

Frequently Asked Questions Licensed Agility Trial Secretaries

Who is required to be licensed?

Any person or entity who serves as secretary for more than twelve AKC Agility Trials in a calendar year is required to be approved as an AKC Licensed Agility Trial Secretary. *(The limit was changed from 8 to 12 effective 1/1/2013)*

When did this take effect?

This became effective for all AKC Agility Trial event applications processed on or after January 1, 2009.

I was the secretary for eleven AKC Agility Trials in 2011, but I will only do twelve in 2012. Do I need to be licensed?

No, only those persons or entities who serve as secretary for more than twelve AKC Agility Trials in a calendar must be licensed.

What happens if a club utilizes an Agility Trial secretary who is not licensed?

If the secretary is subject to licensing, but has not yet become licensed, the event may be pended and event approval withheld until the secretary becomes licensed.

What if I only serve as secretary for a club of which I am a member?

Clubs may hold up to twelve AKC Agility Trials per year. Licensing is required only if a person or entity serves as secretary for more than twelve AKC Agility Trials in a calendar year regardless of club membership.

What are the benefits of becoming a Licensed Agility Trial Secretary?

- Education – Licensed Agility Trial Secretaries will receive information, updates and regulation changes from AKC to help them do their jobs consistently and accurately.
- Professional Recognition – Clubs that utilize the services of secretaries to administer their events will have the assurance that a Licensed Agility Trial Secretary has been provided with up-to-date information, recommended business practices and other tools in order to effectively and correctly administer AKC Agility Trials.
- Business Promotion – Licensed Agility Trial Secretaries may advertise themselves as “AKC Licensed.”
- Complimentary Listing – A directory of Licensed Agility Trial Secretaries will be posted to the AKC website, [AKC Licensed Agility Trial Secretary Directory](#).

What are the requirements to become a Licensed Agility Trial Secretary?

- Be in good standing with the American Kennel Club.
- Agree to abide by and be governed by all requirements, policies, rules and regulations of the American Kennel Club.
- Complete and sign an application and remit with the appropriate fees.
 - Annual licensing fees:
 - \$100 per AKC Licensed Secretary.
 - \$25 per associate/employee who provides event secretary services.
 - Event secretary/superintendent fees of \$10 for all events over twelve per year.
- Provide proof of liability insurance in the amount of \$1 million.
- Submit all results electronically within seven days of each event.
- It is recommended, though not required, that Licensed Agility Trial Secretaries procure bonding in such amounts as may be required by clubs for which trial secretary services are provided.

Which members of my staff must be licensed?

Any person who acts on behalf of a Licensed Agility Trial Secretary must be licensed as an associate/employee.

John Doe Agility Services, Inc.

123 Main Street
Anywhere, USA 54321-1234
(555) 555-1212 Fax (555) 555-2121
Email: entries@doeagility.com
www.doeagility.com

AMERICAN KENNEL CLUB LICENSED AGILITY TRIAL SECRETARY

John J. Doe, Mary M. Doe, Katherine Carson-Doe,
Karen R. Davis, Terry N. Green, Anna Marie Harris,
Heather Elizabeth Jones, Jennifer King Montgomery,
Thomas R. Smithson, Thomas R. Smithson, Jr.

How do conformation, obedience and rally events affect the event fee schedule?

The requirements have not changed. After you have served as secretary for twelve events of any kind in a year, from the thirteenth forward, the event secretary/superintendent fee is \$10 per event. Each event is counted separately with the exception of Conformation/Obedience events that fall under the same event number. The \$10 event secretary/superintendent fees are remitted with the event results.

Please note that the requirement for licensing as an Agility Trial Secretary becomes effective after acting as an event secretary for the twelfth Agility Trial in a calendar year.

When will the annual licensing fee of \$100 be charged?

If you anticipate serving as Agility Trial Secretary for more than twelve events in the next calendar year, it would be most practical to apply for licensing and remit your annual fee upon receipt of licensing application materials so that you begin receiving information, publications, updates and administrative support. There will be no savings for waiting until the thirteenth event to apply since the annual licensing fee is the same whether you apply at first opportunity or late in the year. Please allow ten business days following confirmation of receipt of applications for processing Agility Trial Secretary and associate/employee licenses, and remember that event approvals may be withheld if licensing requirements have not been met. Annual licensing fees for Agility Trial Secretaries and their associates/employees are non-refundable.

If I (or my associates) make an error or fail to correctly perform the duties of secretary, who is held responsible?

The Licensed Agility Trial Secretary is held accountable for adhering to AKC policies, rules and regulations, and therefore is subject to reprimands, fines, and other penalties for error in administering AKC Agility Trials.

If a Licensed Agility Trial Secretary does not abide by the rules or commits a serious infraction, what happens?

AKC's goal is not to sanction Licensed Agility Trial Secretaries for errors, but rather to assist in compliance, however, clubs are entitled to professional levels of service; therefore, compliance with AKC rules and regulations is expected. If violations are noted, AKC will advise the Licensed Agility Trial Secretary of the problem and request an explanation. Minor violations may result in reprimands or fines. Repeated or serious violations would result in increased penalties.

May I list my services as AKC-licensed?

Yes, once approved, licensees may state "American Kennel Club Annually Licensed Agility Trial Secretary" in premium lists, communication, advertisements, promotions, on business cards and websites, etc. (Please note that use of the AKC logo is not permitted.)

May I enter my dogs in events for which I am secretary?

Yes, Licensed Agility Trial Secretaries (and their associates/employees) are eligible to enter and exhibit dogs in AKC Agility Trials for which they serve as secretary. As with all AKC events, conduct prejudicial to the best interests of purebred dogs, dog shows or field trials or prejudicial to the best interest of the AKC will be subject to reprimands, fines, and other penalties up to and including revocation of license and suspension from AKC privileges.

May AKC Agility Trial judges also be Licensed Agility Trial Secretaries?

Yes, however, no event secretary, whether licensed or unlicensed, may both judge and serve as secretary at the same event. This also applies to household members of any secretary.

May Licensed Agility Trial Secretaries serve as AKC Delegates?

This is determined based on whether or not the secretary receives compensation for services. Unpaid event secretaries are eligible to serve as Delegates. Event secretaries who receive compensation for their services (above reimbursement for reasonable expenses) are not eligible to serve as Delegates, whether licensed or unlicensed. A household member of a compensated event secretary is eligible to serve as a Delegate.

All Licensed Agility Trial Secretaries are Required to submit Electronic Results.

Licensed Agility Trial Secretaries who do not submit event results electronically will be subject to fines, and will not be approved to serve as secretary for additional events until compliance is achieved.

When I submit results electronically, do I still need to submit a marked catalog?

Yes, copies of the catalog must be available at the commencement of each trial, and a marked catalog must be sent to AKC so as to reach its office within seven days after the close of the event.

Will there be any required meetings for Licensed Agility Trial Secretaries?

No meetings are schedule; however AKC would welcome the Licensed Agility Trial Secretaries forming an organization in order to present issues with consensus. AKC representatives may be available to attend an annual meeting and participate in teleconferences as need.

Who within AKC will oversee Licensed Agility Trial Secretaries?

AKC Companion Events department will respond to inquiries, publication requests, related questions about event administration and regulation questions. Licensed Agility Trial Secretaries will be provided with specific contact information on where to direct their questions. For immediate questions, please contact Pamela Manaton, Director of Obedience, Rally & Tracking, at pcm@akc.org or (919) 816-3559.