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AKC Number for Weekend Show Cancellations
(919) 816-3955
AKC Agility Trial Manual

Table of Contents

American Kennel Club Contact Information

Chapter 1 Licensing Clubs
How to Become Licensed for AKC Agility Events ................................................. 1
What is a Sanctioned A or B Match? .................................................................. 2

Chapter 2 The Trial Committee
Planning and Organizing ......................................................................................... 1
Trial Chair .............................................................................................................. 3
Assistant Trial Chairman (Optional) .................................................................. 6
Trial Secretary ....................................................................................................... 6
Each Committee Chair ......................................................................................... 7
Equipment Chairman/Grounds Chairman ......................................................... 8
Trophy Chairman ................................................................................................. 9
Hospitality Chairman (Optional) ...................................................................... 10
Advertising and Catalog Chairman (Optional) ............................................... 12
Publicity Chairman (Optional) ......................................................................... 13
Emergency Response Coordinator (Safety Chairman) (Optional) ................. 14
Executive Field Representatives ....................................................................... 15

Chapter 3 The Agility Ring Staff
Chief Ring Steward ................................................................................................ 1
The Stewards ......................................................................................................... 1
Chief Course Builder (CCB) ............................................................................... 1
Scorekeepers ....................................................................................................... 2
Gate Steward ........................................................................................................ 2
The Scribe ............................................................................................................ 3
The Timer .............................................................................................................. 3
Scribe Assistant (Optional) ............................................................................... 4
Scribe Sheet Runner ............................................................................................ 4
Leash Runner ........................................................................................................ 4

Chapter 4 Financial and Contingency Planning
Financial Planning ................................................................................................. 1
Budgeting the Event ............................................................................................... 1
Contingencies ........................................................................................................ 1
Contingency Planning .......................................................................................... 1
Event Cancellation ................................................................................................. 2
Insurance for Dog Events ..................................................................................... 2

Chapter 5 The Agility Trial Site
Selecting the Site .................................................................................................. 1
Host Club Letter .................................................................................................... 1
Size and Type of Course ....................................................................................... 1
Site Preparation ...................................................................................................... 1
Sanitation Requirements ...................................................................................... 4
Exercise Pens ......................................................................................................... 4
Chapter 6  Assembling a Judges Panel

Selecting the Judges Panel ................................................................. 1
Who Selects the Panel ....................................................................... 1
Once the Panel has been Selected .................................................... 1
When to Select the Panel ................................................................. 1
Submitting the Judges Panel .......................................................... 1
Provisional Judges ........................................................................ 1
Judges’ Assignments ..................................................................... 2
Travel ............................................................................................ 2
Assignment Limitations .................................................................. 2
Finances ......................................................................................... 2
Contracts ....................................................................................... 2
Cost Estimation ............................................................................. 2
Communications with Judges ....................................................... 3
Club’s Responsibility to the Judge .................................................. 4
Judge’s Responsibility to the Club .................................................. 4
Judge Changes Prior to the Event ...................................................... 5

Chapter 7  Scheduling Judging

Setting up the Schedule ................................................................. 1
Starting Time for Judging ............................................................... 1
Scheduling Rings .......................................................................... 1
Judging Changes ........................................................................... 2
Judging Schedule Already Mailed .................................................. 3
Emergency Change of Judge ......................................................... 3
Event Information .......................................................................... 3
Ring Assignments ........................................................................ 4
Directions .................................................................................... 4
Event Site Layout ........................................................................ 4
Overnight Parking Information ...................................................... 5
Material Mailed with the Judging Schedule (Confirmation) ........ 5

Chapter 8  Additional Classes and Special Attractions Approval

Policy Procedure for Classes Offered at AKC Agility Trials .......... 1
Excellent Only Classes ................................................................ 1
International Sweepstakes Classes .............................................. 1
Sanctioned A or B Matches .......................................................... 1
Unsanctioned Events .................................................................... 1

Chapter 9  Event Publications

The Application ............................................................................. 1
Sanctioned A Agility Match .......................................................... 1
Sanctioned B Agility Match .......................................................... 1
Licensed or Member Agility Trials ............................................... 1
Disaster and Emergency Plan ....................................................... 1
Veterinary Requirements ............................................................. 2
The Premium List ......................................................................... 2
Required Information for Premium Lists ..................................... 2
Judging Schedule .......................................................................... 4
The Catalog ................................................................................ 5
Chapter 10  Required Items for the Agility Department

- Deadlines ........................................................................... 1
- Before the Event ................................................................. 1
- After the Event ................................................................. 1
- Event Operations Department Approval .......................... 2
- Corresponding Dates ....................................................... 2
- Closing Dates .................................................................... 2
- Number of Events .......................................................... 2
- Club Territory .................................................................... 2
- Site Layouts ....................................................................... 2
- Submission of Records .................................................... 3

Materials Required at the Event .......................................... 3

- Entry Forms ...................................................................... 3
- Scribe Sheets .................................................................... 3
- Ribbons and Badges ......................................................... 3
- Forms and Other Paper Items .......................................... 3
- Measuring Device ............................................................ 3
- Mats .................................................................................. 4
- Tenting ............................................................................. 4
- Ring Enclosures ............................................................... 4
- Publications ....................................................................... 4

Chapter 11  Agility Entries

- Move-ups Prior to a Set of Trials ....................................... 3
- Day-to-Day Move-ups ....................................................... 3
- Judge Overloads and Event Load Balancing .................... 4

Chapter 12  Agility Classes

- Standard Agility Classes ............................................... 1
  - Novice Standard Agility Class (NA) ................................ 2
  - Open Standard Agility Class (OA) ................................. 2
  - Excellent Standard Agility Class (AX, MX, MACH) ...... 2
- Jumpers with Weaves (JWW) Classes ............................. 2
  - Novice Jumpers with Weaves (NAl) .............................. 3
  - Open Jumpers with Weaves (OAl) .................................. 3
  - Excellent Jumpers with Weaves (AXJ, MXJ, MACH) .... 3
- Fifteen And Send Time (FAST) Classes ......................... 3
  - Novice FAST Class (NF) .................................................. 3
  - Open FAST Class (OF) ..................................................... 3
  - Excellent FAST Class (XF, M XF, FTC) ......................... 4
- Standard Agility Preferred Classes ............................... 4
  - Novice Standard Agility Preferred Class (NAP) ............ 4
  - Open Standard Agility Preferred Class (OAP) ............... 4
  - Excellent Standard Agility Preferred Class (AXP, MXP) .. 4
- Jumpers with Weaves (JWW) Preferred Classes ........... 4
  - Novice Jumpers with Weaves Preferred (NJP) ............... 4
  - Open Jumpers with Weaves Preferred (OJP) ................. 5
  - Excellent Jumpers with Weaves Preferred (APJ, MJP) ... 5
- Fifteen And Send Time Preferred (FAST) Classes .......... 5
  - Novice FAST Preferred Class (NFP) .............................. 5
  - Open FAST Preferred Class (OFP) ............................... 5
  - Excellent FAST Preferred Class (XFP, MFP, FTCP) ...... 5
- Non-Regular Agility Classes ........................................... 6
  - International Sweepstakes Class ................................. 6
  - Scoring ........................................................................... 7
Chapter 17

Forms

Application and Judges Panel for AKC® Licensed or Member Agility Trial or AKC® Sanctioned A or B Match ........... AEAGIL (01/37)
Memorandum/Disaster and Emergency Plan .................. JEDTR1 (02/38)
Agility Trial Report ............................................. JEAGIL2 (04/36)
Report of Agility Trial ........................................... JEAGIL (10/37)
Official American Kennel Club Entry Form for Agility Trial .... AEAGIL2 (03/37)
Application to Obtain an AKC Junior Showmanship Number .... JEJRN3 (04/36)
Event Checklist
ADA Compliance Checklist
Letter to Agility Secretary
Letter to Agility Department
Agility Site Evaluation Form
Sample Judging Confirmation Letter
Sample Judging Schedule
Agility Judging Schedule
Agility Trial Move-Up Form
Agility Trial Checklist
Scribe Sheets ..................................................... JEAGL7 (09/36)
Corresponding Date Table ...................................... FYDATE (04/35)
AKC Standard Course Time Worksheet
AKC Scoring Guidelines
Disqualification for Attacking .................................. AEDSQ1 (06/36)
Dog on Dog Attack – Judges Form ............................. AEDSQ2 (11/37)
Agility Aggression or Attack
Agility Volunteer Measuring Officials
Mass Measurement Request Form
Dealing with Misconduct
Dogs in Unventilated Vehicles
Highest Scoring Dog in Trial
Judge’s Summary Sheet – Regular and Preferred Class
Judging Availability Inquiry Letter
Judging Checklist – AKC
Sample Contract for AKC Agility Judges
Sample Judging Confirmation Letter
Sample Letter for Media Coverage
Scribe Cheat Sheet
Site Checklist
AKC Gazette Schedule
CHAPTER 1 - LICENSING CLUBS

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 212-696-8225. 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 the Manager of Companion Events (see AKC Contact Information page) to receive this “Add Agility” packet.

All of the above-required information should be mailed to the: American Kennel Club, Companion Events, P O Box 37930, Raleigh, NC 27627-7930.

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), 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 them 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, 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 Chapter 17-Forms.
After this information is received by the American Kennel Club, we will be in a better position to 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.

One of the requirements to become a provisional agility judge is to judge a Sanctioned “A” match. 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.

What is a Sanctioned “A” or “B” Match?

A sanctioned match is an informal event at which neither Championship points nor credit 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.
CHAPTER 2 - THE EVENT COMMITTEE

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 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 and ADA requirements (see Chapter 17-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 purebred 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.

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

The Event Committee must submit a written report and any supporting documentation to the AKC Executive Secretary within seven days. The Event secretary or superintendent must FAX a summary of the incident to Event Operations, ATTN: Agility Operations, (919) 816-4210 and 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.

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 available 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 Chapter 17.

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 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.

After the event is over, the Trial Chairman is responsible for submitting an Agility Trial Report (see Chapter 17-Forms), with a copy of all the courses used at the trial, to the Agility Director.

Assistant Trial Chairman (Optional)

Responsibilities

Assist trial chairman in all areas. Assume responsibility in the trial chairman’s absence.

Chair (an)other committee(s).

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 (see example in Chapter 17-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 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

The day of the agility trial, the committee member(s) or volunteer(s) at the registration table will need a copy of the catalog or running order of all dogs entered in the trial. Those exhibitors who mailed in a copy of their jump height card with their entry form should
already be checked off in this catalog or running order list and are ready to receive their registration packet from the club.

Those exhibitors who show their jump height card for their dogs upon check-in should be checked off this list and given their registration packet. The remaining dogs without jump height cards need to be measured before they can check-in with the club by the Judge of Record, Volunteer Measuring Official (VMO), or AKC Agility Executive Field Representative before they receive their registration packet. A separate sheet listing only dogs that need to either show a height card/form or be measured may be produced for the measuring table in lieu of the full catalog (see measuring policy in Chapter 14).

Dogs that are entered in the 24” or 26” jump height division do not need to be measured prior to competing, but they will need to be measured for an official jump height card from the VMO or AKC Agility Executive Field Representative when they are present.

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 Chapter 17-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 is found in Chapter 17. Juniors should fill out the Jr. Handler Certification form (CEJRHI) at each event in which they have a qualifying score. 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.

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 Chapter 17.

Prepare a list of specific duties and responsibilities for the day of the event.
Equipment Chairman / Grounds Chairman

Qualifications
Ability to supervise people.
Knowledge and understanding of:
- The AKC’s Disaster and Emergency Plan policy (see Chapter 17-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.
Secure public telephones or access to telephones, with locations and directional signs.
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 Chapter 17).

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.

Trophy Chairman
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 21).

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.

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).

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.

**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 the press release for print media in Chapter 17.

- 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 the AKC Gazette & Events Calendar (see Chapter 17 for schedule), in catalogs of events held by other clubs in the area, and in local newspapers. Be aware of newspaper deadlines.

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

Provide discount coupons for the club’s event to 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.

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 Chapter 17).

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 Chapter 17-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 Chapter 17) 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 Agility Trial Checklist located in Chapter 17.)

Veterinarian Requirements

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

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.

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.
Photographer

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

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

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.

Chief Course Builder (CCB)

The judge is allowed to send a diagram showing the positions of the contact obstacles only, along with the other obstacles grouped in quadrants or depicted as number co-ordinates that can be flagged, prior to the trial. 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.

Scorekeepers

A minimum of two scorekeepers is 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.

Gate Steward

The gate steward should organize the exhibitors by checking them in after they have registered with the trial secretary. 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 1st dog listed can be moved up or the 2nd 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. Make sure that each competitor is wearing a corresponding running order number sticker or armband for the dog ready to enter the ring. Handlers not wearing a running order number for the listed dog may not run.

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 faults on, 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 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.

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 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.

**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.

**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 should not be shown to anyone prior to being recorded by the scorekeepers.

**Leash Runner**

The leash runner takes the leash/collar from the handler and deposits it in a prominent place at the ring exit so that the handler can easily locate it upon completion of their run. This location can be on a chair or a special hangar placed near the exit, or laid over the ring barrier at the exit. 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

Financial Planning

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

Budgeting the Event

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

In preparing the financial planning sheet for an event, the income and expenses could be divided as shown in the Event Financial Planning Sheet, which is located in Chapter 17.

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.

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

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

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

Only an AKC Executive Field Representative, club president, trial chairman, or trial secretary can cancel an event. Please call 919-816-3955 for contact information for Conformation, Companion, Performance, and AKC Coonhound events should it become necessary to cancel an event.

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, under the clubs icon on the homepage.

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

This source may also be reached at 1-800-752-2472.
CHAPTER 5 - THE AGILITY TRIAL SITE

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 Chapter 17.

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.

Host Club Letter

If an agility trial is held on the same site in conjunction with an existing AKC venue, then a letter from the host club granting permission must be submitted with the trial application. See sample letter in Chapter 17.

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. In Excellent, 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.

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 types of carpeting to cover concrete or wooden floors are also satisfactory running surfaces for agility trials. Rubber matting must be used to cover concrete or wooden floors and, in addition rubber-landing pads, may be placed around jumps. **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 **trashcans** 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 Chapter 17.

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

Exercise Pens

There should be a minimum of one large double pen for every 1,000 dogs entered at an outdoor event, or for every 300 dogs entered at an indoor event; more pens should be provided if small pens are used. Having more than a minimum number of pens is always desirable; it will help keep the event site cleaner and better smelling.

Exercise pens should be placed in well-ventilated, easily accessible locations throughout the show or grooming areas. Post signs directing exhibitors to the pens.

Materials such as sawdust, wood shavings, etc. should be used on the floor of each pen. Pens are easily cleaned if they are placed on a plastic undercoating. Put extra sawdust or shavings near pens, along with clean-up tools. Exhibitors will usually replace and renew sawdust as needed, but clubs should assign a club member the responsibility for overseeing conditions in the pens.

Private exercise pens may be allowed in designated areas, provided users clean up after the exercise pen has been removed. If use of private pens is allowed, permitted hours and location should be stated in premium list and judging program.

Clubs may establish limits on size and number of pens allowed per exhibitor. Do not allow private exercise pens when there are space limitations - the average private exercise pen takes up approximately 25 square feet.

If a smaller, standalone event wishes to request an exception to this requirement, please contact AKC Companion Events at: agility @ akc.org. Exceptions may be granted on a case-by-case basis annually.

Any questions regarding these requirements should be directed to AKC Event Operations, (919) 816-3579 or eventplans@akc.org.
CHAPTER 6 - ASSEMBLING A JUDGING PANEL

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 judges selection committee, or to the trial chairman.

Once the Panel has been Selected

When the club has made a decision on the judge(s) they would like to invite, the trial chairman should contact the judge(s) regarding availability. Then two copies of the 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. The AKC Agility Director must be contacted when a provisional judge is selected.

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 330 runs maximum per day without regard to class level or type (Standard, JWW, FAST, or non-regular classes). These judging limits may be exceeded only when the club has accepted move-ups.

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.
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 Chapter 17. 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 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 Chapter 17.

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

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

Club’s Responsibility to the Judge

All assignments must be promptly confirmed in writing. See the example Judging Confirmation Letter in Chapter 17- Forms. 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.

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.
Judge Changes Prior to the Event

- If the judge notifies the club ten or more days prior to the event, send a postcard to advise of the change to 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 conditions.
CHAPTER 7 - SCHEDULING JUDGING

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 Chapter 17.

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 out 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 using the same courses as 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 1 1/2 minutes per dog per Standard class, 1 minute per dog per Jumpers with Weaves class, and 1 minute per dog per FAST class.
- Allow 30 minutes for course changes, which includes adjustments and wheeling by the judge.
- Allow 10 minutes for the judge’s briefing.
- Allow 8 to 10 minutes per group for walkthroughs.

See the Sample Judging Schedule in Chapter 17.

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 600 runs and hires two judges. One judge draws 400 entries and one judge draws 60 entries. The judge with 400 entries is over their daily limit of 330 dogs and must have 70 dogs taken away or as close to 70 dogs as possible (but no less than 70). This may involve splitting judging assignments in the classes into jump heights so that the number can be as close to 70 as possible to get them down to the maximum 330 dog limit. This will result in one judge doing 330 entries and the other doing 130 entries. A club may NOT take away more than 70 (or slightly more than 70, depending on how the class divisions total) in order to have both judges judging the same number of dogs.
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
djudges 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.

Once judges are hired and the premium list is produced, the panel must stay as it appeared
in the premium (except in the case of illness, etc.). A club may not drop a judge due to
lower than expected entries.

Judging Schedule Already Mailed

When the trial secretary or superintendent named in the premium list has received notice
of a judging charge 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.

Emergency Change of Judge

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

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

**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 to the veterinarian’s office (which may be the on-site veterinarian) or emergency clinic. Include a sample map to the office or clinic. Have a map with directions available to give to exhibitors at the site in case of an emergency.

**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.

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 that trial, providing their dog does not need to be measured
CHAPTER 8 - ADDITIONAL CLASSES AND SPECIAL ATTRACTIONS APPROVAL

Policy Procedure for Classes Offered at AKC Agility Trials

A licensed or member agility trial need not include all of the regular agility classes defined in the Regulations for Agility Trials, but a club will not be approved to hold Open Standard and Open Jumpers with Weaves classes unless it also holds Novice Standard and Novice Jumpers with Weaves classes, nor shall it be approved to hold Excellent Standard and Excellent Jumpers with Weaves classes unless it also holds Novice and Open Standard and Jumpers with Weaves classes.

Excellent Only Classes

A club may be approved to hold an Excellent Standard, Excellent Jumpers with Weaves, or Excellent FAST only trial, 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.

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. Additional unrecognized non-regular classes may not be held at a licensed or member trial.

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.

Unsanctioned Events

No unsanctioned events, such as run-throughs, show ‘n go’s, or practicing on the equipment at the trial site is allowed for a minimum of 24-hours prior to 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

The Application
The application (see the Event Application and Judging Panel in Chapter 17) 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. All applications must include the Disaster and Emergency Plan (see the Disaster and Emergency Plan in Chapter 17.)

Sanctioned “A” Agility Match
In order to obtain approval from the AKC to hold a licensed or member agility trial, a club must first 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.

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 anytime prior to the match or on the day of the match. A catalog may be prepared but is 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 twenty-four (24) weeks prior to the closing date of the trial. A club may be approved to hold up to eight (8) 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. 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 Chapter 17)

Be knowledgeable of local area and 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.
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 contact 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”. No dark colors may be used.

If you would like an electronic template as a guide to producing your premium, send your request to 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 of the events being held together, provided that they use the same superintendent or trial secretary.

The premium list must be mailed out to prospective entrants at least FIVE (5) WEEKS prior to the closing date for entries of the trial if sent by other than First Class Mail and at least FOUR (4) WEEKS if sent by First Class Mail if there is no opening date set for the event. However, if an event has an opening date set, premium lists must be sent to prospective entrants a minimum of TWO (2) WEEKS prior to the event opening date. If an email address is provided by an exhibitor, the premium list may be sent electronically to the exhibitor.

Four copies of the premium list must be mailed to AKC’s Companion Events Department at the time of distribution to prospective entrants. Mail to: American Kennel Club, Companion Events, P.O. Box 37930, Raleigh, NC 27627-7930. An electronic copy may be sent to agilitypremiums@akc.org if the club wishes AKC to approve their premium list prior to distribution. If an approval is sought, clubs must submit the premium list to AKC a minimum of 6-8 WEEKS prior to the distribution date.

**Required Information for Premium Lists**

- 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. (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.”

Page 2 of 7
• The complete name of the approved club.
• Whether the event will be held indoors, outdoors, or outdoors under cover.
• The ring surface and exact ring dimensions.
• Time judging will commence and event hours.
• Event number.
• The date or dates of the event, its exact location (complete address, including street number/name, 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 Trial Committee members (minimum of 5 members of the club, excluding the trial secretary if not a member).
• Name, complete address, and phone number of the AKC-approved superintendent or trial secretary (email address and fax number is optional).
• Name, address, and assignment of each judge.
• Name and telephone number of the veterinarian or the veterinary clinic and whether the veterinarian will be in attendance or on-call.
• 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 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 for the entire trial listed on title page;
    • Opening and closing dates and times [Opening date is recommended to be a minimum of 14 days (or more) prior to the closing date. 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 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 (optional);
  • Closing date (required) shall not be less than 14 days prior to the trial.
  • State whether online entries will be accepted
• An official AKC entry form, both sides must be submitted (see Chapter 17).
• 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 that have a PAL/ILP (Purebred Alternative Listing/Indefinite Listing Privilege) number are eligible to compete.”
• Restrictions on the presence of unentered dogs if any; no puppies under the age of 6 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.
• Statement of policy for refunding of entry fees for bitches in season.
• 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.
• Acceptance of jump height card with entry.
• Statement of move-up policy. (See Chapter 1, Section 19, of Regulations for Agility Trials.) A sample move-up form is located in Chapter 17
• 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.
• 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.”

Judging Schedule
The judging schedule (see sample in Chapter 17) 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: “Preliminary running order contingent on move-up entries not yet received.” The judging schedule shall also be sent to the judge(s). The posting of a judging schedule may appear on the club’s website; however, this may not include specific exhibitor/dog information. This may only include scheduled start time, number of dogs entered per class, armband numbers, and running order.

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, 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 (big to small dogs on (Day 1)), and (small to big 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 a copy of a valid jump height card was not available to mail in with the entry form, the exhibitor shall bring the official jump height card with them and present this at check-in.

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.

The Catalog

An official catalog must be prepared once entries have closed and armband numbers have been randomly assigned. The entries must be randomly drawn and listed in the catalog along with the assigned armband numbers. Each class should be clearly marked as well as the jump heights within the class. The catalog may not go on sale until one hour prior to judging. Only those directly involved in its preparation may have prior access to the catalog information. Information on individual dogs entered may not be disclosed prior to the sale of catalogs. A minimum of 20 official catalogs must be available to exhibitors and spectators, whether included as part of the entry fee, or available for sale at the trial site. If a computer and printer are available at the trial site, the club may chose to have 3 (three) copies of the catalog printed after closing and available at the trial site and print any other requested catalogs at the trial on demand.

Regardless of the running order, the Agility catalogs must have classes listed in the following order:
Novice A/B Standard; Open Standard; Excellent A/ B Standard
Novice Standard Preferred; Open Standard Preferred; Excellent A/B Standard Preferred
Novice A/B JWW; Open JWW; Excellent A/B JWW
Novice JWW Preferred; Open JWW Preferred; Excellent JWW Preferred
Novice A/B FAST; Open FAST; Excellent A/B FAST
Novice FAST Preferred; Open FAST Preferred; Excellent FAST Preferred
ISC Standard and ISC JWW, if offered, with the jump heights for each class listed in this order: 4”, 8”, 12”, 16”, 20”, 24”, 26”. An additional line(s) must be included in which the course yardage and standard course time (SCT) can be recorded for each class. It is helpful if the SCT/Distance information is listed at each jump height within the class.

The catalog should state the name of the trial-giving club, the date and exact location of the event, and whether or not the trial is “Licensed by the American Kennel Club” or held by an “American Kennel Club Member”, and must also bear on its cover or title page, “This show is held under American Kennel Club rules.” The current AKC logo must be included. The catalog shall measure no less than 5.5” X 8.5”, and no more than 8.5” X 11”.

The Agility Trial catalog must include the following for each entry and in this order: registered name of dog, registration number, breed, date of birth, sex, owner and name of handler if different from owner. If the dog is handled by a junior handler, include their AKC junior handler number. A list of owners and their addresses shall be included either with each entry’s information listing or in a separate section of the catalog.

Additionally, the following information is required: placements, armband numbers, score. Time (in hundredths of a second) should only be listed if the dog qualified. Lines for recording this information should be provided for each entry. The word “Qualified” 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.

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.

Move-ups are added at the end of the class they moved to in the catalog. A dog that is moved-up due to being entered in the wrong jump height class is placed at the beginning of the new class it has been moved to.

A catalog can contain information for each trial of a 2 or more trial weekend; however, a separate catalog 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”.
THE MARKED CATALOG THAT IS SENT INTO AKC SHOULD BE AS FOLLOWS:

QUALIFIED: Written out – Time (to the hundredths of a second) and score. If using a stamp (not huge letters please), red ink is best – black ink is not preferred as it bleeds through to the backside and distorts the information. Red ink is ideal.

N.Q.: No time or score should be written in.

ABSENT or just the letters ABS.

These are the only three (3) 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\textsuperscript{st} through 4\textsuperscript{th} alongside the placement dogs as listed in the catalog.
2. List the Standard Course Time (SCT) and Course Yardage 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)

\begin{tabular}{l}
Standard Course Time: & 8'12" \hline \hline 16" \hline 20'24"
\end{tabular}

\begin{tabular}{l}
Course Yardage & NOVICE B \hline \hline
\end{tabular}

\begin{tabular}{|c|}
\hline
20 INCHES
\hline
\end{tabular}

Score: \hline Time: \hline

Qualified

Score: \hline Time: \hline

Qualified

\begin{tabular}{c|c}
2015 & 2016
\end{tabular}

\begin{tabular}{c|c|c|c}
First & Second & Third & Fourth
\end{tabular}

*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 (see AKC Gazette schedule in Chapter 17).

Mail or fax the items to the AKC’s Agility Department.

Before the Event

| 24 weeks prior to the event date | Submit the Application for Trial.  
| An application may be denied if not received within this minimum time period. |
| Submit the Disaster and Emergency Plan. |
| Submit the Judges’ Panel. Applications will not be approved without the Judges’ Panel included. |

| 5 weeks prior to the closing date  
| OR  
| 4 weeks prior to the closing date  
| OR  
| A minimum of 2 weeks prior to the opening date | For events without an opening date and when using a delivery method other than First Class Mail, send the Premium List to exhibitors, judges, and four (4) copies to the AKC Companion Events department.  
For events without an opening date and when using First Class Mail, send the Premium List to exhibitors, judges, and four (4) copies to the AKC Companion Events department.  
For events with an opening date, send the Premium List to exhibitors, judges, and four (4) copies to the AKC Companion Events department. |

| 1 week (7 days) prior to the event date | Mail the Judging Schedule to the exhibitors and judge(s) of record. It is recommended that the judging schedule be mailed to the AKC Companion Events department & if an Agility Rep. or VMO is attending, they should also get one. |

The Special Attractions 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 Host Club Letter must be obtained from the local club where the event is being held. This must be submitted with the Application for Trial.

Submit a current Officers/Membership List (annually for all clubs).

*This is subject to change. See current application for requirements.

After the Event

The Event Records (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.
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.

Corresponding Dates

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

Once a club holds an event, the club owns an established corresponding date, which is protected for subsequent years unless the club fails to hold an event in a given year or changes its event date. Within the club’s specified territory, no other club 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 is published annually in the AKC Gazette’s April issue in the Events Calendar section and is included in Chapter 17 of this manual.

Closing Dates

All events must have an entry 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.

Number of Events

A club may be approved to hold up to eight (8) licensed or member agility trials in a calendar year. A club 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. Each day is considered a separate trial.

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.

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 Chapter 17), 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 level classes that must be met. See Regulations for Agility Trials, Chapter 4, Section 1.

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 Chapter 17) 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).

Materials Required at the Event

Entry Forms

The original entry forms with height card information (if sent with entry) 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, 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 Chapter 17.

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 21.

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, or can be found in Chapter 17 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. 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. The Agility Trial Checklist is located in Chapter 17.
CHAPTER 11- AGILITY ENTRIES

Each entry in a licensed or member club trial must be made on an official American Kennel Club entry form (See Chapter 17). 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 for the entire trial. If entries are limited, the numerical limitation(s) must be stated on the cover of the premium list.

Entries received prior to a published date and time that entries would first be accepted, shall be considered invalid entries and be returned as expeditiously as possible.

An Event Committee may decline any entry or may remove any dog from its trial for cause, but in each such instances, shall file good and sufficient reasons for doing so with the American Kennel Club (Regulations for Agility Trials, Chapter 1, Section 20).

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. If the club has chosen to further include the statement: “Entries will close on xx/xx/xx date or when numerical limits have been reached,” an alternate (waiting) list is not allowed to be kept and entries are closed when the entry limit has been met regardless of the approved event closing date.

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

* “First Received” - Clubs should set a date and time that entries will first be accepted (AKC recommends, at the very minimum, an opening date of 14 days prior to the closing date), after which time entries shall be accepted in order of receipt. The closing date for the trial shall not be less than fourteen (14) days prior to the date of the trial.

* “Random Draw” - Clubs must set an “opening period” which shall not be less than a seven (7) day period (14 days recommended). The opening period shall have a start time and date, and finish time and date.

Entries received prior to a published date and time that entries would first be accepted shall be considered invalid entries and be returned as expeditiously as possible.

To ensure a successfully run trial for clubs who choose the “Random Draw” entry method, the show giving club may at its option guarantee an entry spot in the trial for dogs of “Show Workers” who have agreed to work at the trial. The maximum number of dogs gaining entry in this manner shall be as follows:

- 35 handlers for 1st ring
- 30 handlers for each additional ring if rings are to be run simultaneously
Dogs gaining entry in this manner are part of the total entry limit listed 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.

All other entries received during the opening period shall be treated equally without regard to date received or any other criteria. A random drawing of all entries received during the opening period shall be held within 48 hours after the opening period has ended to determine which dogs will participate in the trial.

If the advertised limit has not been reached, the remainder of the entry limit shall be filled by entries received after the opening period but before the final closing date, based on a “first received” premise.

A maximum of ten (10) entries is allowed in each envelope submitted to the trial secretary for all limited trials. The entries within the envelope 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. Envelopes exceeding the 10 maximum entries shall be treated as an invalid entry and shall be returned to the sender.

The drawing shall be held in a public place and open to all interested persons. The results of the draw shall be made available to the people present at the draw. In conducting the drawing for entries, the trial secretary shall avoid any method that raises any question as to its randomness and impartiality.

The trial secretary will conduct the draw on the date, hour and at the location specified for such in the premium list. Envelopes shall be drawn at random and entries contained within each envelope shall gain entry to the trial up to the entry limits specified in the premium list.

One drawing shall be held for consecutive trials. One secretary or one group of cooperating secretaries shall conduct the draw. The drawing may be: Manual or Computerized, as stated in the Regulations for Agility Trials, Chapter 1, Section 16, Subsection 2: “Conducting the Random Draw.”

If an envelope is drawn that contains entries that would exceed the entry limit, then there shall be a random draw of the individual entries contained therein to fill the specified entry limit of the trial. The entry limits as listed in the premium shall not be exceeded.

When the advertised limit of entries has been drawn, all remaining entries shall be drawn for a position on the alternates (waiting) list. If the advertised limit has not been reached, the remainder of the entry limit shall be filled by entries received after the opening period but before the final closing date, based on a “first received” premise. The final closing date shall not be less than fourteen (14) days prior to the trial.

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. The club, at its option, may hold an alternate (waiting) list up until the closing date. Entries exceeding the advertised limits shall be returned within seven (7) days of the closing date. Following the closing date, the trial secretary shall promptly contact all entrants and advise them of their status.
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 should be separated when possible in the running order.

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. Trial secretaries shall include the following phrase on the notification: “Preliminary running order contingent on move-up entries not yet received.”

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.

**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). 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 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.

Judging limits shall be 330 dogs maximum per day without regard to class level or type (Standard, JWW, Preferred or non-regular classes). These judging limits may be exceeded only when the club has accepted move-ups as listed above.
Judge Overloads and Event Load Balancing

The maximum number of dogs assigned to any judge in one day shall not exceed 330 except as described in the Regulations for Agility Trials, Chapter 1, Section 19: “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 may 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 dogs 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.

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 prior to the start of judging.

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. Judges may not be dismissed from the panel based on low entries. 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 judging on the first day of the set of trials.

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 a minimum of 30 minutes prior to the start of the event.
# CHAPTER 12 - Agility Classes

<table>
<thead>
<tr>
<th>Agility Class - Regular</th>
<th>Title Earned - Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Novice A or B Standard Agility</td>
<td>Novice Agility (NA)</td>
</tr>
<tr>
<td>Open Standard Agility</td>
<td>Open Agility (OA)</td>
</tr>
<tr>
<td>Excellent A Standard Agility</td>
<td>Agility Excellent (AX)</td>
</tr>
<tr>
<td>Excellent B Standard Agility</td>
<td>Master Excellent (MX)</td>
</tr>
<tr>
<td>Novice A or B Jumpers with Weaves</td>
<td>Novice Agility Jumper (NAJ)</td>
</tr>
<tr>
<td>Open Jumpers with Weaves</td>
<td>Open Agility Jumper (OAJ)</td>
</tr>
<tr>
<td>Excellent A Jumpers with Weaves</td>
<td>Agility Excellent Jumper (AXJ)</td>
</tr>
<tr>
<td>Excellent B Jumpers with Weaves</td>
<td>Master Excellent Jumper (MXJ)</td>
</tr>
<tr>
<td>Excellent B Standard Agility &amp; Excellent B Jumpers with Weaves</td>
<td>Master Agility Champion (MACH)</td>
</tr>
<tr>
<td>Novice A or B FAST</td>
<td>Novice FAST (NF)</td>
</tr>
<tr>
<td>Open FAST</td>
<td>Open FAST (OF)</td>
</tr>
<tr>
<td>Excellent A FAST</td>
<td>Excellent FAST (XF)</td>
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<tr>
<td>Excellent B FAST</td>
<td>Master Excellent FAST (MXF)</td>
</tr>
<tr>
<td>Excellent B FAST</td>
<td>FAST Century Title (FTC)</td>
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</table>

<table>
<thead>
<tr>
<th>Agility Class - Preferred</th>
<th>Title Earned - Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Novice Standard Agility Preferred</td>
<td>Novice Agility Preferred (NAP)</td>
</tr>
<tr>
<td>Open Standard Agility Preferred</td>
<td>Open Agility Preferred (OAP)</td>
</tr>
<tr>
<td>Excellent A Standard Agility Preferred</td>
<td>Agility Excellent Preferred (AXP)</td>
</tr>
<tr>
<td>Excellent B Standard Agility Preferred</td>
<td>Master Agility Excellent Preferred (MXP)</td>
</tr>
<tr>
<td>Novice Jumpers with Weaves Preferred</td>
<td>Novice Agility Jumpers Preferred (NJP)</td>
</tr>
<tr>
<td>Open Jumpers with Weaves Preferred</td>
<td>Open Agility Jumpers Preferred (OJP)</td>
</tr>
<tr>
<td>Excellent A Jumpers with Weaves Preferred</td>
<td>Agility Excellent Jumpers Preferred (AJP)</td>
</tr>
<tr>
<td>Excellent B Jumpers with Weaves Preferred</td>
<td>Master Excellent Jumpers Preferred (MJP)</td>
</tr>
<tr>
<td>Excellent B Standard Agility Preferred &amp; Excellent B Jumpers with Weaves Preferred</td>
<td>Preferred Agility Excellent (PAX)</td>
</tr>
<tr>
<td>Novice FAST Preferred</td>
<td>Novice FAST Preferred (NFP)</td>
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<tr>
<td>Open FAST Preferred</td>
<td>Open FAST Preferred (OFP)</td>
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<tr>
<td>Excellent A FAST Preferred</td>
<td>Excellent FAST Preferred (XFP)</td>
</tr>
<tr>
<td>Excellent B FAST Preferred</td>
<td>Master Excellent FAST Preferred (MFP)</td>
</tr>
<tr>
<td>Excellent B FAST Preferred</td>
<td>FAST Century Title Preferred (FTCP)</td>
</tr>
</tbody>
</table>
Standard Agility Classes

The Standard Agility class is a course consisting of contacts (dogwalk, 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 A, Excellent B), 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. Anyone with an AKC agility title must enter the B division. However, anyone who does not have an AKC agility title may enter the Novice A division in which the handler must be the owner or immediate family. There is no difference in scoring for these two divisions. It is recommended that a person with an agility title in another organization enter the Novice B division. If a title is earned on another dog or on the same dog in another class, the team remains in Novice A until the next trial for which the closing date has not yet arrived.

There is no day of trial move-up for the Novice class divisions from Novice A to Novice B. If desired, and the club has published allowance of move-ups, the team may fill out a move-up form and show in Open the next day. Once entered in Novice A, the team remains in that class until the next trial for which the closing date has not yet arrived. Dog and handler teams may remain in the Novice B class for as long as they wish. Once a qualifying score is earned in the Open class, however, the team may no longer show in the Novice class.

Open Standard Agility Class (OA)

This class is for dogs that have earned the Novice Agility title (NA) but have not yet earned the Agility Excellent title (AX). If the team earns their third qualifying score and the club elects to allow move-ups, the team may fill out a move-up form and show in Excellent A. A team may elect to show in Open for as long as they like. Once a qualifying score is earned in Excellent A, the team may no longer enter the Open class.

Excellent Standard Agility Class (AX, MX, MACH)

The Excellent class is divided into 2 divisions: Excellent A for teams that have not yet earned the AX title and Excellent B for teams that have earned the AX title but are working toward their MX and MACH titles. If permitted by the club, move-ups from Excellent A to Excellent B are allowed.

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)

Novice Jumpers with Weaves is divided into 2 divisions: Novice A JWW and Novice B JWW, as is Novice Standard Agility. There are no move-ups from A to B once a trial has closed. If a title is earned on another dog or on the same dog in another class, the team remains in Novice A JWW until the next trial for which the closing date has not yet arrived. Teams may stay in Novice B JWW for as long as they desire. Once a qualifying score is earned in the Open JWW class, the team may no longer show in the Novice JWW class.

Open Jumpers with Weaves (OAJ)

This class is for dogs that have earned the NAJ title but have not yet earned the AXJ title. If the club elects to allow move-ups, the team may fill out a move-up form and show in Excellent A JWW after receiving 3 qualifying scores in Open JWW. A team may elect to show in Open JWW for as long as they like. Once a qualifying score is earned in Excellent A JWW, the team may no longer enter the Open JWW class.

Excellent Jumpers with Weaves (AXJ, MXJ, MACH)

Excellent Jumpers with Weaves is divided into 2 classes: Excellent A JWW for teams that have not yet earned the AXJ title, and Excellent B for teams that have earned the AXJ title but are working toward their MXJ and MACH titles. If permitted by the club, move-ups from Excellent A JWW to Excellent B JWW are allowed.

Fifteen And Send Time (FAST) classes

The FAST class is designed to be an additional test of strategy, skill, accuracy, speed, and 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. There are no move-ups from A to B once a trial has closed. If a title is earned on another dog or on the same dog in another class, the team remains in Novice A FAST until the next trial for which the closing date has not yet arrived. Teams may stay in Novice B FAST for as long as they desire. Once a qualifying score is earned in the Open FAST class, however, the team may no longer show in the Novice FAST class.

Open FAST Class (OF)

This class is for dogs that have earned the NF title but have not yet earned the XF title. If the club elects to allow move-ups, the team may fill out a move-up form and show in Excellent A FAST after receiving 3 qualifying scores in Open FAST. A team may elect to show in Open FAST for as long as they like; however, once a qualifying score is earned in Excellent A FAST, the team may no longer enter the Open FAST class.
Excellent FAST Class (XF, MXF, FTC)

Excellent Fast is divided into 2 classes: Excellent A FAST for teams that have not yet earned the XF title, and Excellent B for teams that have earned the XF title but are working toward their MXF and FTC titles. If permitted by the club, move-ups from Excellent A FAST to Excellent B FAST are allowed.

Standard Agility Preferred Classes
The Standard Agility Preferred class is a course consisting of contacts (dogwalk, 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 A, Excellent B), 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. If desired, and the club has published allowance of move-ups, the team may fill out a move-up form and show in Open the next day if they have received 3 qualifying Scores in Novice Standard Preferred. Dog and handler teams may remain in the Novice class for as long as they wish. However, once a qualifying score is earned in the Open Standard Preferred class, the team may no longer show in Novice.

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 the Agility Excellent Preferred title (AXP). If the team earns their third qualifying score and the club elects to allow move-ups, the team may fill out a move-up form and show in Excellent A Preferred. A team may elect to show in Open for as long as they like. However, once a qualifying score is earned in Excellent A Preferred, the team may no longer enter the Open Standard Preferred class.

Excellent Standard Agility Preferred Class (AXP, MXP)

Excellent Standard Preferred is divided into 2 classes: Excellent A for teams that have not yet earned the AXP title, and Excellent B for teams that have earned the AXP title but are working toward their MXP titles. If permitted by the club, move-ups from Excellent A Standard Preferred to Excellent B Standard Preferred are allowed.

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. Teams may stay in Novice Jumpers with Weaves Preferred for as long as they desire. However, once a qualifying score is earned in the Open JWW Preferred class, the team may no longer show in the Novice 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 leg toward their AJP title. If the club elects to allow move-ups, the team may fill out a move-up form and show in Excellent A JWW Preferred after earning 3 qualifying scores in Open JWW Preferred. A team may elect to show in Open JWW Preferred for as long as they like; however, once a qualifying score is earned in Excellent A JWW Preferred, the team may no longer enter the Open JWW Preferred class.

Excellent Jumpers with Weaves Preferred (AJP, MJP)

Excellent Jumpers with Weaves Preferred is divided into 2 classes: Excellent A JWW Preferred for teams that have not yet earned the AJP title, and Excellent B JWW Preferred for teams that have earned the AJP title but are working toward their MJP titles. If permitted by the club, move-ups from Excellent A JWW Preferred to Excellent B JWW Preferred are allowed.

Fifteen And Send Time Preferred (FAST) classes

The FAST Preferred class is designed to be an additional test of strategy, skill, accuracy, speed and 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. If a title is earned on another dog or on the same dog in another class, the team remains in Novice FAST Preferred until the next trial for which the closing date has not yet arrived. Teams may stay in Novice FAST Preferred for as long as they desire. Once a qualifying score is earned in the Open FAST Preferred class, the team may no longer show in the Novice FAST Preferred class.

Open FAST Preferred Class (OFP)

This class is for dogs that have earned the NFP title but have not yet earned the XFP title. If the club elects to allow move-ups, the team may fill out a move-up form and show in Excellent A FAST Preferred after receiving 3 qualifying scores in Open FAST Preferred. A team may elect to show in Open FAST Preferred for as long as they like. Once a qualifying score is earned in Excellent A FAST Preferred, the team may no longer enter the Open FAST Preferred class.

Excellent FAST Preferred Class (XFP, MPF, FTCP)

Excellent FAST Preferred is divided into 2 classes: Excellent A FAST Preferred for teams that have not yet earned the XFP title, and Excellent B FAST Preferred for teams that have earned the XFP title but are working toward their MPF and FTCP titles. If permitted by the club, move-ups from Excellent A FAST Preferred to Excellent B FAST Preferred are allowed.
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 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 international 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 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 both the Excellent Standard class and the Excellent Jumpers with Weaves class.

Eligibility to Hold the ISC Class: Upon approval from the American Kennel Club, one ISC class per day is 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.

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 with the required Trial Chairman’s Report.

Jump Heights: The ISC class shall be split into three separate categories: Mini Agility for dogs measuring 13-3/4” and less at the withers; Midi Agility for dogs measuring 16-7/8” and less at the withers; and Maxi 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 Mini Agility jump 14” in height; dogs entered in the Midi Agility jump 18” in height; and dogs entered in Maxi Agility jump 26” in height. Some exceptions in heights and tolerances exist with some jumps. See Regulations for Agility Trials, Chapter 10, Section 7.

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 a minimum of one month 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)*

<table>
<thead>
<tr>
<th>Dog's Time</th>
<th>Time Faults</th>
<th>Course Faults</th>
<th>Total Faults</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog #1</td>
<td>53.25</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dog #2</td>
<td>49.25</td>
<td>0</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>Dog #3</td>
<td>56.25</td>
<td>1.25</td>
<td>0</td>
<td>1.25</td>
</tr>
<tr>
<td>Dog #4</td>
<td>49.75</td>
<td>0</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Dog #5</td>
<td>53.05</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

**Course Time Penalties:** A dog receives time faults for time over standard course time (SCT), including fractions of a second over the SCT to the hundredths (second decimal place). See example dog #3 above.

**Maximum Course Time:** Shall be equal to 1-½ times the standard course time (SCT).

**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 10 of the *Regulations for Agility Trials.*

**Additional, unrecognized non-regular classes may not be held at a licensed or sanctioned trial.**
CHAPTER 13-SCORING - THE SCORE KEEPER'S TABLE

Location

The score keeper's 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.

Supplies

- A waterproof tent should be used if scoring outside in case of inclement weather, as well as for sun and wind protection.
- 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
- Trashcan next to table
- Cooler with refreshments for table staff
- Stamps for catalog - preferably red for “Qualifying,” black for “N.Q.” & “ABS” or “Absent” - not too large in size to 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.

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.”

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.

Mark any absences that are known before the trial and pull the scribe sheet to prevent 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.

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 Chapter 17-Forms). 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, if possible, 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 3 different SCT’s for each class due to the different heights, plus 3 SCT’s for Preferred and 2 different yardages.

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 Chapter 17). The following faults will be marked as a letter on the scribe sheet:

- W = Wrong Course
- R = Refusal
- T = Table Fault
- F = Failure to Perform
- E = Excused

These signals and letters are consistent throughout all of the agility classes (except ISC classes). See AKC Scoring Guidelines in Chapter 17.

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 in order 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 (see “Variation of Scoring”).

• 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 dog’s only) to the 1/100’s of a second.

**Scoring ~ Placements**

The score keeper should be determining the placement scores of qualifying dogs only for 1st through 4th 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 state 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 1st through 4th, time would be the deciding factor. If the score and time are identical, a run-off must 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.

- **Score** takes precedence over time in the run-off and shall be awarded the higher placement.
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. 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. The general method of determining this award is as follows:

- Score first - must be 100
- The fastest dog with the score of 100 is the next consideration
- 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 (i.e.: yards per second)

**Highest Scoring Dog in Trial** is awarded on the basis of highest score. If there is a tie for the highest score, then the dog with the most yards per second prevails. See Highest Scoring Dog in Trial in Chapter 17.

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:

- The only three recorded information marks will be Qualified with time and score; N.Q. with NO time or score; and Absent or ABS. (Be sure to include time on all dogs on the posting sheets for the exhibitor, however.)
- Qualified, N.Q. and Absent or ABS are to be marked either next to or under each dog’s information in the catalog.
- Placements in each class; both at the bottom of the class and beside the proper dog’s number in the margin at the left of the dog’s information.
- 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 also aids the record-keeping staff at AKC. See Chapter 9 of this manual for more information and example. Transfer the counts to the Judges’ Summary Sheet (see Chapter 17).
- **Excused** would be recorded in the catalog for a dog that, in the opinion of the judge, threatens or menaces any person in the ring or a dog that leaves the ring to menace a dog. See Chapter 16 - “Dog Aggression” for more information.
- **Disqualified** would be recorded in the catalog for a dog that, in the opinion of the judge, attacks any person in the ring. This means the dog is barred from competition for life unless reinstated by the Board of Directors of the AKC. See Chapter 16 - “Dog Aggression” for more information.
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 FAST Class (including Preferred) in this event and that the above information identifying these dogs was entered prior to my signing this page.

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 FAST Class _____ (including Preferred). Total participating in Standard Class _____ (including Preferred), Total participating in JWW Class _____ (including Preferred), Total participating in FAST Class _____ (including Preferred). Total # of Qualifying Scores _____ (including Preferred).

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.

Performance Standards

See AKC Scoring Guidelines in Chapter 17-Forms.
See List of AKC Agility Titles in Chapter 17-Forms.
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 A
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

Excellent B
Score of 100, needed to qualify for MX (100 required effective 1/1/03)
Score of 100 needed to qualify for MACH (in the Regular Classes)
Wrong Course = 0 allowed
Refusals = 0 allowed
Table Faults = 0 allowed
Time Faults = 0 Allowed

Jumpers With Weaves (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 A 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

Excellent B JWW
Score of 100 needed to qualify
Wrong Course = 0 allowed
Refusals = 0 allowed
Time faults = 0 allowed

Master Excellent Title (MX) (MXP) (MXJ) (MIP)
This title is earned by qualifying ten times in the Excellent B/Excellent Preferred, Standard or Excellent B/Excellent Preferred JWW classes.

Standard class - minimum score of 100
Jumpers with Weaves - minimum score of 100

Master Agility Championship (MACH)
This title is earned by qualifying in the Excellent B Standard class and Excellent B JWW class. This title may not be earned from the Preferred class.

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

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

Master Agility Champion Title. 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 Excellent B Standard Agility class and the Excellent B Jumpers with Weaves class.

<table>
<thead>
<tr>
<th>Championship Points (CP’s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 CP’s required minimum</td>
</tr>
</tbody>
</table>

Page 7 of 13
• 1 (CP) point is awarded for each full second under standard course time. (No partial points are awarded.)
• Dogs earn points from the Ex B Agility class and/or the Ex B Jumpers with Weaves class.

Placement Multiplier
• Dogs placing first in their class double their championship points.
• Dogs placing 2nd in their class receive 1-1/2 time their standard championship points. (All fractions of points are rounded down.)

Double Qualify (2Q’s)
20 (2Q’s) required minimum
• Dogs qualifying with scores of 100 in both the Ex B Agility class and the Ex B Jumpers with Weaves class on the same day.
• Qualifying in both the Ex B Agility class and the Ex B Jumpers with Weaves class on the same day equals 1 (2Q).

Requirements General Scoring. Only scores of 100 (clear rounds) obtained in the Excellent B 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 “B” classes in order to start accruing CP’s; however, points can only be accrued in the “B” classes. Any score of 100 (clear round) obtained in the Excellent B 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:

<table>
<thead>
<tr>
<th>#</th>
<th>Class</th>
<th>Score</th>
<th>SCT</th>
<th>Dog’s Time</th>
<th>Placement</th>
<th>MACH Pts</th>
<th>MX/MXJ Leg?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog #1</td>
<td>Ex. B Std</td>
<td>100</td>
<td>65 sec.</td>
<td>60.00</td>
<td>2nd</td>
<td>7</td>
<td>MX</td>
</tr>
<tr>
<td>Dog #2</td>
<td>Ex. B Std</td>
<td>100</td>
<td>65 sec.</td>
<td>49.01</td>
<td>1st</td>
<td>30</td>
<td>MX</td>
</tr>
<tr>
<td>Dog #3</td>
<td>Ex. B Std</td>
<td>97</td>
<td>65 sec.</td>
<td>66.01</td>
<td>4th</td>
<td>-</td>
<td>No</td>
</tr>
<tr>
<td>Dog #4</td>
<td>Ex. B Std</td>
<td>100</td>
<td>65 sec.</td>
<td>61.99</td>
<td>3rd</td>
<td>3</td>
<td>MX</td>
</tr>
<tr>
<td>Dog #1</td>
<td>Ex. B JWW</td>
<td>100</td>
<td>42 sec.</td>
<td>32.99</td>
<td>1st</td>
<td>18</td>
<td>MXJ</td>
</tr>
<tr>
<td>Dog #2</td>
<td>Ex. B JWW</td>
<td>97</td>
<td>42 sec.</td>
<td>43.01</td>
<td>-</td>
<td>-</td>
<td>No</td>
</tr>
<tr>
<td>Dog #3</td>
<td>Ex. B JWW</td>
<td>100</td>
<td>42 sec.</td>
<td>42.99</td>
<td>2nd</td>
<td>0</td>
<td>MXJ</td>
</tr>
<tr>
<td>Dog #4</td>
<td>Ex. A JWW</td>
<td>100</td>
<td>42 sec.</td>
<td>37.60</td>
<td>1st</td>
<td>-</td>
<td>AXJ</td>
</tr>
</tbody>
</table>
• Dog #1 has obtained a double Q towards their MACH title for a clean run in both standard and JWW, and a total of 25 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 30 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. A 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 Ex. A class before competing in the Ex. B class.
## THE MATH

<table>
<thead>
<tr>
<th>Dog #1</th>
<th>Dog #2</th>
<th>Dog #3</th>
<th>Dog #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Std Class</td>
<td>JWW Class</td>
<td>Std Class</td>
<td>JWW Class</td>
</tr>
<tr>
<td>SCT</td>
<td>65.00</td>
<td>SCT</td>
<td>65.00</td>
</tr>
<tr>
<td>Dog's Time</td>
<td>- 60.00</td>
<td>Dog's Time</td>
<td>- 49.01</td>
</tr>
<tr>
<td></td>
<td>5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round down to whole #</td>
<td>5</td>
<td>Round down to whole #</td>
<td>15</td>
</tr>
<tr>
<td>Placement Multiplier</td>
<td>2nd x 1.5</td>
<td>Placement multiplier</td>
<td>1st x 2</td>
</tr>
<tr>
<td>MACH pts</td>
<td>7.5</td>
<td>MACH pts</td>
<td>18</td>
</tr>
<tr>
<td>Round fractions down to next whole # for total MACH points</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Std Class</th>
<th>JWW Class</th>
<th>Std Class</th>
<th>JWW Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCT</td>
<td>65.00</td>
<td>SCT</td>
<td>65.00</td>
</tr>
<tr>
<td>Dog's Time</td>
<td>- 66.01</td>
<td>Dog's Time</td>
<td>- 42.99</td>
</tr>
<tr>
<td>No pts- Dog's score is less than 100</td>
<td>No pts- Dog is not a full second under SCT.</td>
<td>Round down to whole #</td>
<td>3</td>
</tr>
<tr>
<td>Placement multiplier</td>
<td>1.5 x 0</td>
<td>Placement multiplier</td>
<td>N.A.</td>
</tr>
<tr>
<td>MACH pts</td>
<td>0</td>
<td>MACH pts</td>
<td>0</td>
</tr>
<tr>
<td>Round fractions down to next whole # for total MACH points</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. The highest level of achievement in the Preferred classes is the Preferred Agility Excellent title (PAX).

In order to acquire the Preferred Agility Excellent title, a dog must achieve 20 double qualifying scores obtained from the Preferred Excellent B Standard Agility class and the Preferred Excellent B Jumpers with Weaves class. Qualifying in both the Preferred Excellent B Standard Agility class and the Preferred Excellent B 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 Excellent B 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.
FIFTEEN AND SEND TIME (FAST) CLASS

**Purpose.** This agility titling class is meant to be an additional test of strategy, skill, accuracy, speed, and 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. The class may be offered once per day as an additional class at the club’s option. In order to offer the Open level, the Novice A & B level must be offered. In order to offer the Excellent A & B level, the Open level must be offered. The 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 A & B FAST / Excellent A & B Preferred FAST

**Definition.** As indicated by the title, the Fifteen and Send Time class uses fifteen (15) 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”. Six of the fifteen (15) 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 fifteen point valued obstacles (60 points) 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 level (Novice, Open, or Excellent) and 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**

<table>
<thead>
<tr>
<th>Jump Height</th>
<th>Standard Course Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8”</td>
<td>38 seconds</td>
</tr>
<tr>
<td>12” / 16”</td>
<td>35 seconds</td>
</tr>
<tr>
<td>20” / 24” / 26”</td>
<td>32 seconds</td>
</tr>
</tbody>
</table>

**Preferred: Novice / Open / Excellent**

<table>
<thead>
<tr>
<th>Jump Height</th>
<th>Standard Course Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4”</td>
<td>41 seconds</td>
</tr>
<tr>
<td>8” / 12”</td>
<td>38 seconds</td>
</tr>
<tr>
<td>16” / 20”</td>
<td>35 seconds</td>
</tr>
</tbody>
</table>

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 A & B FAST and Excellent A & B Preferred FAST Class.** The focus of the FAST class at the Excellent 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 A FAST class will be for dogs who have not earned the XF (Excellent FAST) title. The Excellent A 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.”
CHAPTER 14 - MEASUREMENT OF DOGS

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.

The club must have available an official measuring device for use by the judge of record, VMO, or Agility Field Representative. All clubs were required to have an official measuring device as of June 1, 2005. To purchase an official measuring device, see the approved device list on the agility page of the AKC website, www.akc.org.

General Policy
- All dogs competing in AKC Agility must present a valid official AKC jump height card prior to running in any class.
  This can be accomplished by:
  Presenting a valid official jump height card or form at the time of check-in.
  Providing the trial secretary with a photocopy of the valid official jump height card or form with the entry form, if allowed by the club and stated in their premium list.

- Each club should specify in their premium list whether they will accept a photocopy of the valid jump height card/form to be sent in with the entry form.

- 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 weekend) only.
  For the judge’s planning purposes, the trial secretary must provide the judge with a list of dogs that will require measuring, including those who do not have their second measurement (or third if needed).

- If measuring is necessary, it is the exhibitor’s responsibility to have their dog(s) measured prior to running. A trial secretary is not to hand out the exhibitor’s armband/sticker until a measurement is taken.

- All exhibitors should carry the original official AKC jump height card/form with them to each trial in order to present the card/form upon request.

- Misrepresentation of a dog, including altering information of a jump height card/form, is grounds for misconduct.

- A dog that is moved up to a new jump height class due to measurement must run first in that class.

- 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.
AKC Official Jump Height Card Measuring Procedure (for dogs measured on or after September 1, 2006)

Volunteer Measuring Officials (VMOs), AKC Agility Executive Field Representatives, and trial secretaries are the ones that oversee and manage the task of getting dogs measured and recorded as being measured at trials. Understanding how to record, read, organize, and use white permanent height cards or yellow height card form(s) for dogs 2 years old and older and yellow temporary height card form(s) for dogs less than 2 years old is an important and necessary part of every agility trial. At any single trial or set of trials it is the FIRST measurement only that will determine the dog’s height for that trial or set of trials. For all subsequent trials, whether closed or not, it is the most recent date and time measurement that will determine in which height the dog is jumping. Trial secretaries must honor a request to move to the correct height when it is presented according to these guidelines.

There is no way to know for sure if official measuring will be taking place at a trial. Therefore, any dog that would require measuring should be placed on the measuring list. This means that trial secretaries should not remove any dog from the measurement list that is 2 years old or older unless a small white permanent printed card that has been issued by the AKC is presented/submitted with the entry or unless they have presented/submitted 2 yellow forms showing the dog in the same jump height and dated on or after September 1, 2006. This will ensure that all dogs that need a measurement toward their permanent card will be placed on the measurement list.

If a temporary yellow height card form is submitted with an entry for a dog that is between 15 months and 2 years of age, this dog may be checked off of the measurement listing for that trial since the form was submitted or presented in person at the trial; however, leaving it on the measuring list and making this physical check is a reminder to you and the handler that the form will expire on the dog’s second birthday.

If it is discovered that official measuring will not be taking place, then dogs that have a single yellow form may be checked off as measured for that trial. All dogs, except those in the 24” or 26” class, that have no yellow form(s) to present will be required to be measured by the judge of record.

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. Prior to September 1, 2006, dogs were measured and a temporary card was printed and mailed from the AKC office. That process has now changed. The VMO/Representative is still going to send the white copy of the height card form to the AKC. However, the AKC will not print and mail a temporary card; the dog’s temporary card will be the yellow copy of the height card form that is filled out by the exhibitor and VMO/Representative. The dog’s height is recorded at the AKC office and used to verify that the dog is entered in the proper height, but until a dog is 2 years old and official measurements are completed for its permanent card, no white height card will be printed and mailed to the owner from the AKC office.
Only one official temporary measurement is required between 15 months and 2 years of age. However, dogs are still 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.

All dogs 15 months and up to 2 years of age are required to be officially measured by a VMO/Representative, if one is present at the trial, and a temporary height card form has not been submitted with the entry or produced upon request at the trial. Depending on the VMO or Representative’s schedule, it may be necessary for them to measure dogs after they have already run that day. The VMO/Representative will consult with the judge of record to ensure that all dogs needing a measurement are measured prior to their first run and in some cases it will be necessary for the judge of record to measure dogs before they run. If the judge of record is doing the measuring of dogs before they run, dogs in the 24” and 26” classes do not need to be measured. However the 24” and 26” dogs, along with any others that the judge of record measured, must still be officially measured at some time on that day by a VMO/Representative.

When dogs entered in the Regular classes are measured by the judge of record before their first run and measure into a height higher than what they are entered in, they must be moved up to the proper height immediately. If the dog in the Regular classes measures lower than the class they are entered in, the dog shall remain in the class they are entered in. Dogs that are entered in the Preferred classes must have their entries adjusted, if necessary, to place them into their proper height, regardless of whether that move is up or down in height.

Armbands must be withheld until proof of measurement is presented either by receipt of a copy of the yellow measurement form with a dog’s entry or by presenting a yellow measurement form/copy of a yellow form, or a copy of the permanent card at the trial. This will ensure that all dogs that need measuring are complying with this requirement. Handlers are required to have their armband sticker on in order to be allowed to run. Dogs that run without being measured will have any qualifying scores removed.

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

**Regular Classes** - If the official measurement or challenge measurement is done by the VMO/Representative before the dog runs and the height measured would place the dog in a height **higher** than they are entered in, the dog will move up to the required height class for that day and for all subsequent trials. If the official measurement would place the dog in a height **lower** than the height entered, the dog will remain in the height entered for that trial or cluster of trials and will only be allowed to move **down** for trials which have not reached their closing date.

If the official measurement or challenge measurement is done **after** the dog has run and the measured height places the dog in a height **higher** than they are entered in, then the dog will move up to the required height for the next trial (day) they are entered and for all subsequent trials, even if they are closed. If the official measurement is done **after** the dog has run and the height would
place the dog in a lower height than entered, then the dog will move down in height only for trials that have not reached their closing date.

**Preferred Classes** - If the official measurement or challenge measurement is done by the VMO/Representative before the dog runs and the height measured would place the dog in a height higher or lower than they are entered in, the dog will move to the required height class for that day and for all subsequent trials, even if the trial has reached its closing date.

If the official measurement or challenge measurement is done after the dog has run and the measured height places the dog in a height higher or lower than they are entered in, then the dog will move to the required height for the next trial (day) they are entered and for all subsequent trials, even if they are closed.

**IMPORTANT FOR PREFERRED DOGS:** When a dog entered in the Preferred classes possesses a temporary height card form or a permanent height card issued by the AKC but requires a measurement at the trial because a copy of their measurement form was not submitted with the entry form nor produced at check-in, the dog will be required to be measured either by the judge of record or a VMO/Representative. If this measurement places the Preferred dog in a height class other than that which has been recorded by its official measurement, the dog must be moved to the measured height as per the Regulations for Agility Trials, Chapter 2, Section 4. However, any subsequent qualification and/or placement at the incorrect jump height other than how it is officially recorded with the AKC will be disallowed by the AKC. Therefore, it is extremely important that all exhibitors provide a copy of their official jump height information to the trial secretary and carry this information with them to the event to avoid any otherwise qualifying scores from being disallowed.

**NOTE:** If a measurement for a Preferred dog is done after it has run one or more runs, the form must be dated for the day it will take effect, which is the following day. This will prevent the dog from losing any qualifying scores due to a change in its height class, since Preferred dogs must run in their measured height and may not jump in a higher or lower height. Example – Dog is measured on Saturday after they have run and measures down a jump height. The form must be dated for Sunday and they must move to the proper height for Sunday.

**Permanent Cards (white printed cards) for dogs 2 years and older**

On the day or after a dog becomes 2 years old, they must be measured for a permanent height card at their first opportunity. 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.

Owners may request a permanent card after only one measurement if the dog measures over 22” tall. The owner will sign the height card form after “Issue permanent card” is written on it or the appropriate box has been checked on the form.

As has been the policy prior to September 1, 2006, if a VMO/Agility Field Representative says that they are measuring all dogs before their first run of the day; then it is required that all dogs get measured before they run if they do not have a permanent height card. The exception to this would be if the owner can show two yellow height card forms showing the dog in the same jump
height. If the VMO/Representative states that they will be measuring dogs only at specific times but not necessarily before their first run, then the judge of record must measure any dogs before they run that have no yellow form(s) or that are not in the 24” or 26” height class. After being measured by the judge of record, the dogs must be moved up or down according to the Regulations for Agility Trials as stated above.

**Regular Classes** - If the official measurement is done by the VMO/Representative before the dog runs and the height measured would place the dog in a height higher than they are entered in, the dog will move up to the required height class for that day and for all subsequent trials. If the official measurement would place the dog in a height lower than the height entered, the dog will remain in the height entered for that trial or cluster of trials and will only be allowed to move down for trials that have not reached their closing date.

If the official measurement is done after the dog has run and the measured height places the dog in a height higher than they are entered in, the dog will move up to the required height for the next trial (day) they are entered in and for all subsequent trials, even if they are closed. If the official measurement is done after the dog has run and the height would place the dog in a lower height than entered, the dog will move down in height only for trials that have not reached their closing date.

**Preferred Classes** - If the official measurement or challenge measurement is done by the VMO/Representative before the dog runs and the height measured would place the dog in a height higher or lower than they are entered in, the dog will move to the required height class for that day and for all subsequent trials, even if they are closed.

If the official measurement or challenge measurement is done after the dog has run and the measured height places the dog in a height higher or lower than they are entered in, the dog will move to the required height for the next trial (day) they are entered in and for all subsequent trials, even if they are closed.

**IMPORTANT FOR PREFERRED DOGS:** When a dog entered in the Preferred classes possesses a temporary height card form or a permanent height card issued by the AKC but requires a measurement because a copy was not submitted with the entry form nor produced at check-in, the dog will be required to be measured either by the judge of record or a VMO/Representative. If this measurement places the Preferred dog in a height class other than that which has been recorded by its official measurement, the dog must be moved to the measured height as per the Regulations for Agility Trials, Chapter 2, Section 4. However, any subsequent qualification and/or placement at the incorrect jump height other than how it is officially recorded with the AKC will be disallowed by the AKC. Therefore, it is extremely important that all exhibitors provide a copy of their official jump height information to the trial secretary and carry this information with them to the event to avoid any otherwise qualifying scores from being disallowed.

**NOTE:** If a measurement for a Preferred dog is done after it has run one or more runs, the form must be dated for the day it will take effect, which is the following day. This will prevent the dog from losing any qualifying scores due to a change in their height class, since Preferred dogs must run in their measured height and may not jump in a higher or lower height. Example – Dog is measured on Saturday after they have run and measures down a jump height. The form must be dated for Sunday and they must move to the proper height for Sunday.
Armbands must be withheld for all dogs that have not enclosed with their entry form either a copy of their permanent card, or two yellow forms that show the dog in the same jump height; all yellow forms must be dated after September 1, 2006.

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.

**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)
- Copy of the yellow form can be sent in with entries (expires on dog’s 2nd birthday)
- 1 challenge measurement is allowed for dogs between 15 months and 2 years
- Challenge height will be the one recorded for the dog
- Yellow form is the temporary height card; no temporary height card will be printed and mailed from AKC to owners any more
- 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”
- The most recent measurement is used to determine the dog’s jump height for all subsequent trials and according to the above requirements for trials that have closed or are still open

**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”
- Dogs can be checked off the “needs measuring list” if no VMO/Rep is present by showing one yellow form dated after September 1, 2006
- 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 but must be moved up if needed according to when the measurement was done and if it was the first measurement for that trial or cluster of trials
- Only the first official measurement is used to determine the dog's jump height for a trial or cluster of trials
- The most recent measurement is used to determine the dog’s jump height for all subsequent trials and according to the above requirements for trials that have closed or are still open
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, from the downloadable forms page on the Events tab.

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.
CHAPTER 15 - Event Committee Hearings

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.

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.

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
Conducting the Hearing

The *Dealing with Misconduct* booklet outlines in chronological order the steps to be taken to ensure a speedy and fair hearing. The Dealing with Misconduct guidelines, help to assure that the committee follows the correct procedure. The committee should fill out the required Procedural Checklist form (see Chapter 17) 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.
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.

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.
CHAPTER 16 - HANDLING DOG AGGRESSION

Examples of Dog in the Ring:

Dog in the ring leaves and chases, menaces, or threatens a person or dog outside the ring:

1. The judge should EXCUSE from the ring any dog that displays menacing or threatening behavior by leaving the ring and engaging a dog or person outside the ring.
   A. The judge must mark “Excused” in the catalog and state the reason in the catalog.
   B. The judge must write up the incident and submit it to the Agility Director as part of the judge’s trial report.
   C. The trial secretary must include the incident as part of the Trial Secretary Report submitted to the AKC 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 agility events.

Dog in the ring displays threatening or menacing behavior toward a judge, a ring steward, or a dog standing outside the ring:

1. The judge should EXCUSE from the ring any dog that displays menacing or threatening behavior.
   A. The judge must mark “Excused” in the catalog and state the reason in the catalog.
   B. The judge must write up the incident and submit it to the Agility Director as part of the judge’s trial report.
   C. The trial chairman and trial secretary must include the incident in their reports.

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 agility events.

Dog displays threatening or menacing behavior toward a Volunteer Measuring Official or a Agility Field Rep while being measured:

1. The VMO or Agility Field Rep should DISMISS from the ring for that day, any dog that displays menacing or threatening behavior.
   A. The VMO or Agility Field Rep must mark “Dismissed” in the catalog and state the reason in the catalog.
   B. The VMO or Agility Field Rep must write up the incident and submit it to the Agility Director.
   C. The trial chairman and trial secretary must include the incident in their reports.

Dog in the ring leaves and actually attacks another dog:

1. The judge should seriously consider excusing the dog for the remainder of the day or the remainder of the series of shows. In this instance the following actions must be taken:
   A. The judge must mark “Excused” in the catalog and state the reason in the catalog.
   B. The judge must fill out a current Dog on Dog Attack Form and have the club submit it with the trial catalog.
   C. The judge must write up the incident and submit it to the Agility Director as part of the judge’s trial report.
   D. The trial chairman and trial secretary must include the incident as part of their reports.
2. A written complaint may be brought forward to the Event Committee by those involved, or by witnesses. Typically the charge would be against the handler under the provision of "failure to properly control a dog at an event" (See the Dealing with Misconduct booklet).

**Note:** No hearing is ever conducted for the dog’s actions, only for the handler’s. Only people are charged with misconduct, never dogs.

3. If a written complaint is made, the Event Committee must administer a misconduct proceeding. Any members of the Event Committee who are witnesses must excuse themselves from the hearing and act only as a witness. A judge could act as a witness in this case. If found guilty of negligence, the owner/handler may be suspended. The Event Committee may not only suspend the person, but also have the dog removed from the show (see Chapter 11, Section 15; Rules Applying to Dog Shows).

**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 agility events.

Dog runs into ring and **attacks** dog on course:

1. The judge should seriously consider excusing the dog for the remainder of the day or the remainder of the series of shows. In this instance, the following actions must be taken:
   a. The judge **must mark** "Excused" in the catalog and state the reason in the catalog if the dog has not already run. If the dog has already run, those results are allowed to stand.
   b. The judge **must fill out** a current Dog on Dog Attack Form and have the club **submit** it with the trial catalog.
   c. The judge **must write up** the incident and submit it to the Agility Director as part of the judge’s trial report.
   d. The trial chairman and trial secretary **must include the incident** as part of their reports.

2. A written complaint may be brought forward to the Event Committee by those involved, or by witnesses. Typically the charge would be against the handler under the provision of "failure to properly control a dog at an event" (Dealing with Misconduct booklet).

**Note:** No hearing is ever conducted for the dog’s actions, only for the handler’s. Only people are charged with misconduct, never dogs.

3. If a written complaint is made, the Trial Committee must administer a misconduct proceeding. Any members of the Event Committee who are witnesses must excuse themselves from the hearing and act only as a witness. A judge could act as a witness in this case. If found guilty of negligence, the owner/handler may be suspended. The Event Committee may not only suspend the person, but also have the dog removed from the show (see Chapter 11, Section 15; Rules Applying to Dog Shows).

**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 agility events.

Dog in the ring **attacks** any person in the ring or the judge while being measured. (e.g. Judge or Stewards)

1. The judge **must disqualify** the dog.
   a. The judge **must mark** "Disqualified" in the catalog.
   b. The judge **must fill out** a current Disqualification for Attacking Form and have the club **submit** it with the trial catalog.
c. The judge must write up the incident and submit it to the Agility Director as part of the judge's trial report.

d. The trial chairman and trial secretary must include the incident as part of their reports.

2. If a written complaint is brought forward, the Event Committee must decide if this is a misconduct case and, if so, follow through with a misconduct hearing. The judge may act as a witness or complainant depending upon their involvement in the incident. If found guilty of such negligence, the owner/handler may be suspended. The Event Committee may not only suspend the person, but may also have the dog removed from the show (see Chapter 11, Section 15; Rules Applying to Dog Shows).

Note: A dog disqualified for attacking a person cannot again compete at any future 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 dogs' eligibility has been reinstated.

Examples of Dog outside the Ring

The judge, VMO or Agility Field Rep MAY NOT disqualify or excuse a dog for an incident outside the ring. However, if a VMO or Agility Field Rep. is attacked during measuring, they are to immediately report this to the Event Committee and ask for an investigation to determine if the dog should be disqualified.

Dog-on-Dog attack or Dog-on-Person attack outside the ring is to be handled only by the Event Committee. There are three ways to handle this type of incident and there may be a combination of both A & B as stated below for some incidents:

A. There must be witnesses and someone willing to file a written complaint for the Event Committee to review the incident for a potential misconduct against the owner/handler.

B. If the attack, whether inside or outside the ring, which resulted in an injury is reported to the Event Committee and a request is made to investigate the incident the Committee must collect all the facts and determine if the dog should be disqualified. If they determine the dog is dangerous then the Event Committee shall disqualify the dog, fill out the Disqualified by Event Committee Form, and they must file a written report with the Executive Secretary of the American Kennel Club. The disqualified dog may not 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 AKC, the owner receives official notification in writing from the AKC that the dog's eligibility has been reinstated.

If the dog is disqualified by the Event Committee the dog must be removed from the show grounds upon determination of the disqualification.

If the Event Committee does not feel the dog should be disqualified, then they need to submit a written report with that determination noted.

C. If the attack is reported but no one requests to have the incident investigated, the committee does not need to review the incident.

Menacing and out-of-control dogs outside of the ring are to be handled by the Event Committee. There must be witnesses and someone willing to file a written complaint for the Event Committee to review the incident.
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.

**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 chairman’s report.
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 24 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. A Disaster and Emergency Plan must accompany this application. 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 37929, Raleigh, NC 27627-7929

SECTION 1. CLUB INFORMATION:

EVENT NUMBER (if known)

NAME OF CLUB_________________________ EVENT DATE_________________________

NAME AND EXACT ADDRESS OF THE EVENT FACILITY: __________________________________________________________

(Include Street Address, City, State and Zip Code.)

Is this location in your Club's Territory? Yes ☐ No ☐ (If no, attach a consent letter from the club owning the territory.)

Special Attraction: Yes ☐ No ☐ (If yes, include detailed explanation and a completed form.) Subject to AKC approval.

Who should we contact if we have any questions? Trial Chairperson ☐ Trial Secretary ☐

SECTION 2. TYPE OF EVENT (choose one):

☐ AKC Sanctioned "A" or "B" Match: $15.00 Application Fee. (Please indicate if A or B Match. Sanctioned A Match held to qualify for approval to hold licensed events.) Dogs qualifying at sanctioned events receive no credit toward titles. Recording fees are not required.

☐ AKC Licensed or Member Club Event: $100.00 for each event (held by a club that is a Member of the AKC or a club Licensed by the AKC to hold agility trials). Use separate applications for each event. Dogs qualifying at licensed and member club events receive credit toward titles.

SECTION 3. INDICATE THE METHOD OF ENTRY (choose one). An * identifies a required field in this section:

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 (optional) __________________________________ Closing Date* and Time* ____________________________________
Section 4. ADDITIONAL EVENT INFORMATION (complete all questions to avoid a delay in event approval).
Is this trial open to all breeds? Yes or NO (circle one).
If entries are limited to a single breed or a Group, please indicate the breed or the Group: _____________________________
Event will be held: □ INDOORS □ OUTDOORS, under cover? YES / NO (circle one) □ BOTH
Dimensions for course area(s) _____________________________ # of Rings ________ Time Judging will commence ____________

Section 5. ENTRY FEES PER DOG:
1st Entry Fee $___________ 2nd Entry Fee $___________ 3rd Entry Fee $___________ Non-Regular Class Entry Fee $___________

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<thead>
<tr>
<th>CLUB OFFICERS</th>
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<tbody>
<tr>
<td>Club Officer</td>
</tr>
<tr>
<td>President</td>
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<tr>
<td>Vice President</td>
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<td>Secretary</td>
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<td>Treasurer</td>
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<td>Event Role</td>
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<tr>
<td>Event Secretary</td>
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<td>Event Chairman</td>
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If a club website is used, give address: ____________________________________________

Section 6. Club Officer authorization to apply to hold this event.

Club Officer Signature ___________________________ Club Officer Title ___________________________ Date _____________

www.akc.org
**Section 7. JUDGE PANEL:** List All Classes Offered, Judge's Name, Judge's Number, City, State.

<table>
<thead>
<tr>
<th>REGULAR STANDARD</th>
<th>REGULAR JUMPERS WITH WEAVES (JWW)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REGULAR CLASSES</strong></td>
<td>Judge's Name and Judge's Number City, State</td>
</tr>
<tr>
<td>NOVICE A</td>
<td>NOVICE A</td>
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<td>NOVICE B</td>
<td>NOVICE B</td>
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<tr>
<td>OPEN</td>
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<tr>
<td>EXCELLENT A</td>
<td>EXCELLENT A</td>
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<td>EXCELLENT B</td>
<td>EXCELLENT B</td>
</tr>
<tr>
<td><strong>PREFERRED STANDARD</strong></td>
<td>Judge's Name and Judge's Number City, State</td>
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<td>(Required for all class levels offered in Regular Classes)</td>
<td>(Required for all class levels offered in Regular Classes)</td>
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<tr>
<td>NOVICE</td>
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<td>OPEN</td>
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<td>EXCELLENT A</td>
<td>EXCELLENT A</td>
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<td>EXCELLENT B</td>
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**CLUBS MAY OFFER THE FOLLOWING OPTIONAL CLASSES**

<table>
<thead>
<tr>
<th>FIFTEEN AND SEND TIME (FAST) CLASS</th>
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<tbody>
<tr>
<td><strong>FAST CLASSES</strong></td>
</tr>
<tr>
<td>(If offered, must offer all class levels offered in the Regular Classes)</td>
</tr>
<tr>
<td>NOVICE A FAST</td>
</tr>
<tr>
<td>NOVICE B FAST</td>
</tr>
<tr>
<td>OPEN FAST</td>
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<tr>
<td>EXCELLENT A FAST</td>
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<tr>
<td>EXCELLENT B FAST</td>
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**INTERNATIONAL SWEEPSTAKES CLASS (OPTIONAL) (Non-Regular Class)**

<table>
<thead>
<tr>
<th><strong>STANDARD</strong></th>
<th><strong>JUMPERS WITH WEAVES</strong></th>
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<tbody>
<tr>
<td>NON-REGULAR CLASS</td>
<td>Judge's Name and Judge's Number City, State</td>
</tr>
<tr>
<td></td>
<td>NON-REGULAR CLASS</td>
</tr>
</tbody>
</table>

**Section 8. Judge Panel Submission.**
March 4, 1998

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. The Plan form must be completed and filed with AKC and will be considered a part of the event application.
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 specialty 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.

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
Disaster and Emergency Plan

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: ( )

☐ On Site  ☐ On Call

**Veterinarian:**

Phone: ( )

☐ On Site  ☐ On Call

**Fire Department:**

Phone: ( )

**Police Department:**

Phone: ( )

**Hospital:**

Phone: ( )

Address: ________________________________
Show Chairman (must be a club member): ______________________________________

Address: ________________________________________________________________

_______________________________________________________________

Daytime Phone: (_______) ________________________________

Evening Phone: (_______) ________________________________

Emergency Response Coordinator (must be a club member): ______________________________

Address: ________________________________________________________________

_______________________________________________________________

Daytime Phone: (_______) ________________________________

Evening Phone: (_______) ________________________________

Name of Club Officer Submitting Form: ______________________________________

Signature: ____________________________ Date: ______________________

The American Kennel Club
Event Operations Department
PO Box 900051
Raleigh, NC 27675-9051
Fax (919) 816-4215

Return Form To:
AGILITY TRIAL REPORT
(To be filled out by the Trial Chairman)

Please completely fill out this form and mail to: Sharon Anderson, AKC® Agility Director, 5946 Bald Eagle Blvd West, White Bear Lake, MN 55110. This form should be postmarked within 7 days of the conclusion of your agility trial.

SECTION 1:
Date of Trial ___________________________ State: ___________________________
Name of Club holding trial: ___________________________ Telephone #: ___________________________
Trial Chairman: ___________________________ Telephone #: ___________________________
Trial Secretary: ___________________________ Telephone #: ___________________________
Judge’s Name, Judge # & Classes Judged: ____________________________________________

SECTION 2:
Please attach a copy of the courses (Standard, Jumpers With Weaves, FAST) that were used at the trial (Novice, Open and Excellent).

Were there any reportable problems at the site? ________ If Yes, Please explain: ____________________________________________

Was the Judge knowledgeable and easy to work with? ____________________________________________

Were you satisfied with the equipment used? ____________________________________________

SECTION 3:
List the total number of entries and the time it took to judge from start to finish.

TOTAL ENTRIES: ____________ START TIME: ____________ FINISH TIME: ____________

SECTION 4: Please complete the following information in this section:
1. Please identify the qualifying rate in each class,
2. Additionally, please also list how many runs there were in the Excellent B Classes.

<table>
<thead>
<tr>
<th>Standard Classes</th>
<th>Q Rate / # Runs</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR: Novice A &amp; B: ___</td>
<td>Open: _______</td>
</tr>
<tr>
<td>PREFERRED: Novice: _______</td>
<td>Open: _______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jumpers With Weaves Classes</th>
<th>Q Rate / # Runs</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR: Novice A &amp; B: ___</td>
<td>Open: _______</td>
</tr>
<tr>
<td>PREFERRED: Novice: _______</td>
<td>Open: _______</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FAST Classes</th>
<th>Q Rate / # Runs</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR: Novice A &amp; B:</td>
<td>Open: _______</td>
</tr>
<tr>
<td>PREFERRED: Novice: _______</td>
<td>Open: _______</td>
</tr>
</tbody>
</table>

IF YOU NEED TO EXPLAIN ANY FURTHER DETAILS, PLEASE USE THE BACK OF THIS FORM.
REPORT OF AGILITY TRIAL

Upon the completion of an agility trial, the Superintendent/Trial Secretary shall complete this 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 37929, Raleigh, NC 27627-7929.

Name of Club ___________________________ Date of Trial ___________________________

Event Number __________________________ Number of Dogs Entered ____________ Number of Runs in Trial ____________

Recording Fees Enclosed $ ____________ ($3.00 for the first entry of each dog and effective 01/01/08, a $3.00 recording fee is required for each additional entry of the same dog. Non-Regular classes do not require a recording fee.)

Event secretaries are allowed to secretary up to eight (8) events without a secretarial fee. After acting as an event secretary for the 8th event in a calendar year a $10 fee per event is required. Secretarial Fee Enclosed $ ____________.

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 judge(s).

Name __________________________ Address __________________________

Were there any complaints against the judge(s)? ______ If yes, please send details to: The American Kennel Club, Companion Events, Agility Director, PO Box 37930, Raleigh, NC 27627-7930.

Was the equipment in compliance with the AKC Regulations for Agility Trials? ______ If “No,” please explain: __________________________

________________________________________

Were any written protests filed with the Event Committee? (If yes, state the decision reached by the Committee):

________________________________________

________________________________________

Were there any dog aggression issues at this event? _______ If yes, please explain and file the necessary paperwork with AKC:

________________________________________

________________________________________

Superintendent or Trial Secretary – Please Print __________________________ Date ____________

JEAGIL 10/07

AGREEMENT

I (we) agree that the club holding this event has the right to refuse this entry for cause which the club shall deem sufficient. I consider 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, its members, directors, owners, handlers, agents, sponsors, and event secretary and the owner and/or lessee of the premises and any and all service personnel of the AKC classes or any AKC approved judges, without liability for any 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 such and claim, and I (we) further agree to hold the aforementioned parties harmless from any claim for loss, for 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 the dog of the liabilities imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting therefore sustained by any person or persons, including myself (ourselves), or on account of destruction of property arising out of or in consequence of my (our) participation in the event, however such injuries, death or property damage may be caused, 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 persons. 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 THE PREMIUM LIST) AND MYSELF (OURSELVES) 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 CHARTES AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.

INSTRUCTIONS

Handlers may opt to enter in a higher height division for all Regular titling classes and the FAST titles classes, but not in a division lower than their proper height division.

Dogs entered in the Preferred classes must compete at the required jump height and may not compete in a jump height division higher or 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. The Judge's measurement will be valid for this trial or back-to-back trials only. If a measurement is necessary, it is the exhibitor's responsibility to have their dog's measured prior to running.

If this entry is for Junior Showmanship, please give the following information:

JUNIOR SHOWMANSHIP

J.R.'S DATE OF BIRTH

AKC JUNIOR HANDLER NUMBER

The above number MUST be included. Should you not have your Junior Handler number, this may be obtained from the American Kennel Club, Phone: (919) 816-3776

By signing the entry form I (we) certify that the Junior Showman does not now, and will not at any time, act as an agent/handler for pay while continuing to compete in Junior Showmanship.

ADDRESS

E-MAIL ADDRESS

TYPICAL FOOD OR TREATS

SIGNATURE OF OWNER OR HIS AGENT

AUTHORIZED TO MAKE THIS ENTRY

TELEPHONE

E-MAIL ADDRESS

This form is valid for all agility trials held on or after January 1, 2007.
Application to Obtain an AKC® Junior Showmanship Number

Please complete the information below, and return this application to:

AKC Junior Number, 5580 Centerview Drive, Raleigh, NC 27606

You will receive your number in 2-4 weeks

Name (first, middle, last) ____________________________________________

Address __________________________________________________________

City, State, Zip ____________________________________________________

Birth Date (month, day, year) ________________________________________

Phone ______________________ E-Mail ________________________________

The Junior Number will be used to track participation as the handler in Junior Showmanship, and the Performance Events area effective January 1, 1999.

Be sure all AKC entry forms include your complete Junior Number. If any corrections are necessary, please notify this office as soon as possible, to the attention of the address above.

For assistance call (919) 816-3776; or e-mail: juniors@akc.org.

www.akc.org

JEJRN3 (04/06)  Page 10 of 44
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 Show 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. This method may be used for part of the panel, as show chairs should keep in mind that judges are approved monthly for additional breeds and provisional judges are always forthcoming.

☐ Extend invitations to any specialty clubs that you may wish to hold their specialties with your club or support their breed entry at your event. Their suggestions for breed judges should also be requested at this time.

☐ If a Superintendent is to be employed a contract should be requested, reviewed and signed.

☐ Contact and secure the services of the Show Photographer.

☐ A final contract should be signed with the management of the facility or grounds where the event is to be held, and any required binder for the site should be paid.

☐ The date application and event site layout (if applicable) should be submitted to the AKC for approval. Rules require submission 24 weeks prior to closing date for entries.

☐ The panel of judges should be submitted to the AKC for approval as soon as it is finalized. Rules require submission 18 weeks prior to closing date of entries.

Provisional Judges

Published monthly in the AKC Gazette and listed in italics in the annual Judge’s Directory.

Recommended guidelines:

- fewer than 1,000 dogs, minimum of four provisionals
- 1,000 to 2,000 dogs, minimum of six provisionals
- more than 2,000 dogs, minimum of eight provisionals
Visiting (Foreign) Judge

Requests should be submitted to the AKC at least seven months before closing date to allow time for processing and approval.
- Indicate judge’s exact assignment to the AKC.
- First AKC assignment: must indicate how the club learned of the judge, background, anyone personally familiar with judge and if fluent in English.

Judging Conflicts

Breed -- 200 miles and 30 days (does not apply to non-regular classes or tracking)
Obedience -- 200 miles and 30 days for two all-breed trials
- No conflict for Specialties if different breeds
- No conflict for Specialty and All-breed
- No conflict for Group shows/Group clubs

☑ All members of the Event Committee should be named and assigned tasks. The Trophy and Advertising Committee Chairs should be aware of their duties and should begin soliciting donations and advertising.

☑ The Chief Steward should be selected. If a Steward’s Club is to provide the stewards, contact that group at least one year prior to the event.

At Least Six Months Prior to the Show

☑ Review the advertising copy that is to be distributed for the event.
☑ Contact one of the dog food companies for arrows, posters, signs, tickets, etc.
☑ Close out trophy solicitations and place orders for ribbons and trophies.
☑ Set prices on admissions, catalogs and concessions.
☑ Have all premium list copy sent to the superintendent or printer. Decide how many premium lists are to be printed.
☑ Confirm that arrangements for all equipment for the event have been made. Check contract with superintendent, if applicable, to verify what is, and is not, being provided.
☑ Finalize judges’ hotel reservations.
☑ Arrangements should be made with the veterinarian. This should be in writing.
☑ The catering arrangements should be finalized.
☑ Secure the services of a photographer, if not already done.
Secure Rain Insurance if applicable and if desired.

Secure the return of any multiple-win trophies. Remember to have them cleaned and/or engraved.

Arrange for portable sanitary facilities if necessary.

At Least Three Months Prior to the Show

Close out catalog advertising and forward all advertising received to the superintendent or printer.

Inform printer or superintendent of number of catalogs to be printed. (This may be an estimate with the final figure determined after entries close.)

If possible, find out who the specific individual superintendent assigned to your event will be.

Arrange for a clean-up crew.

Notify the local authorities of your event date, indicating expected peak traffic hours.

Make arrangements for security and traffic control personnel.

Six Weeks Prior to the Show

Ensure that premium lists have been mailed.

Order chairs. Base the number on previous event requirements.

Check with the caterer about breakfasts / lunches for all officials and invited guests and give an estimate of the number to be served based upon last year’s event. Arrange for early morning set-up to accommodate exhibitors.

Make arrangements for an adequate sound system.

Notify the local press and media of the event to be held. Stress that spectators must leave their own (unentered) dogs at home.

Prepare a final list of stewards.

Ensure there will be electricity available, if possible.

Distribute directional arrows and posters to the Grounds Committee.

Review each committee’s assignment and finalize reporting times.

Arrange for telephone 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.
- Sort and break down entries as soon as possible.
- Finalize how many Best of Breed and Variety prizes and Class ribbons will be needed.
- Prepare the catalog.
- Prepare a judging schedule and assign rings. Advise Chief Ring Steward of entry.

**One Week Prior to the Show**
- See that judging programs and identification tickets have been mailed to exhibitors, judges, the chief steward and the AKC.
- Ensure that grounds will be ready, grass mowed, water available, etc.
- Check with the Hospitality Chair that all last-minute reservations and accommodations have been provided.
- Check to see that all-necessary equipment will be available for the show.
- Arrange for delivery of catalogs.
- Check with the Treasurer to see that an ample number of checks will be available and that there will be sufficient change for the gate, catalog and parking committees.

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

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

- Arrive at least 2 hours before judging.
- Check in workers and provide any last-minute instructions.
- Check out arrangements with caterer. Are they properly positioned on the grounds for the convenience of the exhibitors?
- Check in judges, stewards, and veterinarian if on site, volunteer and hired personnel. Gate and parking crews should be on station two hours before the event begins.
- Colors and national anthem are ready.
- Supply the chief steward a sufficient number of luncheon tickets; the balance of tickets to be used for the judges, superintendents, club members and others.
- Have Hospitality check the rings and judges’ needs throughout the day.
- Check and maintain all rings on schedule. Consult with superintendent and Chief Steward about keeping abreast of judging schedule.
- Circulate to obtain objective and knowledgeable reactions to the show from exhibitors.
- Settle all misunderstandings, whenever they occur.
- Communicate with committees throughout the day, and approve payment of the judges.
- Confer with superintendent and the Executive Field Representative(s) about possible improvements for future events.
- Before leaving the site, ensure that all equipment is accounted for and that grounds are properly reconditioned.

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

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

Event Operations Department
American Kennel Club
5580 Centerview Dr.
Raleigh, NC 27606-3390
(919) 816-3538

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

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

General Requirements for Public Accommodations

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

Yes _________ No _________ N/A _________

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

Yes _________ No _________ N/A _________

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

Yes _________ No _________ N/A _________

Specific Requirements for Public Accommodations

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

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

Yes _________ No _________ N/A _________

If not, what corrective actions are needed (e.g. add a ramp; install a platform lift)?
5) Does the accessible entrance(s) have an accessible door that, among other things, is at least 32" wide, is not a revolving door or turnstile, and has door hardware usable by individuals with disabilities?

Yes ___________ No ___________ N/A ___________

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

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

Yes ___________ No ___________ N/A ___________

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

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

Yes ___________ No ___________ N/A ___________

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

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

Yes ___________ No ___________ N/A ___________

If not, what corrective actions are needed (e.g. install ramps or curb cuts; remove protruding objects; add detectable warnings; remount signs; add Braille and/or raised lettering to signs; eliminate manholes)?
9) Are your halls, aisles and corridors, lobbies and any doors leading to the area(s) where you provide goods and services usable by individuals using wheelchairs?

Yes __________  No __________  N/A __________

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

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

Yes __________  No __________  N/A __________

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

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

Yes __________  No __________  N/A __________

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

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

Yes __________  No __________  N/A __________

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

Enclosed please find a sample of the Agility Host Club letter. This letter will be required by the Event Plans department and the Agility department, if a licensed Agility club wishes to join an existing cluster event. This letter would be mailed to both departments.

If you have any questions, please feel free to contact me.

Best regards,

Pamela Manaton
Manager, Companion Events
Date: ________________

Dear AKC Agility Department:

This letter is to grant permission to the _______________________ Agility club, to host their Agility trial in conjunction with the existing cluster on ________________, 20__. The cluster trials consist of the following clubs:

1. _______________________
2. _______________________
3. _______________________
4. _______________________
5. _______________________

This cluster will be located at _______________________. Approval for this has been granted by _____________________, the events coordinator.

Sincerely,

cc: Show Operations
Agility Site Evaluation Form

COMPANION EVENTS
PO Box 37930, RALEIGH, NC 27627 Tel. 919-816-3821

Name of Club: ____________________________________________

Event Date: ____________________________
Name & Exact Address of the Event Facility: __________________________________________

<table>
<thead>
<tr>
<th>Total No. of Rings:</th>
<th>Outdoor</th>
<th>Indoor</th>
</tr>
</thead>
<tbody>
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<td>Uncovered</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<th>Dimensions</th>
<th>Grass</th>
<th>Dirt</th>
<th>Mats over Concrete</th>
<th>Carpet</th>
<th>Other</th>
</tr>
</thead>
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<tr>
<td>1</td>
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NOTE: Minimum Useable Ring Area (min. width 60’): Novice = 5,000 square feet, Open = 6,500 square feet, Excellent = 8,000 (10,000 is 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):
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.) Obstructions or Hazards in the rings – please explain</td>
<td></td>
</tr>
<tr>
<td>2.) Is Water Available? – please list locations</td>
<td></td>
</tr>
<tr>
<td>3.) Warm Up Jumps – please list dimensions and locations</td>
<td></td>
</tr>
<tr>
<td>4.) Scorers Table – where will it be located?</td>
<td></td>
</tr>
<tr>
<td>Is electricity available?</td>
<td></td>
</tr>
<tr>
<td>5.) Crating Space – please list dimensions and locations</td>
<td></td>
</tr>
<tr>
<td>6.) Shade Tents – please list dimensions and locations</td>
<td></td>
</tr>
<tr>
<td>7.) Restrooms/Porta-lets – please list number and location</td>
<td></td>
</tr>
<tr>
<td>8.) Trash Receptacles – please list number and location</td>
<td></td>
</tr>
<tr>
<td>9.) Parking Spots – please list number and location</td>
<td></td>
</tr>
<tr>
<td>10.) Dog Exercise Area – please list number and location</td>
<td></td>
</tr>
</tbody>
</table>

Site Information is submitted by:

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 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 Judges Information Sheet from our Hospitality Chairman at a later date. Please contact me if I may be of assistance in making plans for your assignment.

Sincerely,

Your Name
Your Position in Club
Address
City, State Zip Code
Phone
Fax
E-mail
SAMPLE 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 (double that for extremely large classes).
   - Allow 1½ minutes per dog for standard classes and 1 minute per dog for jumpers with weaves 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.

2. The Confirmation Letter sent to exhibitors should include:
   - Name of 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

<table>
<thead>
<tr>
<th>Owner’s Name &amp; Address</th>
<th>Dog’s registered name</th>
<th>Dog’s call name</th>
<th>AKC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height Card Received: Yes / No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>Level</td>
<td>Jump Height</td>
<td>Armband #</td>
</tr>
<tr>
<td>Std</td>
<td>Excellent A</td>
<td>12”</td>
<td>1209</td>
</tr>
<tr>
<td>JWW</td>
<td>Excellent B</td>
<td>12”</td>
<td>1209</td>
</tr>
<tr>
<td>FAST</td>
<td>Excellent B</td>
<td>12”</td>
<td>1209</td>
</tr>
</tbody>
</table>

4. Sample of judging schedule

   Saturday, July 22, 2006 (classes will be run from 24” down to 8”)
   Ring 1: Judge’s name (total number of dogs)

<table>
<thead>
<tr>
<th>Class</th>
<th>Level</th>
<th>4”</th>
<th>8”</th>
<th>12”</th>
<th>16”</th>
<th>20”</th>
<th>24”</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Std</td>
<td>Nov A &amp; B</td>
<td>7:30 am check-in</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Std</td>
<td>Nov A &amp; B</td>
<td>8:30 am judging starts, B / A / Preferred jump heights will run together with B dogs running first and Preferred last</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Std</td>
<td>Novice B</td>
<td>n/a</td>
<td>2</td>
<td>6</td>
<td>12</td>
<td>16</td>
<td>21</td>
<td>57</td>
</tr>
<tr>
<td>Std</td>
<td>Novice A</td>
<td>n/a</td>
<td>1</td>
<td>4</td>
<td>7</td>
<td>11</td>
<td>12</td>
<td>35</td>
</tr>
<tr>
<td>Std</td>
<td>Novice Preferred</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>7</td>
<td>10</td>
<td>n/a</td>
<td>26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class</th>
<th>Level</th>
<th>4”</th>
<th>8”</th>
<th>12”</th>
<th>16”</th>
<th>20”</th>
<th>24”</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>JWW</td>
<td>Open</td>
<td>11:00 am check-in, Regular &amp; Preferred jump heights will run together with regular dogs running first</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JWW</td>
<td>Open</td>
<td>n/a</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>14</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>JWW</td>
<td>Open Preferred</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>
Required Information

☐ Owner's name and address
☐ Dog's call name and AKC Registration number, FSS or ILP 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 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
☐ You may include exhibitor armband/sticker indicating their assigned number IF height card has been sent with entry and verified current
USE THIS FORM TO MOVE UP TO A HIGHER AGILITY CLASS ONLY

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 not later than the day preceding the event. All move-up entries are subject to availability of the class and payment of any difference in entry fee. It is the option of the club to allow move-ups. Dogs so moved-up will be entered at the end of the running order. Refer to Chapter 1, Section 19 of the Regulations for Agility Trials for additional move-up requirements.

Name of Club

Breed: ___________________________________ Sex: ________

Dog’s AKC Registered Name

Dog’s AKC #: 

Move Entry to:

Agility Class: (Circle One) Jump Height Division: (Circle One)

<table>
<thead>
<tr>
<th>Class</th>
<th>Open</th>
<th>Excellent A</th>
<th>Excellent B</th>
<th>8&quot;</th>
<th>12&quot;</th>
<th>16&quot;</th>
<th>20&quot;</th>
<th>24&quot;</th>
<th>26&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Standard</td>
<td>Open</td>
<td>Excellent A</td>
<td>Excellent B</td>
<td>8&quot;</td>
<td>12&quot;</td>
<td>16&quot;</td>
<td>20&quot;</td>
<td>24&quot;</td>
<td>26&quot;</td>
</tr>
<tr>
<td>Regular JWW</td>
<td>Open</td>
<td>Excellent A</td>
<td>Excellent B</td>
<td>8&quot;</td>
<td>12&quot;</td>
<td>16&quot;</td>
<td>20&quot;</td>
<td>24&quot;</td>
<td>26&quot;</td>
</tr>
<tr>
<td>Regular FAST</td>
<td>Open</td>
<td>Excellent A</td>
<td>Excellent B</td>
<td>8&quot;</td>
<td>12&quot;</td>
<td>16&quot;</td>
<td>20&quot;</td>
<td>24&quot;</td>
<td>26&quot;</td>
</tr>
<tr>
<td>Preferred Standard</td>
<td>Open</td>
<td>Excellent A</td>
<td>Excellent B</td>
<td>4&quot;</td>
<td>8&quot;</td>
<td>12&quot;</td>
<td>16&quot;</td>
<td>20&quot;</td>
<td></td>
</tr>
<tr>
<td>Preferred JWW</td>
<td>Open</td>
<td>Excellent A</td>
<td>Excellent B</td>
<td>4&quot;</td>
<td>8&quot;</td>
<td>12&quot;</td>
<td>16&quot;</td>
<td>20&quot;</td>
<td></td>
</tr>
<tr>
<td>Preferred FAST</td>
<td>Open</td>
<td>Excellent A</td>
<td>Excellent B</td>
<td>4&quot;</td>
<td>8&quot;</td>
<td>12&quot;</td>
<td>16&quot;</td>
<td>20&quot;</td>
<td></td>
</tr>
</tbody>
</table>

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: ___________________________
Agility Trial Checklist

Name of Club:

Event Date and Location:

Trial Secretary: Trial Chair:

☐ Regulations For Agility Trials
☐ Agility Judges Guidelines
☐ Rules Applying to Dog Shows
☐ Dealing with Misconduct
☐ Rules Applying to Registration & Discipline
☐ Agility Trial Manual
☐ Emergency Veterinary Directions
☐ Disaster & Emergency Plan
☐ First Aid Kit
☐ Disqualification for Attacking Form
☐ Dog on Dog Attack Form
☐ Exhibitor Entry Forms

☐ Jr. Handler Certification Form
☐ Checklist for Misconduct Hearing
☐ Measuring Device
☐ Measuring Method
☐ Judging Schedule on Confirmations
☐ Check Premium
☐ 3 Extra Printed Catalogs
☐ Armbands
☐ Event Committee Members Onsite
☐ Event Committee - Club Members
☐ Dog Disqualified by Event Committee Form

COMMENTS:

________________________________________

________________________________________

Submitted by:

REP NAME DATE
<table>
<thead>
<tr>
<th>Scribe Sheet</th>
<th>JUMPERS WITH WEAVES</th>
<th>JUMP HEIGHT</th>
<th>Scribe Sheet</th>
<th>JUMPERS WITH WEAVES</th>
<th>JUMP HEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog No.</td>
<td>EXCELLENT A</td>
<td></td>
<td>Dog No.</td>
<td>EXCELLENT B</td>
<td></td>
</tr>
<tr>
<td>Breed</td>
<td></td>
<td></td>
<td>Breed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dog's Time: __________:________

Standard Course Time: __________ sec.
Maximum Course Time: __________ sec.

(SCT + 20 sec.)

Time over SCT = __________ sec.

(decimal round DOWN) \times 3 faults/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)

Dog's Time: __________:________

Standard Course Time: __________ sec.
Maximum Course Time: __________ sec.

(SCT + 20 sec.)

Time over SCT = __________ sec.

(decimal round DOWN) \times 3 faults/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)
<table>
<thead>
<tr>
<th>Dog No.</th>
<th>JUMP HEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breed</td>
<td>------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dog's Time</th>
<th>Standard Course Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum Course Time</td>
</tr>
<tr>
<td></td>
<td>(SCT + 20 sec.)</td>
</tr>
<tr>
<td></td>
<td>Time over SCT</td>
</tr>
<tr>
<td></td>
<td>(decimal round DOWN)</td>
</tr>
<tr>
<td></td>
<td>× 2 fault/second</td>
</tr>
<tr>
<td></td>
<td>Total Time Faults</td>
</tr>
</tbody>
</table>

**Refusals / Run-outs (R)** (5 faults each) Limit = 1

**Total Refusal / Run-out Faults**

**Elimination - Non-Qualifying (F, E, or W)**

**TOTAL FAULTS**

**TOTAL FAULTS DEDUCTED FROM 100 = SCORE**

(Score of 85 or higher required to Qualify)

<table>
<thead>
<tr>
<th>Dog No.</th>
<th>JUMP HEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breed</td>
<td>------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dog's Time</th>
<th>Standard Course Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum Course Time</td>
</tr>
<tr>
<td></td>
<td>(SCT + 20 sec.)</td>
</tr>
<tr>
<td></td>
<td>Time over SCT</td>
</tr>
<tr>
<td></td>
<td>(decimal round DOWN)</td>
</tr>
<tr>
<td></td>
<td>× 1 fault/second</td>
</tr>
<tr>
<td></td>
<td>Total Time Faults</td>
</tr>
</tbody>
</table>

**Refusals / Run-outs (R)** (5 faults each) Limit = 2

**Total Refusal / Run-out Faults**

**Elimination - Non-Qualifying (F, E, or W)**

**TOTAL FAULTS**

**TOTAL FAULTS DEDUCTED FROM 109 = SCORE**

(Score of 85 or higher required to Qualify)
<table>
<thead>
<tr>
<th>Dog No.</th>
<th>Breed</th>
</tr>
</thead>
</table>

**STANDARD AGILITY CLASS**

**SCRIBE SHEET**

**EXCELLENT A**

<table>
<thead>
<tr>
<th>Dog's Time</th>
<th>Standard Course Time</th>
<th>Maximum Course Time</th>
<th>(SCT + 20 sec.)</th>
</tr>
</thead>
</table>

**Jump Height**

<table>
<thead>
<tr>
<th>Time over SCT =</th>
<th>X 3 fault/second</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Time Faults</th>
</tr>
</thead>
</table>

**Non-Qualifying Faults (R, W, T, F, or E)**

**TOTAL FAULTS**

**TOTAL FAULTS DEDUCTED FROM 100 =** **SCORE**

**Note:** (Score of 85 or higher required to Qualify)

---

<table>
<thead>
<tr>
<th>Dog No.</th>
<th>Breed</th>
</tr>
</thead>
</table>

**STANDARD AGILITY CLASS**

**SCRIBE SHEET**

**EXCELLENT B**

<table>
<thead>
<tr>
<th>Dog's Time</th>
<th>Standard Course Time</th>
<th>Maximum Course Time</th>
<th>(SCT + 20 sec.)</th>
</tr>
</thead>
</table>

**Jump Height**

<table>
<thead>
<tr>
<th>Time over SCT =</th>
<th>X 3 fault/second</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Time Faults</th>
</tr>
</thead>
</table>

**Non-Qualifying Faults (R, W, T, F, or E)**

**TOTAL FAULTS**

**TOTAL FAULTS DEDUCTED FROM 100 =** **SCORE**

**Note:** (Score of 100 required to Qualify)
<table>
<thead>
<tr>
<th>Dog No.</th>
<th>Breed</th>
</tr>
</thead>
</table>

**STANDARD AGILITY CLASS**

**SCRIBE SHEET**

**OPEN**

<table>
<thead>
<tr>
<th>Dog’s Time</th>
<th>Standard Course Time</th>
<th>Maximum Course Time (SCT + 20 sec.)</th>
<th>Time over SCT = (decimal round DOWN) x 2 fault/second</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Refusals / Run-outs (R)</th>
<th>(5 Faults each) Limit = 1</th>
<th>Total Refusal Faults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wrong Course (W)</th>
<th>(5 Faults each) Limit = 1</th>
<th>Total Wrong Course Faults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table Faults (T)</th>
<th>(5 Faults each) Limit = 1</th>
<th>Total Table Faults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Qualifying Faults</th>
<th>(R x 2, W x 2, T x 2, F, or E)</th>
<th>Total Faults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FAULTS**

**TOTAL FAULTS DEDUCTED FROM 100 = SCORE**

(Score of 85 or higher required to Qualify)

---

<table>
<thead>
<tr>
<th>Dog No.</th>
<th>Breed</th>
</tr>
</thead>
</table>

**STANDARD AGILITY CLASS**

**SCRIBE SHEET**

**NOVICE A or B**

<table>
<thead>
<tr>
<th>Dog’s Time</th>
<th>Standard Course Time</th>
<th>Maximum Course Time (SCT + 20 sec.)</th>
<th>Time over SCT = (decimal round DOWN) x 1 fault/second</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Refusals / Run-outs (R)</th>
<th>(5 Faults each) Limit = 2</th>
<th>Total Refusal Faults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wrong Course (W)</th>
<th>(5 Faults each) Limit = 1</th>
<th>Total Wrong Course Faults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table Faults (T)</th>
<th>(5 Faults each) Limit = 2</th>
<th>Total Table Faults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Qualifying Faults</th>
<th>(R x 3, W x 2, T x 3, F, or E)</th>
<th>Total Faults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FAULTS**

**TOTAL FAULTS DEDUCTED FROM 100 = SCORE**

(Score of 85 or higher required to Qualify)
**PREFERRED CLASS SCRIBE SHEET**

**JUMPERS WITH WEAVES**

**OPEN**

<table>
<thead>
<tr>
<th>Dog No.</th>
<th>Breed</th>
<th>Dog's Time</th>
<th>JUMP HEIGHT</th>
<th>Standard Course Time</th>
<th>Maximum Course Time</th>
<th>(SCT + 20 sec.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time over SCT**

(decimal round DOWN)  \( x \) 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)

---

**NOVICE**

<table>
<thead>
<tr>
<th>Dog No.</th>
<th>Breed</th>
<th>Dog's Time</th>
<th>JUMP HEIGHT</th>
<th>Standard Course Time</th>
<th>Maximum Course Time</th>
<th>(SCT + 20 sec.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time over SCT**

(decimal round DOWN)  \( x \) 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)
PREFERRED CLASS SCRIBE SHEET
STANDARD AGILITY
EXCELLENT A

Dog No.

JUMP HEIGHT

Breed

SCT shall not Exceed:
4½/12" – 80 sec.
16" – 76 sec.
20" – 73 sec.

Dog's Time

Standard Course Time

Maximum Course Time

(SCT + 20 sec.)

Time over SCT =

(decimal round DOWN)

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)

PREFERRED CLASS SCRIBE SHEET
STANDARD AGILITY
EXCELLENT B

Dog No.

JUMP HEIGHT

Breed

SCT shall not Exceed:
4½/12" – 80 sec.
16" – 76 sec.
20" – 73 sec.

Dog's Time

Standard Course Time

Maximum Course Time

(SCT + 20 sec.)

Time over SCT =

(decimal round DOWN)

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)
<table>
<thead>
<tr>
<th>Breed</th>
<th>Dog No.</th>
<th>JUMP HEIGHT</th>
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</table>

**PREFERRED CLASS SCRIBE SHEET**  
**STANDARD AGILITY**  
**OPEN**

| 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 (Rx2, Wx2, Tx2, F, or E) |  |  |  |
|-------------------------------------------------|---------------|

| TOTAL FAULTS |  |  |  |
|--------------|---------------|---------------|
| TOTAL FAULTS DEDUCTED FROM 100 = SCORE |

(Score of 85 or higher required to Qualify)

---

**PREFERRED CLASS SCRIBE SHEET**  
**STANDARD AGILITY**  
**NOVICE**

| 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 (Rx3, Wx2, Tx3, F, or E) |  |  |  |
|-------------------------------------------------|---------------|

| TOTAL FAULTS |  |  |  |
|--------------|---------------|---------------|
| TOTAL FAULTS DEDUCTED FROM 100 = SCORE |

(Score of 85 or higher required to Qualify)
**Fifteen And Send Time (FAST)**

**CLASS LEVEL**
- Nov A
- Nov B
- Open
- Exc A
- Exc B
- Preferred

**Dog Number**

**Call name:**

**Jump Height**

**Breed**

**Dog's Time**

**SCT:**

<table>
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<th>Full seconds over SCT</th>
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<tr>
<td>1 1 1 1 1 1 (6)</td>
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<td>2 3 4 (9)</td>
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</tbody>
</table>

**SCTs:**
- 8" = 38
- 12/16" = 35
- 20/24/26" = 32
- Pref 4" = 41
- Pref 8/12" = 38
- Pref 16/20" = 35

**Bonus or Fault**

**Obstacle pts. Total**

Send Bonus 20 pts.

**Total points earned**

subtracted time penalties (if any)

**TOTAL SCORE**

(circle) Q or NQ

**INTERNATIONAL SWEEPSTAKES CLASS (ISC)**

**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 faults ring
- Exceeding fault limit if applied

**TOTAL COURSE FAULTS**

Score of 0 is best (Time breaks ties)

**TOTAL FAULTS**
## CORRESPONDING DATE TABLE

Below is a listing of Corresponding Dates starting with 2004 and ending with 2017. 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.

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### CORRESPONDING DATE TABLE cont’d

Below is a listing of Corresponding Dates starting with 2004 and ending with 2017. 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.

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</table>
### AKC Standard Course Time Worksheet

*Note: All items in brackets ( ) reference the Preferred Class

#### Standard Excellent A & B

<table>
<thead>
<tr>
<th>Distance in Yards</th>
<th>Max Yards</th>
<th>Calculating Distance</th>
<th>Table Sec</th>
<th>SCT in Sec.</th>
<th>SCT Allowe</th>
<th>Add for Preferred</th>
<th>Preferred SCT</th>
<th>Max SCT allowed</th>
<th>Max Course Time</th>
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<tbody>
<tr>
<td>12&quot; Path</td>
<td>178</td>
<td>Feet/3</td>
<td>Yards</td>
<td>2.55</td>
<td>plus 5</td>
<td>75 sec</td>
<td>( Plus 5</td>
<td>(80 sec)</td>
<td>(80 sec)</td>
</tr>
<tr>
<td>16&quot; (12&quot;+20&quot;)/2</td>
<td>187</td>
<td>(average 12 &amp; 20)</td>
<td>Yards</td>
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<td>plus 5</td>
<td>75 sec</td>
<td>( Plus 5</td>
<td>(80 sec)</td>
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<tr>
<td>20&quot; Path</td>
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<td>Feet/3</td>
<td>Yards</td>
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<td>71 sec</td>
<td>( Plus 5</td>
<td>(76 sec)</td>
<td>(76 sec)</td>
</tr>
<tr>
<td>12&quot; Path</td>
<td></td>
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<td>12&quot; (8&quot;)</td>
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<td>Yards +</td>
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<tr>
<td>16&quot; (12&quot;)</td>
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#### Standard Open

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<th>Table Sec</th>
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<th>SCT Allowe</th>
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<th>Preferred SCT</th>
<th>Max Course Time</th>
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<tr>
<td>12&quot; Path</td>
<td>2.35</td>
<td>Feet/3</td>
<td>Yards</td>
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<td>plus 5</td>
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</tr>
<tr>
<td>16&quot; (12&quot;+20&quot;)/2</td>
<td>2.50</td>
<td>(average 12 &amp; 20)</td>
<td>Yards</td>
<td>2.65</td>
<td>plus 5</td>
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<td>20&quot; Path</td>
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<td>Feet/3</td>
<td>Yards</td>
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</tr>
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<td>16&quot; (12&quot;)</td>
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<td>Yards +</td>
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#### Standard Novice

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<th>SCT Allowe</th>
<th>Add for preferred</th>
<th>Preferred SCT</th>
<th>Max Course Time</th>
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<td>Yards</td>
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<tr>
<td>16&quot; (12&quot;)</td>
<td>2.15</td>
<td>(average 12 &amp; 20)</td>
<td>Yards</td>
<td>2.25</td>
<td>plus 5</td>
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</tr>
<tr>
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<td>Feet/3</td>
<td>Yards</td>
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<td>Yards +</td>
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<tr>
<td>20&quot; Path</td>
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<td>Club:</td>
<td>AKC Jumpers With Weaves Time Worksheet</td>
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<td>*Note: All items in brackets ( ) reference the Preferred Class</td>
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### JWW Excellent A & B

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<tr>
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<tr>
<td>16&quot; (12&quot;+20&quot;)/2</td>
<td>(average 12 &amp; 20)</td>
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<tr>
<td>20&quot; Path</td>
<td>Feet/3</td>
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</table>

<table>
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<th>Distance in Yards</th>
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<th>SCT in sec.</th>
<th>Max SCT Allowed</th>
<th>Add for Preferred SCT</th>
<th>Max Course Time</th>
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</thead>
<tbody>
<tr>
<td>12&quot; Path 8&quot;, 12&quot; (4&quot;, 8&quot;)</td>
<td>Yards + 3.25</td>
<td>52 sec.</td>
<td>(Plus 5) (57 sec)</td>
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<tr>
<td>16&quot;</td>
<td>Yards + 3.50</td>
<td>50 sec.</td>
<td>(Plus 5) (55 sec)</td>
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<td>20&quot; Path 20&quot;, 24&quot;, 26&quot; (16&quot; &amp; 20&quot;)</td>
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### JWW Open

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<tr>
<td>20&quot; Path</td>
<td>Feet/3</td>
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<th>SCT in sec.</th>
<th>Add for Preferred SCT</th>
<th>Max Course Time</th>
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<tr>
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<td>(plus 5)</td>
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### JWW Novice

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<tr>
<td>20&quot; Path</td>
<td>Feet/3</td>
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<th>Distance in Yards</th>
<th>Y.P.S.</th>
<th>SCT in sec.</th>
<th>Add for Preferred SCT</th>
<th>Max Course Time</th>
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<tr>
<td>12&quot; Path 8&quot;, 12&quot; (4&quot;, 8&quot;)</td>
<td>Yards + 2.50</td>
<td>(plus 5)</td>
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<tr>
<td>16&quot;</td>
<td>Yards + 2.75</td>
<td>(plus 5)</td>
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<td>20&quot; Path 20&quot;, 24&quot;, 26&quot; (16&quot;, 20&quot;)</td>
<td>Yards + 3.00</td>
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# AKC Scoring Guidelines

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<tr>
<th>AKC Class</th>
<th>Allowed F’s</th>
<th>Allowed R’s (5 pts each)</th>
<th>Allowed W’s (5 pts each)</th>
<th>Allowed T’s (5 pts each)</th>
<th>Faults per second over SCT</th>
<th>Minimum Score to Qualify</th>
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<tbody>
<tr>
<td>Standard Novice A &amp; B</td>
<td>NONE</td>
<td>R R</td>
<td>W</td>
<td>T T</td>
<td>1</td>
<td>85</td>
</tr>
<tr>
<td>Standard Open</td>
<td>NONE</td>
<td>R</td>
<td>W</td>
<td>T</td>
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<td>Standard Excellent A</td>
<td>NONE</td>
<td>NONE</td>
<td>NONE</td>
<td>NONE</td>
<td>3</td>
<td>85</td>
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<tr>
<td>Standard Excellent B</td>
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<td>NONE</td>
<td>NONE</td>
<td>NONE</td>
<td>3</td>
<td>100</td>
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<tr>
<td>Jumpers Novice A &amp; B</td>
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<td>R R</td>
<td>NONE</td>
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<td>1</td>
<td>85</td>
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<td>NONE</td>
<td>N/A</td>
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<td>100</td>
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<table>
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<tr>
<th>Allowed E’s</th>
<th>Allowed R’s (5 pts each)</th>
<th>Allowed S’s (5 pts each)</th>
<th>Faults per second over SCT</th>
<th>Minimum Score to Qualify</th>
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</thead>
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<td>Std &amp; Jumpers ISC</td>
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<td>R R</td>
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</table>
DISQUALIFICATION FOR ATTACKING

SHOW: ___________________________ DATE: __________

BREED: ___________________________ CLASS: ___________________________
ARMBAND#: __________

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1. Did you inform the exhibitor of the disqualification? YES ☐ NO ☐

2. Did you mark your book “DISQUALIFIED, ATTACKED”? YES ☐ NO ☐

3. Did you inform the exhibitor that a dog disqualified for attacking CANNOT compete at any future AKC® event until the owner has received official notification from the AKC that the dog’s show eligibility has been reinstated? YES ☐ NO ☐

JUDGE’S SIGNATURE: ___________________________

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

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

TO BE COMPLETED BY SHOW SUPT./SEC’Y.

DOG’S NAME: ___________________________ REG#: ___________________________

Owner’s Name: ___________________________ Phone: ___________________________

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

NOTICE TO EXHIBITOR

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

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

WHITE COPY – AKC
YELLOW COPY – JUDGE
PINK COPY – EXHIBITOR

P.O. Box 37929 • Raleigh, NC 27627-7929

www.akc.org
Page 42 of 44
Judge’s Form

DOG ON DOG ATTACK

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

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

TRIAL: ____________________________  CLASS: ____________________________  ARMBAND #: ____________________________

DATE: ____________________________

Breed: ____________________________

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

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

1. Did you inform the exhibitor of the excusal?  YES □  NO □

2. Did you mark your book “EXCUSED, ATTACKED”?  YES □  NO □

3. Do you feel there were unusual circumstances leading to the attack?  YES □  NO □

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

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

JUDGE’S SIGNATURE: __________________________________________

EXHIBITOR’S SIGNATURE: __________________________________________

Guidelines for Completing the DOG on DOG ATTACK FORM

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

- Judge is to complete the entire form with the exception of: Dog’s Name and Registration #.

- Upon completion, judge should have the exhibitor sign this form, detach pink copy and hand it to the exhibitor. If the exhibitor has left the trial site, the Trial Secretary must send the pink copy to them via certified mail within 72 hours.

- Yellow copy is for judge’s records. White copy is returned to the Trial Sec’y/Supt. and submitted with Trial results to AKC.

TO BE COMPLETED BY TRIAL SEC’Y/SUPT.

DOG’S NAME: ____________________________  REG #: ____________________________

WHITE COPY – AKC  YELLOW COPY – JUDGE  PINK COPY – EXHIBITOR

PO Box 37929 • Raleigh, NC 27627-7929, www.akc.org

AEDS071007  Page 43 of 44
## Agility Aggression or Attack

<table>
<thead>
<tr>
<th>Incident</th>
<th>Possible action</th>
<th>Judge completes Dog on Dog Attack (formAEDSQ3)</th>
<th>Dog Disqualified by Judge</th>
<th>Judge completes Disqualification for Attacking (formAEDSQ1)</th>
<th>Event Committee must consider Disqualification of the dog**</th>
<th>Event Committee completes Disqualified by Event Committee (formAEDSQ4)</th>
<th>Event Hearing against Person may be held</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggressive behavior in the ring toward a person or dog*</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dog leaves the ring and threatens a dog or person and the judge is able to see incident*</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dog either runs out of the ring and attacks another dog or into the ring and attacks another dog*</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dog attacks any person in the ring or while being measured by the judge</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dog attacks any person or dog outside of the ring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

* 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. Excusals are for lesser infractions and dogs get a second chance.

**Disqualification** Recorded on scoresheet and in signed event catalog. 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.
AGILITY VOLUNTEER MEASURING OFFICIALS

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 Manager, PO Box 37930, Raleigh, NC 27627-7930 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 or call 919-816-3821.

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jbird70@aol.com

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Keedogs@tds.net

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(205) 477-1794
Iha1@aol.com

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agilitytriplecrown@roadrunner.com

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(949) 362-2988
agilbichon@earthlink.net

Gerry Brown
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depaw@pvco.net

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Susancrank@aol.com

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otch@aol.com

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Cdanielly@aol.com

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astibug@msn.com

Laura English
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lauraelingham@netzero.net

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sue@tervolk.com

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Lake Forest Park, WA 98155-6534
(206) 363-7547
gaylesac@mindspring.com

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(303) 690-0759
Bgodwin3@juno.com

Andy Hartman
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Raleigh, NC 27627-7930
(919) 816-3502
ahah@akc.org

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pawkeeper@earthlink.net

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Kmatazz@aol.com

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Odenton, MD 21113-2102
(443) 306-0396
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Earlkye@cloudnet.com

Michael Lappin
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Buzzards Bay, MA 02532
(508) 759-4522
anidoc@intercape.com
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: __________________________________________

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: ___________________________

Name: ___________________________ State of Residence: ___________________________

Name: ___________________________ State of Residence: ___________________________

Mail or Fax Completed Form to: American Kennel Club
Pamela Manaton
Manager, Companion Events
PO Box 37930
Raleigh, NC 27627-7930
Fax: (919) 816-4204
Phone: (919) 816-3559

PO Box 37930 Raleigh, NC 27627-7930 Tel 919 816-3559 Fax 919 816-4204 www.akc.org
Dealing with Misconduct

The following is a guideline for handling matters of misconduct arising at or in connection with the show or obedience trial. The Procedural Checklist – Event Committee Hearings must be completed and sent to the AKC. A Procedural Checklist is included with this manual; one may also be obtained from the AKC Executive Field Representative at the show.

Pre-Hearing

☐ 1. Preliminary Investigation. Investigate all complaints and make a preliminary determination whether, if the alleged conduct is proven true, it was prejudicial to the sport and it occurred at or in connection with the show or trial.

☐ 2. Notice of Hearing. If the preliminary investigation is affirmative, the accused must be advised of:
   a) The charges including the specific conduct alleged to be prejudicial to the sport;
   b) Where and when the hearing will be held. (The accused must be given reasonable time to secure witnesses and to prepare.)

Hearing

☐ 3. Introduction. The Chairperson introduces himself and the members of the committee and designates one member of the committee to keep a record of the proceedings.

☐ 4. Advisal of Charges. The Chairperson again advises the accused of the specific charges.

☐ 5. Advisal of Rights. The Chairperson advises the accused of these rights:
   a) To hear, confront and question all witnesses,
   b) To present witnesses on his own behalf, and
   c) To testify on his own behalf.

☐ 6. Witness List. The Chairperson shall determine and list witnesses to be called by the Committee and the accused.

☐ 7. Unauthorized Persons Excused. The Chairperson excuses all persons except the Committee, the accused and the witness that is testifying.

☐ 8. Witnesses. The Chairperson shall call and swear the witnesses, first those named by the Committee and then those named by the accused. The Chairperson shall ascertain the full name and address of each witness. The Chairperson shall question the witness and then allow the accused to question the witness. (An oath: “Do you swear or promise that you will tell the truth, and nothing but the truth?”)
9. Accused Statement. After all the witnesses have testified, the Chairperson will permit the accused to make a final statement in response to the charges.

10. Close Hearing. The Chairperson shall then excuse all persons except the Committee. He shall ask the accused to remain available to receive the Committee’s decision.

Post-Hearing

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

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

13. Notice. After the Committee makes its decision, the Chairperson shall:
   a) If possible, immediately notify the accused of the Committee’s decision and of his immediate suspension, if that was ordered.
   b) Notify the accused, in writing, by registered or certified mail, of the Committee’s decision and his immediate suspension, if that was ordered.
   c) Send to the AKC, within seven days, a complete report of the proceedings and a duplicate copy of the notice of suspension sent to the accused.
Dogs in Unventilated Vehicles

MEMORANDUM

To: All Clubs
From: Show Events – Linda More and Barbara Schwartz
Date: July 9, 1999

We are all concerned about the dangers posed to dogs confined in vehicles at dog events, especially at this time of year. In May, 1997, the Events Committee of AKC’s Board of Directors approved a notice of “Waiver of Rights” which you may include in your premium list to help give your club the ability to rescue dogs from improperly ventilated vehicles. This Waiver has been effectively used by a number of clubs. You may also post the Waiver on your show grounds and/or place it on flyers to hand out to those entering the show grounds.

Suggested wording is:

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

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

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

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

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

This section also requires a written report.

Increased education, publicity and vigilance can prevent tragedies from occurring at dog events, and we hope the above information and the enclosures will be helpful to your club.
LEAVING YOUR DOG IN A HOT CAR MAY BE HAZARDOUS TO ITS HEALTH.

When it’s only 80 degrees outside, a car can heat up to over 120 degrees in just minutes. In a temperature that high, a dog could easily die. That’s why the American Kennel Club recommends that dog owners never leave their dog alone in a car in warm weather.

For additional tips on canine summer care, write to the AKC, 5580 Centerview Drive, Raleigh, NC 27606, and request a free copy of AKC Canine Summer Safety Guidelines.
If I’m in Distress.....

Please go to the Club Officials and page my owner

(Owner’s Name...Please Print)
"Highest Scoring Dog in Trial" is awarded on the basis of highest score. If there is a tie for the highest score, then the dog with the most yards per second prevails.

From the catalog, take the High Score or the Fastest Dog with a score of "100" and input their information into the chart below. Divide the Standard Course Distance 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 (i.e., yards per second).

<table>
<thead>
<tr>
<th>NOVICE CLASSES</th>
<th>Armband</th>
<th>Score</th>
<th>Course Distance</th>
<th>Run Time</th>
<th>Yds/Second</th>
</tr>
</thead>
<tbody>
<tr>
<td>Novice A – 8 inches</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
<td></td>
</tr>
<tr>
<td>High Scoring Dog</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Novice B – 8 inches</td>
<td>Armband</td>
<td>Score</td>
<td>Course Distance</td>
<td>Run Time</td>
<td>Yds/Second</td>
</tr>
<tr>
<td>High Scoring Dog</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
<td></td>
</tr>
</tbody>
</table>

| Novice A – 12 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |
| Novice B – 12 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |

| Novice A – 16 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |
| Novice B – 16 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |

| Novice A – 20 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |
| Novice B – 20 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |

| Novice A – 24 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |
| Novice B – 24 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |

| Novice A – 26 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |
| Novice B – 26 inches  | Armband | Score | Course Distance | Run Time | Yds/Second |
| High Scoring Dog       | #       |       | yds             | sec.     |            |
### OPEN CLASSES

<table>
<thead>
<tr>
<th>Open</th>
<th>Armband</th>
<th>Score</th>
<th>Course Distance</th>
<th>Run Time</th>
<th>Yds/Second</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open – 8 inches</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
<td></td>
</tr>
<tr>
<td>High Scoring Dog</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open – 12 inches</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
<td></td>
</tr>
<tr>
<td>High Scoring Dog</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open – 16 inches</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
<td></td>
</tr>
<tr>
<td>High Scoring Dog</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open – 20 inches</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
<td></td>
</tr>
<tr>
<td>High Scoring Dog</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open – 24 inches</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
<td></td>
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<tr>
<td>High Scoring Dog</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Open – 26 inches</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
<td></td>
</tr>
<tr>
<td>High Scoring Dog</td>
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### EXCELLENT A CLASSES

<table>
<thead>
<tr>
<th>Excellent A – 8”</th>
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<th>Score</th>
<th>Course Distance</th>
<th>Run Time</th>
<th>Yds/Second</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Scoring Dog</td>
<td>#</td>
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<td>yds</td>
<td>sec.</td>
<td></td>
</tr>
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<td>Excellent A – 12”</td>
<td>#</td>
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<td>yds</td>
<td>sec.</td>
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<tr>
<td>High Scoring Dog</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Excellent A – 16”</td>
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<td>sec.</td>
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<td>sec.</td>
<td></td>
</tr>
<tr>
<td>High Scoring Dog</td>
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</table>
### EXCELLENT B CLASSES

<table>
<thead>
<tr>
<th>Excellent B – 8”</th>
<th>Armband</th>
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<th>Run Time</th>
<th>Yds/Second</th>
</tr>
</thead>
<tbody>
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<td>yds</td>
<td>sec.</td>
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<table>
<thead>
<tr>
<th>Excellent B – 12”</th>
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<th>Course Distance</th>
<th>Run Time</th>
<th>Yds/Second</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Excellent B – 16”</th>
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<th>Score</th>
<th>Course Distance</th>
<th>Run Time</th>
<th>Yds/Second</th>
</tr>
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<td>yds</td>
<td>sec.</td>
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</table>

<table>
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<tr>
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<table>
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<tr>
<th>Excellent B – 26”</th>
<th>Armband</th>
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</tr>
</thead>
<tbody>
<tr>
<td>High Scoring Dog</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
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</tr>
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</table>

### HIGH IN TRIAL

<table>
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<tr>
<th>Trial</th>
<th>Armband</th>
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<th>Course Distance</th>
<th>Run Time</th>
<th>Yds/Second</th>
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<tr>
<td>High Scoring Dog in Trial</td>
<td>#</td>
<td></td>
<td>yds</td>
<td>sec.</td>
<td></td>
</tr>
</tbody>
</table>
# Judge's Summary Sheet - Regular Class

## Summary Sheet

<table>
<thead>
<tr>
<th>Jump</th>
<th>Catalog Total</th>
<th>Qualified</th>
<th>Non-Qualified</th>
<th>Absent</th>
<th>Total</th>
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<tbody>
<tr>
<td>8&quot;</td>
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<td></td>
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</tr>
<tr>
<td>12&quot;</td>
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<td>16&quot;</td>
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<td>20&quot;</td>
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<td>24&quot;</td>
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<tr>
<td>26&quot;</td>
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<td>TOTAL</td>
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## Summary Sheet

<table>
<thead>
<tr>
<th>Jump</th>
<th>Catalog Total</th>
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<td></td>
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</tr>
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<td>16&quot;</td>
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<td></td>
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</tr>
<tr>
<td>20&quot;</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24&quot;</td>
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<td>26&quot;</td>
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<td>TOTAL</td>
<td></td>
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</tr>
</tbody>
</table>
### JUDGE'S SUMMARY SHEET – PREFERRED CLASS

<table>
<thead>
<tr>
<th>SUMMARY SHEET</th>
<th>CLASS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Jump</td>
<td>Catalog Total</td>
</tr>
<tr>
<td>4”</td>
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<tr>
<td>8”</td>
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<tr>
<td>12”</td>
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<td>16”</td>
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<td>20”</td>
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<tr>
<td>TOTAL</td>
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</tbody>
</table>

<table>
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<tr>
<td>20”</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
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 __________________________

Yours truly,

Signature
Name
Title
Phone/Fax/E-mail

Letter should include the following:

- Complete name, address and phone/fax number of person corresponding with the judge.

- Name of the club and type of event, date and location (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 : # Std ___________________________ # JWW ___________________________

RING INFORMATION

Trial Location: ___________________________

Ring Location: (Indoor/Outdoor): ___________________________ Covered outdoor: Yes / No

Ring Size: ___________ X ___________ Footing: ___________ Barrier Type: ___________

Ring restriction(s): ___________________________

Gate locations (Entrances/Exits): ___________________________

EQUIPMENT INFORMATION

List of equipment available to the club

Weave Pole: # on each base piece ___________ center to center ___________

Open tunnels: # ___________________________ Size(s): ___________________________

Jumps: # ___________________________ Wing size(s): ___________________________

Double wing size: ___________________________  Triple wing size: ___________________________

Measuring wheel: Does club have? Yes / No ___________________________

Official measuring device: Does club have? Yes / No ___________________________

PERSONAL INFORMATION

I arrange for my own transportation

Club arranges for hotel/motel: Queen or King business suite / Non-smoking

Expenses Club is responsible for:

Hotel/Motel

Transportation (airfare or mileage at .38 per mile)

Airport parking (if applicable)

Meals

Host course copies / Exhibitor copies

Airport transportation to and from destination airport/rental car (if applicable)

Liquids, fruits, etc. to be available at show site

Judging fees
SAMPLE CONTRACT FOR AKC AGILITY JUDGES

CLUB’S NAME

JUDGE’S NAME: ____________________________________________

LOCATION OF AGILITY TRIAL: ____________________________________________

DATE OF TRIAL: ____________________ CHAIRMAN ____________________

PHONE #: ____________________________________________

JUDGING ASSIGNMENT: SAT ____________________________________________

SUN: ____________________________________________

JUDGING FEE: STD CLASS: ____________________ JWW: ____________________

ADDITIONAL EXPENSES: Parking ____________________ Travel Expenses: ____________________

Airfare: ____________________ Mileage: ____________________

Airfare purchase will be made: by the Club _______ by the Judge _______

Beverage 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: ____________________

Arrival Time: ____________________

Departure time on final day of judging: ____________________

I will need to be picked up and returned to the airport: Yes / No

I agree to be the Agility Judge for the ____________________ AKC Agility Club on
__________________________ under the conditions contained herein.

__________________________ Date: ____________________

Judge’s Name, AKC Agility Judge

As Chairman for the ____________________ AKC Agility Club, I hereby agree to the above
Contract for the agility trial on ____________________

__________________________ Date: ____________________

Chairman
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 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 Judges Information Sheet from our Hospitality Chairman at a later date. Please contact me if I may be of assistance in making plans for your assignment.

Sincerely,

Your Name
Your Position in Club
Address
City, State Zip Code
Phone
Fax
E-mail
Sample 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. Could 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., 10th) annual agility trial day, date at location (include street).

There are xxxx (e.g. 900) 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 concessions 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.”

If you have any questions, please feel free to call me at phone number.

Sincerely,

Name
Title
Address

INCLUDE AN EYE CATCHING BLACK & WHITE 8 X 10 PHOTO WITH THE PRESS RELEASE
**Scribe Cheat Sheet**

This for 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.

<table>
<thead>
<tr>
<th>Judge’s Signal</th>
<th>Scribe’s Symbol</th>
<th>Score Keeper’s Translation</th>
<th>Examples of dog’s activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed fist</td>
<td>R</td>
<td>-5 points</td>
<td>Focuses on obstacle and runs towards it, but turns and goes around it</td>
</tr>
<tr>
<td>Open hand</td>
<td>W</td>
<td>-5 points</td>
<td>Performs wrong obstacle or jumps bar of jump from back to front</td>
</tr>
<tr>
<td>Two fingers</td>
<td>T</td>
<td>-5 points</td>
<td>Jumps off and back on the table before end of count</td>
</tr>
<tr>
<td>Two open hands</td>
<td>F</td>
<td>NQ</td>
<td>Knock bar off of jump or misses contact zone</td>
</tr>
<tr>
<td>Whistle</td>
<td>E</td>
<td>NQ</td>
<td>Fouling ring or exceeds maximum course time</td>
</tr>
</tbody>
</table>
# Site Checklist

Name of Club ________________________________________________

Day of Event ________________________________________________

<table>
<thead>
<tr>
<th>Indoor Site</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proper Lighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate Ventilation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate Heating or Air Conditioning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rest Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food and/or Other Concessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephones</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outdoor Site</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate Protection from Elements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate Testing for Expected Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate Cover for Judge in Ring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate Tenting for Designated Grooming Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition of Grounds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable Toilets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provision for Site Clean-up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food and/or Other Concessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephones</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Sites</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate Provision for Easy Entrance/Exit from Rings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Feet Minimum Aisle Space between Rings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate Viewing Space Ringside for Spectators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate Loading/Unloading Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate Parking for Anticipated Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handicapped Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provision for Overnight Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provision for Large Vehicles (i.e., motor homes, RV’s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Areas Clearly Designated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Site Checklist

If Applicable:
- Adequate On-Street Parking
- Adequate Off-Street parking

If Possible:
- Separate Entrances and Exits

Sanitation (Human)

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sufficient Toilet Facilities</td>
<td>□</td>
</tr>
</tbody>
</table>

Indoors:
- One Lavatory for Every 100 Persons
- One Urinal for Every 100 Males
- One Toilet for Every 200 Persons

Outdoors:
- One Toilet for Every 150 Persons Per Day
- Arrangements for Dumping/Emptying Toilets Daily

If Applicable:
- Adequate On-Street Parking

Sanitation (Animal)

The AKC Board of Directors has approved the following revision to the Show Trial Manual to more adequately address exercise area requirements at Dog Shows. The following change to the Show/Trial Manual becomes effective April 1, 2007:

All-Breed shows must provide the following:

- Gated exercise pens of sturdy construction with a minimum size of 6’ X 8’ X 4’ (48 sq. ft. for each pen).
- For shows with suitable outdoors exercise areas and clean-up supplies the following number of ex-pens must be provided based on the number of entries:

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>O – 1,000 dogs – 2 ex-pens</td>
<td>□</td>
</tr>
<tr>
<td>1,001 – 2,000 dogs – 4 ex-pens</td>
<td>□</td>
</tr>
<tr>
<td>2,001 – 3,000 dogs – 6 ex-pens</td>
<td>□</td>
</tr>
<tr>
<td>3,001 – 4,000 dogs – 8 ex-pens</td>
<td>□</td>
</tr>
</tbody>
</table>

- For shows without suitable outdoors exercise areas the following number of ex-pens must be provided based on the number of entries:

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 600 dogs – 2 ex-pens</td>
<td>□</td>
</tr>
<tr>
<td>601 – 1,200 dogs – 4 ex-pens</td>
<td>□</td>
</tr>
<tr>
<td>1,201 – 1,800 dogs – 6 ex-pens</td>
<td>□</td>
</tr>
<tr>
<td>1,801 – 2,400 dogs – 8 ex-pens</td>
<td>□</td>
</tr>
<tr>
<td>2,401 – 3,000 dogs – 10 ex-pens</td>
<td>□</td>
</tr>
<tr>
<td>3,001 – 3,600 dogs – 12 ex-pens</td>
<td>□</td>
</tr>
<tr>
<td>3,601 – 4,200 dogs – 14 ex-pens</td>
<td>□</td>
</tr>
</tbody>
</table>
Table: Site Checklist

<table>
<thead>
<tr>
<th>Cleaning Supplies (i.e., scoops, sawdust, etc.)</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directional Area for Private Pens</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- In all cases, a minimum of two ex-pens must be available. In the event of inclement weather at least two ex-pens must be under cover.

- Individual sites may require deviation of this requirement. The inspecting AKC Field Staff will approve deviations on a site-by-site basis.

- Specialty shows must have a minimum of two exercise pens suitable to the size of the breed.

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

Table: Other (list below): Acceptable Unacceptable

- 
- 
- 

Any items indicated as “Unacceptable” will be documented in writing by the AKC Executive Field Representative in attendance at the event.
AKC Gazette Schedule

Inclusion of Event Information in the AKC Gazette

Upon receipt of an application Event Plans automatically lists a club’s event in the AKC Gazette Events Calendar and on the AKC Web site. The AKC Gazette – Events Calendar publishes all approved dates, judges panels, sweepstakes judges, name and address of the Superintendent or Show Secretary, the closing date and the fee for the first entry of a dog.

Event Advertising in AKC Gazette Events Calendar

Information on placing an ad in the AKC Gazette is available by calling (212) 696-8321. The AKC Gazette – Events Calendar contains events information 4 months in advance. The following is a publishing schedule.

<table>
<thead>
<tr>
<th>AKC GAZETTE – EVENTS CALENDAR ISSUE</th>
<th>SHOW DATES PUBLISHED</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>FEBRUARY - MAY</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>MARCH - JUNE</td>
</tr>
<tr>
<td>MARCH</td>
<td>APRIL - JULY</td>
</tr>
<tr>
<td>APRIL</td>
<td>MAY - AUGUST</td>
</tr>
<tr>
<td>MAY</td>
<td>JUNE - SEPTEMBER</td>
</tr>
<tr>
<td>JUNE</td>
<td>JULY - OCTOBER</td>
</tr>
<tr>
<td>JULY</td>
<td>AUGUST - NOVEMBER</td>
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<tr>
<td>AUGUST</td>
<td>SEPTEMBER - DECEMBER</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>OCTOBER - JANUARY</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>NOVEMBER - FEBRUARY</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>DECEMBER - MARCH</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>JANUARY - APRIL</td>
</tr>
</tbody>
</table>