



AMERICAN
KENNEL CLUBSM

Carrie DeYoung
Director of Agility

September, 2011

Dear AKC Agility Trial Secretaries,

Recording Fees Changed: Effective September 1, 2011, the agility recording fees changed to \$3.50 for the first entry, \$3.00 for each additional entry of the same dog. Below is one suggested method for calculating First entries and Additional entries:

- 1) Determine the total # of entries at closing
- 2) Subtract the total # of withdrawn entries, arriving at a **total # of net entries**
- 3) Determine the **total # of unique dogs entered (withdrawn entries not included)**
This is your number of First Entries.
- 4) Subtract **total # of unique dogs entered** from **total # of net entries**
This is your number of Additional Entries.

Example:

Total # of entries at closing: 330
Total # of withdrawn entries: 5
Total # of net entries = 325 (330 – 5)

Total # of unique dogs entered (withdrawn entries not included): 125

Total # of First Entries: 125
Total # of Additional Entries: 200 (325 – 125)

The Agility Trial Secretary's "Report of Agility Trial" may be found online at: <http://www.akc.org/pdfs/JEAGIL.pdf>

Identifying ILP/PAL/MA AKC Numbers: John Brading, Manager of Event Operations, is asking for your help. When marked catalog results (especially electronic results) are submitted to the office, it is important that the entire AKC number be included. Sometimes an exhibitor will fill out their entry form providing only the numeral portion of their dog's ILP or PAL number. Please be aware the "ILP" or "PAL" portion must be entered into your Trial Secretary software. The below formula may be used in determining which designation should be added to the number:

If the dog's number is 199999 or less, then "ILP" should be added in front of the number.

If the dog's number is 200000 or greater, then "PAL" should be added.

Additionally, John reports they occasionally see "PALMA" or "MAPAL" designation. Please be aware that the Purebred Alternative Listing (PAL) and Mixed Breed (MA) registration programs are separate. The above two designations are not valid. Either the dog has an AKC number with PAL followed by 5 numbers, or MA followed by 8 numbers. Please confirm the correct AKC number with the exhibitor if the preceding letters are omitted from the AKC number.

Event Committee Reminders: If you are working with a club that receives a complaint and after they investigate it they decide the complaint does not meet the criteria to hold a trial committee hearing, they still need to submit their minutes, the written complaint & the procedural checklist (as far as it was done) to Jack Norton so it is on-file at the AKC office. This shows that the committee did their job and investigated the complaint.

It's just like if the committee fills out the form to disqualify a dog and then decide not to, they still send in the form to AKC to show they did their job and investigated the incident. In most cases with things of this type, just be sure to tell them that

they need to send a copy of everything to AKC, so that AKC knows the committee properly handled the situation and has the information on file if someone calls or writes in with a question about it.

Separating Multiple Dogs / Same Handler on the Gate Sheet: If a handler has multiple dogs within the same jump height, those dogs may be separated to allow for adequate spacing between runs, including moving one of the dogs to the start of a prior jump height. It is important that the run order of the dogs within the same jump height does not change, however it is ok to move a dog out of order (i.e. in front of or behind) another dog/same handler that is in a different jump height.

Example: A handler is showing dogs “a” and “b” in the 26 inch jump height class and also one dog “c” in the 24 inch jump height class. Dog “a” may be moved to run between when the 20s conclude and the 24s begin, thus giving that handler more time between runs. This process keeps the ring from waiting on that handler to switch dogs when the 26 jump height is running. It does not matter if dog “a” is now in front of dog “c” so long as the dogs within the same jump height class did not switch in order (i.e. dog “b” may not be put between the 20s and 24s).

When entries first close we ask that Trial Secretaries continue to provide as much space as possible within a jump height for handlers who are running multiple dogs. If additional space is still desired the exhibitor should discuss the options that are available with the judge, as it is the judge who is responsible for any gate sheet changes during the trial weekend.

Judge's POSTED Briefings Now Optional: Effective immediately, judges have the option of posting a judge's briefing if they so desire, but it is no longer required. The *AKC Agility Judge's Guidelines* will be updated during the next printing to reflect this change.

NEW Agility Trial Application format: The *Application and Judges Panel for AKC Licensed or Member Agility Trial or AKC Sanctioned A or B Match* form is now available as a PDF fillable-form, posted online at: <http://www.akc.org/pdfs/aeajil.pdf>

Day-to-Day Move-Ups: Chapter 1, Section 20 of the *Regulations for Agility Trials* states:

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

It is permissible for an exhibitor to request a day-to-day move-up in person for the following day on a trial day of which he/she did not show their dog.

Example: Your club is offering three days of agility on a trial weekend – Friday, Saturday and Sunday. Mary Smith only entered Saturday and Sunday. Mary may fill out a day-to-day move-up form on-site on Friday for Saturday/Sunday, even though she did not enter the trial on Friday. Day-to-day move-ups **may not** be requested via the phone or by email. The exhibitor may have someone else on-site fill out/sign the form as their representative.

FAST Subtraction Method: Effective September 1, 2011 all clubs should be utilizing the Subtraction Method of the FAST scribe sheets exclusively. Please be aware that the “box” for noting obstacle points as they occur is optional. There is no requirement that it be used. As has been the practice in the past, clubs may modify the scribe sheet to suit their needs, which includes removal of this “box” if the club does not wish to utilize that method, however the “math” for the subtraction method must be retained (i.e. 80 - # of points obstacles not circled – time faults = score for only those with SB circled.) Please remember, if Fault has been circled, simply mark the sheet NQ and move on – do not complete the math. A copy of the FAST Subtraction method scribe sheet template may be found online at: <http://www.akc.org/pdfs/jeajl7.pdf>

Dogs To Be Measured List: Chapter 1, Section 28 of the *Regulations for Agility Trials* states:

A club holding a licensed or member trial shall provide the judge(s) with a marked catalog. The club shall retain a marked catalog for their records, a copy of the course maps, as well as maintain all entry forms, **a copy of the completed Dogs To Be Measured List**, and move-up forms for a period of at least one (1) year. The judge must be provided their copy of the marked catalog prior to leaving the show site.

A Dogs To Be Measured list should be produced from the entry forms where “My dog needs to be measured” was check-marked. That list should be provided to any official measurers on-site (i.e. VMOs, Field Rep) and/or the judge(s) of-record for their use. At the end of the trial weekend, please be sure to include this list in the paperwork retained by the club.

In addition, armbands for dogs that need to be measured may be laid out alongside those with a jump height card for pickup. We ask that you continue to separate the “dogs to be measured” armbands into their own folder, clipboard, 3-ring binder, box, etc. as a reminder to those handlers that they need to complete the measuring process. If you are comfortable with your existing process, do not feel compelled to change it; this is just a reminder that the score table does not have to monitor that set of armbands.

Thank You for your hard work and dedication toward our sport. It is very much appreciated!

Sincerely,

Carrie DeYoung
Director of Agility

And the Field Reps... Gail Storm, Doug Hurley, Diane Craig, Barb Budnar, Mark Sjogren, Richard Mackintosh and Steve Herwig

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.