

May, 2009

Dear AKC Trial Secretaries,

It has been brought to our attention that AKC's conformation *Show/Trial Manual* (which does not apply to agility events) contains a section which clarifies when recording fees are to be paid as they relate to dogs that are pulled from competition after the closing date/time of the event due to a bitch in season and/or a change in judge. In order for AKC's *Agility Trial Manual* to be consistent with the handling of these situations, we are amending the agility manual for all future events, effective immediately, as follows:

**Chapter 10, Required Items for the Agility Department - Submission of Records section:**

The appropriate recording fee must accompany the Report of Agility Trial form. When this recording fee is calculated, it does not include withdrawals (usually for a change of judge or a bitch in season). After acting as an event secretary for the 8<sup>th</sup> event in a calendar year a \$10 fee per event is required. Special attractions and non-regular classes are not included in calculating the recording fee. Multiple day events, or clusters, must submit an individual Report of Agility Trial form for each event date, however, a single check for the total fees is allowed.

Furthermore, if a dog has been withdrawn after the closing date/time, the entry must remain in the marked catalog with a designation of "Withdrawn" or "WD" followed by an explanation (e.g. bitch in season, judge change). All trial paperwork should still reflect the withdrawn dog. (examples: scribe sheet, gate sheet, running order, marked catalog, etc.) If the Trial Secretary software does not allow for marking the dog as "WD", then simply mark the dog as absent within the software, then change the paperwork by hand to reflect "WD" and the reason then initial each change.

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**Gate Steward's Instructions from the Judge**

It is a judging requirement to brief the Gate Steward (and there may be more than one person in the course of a day or the weekend handling this position) as to how to go about their job, yet the one area that is being overlooked is how the Gate Steward is to deal with conflicts within the class and between other rings.

First, the decision as to where a dog should be moved when a conflict is realized lies solely with the judge. Neither the trial secretary nor the trial committee has any jurisdiction in this area. The Gate Steward must be informed as to how to handle conflicts "per the judge's direction" and must query the judge when anything on the gate sheet needs attention if previous guidance has not been given.

While we have no set number of dogs stated in our regulations or guidelines for the separation of two (or more) dogs handled by the same person in the same class, we have historically used a minimum of ten (10) as a common figure. Circumstances may necessitate more (or less), but again, the judge must be made aware of any movement situations and he or she will decide what works best.

**Required Four Paper Copies of Club's Premium List**

Four paper copies of the premium list are required to be sent to the AKC office at the same time premium lists are made available to prospective entrants. Sending AKC a PDF copy by email attachment for any reason (including online entry posting) does not negate this responsibility. Additionally, clubs **are required** to send the premium list out a minimum of two weeks prior to the opening date for entries to be accepted.

*Regulations for Agility Trials*, Chapter 1, Section 9 states:

*At least four copies of the premium list must be sent to AKC, Attention: Companion Events and a copy must also be sent to prospective entrants a minimum of two (2) weeks prior to the opening date for acceptance of entries for the event.*

**AKC's New Operations Office Address**

Our address has changed – please use the following new P.O. Box for all correspondence being sent to Companion Events:

American Kennel Club  
Companion Events – (Agility Premiums, Jump Height Cards, etc.)

PO Box 900068  
Raleigh, NC 27675-9068

Or for delivery service that requires an actual street address:

American Kennel Club  
Companion Events – (???)  
8051 Arco Corporate Drive, Suite 100  
Raleigh, NC 27617-3390

Additionally, please verify that the below statement (with our new address) is included in your club's premium list:

*All exhibitors should obtain a copy of the Regulations for Agility Trials by contacting the American Kennel Club, 8051 Arco Corporate Drive, Suite 100, Raleigh, NC 27617-3390, by phone (919) 233-9767, by email at [info@akc.org](mailto:info@akc.org), or on their website at [www.akc.org](http://www.akc.org).*

### **Recording PAL/ILP Numbers in a Club's Marked Catalog**

Please review how an entrant's listing number is entered into your Trial Secretary program.

#### Correct

ILP123456  
PAL234567

#### Incorrect (ILP/PAL designation missing)

123456  
234567

#### Incorrect (periods after the letters)

I.L.P.123456  
P.A.L.234567

#### Incorrect (leaving space)

ILP 123456  
PAL 234567

### **Invitational Hotel Room Blocks, Airline, and Car Rental Have Become Available**

Information has been posted online at: <http://www.akc.org/invitational/2009/travel.cfm>

Rooms traditionally are booked very quickly for this event - even more so this year as it is AKC's 125th Anniversary and the entire country has been invited to enter the conformation show. Several, additional hotels will be added to the list as soon as arrangements have been finalized.

Please be advised - This year, when booking a reservation, the hotel will be charging your credit card one night's room and tax as a deposit at the time of booking.

### **Responsible Dog Ownership Day – September 2009**

Please encourage your clubs to host a public event as a way to educate the public about responsible dog ownership.

Holding an AKC RDO Day event is easier than you think. All efforts are appreciated and welcomed, from hosting a public education table at a dog show or dog run, to creating a day-long festival. The main [AKC RDO Day webpage](http://www.akc.org/rdo) includes many additional suggestions. We also encourage you to reach out to other clubs or dog-related organizations in your area and pool resources for a combined event. Remember, holding an event can be counted in your club's eligibility requirements to hold future dog shows.

[http://www.akc.org/events/agility/trial\\_secretary\\_newsletter.cfm](http://www.akc.org/events/agility/trial_secretary_newsletter.cfm)

*PDF-formatted copies of all past Agility Trial Secretary Newsletter issues may be downloaded from the above AKC web site. There is also a link for signing up to receive the TS Newsletters.*