may determine that multiple offenses apply. The penalties for multiple offenses will run concurrently unless MDC or SEC determine that based on the severity of the offenses or record of prior offenses consecutive penalties are warranted.

**IN THOSE CASES WHERE AN EVENT OR REGISTRATION SUSPENSION IS CALLED FOR, THE AKC MANAGEMENT DISCIPLINARY COMMITTEE MAY RECOMMEND THE SUSPENSION OF ALL PRIVILEGES, WHEN WARRANTED BY THE SEVERITY OF THE CASE.**

## SUSPENSION OF ALL AKC PRIVILEGES

OFFENSES	MITIGATED	STANDARD	AGGRAVATED
<b>I. Inappropriate Treatment of Animals</b>			
a. Cruelty in connection with an event	5 yr/\$1000	10 yr/\$2000	Up to life/ up to \$10,000
b. Physical Abuse at or in connection with an event by individual	6 mo/\$500	1 yr/\$1000	Up to life/ up to \$10,000
c. Physical Abuse at or in connection with an event by club	Rep/\$300	Loss of event/\$500	Loss of event/\$1000
d. Neglect at or in connection with an event by individual	3 mo/\$500	6 mo/\$1000	Up to life/ up to \$10,000
e. Neglect at or in connection with an event by club	Rep/\$100	Loss of next event/\$300	Loss of next event/\$500
f. Improper Treatment in connection with an event	Rep/\$100	3 mo/\$300	Up to life/ up to \$10,000
g. Judicial or administrative determination of inappropriate treatment*	5 yr/\$1000	10 yr/\$2000	Up to life/ up to \$10,000
h. Unacceptable conditions, dogs and/or facility*	3 mo/\$500	1 yr/\$1000	Up to life/ up to \$10,000
i. Whelping dogs at event site	Rep/\$200	3 mo/\$500	Up to life/ up to \$10,000

OFFENSES	MITIGATED	STANDARD	AGGRAVATED
<b>II. Registration Violations</b>			
a. Submission of a false application to register or transfer (not signature forgeries), which affect the Stud Book*	3 yr/\$500	5 yr/\$1000	Up to life/ up to \$5000
b. Selling or buying AKC registration papers*	5 yr/\$500	10 yr/\$1000	Up to life/ up to \$5000
c. Refusing to produce dogs or records*	6 mo/\$500	5 yr/\$1000 <sup>1</sup>	Up to life/ up to \$3000 <sup>1</sup>
d. Non-compliance with AKC's Rules and Regulations on Record Keeping and Identification	Rep/up to \$50	6 mo/up to \$500	Up to life/ up to \$3000 <sup>2</sup>
e. Submission of an AKC litter application which the individual should have known contained a false certification as to the sire and/or dam of the litter (DNA exclusion)*	<u>2 Exclusions/5 yrs</u> 6 mo/\$500	<u>3 Exclusions/5 yrs</u> 1 yr/\$1000	<u>4 Exclusions/5 yrs</u> Up to 5 yr/ up to \$2000

<sup>1</sup> If reinstated, must start with a new colony, or in lieu thereof, bring back dogs from the old colony for which a DNA profile is recorded with the AKC and is positively identified via microchip or tattoo.

<sup>2</sup> The actual fine assessed shall be sufficient to cover all reinstatement costs, but in no instance shall it exceed the maximum amount indicated.

OFFENSES	MITIGATED	STANDARD	AGGRAVATED
<b>III. Misconduct Against a Club</b>			
a. Judicial or administrative determination of, or a signed admission of, unauthorized use of club funds.	1 yr/\$1000	5 yr/\$2000	Up to 10yr/ up to \$5000
<b>IV. Misconduct Against an Individual</b>			
a. Harassment, physical	3 mo/\$300	2 yr/\$1000	Up to life/ up to \$40,000
b. Harassment, verbal	3 mo/\$100	1 yr/\$1000	Up to 2 yr/ up to \$2000

## **SUSPENSION OF EVENT PRIVILEGES**

<b>OFFENSES</b>	<b>MITIGATED</b>	<b>STANDARD</b>	<b>AGGRAVATED</b>
<b>V. Misconduct By or Directed Against a Judge</b>			
a. Physical contact of an insulting or provoking nature	Rep/\$100	3 mo/\$300	Up to 5 yr/ up to \$1000
b. Inappropriate, abusive or foul language directed personally to a judge	2 mo/\$100	6 mo/\$500	Up to 1yr/ up to \$1000
c. Inappropriate public criticism of a judge, not disruptive, but demonstrating lack of sportsmanship	Rep/\$50	1 mo/\$200	Up to 3 mo/ up to \$300
d. Public criticism of a judge that causes a disruption at an event	Rep/\$100	3 mo/\$300	Up to 6 mo/ up to \$500
e. Unsportsmanlike conduct during an event including but not limited to:			
1. Refusal or throwing down of ribbon	Rep/\$100	3 mo/\$300	Up to 6 mo/ up to \$500
2. Leaving ring without permission	Rep/\$100	3 mo/\$300	Up to 6 mo/ up to \$500
3. Refusing to continue to compete	Rep	3 mo/\$300	Up to 6 mo/ up to \$500
4. Failure to follow a judge's instruction	Rep	45 d/\$150	Up to 3 mo/ up to \$300
f. Attempting to influence a judge	3 mo/\$300	1 yr/\$1000	Up to life/ up to \$5000
g. Judging improprieties (the judge himself/herself or complicity with a judge)	1 yr/\$500	2 yr/\$1000	Up to life/ up to \$5000 <sup>3</sup>

<sup>3</sup> An aggravated penalty may include a suspension from all AKC privileges.

<b>OFFENSES</b>	<b>MITIGATED</b>	<b>STANDARD</b>	<b>AGGRAVATED</b>
<b>VI. Disorderly Conduct</b>			
a. Physical contact of an insulting or provoking nature	Rep/\$100	3 mo/\$300	Up to 10 yrs/ up to \$10,000
b. Inappropriate, abusive or foul language	Rep/\$100	1 mo/\$500	Up to 1 yr/ up to \$1000
c. Personal property damage	Rep/\$100	1 mo/\$500	Up to 1 yr/ up to \$1000
d. Impairing a club's ability to retain site	3 mo/\$100	3 mo/\$500	Up to 1 yr/ up to \$1000
e. Failure to properly control a dog at an event	Rep/\$200	3 mo/\$500	Up to 1 yr/ up to \$1000
f. Disruptive behavior at an event	Rep/\$100	3 mo/\$300	Up to 1 yr/ up to \$500
g. Unauthorized removal of property at or in connection with an event	3 mo/\$500	1 yr/\$1000	Up to life/ up to \$10,000

<b>OFFENSES</b>	<b>MITIGATED</b>	<b>STANDARD</b>	<b>AGGRAVATED</b>
<b>VII. Violation of AKC Rules/Regulation or Club Regulations</b>			
a. Showing the wrong dog without voluntary correction	Rep/\$300	1 mo/\$500	Up to 3 mo/ up to \$1000
b. Substitution	2 yr/\$1000	5 yr/ \$3000	Up to 10 yr/ up to \$5000
c. Benching violations (per dog)	Rep	Rep/\$250	Rep/Double Fine for each Repeated offense
d. Disregard of published club regulations (e.g, parking, ex-pens, crates in aisle, unauthorized concessions, selling puppies, etc.)	Rep/\$100	1 mo/\$500	Up to 3 mo/ up to \$1000
e. Entering/exhibiting altered dog (temporary alteration)	Rep/\$500	6 mo/\$1000	Up to 1 yr/ up to \$2500
f. Entering exhibiting altered dog (permanent alteration)	1 yr/\$1000	2 yr/\$2000	Up to 5 yr/ up to \$5000
g. Willful refusal to return ribbon or prize after award disallowed	Rep/\$100	1 mo/\$200	Up to 1 mo/ up to \$500
h. Gun safety violation (by gunner)	Rep	1 yr/\$500	Up to 2 yr/ up to \$1000
i. Gun safety violation (by club)	Rep/\$100	Loss of next event/\$300	Loss of next event/\$500
j. Providing fraudulent information on an entry to show an ineligible dog	3 mo/\$500	6 mo/\$1000	Up to 1 yr/ up to \$2000
k. Misuse of a tracking device in connection with a Field Event	6 mo/\$500	1 yr/\$1000	Up to 2 yr/ up to \$2500
l. Entering/Exhibiting dog that the entrant knew or should have known is ineligible to compete in the event	Rep/\$200	1 yr/\$1000	Up to 5 yr/ up to \$5000

### **SUSPENSION OF REGISTRATION PRIVILEGES**

<b>OFFENSES</b>	<b>MITIGATED</b>	<b>STANDARD</b>	<b>AGGRAVATED</b>
<b>VIII. Registration Violations</b>			
a. Submission of a false application to register or transfer (not signature forgeries), which do not affect the Stud Books online or paper	1 yr/\$200	3 yr/\$300	Up to 5 yr/ up to \$500
b. Signing AKC applications to register or transfer in blank; failure to properly complete an AKC document to show the name and address of the individual to whom the dog was directly transferred and the date of the transfer*	Rep/\$300	3 mo/\$500	Up to 1 yr/ up to \$2000
c. Failure to complete supplemental transfers (i.e., jumping transfers). Failure to complete proper chain of registration on an AKC registered or registerable dog*	Rep/\$300	3 mo/\$500	Up to 1 yr/ up to \$2000

OFFENSES	MITIGATED	STANDARD	AGGRAVATED
d. Submission of application containing a false certification as to the signature of one of the owners (this includes making false complaints)	1 mo/\$300	6 mo/\$500	Up to 1 yr/ up to \$1000
e. Submission of an online application without written permission from the co-owner or co-litter owner	Rep	3 mo/\$500	Up to 1 yr/ up to \$1000
f. Signing AKC documents on behalf of another without filing a properly completed Power of Attorney Form	Rep	3 mo/\$500	Up to 1 yr/ up to \$1000
g. Attempting to register a litter whelped outside of the U.S. <sup>4</sup>	Rep/\$200	6 mo/\$500	Up to 1 yr/ up to \$1000

<sup>4</sup>If now living within the U.S., six months; if residents are still outside of the U.S., indefinite, with an application for reinstatement upon return of the U.S.

OFFENSES	MITIGATED	STANDARD	AGGRAVATED
<b>IX. Circumvention of Suspension</b>			
a. Circumvention of Suspension*	Rep/Double Original Fine	Double Original Suspension and Fine	Up to life/ up to \$5000
b. Aiding and abetting the circumvention of an AKC suspension of registration or all privileges ( <b>All Privileges</b> )*	Rep/\$500	5 yr/\$1000	Up to life/ up to \$5000
c. Aiding and abetting the circumvention of an AKC suspension of event privileges ( <b>Event Suspension</b> )	Rep/\$500	6 mo/\$1000	Up to 1 yr/ up to \$5000

### Definitions of Offenses

**Abuse:** Improper treatment which could cause serious injury to an animal.

**Cruelty:** Conscious action or inaction that may endanger life or cause serious health consequences to animals.

**Harassment:** Inappropriate comments, conduct, and/or contact regarding but not limited to race, color, religion, disability, national origin, age, sexual orientation, gender, gender identity, or are sexual in nature.

**Improper Treatment:** Inappropriate treatment or handling of an animal not likely to cause serious injury, e.g. excessive or harsh discipline/training.

**Neglect:** Inadequate care or voluntary inattention to basic needs, ignoring the safety and well-being of animals because of haste or ignorance.

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# Event Financial Planning Sheet

## Revenue

### Pre-Event

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

### Day-of-Event Income

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

## Expenses

### Event Site

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

### Event Preparation

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

### Event Committee

- Mail
- Telephone
- Clerical

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# HOST CLUB/CONSENT FORM

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## Purpose of the Host Club/Consent Form

When multiple events are held on the same date and site, the club with the rights to the date (the host club) must give permission for other clubs to join them. It is very important that the host club identify the type of competition for each club so that we can verify the application submitted by each specialty club. A host club has the option to grant permission on an event-by-event basis or for an extended time (including indefinite).

This form is also used when a club has the permission rights to a site and wants to grant permission to another club to use the site. The club with the permission rights to the site should be considered the host club when completing this form. Clusters should use the [Common Site Application](#) form to grant site usage privileges.

**A separate Host Club/Consent form must be submitted for each day of events.**

## Completing the Host Club/Consent Form

### Host Club Information

The “Host Club” line should identify the club that has the permission for the date or site.

The “Location of Event” line should include the name of the site as well as the city and state.

### Host Club Permissions

The “Club Being Granted Permission” is each individual club that is joining the host club. The “Type of Competition” documents the event type that the host club has agreed to let the joining club hold. This is very important for use in the verification of the joining club’s event application and for the AKC rules associated with the type of competition. The most common types of competition are Designated Specialty (DS), DS with Sweepstakes, Concurrent Specialty, Concurrent Specialty with Sweepstakes, Evening Specialty, and Sweepstakes. For an explanation of the different types of specialty events and their restrictions, please review the [Frequently Asked Conformation Questions](#) page on our website.





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## HOST CLUB/CONSENT FORM

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### **Certification of the Host Club/Consent Form**

#### Host Club/Consent for a Single Date

Certification is accepted from a club officer (delegate, president, vice-president, secretary, or treasurer) as per the AKC's records or the show chair of the host club event.

#### Host Club/Consent for a Corresponding Date for More than One Day (Including Indefinite)

Certification is accepted from a club officer (delegate, president, vice-president, secretary, or treasurer) as per the AKC's records.

### **Submitting the Host Club/Consent Form**

To make it easy for clubs, clubs can submit the Host Club/Consent Form multiple ways:

- 1) A club officer ((delegate, president, vice-president, secretary, or treasurer) as per the AKC's records) can email a copy of the Host Club/Consent form to the AKC. If the Host Club/Consent is for a single date, we can also accept the form emailed from the show chair of the host club event.
- 2) The Host Club/Consent Form can be sent by fax or postal mail. If faxed or mailed, the form must be signed by a club officer ((delegate, president, vice-president, secretary, or treasurer) as per the AKC's records). If the Host Club/Consent is for a single date, we can also accept the signature of the show chair of the host club.



**First Day**

Standard

Exc 4	
Exc 8	
Exc 12	
Exc 16	
Exc 20	
Exc 24	
Exc 24C	
Exc Std	

Open Std

Nov Std

Prem Std

**Std Total****Second Day**

Standard

Exc 4	
Exc 8	
Exc 12	
Exc 16	
Exc 20	
Exc 24	
Exc 24C	
Exc Std	

Open Std

Nov Std

Prem Std

**Std Total****Third Day**

Standard

Exc 4	
Exc 8	
Exc 12	
Exc 16	
Exc 20	
Exc 24	
Exc 24C	
Exc Std	

Open Std

Nov Std

Prem Std

**Std Total****Fourth Day**

Standard

Exc 4	
Exc 8	
Exc 12	
Exc 16	
Exc 20	
Exc 24	
Exc 24C	
Exc Std	

Open Std

Nov Std

Prem Std

**Std Total**

JWW

Exc 4	
Exc 8	
Exc 12	
Exc 16	
Exc 20	
Exc 24	
Exc 24C	
Exc JWW	

Open JWW

Nov JWW

Prem JWW

**JWW Total****T2B Total**

Exc FAST

Opn FAST

Nov FAST

**FAST Total**

JWW

Exc 4	
Exc 8	
Exc 12	
Exc 16	
Exc 20	
Exc 24	
Exc 24C	
Exc JWW	

Open JWW

Nov JWW

Prem JWW

**JWW Total****T2B Total**

Exc FAST

Opn FAST

Nov FAST

**FAST Total**

JWW

Exc 4	
Exc 8	
Exc 12	
Exc 16	
Exc 20	
Exc 24	
Exc 24C	
Exc JWW	

Open JWW

Nov JWW

Prem JWW

**JWW Total****T2B Total**

Exc FAST

Opn FAST

Nov FAST

**FAST Total**

JWW

Exc 4	
Exc 8	
Exc 12	
Exc 16	
Exc 20	
Exc 24	
Exc 24C	
Exc JWW	

Open JWW

Nov JWW

Prem JWW

**JWW Total****T2B Total**

Exc FAST

Opn FAST

Nov FAST

**FAST Total**

## Judging Availability Inquiry Letter

### YOUR CLUB'S LETTERHEAD Return Address

#### Date of letter

Dear \_\_\_\_\_:

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

#### List all classes to be assigned.

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

Include all specific financial arrangements required (fee or rate per dog plus all anticipated expenses). I look forward to hearing from you by *date*. A timely reply from our club will follow.

Thank you for your consideration

Fee \_\_\_\_\_

Other \_\_\_\_\_

Sincerely,

#### Signature

Name

Title

Phone/E-mail

---

#### Letter should include the following:

- Complete name, address and phone number of person corresponding with the judge.
- Name of the club and type of event, date and location (indoor/outdoor), including city and state.
- A complete listing of the proposed assignment.
- A request for financial information the judge requires, fees or rate per dog, travel and all other anticipated expenses.
- Include a date that the judge must respond by.

## JUDGING CHECKLIST - AKC

### SHOW INFORMATION

Date: \_\_\_\_\_

Date(s) of trial(s): \_\_\_\_\_ Closing Date: \_\_\_\_\_

Name of hosting club: \_\_\_\_\_

City/State: \_\_\_\_\_

Agility Chairperson: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Agility Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Classes judging: Day: \_\_\_\_\_ Class(es): \_\_\_\_\_

Day: \_\_\_\_\_ Class(es): \_\_\_\_\_

Day: \_\_\_\_\_ Class(es): \_\_\_\_\_

Day: \_\_\_\_\_ Class(es): \_\_\_\_\_

Limited/Open entry: \_\_\_\_\_ Fellow Judge(s): \_\_\_\_\_

Contract: Sent by Judge: \_\_\_\_\_ Date: \_\_\_\_\_ Sent by Hosting Club: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of Premium: Date Rec'd: \_\_\_\_\_ Copy of Judge's schedule: Date Rec'd: \_\_\_\_\_

Exhibitor Course Copies: Yes / No

### RING INFORMATION

Trial Location: \_\_\_\_\_

Ring Location: (Indoor/Outdoor): \_\_\_\_\_ Covered outdoor: Yes / No

Ring Size \_\_\_\_\_ w x \_\_\_\_\_ h Footing: \_\_\_\_\_ Barrier Type: \_\_\_\_\_

Ring restriction(s): \_\_\_\_\_

Gate locations: (Entrances/Exits): \_\_\_\_\_

### EQUIPMENT INFORMATION

List of equipment available to the club

Open tunnels: # & size(s): \_\_\_\_\_

Winged Jumps: # \_\_\_\_\_ bar length: \_\_\_\_\_

Non-winged Jumps: # \_\_\_\_\_ bar length: \_\_\_\_\_

Double: winged / non-winged Ascending Double: Yes / No winged / non-winged

Triple: winged / non-winged Wall Jump: (if offering Premier) Yes / No

Panel Jump: panel length: \_\_\_\_\_ winged / non-winged

### PERSONAL INFORMATION

Transportation: Judge arranges / Club arranges

Accommodations: Judge arranges / Club arranges Requirement: smoking / non-smoking

Expenses Club is responsible for:

Hotel/Motel: Club pre-pays / Judge pays and is reimbursed

Transportation (airfare or mileage at current IRS rate)

Airport parking

Meals (is there a per diem or max per meal)

Course copies

Rental Car / Club provided Transportation

Judging Fees

# Sample Judging Confirmation Letter

## YOUR CLUB'S LETTERHEAD

### Return Address

Date of letter

NAME

ADDRESS

CITY, STATE, ZIP CODE

Dear \_\_\_\_\_:

This is to confirm your availability to judge at our Agility Trial on **date/month/year**, which is an *outdoor* (or whatever) event. Please take a moment to review the enclosed contract, sign it, and return one copy to me. The *Your Club Name* looks forward to your judging at our event.

You will receive a Judge's Information Sheet from our Hospitality Chairman later. Please contact me if I may be of assistance in making plans for your assignment.

Sincerely,

Your Name

Your Position in Club

Address

City, State, Zip Code

Phone

E-mail



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# JUNIOR HANDLER CERTIFICATION

Date \_\_\_\_\_

Club Name \_\_\_\_\_

Name of Junior \_\_\_\_\_ Junior Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Registered Dog Name \_\_\_\_\_

If Dog Not Owned by Junior,  
Relationship of Dog Owner to Junior \_\_\_\_\_

Reg. # \_\_\_\_\_

Breed \_\_\_\_\_

## TYPE OF EVENT

- |  |                                      |                                   |  |
|--|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Obedience     | <input type="checkbox"/> Tracking    | <input type="checkbox"/> Rally    | <input type="checkbox"/> Hunt Test             |
| <input type="checkbox"/> Lure Coursing | <input type="checkbox"/> Field Trial | <input type="checkbox"/> Agility  | <input type="checkbox"/> Coursing Ability Test |
| <input type="checkbox"/> Coonhound     | <input type="checkbox"/> Herding     | <input type="checkbox"/> Earthdog | <input type="checkbox"/> Scentwork             |
|  |                                      |                                   | <input type="checkbox"/> Fast Cat              |

Class/Stake \_\_\_\_\_ Score/Placement \_\_\_\_\_ Jump Height \_\_\_\_\_

I certify that the above named Junior Handler did compete in the above-referenced class/stake and received the score and/or placement indicated.

\_\_\_\_\_  
Printed Name of Judge, Trial Secretary or AKC® Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Judge, Trial Secretary or AKC Representative

\_\_\_\_\_  
Date

8051 Arco Corporate Drive • Raleigh, NC 27617-3390  
For a Junior Handler number, please call (919) 233-9767 or email juniors@akc.org.



An AMERICAN KENNEL CLUB Program

# American Kennel Club Junior Handler Number Request



An AMERICAN KENNEL CLUB Program

Please complete, sign, and date this form in order to obtain a Junior Handler number for your child. Please return the completed form as indicated at the bottom of the form and keep a copy for your records.

## Junior Information

Date of Birth (mm/dd/yyyy) \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address 1 \_\_\_\_\_ Mailing Address 2 \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Please add my child to the list to receive the Junior's E-Newsletter: Yes  No  (Check one)

Is your junior involved in 4-H: Yes  No  (Check one)

Does the mailing address for the Junior match the mailing address for the Parent/Guardian? Yes  No  (Check one)

## Parent/Guardian Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address 1 \_\_\_\_\_ Mailing Address 2 \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

By completing and signing this form, I give my consent to the American Kennel Club to issue my child a Junior Handler number. I further give my consent to the American Kennel Club to provide my child's name and ranking points information to third parties with whom the American Kennel Club has agreements to publish Junior handler ranking statistics.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Application to:**  
**AKC/Juniors**  
**PO Box 900059**  
**Raleigh, NC 27675**  
**email: juniors@akc.org**  
**Fax: (919) 816-3770**





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# Mass Measurement Request Form

COMPANION EVENTS

**Measurements must be requested at least 30 days in advance of the event date.**

**Mass Measurements are only acceptable at AKC events.**

**Requests are subject to approval.**

Club Name: \_\_\_\_\_

Event Number(s): \_\_\_\_\_

Dates of Measurement: \_\_\_\_\_

Location of event: \_\_\_\_\_  
(City, State, Zip)

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Official Measurers who will be conducting measuring:

Name: \_\_\_\_\_ State of Residence: \_\_\_\_\_ Date Attending: \_\_\_\_\_

Name: \_\_\_\_\_ State of Residence: \_\_\_\_\_ Date Attending: \_\_\_\_\_

Name: \_\_\_\_\_ State of Residence: \_\_\_\_\_ Date Attending: \_\_\_\_\_

**Mail or Fax Completed Form to:**

Agility Department  
AKC Companion Events  
PO Box 900068  
Raleigh, NC 27675-9068  
Fax: (919) 816-4204

**Scan & Email Completed Form to: [agility@akc.org](mailto:agility@akc.org)**



USE THIS FORM TO MOVE UP TO A HIGHER AGILITY CLASS ONLY

It is the option of the club to allow day-to-day move-ups. Exhibitors should refer to a club's premium list to verify the club's policy for moving a dog up. If offered, dogs shall be moved up to a higher class at the request of the owner, as a result of the dog qualifying for an agility title.

The request for moving up must be made to the Trial Secretary according to the club's published policy. All move-up entries are subject to availability of the class and payment of any difference in entry fee. Dogs so moved-up will be entered at the end of the running order. Refer to Chapter 1, Section 20 of the Regulations for Agility Trials for additional move-up requirements.

Name of Club Date

Breed: Sex:

Dog's AKC Registered Name Dog's AKC #

Dog's Call Name

Move Entry to Agility Class: (Circle One)

Jump Height Division: (Circle One)

Table with 9 columns: Agility Class, Level, Performance, Title, and five Jump Height options (8", 12", 16", 20", 24"). Rows include Regular Standard, Regular JWW, Regular FAST, Preferred Standard, Preferred JWW, and Preferred FAST.

Owners Name:

Handlers Name: (If applicable)

Signature of owner or agent duly authorized to make this entry:

Signature of Trial Secretary

If Approved: Date

Time Received:



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## Addendum to Trial Application for a Non-Regular Agility Class

This application must be submitted with the *Application and Judges Panel for AKC Licensed or Member Agility Trial* eighteen (18) weeks prior to the closing. Non-Regular class applications are subject to approval by the AKC Agility Executive Field Staff.

Name of Club: \_\_\_\_\_

Event Day/Date: \_\_\_\_\_

Requested by (Name & Title): \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Daytime Tel. and Email: \_\_\_\_\_

Name of Trial Secretary: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Daytime Tel. and Email: \_\_\_\_\_

**DESCRIPTION OF NON-REGULAR AGILITY CLASS REQUESTED:**

Include who is eligible to enter, how it will be scored, any modifications to AKC agility equipment, etc. (Attach separate 8x11 sheet(s) if additional space is needed)

**Approval will be sent to the Club Secretary and the Trial Secretary.**

Event Operations

PO Box 900051

Raleigh, NC 27675-9051

Tel 919-816-3725

Fax 919-816-4210

[www.akc.org](http://www.akc.org)



CLUB'S NAME

Table with columns for event days (Day 1-4) and classes (STD, JWW, FAST, T2B, ISC STD, ISC JWW, PremSTD, PremJWW). Includes a date example: (Date) Ex: 07/12/2015.

IMPORTANT: Carefully read instructions before filling out!

ENTRY FEE ENCLOSED

\$

Choose Either Regular or Preferred Classes

Check one jump height, and check class selections – Only one selection per class (both Master and Premier allowed)

Table comparing Regular and Preferred classes across jump heights (8", 12", 16", 20", 24", 24C") and class types (STD, JWW, FAST, T2B).

Non-Regular Classes International Sweepstakes STD JWW

Form fields for dog information: This dog needs to be measured (Yes/No), BREED, VARIETY, SEX, HEIGHT AT WITHERS, CALL NAME.

AKC® NAME (include AKC titles only)

Form fields for registration: AKC NO., ILP NO., PAL NO., FOREIGN REG. NO. & COUNTRY, DATE OF BIRTH, PLACE OF BIRTH (List Country).

BREEDER

SIRE

DAM

ACTUAL OWNERS

OWNERS ADDRESS NEW ADDRESS

CITY STATE ZIP + 4

HANDLER ENTER JR. HANDLER # if applicable

Exhibitor or owner MUST sign on the signature line beneath the instructions.

AGREEMENT

I certify that I am the actual owner of the dog, or that I am the duly authorized agent of the actual owner whose name I have entered. In consideration of the acceptance of this entry, I (we) agree to abide by the rules and regulations of The American Kennel Club in effect at the time of this event...

Additionally, I (we) hereby assume the sole responsibility for and agree to indemnify, defend and save the aforementioned parties harmless from any and all loss and expense (including legal fees) by reason of the liability imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting therefrom...

INSTRUCTIONS

Handlers whose dogs measure into the 8" through 20" regular jump height divisions may opt to enter in a higher or 24-choice height division for all Regular titling classes, but not in a division lower than their proper height division.

All dogs that have not been officially measured for an Agility Jump Height Card may still compete; however, they must be measured by a Judge of record, an Agility Field Representative, or a Volunteer Measuring Official, prior to running.

Dogs listed in the AKC Canine Partners ProgramSM may be eligible to enter all-breed AKC agility trials at the club's option. These dogs should be listed as All American Dog and must include their AKC number on the entry form and check the AKC No. box.

Junior Handlers should enter their Junior Handler Number on the front of this form. Should you not have your Junior Handler number, it may be obtained from the American Kennel Club (919) 233-9767.

SIGNATURE of owner or his agent duly authorized to make this entry.

SIGN HERE X

Telephone Number: New Email

Email:

In Case of Emergency - Name: Phone #:



AMERICAN KENNEL CLUB®

REPORT OF AGILITY TRIAL

Upon the completion of an agility trial, the Superintendent/Event Secretary shall complete a copy of this form for each event (one event per form) and send it with the marked and signed trial catalog along with the necessary fees so as to reach the AKC® office within seven (7) days after the close of the event. Each question should be answered completely.

Send to: The American Kennel Club, Event Operations – Agility, PO Box 900051, Raleigh, NC 27675-9051.

Name of Club \_\_\_\_\_ Date of Trial \_\_\_\_\_ Event Number \_\_\_\_\_

\_\_\_\_\_ Total # of Runs in Regular & Preferred Classes (STD/JWW/FAST/T2B) at Closing (\*International Classes excluded)

- \_\_\_\_\_ # Withdrawn runs after closing (\*Judge Change or Bitch in Season only)

= \_\_\_\_\_ 0 # of Runs for which recording fees are due.

\_\_\_\_\_ # of First Runs X \$3.50 per run (this is the # of dogs entered in the trial) \$ \_\_\_\_\_ 0.00

\_\_\_\_\_ 0 # of Additional Runs X \$3.00 per run (Total # of runs in trial minus # of dogs entered in the trial) \$ \_\_\_\_\_ 0.00

Total Recording Fees \$ \_\_\_\_\_ 0.00

\*Note: No recording fees are due for withdrawn runs or for Non-Regular classes.

Event secretaries are allowed to secretary up to twelve (12) events without a secretarial fee. After acting as an event secretary for the 12th event in a calendar year a \$10 fee per event is required. Secretarial Fee Enclosed \$ \_\_\_\_\_.

Effective January 1, 2013: Any person or entity who serves as secretary for thirteen (13) or more AKC Agility Trials in a calendar year is required to be approved as an AKC Licensed Agility Trial Secretary.

Did all the Judges receive prior approval by the American Kennel Club to judge the class(es) they judged at this event?

Yes  No  If no, name the judges below, giving the date on which you or the club received notification of their inability to judge, and stating the reason as reported to you.

Name \_\_\_\_\_ Date Notified \_\_\_\_\_ Reason \_\_\_\_\_

If AKC approval was not obtained for any substitute Judge, give below the name and address of the person(s) selected to judge in place of the scheduled judges(s).

Name \_\_\_\_\_ Address \_\_\_\_\_

Were there any complaints against the judge(s)? Yes  No  If yes, please send details to:

The American Kennel Club, Companion Events, Agility Director, PO Box 900068, Raleigh, NC 27675-9068.

Were any written protests filed with the Event Committee? Yes  No  If yes, state the decision reached by the Committee:

Empty box for written protests

Were there any dog aggression issues at this event? Yes  No  If yes, please record the dog's registered name and registration number here along with a brief description of the situation. Also, file the necessary paperwork with AKC:

Empty box for dog aggression issues

Superintendent or Event Secretary – Please Print

Date

Payment Method:  VISA  AMEX  MasterCard  Discover  Check or money order made payable to: The American Kennel Club.

Account Number (do not include dashes)

Expiration Date

Printed Name of Cardholder

**SAMPLE CONTRACT FOR AKC AGILITY JUDGES**

**CLUB'S NAME**

JUDGE'S NAME: \_\_\_\_\_

LOCATION OF AGILITY TRIAL: \_\_\_\_\_

DATE OF TRIAL: \_\_\_\_\_ CHAIRMAN: \_\_\_\_\_

PHONE#: \_\_\_\_\_

JUDGING ASSIGNMENT: FRI \_\_\_\_\_

SAT: \_\_\_\_\_

SUN: \_\_\_\_\_

JUDGING FEE: \_\_\_\_\_

ADDITIONAL EXPENSES: Parking \_\_\_\_\_ Travel Expenses: \_\_\_\_\_

Airfare: \_\_\_\_\_ Mileage: \_\_\_\_\_

Airfare purchase will be made: by the Club \_\_\_\_\_ by the Judge \_\_\_\_\_

Beverage/Food that I will require while judging: \_\_\_\_\_

Motel Room: Non-Smoking \_\_\_\_\_ Smoking \_\_\_\_\_

Food Allergies: None or list allergies: \_\_\_\_\_

In the event of an emergency, call: \_\_\_\_\_ Phone#: \_\_\_\_\_

Any medical conditions: \_\_\_\_\_

Flight information: Airline: \_\_\_\_\_ Flt# \_\_\_\_\_ Departure time/city: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure time on final day of judging: \_\_\_\_\_

Rental Car or Club provided transportation

I agree to be the Agility Judge for the \_\_\_\_\_ AKC Agility Club on \_\_\_\_\_ under the conditions contained herein.

\_\_\_\_\_  
Date: \_\_\_\_\_

Judge's Name, AKC Judge number

As Chairman for the \_\_\_\_\_ AKC Agility Club, I hereby agree to the above Contract for the agility trial on \_\_\_\_\_.

\_\_\_\_\_  
Date: \_\_\_\_\_

Chairman

## SAMPLE JUDGING SCHEDULE

1. Determine the approximate schedule for each class:
  - Allow 20 minutes for a course change, 10 minutes for judge's briefing and 8 minutes for course walk-throughs plus 5 minutes to 1<sup>st</sup> dog.
  - Allow 1 ½ minutes per dog for standard classes, 1 minute per dog for JWW, T2B, FAST and Premier classes.
  - Set the starting time for a class (other than the first one of the day) approximately ½ - 1 hour earlier than you really expect to start. Recommend setting the schedule "to follow" instead of a specific time that you are bound not to start before.
2. The Confirmation Letter sent to exhibitors should include:
  - Name of the Club, trial date(s) and trial hours
  - Directions to show site
  - Confirmation of entry information for each dog (see example below) and information on who to contact if any errors are found.
  - Judging Program - including number of dogs entered in each class/height and class start times (see sample below).
  - Any other notes to exhibitors
3. Sample of confirmation of entry information

**Owner's Name & Address**

**Dog's registered name**

**Dog's call name**

**AKC #**

**Height Care Received: Yes/No**

Class	Level	Jump Height	Armband#	Saturday	Sunday
Standard	Excellent	12"	12009	Yes	Yes
JWW	Master	12"	12009	Yes	Yes
FAST	Open	12"	12009	Yes	

4. Sample of judging schedule

**Saturday, July 22, 2020**

**Ring 1: Judge's name (total number of dogs)**

Check-in: 7:30AM Judge's Briefing: 8:00AM Ring 1 Running: 8:30AM (all classes to follow running high to low in listed order)

Class	Level	4"	8"	12"	16"	20"	24"	24C	Total
Standard	Nov B		2	6	12	16	21	1	58
Standard	Nov A		2	3	7	11	12		35
Standard	Novice Preferred	1	3	5	7	10			26
Standard	Open		2	5	10	14	1		32
Standard	Open Preferred	1	2	2	3	6			14
FAST	Open	3	12	15	20	5	1	1	57

Total 222



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# Agility Judging Schedule Requirements & Recommendations

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## Required Information

- Owner's name and address
- Dog's call name and AKC Registration number, FSS, ILP, or PAL number
- The results of the random drawing of the running order with assigned running order numbers, including which class(es) the dog is entered in
- Statement: "Preliminary running order contingent on move-up entries not yet received."
- Ring assignments for the judge(s) with ring numbers
- Time schedule for check-in, briefings and judging
- The number of entries per class, per jump height
- Name of Vet and/or Emergency Clinic with telephone number, directions to the clinic & their hours of operation

## Recommended Information

- Name of the club
- Date(s) of event
- Exact location of event: complete address with street number, city, state and zip code along with directions and map
- Trial hours and when site will be accessible to exhibitors
- Whether the trial is indoors or outdoors
- Emergency telephone number available during the event hours
- Suggested hotels/motels with details and directions
- Details about special attractions approved by the AKC
- Details about social activities for the exhibitors
- A simple site layout giving ring locations, parking, restrooms, etc.
- Directions to Emergency Service locations
- Whether overnight parking will be allowed.



## Sample Letter for Media Coverage (Newspaper)

The **(name of club)** will be holding its annual agility trial on **(date)**. We are a non-profit organization donating the proceeds of our show to **(name of organization or cause)**. Would you please print the attached announcement as often as possible between now and **(trial date)**. Thank you in advance for your consideration.

“The **(name of club)** will hold its **xxth** (*e.g., 10<sup>th</sup>*) annual agility trial **(day, date at location; include street)**.

There are **xxxx** (*e.g. 700*) dogs entered representing 75 different breeds. The trial starts **(day, date and time)** and runs throughout the day. This is an American Kennel Club approved event, where handlers and many breeds of dogs demonstrate their agile nature and versatility by racing as fast as they can, leaping over obstacles and climbing a variety of heights in a competitive atmosphere. They will be judged as they race against the clock, but accuracy is the first requirement. The sport of agility is fun and exciting for participants and spectators alike. Admission for adults is (\$    ), and children under 12 is (\$    ) (or free). There are plenty of vendors featuring dog foods, all types of supplies, photography, canine antiques, book and magazines. A good time to be had by the entire family. For more information call **(phone number)**, or e-mail **(email address)**.”

If you have any questions, please feel free to contact me at **(phone number, e-mail address)**.

Sincerely,

Name

Title

Address

**INCLUDE AN EYE CATCING BLACK & WHITE 8X10 PHOTO WITH THE PRESS  
RELEASE**







## AKC Scoring Guidelines

	AKC Class	Allowed F's	Allowed R's (5 pts each)	Allowed W's (5 pts each)	Allowed T's (5 pts each)	Faults per second over SCT	Minimum Score to Qualify
Standard	Novice A & B	NONE	R R	W	T T	1	85
Standard	Open	NONE	R	W	T	2	85
Standard	Excellent	NONE	NONE	NONE	NONE	3	100
Standard	Master	NONE	NONE	NONE	NONE	3	100
Standard	Premier	NONE	NONE	NONE	N/A	<i>Must be less than MCT</i>	100
Jumpers	Novice A & B	NONE	R R	NONE	N/A	1	85
Jumpers	Open	NONE	R	NONE	N/A	2	85
Jumpers	Excellent	NONE	NONE	NONE	N/A	3	100
Jumpers	Master	NONE	NONE	NONE	N/A	3	100
Jumpers	Premier	NONE	NONE	NONE	N/A	<i>Must be less than MCT</i>	100
T2B	ALL	NONE	N/A	NONE	N/A	<i>Must be less than MCT</i>	100
FAST	Novice	N/A	NONE (R's = <b>FAULT</b> in Send)	N/A	N/A	1	50 Plus, Successful <b>SEND</b>
FAST	Open	N/A	NONE (R's = <b>FAULT</b> in Send)	N/A	N/A	1	55 Plus, Successful <b>SEND</b>
FAST	Excellent/Master	N/A	NONE (R's = <b>FAULT</b> in Send)	N/A	N/A	1	60 Plus, Successful <b>SEND</b>

		Allowed E's	Allowed R's (5 pts each)	Allowed S's (5 pts each)		Faults per second over SCT	Minimum Score to Qualify
Standard & Jumpers	ISC	NONE	R R	Unlimited		1.00	N/A

## Scribe Cheat Sheet

This is for the scribe's clipboard. Signals, symbols and translations used by the Judge, Scribe and Score Keeper for scoring the performance of a dog during an AKC trial.

Judge Hand Signal	Scribe's Symbol	Score Keeper's Translation	Examples of dog's activity
	<b>R</b> Refusal/Runout	-5 points	Focuses on obstacle and runs towards it, but turns and goes around it
	<b>W</b> Wrong Course	-5 points	Performs wrong obstacle or jumps bar of jump from back to front
	<b>T</b> Table Fault	-5 points	Jumps off and back on the table before end of count
	<b>F</b> Failure to Perform	NQ	Knock bar off jump or misses contact zone
	<b>FNG</b> Fix and Go	NQ	Goes back and fixes something previously executed
	<b>E</b> Excusal	NQ	Fouling ring or exceeds maximum course time



AMERICAN KENNEL CLUB

Dog No. [ ]

JUMPERS WITH WEAVES  
SCRIBE SHEET  
EXCELLENT

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

Time over SCT = \_\_\_\_\_

(decimal round DOWN) X 3 fault/second

Total Time Faults \_\_\_\_\_

Elimination - Non-Qualifying ( F, E, W, or R )

TOTAL FAULTS \_\_\_\_\_

TOTAL FAULTS DEDUCTED FROM 100 = SCORE \_\_\_\_\_

(Score of 85 or higher required to Qualify)



AMERICAN KENNEL CLUB

Dog No. [ ]

JUMPERS WITH WEAVES  
SCRIBE SHEET  
MASTER

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

Time over SCT = \_\_\_\_\_

(decimal round DOWN) X 3 fault/second

Total Time Faults \_\_\_\_\_

Elimination - Non-Qualifying ( F, E, W, or R )

TOTAL FAULTS \_\_\_\_\_

TOTAL FAULTS DEDUCTED FROM 100 = SCORE \_\_\_\_\_

(Score of 100 required to Qualify)

**Dog No.** \_\_\_\_\_

**JUMPERS WITH WEAVES  
SCRIBE SHEET  
OPEN**

**JUMP HEIGHT** \_\_\_\_\_

Breed \_\_\_\_\_

<p><b>Dog's Time</b> _____ : _____ : _____</p> <p>Standard Course Time _____</p> <p>Maximum Course Time _____ (SCT + 20 sec.)</p> <p><b>Time over SCT =</b> (decimal round DOWN) _____</p> <p><b>Total Time Faults</b> _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>X 2 fault/second</p> <p>_____</p>
<p><b>Refusals / Run-outs ( R ) (5 faults each) Limit = 1</b></p> <p><b>Total Refusal / Run-out Faults</b> _____</p>	<p>_____</p>
<p><b>Elimination - Non-Qualifying ( F, E, or W )</b></p>	<p>_____</p>
<p><b>TOTAL FAULTS</b> _____</p> <p><b>TOTAL FAULTS DEDUCTED FROM 100 = SCORE</b> _____</p>	<p>_____</p> <p>_____</p>

(Score of 85 or higher required to Qualify)

**Dog No.** \_\_\_\_\_

**JUMPERS WITH WEAVES  
SCRIBE SHEET  
NOVICE A or B**

**JUMP HEIGHT** \_\_\_\_\_

Breed \_\_\_\_\_

<p><b>Dog's Time</b> _____ : _____ : _____</p> <p>Standard Course Time _____</p> <p>Maximum Course Time _____ (SCT + 20 sec.)</p> <p><b>Time over SCT =</b> (decimal round DOWN) _____</p> <p><b>Total Time Faults</b> _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>X 1 fault/second</p> <p>_____</p>
<p><b>Refusals / Run-outs ( R ) (5 faults each) Limit = 2</b></p> <p><b>Total Refusal / Run-out Faults</b> _____</p>	<p>_____</p>
<p><b>Elimination - Non-Qualifying ( F, E, or W )</b></p>	<p>_____</p>
<p><b>TOTAL FAULTS</b> _____</p> <p><b>TOTAL FAULTS DEDUCTED FROM 100 = SCORE</b> _____</p>	<p>_____</p> <p>_____</p>

(Score of 85 or higher required to Qualify)





AMERICAN  
KENNEL CLUB

Dog No.

STANDARD AGILITY CLASS  
SCRIBE SHEET  
OPEN

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

**Time over SCT =**  
(decimal round DOWN) X 2 fault/second

**Total Time Faults** \_\_\_\_\_

**Refusals / Run-outs (R) (5 Faults each) Limit =1**

Total Refusal Faults \_\_\_\_\_

**Wrong Course (W) (5 Faults each) Limit =1**

Total Wrong Course Faults \_\_\_\_\_

**Table Faults (T) (5 Faults each) Limit =1**

Total Table Faults \_\_\_\_\_

**Non-Qualifying Faults (R x 2, W x 2, T x 2, F, or E)**

**TOTAL FAULTS** \_\_\_\_\_

**TOTAL FAULTS DEDUCTED FROM 100 = SCORE** \_\_\_\_\_

(Score of 85 or higher required to Qualify)



AMERICAN  
KENNEL CLUB

Dog No.

STANDARD AGILITY CLASS  
SCRIBE SHEET  
NOVICE A or B

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

**Time over SCT =**  
(decimal round DOWN) X 1 fault/second

**Total Time Faults** \_\_\_\_\_

**Refusals / Run-outs (R) (5 Faults each) Limit =2**

Total Refusal Faults \_\_\_\_\_

**Wrong Course (W) (5 Faults each) Limit =1**

Total Wrong Course Faults \_\_\_\_\_

**Table Faults (T) (5 Faults each) Limit =2**

Total Table Faults \_\_\_\_\_

**Non-Qualifying Faults (R x 3, W x 2, T x 3, F, or E)**

**TOTAL FAULTS** \_\_\_\_\_

**TOTAL FAULTS DEDUCTED FROM 100 = SCORE** \_\_\_\_\_

(Score of 85 or higher required to Qualify)



AMERICAN KENNEL CLUB

Dog No. [ ]

PREFERRED CLASS SCRIBE SHEET  
JUMPERS WITH WEAVES  
EXCELLENT

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

Time over SCT = \_\_\_\_\_

(decimal round DOWN) X 3 fault/second

Total Time Faults \_\_\_\_\_

Elimination - Non-Qualifying ( F, E, W, or R )

TOTAL FAULTS \_\_\_\_\_

TOTAL FAULTS DEDUCTED FROM 100 = SCORE \_\_\_\_\_

(Score of 85 or higher required to Qualify)



AMERICAN KENNEL CLUB

Dog No. [ ]

PREFERRED CLASS SCRIBE SHEET  
JUMPERS WITH WEAVES  
MASTER

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

Time over SCT = \_\_\_\_\_

(decimal round DOWN)

Total Time Faults \_\_\_\_\_

X 3 fault/second

Elimination - Non-Qualifying ( F, E, W, or R )

TOTAL FAULTS \_\_\_\_\_

TOTAL FAULTS DEDUCTED FROM 100 = SCORE \_\_\_\_\_

(Score of 100 required to Qualify)





AMERICAN KENNEL CLUB

Dog No. [ ]

PREFERRED CLASS SCRIBE SHEET  
JUMPERS WITH WEAVES  
OPEN

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

Time over SCT =  
(decimal round DOWN) X 2 fault/second

Total Time Faults \_\_\_\_\_

Refusals / Run-outs ( R ) (5 faults each) Limit = 1

Total Refusal / Run-out Faults \_\_\_\_\_

Elimination - Non-Qualifying ( Rx2, W, F or E )

TOTAL FAULTS \_\_\_\_\_

TOTAL FAULTS DEDUCTED FROM 100 = SCORE \_\_\_\_\_

(Score of 85 or higher required to Qualify)



AMERICAN KENNEL CLUB

Dog No. [ ]

PREFERRED CLASS SCRIBE SHEET  
JUMPERS WITH WEAVES  
NOVICE

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

Time over SCT =  
(decimal round DOWN) X 1 fault/second

Total Time Faults \_\_\_\_\_

Refusals / Run-outs ( R ) (5 faults each) Limit = 2

Total Refusal / Run-out Faults \_\_\_\_\_

Elimination - Non-Qualifying ( Rx3, W, F or E )

TOTAL FAULTS \_\_\_\_\_

TOTAL FAULTS DEDUCTED FROM 100 = SCORE \_\_\_\_\_

(Score of 85 or higher required to Qualify)



AMERICAN KENNEL CLUB

Dog No. [ ]

PREFERRED CLASS SCRIBE SHEET  
STANDARD AGILITY  
EXCELLENT

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

Time over SCT = \_\_\_\_\_

(decimal round DOWN) X 3 fault/second

Total Time Faults \_\_\_\_\_

Non-Qualifying Faults (R, W, T, F, or E)

TOTAL FAULTS \_\_\_\_\_

TOTAL FAULTS DEDUCTED FROM 100 = SCORE \_\_\_\_\_

(Score of 85 or higher required to Qualify)



AMERICAN KENNEL CLUB

Dog No. [ ]

PREFERRED CLASS SCRIBE SHEET  
STANDARD AGILITY  
MASTER

JUMP HEIGHT \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

Time over SCT = \_\_\_\_\_

(decimal round DOWN) X 3 fault/second

Total Time Faults \_\_\_\_\_

Non-Qualifying Faults (R, W, T, F, or E)

TOTAL FAULTS \_\_\_\_\_

TOTAL FAULTS DEDUCTED FROM 100 = SCORE \_\_\_\_\_

(Score of 100 required to Qualify)



AMERICAN KENNEL CLUB

**Dog No.** **PREFERRED CLASS SCRIBE SHEET** **JUMP HEIGHT** \_\_\_\_\_  
**STANDARD AGILITY**  
**OPEN**  
 Breed \_\_\_\_\_

Dog's Time _____ : _____ : _____  Standard Course Time _____ Maximum Course Time _____ (SCT + 20 sec.)  <b>Time over SCT =</b> _____ (decimal round DOWN) X 2 fault/second  <b>Total Time Faults</b> _____	_____ _____ _____ _____
<b>Refusals / Run-outs (R) (5 Faults each) Limit =1</b>  Total Refusal Faults _____	_____ _____
<b>Wrong Course (W) (5 Faults each) Limit =1</b>  Total Wrong Course Faults _____	_____ _____
<b>Table Faults (T) (5 Faults each) Limit =1</b>  Total Table Faults _____	_____ _____
<b>Non-Qualifying Faults (Rx2, Wx2, Tx2, F, or E)</b>	_____ _____
<b>TOTAL FAULTS</b> _____  <b>TOTAL FAULTS DEDUCTED FROM 100 = SCORE</b> _____  (Score of 85 or higher required to Qualify)	_____ _____



AMERICAN KENNEL CLUB

**Dog No.** **PREFERRED CLASS SCRIBE SHEET** **JUMP HEIGHT** \_\_\_\_\_  
**STANDARD AGILITY**  
**NOVICE**  
 Breed \_\_\_\_\_

Dog's Time _____ : _____ : _____  Standard Course Time _____ Maximum Course Time _____ (SCT + 20 sec.)  <b>Time over SCT =</b> _____ (decimal round DOWN) X 1 fault/second  <b>Total Time Faults</b> _____	_____ _____ _____ _____
<b>Refusals / Run-outs (R) (5 Faults each) Limit =2</b>  Total Refusal Faults _____	_____ _____
<b>Wrong Course (W) (5 Faults each) Limit =1</b>  Total Wrong Course Faults _____	_____ _____
<b>Table Faults (T) (5 Faults each) Limit =2</b>  Total Table Faults _____	_____ _____
<b>Non-Qualifying Faults (Rx3, Wx2, Tx3, F, or E)</b>	_____ _____
<b>TOTAL FAULTS</b> _____  <b>TOTAL FAULTS DEDUCTED FROM 100 = SCORE</b> _____  (Score of 85 or higher required to Qualify)	_____ _____

**Fifteen And Send Time (FAST)** CLASS LEVEL

NovA NovB  
Open  
Exc Master  
Preferred

Dog Number  Call name \_\_\_\_\_ Jump Height

Breed \_\_\_\_\_ Dog's Time \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_

SCT: \_\_\_\_\_

Circle Points Earned	1	1	1	1	1	1
SCTs:		2	3	4		
Pref 4" = 41						
Pref 8/12" = 38		5	6	7		
8" = 38						
12/16" = 35		8	9	10		
Pref 16/20" = 35						
20/24/26" = 32						
		<b>F</b>		<b>SB</b>		
		(No Score, Automatic NQ)		Max. Points Total		

Novice A/B/P - 50 pts  
Open /P - 55 pts  
Excellent A/B/P - 60 pts

Obstacles NOT CIRCLED Points Total

Hand-Recorded Points (optional)

Total points earned

Full seconds over SCT (if any)

TOTAL SCORE (circle one)  Q NQ E

Complete Math Only if SB is Circled

**INTERNATIONAL SWEEPSTAKES CLASS (ISC)**

Dog No.  Breed  JUMP HEIGHT \_\_\_\_\_

Dog's Time \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_

Standard Course Time \_\_\_\_\_

Maximum Course Time \_\_\_\_\_

(SCT + 20 sec.)

**TIME FAULTS**

Time over SCT = TOTAL TIME FAULTS \_\_\_\_\_

**COURSE FAULTS (R, S) 5 POINT FAULTS**

- Refusals / Run-out
- Missed contact zone (Including upside of A-frame)
- See-Saw fly-off
- Missed weave pole once entered correctly
- Table faults
- Displaced jump bar or plank
- Visibly moving or stepping on top of the broad jump

**ELIMINATION FAULTS (F)**

- 3 Refusals or run-outs on course
- Wrong course
- Failure to complete all obstacles
- Handler / dog contact, handler equipment contact
- Outside assistance

**EXCUSALS (E) (Whistle)**

- Dog leaves course area & stops working
- Exceeding maximum course time
- Excessive Handling or harsh commands
- Dog fouls ring
- Exceeding fault limit if applied

**TOTAL COURSE FAULTS** \_\_\_\_\_

Score of 0 is best (Time breaks ties) **TOTAL FAULTS** \_\_\_\_\_

## Time 2 Beat

Dog Number

(T2B)

Jump Height

## Time 2 Beat

Dog Number

(T2B)

Jump Height

Call Name \_\_\_\_\_

Call Name \_\_\_\_\_

Breed \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_ : \_\_\_\_\_

Dog's Time \_\_\_\_\_ : \_\_\_\_\_

Dog's Time (Truncated): \_\_\_\_\_

Dog's Time (Truncated): \_\_\_\_\_

*(Truncated down – i.e. Drop numerals after decimal)**(Truncated down – i.e. Drop numerals after decimal)***MCT:**

4"/8"/12" = 60 sec

16" = 55 sec

20"/24"/24C = 50 sec

**MCT:**

4"/8"/12" = 60 sec

16" = 55 sec

20"/24"/24C = 50 sec

*If Dog's Truncated Time is Equal To / Greater Than MCT, score **NQ****If Dog's Truncated Time is Equal To / Greater Than MCT, score **NQ*****Fault Notations:**

- \* Refusal/Run-outs are not called
- \* Wrong Course / Failures, score **NQ**

**Fault Notations:**

- \* Refusal/Run-outs are not called
- \* Wrong Course / Failures, score **NQ**

(circle one)

Q NQ

(circle one)

Q NQ



# Premier Standard

Jump Height \_\_\_\_\_

Dog Number

Call Name \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_ : \_\_\_\_\_

Dog's Time (Truncated): \_\_\_\_\_

*(Truncated down – i.e. Drop numerals after decimal)*

**MCT:** \_\_\_\_\_

8"/12" = 65 sec

16"/24" = 60 sec

20"/24C = 55 sec

*If Dog's Truncated Time is Equal To / Greater Than MCT, score **NQ***

**Fault Notations:**

\* Any Fault = score **NQ**

(circle one)

Q NQ



# Premier JWW

Jump Height \_\_\_\_\_

Dog Number

Call Name \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_ : \_\_\_\_\_

Dog's Time (Truncated): \_\_\_\_\_

*(Truncated down – i.e. Drop numerals after decimal)*

**MCT:** \_\_\_\_\_

8" = 50 sec

12" = 48 sec

16" = 45sec

20"/24C = 42 sec

24" = 46 sec

*If Dog's Truncated Time is Equal To / Greater Than MCT, score **NQ***

**Fault Notations:**

\* Any Fault = score **NQ**

(circle one)

Q NQ



# Preferred Premier Standard

Dog Number

\_\_\_\_\_   
 Jump Height

Call Name \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_ : \_\_\_\_\_

Dog's Time (Truncated): \_\_\_\_\_

*(Truncated down – i.e. Drop numerals after decimal)*

**MCT:** \_\_\_\_\_

4"/8" = 70 sec

12"/20" = 65 sec

16" =60 sec

*If Dog's Truncated Time is Equal To / Greater Than MCT, score **NQ***

**Fault Notations:**

\* Any Fault = score **NQ**

(circle one)

**Q    NQ**



# Preferred Premier JWW

Dog Number

\_\_\_\_\_   
 Jump Height

Call Name \_\_\_\_\_

Breed \_\_\_\_\_

Dog's Time \_\_\_\_\_ : \_\_\_\_\_

Dog's Time (Truncated): \_\_\_\_\_

*(Truncated down – i.e. Drop numerals after decimal)*

**MCT:**

4" = 55 sec

8" = 53 sec

12" = 50 sec

**MCT:**

16" = 47 sec

20" = 51 sec

*If Dog's Truncated Time is Equal To / Greater Than MCT, score **NQ***

**Fault Notations:**

\* Any Fault = score **NQ**

(circle one)

**Q    NQ**



AMERICAN  
KENNEL CLUB®

# Agility Site Evaluation Form

COMPANION EVENTS

PO Box 900068, Raleigh, NC 27675-9068 Tel. 919-816-3747

Name of Club: \_\_\_\_\_

Event Date: \_\_\_\_\_

Name & Exact  
Address of the  
Event Facility: \_\_\_\_\_

<b>Total # of Rings:</b>	<b>Outdoor</b>		<b>Indoor</b>
	Covered	Uncovered	

Ring	Dimensions	Surface					Other
		Grass	Dirt	Mats over Concrete	Carpet	Turf	
1							
2							
3							
4							

NOTE: Minimum Useable Ring Area (min. width 60'): Novice = 5,000 square feet, Open = 6,500 square feet, Excellent/Master = 8,000 square feet (10,000 preferred).

Please attach a site layout (it may be hand drawn but Clean Run Course Designer is preferred, and show the following on the layout (see the next page):



<b>1. Obstructions or Hazards in the rings - please explain</b>
<b>2. Is Water Available? - please list locations</b>
<b>3. Warm Up Jumps - please list dimensions and locations</b>
<b>4. Score Table - where will it be located?</b>
<b>5. Is electricity available?</b>
<b>6. Crating Space - please list dimensions and locations</b>
<b>7. Shade Tents - please list dimensions and locations</b>
<b>8. Restrooms / Porta-lets - please list number and location</b>
<b>9. Trash Receptacles - please list number and location</b>
<b>10. Parking Spots - please list number and location</b>
<b>11. Dog Exercise Area - please list number and location</b>

Site Information is submitted by:

---

Name

Date

---

Phone

E-mail

---

# Site Inspection Checklist

Site Name and Location: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Club/Contact Person: \_\_\_\_\_

## Indoor Site

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

## Outdoor Site

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

## All Sites

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

---

Parking Areas Clearly Designated

**If Applicable:**

Adequate On-Street Parking

Adequate Off-Street Parking

**If Possible:**

Separate Entrances and Exits

**Sanitation (Human)**

**Acceptable**

**Unacceptable**

Sufficient Toilet Facilities

**Indoors:**

One Lavatory for Every 100 Persons

One Urinal for Every 200 Males

One Toilet for Every 200 Persons

**Outdoors:**

One Toilet for Every 150 Persons Per Day

Arrangements for Proper Dumping/Emptying

**If Applicable:**

Attendants for Toilet Facilities

**Sanitation (Animal)**

**Acceptable**

**Unacceptable**

Outdoor Public Exercise Pens (2 per 1,000 dogs, min 48 sq ft each and at least 4' tall)

Indoor Public Exercise Pens (2 per 600 dogs, min 48 sq ft each and at least 4' tall)

Cleaning Supplies (i.e., scoops, sawdust, etc.)

Directional Signs to Exercise Pens

**If Applicable:**

Designated Area for Private Pens

**Grooming**

**Acceptable**

**Unacceptable**

Adequate Grooming Space for Expected Entry

If Reserved Grooming Offered, There Must Be a Reasonable Amount of Free Grooming of Equal Desirability

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If Outdoors, Adequate Tenting for Designated Grooming Areas

**Other (list below):**

**Acceptable**

**Unacceptable**

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Any items indicated as "Unacceptable" will be documented in writing by the AKC Executive Field Representative in attendance at the event.

What is the maximum entry per day recommended for this site? \_\_\_\_\_

Comments:

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**AMERICAN  
KENNEL CLUB™**

## Addendum to Trial Application for a Special Event Agility Trial

This application must be submitted with the *Application and Judges Panel for AKC Licensed or Member Agility Trial* eighteen (18) weeks prior to the closing. Special Event applications are subject to approval by the AKC Agility Executive Field Staff.

Name of Club: \_\_\_\_\_

Event Day/Date: \_\_\_\_\_

Requested by (Name & Title): \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Daytime Tel. and Email: \_\_\_\_\_

Name of Trial Secretary: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Daytime Tel. and Email: \_\_\_\_\_

Is it the club's intent that qualifying scores from this event will count toward AKC Agility titles? Yes  No

**DESCRIPTION OF AGILITY SPECIAL EVENT TRIAL REQUESTED:**

(Attach separate 8x11 sheet(s) if additional space is needed)

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**Approval will be sent to the Club Secretary and the Trial Secretary.**

Event Operations

PO Box 900051

Raleigh, NC 27675-9051

Tel 919-816-3725

Fax 919-816-4210

www.akc.org

Club: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Judge: \_\_\_\_\_

**AKC ISC Standard Course Time Worksheet (01/02/18)**

\*Note: All items in brackets ( ) reference the Preferred Class

**Standard ISC**

		Calculating Distance					
Sm/Med	12/16" Path	_____	Feet/3	_____	Yards		
Large	24" Path	_____	Feet/3	_____	Yards		
		Distance	Y.P.S.	(Y.P.S Range)*	SCT in sec.	Table Sec	SCT in sec.
		in Yards		(no table)		(IF used)^	(w/table)^
Small	8",12" (4",8")	_____	Yards ÷ _____	(2.75 - 3.50)	_____	plus 5	_____
Medium	16" (12")	_____	Yards ÷ _____	(3.00 - 3.75)	_____	plus 5	_____
Large	20",24" (16",20")	_____	Yards ÷ _____	(3.50 - 4.25)	_____	plus 5	_____

*(Small & Medium Yardage Comes from Wheeling the Small Dog's Pa)*  
 Max Course Time = SCT + Max Course Time = SCT + 20 seconds

Add for Preferred	Preferred SCT	Max Course Time
( Plus 5 _____ )	_____	_____
( Plus 5 _____ )	_____	_____
( Plus 5 _____ )	_____	_____

^ - Five (5) seconds shall be added to the Standard Course Time for the Standard ISC class if the table is used.

**JWW ISC**

		Calculating Distance					
Sm/Med	12/16" Path	_____	Feet/3	_____	Yards		
Large	24" Path	_____	Feet/3	_____	Yards		
		Distance	Y.P.S.	(Y.P.S Range)*	SCT in sec.	Add for Preferred	Preferred SCT
		in Yards				Preferred	SCT
Small	8",12" (4",8")	_____	Yards ÷ _____	(3.50 - 4.00)	_____	( Plus 5 _____ )	_____
Medium	16" (12")	_____	Yards ÷ _____	(3.75 - 4.25)	_____	( Plus 5 _____ )	_____
Large	20",24" (16",20")	_____	Yards ÷ _____	(4.00 - 4.50)	_____	( Plus 5 _____ )	_____

*(Small & Medium Yardage Comes from Wheeling the Small Dog's Pa)*  
 Max Course Time = SCT + Max Course Time = SCT + 20 seconds

\* - Standard Course Times are at the sole discretion of the judge, but shall generally follow these guidelines. (Ch 13, Sec 12)  
 The flexibility in Standard Course Times reflects the degree of difficulty (flow) on the course, equipment to be performed  
 (i.e.: Two (2) to four (4) contacts allowed, one (1) to two (2) sets of weave poles allowed, etc.) ring surface, and weather conditions

Club: \_\_\_\_\_

**AKC Standard Course Time Worksheet (01/02/18)**

Date: \_\_\_\_\_

\*Note: All items in brackets ( ) reference the Preferred Class

Judge: \_\_\_\_\_

**Standard Excellent & Master (Preferred Std Excellent & Master)**

		Calculating Distance		MaxYds:	Max Course Time = SCT + 20 seconds Typical distance difference maxi to mini is 7-14 yds						
12" Path	_____	Feet/3	_____	Yards	178						
16" (12"+20")/2	_____	Feet/3	_____	Yards	187						
20" Path	_____	Feet/3	_____	Yards	195						
		Distance in Yards	Y.P.S.	Table Sec	SCT in sec.	Max SCT	Add for Preferred	Preferred SCT	Max SCT allowed	Max Course Time	
12" Path	8" (4")	_____	Yards ÷ 2.50	_____	plus 5	76 sec	( Plus 5 _____ )	_____	(81 sec)	_____	
	12" (8")	_____	Yards ÷ 2.70	_____	plus 5	71 sec	( Plus 5 _____ )	_____	(76 sec)	_____	
16"	16" (12")	_____	Yards ÷ 2.85	_____	plus 5	71 sec	( Plus 5 _____ )	_____	(76 sec)	_____	
20" Path	20" (16"), 24C"	_____	Yards ÷ 3.10	_____	plus 5	68 sec	( Plus 5 _____ )	_____	(73 sec)	_____	
	24" (20")	_____	Yards ÷ 2.90	_____	Plus 5	72 sec	( Plus 5 _____ )	_____	(77 sec)	_____	

**Standard Open (Preferred Std Open)**

		Calculating Distance		Max Course Time = SCT + 20 seconds Typical distance difference maxi to mini is 4-10 yds						
12" Path	_____	Feet/3	_____	Yards						
16" (12"+20")/2	_____	Feet/3	_____	Yards						
20" Path	_____	Feet/3	_____	Yards						
		Distance in Yards	Y.P.S.	Table Sec	SCT in Sec.	Add for preferred	Preferred SCT	Max Course Time		
12" Path	8" (4")	_____	Yards ÷ 2.25	_____	plus 5	( plus 5 _____ )	_____	_____		
	12" (8")	_____	Yards ÷ 2.35	_____	plus 5	( plus 5 _____ )	_____	_____		
16"	16" (12")	_____	Yards ÷ 2.50	_____	plus 5	( plus 5 _____ )	_____	_____		
20" Path	20" (16"), 24C"	_____	Yards ÷ 2.65	_____	plus 5	( plus 5 _____ )	_____	_____		
	24" (20")	_____	Yards ÷ 2.55	_____	plus 5	( plus 5 _____ )	_____	_____		

**Standard Novice (Preferred Std Novice)**

		Calculating Distance		Max Course Time = SCT + 20 seconds Typical distance difference maxi to mini is 2-6 yds						
12" Path	_____	Feet/3	_____	Yards						
16" (12"+20")/2	_____	Feet/3	_____	Yards						
20" Path	_____	Feet/3	_____	Yards						
		Distance in Yards	Y.P.S.	Table Sec	SCT in Sec.	Add for preferred	Preferred SCT	Max Course Time		
12" Path	8" (4")	_____	Yards ÷ 1.85	_____	plus 5	( plus 5 _____ )	_____	_____		
	12" (8")	_____	Yards ÷ 2.00	_____	plus 5	( plus 5 _____ )	_____	_____		
16"	16" (12")	_____	Yards ÷ 2.15	_____	plus 5	( plus 5 _____ )	_____	_____		
20" Path	20" (16"), 24C"	_____	Yards ÷ 2.25	_____	plus 5	( plus 5 _____ )	_____	_____		
	24" (20")	_____	Yards ÷ 2.20	_____	plus 5	( plus 5 _____ )	_____	_____		

Club: \_\_\_\_\_

**AKC JWW Course Time Worksheet (01/02/18)**

Date: \_\_\_\_\_

\*Note: All items in brackets ( ) reference the Preferred Class

Judge: \_\_\_\_\_

**JWW Excellent & Master (Preferred JWW Excellent & Master)**

		<b>Calculating Distance</b>			<b>Max:</b>	Max Course Time = SCT + 20 seconds			
						Typical distance difference maxi to mini is 8-16 yds			
12" Path		_____ Feet/3	_____ Yards		169				
16" (12"+20")/2		_____ Feet/3	_____ Yards		175				
20" Path		_____ Feet/3	_____ Yards		180				
		<b>Distance</b>	<b>SCT in</b>	<b>Max SCT</b>	<b>Add for</b>	<b>Preferred</b>	<b>Max SCT</b>	<b>Max Course</b>	
		<b>in Yards</b>	<b>Y.P.S</b>	<b>sec.</b>	<b>Preferred</b>	<b>SCT</b>	<b>allowed</b>	<b>Time</b>	
12" Path	8" (4")	_____ Yards ÷	3.05	_____	55 sec.	( Plus 5 _____ )	(60 sec)	_____	
	12" (8")	_____ Yards ÷	3.25	_____	52 sec.	( Plus 5 _____ )	(57 sec)		
16"	16" (12")	_____ Yards ÷	3.50	_____	50 sec.	( Plus 5 _____ )	(55 sec)		
20" Path	20" (16"), 24C"	_____ Yards ÷	3.75	_____	48 sec.	( Plus 5 _____ )	(53 sec)		
	24" (20")	_____ Yards ÷	3.55	_____	51 sec.	( Plus 5 _____ )	(56 sec.)		

**JWW Open (Preferred JWW Open)**

		<b>Calculating Distance</b>				Max Course Time = SCT + 20 seconds			
						Typical distance difference maxi to mini is 6-12 yds			
12" Path		_____ Feet/3	_____ Yards						
16" (12"+20")/2		_____ Feet/3	_____ Yards						
20" Path		_____ Feet/3	_____ Yards						
		<b>Distance</b>	<b>SCT in</b>		<b>Add for</b>	<b>Preferred</b>		<b>Max Course</b>	
		<b>in Yards</b>	<b>Y.P.S.</b>	<b>sec.</b>	<b>preferred</b>	<b>SCT</b>		<b>Time</b>	
12" Path	8" (4")	_____ Yards ÷	2.80	_____	( plus 5 _____ )			_____	
	12" (8")	_____ Yards ÷	3.00	_____	( Plus 5 _____ )				
16"	16" (12")	_____ Yards ÷	3.25	_____	( plus 5 _____ )				
20" Path	20" (16"), 24C"	_____ Yards ÷	3.50	_____	( plus 5 _____ )				
	24" (20")	_____ Yards ÷	3.30	_____	( plus 5 _____ )				

**JWW Novice (Preferred JWW Novice)**

		<b>Calculating Distance</b>				Max Course Time = SCT + 20 seconds			
						Typical distance difference maxi to mini is 2-6 yds			
12" Path		_____ Feet/3	_____ Yards						
16" (12"+20")/2		_____ Feet/3	_____ Yards						
20" Path		_____ Feet/3	_____ Yards						
		<b>Distance</b>	<b>SCT in</b>		<b>Add for</b>	<b>Preferred</b>		<b>Max Course</b>	
		<b>in Yards</b>	<b>Y.P.S.</b>	<b>sec.</b>	<b>preferred</b>	<b>SCT</b>		<b>Time</b>	
12" Path	8" (4")	_____ Yards ÷	2.30	_____	( plus 5 _____ )			_____	
	12" (8")	_____ Yards ÷	2.50	_____	( plus 5 _____ )				
16"	16" (12")	_____ Yards ÷	2.75	_____	( plus 5 _____ )				
20" Path	20" (16"), 24C"	_____ Yards ÷	3.00	_____	( plus 5 _____ )				
	24" (20")	_____ Yards ÷	2.80	_____	( plus 5 _____ )				





**AMERICAN  
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**TRIAL CHAIRMAN'S  
AGILITY TRIAL REPORT**

After each agility trial, the Agility Trial Chairman should submit an Agility Trial Report electronically (**preferred method**) from the following link. <http://www.tfaforms.com/144809>

Or, if necessary, the Trial Chairman may submit the form on paper by completely filling out this document and mailing it to:  
AKC: Carrie DeYoung - Director of Agility, PO Box 900068, Raleigh, NC 27675-9068

**This information should be received by AKC® within 7 days of the conclusion of your agility trial.**

**SECTION 1:**

Date of Trial(s):

Start /Finish Times: Day One

Day Two

Day Three

Day Four

Name of Club holding trial:

State:

Trial Chairman:

Telephone #:

Email:

Trial Secretary:

Telephone #:

Email:

Judge's Names:

List Names of Trial Committee Members present:

**SECTION 2:** Clubs are required to retain a copy of the course maps used at their trials along with their copies of the event records for the period of one year. NOTE: Clubs may continue to have the trial secretary retain the event records on behalf of the club.

- 1a. Was the Judge knowledgeable?
- 1b. Was the Judge easy to work with?
2. Was there any reportable Dog Aggression?
3. Was there any reportable Misconduct?
4. Were there any other reportable problems at the show site?
5. Comments:

**IF YOU NEED TO EXPLAIN ANY FURTHER DETAILS, PLEASE USE THE BACK OF THIS FORM**



**AMERICAN  
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**AGILITY VOLUNTEER MEASURING OFFICIALS**

**Dated: August 15, 2019**

All dogs competing in agility are required to have a jump height card. The judge of record must measure any dog that has not been officially measured before they are allowed to participate in a trial. Official jump height measurements may be obtained from all Agility Field Reps., as well as a volunteer measuring official listed below. If a club wishes to request one of the official measuring judges, they must first contact the official to make arrangements and then submit a completed Mass Measurement Form to: **American Kennel Club, Companion Events, PO Box 900068, Raleigh, NC 27675-9068** or Fax: **(919) 816-4204**.

The Mass Measurement form must be received 30-days prior to the date of the trial. Forms are not required for an AKC Field Rep. to measure dogs. Mass Measurement forms may be printed from the website or contact Companion Events at [agility@akc.org](mailto:agility@akc.org) or call 919-816-3575.

Sharon Anderson 5946 W Bald Eagle Blvd White Bear Lake, MN 55110 (651) 429-5549 skanderson1@gmail.com	Christine Bishop 8528 Matecumbe Rd. Port Charlotte, FL 33981 (815) 520-4939 christine.bishop414@gmail.com	Kenneth Boyd 2504 Guajome Lake Rd Vista, CA 92084 (760) 845-0226 ken.boyd@cox.net	Arthur Brest 770 Pickett Creek Road Grants Pass, OR 97527 (541) 471-7819 Art@Agilitygods.com
Larry Brockett 28492 Del Mar Laguna Niguel, CA 92677 (949) 362-2988 larry_brockett@att.net	Gerry Brown 132 Stable Oaks Liberty Hill, TX 78642 (512) 285-4008 depaw@collicottage.com	Janet Budzynski 441 Sterling St. Newtown, PA 18940 (215) 860-0646 janetlb@voicenet.com	Debra Carlson 83 Doten Rd Plymouth, MA 02360 (508) 746-0005 debrapcarlson@verizon.net
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Gillian Crawford 4609 - 152nd St. E Tacoma, WA 98446 (253) 535-9319 My3sams@comcast.net	Deirdre H. Crofton 5701 Seneca Point Road Naples, NY 14512 (585) 396-2013 dcrofton@rochester.rr.com	Chris Danielly 5555 Kent Rock Rd Loganville, GA 30052 (770) 784-5672 Cdanielly@aol.com	Alexandra Davis PO Box 706 Ashland, VA 23005 (804) 449-1527 loakespark@gmail.com
Nancy F. Davis 720 Woodbine Road Waynesville, NC 28785 (828) 627-2093 crecomfort@bellsouth.net	Cindy Deak 5030 Lake Griffin Road Lady Lake, FL 32159 (352) 408-8506 noraustkennel@gate.net	John Defilippi 129 Nature Dr Stephens City, VA 22655-3527 (540) 868-2696 jdefilippi01@gmail.com	Dan Dege 1836 Red Fox Road Eagan, MN 55122 Degearchitect@gmail.com
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Lori Sage PO Box 3292 Oregon City, OR 97045-0307 (503) 632-2227 lksage@aol.com	Daniel Selthofer 2002 SE Giffen Ave Port Saint Lucie, FL 34952 (561) 312-4641 agilabs@gmail.com	Lisa M. Selthofer 2002 SE Giffen Ave Port Saint Lucie, FL 34952 (253) 653-8220 agilityone@gmail.com	Donald Skibniewski 5 Schimwood Drive Getzville, NY 14068 (716) 636-7479 donskib@localnet.com
Jan Skurzynski 18002 Dean Ln Nama, ID 83703 jskurzynski@gmail.com	Tom Slattery 4490 Neal Ave S Afton, MN 55001 (651) 436-2066 tcslats@aol.com	Sarah Slaughter 18178 Domino Rd Waller, TX 77484 (713) 417-9700 sarah.slaughter.lvt@gmail.com	Carol Smorch 788 Lincoln Ave St. Paul, MN 55105 carolsmorch@me.com
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Cynthia Tilley 528 Pershing Hwy Sunset, LA 70584 (337) 682-3065 woodcreekymar@gmail.com	Judith Valloze 17 Circle Creek Way Ormond Beach, FL 32174 (386) 846-7679 Heyjude21@aol.com	Denise E. VanHousen 1110 Sacandaga Rd Scotia, NY 12302 (518) 399-8387 vankeiden@nycap.rr.com	Keith S. VanHousen 1110 Sacandaga Rd Scotia, NY 12302 (518) 399-8387 vankeiden@nycap.rr.com
Robyn Veenema PO Box 1102 Carlsborg, WA 98324 (360) 477-9037 rveenema@olypen.com	Kellie Verrelli 3337 Beech Log Road Watertown, TN 37184 (561) 433-2586 ktverrelli@gmail.com	Tim Verrelli 3337 Beech Log Road Watertown, TN 37184 (561) 433-2586 tim@scottielovers.com	Darryl Warren 260 Old Allentown Rd Wind Gap, PA 18091 (610) 863-7574 darryl@3ddogtraining.com
Debby Wheeler 2400 W Valley Pkwy #95 Escondido, CA 92029 (760) 533-9130 martimcfly@att.net	Karen Wlodarski 2743 Old Oak Walk Johns Island, SC 29455 (843) 696-2892 karen-w@msn.com		