TRACKING TEST MANUAL

A GUIDE FOR PLANNING AKC TRACKING TESTS

AMERICAN KENNEL CLUB

AMERICAN KENNEL CLUB SM
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INTRODUCTION

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

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

AKC Contacts

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

The current Field Representative for Tracking:
Carol Ruthenberg, Executive Field Representative
cwr@akc.org or 217-390-1819 (cell)

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

The Team

Putting on the best event possible is one of the greatest challenges for any club. Structuring the Team (Event Committee/Tracking Test Committee) correctly enables the club to meet this challenge. The committee should be large enough to give attention to all details, but small enough to accomplish tasks with good communication.

A Tracking Test 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 Tracking Test Committee, Event Committee, the Judges, and Test Secretary.

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

Members of the committee represent the entire club. The reputation of a club and its event are dependent on the efforts of the committee. Impressions that exhibitors, spectators and judges take home from the event are a direct reflection of the efforts of the club and the sport in general.

Committee members have an opportunity to apply their expertise and to train others for the future. Working on or with an event committee is an excellent way to involve new club members. Those with limited experience should be encouraged to participate; not only will they learn “the ropes” while working on a committee, their enthusiasm can serve to boost and bolster everyone’s morale.

Dealing with People

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

All club members, particularly club officials, should receive instructions on dealing with the public. Club members should be available to answer general questions about tracking events.

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

An Event Committee is required to have a minimum of five members who are members of the test giving club. Committee responsibilities are detailed in Chapter 2 of this manual but please note that:

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

Other committee members:

- Head Tracklayer
- Transportation
- Equipment
- Judges transportation and hospitality
- Plotting day and test day hospitality

The committee size depends on the event and number of members willing to work. Committee size should be appropriate to the individual event. If large committees are necessary, assistant chairs may be appointed to act as a backup, keep records or perform other tasks.

Individuals should be appointed to committees based on experience, the workloads they can handle, and the time they can apportion to each task. Candidates for committee positions must familiarize themselves with the specific duties and responsibilities involved.

Allow for continuity based on experience by appointing committees with both experienced and novice members. Staff your committee with experienced club members who are willing to share their experience and knowledge with those who wish to learn.

Volunteers usually give time and labor with no financial compensation. Provide a pleasant environment and encouragement so that members do their best.

In situations where the Event Committee encompasses multiple events for a club, members of the Tracking Test Committee should be included/named as part of the Event Committee to cover administrative situations that may arise. If a tracking test is being held as a stand-alone event the Tracking Test Committee should be listed as the Event Committee.

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

Decide on Test Details

- Date of event (must have AKC approval 18 weeks prior to closing date)
- Closing date for entries (must be a minimum of 10 days before the event date)
- Test location - See page 3 for information on Site Acquisition
- Test type(s): TD, TDU, TDX, VST or combined
Entry limits if not combined (can be less):
    TD and/or TDU up to 12 entries
    TDX up to 6 entries
    VST up to 8 entries

Combined tests entry limits (can be less):
    Up to 2 TD/TDU with up to 5 TDX or 5 VST entries
    Up to 4 TD/TDU with up to 4 TDX or 4 VST entries
    Up to 6 TD/TDU with up to 3 TDX or 3 VST entries
    Up to 8 TD/TDU with up to 2 TDX or 2 VST entries
    Up to 10 TD/TDU with up to 1 TDX or 1 VST entry
    TDX combined with VST tracks are limited to 6 entries

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

- Event fee(s)
- Bitches in season allowed? All-American dogs allowed? Worker Option tracks available?
- Judging panel (must have AKC approval 18 weeks prior to closing date) - See page 4 for information on Judge Selection.

- Budget (may be beneficial to coordinate expenses with specialty events if applicable) including but not limited to judge’s fees and expenses, application fees, hospitality, site, insurance, postage, printing and awards.

- Local/Specialty club approval. National, regional and local specialty clubs have the option of opening their tracking tests to all breeds or to allow entries from only their own specific breed. If they choose to open the test to all breeds preference will be given to the specialty breed in the draw before any additional breeds are drawn.

Site Acquisition

It is the responsibility of the test giving club to provide fields suitable for tracks that meet the requirements of the Tracking Regulations. The tracking area must easily accommodate the number of entries in the test keeping in mind the requirements for non-vegetated surfaces in TDU and VST tests. The club must be extremely careful not to underestimate the space required for regulation tracks. Tracking tests may not be held at the same site within 3 days from test day to test day.

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

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

- Availability of site on the desired days
- Rental cost for land, headquarters and restroom facilities
- Contract with site manager or owner
- Insurance requirements
- Limits on how, when, and where you can access the fields
- Amount of public usage during the test date. Are there any other events scheduled at that time?
- Determine legal requirements such as obtaining permits and/or liability waivers that may be required. Check with local authorities. Agencies that issue permits include, but are not limited to, the local township, health, fire and police departments. Consider federal, state and local taxes to avoid any possible penalties imposed for failure to follow such requirements.
- Consider insurance for your tracking event. Insurance is protection for the club’s future. Clubs should inquire of their insurance company about additional insurance, e.g. limits of liability, in excess of what a site may require. The cost of an additional quarter or half million dollars of coverage may be minimal.

The type of insurance that each club may need and can afford will vary a great deal. Every club should establish its needs and discuss them with a local insurance agent. Some types of insurance that a club may consider are public liability, general liability, non-owned automobile liability, worker’s compensation, volunteer workers, robbery, property and officer’s liability. For more information write call or visit: Equisure, Inc., 3000 S. Jamaica Court Ste 210, Aurora, CO 80014; 800-752-2472 or www.insuremydogclub.com.

**Judge Selection**

The judging panel is one of the most important factors to consider when planning an event. Each club selects its own panel. 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 Test Chairman.

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

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

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

To avoid problems with your judging panel:

- Contact judges well in advance. Some clubs do so as much as two years or more prior to the event.
- Get a cost estimation. Total the cost for each judge. Consider judge’s fee, lodging, transportation, out-of-pocket expenses such as meals.
- Be clear on the assignment details. The maximum number of dogs which two judges may test are the same as the entry limits listed on page 2 of this manual.

See the example “Judging Availability Inquiry Letter” in Chapter 10 of this manual. Telephone or e-mail contact is usually the quickest methods.
**Judge’s Contract**

Put all judging arrangements in writing in the form of a signed contract. Contracts should clearly define all acceptable expenses and fees. The club should keep accurate records of any verbal or written contracts with judges. If the club’s leadership changes, these records will help the new leadership to ensure that judge’s contracts are honored.

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

The contract should include:

- Name of the club
- Name, address and telephone/fax/cell phone number(s) of the club and the contact person
- Date and location of the event
- List the finalized judging assignments being submitted to the AKC. It is important that assignments be double-checked and listed correctly in the contract
- Fee plus projected expenses. When referring to expenses, be as specific as possible, e.g. number of nights in a hotel, level of airline fare, and ground transportation
- Notification of accommodations and hospitality arrangements. Include details such as the name of the hotel/motel, directions to the hotel/motel, directions to the event site, the hotel’s dining features, hotel telephone numbers and hotel emergency number. Brochures provided by hotels or motels include most of the necessary information about the facilities.

If this information is not available at the time the contract is prepared, or is not yet finalized, this information should be sent to judges at a minimum of 60-days prior to the event. See Hospitality: Judges Information Sheet in the forms section of this manual.

- A date by which the judge must return the written confirmation of acceptance of the assignment.

*A sample “Judge’s Contract” can be found in Chapter 10.*

**Judge’s Acceptance Responsibilities**

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

**Deadlines**

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

**Mail** Applications to:

Events Operations Department, 8051 Arco Corporate Dr., Suite 100, Raleigh, NC 27617-3390

**Email** Premium List and Judging Program to: tracking@akc.org

**Website** forms and online application: www.AKC.org
<table>
<thead>
<tr>
<th>TRACKING TEST DEADLINES</th>
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<tbody>
<tr>
<td><strong>No less than</strong></td>
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<tr>
<td><strong>18 weeks prior to the Event Closing date</strong></td>
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<tr>
<td>Submit the Application for Test(s)</td>
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<tr>
<td>Submit the Event Application Fee(s)</td>
</tr>
<tr>
<td>Submit the Judges Panel(s)</td>
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<tr>
<td>Submit the Disaster and Emergency Plan</td>
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<tr>
<td>Submit a current Officers/Membership List (annually for all clubs)</td>
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<tr>
<td><strong>No less than</strong></td>
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<tr>
<td><strong>4 weeks prior to the Event Closing date</strong></td>
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<tr>
<td>Send the Premium List to exhibitors, judges and AKC Event Operations Department</td>
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<td><strong>No less than</strong></td>
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<tr>
<td><strong>10 days before the Event</strong></td>
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<tr>
<td>Close entries at the official closing date and time. Conduct Draw within 48 hours.</td>
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<td><strong>No less than</strong></td>
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<tr>
<td><strong>48 hours after the Draw</strong></td>
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<tr>
<td>Send Judging Program to exhibitors, judges and AKC Event Operations Department</td>
</tr>
<tr>
<td><strong>No less than</strong></td>
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<tr>
<td><strong>7 days after the Event</strong></td>
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<tr>
<td>Test Secretary's Report, Recording Fees, Judges Books and Marked Catalog must reach the AKC's Event Operations Department within seven days of the event.</td>
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**AKC Approval**

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

Application forms may be downloaded from the AKC website *(a sample copy can be found in Chapter 10)* or may be submitted with the AKC On-Line Event Management System. This system allows clubs to enter Event Applications and Judges Panels on-line from the AKC website. The AKC will assign each club a unique account ID and password to access the Online Management System. To obtain an ID and password, the club’s president or secretary must contact the AKC in writing or by email at eventplans@akc.org.

- A separate application must be submitted for each test type offered. A club must pay an application fee for each of the test types offered.
- A Judges Panel must be submitted at the time of application.
- An application fee must be included for each test type.
- A current club membership list must be submitted annually. If the list is not already on file, it must be submitted with the application.
After your event application and judging panel has been given AKC approval your test secretary will receive an approval notice by email. If you have applied for more than one test type you will receive separate notices.

The AKC will give each test an event number that must be used on all event publications. Event numbers can be found on the approval notices from AKC. The number is comprised of the following:

- The first four digits refer to the year of the event.
- The next four digits are the club number.
- The last two numbers are a system-generated sequence number. Because the event sequence is system-generated, it may not be the same for the same event in the following year.

**Corresponding Dates**

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

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

The Corresponding Date Table can be found on the AKC web site at www.akc.org/pdfs/Corres_Date_Table.pdf.
CHAPTER 2  COMMITTEE RESPONSIBILITIES

Test Chair

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

Test Chair: Qualifications

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

Test Chair: General Responsibilities

The Chair has overall responsibility for proper planning, conducting and reporting of the results of the test.

Contact the judges regarding availability and prepare judge's contracts. See Judge Selection section of this manual for details.

Must ensure that the event application, judging panel and disaster and emergency plan are submitted to the AKC by their deadlines.

Selects or establishes a Test Secretary.

Must ensure that the premium list material is submitted to the test secretary.

Advertise the event once the premium list is available (club website and email list, Facebook, tracking email discussion groups, etc.)

Designates a person as Chief Tracklayer, who is responsible for coordinating the track laying schedule with the judges on the test day.

Is responsible for financial details. Coordinate with club's treasurer to have funds (checks) available for expenses and fees. Judges should be reimbursed at the completion of their judging duties.

Acts as the facility/site liaison for the club. Establish and maintain communications with the person responsible for use of the site. See "Site Acquisition" section for details.

Acquire a site map with a scale of the tracking test area. This map may be requested by the judges prior to
the test. Site maps may be available from the property website, county tax office, and on the internet from terraserver.com or https://www.google.com/earth/.

Review the AKC procedures detailed in Dealing with Misconduct with all members of the Event Committee, in advance of the event. A guideline for dealing with misconduct is included in the forms section of this manual.

Ensure that there is an emergency clinic or veterinarian available during the plotting and test days. Verify the hours that the clinic or office is open. The presence of a veterinarian is not required at a tracking test but the name, phone number and directions to the nearest clinic or veterinarian’s office should be printed in the catalog and easily available during the test.

Test Chair: Day of Plotting

Should arrive before schedule time of plotting.

Coordinate with Chief Tracklayer and Equipment Chair to ensure that flags, mallet and tracklayers are present at the time needed for plotting.

See that early access to site grounds and facilities are open or that a port-a-potty is on site.

Check with judges to see if anything is needed.

Have judge’s books available. Each judge should be supplied with a sufficient supply of 4-part forms in which to chart track information for each track plotted. The AKC does not supply judge’s books and clubs that print their own books must follow the AKC format. Additionally, judges should be supplied with a cover sheet for each test type that they are judging. Copies of sample judge’s chart and cover sheet can be found in Chapter 10 of this manual.

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

Coordinate with Transportation Chair to provide transportation for judges and tracklayers during plotting.

Meet with AKC Representative, if present.

Test Chair: Day of Event

See that a properly completed signed copy of the Disaster and Emergency Plan form is available at the event. Ensure that an ample first aid kit is present and easily obtainable.

See that copies of the Rules Applying to Dog Shows, Dealing with Misconduct, Obedience Regulations and Tracking Regulations are available.

See that the required forms are available onsite including: “Dog Aggression–Action by Event Committee,” “Dog on Dog Attack,” and “Procedural Checklist for Event Committee Hearings.”

See that early access to site grounds and facilities are open or that a port-a-potty is on site.

Arrive before tracklayers begin walking their tracks.

Meet with the AKC Representative if present.

Coordinate with Transportation Chair to provide transportation for Judges and Tracklayers.

Coordinate with Hospitality Chair to provide refreshments for plotting and test days.

Welcome exhibitors and inform them of the dog exercise area. Introduce Judges and Head Tracklayer. Announce any “housekeeping” items and special site rules as needed. Remind everyone to keep their dogs on lead at all times.

After test is completed, announce passing teams and hand out awards. Arrange for exhibitors to have
photos taken with the Judges and Tracklayer.

Address any disputes that may arise. Conduct Event Committee Investigations and Hearings if necessary.

Test Chair: After the Event

Check with the AKC Representative, Test Committee and Judges for suggestions.
Check event grounds after clean up to be sure everything is in order.
Write checks for judge’s fees and/or expenses.
Write checks for committee expenses and site fees.
Coordinate with Test Secretary to make sure that the test report, marked catalog, judge’s books and AKC fees are sent to AKC to arrive within 7 days of the event.
Provide a post-test report for your club.
Make good notes for the next tracking test chair!

Test Secretary

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

Test Secretary: Qualifications

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

Test Secretary: Event Entries and Draw for Participants

The Test Secretary’s responsibilities include receiving and recording entries before the event. The secretary is responsible for preparing a Premium List for the event(s). See Chapter 3 of this manual for complete details on Premium List and Entry requirements.

To keep track of entries as they are received and to have a ready reference, the test secretary may find it helpful to prepare check sheets. Anyone selected to help process entries should be familiar with the procedure.

The Test Secretary will accept complete entries until the official closing date and time, even if the advertised test limit has been reached.

After the closing date and time, the Test Secretary will conduct a drawing to determine which dogs will participate in the test.

Within 48 hours of the draw, the Test Secretary will contact all entrants and alternates to advise them of the outcome of the drawing. The Test Secretary will prepare and deliver a Judging Program to all participants and alternates. See page 15 for complete details regarding the drawing and the Judging Program requirements.
**Test Secretary: Test Day**

Each event-giving club is responsible for the preparation of a catalog which is an official “program” for the test. A sufficient number of catalogs should be available for exhibitors, judges, volunteers and guests. A copy of the marked catalog should be signed by the Test Secretary and included in the AKC test report package. See page 18 for complete details regarding required information for the catalog.

The judges should be provided with a Draw Sheet. See page 18 for details regarding the Draw Sheet.

The Test Secretary must be present at the test in order to conduct the test day drawing for track order under the direct supervision of at least one of the judges. The results of the drawing should be marked in the catalog by the Test Secretary. The results (pass or fail) of the test should be taken from the judges charts and marked in the catalog by the Test Secretary.

The test secretary is also tasked with collecting and checking judge’s books, submitting marked catalogs and AKC fees after the event, and keeping records of all procedures and deadlines on each event. See page 25 for complete details on submission of test materials required to arrive at AKC’s Event Operations Department within 7 days.

Make good notes for the next tracking test secretary!

**Head Tracklayer**

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

**Head Tracklayer: Before the Event**

Contact the judges to find out what time they wish to start on plotting day and if they are intending to plot an alternate track. If the test is consists of more than one test-type find out which track type will be plotted first.

Coordinate with Test Chair to find out if there are any site restrictions and where test headquarters will be. Mark headquarters and restrictions on ground map of the tracking area. It is also important to show any major features of terrain and boundaries. Have the map ready to provide to the judges upon request at least 60 days before the test.

Arrange for sufficient numbers of tracklayers, cross tracklayers and flag carriers as necessary. Prepare a plotting day schedule and phone list of volunteers. See sample “Tracklayer Schedule Form” in Chapter 10.

Communicate with your tracklayers (and cross tracklayers) to let them know what time they need to be there each day. Instruct them to bring appropriate outdoor clothing for any weather, mapmaking materials and a supply of articles relevant to the test-type offered. The tracklayer’s articles and any articles being supplied by the club will need to be approved by the judges on plotting day. See sample “Tracklayer Instructions” in Chapter 10.

Coordinate with Equipment Chair to make sure that a sufficient supply of flags and tracklaying equipment will be on site before the start of plotting.

Coordinate with Transportation Chair to make sure that you have the ability to get all of the plotting crew to the start of the tracks as well as pick them up at the end. It may be necessary to have a second driver to help should tracklayers wish to re-walk their tracks or if there are too many people to fit in one car. Occasionally, you may have additional people to transport such as Judging Apprentice, AKC Field Representative or Judge Applicants.
Head Tracklayer: Day of Plotting

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

Head Tracklayer: Day of Event

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

Transportation Chair

- Tracking tests require a lot of organization to get everyone where they need to be at the time that they need to be there. It is essential that you coordinate with the Head Tracklayer and Test Chair to make sure that you have enough drivers with enough space to get the job done. It is also possible that you may have a judge apprentice, AKC Field Representative, or judge applicant along with the plotting crew. Be sure to communicate with the test chair to get an accurate count so that you can supply rides for everyone.
- The transportation duties may be split between one or two drivers on plotting and one or two drivers on test day.
**Transportation Chair: Plotting Day**

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

Communicate with the Hospitality Chair to make sure that you are supplied with a few snack offerings and water for the judges and volunteers.

**Transportation Chair: Test Day**

Communicate with the Head Tracklayer to coordinate tracklayers (and cross tracklayers) needs to be transported to the start and picked up at the end of their tracks. Be sure to collect gathered flags and return them to the Head Tracklayer or Equipment Chair.

If the judges do not have their own vehicle they will need to be transported to watch the tracks be laid. After the draw for running order the judges will require a car to take them to the tracks. The judges transportation driver should stay close to the track and watch for the judges to return at any time as the tracking team may fail. At that time the judges will need to be picked up.

Communicate with the Hospitality Chair to make sure that you are supplied with a few snack offerings and water for the judges and volunteers.

**Hospitality Chair**

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

**Judge’s Hospitality**

Judges often arrive on the afternoon or evening of the day before plotting. They will need lodging reservations in a nearby hotel or may accept lodging at a member’s home with advance agreement. These arrangements should be coordinated with the Test Chair and the judges. If the judges are flying to your area they will need transportation from the airport to the hotel.

Arrange transportation from the hotel to the test site at least a half an hour before plotting begins. If the hotel does not provide breakfast the judges should be taken to a restaurant before plotting.

Judges will appreciate having an offering of snacks and beverages during track plotting.

Coordinate with the Test Chair and Transportation Chair to make sure that the judges have transportation during plotting and after plotting back to their place of lodging.

Dinner plans should be made with the judges for a convenient time on the night of plotting. Remember that the judges need several hours to complete their test charts so be considerate of their time. Make sure that they have transportation to and from dinner if necessary.

On test day the judges will need to be at the test site before the first tracklayer goes out on their track. Be sure that they have an opportunity for breakfast and transportation to the site and during tracklaying.

If the judges have a return flight home make sure that you get them to the airport in plenty of time.
Plotting Day Hospitality

A few snacks and plenty of water make for happy volunteers. Arrange to have these offerings at the test site for the duration of the plotting day.

Plan for a light lunch to be provided to volunteers, committee and judges. You can choose to have a picnic style lunch or go to a convenient and quick restaurant if available.

Test Day Hospitality

It is traditional to provide a light breakfast for volunteers, judges and guests.

After the test is over your club may decide to provide lunch or to arrange lunch at a nearby restaurant. Coordinate the lunch details and budget with your Test Chair. The club should plan to pay for the judge’s lunch as it is probable that the judges will have already submitted their expense report.

Equipment Chair

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

Each test-type will require a different number and type of flags. Coordinate with Equipment Chair to make sure that a sufficient supply of flags will be on site before the start of plotting. TD tracks should have 2 start flags, 5 corner flags and 1 article flag. TDX tracks should have 1 start flag, 7 turn flags, 2 cross-track flags and 3 article flags. TDU tracks should have 2 start flags. VST tracks should have 1 start flag. VST tracks will need stickers or small post-it notes for the “4” on the final article. The flags should be of appropriate height in relationship to the predominant cover in the fields. You should also have a mallet for pounding flagpoles, extra mapmaking materials and surveyor’s tape or bright clothespins. There may be special requirements for your site such as use of flashlights, safety vests or the need for 2-way radios (and extra batteries).

Keep a list of all of the equipment that is being used for the test. This will enable you to quickly check to make sure that you have all of the equipment returned at the end of the test.

Your club may choose to supply articles for the test. You should coordinate this with your judges and Test Chair. The judges will need to approve the articles for each track on plotting day. They may like certain items better than others. Make sure that you have an ample supply from which to choose.

If your club does not supply articles (or at the judge’s request) then the tracklayers should bring a variety of articles of appropriate materials from which the judges may choose. The Equipment Chair should bring additional articles in case they are needed. It is best to supply clean items that have not been previously scented.

Gallery Chair

It is important that tracking tests be open and welcoming to spectators. The audience is the future of our sport. It is a good idea to have a knowledgeable person with the gallery in order to educate as well as keep the gallery at a proper distance for watching the tracking teams. The Gallery Person should communicate with the judges to find out where they wish for the audience to be located so that they do not distract the dogs in the field.
CHAPTER 3

As stated in Chapter 2, it is the responsibility of the Test Secretary to prepare the Premium List, take entries, conduct the draw for participation and communicate with judges and entrants by preparing and sending a Judging Program.

**Premium List**

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

Required information for Premium Lists:

- Event number(s)
- The AKC’s Secretary’s certification that permission has been granted for the club to hold the event along with the current AKC logo (can be found on the AKC website).
- The words “Licensed Event” when the event-giving club is not an AKC Member club.
- The type of test(s) offered and the limit on the number of entries for each test
- The date or dates of the event, its exact location, and the time of the event’s closing.
- List of the officers of the event-giving club and the club’s secretary’s address.
- List of the members of the Event Committee, Test Chair’s address and AKC Delegate if member club.
- Name, complete address, and phone number of the AKC-approved Test Secretary.
- Notice that the club may cancel the event in extreme weather conditions.
- Names and addresses of judges including their assignments.
- Statement that the event-giving club will collect the recording and service fees for the AKC.
- Restrictions on the presence of unentered dogs, if any.
- Specify whether ribbons or rosettes will be offered, and whether trophies will be awarded. A list of prizes and trophies with accurate description of prizes, or the amount of monetary prizes.
- Any additional rules, regulations or restrictions made by the club.
- Time and location of the drawing for participants and the scheduled time of the drawing for the order for the running of tracks.
- If bitches in season are allowed to participate, a statement to this effect must appear in the premium list.
- If All-American, AKC Canine Partner registered dogs are allowed to participate a statement to this effect must appear in the premium list.
- For specialty club events, a statement must be included to indicate that the specialty breed will have priority. If other breeds are allowed to participate a statement must be included to indicate that the other breeds will be drawn after the specialty breed entries.
- Driving directions to the test site and draw site if different from the test site.
- If tracks are to be exchanged at a combined test it must be so stating in the premium list.
- Emergency veterinarian or clinic name, phone number, address and directions.
- The Premium List will include an official AKC entry form. Blank entry forms can be obtained from the AKC website. A properly completed entry will have the following information filled in: name and date of the
event; the required fee; the breed; the variety (if any) the sex; the class; the full name of the dog; and the AKC registration number, individual foreign registration number, AKC litter number or PAL/ILP number.

A sample “Premium List” and “Entry Form” can be found in Chapter 10.

Accepting Entries

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

The entry must be accompanied by full payment of the entry fee.

Tracking Dog (TD) and Tracking Dog Urban (TDU) test entries must be accompanied with an original, signed certification by an approved or provisional AKC Tracking Judge. The certification must be dated within one year of the event.

Conditional entries will not be accepted.

If the advertised limit is not reached, a drawing is optional. If there is no drawing then the entries will be listed in the catalog in the order in which they were received.

Drawing for Participants

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

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

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

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

Judging Program

The judging program lists the name of the club, location of event, date of the event, and location and time for the draw for running order.

Each club holding an event must prepare a judging program after the entries have closed. A copy of the judging program must be mailed or emailed to the AKC’s Event Operations Department at the time it is mailed or emailed to exhibitors. A copy of the judging program must be mailed or emailed to the judges and for each dog entered a copy must be mailed or emailed to the owner of that dog no later than one week before the date of the event. Printed correspondence may be utilized at the exhibitor’s request.

Required Information for Judging Program:
- Number of dogs entered.
- Time judging is to commence.
- Directions to the tracking test site.
- Time and location for the draw for running order.
- Cell phone number of a committee member present the day of the event.

Recommended Information for Judging Program:
- Emergency telephone number available during the event hours
- Suggested motels, with details and directions

A sample “Judging Program” can be found in Chapter 10.

**Movement on the Exhibitor List**

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

If a track becomes available on test day it is filled starting from the first entry on the alternate list that has not previously declined a slot and is present at the test site.
CHAPTER 4  GETTING READY

Catalog

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

The catalog may not go on sale or be distributed until one hour prior to regular 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 event.

Required Information for Catalog.

On the cover or title page:

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

Other required information:

- The words “Licensed Event” when the event-giving club is not a member of the AKC
- Event’s exact location and time of opening and closing
- List of officers of the event-giving club
- List of the members of the Event Committee, and the Test Chair’s address
- Name, complete address, and assignment of each judge
- Name and address of the Test Secretary
- Name and addresses of all exhibitors
- Information on all entered dogs: catalog number; complete name; registration, litter, PAL/ILP or AKC issued Identification number; foreign registration number and country if foreign; date of birth; breeder(s); sire and dam; owner (s)/co-owner(s); owner’s address; agent, if any.
- Information on all entered Junior Handlers
- Scheduled time of the draw for running order and the direction to the draw location.
- All information required in the judging program (Chapter 3).
- For a TD or TDU test the certifying judge for each dog entered must be listed.
- A statement certifying the correctness of the catalog “I hereby certify the correctness of the correctness of the within marked awards and absentees as taken from the judge’s books” and a signature line for the Test Secretary.

A sample “Catalog” can be found in Chapter 10.

Judge’s Draw Sheet

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

A sample “Judge’s Draw Sheet” can be found in Chapter 10.

Judge’s Books

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

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

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

A sample “Judging Chart” can be found Chapter 10.

Cover Page: The event giving club will supply one cover sheet for each judge for every test type offered. The cover sheet does not need to be duplicated. The cover sheet is to be submitted to AKC with the original copy of the charts within 7 days of the event.

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

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

A sample “Judging Cover” can be found in Chapter 10.
Materials

Materials required at the event:

Judge’s books and covers (see page 19 for description)
Catalogs (see page 18 for description)
Judge’s draw sheets (see page 18 for description)
Exhibitor and alternate’s entry forms, arranged in catalog order, and separated by test level

AKC Publications (these pamphlets are supplied in your event package):
  - Rules Applying to Dog Shows
  - Dealing with Misconduct
  - Obedience Regulations
  - Tracking Regulations

AKC Forms (Samples of these forms can be found in Chapter 10.)
  - Judge’s Form “Dog on Dog Attack”
  - “Disqualification for Attacking”
  - “Dog Aggression – Action by Event Committee”
  - “Secretary Report”

Below is a list of materials and supplies that you may need for plotting and test day:
  - Flags for tracks and alternate tracks
  - Hammer or mallet for driving in flags
  - Map making supplies such as paper, pencils and clip boards
  - Extra articles
  - Maps of the tracking area
  - Tracklaying schedule for plotting and test day
  - Phone list of workers, judges and committee members
  - First aid kit and emergency plan for people and dogs
  - Water, snacks, breakfast and lunch supplies
  - Dog exercise area signs and clean-up materials
  - Permits, rental agreements, proof of insurance, etc.
  - Flashlights
  - Two-way radios if there is no cell signal
  - Driving directional road-side signs
  - Draw items
  - Ribbons (must conform to the AKC requirements; see Rules Applying to Dog Shows) and prizes
  - Judges gifts
  - Club checks for judge’s expenses and test expense reimbursements
CHAPTER 5  PLOTTING DAY

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

Club Responsibilities on Plotting Day

The club will supply ample personnel, equipment, hospitality and fields suitable for tracks that meet the regulations requirements.

Tracklayers are required to be present during the day of plotting. For TDX tests at least one of the cross-track layers are required to be present during the day of plotting. Tracklayers must walk their tracks while the judges are plotting the track and make a map to ensure that the track is laid properly. Tracklayers should supply an assortment of suitable articles.

For TD and TDX plotting it is beneficial to appoint a person to carry flags. This enables the tracklayer to easily draw their map and communicate with the judges.

The club is responsible for transportation of judges, tracklayers (and cross-tracklayers), and flag carriers between tracking fields. A head tracklayer will serve as a liaison between the tracklayers and the judges.

Judge’s Responsibilities on Plotting Day

Judges are in sole charge of the tracking field and plotting of the tracks by any person other than on of the officiating judges is prohibited.

The judges will instruct the tracklayers (and cross track layers) so that each track will be properly laid. The judges will ensure that the tracklayer carries an outline of the track. Judges will approve all articles and make sure that they have been in the tracklayer’s possession to ensure that they are impregnated with the tracklayer’s scent. Judges will provide a starting time for each track (and cross-track).

Others Allowed on the Tracking Field

Apprentice: The AKC has an apprentice judging program wherein a prospective judging prospect may accompany the judges during plotting and judging. The apprentice must get prior approval from the test giving club and both judges. Only one apprentice is allowed per test and that apprentice must not be responsible for other volunteer duties during that test.

AKC Executive Field Representative: The AKC may send a field representative to your test. Some of the duties and responsibilities at tracking events include:

- Conducting site inspections
- Acting as the AKC liaison
- Providing insight on policy and rule compliance and information regarding event operations
- Acting in an advisory capacity to the Event Committee, exhibitors and judges
- Observing judges during plotting and test day
- Interviewing judges after judging is complete
Judging Applicant: Another responsibility of the field representative is to interview and instruct new judging applicants during an AKC event. The field representative will accompany the prospective judge on the tracking field during plotting and test day.

The club should make every effort to provide transportation for prospective judging prospects and AKC officials when they are present during plotting and test days.
CHAPTER 6  TEST DAY

All of your planning and organization comes together to provide an opportunity for your exhibitors to run their tracks and earn AKC tracking titles. Enjoy the day.

Track Laying on Test Day

The judges will determine the tracklaying order and timing. Each tracklayer should be at the test site well before the time that their track is laid. One or both of the judges will make every effort, within the limitations of the judging schedule and terrain, to observe the tracklayer during the laying of the track.

The tracklayer will pick up all but the first two flags in a TD or TDU test or all but the first flag and the cross-track flags in a TDX test. The only flag used in VST is the start flag which is to be left in the field.

The tracklayers should be transported to and from their tracks as is necessary.

Errors: If the tracklayer is aware of an error or unusual circumstance while they are laying their track they should make it known to the judges as soon as possible. The judges will then decide whether or the track meets the requirements for use.

Warm Welcome to All

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

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

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

Absent Exhibitor at Draw Time

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

Drawing for Track Order

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

“Are there any bitches in season?” If so they will be given the last regular track. If more than one bitch in season is present there will be a drawing of the last regular tracks. The test chair is responsible for ensuring that bitches in season are allowed on the tracking field only immediately prior to their running.

“Do any of the exhibitors have a conflict with our judges?” An exhibitor must not run a dog under a judges with whom they have trained (in any sport) within the last 30 days.

“Do any of the exhibitors have a conflict with our tracklayers?” An exhibitor must not run a dog on a track that has been laid by a person who has boarded, laid a track for or regularly trained the dog within the past 30 days. The tracklayer must not be a person with whom the dog has resided or a member of the household or a member of the immediate family of the dog’s handler.

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

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

Running the Test Tracks

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

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

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

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

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

After the Test Tracks

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

Thank all of your volunteers, judges and exhibitors.

Present awards to passing teams.

Present judge’s gifts.

Have club checks available onsite for judge’s expenses, site fees, and test expense reimbursement.

Communicate with judges and AKC Field Representative to ask if anything should be done differently for future events.

Check in flags and equipment.

Clean up event grounds and communicate with site owner/manager upon leaving.
CHAPTER 7  AFTER YOUR EVENT

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

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

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

**AKC Test Report**

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

- Test Secretary Report (form was mailed to you in the event package with the publications). Complete the form and explain any deviations from Premium List and/or Judging Program or any situation that may have interfered with the running of the test. Check inside cover of Judge’s Books for any notations. Details should be given where there have been excusals, disqualifications and where awards have been withheld. Report any unusual occurrences, judging changes or problems with the test. A sample of the Secretary Report is provided in Chapter 10.

- Check for AKC recording and event fees (see Test Secretary form to calculate fees)

- Judge’s Books and Covers – completed original top copy of each chart and cover sheet from each judge.

- Marked Catalog. Include pass or fail, track number, corrections, printing errors, absentees, disqualifications and excusals. Marked catalog should be signed by the Test Secretary.

**Entry Fees and Certifications**

Entry fee checks from exhibitors that were in the test should be forwarded to your club treasurer for deposit.

TD/TDU certifications for exhibitors that ran in the test should be kept with the test records (do not return to exhibitor).

Entry fees should be returned to alternates who did not get into the test. Entry fees should also be returned to those exhibitors whose track was used and paid for by an alternate.

Certificates should be returned for TD and TDU exhibitors who did not run in the test.

**Club Records**

AKC requires that you keep test records for at least 6 months including:

- Entries and TD/TDU certificates
- Club copy of judge’s charts
- Marked catalog including alternate list
- Judging Program
- Premium List
It is also an excellent idea to keep other records including:

- Site contacts, approval process, contracts and fee information
- Insurance policy
- Permits and waivers
- Judge’s contracts
- Equipment list
- Financial report (income and expenses)
- Key people
- Recommendations for future tests

**AKC Closing of Event**

The club secretary will receive a processed and closed out report from the AKC Show Plans Department within 2-3 months after the event. Keep it with the test records.

After the test is closed the AKC will post the next year’s test on the AKC website using your corresponding event date. This information can be viewed in the Event Management area.
CHAPTER 8 CONTINGENCIES

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

Budget

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

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

● Allow payment of up front event costs without straining the club’s normal operating budget.
● Insure the club against emergencies or unexpected expenses that may affect event income.
● Allow the club to purchase necessary equipment or provide trophies at the event.

Judging Changes

A club may need to make a change in its judging panel after the premium list has been distributed and entries have closed. If the club knows any time prior to ten days before the event that an advertised judge will be unable to fulfill his/her assignment for any reason, a substitute judge must be hired and approved by the AKC. Notification of the change must be included in the judging program. Exhibitors affected by the judge change may withdraw their entries no later than on half-hour prior to the scheduled draw for running order and receive a refund under the following circumstances.

Judging Program Already Mailed

When the test secretary has received notice of a judge’s withdrawal or cancellation prior to the event, but after printing the judging program, exhibitors must withdraw no later than one half-hour prior to the scheduled start of any judging at the event. Any change to a judges’ assignment after the premium list has been distributed must be approved by AKC and a new premium list should be prepared.

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.

Event Postponement

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

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

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

Situations may arise when it is advisable to cancel an event – “the show must go on” does not always prevail. The safety of both the exhibitor and the 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, thunderstorms, snowstorms or hurricanes must be considered for the health and safety of dogs, judges and fanciers.

A question has been raised about whether a club may cancel an event due to extreme heat conditions. The AKC believes that the well being of dogs and participants is of utmost importance, and that the club may cancel an event due to extreme conditions. A notice to this effect should be included in the premium list to inform exhibitors of the possibility of a cancellation for adverse conditions and to address refunds of entry fees. Examples of wording used by many clubs are:

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

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

Event Cancellation Information

If you find it necessary to cancel your test contact your Field Representative or call 919-816-3955. You will be given an event choice. You will be given a second number, give the person on call the event number, date and reason for the cancellation. The on call person will alert the AKC web site administrator and update the toll free Event Cancellation Hotline. To check to see if an event has been cancelled, go to” http://www.akc.org/events/event_cancellations.cfm for up to date event cancellations.
CHAPTER 9  EVENT COMMITTEE HEARING

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

Event Committee hearings are governed by the rules set forth in Dealing with Misconduct. 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 testimony 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, which 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/she should be present for 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 tracking tests. 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.

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 attached) 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 Rules Applying to Registration and Discipline.

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 the committee's decision. An Event Committee that acts judiciously should expect that the AKC would support its action.

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 write to the accused if his or her whereabouts are unknown, notifying them that charges will be heard, and of the location and time of the hearing, and of their rights. Notice of such 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 test, after the close of the test, 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.

The Hearing Report

A report of the incident, the completed Procedural Checklist and the committee’s conclusion must be included in the Test Secretary’s Report submitted to the AKC following the event. The accused is entitled to a copy of the report.

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 Committee.

If the accused failed to appear at the hearing, that fact should be noted in the report.

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 in 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 his/her accusers, to hear the testimony of all witnesses against him/her, and to cross-examine such witnesses.
- Permitted to testify on his/her behalf.
- Allowed to present witnesses in his/her defense.
- Must be given a copy of Dealing with Misconduct.

The accused may have an attorney present to advise, but not to speak for or officially represent him/her. The hearing may not be delayed so that the accused may get an attorney.
CHAPTER 10  

SAMPLES AND FORMS

Use the following samples to help you to produce test documents and organizational tools. Should you have an aggressive dog or misconduct by an individual you will need should get details from the Dealing with Misconduct booklet and Chapter 9 of this manual. Copies of the excusal and disqualification forms can be found in this below. All AKC forms can downloaded from the AKC website (www.AKC.org).

Judging Availability Inquiry Letter (page 32)

Judge’s Contract (page 33)

AKC Application and Judge’s Panel (page 34)
   download at (http://images.akc.org/pdf/AU9999.pdf)

General Tracklayer Instructions Handout (page 36)

Tracklaying Schedule (page 37)

Premium List (pages 38-39)

Premium List Entry Form with Agreement (page 40)
   download at (http://images.akc.org/pdf/AO9999.pdf)

Judging Program (page 41)

Catalog (pages 42-43)

Judge’s Draw Sheet (page 44)

Judge’s Book Chart (page 45)
   download at (http://images.akc.org/pdf/events/tracking/TrackingMap.pdf)

Judge’s Book Cover Page (page 46)
   download at (http://images.akc.org/pdf/RU9999.pdf)

Event Secretary Report Form (page 47)
   download at (http://images.akc.org/pdf/events/tracking/JUSEC1.pdf)

Judge’s Form Dog on Dog Attack (page 48)
   download at (http://images.akc.org/pdf/AEDSQ3.pdf)

Disqualification for Attacking (page 49)
   download at (http://images.akc.org/pdf/events/AEDSQ1_0615.pdf)

Dog Aggression - Action by Event Committee (page 50)
   download at (http://images.akc.org/pdf/AEDSQ4.pdf)

Event Committee Hearings, Procedural Checklist for Misconduct (pages 51-58)
   download at (http://images.akc.org/pdf/RDEOB1.pdf)
Date: January 1, 2XXX (Date of letter or email)

From: Tracking Club of XXXXX (Name of your club)

To: Jane Tracker (Judge’s Name)
    1 Tracking Lane (Judge’s Address)
    Tracksville, XX
    Jane@XXXXXX (Judge’s Email Address)

Re: November 2, 2XXX (Date of Tracking Event)
    4 Dog TD and 4 Dog TDX test (list all test assignments)

Dear Jane Tracker (Judge’s Name):

On behalf of the Tracking Club of XXXXX (name of your club), I am inquiring as to your availability to judge our 4 Dog TD and 4 Dog TDX test (list all test assignments). The test will be held on November 2, 2XXX (date of Tracking Event) with plotting on November 1, 2XXX (date of plotting).

Our test will be held at the Heavenly State Park in Pleasantville, XX (location of event).

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

I would appreciate hearing back from you by January 15, 2XXX (respond by date). A timely reply from our club will follow.

Thank you for your kind consideration.

John Q. Member (Name of club contact)
Tracking Coordinator (Title)
Tracking Club of XXXXX (Club)
2 Scenting Way (Contact address)
Footstep, XX
(XXX) XXX-XXXX (Contact phone)
John@XXXXXX (Contact email address)
Tracking Club of XXXXX (Name of your club)

JUDGE’S CONTRACT

Judge: ____________________________ AKC # ____________ Provisional? ___

Plotting/Test Dates: ________________ Location:

Assignment(s): ___TD ___TDU ___TDX ___VST Co-Judge: ___________________________

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

Judge’s fees and expenses (please check and complete one of the following choices):

☐ A fee of $__________.
☐ A fee of $__________ and expenses in accordance with this contract.
☐ Expenses only in accordance with this contract.
☐ Other (please specify):

For judges charging expenses only or expenses in addition to a fee, the club agrees to pay for reasonable expenses incurred subject to the following limits:

1. Air transportation, coach fares only.
2. Other public transportation fares, comparable to coach airfare.
3. Personal vehicle mileage at $____ per mile or $________ flat fee.
4. The club will make reservations and pay for lodging for the night before plotting (if necessary) and the night before judging. Any judge needing to stay more than two nights must notify the club at least three weeks in advance of the test date.
5. Reasonable charges for meals.
6. The club will not pay for house, baby or pet sitting, vehicle rental or cleaning bills.

The club will provide the following as is needed:

- Transportation from the airport to the hotel or club member’s home.
- A Continental breakfast on the morning of the test.
- Lunch both days.
- Dinner Saturday night.
- Return transportation to the hotel or airport.

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

Club Signature ____________________________ Date ______________
John Q. Member, Club Title, Address, Phone and E-mail address.

Judge’s Signature ____________________________ Date ______________
Judge’s Email ____________________________ Cell # ______________
APPLICATION and JUDGES PANEL for TRACKING EVENTS

Event #: _____________________________

Club Name: __________________________

Licensed Club: ☐  Member Club: ☐

Event Date[s] : _______________________

Site Name: __________________________

Site Address: _________________________

Is this site within your club’s territory? ____________

A separate application is required for each Tracking Event.

TRACKING EVENT TYPE (Please circle one): TD  TDX  VST  TDU [effective 1/1/14]

# of Tracks __________

Is this in conjunction with a national specialty?  ___ Yes  ___ No

Check here if All American Dogs [Mixed Breeds] are not allowed to enter this event ➔ ☐ Not Allowed

Applications and Judges Panels must be submitted 18 WEEKS prior to event closing date.

All items must be received in order to approve your event:

• EVENT APPLICATION
• COMPLETED JUDGES PANEL
• Club Membership list must be submitted yearly
• $25 application fee [effective for events after 1/1/14]

☐ The club certifies that a completed Disaster & Emergency Plan will be available at the event. By checking this box, a completed plan no longer needs to be submitted with application.

Send Application materials to: Performance Event Operations
PO Box 900051
Raleigh, NC 27675-9051
Fax: 919-816-4211

Inquiries: Tel: 919-816-3908 (M-F 8:15am - 4:30pm Eastern Time)
Email: tracking@akc.org

If you wish to file your application ONLINE, please send us an email or call: 919-816-3776 to set up your club with an online account.
Event Number ___________________________  Club Name ___________________________

<table>
<thead>
<tr>
<th>JUDGES No.:</th>
<th>FULL NAME:</th>
<th>ADDRESS:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

*Note: Clubs should have in their possession a letter of acceptance or a contract from each listed judge.*

ENTRY FEE: ______________   CLOSING DATE and TIME: ________________________________

EVENT SECRETARY: _____________________________________________________________

Address: _________________________________________________________________

Phone: ___________________________   2nd Phone: _____________________________

Email: _________________________________________________________________

EVENT COMMITTEE - List at least 5 Members. [must be members of the event-giving club]

EVENT CHAIRMAN: ___________________________  Phone: ___________________________

Address: _________________________________________________________________

Email: _________________________________________________________________

Member (1): ___________________________   Member (2): ___________________________

Member (3): ___________________________   Member (4): ___________________________

Member (5): ___________________________   Member (6): ___________________________

Application Submitted by: _________________________________________________

Signature and Date

_________________________________________ Printed Name and Officer Title

*Note: All applications require the signature of an officer of the club. Any changes after initial event approval must be submitted in writing to the AKC, again signed by a club officer, before a new event approval will be issued.*

PLEASE LIST CLUB OFFICERS:

PRESIDENT: ___________________________  Phone: ___________________________

Address: _________________________________________________________________

Email: _________________________________________________________________

VICE PRESIDENT: ___________________________  Phone: ___________________________

Address: _________________________________________________________________

Email: _________________________________________________________________

SECRETARY: ___________________________  Phone: ___________________________

Address: _________________________________________________________________

Email: _________________________________________________________________

TREASURER: ___________________________  Phone: ___________________________

Address: _________________________________________________________________

Email: _________________________________________________________________
GENERAL TRACKLAYER INSTRUCTIONS

- The track shall be marked by flags which the tracklayer can readily follow on the day of the test.
- Judges shall approve all articles well in advance of the time the track is laid so that any article which is not acceptable can be replaced. Be sure to carry one extra article on test day in case the start article is missing.
- The article(s) shall have been in the tracklayer's possession for sufficient time to ensure that it is impregnated with the tracklayer's scent. (What is sufficient? Each judge will have his/her own guideline. To help impregnate the article with scent the tracklayer can place the articles in their boots overnight.)
- Articles are to be dropped on the track by the tracklayer. After being dropped, an article should not be visible from a distance of more than 20 feet and shall not be covered with any substance in order to conceal it.
- A person cannot act as a tracklayer for a dog if that person has boarded, laid a track for or regularly trained the dog whose track he/she is to lay within the past 30 days. (If you know that you fit into this category tell the Test Secretary prior to the draw.)
- The tracklayer must not be a person with whom the dog has resided or a member of the household or a member of the immediate family of the dog's handler.
- The judges may modify the draw to meet the requirements of the tracklayer.
- Tracklayers are to be present during the day of plotting, so as to be generally familiar with the tracking fields and the location of the tracks.
- The tracklayer shall wear his own footwear which may be of any material (rubber boots are permitted).
- It is the Judge's responsibility to instruct the tracklayer so that each track will be properly laid. (Ask if you're not sure.)
- The Judges shall ensure that the tracklayer carries an outline of the track showing all pertinent features information. (The tracklayer should draw their own map.)
- The tracklayer shall walk in a natural manner. There should be no scuffing of the feet over any portion of the track, including the area at the starting flag or between flags. (No scent pad for the dog.)
- The tracklayer shall go to the first flag, pause and then proceed in walking the track, circling the flag or scuffing the feet around the flag is prohibited.
- The tracklayer shall pick up all but the first two flags in a TD or TDU test, or all but the start and cross track flags in a TDX test. Only one start flag is used in a VST test.
- After dropping the article, the tracklayer shall continue in a straight line for at least 30 yards as a continuation of the last leg of the track. The tracklayer should then proceed out of the field in the direction previously explained by the Judges. (Walk off the same as before, no scent pad is made and you should not run, leap or jump in making your exit.)
- No tracklayer, after completing the track, may return within 50 yards of any unused part of his track or within 75 yards of the start. (Be careful to stay >50 yards from the other tracks too.)
- If the tracklayer is aware of an error, it must be made known to the Judges as soon as possible. (Do this quietly and privately. Many times a track can be used as long as the Judges know what it is that is changed.)
- The time the tracklayer started is to be shown on the official charts. (Know ahead of time when you are supposed to lay your track. Note the time you actually start.)
- Be available when the entry is running your track. Stay behind the judges and be helpful to them if asked. If the entry fails you should go along with the team as they complete the track without the judges. Help as needed.
## Tracklaying Schedule
### Saturday, November 1 (Plotting) and Sunday, November 2 (Test Day)

<table>
<thead>
<tr>
<th>TDX Track #</th>
<th>Approximate Plotting Time Saturday</th>
<th>Tracklayer's Name email address and phone number</th>
<th>Time to be laid on Sunday</th>
<th>Approximate running time Sun.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDX 1</td>
<td>9:00 am</td>
<td>Cathy (<a href="mailto:tracking@gmail.com">tracking@gmail.com</a>); XXX-XXX-XXXX cell Primary Cross-Tracker Pat (<a href="mailto:footsteps@att.net">footsteps@att.net</a>) XXX-XXX-XXXX - Flag Carrier Jeanine</td>
<td>6:45 am</td>
<td>9:45 am</td>
</tr>
<tr>
<td>TDX 2</td>
<td>9:45 am</td>
<td>Jeanine; (<a href="mailto:jtracker@yahoo.com">jtracker@yahoo.com</a>); XXX-XXX-XXXX cell Primary Cross-Tracker Pat (<a href="mailto:footsteps@att.net">footsteps@att.net</a>) XXX-XXX-XXXX cell - Flag Carrier Cathy</td>
<td>7:15 am</td>
<td>10:15 am</td>
</tr>
<tr>
<td>TDX 3</td>
<td>10:30 am</td>
<td>Marcie (<a href="mailto:pathfinder@aol.com">pathfinder@aol.com</a>); XXX-XXX-XXXX cell Primary Cross-Tracker Joe (<a href="mailto:boots@gmail.com">boots@gmail.com</a>) XXX-XXX-XXXX cell - Flag Carrier Jenna</td>
<td>7:45 am</td>
<td>10:45 am</td>
</tr>
<tr>
<td>TDX 4</td>
<td>11:15 am</td>
<td>Jenna (<a href="mailto:findit@hotmail.com">findit@hotmail.com</a>); XXX-XXX-XXXX cell Primary Cross-Tracker Janice (<a href="mailto:scent@global.org">scent@global.org</a>) XXX-XXX-XXXX cell - Flag Carrier Marcie</td>
<td>8:15 am</td>
<td>11:15 am</td>
</tr>
</tbody>
</table>

Secondary X Trackers:
- X1 & X2 - Tracy (lightfoot@3D.com); XXX-XXX-XXXX cell
- X3 & X4 - Duane (walker@aol.com); XXX-XXX-XXXX cell

Test Chair/Sec (organized@att.net); XXX-XXX-XXXX cell
Driver for Tracklayers and Judges on Plotting Day (speedy@bigcars.net) XXX-XXX-XXXX cell
Driver for Judges on Test Day (onthespot@global.com) XXX-XXX-XXXX cell
Hospitality Chair (topchef@food.net) XXX-XXX-XXXX cell

Head Tracklayer, track@gmail.com; XXX-XXX-XXXX cell
Judges: Jenny Judge XXX-XXX-XXXX cell
Judge Judy XXX-XXX-XXXX cell

ALL TRACK NUMBERING AND TIMES ARE SUBJECT.
TO CHANGE BY THE JUDGES AT ANY TIME

Sat.: A light lunch will be available all day.
Sun.: Breakfast, snacks and drinks available in the morning & lunch will be provided after judging.
The TRACKING CLUB of XXXXX

THE TRACKING CLUB OF XXXXX
Tracking Dog Urban &
Variable Surface Tracking Tests
(Licensed by the American Kennel Club)

SUNDAY, APRIL 1, 2XXX
Drawing for TDU tracks at 8:30 am
Drawing for VST tracks at 9:35 am.
HEAVENLY COLLEGE
TRACKINGVILLE, XX
CLOSING DATE: 5:00 P.M., March 23, 2XXX
after which entries cannot be accepted, canceled, altered or
substituted.

ENTRY FEES: $XX.00 TDU and $XX.00 VST

American Kennel Club Certification: Permission has
been granted by the American Kennel Club for the holding of
the event under the American Kennel Club rules and regulations.
James P. Crowley, Secretary
OFFICERS

President .................................................
Vice-President ........................................
Treasurer ..............................................
Secretary .............................................

Address of Club Secretary

Director of Training ...................................

BOARD MEMBERS AT LARGE

List the board members

TEST COMMITTEE

List of 5 club members serving on the Test Committee

TDU and VST Judges

Jenny Judge (#XXXXX)
1111 Non-Veg Road, Trackington, XX

Judge Judy (#XXXXX)
2 Industrial Park, Stepville, XX

LIMITS

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

Make checks payable to:
The Tracking Club of XXXXX

Mail check, entry form (on enclosed AKC Form or facsimile) & certification for TDU to:
Suzy Volunteer, Secretary
3 Organized Way, Paperwork, XX  xxxx
svolunteer@organizational.org;  XXX-XXX-XXXX  cell

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

GENERAL INFORMATION AND TEST RULES

1. Completion of entries. Make check or money order payable to: Tracking Club of XXXXX. Mail check, entry form (on enclosed AKC Form or facsimile) and certification (where applicable) to: Suzy Volunteer, 3 Organized Way, Paperwork, XX. Entries will not be accepted without signature and entry fee(s).

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

3. Drawing for entry acceptance. A drawing will be held at the home of the secretary at 7:30 pm to determine which entrants will participate in the Test and the position of excess entrants on the Alternate List. The drawing is open to the public. All entrants will be advised via email as to the results of the draw.

4. Drawing for running order. Running order will be drawn by lot at 8:30 A.M. for TDU exhibitors and for VST tracks at 9:35 A.M. on the day of the Test at the Test Site Headquarters. Entrants and alternates must be present at this drawing to guarantee their participation in the Test. The first tracks will be run immediately follow the draw.

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

6. Hospitality. Coffee and juice will be available in the parking lot before the draws. A “dutch treat” luncheon will be held at a local restaurant after VST judging. Maps will be available on site.

7. Hours and rules. The test hours are from 6:00 A.M. until 3:30 P.M. Exhibitors and guests should observe Heavenly College rules in effect at the time of the Test.

8. Accommodations. The following facilities are available to travelers with dogs. Kindly confirm that this policy is still in effect.

Econo Lodge (33 Logdng Street, Trackington, XX)  XXX-XXX-XXXX
Extended Stay America (6 Hotel Ave., Trackington, XX)  XXX-XXX-XXXX

9. Directions. Detailed driving directions should be included here.
A) You were drawn as Exhibitor #____ in the TDU/VST test.  OR
B) You were drawn as Alternate #_____ in the TDU/VST test.

Thank you for your entry for our tracking event, which will be held at the HEAVENLY COLLEGE in Trackingville, XX. I hope that the following general information will help you to prepare for the test.

**Drawing for track position:** Track order will be drawn by lot at 8:30 AM for TDU exhibitors and at 9:30 AM for VST exhibitors at the Test site headquarters. Entrants and alternates must be present at this drawing to guarantee their participation in the Test. The first track for either TDU or VST will be run immediately following each draw.

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

**Trophies:** The Tracking Club of XXXXX will award a rosette and certificate with track replica to each successful participant. The certificates may be mailed to successful participants.

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

**Facilities:** Indoor facilities, the Activity Center will be available for the use of all entrants and guests. A complimentary continental breakfast will be served the morning of the Test. Please join us for lunch at the Heavenly Café following the judging of dogs. Directions to the lunch site will be available at the test. Dogs are not allowed in the Activity Center.

**Test hours and rules.** The Heavenly College is open from 7:00 A.M. until 5:00 P.M. The Activity Center has been rented from 7:00 A.M. until 3:00 P.M. on test day. Exhibitors and guests should observe Heavenly College Rules in effect at the time of the Test.

**Judges:** Jenny Judge (Trackington, XX) and Judge Judy (Stepsville, XX)

**Accommodations:** The following facilities are available to travelers with dogs. Kindly confirm that this policy is still in effect.
- Econo Lodge (33 Lodging Street, Trackingville, XX)  XXX-XXX-XXXX
- Extended Stay (6 Hotel Ave., Trackingville, XX)  XXX-XXX-XXXX

**Directions.** Detailed driving directions should be included here.

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

Suzy Volunteer, Secretary
3 Organized Way, Paperwork, XX  xxxx
svolunteer@organizational.org; XXX-XXX-XXXX cell
Tracking Dog Urban and Variable Surface Tracking Tests

April 1, 2XXX

TRACKING CLUB of XXXXX

Heavenly College, Trackingville, XX

CATALOG

THE TRACKING DOG CLUB OF XXXX
TRACKING DOG URBAN & VARIABLE SURFACE TRACKING TESTS
(Licensed by the American Kennel Club)

Sunday, April 1, 2XXX
Drawing for TDU tracks at 8:30 a.m. First track following draw.
Drawing for VST tracks following TDU judging (after 9:30 a.m.)

Heavenly College
Trackingville, XX x xxxx

JUDGES
Jenny Judge (#XXXX)                Judge Judy (#XXXX)
1111 Non-Veg Road, Trackington, XX  2 Industrial Park, Stepville, XX

TEST CHAIRPERSON AND SECRETARY
Suzy Volunteer
3 Organized Way, Paperwork, XX x xxxx

TEST COMMITTEE
List 5 club members who serving on the Test Committee

OFFICERS AND DIRECTORS
List the names of the club officers and the address of the club secretary

BOARD MEMBERS AT LARGE
List the board members

AMERICAN KENNEL CLUB CERTIFICATION
Permission has been granted by the American Kennel Club for
the holding of the event under the American Kennel Club rules
and regulations.

James P. Crowley, Secretary
Judging Program

There were ___ entries for the TDU Test and ___ entries for the VST Test. A drawing was held on March 23, 2XXX to establish exhibitor order.

Drawing for track position: Track order will be drawn by lot at 8:30 AM for TDU exhibitors and at 9:30 AM for VST exhibitors at the Test site headquarters. Entrants and alternates must be present at this drawing to guarantee their participation in the Test. The first track for either TDU or VST will be run immediately following each draw.

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

Trophies: The Tracking Club of XXXXX will award a rosette and certificate with track replica to each successful participant. The certificates may be mailed to successful participants.

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

Facilities. Indoor facilities, the Activity Center will be available for the use of all entrants and guests. A complimentary continental breakfast will be served the morning of the test. Please join us for lunch at the Heavenly Café following the judging of dogs. Directions to the lunch site will be available at the test. Dogs are not allowed in the Activity Center.

Test hours and rules. The Heavenly College is open from 7:00 A.M. until 5:00 P.M. The Activity Center has been rented from 7:00 A.M. until 5:00 P.M. on test day. Exhibitors and guests should observe Heavenly College Rules in effect at the time of the Test.

TRACKING DOG URBAN ENTRIES

(Track #___ Result ___) 101 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address (certified by: judge’s name and certification date).

(Track #___ Result ___) 102 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address (certified by: judge’s name and certification date).

(Track #___ Result ___) Alt. 103 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address (certified by: judge’s name and certification date).

(Track #___ Result ___) Alt. 104 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address (certified by: judge’s name and certification date).

VARIABLE SURFACE TRACKING ENTRIES

(Track #___ Result ___) 201 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address.

(Track #___ Result ___) 202 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address.

(Track #___ Result ___) 203 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address.

(Track #___ Result ___) 204 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address.

(Track #___ Result ___) 205 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address.

(Track #___ Result ___) Alt. 206 - dog’s registered name, breed, sex, AKC registration number, date of birth, breeder, sire, dam, owner, owner’s address.

I certify to the correctness of this marked catalog

Suzy Volunteer, Test Secretary
Tracking Club of XXXXX

Tracking Dog Urban Test
April 1, 2XXX
AKC Event #2xxx000001

Draw Time: 8:30 am

101. Breed, sex, AKC registration number  
102. Breed, sex, AKC registration number  
Alt. 103. Breed, sex, AKC registration number  
Alt. 104. Breed, sex, AKC registration number  

Track #_____

Track #_____

Track #_____

Track #_____

Variable Surface Tracking Test
April 1, 2XXX
AKC Event #2xxx000002

Draw Time: 9:30 am

201. Breed, sex, AKC registration number  
202. Breed, sex, AKC registration number  
203. Breed, sex, AKC registration number  
204. Breed, sex, AKC registration number  
205. Breed, sex, AKC registration number  
Alt. 206. Breed, sex, AKC registration number  

Track #_____

Track #_____

Track #_____

Track #_____

Track #_____

Track #_____

Track #_____

Track #_____

Track #_____
TD / TDU / TDX / VST

DOG’S CATALOG # _______ TRACK # _______ TOTAL YARDS _________ VEG _______ NON-VEG _______

Chart the track in solid line; the dog’s course in broken line on graph below.

Passed or Failed __________________________
(If failed state reason)
Tracklayer Started _________________________
X-Tracklayer Started _______________________
Dog’s Starting Time _________________________
Dog’s Finishing Time _________________________
Ground Conditions _________________________
Weather Conditions _________________________
Wind Speed ________________________________

Articles
1. ___________ 2. ___________
3. ___________ 4. ___________

Obstacles/
Surfaces
3. ___________ 4. ___________

Breed/Sex

AKC Registration # _______________________
Event # _______________________

I hereby certify that I have judged the above dog after having read the instructions on the cover of this book and followed them out to the best of my ability.

_________________________  __________________________
Date                                  Judge’s Signature

AKC Tracking Test Manual Sample Judge’s Book Chart
A track for each dog entered shall be plotted on the ground not less than one day before the test, the track being marked by flags which the tracklayer can follow readily on the day of the test. A chart of each track shall be made up in duplicate, showing the approximate length in yards of each leg, major landmarks and boundaries, if any. Two of these charts shall be marked, one by each of the Judges at the time the dog is tracking, so as to show the approximate course followed by the dog. Upon completion of the meet, the Judges shall forward the marked copies of each chart to the American Kennel Club. The Judges shall sign each chart forwarded, and show on each whether the dog “passed” or “failed,” the time the tracklayer started, the time the dog started and finished tracking, a brief description of ground, wind and weather conditions, the wind direction, and a note of any steep hills or valleys. If a dog is not trailing, it shall not be marked “passed” even though it may have found the article.

PROCEDURE FOR JUDGES TO FOLLOW

(Points mentioned must be observed in each instance.)

1. The course is to be charted by a solid line in two judges' books. One copy will be given to each judge who will mark the course taken by the dog with a broken line. He will also complete the data requested on the chart and then sign. A separate chart must be prepared in the same manner for each dog.

2. All absentee in this book must be marked by the judge.

3. The judge alone must mark this book. Under no circumstance can this be done by the steward or anyone else.

4. Do not forget to sign your name at bottom of each page to meet the certification that judging has been made in accordance with the above requirements.

Signature of Judge
EVENT SECRETARY’S REPORT

This report and all other submission of records must be received by The American Kennel Club within 7 days of the last day of this event.

CLUB NAME

MISCONDUCT INFORMATION:
Was there any misconduct OR were there any complaints OR irregularities of any kind in connection with the Trial, OR any matters requiring attention of the Field Trial Committee under any of the rules or procedures? Yes ☐ No ☐

LOCATION OF TRIAL
If location different from that originally approved by the AKC, attach full explanation.

DATES OF EVENT: ___________________________ EVENT #: ___________________________

Total number of ENTRIES: __________ X $3.50* = Total amount of Recording Fees: $ __________

* Total fees include $3.00 Event Service Fee and $.50 Recording fee per entry.

Were there any last minute judge changes or substitutions? Yes ☐ No ☐ Give reasons for each approved advertised judge or additional judge not judging his/her approved assignment.

Were there any complaints over the judging? Yes ☐ No ☐ If “Yes,” please make complete report and attach.

Was the place where the Trial was held satisfactory? Yes ☐ No ☐ If “No,” please submit a supplemental report giving details.

Was any protest against a dog made to the Field Trial Committee? Yes ☐ No ☐ If “Yes,” attach a full report of the proceedings.

List names and members of Field Trial Committee who were present during the running of the Trial, and the approximate hours and dates each was present.

________________________________________
________________________________________
________________________________________
________________________________________

EVENT SECRETARY SIGNATURE DATE
Address: ____________________________________________
__________________________________________
Tel/Email: __________________________

*Recording Fees may be paid by credit card or by check - Do not submit form via Email. Mail or Fax only.

Payment Method: ☐ VISA ☐ AMEX ☐ MasterCard ☐ Discover ☐ Check or money order made payable to: The American Kennel Club

Account Number (do not include dashes) __________ Expiration Date __________ Printed Name of Cardholder

PO Box 900051 Raleigh, NC 27675-9051 Tel 919 816-3908 Fax 919 816-4211

JUSEC1 (5/15) v1.0 Edit

AKC Tracking Test Manual Event Secretary Report Form
JUDGE’S FORM
DOG ON DOG ATTACK
(Agility, Obedience, Rally or Tracking)

This form MUST BE FAXED OR EMAILED WITHIN 72 HOURS of the incident by the TRIAL SECRETARY or SUPT. to
AKC®. Attn: Event Operations – Fax: 919-816-4215, Email: eventplans@akc.org

Circle One: AGILITY OBEEDIENCE RALLY TRACKING

Trial: ____________________________________ Date: __________________________

Breed: __________________ Class: __________________ Armband: ____________

Please write a BRIEF note outlining the circumstances of the attack (attach separate document if needed):

________________________________________________________________________

________________________________________________________________________

1. Did you inform the exhibitor of the excusal? YES ☐ NO ☐
2. Did you mark your book “EXCUSED, ATTACKED”? YES ☐ NO ☐
3. Were unusual circumstances leading to the attack? If yes provide written statement. YES ☐ NO ☐

This report will become part of a dog’s permanent record at The American Kennel Club. This dog attack report will be filed as an act of “dog aggression.” Two excuses/reports of dog aggression will result in the dog not being eligible to compete at any AKC event nor be on the grounds of an AKC event unless and until, following application by the owner to the AKC, the owner has received official notification from the AKC that the dog’s event eligibility has been reinstated, in accordance with the OBEEDIENCE REGULATIONS, RALLY REGULATIONS, TRACKING REGULATIONS or REGULATIONS FOR AGILITY TRIALS.

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

Judge’s Signature: ____________________________ Print Judge’s name & number: ____________________________

Exhibitor’s Signature: ____________________________ Print Exhibitor’s name: ____________________________

Guidelines for Completing the DOG on DOG ATTACK form.

If, for any reason, the judge is unable to complete the form before the end of the trial, the incident is to be reported in the 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, Obedience, Rally or Tracking 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 Secretary/Supt. and submitted with trial results to AKC.

TO BE COMPLETED BY TRIAL SECRETARY/SUPT.

DOG’S NAME: __________________ REG #: __________________

www.akc.org PO Box 900068, Raleigh, NC 27675-9068

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

AEDSQ3 (11/16)

AKC Tracking Test Manual Judge’s Form Dog on Dog Attack

48
# DISQUALIFICATION BY JUDGE FOR ATTACKING

In Conformation, Obedience, Agility, Rally, or Tracking  
(Or Attempting to Attack in Obedience, Rally, or Tracking)

This form MUST BE FAXED or EMAILED by the Event Supt or Secretary  
**WITHIN 72 HRS** of the incident to AKC®, Attn: Event Operations  
Fax No.: 919-816-4220  
Email: eventplans@akc.org

- Judge must complete Section A.  
- Exhibitor must read and sign Section B.  
- Event Superintendent/Secretary must complete Section C.  
- Upon completion, judge should detach pink copy and hand it to the exhibitor in the ring. If exhibitor is not given a copy of the form, the judge must provide an explanation.  
- Yellow copy is for the judge’s records. White copy is to be returned to the Event Superintendent/Secretary with the judge’s book.

If, for any reason, the judge is unable to complete the form before the end of the event, the incident must still be reported in the event report filed by the supt./sec’y along with the white copy of this form. The judge must complete this form and forward it to Event Operations at AKC within 72 hours.

## SECTION A: TO BE COMPLETED BY JUDGE

<table>
<thead>
<tr>
<th>Event:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breed:</td>
<td>Class:</td>
</tr>
<tr>
<td>Armband #:</td>
<td></td>
</tr>
</tbody>
</table>

Please write a BRIEF note outlining the circumstances of the attack (or attempt to attack in Obedience/Rally/Tracking):

__________________________

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

2. Did you mark your book “DISQUALIFIED, ATTACKED” (or “Attempting to Attack” in Obedience/Rally/Tracking)?  
   - YES ☐  NO ☐

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

Judge’s Printed Name & Number: ___________________________  
Judge’s Signature: ___________________________  
Date: ___________________________

## SECTION B: TO BE READ & SIGNED BY EXHIBITOR

**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 at any AKC event nor be on the grounds of an AKC event unless and until, following application by the owner to the AKC, the owner has received official notification from the AKC that the dog’s event eligibility has been reinstated, in accordance with the **RULES APPLYING TO DOG SHOWS, OBEDIENCE REGULATIONS, RALLY REGULATIONS, TRACKING REGULATIONS or REGULATIONS FOR AGILITY TRIALS**.

*I certify that I have read the above Notice to Exhibitor.*

Exhibitor Printed Name and Signature: ___________________________  
Date: ___________________________

## SECTION C: TO BE COMPLETED BY EVENT SUPERINTENDENT/SECRETARY

<table>
<thead>
<tr>
<th>Owner’s Name:</th>
<th>Phone #:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog’s Name:</td>
<td>Breed:</td>
<td>AKC No.:</td>
</tr>
</tbody>
</table>

Printed name of person completing Section C:

Signature of person completing Section C:  
Date: ___________________________
DOG AGGRESSION--ACTION BY EVENT COMMITTEE

If an Event Committee becomes aware of any significant act of dog aggression that takes place in association with their event, three (3) members of the Committee must investigate the incident (except in the case of a dog that is disqualified by the judge) and complete this form. No exhibitor complaint is required. The Event Committee must submit this form to AKC® Event Operations within 72 hours of the incident by either emailing the document as an attachment to eventplans@akc.org or sending a fax to 919-816-4220.

At the October 18, 2004, meeting of the Board of Directors of the American Kennel Club, the following policy was adopted and made immediately effective:

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

IF YOU HAVE QUESTIONS ABOUT THIS FORM OR ABOUT THE PROCEDURE, CONTACT THE AKC FIELD STAFF or WEEKEND CLUB HOTLINE 919-816-3955. In the case of an Event Committee disqualification, the reinstatement procedure is the same as any other type of disqualification.

Club Name: _________________________ Event Date: ____________

Dog's Name: ________________ Reg# ____________

Breed: ___________________________ Class (if entered): __________________________

Provide a description of the incident. Attach more detailed information, dog owner/exhibitor statement, any witness statements, or other documentation (if dog owner/exhibitor is unable to be interviewed please explain why):

___________________________________________________________________________

___________________________________________________________________________

1. Was there an attack by the dog? ___________________________ YES □ NO □

2. Was there an injury to a dog or person? ___________________________ YES □ NO □

   If there was an injury the committee must request vaccination records for the dog, failure to provide records could be conduct prejudicial.

3. Do you feel that this dog presents a hazard to persons or other dogs? ....... YES □ NO □

   If the answers to 1 and 2 are YES and the answer to 3 is NO, please provide a detailed explanation of why the committee felt the dog was not a hazard.

4. Did you disqualify the dog? ___________________________ YES □ NO □

   The answers to 1, 2, and 3 must be YES in order for the dog to be eligible for disqualification.

5. Did you inform the exhibitor of the committee's decision? ________________ YES □ NO □

   If this form is not signed by the exhibitor at the time of the disqualification, the club must provide documentation to the AKC of notification to the exhibitor and owner(s).

Dog Owner's Name: ________________ Phone #: ________________

Dog Owner's Address:

Email Address of Dog Owner and/or Agent:

Signature of Dog Owner or Agent:

Form Completed by (Club Member):

Signature of Club Member:

EVENTPLANS@AKC.ORG PO BOX 900651, RALEIGH, NC 27675-9051

WHITE COPY – AKC YELLOW COPY – EVENT COMMITTEE PINK COPY – OWNER

AED94(09/16)
PROCEDURAL CHECKLIST

Event Committee Hearings

Club
Defendant
Address
Event
Date

The AKC® requires that each Event Committee review and become familiar with the contents of the booklet titled “Dealing With Misconduct at American Kennel Club Events.” This checklist must be completed by the Event Committee Chair and initialed and signed. The accused must also sign this document.

Please be advised, if an Event Committee receives a complaint alleging that a dog has attacked a person or dog resulting in injury, pursuant to Chapter 11, Section 8-A, of the Rules Applying to Dog Shows, or the applicable rule in each sport, the committee must complete a Disqualification by Event Committee form. The form is included in each club’s Event Kit.

This checklist is part of the record of the Event Committee Hearing, concerning the alleged conduct of an individual, and should be submitted with the complete report of the proceedings. The report must be sent so as to be received by the Executive Secretary of the AKC within 5 days of the last date of the event or within five days of the date of the hearing if held subsequent to the date of the event. The complete report must be sent to AKC (Attn: Executive Secretary), 260 Madison Avenue, Fourth Floor, New York, NY 10016.

PREHEARING
(pages 8-11)

1. Preliminary Investigation. Investigate all complaints and make a preliminary determination whether, if the alleged conduct was proven true, it was prejudicial to the sport and it occurred at or in connection with the event. Interview the complainant, accused and known witnesses.

2. Name, address, telephone number, and email address of the individual making the complaint as well as the accused and witnesses.

3. Get the complaint in writing.

4. It was determined that a hearing should be held.

5. Notice of Hearing. The accused was advised at ______ a.m./p.m.
on _____________(date).

   a) The accused was provided with a copy of the “Dealing With Misconduct” booklet.

   b) Accused was provided with a copy of the complaint and was told he/she was being charged with the following misconduct:

   c) The hearing will be held ________________________________

   at _____ a.m./p.m. on _______________(date).

(The accused must be given reasonable time to secure witnesses and to prepare. It is up to the accused to request additional time if needed.)

RDEOB1 (7/17)
6. The Chair established the committee as follows (include address, telephone number and email address):

Chair

Secretary


HEARING
(pages 11-13)

7. Introduction. The Chair introduced himself or herself and the members of the Committee and designated one member of the Committee to keep a record of the proceedings. If the hearing was recorded all participants must consent and the recording must be submitted with the report.

8. Advisal of Charges. The Chair again advised the accused of the specific charges (same as #5B).

9. Advisal of Rights. The Chair advised the accused of these rights:
   a) To hear, confront and question all witnesses;
   b) To present witnesses on his/her own behalf; and
   c) To testify on his/her own behalf.

10. Witness List. The Chair determined the list of witnesses to be called by the Committee and the accused. Witnesses include the accused and the complainant.

   Committee’s Witnesses:

   ________________________________
   ________________________________
   ________________________________
   ________________________________

   Accused’s Witnesses:

   ________________________________
   ________________________________
   ________________________________
   ________________________________

11. Unauthorized Persons Excused. The Chair excused all persons except the Committee, the accused and the AKC Representative. The witnesses were excused from the proceedings, except when they were called on individually to testify.
12. Witnesses. The Chair called and swore in the witnesses: first, those named by the Committee; then, those named by the accused. The Chair ascertained the full name and address of each witness. The Chair questioned the witness and then allowed the accused to question the witness. (An appropriate oath is as follows: “Do you swear or promise that you will tell the truth, the whole truth and nothing but the truth?”) A summary of each witness’s testimony is made including the questions asked by the accused.

13. Procedural issues raised during the hearing should be noted.

14. Accused Statement. After all the witnesses testified, the Chair permitted the accused to make a final statement in response to the charges. This is in addition to the testimony of the accused.

15. Close Hearing. The Chair then excused all persons except the committee and asked the accused to remain available to receive the committee’s decision. If the hearing is recorded the recording should stop at this point.

\[ \text{POSTHEARING} \]
\[ \text{(pages 14-15)} \]

16. Findings. After deliberation and by majority vote, the committee made these findings:

a) As to whether the charged conduct has been proven;

b) Whether such conduct was prejudicial to the best interests of purebred dogs, AKC events or the AKC; and

c) Whether the charged conduct occurred in connection with, or during the progress of, its event.

17. Decision. Please circle which option(s) apply and indicate the charge(s) with the option(s).

a) The committee found that all three of the elements in charge(s) number _____ were not proven and it dismissed the charge(s).

b) The committee found that all three elements in charge(s) _____ were proven and it suspended the accused from any or all AKC privileges.

- Did the committee stay the suspension? □ YES or □ NO

Only if the AKC Disciplinary Guidelines allow for a reprimand as a mitigated penalty and the committee is recommending a mitigated penalty.

18. Notice. After the committee made its decision, the Chair:

a) Immediately notified the accused of the charges that were dismissed and those that were sustained.

b) If charges were sustained, the accused was so advised and notified of his/her immediate suspension of any or all AKC privileges.

c) Committee must notify the accused, in writing, by certified mail return receipt requested and first-class mail, of the committee’s decision and of any suspension, if one was ordered.

19. Submission of report to AKC. Send to the AKC, within five days, a complete report of the proceedings, which includes the following. PLEASE CHECK EACH ITEM INCLUDED:

- □ A copy of the signed written complaint
- □ A comprehensive summary of the hearing (see Section IX of Dealing with Misconduct)
- □ This Procedural Checklist
- □ A duplicate copy of the notice of suspension sent to the accused.

Signature – Chair

Attesting to the fact that all items on this list were completed.

Signature – Defendant

Attesting to the fact that Items 3, 5, 6, 7, 8, 9, 10, 11 and 16 were completed.
AKC DISCIPLINE GUIDELINES - EFFECTIVE JULY 10, 2017

Explanatory Notes

• Articles XII and XIV allow for discipline for “conduct alleged to have been prejudicial to the best interests of purebred dogs, purebred dog events, or the AKC.”

• Discipline in excess of the Aggravated term, or less than the Mitigated term, must be approved by the AKC Board of Directors (“Board”). Discipline imposed for cases not covered by the Guidelines must be approved by the Board.

• Circumstances that could, but would not necessarily result in an act of misconduct being Mitigated would include, but not be limited to:
  1. The lack of any prior offense.
  2. The lack of experience as a participant in events.
  3. The minimal nature of the offense.
  4. Recognition of wrongdoing.
  5. The recommendation of the Events Committee.

• Circumstances that could, but that would not necessarily result in an act of misconduct being Aggravated would include, but not be limited to:
  1. A record of prior offense(s).
  2. Extensive experience as a participant in events.
  3. The seriousness of the offense.
  4. Refusal to acknowledge wrongdoing prior to formal issuance of Charges.
  5. The recommendation of the Events Committee
  6. The action(s) of the individual resulted in the death of dog(s)

• An especially egregious offense will result in a more severe length of suspension and/or fine than suggested in the Guidelines.

• Multiple serious offenses may result in a lifetime suspension of all AKC privileges.

• These Guidelines will be reviewed from time to time.

• Event Suspension is a suspension of event privileges for the individual and applies to dogs registered or co-registered at the time of suspension, or subsequently obtained during the term of suspension, which may not be entered or compete in events during the term of suspension unless they are transferred to another individual.

• Registration Suspension is a suspension of registration privileges, which means AKC will not accord registration of any litter, or individual dog or transfer ownership of a dog solely or in part by the suspended individual. In addition, AKC will not register any litter of dogs if the sire of the litter was owned solely or in part by a person who is suspended on the date the mating occurred.

• Suspension of all privileges would include both event suspension and registration suspension.

• When discipline guidelines become less punitive, the new penalty (suspension period and conditions and fine, if applicable) will be applied to persons currently under suspension for that offense.

• Month is abbreviated as “mo.” A month is defined as thirty (30) days.

• For violations denoted with an asterisk (*), reinstatement is contingent on passing an AKC kennel inspection, which will be scheduled only after the associated fine has been paid.

• The classification of an offense(s) within these Guidelines will be made by either the Management Disciplinary Committee (“MDC”) or the Staff Event Committee (“SEC”). SEC will base the classification on the wording in the complaint and may determine that multiple offenses apply. The penalties for multiple offenses will run concurrently unless MDC or SEC determine that based on the severity of the offenses or record of prior offenses consecutive penalties are warranted.

IN THOSE CASES WHERE AN EVENT OR REGISTRATION SUSPENSION IS CALLED FOR, THE AKC MANAGEMENT DISCIPLINARY COMMITTEE MAY RECOMMEND THE SUSPENSION OF ALL PRIVILEGES, WHEN WARRANTED BY THE SEVERITY OF THE CASE.
### SUSPENSION OF ALL AKC PRIVILEGES

<table>
<thead>
<tr>
<th>OFFENSES</th>
<th>MITIGATED</th>
<th>STANDARD</th>
<th>AGGRAVATED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Inappropriate Treatment of Animals</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Cruelty in connection with an event</td>
<td>5 yr/$1000</td>
<td>10 yr/$2000</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $10,000</td>
</tr>
<tr>
<td>b. Physical Abuse at or in connection with an event by individual</td>
<td>6 mo/$500</td>
<td>1 yr/$1000</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $10,000</td>
</tr>
<tr>
<td>c. Physical Abuse at or in connection with an event by club</td>
<td>Rep/$300</td>
<td>Loss of event/$500</td>
<td>Loss of event/$1000</td>
</tr>
<tr>
<td>d. Neglect at or in connection with an event by individual</td>
<td>3 mo/$500</td>
<td>6 mo/$1000</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $10,000</td>
</tr>
<tr>
<td>e. Neglect at or in connection with an event by club</td>
<td>Rep/$100</td>
<td>Loss of next event/$300</td>
<td>Loss of next event/$500</td>
</tr>
<tr>
<td>f. Improper Treatment in connection with an event</td>
<td>Rep/$100</td>
<td>3 mo/$300</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $10,000</td>
</tr>
<tr>
<td>g. Judicial or administrative determination of</td>
<td>5 yr/$1000</td>
<td>10 yr/$2000</td>
<td>Up to life/</td>
</tr>
<tr>
<td>inappropiate treatment*</td>
<td></td>
<td></td>
<td>up to $10,000</td>
</tr>
<tr>
<td>h. Unacceptable conditions, dogs and/or facility*</td>
<td>3 mo/$500</td>
<td>1 yr/$1000</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $10,000</td>
</tr>
<tr>
<td>i. Whelping dogs at event site</td>
<td>Rep/$200</td>
<td>3 mo/$500</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $10,000</td>
</tr>
<tr>
<td><strong>II. Registration Violations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Submission of a false application to register or transfer (not signature forgeries), which affect the Stud Book*</td>
<td>3 yr/$500</td>
<td>5 yr/$1000</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $5000</td>
</tr>
<tr>
<td>b. Selling or buying AKC registration papers*</td>
<td>5 yr/$500</td>
<td>10 yr/$1000</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $5000</td>
</tr>
<tr>
<td>c. Refusing to produce dogs or records*</td>
<td>6 mo/$500</td>
<td>5 yr/$1000</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $3000</td>
</tr>
<tr>
<td>d. Non-compliance with AKC’s Rules and Regulations on Record Keeping and Identification</td>
<td>Rep/up to $50</td>
<td>6 mo/up to $500</td>
<td>Up to life/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $3000</td>
</tr>
<tr>
<td>e. Submission of an AKC litter application which the individual should have known contained a false certification as to the sire and/or dam of the litter (DNA exclusion)*</td>
<td><strong>2 Exclusions/5 yrs</strong></td>
<td><strong>3 Exclusions/5 yrs</strong></td>
<td><strong>4 Exclusions/5 yrs</strong></td>
</tr>
<tr>
<td></td>
<td>6 mo/$500</td>
<td>1 yr/$1000</td>
<td>Up to 5 yr/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $2000</td>
</tr>
<tr>
<td><strong>III. Misconduct Against a Club</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Judicial or administrative determination of, or a signed admission of, unauthorized use of club funds.</td>
<td>1 yr/$1000</td>
<td>5 yr/$2000</td>
<td>Up to 10 yr/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>up to $5000</td>
</tr>
</tbody>
</table>

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1 If reinstated, must start with a new colony, or in lieu thereof, bring back dogs from the old colony for which a DNA profile is recorded with the AKC and is positively identified via microchip or tattoo.

2 The actual fine assessed shall be sufficient to cover all reinstatement costs, but in no instance shall it exceed the maximum amount indicated.
### SUSPENSION OF EVENT PRIVILEGES

#### IV. Misconduct By or Directed Against a Judge

<table>
<thead>
<tr>
<th>Offense</th>
<th>Mitigated</th>
<th>Standard</th>
<th>Aggravated</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Physical contact of an insulting or provoking nature</td>
<td>Rep/$100</td>
<td>3 mo/$300</td>
<td>Up to 5 yr/ up to $1000</td>
</tr>
<tr>
<td>b. Inappropriate, abusive or foul language directed personally to a judge</td>
<td>2 mo/$100</td>
<td>6 mo/$500</td>
<td>Up to 1 yr/ up to $1000</td>
</tr>
<tr>
<td>c. Inappropriate public criticism of a judge, not disruptive, but demonstrating lack of sportsmanship</td>
<td>Rep/$50</td>
<td>1 mo/$200</td>
<td>Up to 3 mo/ up to $300</td>
</tr>
<tr>
<td>d. Public criticism of a judge that causes a disruption at an event</td>
<td>Rep/$100</td>
<td>3 mo/$300</td>
<td>Up to 6 mo/ up to $500</td>
</tr>
<tr>
<td>e. Unsportsmanlike conduct during an event including but not limited to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Refusal or throwing down of ribbon</td>
<td>Rep/$100</td>
<td>3 mo/$300</td>
<td>Up to 6 mo/ up to $500</td>
</tr>
<tr>
<td>2. Leaving ring without permission</td>
<td>Rep/$100</td>
<td>3 mo/$300</td>
<td>Up to 6 mo/ up to $500</td>
</tr>
<tr>
<td>3. Refusing to continue to compete</td>
<td>Rep</td>
<td>3 mo/$300</td>
<td>Up to 6 mo/ up to $500</td>
</tr>
<tr>
<td>4. Failure to follow a judge’s instruction</td>
<td>Rep</td>
<td>45 d/$150</td>
<td>Up to 3 mo/ up to $300</td>
</tr>
<tr>
<td>f. Attempting to influence a judge</td>
<td>Rep/$200</td>
<td>1 yr/$500</td>
<td>Up to 5 yr/ up to $1000</td>
</tr>
</tbody>
</table>

#### V. Disorderly Conduct

<table>
<thead>
<tr>
<th>Offense</th>
<th>Mitigated</th>
<th>Standard</th>
<th>Aggravated</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Physical contact of an insulting or provoking nature</td>
<td>Rep/$100</td>
<td>3 mo/$300</td>
<td>Up to 2 yr/ up to $1000</td>
</tr>
<tr>
<td>b. Inappropriate, abusive or foul language</td>
<td>Rep/$100</td>
<td>1 mo/$500</td>
<td>Up to 3 mo/ up to $1000</td>
</tr>
<tr>
<td>c. Personal property damage</td>
<td>Rep/$100</td>
<td>1 mo/$500</td>
<td>Up to 3 mo/ up to $1000</td>
</tr>
<tr>
<td>d. Impairing a club’s ability to retain site</td>
<td>3 mo/$100</td>
<td>3 mo/$500</td>
<td>Up to 6 mo/ up to $1000</td>
</tr>
<tr>
<td>e. Failure to properly control a dog at an event</td>
<td>Rep/$200</td>
<td>3 mo/$500</td>
<td>Up to 6 mo/ up to $1000</td>
</tr>
<tr>
<td>f. Harassment</td>
<td>3 mo/$100</td>
<td>1 yr/$1000</td>
<td>Up to 2 yr/ up to $2000</td>
</tr>
<tr>
<td>g. Disruptive behavior at an event</td>
<td>Rep/$100</td>
<td>3 mo/$300</td>
<td>Up to 6 mo/ up to $500</td>
</tr>
</tbody>
</table>

#### VI. Violation of AKC Rules/Regulation or Club Regulations

<table>
<thead>
<tr>
<th>Offense</th>
<th>Mitigated</th>
<th>Standard</th>
<th>Aggravated</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Showing the wrong dog without voluntary correction</td>
<td>Rep/$300</td>
<td>1 mo/$500</td>
<td>Up to 3 mo/ up to $1000</td>
</tr>
</tbody>
</table>
b. Substitution 2 yr/$1000  5 yr/ $3000  Up to 10 yr/ up to $5000
c. Judging Improprieties (the judge himself/ herself or complicity with a judge) 1 yr/$500  2 yr/$750  Up to life/ up to $1000
d. Benching violations (per dog) Rep  Rep/$250  Rep/Double Fine for each Repeated offense
e. Disregard of published club regulations (e.g., parking, ex-pens, crates in aisle, unauthorized concessions, selling puppies, etc.)  Rep/$100  1 mo/$500  Up to 3 mo/ up to $1000
f. Entering/exhibiting altered dog (temporary alteration)  Rep/$500  6 mo/$1000  Up to 1 yr/ up to $2500
g. Entering exhibiting altered dog (permanent alteration) 1 yr/$1000  2 yr/$2000  Up to 5 yr/ up to $5000
h. Willful refusal to return ribbon or prize after award disallowed  Rep/$100  1 mo/$200  Up to 1 yr/ up to $500
i. Gun safety violation (by gunner) Rep  1 yr/$500  Up to 2 yr/ up to $1000
j. Gun safety violation (by club) Rep/$100  Loss of next event/$300  Loss of next event/$300
k. Providing fraudulent information on an entry to show an ineligible dog 3 mo/$500  6 mo/$1000  Up to 1 yr/ up to $2000
l. Misuse of a tracking device in connection with a Field Event 6 mo/$500  1 yr/$1000  Up to 2 yr/ up to $2500
m. Entering/Exhibiting dog that the entrant knew or should have known is ineligible to compete in the event  Rep/$200  1 yr/$1000  Up to 5 yr/ up to $5000

SUSPENSION OF REGISTRATION PRIVILEGES

<table>
<thead>
<tr>
<th>OFFENSES</th>
<th>MITIGATED</th>
<th>STANDARD</th>
<th>AGGRAVATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>VII. Registration Violations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Submission of a false application to register or transfer (not signature forgeries), which do not affect the Stud Books online or paper Rep/$300  3 yr/$300  Up to 5 yr/ up to $500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Signing AKC applications to register or transfer in blank; failure to properly complete an AKC document to show the name and address of the individual to whom the dog was directly transferred and the date of the transfer Rep/$300  3 yr/$500  Up to 1 yr/ up to $2000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Failure to complete supplemental transfers (i.e., jumping transfers). Failure to complete proper chain of registration on an AKC registered or registerable dog Rep/$300  3 yr/$500  Up to 1 yr/ up to $2000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Submission of application containing a false certification as to the signature of one of the owners (this includes making false complaints) 1 mo/$300  6 mo/$500  Up to 1 yr/ up to $1000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If now living within the U.S., six months; if residents are still outside of the U.S., indefinite, with an application for reinstatement upon return of the U.S.
e. Submission of an online application without written permission from the co-owner or co-litter owner
   Rep 3 mo/$500 Up to 1 yr/ up to $1000
f. Signing AKC documents on behalf of another without filing a properly completed Power of Attorney Form
   Rep 3 mo/$500 Up to 1 yr/ up to $1000
g. Attempting to register a litter whelped outside of the U.S.3
   Rep/$200 6 mo/$500 Up to 1 yr/ up to $1000

OFFENSES  MITIGATED  STANDARD  AGGRAVATED

VIII. Circumvention of Suspension

a. Circumvention of Suspension*
   Rep/Double Original Fine Double Original Suspension and Fine Up to life/ up to $5000

b. Aiding and abetting the circumvention of an AKC suspension of registration or all privileges (All Privileges)*
   Rep/$500 5 yr/$1000 Up to life/ up to $5000

c. Aiding and abetting the circumvention of an AKC suspension of event privileges (Event Suspension)
   Rep/$500 6 mo/$1000 Up to 1 yr/ up to $5000

Definitions of Offenses

Abuse: Improper treatment which could cause serious injury to an animal.

Cruelty: Conscious action or inaction that may endanger life or cause serious health consequences to animals.

Harassment: Inappropriate comments and/or conduct regarding but not limited to another individual’s, race, color, religion, disability, national origin, age, sexual orientation, or gender.

Improper Treatment: Inappropriate treatment or handling of an animal not likely to cause serious injury, e.g. excessive or harsh discipline/training.

Neglect: Inadequate care or voluntary inattention to basic needs, ignoring the safety and well-being of animals because of haste or ignorance.