



# **New Exhibitor Orientation Brochure**

[www.dogshowsupers.org](http://www.dogshowsupers.org)



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# WELCOME TO THE FANCY!

We are pleased to have you join us at this show. Whether you are just doing some preliminary research in choosing the right breed for you and your family, or you already have your canine companion and want to learn more, this is an excellent place for you to start.

This booklet was designed by the Dog Show Superintendents Association to give you some basic information. If you have become involved in the sport, or if you are thinking of becoming involved, Superintendents can be an important factor in your experience. Superintending organizations work together with clubs to produce and manage dog shows. Part of their job is to help insure that everything runs smoothly for the club and that everything is progressing for their show according to AKC Rules and Regulations. Another important part of their job is to help newcomers understand those same Rules and Regulations. Helping you understand shows and helping you gain in your knowledge of AKC Rules and Regulations will add to your success and enjoyment of the sport. (For more detail on what Superintendents do see page 14.)

This booklet contains information on the most frequent items with which you will come into contact during your day at the show. If there is anything you would like to have additional information on, or if there is something that is not quite clear, please feel free to come to the Superintendent's desk and ask. If you don't have any questions during the event but think of something after you have left, we have included some website addresses for specific sites as well as some helpful e-mail addresses you may use to obtain additional information.

# BASIC DOG SHOW ETIQUETTE

Here are some brief pointers in basic dog show etiquette for you and your family when you attend your first shows. These particular items were developed by and are displayed at the Thanksgiving Classic shows in Springfield, MA. We appreciate their cooperation in allowing us to reproduce them here. They have been slightly expanded by DSSA. They will be very helpful in making your dog show experience a good one. You will notice they are just good common sense rules.

**Ask before Touching or Feeding a Dog!** Often people have spent hours grooming their dogs. Other dogs early in their exposure to shows may be nervous at shows or may not yet be used to crowds or children. And, some dogs grab for what they may interpret as treats or they might have finicky stomachs. Once a dog has been shown exhibitors/owners are usually happy to have the dog receive some additional petting, especially if they are adding to the dog's socialization. Be sure you ask the owner the correct way they like their dog to be approached and, in the case of a coated dog, where they would rather have you pet the dog and what area on the dog they'd prefer you to avoid.

**Never let your child hug a strange dog and don't stick your fingers into a strange dog's crate!** Just like most people object to being grabbed and hugged by strangers, or prefer not to have strangers invade your home space, so do many dogs! Please act accordingly.

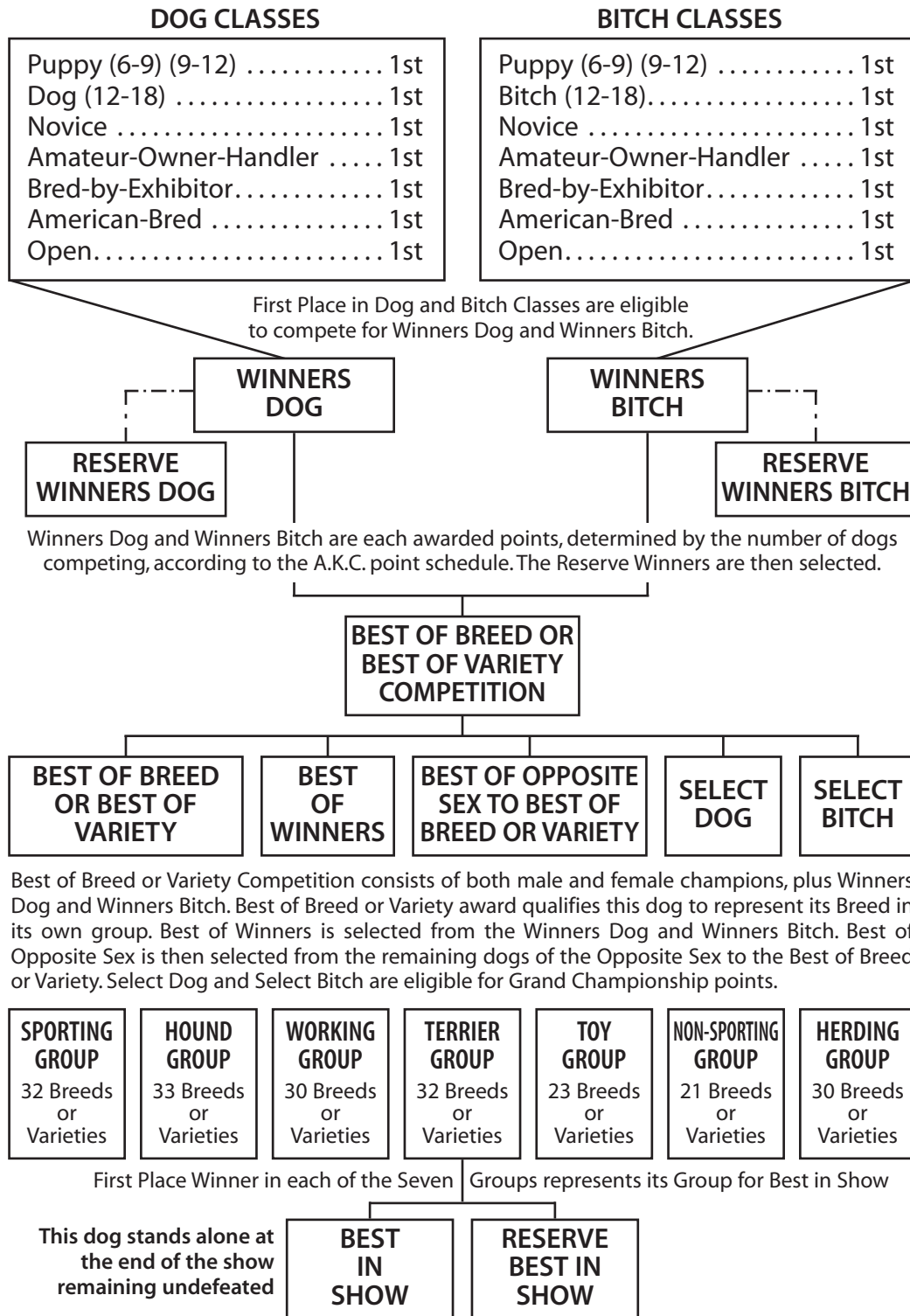
**Watch where you step!** We're sure you don't want to step on any feet, noses or tails of our doggie friends. And, on another note, unfortunately not all dog handlers are considerate enough to clean up after their dogs. Likewise, particularly at outdoor shows, it's always a good idea to keep your shoes on your feet.

**Keep all family members on the outside of ring barriers!** Each dog and handler has only moments in the ring for the judge to evaluate him and any distractions (food or objects thrown into the ring, body parts hanging over or under the ring barriers, and/or loud disturbances) can throw their performance off. And please remember, an empty ring is not a playpen. Don't attempt to step or jump over ring barriers or attempt to leap over or jump up and down on rolled matting. Remember, the ring may only be idle for a brief break or it may have been reset and cleaned for upcoming judging.

**Always ask first if it is a good time to talk!** You might be catching someone as they are nervously waiting to go into the ring, intent on grooming for an upcoming ring time, or just closely watching dogs they are interested in seeing. If an owner/exhibitor is engrossed in something, they will be happy to let you know when and where is a better time to talk.

**Cell phones and the like should not be on while you are at ringside.** If you absolutely, positively cannot be without your device at ANY time 24/7, you should have it on mute or vibrate while you are at ringside. Ringing, beeping, musical tones and any other of the myriad rings, chimes, songs, etc., such a device may make are distracting to the dogs, the exhibitors, and the people standing or sitting next to you, plus they don't want to be involved in your conversation. Please be courteous; use your good manners.

# DOG SHOW CONFORMATION JUDGING PROCEDURES



*Although the progression of a dog show may appear complicated, it's really a simple elimination contest. Each dog competes in its class. The winners of each class compete for Winners Dog and Winners Bitch. The Winners Dog and Bitch compete against the entered champions for Best of Breed and Best of Opposite Sex. Each Best of Breed winner competes in its respective Variety Group. Then the seven Group Winners compete for Best in Show. At the end of the day one dog remains undefeated.*

## GLOSSARY OF COMMON SHOW TERMS

**ACKNOWLEDGEMENT OF ENTRY OR ID:** Once entries close, and approximately 7-10 days prior to the show, you will be sent an acknowledgement of your entry along with a judging program. If you believe you have entered a show and you have not received any word by a few days prior to the show, you should call the office to which you sent your entries and verify that you are entered.

**AGENT/HANDLER:** Sometimes an owner believes he or she is not able to show their dog competently or as often as they would like, so they engage the services of an agent or handler. This person acts on behalf of the owner. The professional handler usually guides a dog's show career. They may perform such duties as conditioning and training the dog for the ring, grooming, boarding the dog, transporting the dog to shows, and they may choose what shows in which the dog is exhibited. In short, the dog is under the care, custody and control of the handler and he or she is responsible for the dog while it is in their possession. There are some who use "agent" and "handler" interchangeably. There are some who make a distinction between the two. Some feel anyone can be an "agent" for an owner. Some believe Professional Handlers are those persons who make their living showing dogs. The AKC has a program to register Handlers and there are two other organizations made up of Professional Handlers – The Professional Handlers Association and the Dog Handlers Guild. All of these have requirements the handler must meet in order to become registered or a member of the professional organization.

**AKC:** The American Kennel Club is comprised of member clubs. Organized clubs have to meet certain criteria in order to become a member club. AKC is the governing body and the registry for the sport of dogs. They were established in 1884 to promote the study, breeding, exhibiting and advancement of purebred dogs. They maintain the Stud Book records, license and sanction dog events and maintain the official records of awards and points for dog shows, field trials, obedience trials, lure coursing, hunting tests, herding trials, agility, tracking and coonhound events, etc.

**AKC CHAMPION:** In order to become an AKC Champion of Record a dog must obtain 15 points. Within the 15 points there must be two "major" wins under two different judges. A "major" is a three, four or five-point win. The point schedule varies in different areas of the country, which are called divisions. Every show catalog contains the point schedule for the division in which the show occurs. It also contains instructions to help you compute points. If you are unsure of how to do this, check with the Superintendent, the Show Secretary or the AKC Representative. The AKC keeps track of each show dog's record using the results from each show. Because these are official results, it is very important that you check the results board or table at the show to determine whether your win or placement is marked correctly on the copy of the judge's sheet on display. If it is not marked correctly you should take the copy of the sheet to the Superintendent or Show Secretary and bring it to their attention. It will be much easier to have a correction made at the show when the judge, the ring steward and the dogs are available.

**AKC DOG SHOW:** This is an event Licensed or Sanctioned by the American Kennel Club. A kennel club must have their event approved by AKC in order to be able to award AKC points toward a dog's championship. (See also section on types of events.)

**AKC REGISTRATION NUMBER:** When your dog is individually registered with AKC you have a permanent registration attached to your dog's record. Your dog must be registered with AKC in order to compete in AKC events. Your registration means your dog's history (its parents and the rest of its ancestors) is recorded as purebred and may be traced.

**AKC REPRESENTATIVE:** This person is an employee of the AKC. Their job is primarily to observe and report. If they are in attendance at a show where you are in attendance and you have a question on the AKC rules, or a question on judging procedure, registering your dog, etc., this is a good person to ask. AKC reps have the important responsibility of observing judges.

**BEGINNER PUPPY, 4-6 Months of Age:** This competition is for dogs/bitches that are four months of age or over but under six months on the day of the event. Classes would be offered for breeds/varieties and Groups as described in Ch 3, Sec 1 of the AKC Rules Applying to Dog Shows and for the Miscellaneous Class breeds as listed in Ch 3, Sec 23. Miscellaneous Class competition and FSS competition will be the equivalent of Group competition and the winners will be eligible to compete for Best Four-to-Six Month Puppy in Show. The classes are combined (dogs and bitches judged together in one class for each breed) and compete for Best of Breed and Best of Opposite Sex to Best of Breed. All entrants must have their AKC Registration or AKC Litter Registration number. Foreign dogs may compete if registered in their country of origin. All entrants must have had their inoculations (including rabies) according to their veterinarian's protocol. Dogs owned or co-owned by a professional handler may compete HOWEVER they must be shown by a non-professional handler. These dogs may not be shown in this competition by current assistants or household members of professional handlers. The Certificate of Merit (CM) title may be obtained by virtue of earning 15 points in accordance with the points structure noted in the AKC Rules. Please see the Rules for complete information regarding this class, including information on Entry and Eligibility for this class.

**BITCH:** A female canine.

**BREAKDOWN:** In the judging program you will see numbers in parentheses after the breed names. These numbers are translated as follows: If you see, for example, Boxers (10-14-4-3) this means there are 10 dogs, 14 bitches, 4 dog specials (champions) and 3 bitch specials (champions). Exhibitors use this information to help them determine whether there will be points within their entry. Since judging programs are written immediately after the entries close, before any proofing or corrections are done, the numbers in the schedule could have some discrepancies between the time the program is written and the catalog is produced. If you are looking for an elusive point or a major and the totals are borderline you may call

the superintendent's office a few days before the show to verify the total number of dogs or bitches. This information is also available on the superintendent's website. You are not permitted to find out, however, how many dogs or bitches are in your specific class.

**BREEDER:** This is the person(s) that owned the dam of your dog.

**BREED STANDARD:** Each breed has a standard against which it is judged. The standards are set by the Parent Club for that breed. The Breed Standard is a word picture of the ideal dog of that breed. You may obtain a copy of the Standard directly from the American Kennel Club. If you are interested in several breeds you should see the AKC's publication, "*The Complete Dog Book*," which is available at most major book stores or public libraries.

**CANCELLATIONS and WITHDRAWALS of entries:** Cancellations of entry may only take place PRIOR to the closing of entries. If you have made an entry and find you are unable to attend the show you may CANCEL your entry at any time prior to the show's closing date and time and receive a refund. Cancellations must be in writing. (Note: Some organizations may have a cancellation fee that will be deducted from your entry fee. Also, if you made your entry online your refund will not include any processing fee you may have been charged.) Withdrawals of entry take place AFTER entries close. If, after entries close, there is a Change of Judge, or a certain other condition previously announced in the club's premium list for the show changes (for example, a breed that was to be judged outdoors must now be judged indoors), and you wish not to show under the replacement judge or the new condition, you may withdraw your entry for a refund. Withdrawals must be in writing and must meet the time requirement under AKC Rules.

**CATALOG:** Each club must produce a show catalog. This book contains information about the showgiving club, a copy of the judging schedule and championship point schedule for that area and specific information about each dog entered, including the owner and the owner's address. The catalog may also contain advertising from local breeders or a list of the club's members who are breeders. While the superintendent prints the catalogs, they are turned over to the club and are sold only by the club. They are usually available at the club tables; sometimes the club also sells them at the admittance gates.

**CATALOG ORDER:** From time to time you may hear someone refer to something as being in "catalog order". The AKC *Rules Applying to Dog Shows* state specifically that certain information must be contained in the catalog and in what order it is to appear. Among those items are the entries in the show and certain information contained on each entry form. The entries are to be "catalogued by Groups, Breeds, Varieties, and regular classes in the order given in Chapter 3." So, for example, every all-breed dog show catalog will have the (1) Sporting first, followed by (2) Hound, (3) Working, (4) Terrier, (5) Toy, (6) Non-Sporting and (7) Herding breeds listed in this order, with their respective breeds in order within the Variety Group. When someone is referring to something being in "catalog order" it would mean listing the



breeds/groups in the 1, 2, 3, 4, 5, 6, 7, Sporting, Hound, Working, Terrier, etc., order. Sometimes people (even those who have been involved in the sport for a long period of time) use this term incorrectly. You might hear someone say that the “Groups are going to be judged in catalog order.” That would correctly mean, Sporting, Hound, Working, etc. However, what they MAY mean is that the Variety Groups are going to be judged in the order as listed in the Judging Schedule, which could be entirely different from “catalog order” .

**CHANGE OF JUDGE:** There are times when the judge listed in the premium list cannot judge the breed(s) approved for them that day. For example, a judge may draw more dogs than AKC permits an individual to judge in one day. If this occurs, the judging schedule will note that due to the large entry a breed or several breeds had to be given to another judge and will specify that judge. If this happens, and you don't want to exhibit under the new judge, you may withdraw your entry, providing the withdrawal is done *prior to one half-hour before ANY conformation judging is begun*. Or, a judge may become ill or injured prior to the show or at any time before or during the show. If the change is noted in the judging schedule you may withdraw as previously noted. If, however, the change is posted at the show, you may withdraw up to the start time of judging for that breed. All withdrawals must be done in writing. If you withdraw your entry due to a change of judge you will receive a refund after the show and after all records have been returned to the Superintendent's office. Important Note: If a Change of Judge is posted at a show it may be necessary to move affected breeds to different rings and different times.

**CLASSES:** Another two-fold word. You enter your dog in one of the classes in order to be judged. For example, if you have a puppy, you may want to enter it in the Puppy Class. Puppy Classes are sometimes divided by age (6 months and under 9 months; 9 months and under 12 months). Once a dog has reached 12 months of age it is no longer considered a puppy. Classes may refer to the regular or non-regular offerings at the show. The “regular” classes that may be offered at a show are: Puppy, 12-18, Novice, Amateur-Owner Handler, Bred-by-Exhibitor, American-Bred, Open. Clubs may also offer additional approved “non-regular” classes. Non-Regular Classes may be single-dog (such as Veteran where only one dog is judged) or multiple-dog (such as Brace, Stud Dog or Brood Bitch where multiple dogs are judged together as a unit).

Sometimes the word refers to those judged prior to Best of Breed. When you hear someone say they went Best of Breed from the classes they mean their dog is not a Champion, it won its class, won Winners in its sex division, competed for Best of Breed and beat the entered Champions in their breed.

**CLASS BITCH:** A bitch entered in Puppy, 12-18 Months, Novice, Amateur-Owner-Handler, Bred by Exhibitor, American-Bred, Open.

**CLASS DOG:** A dog entered in Puppy, 12-18 Months, Novice, Amateur-Owner-Handler, Bred by Exhibitor, American-Bred, Open.

**CLOSING OR CLOSING DATE:** Shows have a date and time by which your entry must be in the hands of the superintendent or show secretary. Shows usually close the third Wednesday prior to the show; the time is normally 12:00 Noon that day. The day of the week on which the show occurs has a bearing on the closing day/date, so you should be sure to check the premium list. Also be sure of the time zone noted for the closing. Some shows, like specialties, may close earlier. There are also shows that do not accept entries prior to an opening hour/day.

**CLUB:** The membership is comprised of like-minded people whose primary interest is in dogs and their welfare, promoting pure-bred dogs, and the competition in the ring. When you see the words “kennel club” or “dog club” or “dog fanciers association” in a club name it usually denotes an interest in conformation. When you see the words “training club” or “obedience trial club” or “agility” in a club’s name it usually denotes members with an interest in Obedience and Rally or Agility.

**CONFORMATION:** This is breed judging based upon the dog’s overall appearance and structure in comparison to the Breed Standard for that particular breed. Conformation judges are looking at how closely each dog in the class compares with the breed standard’s word picture of the ideal dog in this breed.

**DAM:** Your dog’s mother.

**DOG:** A two-fold word. This word is generic when it refers, for example, to the number of animals entered at the show. In reference to the sex of an animal, a “dog” is a male.

**ENTRY FORM:** To enter an AKC event, you must forward an official AKC entry form appropriate for the type of event you wish to enter, along with the entry fee. You should be aware of the statement you are certifying, the form and the agreement on the reverse side of the entry form. You are certifying these statements when you sign the entry form. If you are photocopying the entry form or faxing the entry form you must reproduce BOTH sides of the form in order for it to be valid.

**EXHIBITOR:** An exhibitor is the person showing the dog in the ring. An exhibitor may be the dog’s owner, a friend showing the dog for the owner, or a person hired by the owner to show the dog (an Agent or Handler).

**FANCY and FANCIER:** Fancy refers to the sport of purebred dogs. A Fancier is a person interested in and active in the sport of purebred dogs.

**FINISHED:** When you hear someone say their dog has just “finished” this usually means that with their win that day the dog has completed the requirements for its Championship.

**GRAND CHAMPION:** This is a title that may be achieved after a dog becomes a Champion of Record. These dogs compete against other champions of record at the Best of Breed level. All Champions of Record are eligible to be awarded points towards this Grand Championship level. An explanation of how to figure GCH points appears in the show catalog.

There are five levels of Grand Champion status: Grand Champion, Bronze Level Grand Champion, Silver Level Grand Champion, Gold Level Grand Champion, and Platinum Level Grand Champion. For a complete explanation of Grand Championship levels, go to the AKC website.

**GROOMING AREA OR TENT:** At most shows you will find a specific area set aside for exhibitors to put their crate(s) and grooming table and tools. Dogs are to be groomed in this area only. Dogs are not to be groomed at ringside. You should always be sure to clean up your area when you are ready to leave.

**GROUP CLUB:** These clubs are comprised of members interested in the breeds belonging to one of the seven groups and their events are limited to the breeds in that group.

**JUDGING PROGRAM:** Once entries close a judging program must be written for the show. This is a schedule of what time and in what ring each breed will be shown. If you have entered a show you will receive an acknowledgement of that entry (the dog's ID for the show), which is your admittance to the show. In that same envelope you will receive a copy of the judging schedule. If you are entered and have not received your acknowledgement by a few days prior to the show, and you have not received notification that your entry was rejected, you should call the office of the organization to which you sent your entry and verify that you are entered. The totals listed on the schedule are preliminary figures before any proofreading is done. There is always a possibility of discrepancies in some totals.

If you are not entered at the show but would like to attend as a spectator, you may find the schedule posted on the Superintendent's website. Not all Superintendents may post this information, however, if not posted you may obtain the information directly from their office.

Some judging schedules will have an alphabetical list of the breeds entered. This is called an Index to Breeds. It's the shorthand or abbreviated version of the schedule. If you find your breed in the Index to Breeds you should then turn to the body of the schedule to that ring. Go to the time slot for your breed. You may notice there are several breeds under that time slot. This is the schedule of judging within that time frame. This pamphlet is also available free of charge to all spectators.

**JUNIOR SHOWMANSHIP:** This is a way for youngsters to participate and compete against each other. In Junior Showmanship the handling abilities of the junior handler are judged, not the merits of the dog. In order to compete in Juniors the child must first obtain an AKC Junior Handler Number (Phone: 919-233-9767, or write AKC Junior Showmanship, P.O. Box 900051, Raleigh NC 27675-9051 or e-mail [juniors@akc.org](mailto:juniors@akc.org)). An entry must contain the required Junior information in order to be acceptable.

Since this is a learning experience for Juniors, they should be involved not only in the care and training of their dog and proper show etiquette, but also in completing entries for their dog, completing the paperwork for any substitution, completing the paperwork for any Transfer of Junior Showmanship Class, etc. They are expected to have read the AKC Rules for Juniors and they should also have read the AKC Rules Applying to Dog Shows. They should also have read the Breed Standard for the breed they are showing. Some kennel clubs have a Junior program. If at all possible they should be helping at their local club's show. Juniors are the future of the sport and they should be properly prepared to be a positive, contributing member of the Fancy all through their participation in the sport. Classes for Juniors are not divided by gender, however, they are divided by age and experience.

**LIMITED SHOW:** Sometimes a show may be limited to a specific number of dogs or may be limited as to what dogs may compete. For example, a conformation show may be limited to 1200 dogs due to space restrictions. This will be stated in the premium list. In addition, the premium list would state whether this was a strict numerical limit (when the entry reaches the 1200th dog the show is closed to further entries) or whether it will accept every entry received in the same mail as the 1200th entry is received. Usually, the limit will be a strict numerical situation. Obedience may also be limited in their overall entry, or with a limit on each class. This, too, would be noted in the premium list. Conformation shows sometimes are limited to only dogs that have won a blue ribbon or dogs that have obtained their Championship.

**MAJOR:** If your win at a dog show earned your dog 3, 4, or 5 points at one time, the win is referred to as a 'major'. To win its CH your dog must have won at least two majors under different judges to help make up the 15 points needed.

**MISCELLANEOUS:** This class is for pure-bred dogs of such breeds as may be designated by the AKC Board of Directors. These are breeds that are in the approval process to be incorporated into the Stud Book and into one of the Variety Groups after meeting all the requirements.

**MULTIPLE CLASSES:** You may enter as many classes for which your dog is eligible. Some new conformation exhibitors want to get ring experience for both themselves and their dogs and in their excitement, enter multiple regular classes. While this is perfectly acceptable to do, there are some caveats. If you enter two or even three regular classes, you must place First in each Class in order to compete for Winners (the level at which CH points are awarded). And once you start showing that day, you are required to continue showing in everything you entered for which you are eligible.

For example, if you entered Puppy and Novice, and you showed in Puppy you **MUST** show in the Novice class you entered, regardless of whether you placed in the Puppy class. But, if you placed 2nd in the Puppy Class and First in Novice, you cannot compete for Winners because your dog was defeated. You can, however, if you've decided you don't want to take the chance with both classes, be marked absent in the Puppy Class and just compete in Novice. You would still need to place First in

Novice in order to compete for Winners. But the choice is yours. You just need to remember if you enter multiple regular conformation classes, once you start showing, you must continue. You can miss the first class and show in the second, but if you show in the first you MUST show in the second. AND, it makes no difference if you place 2nd in the first class or don't place at all, you MUST show in the second class you entered. If you encounter a problem at the ring with the steward or someone telling you that you cannot show in that second class you entered because you lost in the first one, have the Superintendent paged to come to the ring.

**NATIONAL OWNER-HANDLED SERIES:** Judged after Best of Breed/Variety in the breed ring, this competition recognizes and showcases the dogs exhibited by owner-handlers and provides a venue for the owner-handlers to compete against their peers. This competition is NOT the same as the Amateur-Owner-Handler class. However, both are based on the quality of the dog NOT the handling ability of the owner.

Several things must have occurred in order to be in the ring for this competition:

1. The exhibitor must have checked the box on the entry form that declares the dog is eligible for this Series competition. If this box is not checked you will not be in the NOHS competition that day. Dogs declared eligible will be identified by an asterisk or other representative mark in the steward's book and in the show catalog.
2. The handler MUST be an owner of record according to AKC records of the date of the show. (Professional handlers, household members and current assistants to professional handlers may not exhibit. A current assistant is defined as anyone employed by a professional handler on a full-time basis, or assisting a professional handler at the show or any show during the cluster weekend.)
3. Dogs must be handled by an owner-handler for the AKC National Owner-Handled Series throughout the breed level competition for the regular show. This includes the class competition and subsequent competition in the breed ring. Additionally, dogs must be handled by an eligible owner-handler for all AKC National Owner-Handled Series competition.
4. The Owner-Handled Best of Breed will be selected from the declared eligible dogs that competed in the Best of Breed/Variety competition for the regular show. This includes Winners Dog, Winners Bitch (unless Best of Winners was awarded to an eligible entry), and the eligible undefeated winners of the non-regular classes. This excludes all dogs defeated during the class and winners competition for the regular show. You MUST be in the Best of Breed ring to remain eligible - either entered in BOB or by virtue of having won an award in the classes that permit you into the BOB ring.

**OBEDIENCE:** These are classes that demonstrate a dog's ability to take commands and perform certain exercises or patterns. The beginner classes are done with the dog on lead. The more advanced classes are done off lead. There are a number of titles Obedience dogs may obtain as they progress through the classes at each level of experience and training. (See also section on types of events.)

**OPENING DATE:** Some shows do not accept entries prior to a specific date and time. This information is always listed in the club's premium list.

**OWNER:** This is the person who owns the dog being exhibited. Whether there is one owner or four co-owners, all are considered equal owners. There is no such thing as a "primary owner".

**PARENT CLUB:** The Parent Club for a particular breed has the responsibility for the Breed Standard for that particular breed. The Parent Club would also promote their breed, distribute breed literature, hold their breed's "National" Specialty, maintain various breed statistics, etc.

**POINTS:** In order to become a breed Champion your dog must amass a certain number of points. Points are figured on the number of dogs/bitches entered that actually compete on that day and how many you have defeated with your win. There are also requirements for "major" wins under two separate judges. Points are awarded at the Winners level. The point schedule for each division is listed in the show catalog.

**PREMIUM LIST:** This is an advance announcement of the show. It tells you where the show is being held, the date(s), what classes are offered, the club officials, the name of the superintendent or show secretary, the judges, the entry fee, any trophies that will be offered, and any special notices, requirements or rules pertinent to the show. The premium list will also include an entry form for your convenience should you wish to enter.

**RESULTS/MARKINGS:** At each show, somewhere near, or possibly at, the Superintendent's or Show Secretary's table, copies of the judges' sheets with the results of the day's judging are posted so you may check on that day's winners and mark your catalog. If you have won an award you should make the time to check the copy of the judge's sheets for your breed when it is available. You should check to be sure that any award you received that day is marked correctly in the judge's book. If the judge has marked something incorrectly it is much easier to get it corrected when you, your dog and the judge are available. At the same time you check for accuracy you can also determine the number of dogs actually shown and whether you received any points for your efforts that day.

**RING:** The area where you will exhibit your dog. This area is reserved strictly for the actual showing of your dog. It is NOT a practice area. You may see an empty ring during the day. This may not indicate that judging is over for that ring, it may be because the judge is having a lunch break, or it may be a ring that will be used at the time the Groups are to be judged.

**SELECT DOG/BITCH:** The Select Dog and Select Bitch are similar to Awards of Merit in that these dogs are also worthy as far as the quality of the dogs of their gender in competition that day. These awards are chosen after Best of Breed/Variety and Best of Opposite Sex. Selects are eligible for Grand Championship points.

**SHOW LAYOUT:** A diagram or map of where rings, grooming, superintendent, club officials, etc. are located. Sometimes clubs will include a layout in their judging schedule and catalog, but it is not required.

**SHOW SECRETARY:** Some clubs do not use a superintending organization. Instead they may have someone (usually one of their members) act as their Show Secretary. This person would then receive entries, process them, etc.

**SIRE:** Your dog's father.

**SPECIAL:** A dog that has met the requirements for a Championship. This refers back to a time when the Best of Breed class was known as "For Specials Only".

**SPECIALTY CLUB:** A Specialty Club is made up of members whose interest is in one breed. For example, a club with a name such as "The Boxer Club of the Lower Peninsula" would have events within their geographic region or area specifically for Boxers. You may hear these local specialty events referred to as "regional" specialties. Oftentimes these clubs host their breed's "National" specialty, which could be a multi-day event.

In conjunction with the aforementioned, you may also hear other terms regarding Specialties: Designated Specialties are those events whose clubs have designated their breed classes within a particular All-Breed Show or Group Show as their Specialty Show. Independent Specialties are events held independent of another club on their own day(s) and site. Concurrent Specialties are those events whose clubs hold their Specialty on the same site and same day as a host All-Breed club's event. This would mean there would be two different opportunities for the breed to be judged - at the Specialty and at the All-Breed event.

**SUPERINTENDENT:** These individuals/organizations are in business to help clubs produce and manage their events. They are the club's agent in the production of the club's dog show. There were Superintendents and Show Secretaries and shows before the AKC was formed. Superintendents perform a myriad of duties to accomplish their work. They print and mail premium lists, write, print and mail judging schedules, entry acknowledgements, process the show entries, print the show catalogs and produce the armbands and judges books. They keep detailed accounting records for each show. They maintain a mail file. Many make the prize ribbons and rosettes. They also physically attend the show, set-up ring equipment, see that the show runs according to the AKC rules, process the results and forward them to the AKC and file a report on the show. They are licensed by the American Kennel Club. See also pages 26-27.

**TABULATING CONFORMATION CHAMPIONSHIP POINTS:** Each catalog carries an explanation of how to figure any points your dog may have won that day. If your non CH dog was entered in the regular conformation classes at an All-Breed Show and did not receive the award for Winners Dog or Winners Bitch you did not receive any CH points.

Points are awarded at the Winners level based upon the number of dogs and bitches that actually competed in your breed at the show. To figure the number of points awarded in Dogs or Bitches you will need to refer to the copy of the Judge's sheet posted at the Superintendent's office. If your dog went Winners in its gender, count all the dogs of that gender present in the classes (Puppy, 12-18, Novice, AOH, Bred-By, Am-Bred, Open), including your dog. The judge will have noted on the sheet any dog that was absent or excused (don't count them). Once you have that number refer to the scale of points in the catalog for your breed.

If your dog went "Best of Winners" you need to figure the points for both sexes. If points were higher in one sex than the other, the dog awarded Best of Winners would get the higher number of points as well. For example, if there were two points in Dogs and three points in Bitches and the Dog went Best of Winners over the Winners Bitch, the Winners Dog would get three points (instead of the two) by virtue of having beaten the Winners Bitch. This is not in addition to the two points; it would be instead of the two points.

If the Winners Dog or Winners Bitch goes Best of Breed, add all the Best of Breed entries present, regardless of gender, to the total class dogs or bitches for their gender and determine the number of points. If the Winners dog or Winners Bitch goes Best of Opposite they would add all the Best of Breed dogs present of the same gender as theirs ONLY.

You do not get an 'extra point' just by virtue of having beat some Champions; nor do you total ALL the dogs of both sexes when figuring points. If in doubt, refer to the explanation in the catalog and/or ask the Superintendent or AKC Field Representative for guidance.

It is important for you to check the copies of the judges sheets for your breed (and possibly your Group) before you leave the show to insure that your dog's win(s) were recorded correctly by the judges. If not marked correctly, bring it to the attention of the superintendent. These sheets are usually posted near the Superintendent's office.

**TITLE:** There are a number of titles offered in the various AKC events, each indicating the dog's achievement at various levels. Each event has different requirements, and many titles are offered at each level of competition. Titles are noted on the dog in the catalog. Some titles are noted prior to the dog's name and some are listed after the dog's name. You will note that some dogs are multi-talented and have a number of titles in different disciplines. For example, a dog may be designated a Dual Champion if it has also achieved the title of Field Champion or Herding Champion in addition to it's Champion of Record status in the breed ring. A dog that has its Dual Championship and its Obedience Trial Championship or Tracking or Agility Championship may be designated as a Triple Champion. This is quite an accomplishment for both the dog and its owner.



**TROPHY TABLE:** Located in the club area, this table has a display of certain trophies offered that day. Usually trophies are awarded in the ring. However, sometimes you will receive a trophy card in the ring at the time you receive your award. The card will usually note the award. Take that card to the trophy table and give it to the person manning it. They may ask you to sign the card at the time they give you the trophy.

**VARIETY GROUP:** Dog breeds are classified by AKC into seven Variety Groups. They are: Sporting, Hound, Working, Terrier, Toy, Non-Sporting and Herding.

**WINNERS:** The first-place winners in each of the regular classes compete for Winners. At the end of the dog classes Winners Dog and Reserve Winners Dog are chosen. At the end of the bitch classes Winners Bitch and Reserve Winners Bitch are chosen. The Winners Dog and Winners Bitch compete in the Best of Breed Competition for that breed at that show and compete against each other to determine the Best of Winners award. Championship points are awarded at the Winners level. If you go Best of Winners or if you go Best of Breed or Best of Opposite Sex from the classes it could affect the number of points you may get.

**NOTE:** You should remain ringside after your class is judged. If you were awarded second to the dog or bitch that goes Winners you will need to go back into the ring to compete for Reserve Winners.

## TYPES OF EVENTS

**There are many different types of events in which your dog may compete. You may choose one or several. Each event for which your dog may be eligible to compete offers you and your dog new and exciting ways to strengthen the bond between you while having fun. You can get a complete list at [www.akc.org](http://www.akc.org). Here are some of the event types:**

**AGILITY:** This area of the sport is more along the lines of the ultimate game for the handler and dog. The timed trials are easy for spectators to follow and exciting for them to watch. In Agility, a dog follows cues from his handler as he shows his agile nature and versatility making his way through an obstacle course while the timeclock is ticking. The course may have jumps, tunnels, weave poles and other obstacles. There are two types of classes that offer increasing levels of difficulty in earning titles.

**CGC:** The Canine Good Citizenship program awards a certification to dogs that can demonstrate they have good manners at home and in the community through a series of exercises. The two-part program stresses responsible pet ownership for owners and basic good manners for their canine companions. The 10-step CGC Test is a good way to begin your dog's training and it can be a springboard into other AKC events.

**FSS OPEN SHOWS:** Informal AKC sanctioned events for FSS and Miscellaneous breeds, aged 4 months and older on the day of the event, that provide these breeds and their owners a chance to gain the ring experience of a conformation dog show in a more relaxed and inviting environment. No points may be earned towards a Championship, but Certificate of Merit points may be earned. FSS Open Shows also allow clubs, judges, and stewards to gain the experience needed for licensed events. FSS Open Shows are run much like a match on the day of the event. The Miscellaneous Class breeds will be considered equivalent to a Group as will the FSS breeds. The winners of the Miscellaneous Class & FSS Groups go on to compete for Best in FSS Open Show.

The following breed classes will be offered at all FSS Open Shows: 4-6 month puppy, 6-9 month puppy, 9-12 month puppy, and open class. Clubs may elect to divide or combine classes by sex. The Division of sexes will be uniformly applied to all breeds and published in the premium list, FSS Open Show invitations or announcements. Approved parent clubs for Miscellaneous Class and FSS breeds may offer classes for all Miscellaneous and FSS breeds or for their breed only!

**GROUP SHOW:** These are events held for those breeds within a specific Variety Group. For example, all the Working breeds would be eligible within an event held by a Working Group club.

**MATCH SHOW:** There are no points available at these events. Clubs are required to have matches on their way to being approved. These types of matches are run like a point show and demonstrate the club's ability to perform the duties required of a point show. A fun match is simply that: fun. Matches are good practice for you and your dog as well. This is an excellent way for you to learn and understand judging procedure and for your dog to be in a show situation. At a match you usually enter your dog that day and get your armband at the entry desk.

**OBEDIENCE TRIAL:** Unlike Conformation show judging, Obedience is somewhat easier for a spectator to follow. In Obedience classes a dog must perform a prescribed set of exercises on which it is scored. A perfect score is 200; points are deducted if the dog errs in his performance. These exercises can easily be translated into day-to-day life with your dog. For example, dogs must heel, both on and off lead, sit, down, stay and come when called. In advanced classes there are more difficult exercises, such as directed jumps and scent discrimination. Obedience dogs may compete for a number of titles at different levels of experience and training.

**POINT SHOW:** These are events at which points toward an AKC Championship may be awarded. Entries for these events must be in the accepting office by a deadline, typically two and one-half weeks prior to the show. At these events you will pick up your armband at the ring where you are to be judged, approximately 15-30 minutes prior to your judging time. You will know your armband number because you will have received a copy of the judging schedule and your dog's ID for the show in the mail prior to show day. Also known as a breed show or conformation show, these are the events in which your dog is judged against the Breed Standard.

**SPECIALTY:** A Specialty event is held for a specific breed. You may have an independent specialty show, you may have an association of specialty clubs or a combined specialty club which would hold events for those designated breeds in their association or group.

**RALLY:** This is Obedience with a twist. The dog and handler must complete a course designed by the Rally judge. There are designated stations that provide instructions regarding the skill to be performed. Scoring is not as stringent as traditional obedience. And, unlike Obedience, handlers may talk to their dogs and encourage their dogs in a variety of ways. Teamwork is the key in Rally.

**TRACKING, FIELD TRIALS, NITE HUNTS, HUNTING TESTS, WATER TESTS OR RACES, EARTHDOG TESTS, HERDING TESTS, LURE COURSING:** These events provide interesting and varied competition for specific breeds to demonstrate their natural abilities in jobs for which they were originally bred and developed. Some of these events may be non-competitive. Go to the AKC's website ([www.akc.org](http://www.akc.org)) for Rules, breed eligibility, requirements, titles, etc.

# HOW TO FILL OUT AN ENTRY FORM

Entering a show requires that you complete an entry form with your dog's information and certain information about yourself. **The entry form consists of two pages (front and back). Without both sides of the entry form it is invalid and unacceptable for entry into a show.** Entry forms are found in each club's premium list (the advance announcement of the show that lists all pertinent information regarding the show). In addition, Superintending organizations have generic forms available at their show offices. The following guidelines should help make the process less intimidating and should help you submit a correctly filled out entry form.



AMERICAN  
KENNEL CLUB

## OFFICIAL ENTRY FORM

1

**NOTICE: PLEASE PUT BREED & NAME OF SHOW ON CHECKS. I ENCLOSE \$\_\_\_\_\_ for entry fees.**  
**IMPORTANT - Read Carefully instructions on reverse side before filling out. Numbers in the boxes indicate sections of the instructions relevant to the information needed in that box (PLEASE PRINT).**

BREED 2		VARIETY (1) 3	SEX 4
DOG (2) (3) SHOW CLASS 5		CLASS (3) DIVISION 6 Weight, Color, Etc.	
ADDITIONAL CLASSES 7	OBEDIENCE CLASS (Jump Height) 8	RALLY CLASS (Jump Height) 9	JR. SHOWMANSHIP CLASS 10
NAME OF (See Back) JUNIOR HANDLER (if any) 11		JR. HANDLER AKC # 12	

- 1 If you are using the entry form from the premium list the top portion of the form will contain information regarding the show you are entering. It will have the club name and date, the event number, the location of the event, entry fees, closing date and time and information on where your entry should be submitted.

If you are using a generic entry form, such as the sample above, you need to write in only the proper name of the club and the complete date of the event in the blank space at the top of the form.

- 2 The breed of your dog goes here. Do not use initials since some breeds have the same initials. And, don't use only part of the breed name because it could be entered incorrectly. For example, if you have an Irish Setter don't put "Irish" alone in the space for the breed, since there are also Irish Wolfhounds and Irish Terriers.
- 3 If your breed has a Variety, the Variety goes here. For example, Collies have Smooth and Rough Varieties. So, "Collie" would go in the space for the breed and either "Smooth" or "Rough" would go in this space. Cocker Spaniels, Beagles, Dachshunds, Bull Terriers, Manchester Terriers, Chihuahuas, English Toy Spaniels and Poodles are examples of other breeds that have Varieties.

- 4 The gender of your dog goes here.
- 5 The class you wish to enter goes here. You can find the list of classes offered at the event in the club's premium list, under the heading "Breed Classification". This is where the classes offered for this particular event are published, along with the breeds acceptable for the event, any class divisions and the judges who will be officiating.
- 6 Certain classes are divided by age, weight, coat or color and if that information is not provided on your entry form your entry wouldn't be acceptable. This is where that information goes. For example, if you are entering a show where the Puppy Classes are divided you would put "Puppy" in the space for the Dog Show Class and the age division, "6-9" or "9-12" in this space. If you have a breed that will have the Open Class divided by color you would put "Open" in the space for the Class and you would put your dog's offered color division in this space. For example, if you have a Great Dane in the Open Class you would put the color of your dog (Black, Blue, Brindle, Fawn, Harlequin or Mantle) in this space.
- 7 If you are entering more than one conformation class, this is where the additional class goes. For example, if the club is offering a Sweepstakes class that you want to enter in addition to your regular class this is where you would put "Sweepstakes" along with the age division. If the club is offering a Sweepstakes it will be listed in the Breed Classification area of the premium list and the requirements for the Sweepstakes, the age divisions would usually be listed with the breed prizes.
- 8 If you are entering Obedience this is where you would put the class you are entering. Do not forget to designate whether you are entering "A" or "B". If you are entering the Novice A obedience class and you put "Novice" but not the "A" the entry would be unacceptable. These are separate classes and if you don't designate which one you want to enter the Superintendent or Show Secretary will not know in which class you should be entered and would have to return the entry. Also include your dog's jump height.
- 9 If you are entering Rally, this is where you would put the class (Rally Novice, Rally Advanced, Rally Excellent) you are entering. Do not forget to designate whether you are in "A" or "B". And, remember, some Rally classes require you to list your dog's jump height. As noted above, if you do not designate "A" or "B" the Superintendent or Show Secretary would not be able to accept your entry.
- 10 If you are entering your child in Junior Showmanship, this is where the class information goes. Again, along with the class, you must designate whether the child is "Junior," "Intermediate," or "Senior". The requirements for the classes are found in the club's premium list under a heading for Junior Showmanship.
- 11 The name of the Junior Handler goes here when entering Junior Showmanship.
- 12 The Junior Handler Number goes here. This is a number that must be obtained from AKC prior to the child entering a show. This number must be included on the entry form or it cannot be accepted. Each premium list contains information regarding obtaining a Junior Handler Number.

FULL NAME OF DOG <b>13</b>	
<input type="checkbox"/> AKC® NO. <input type="checkbox"/> PAL NO. <input type="checkbox"/> FOREIGN REG. NO. & COUNTRY	Enter number here <b>14</b> DATE OF BIRTH <b>15</b> PLACE OF BIRTH (list country) <b>16</b> <small>Do not print the above in the catalog</small>
BREEDER <b>17</b>	
SIRE <b>18</b>	
DAM <b>19</b>	
Exhibitor's Code _____ <b>20</b>	
ACTUAL OWNER(S) [4] _____ <b>21</b>	

(Please Print)

- 13** The Name of your dog as it appears on your registration form goes in this space. An incorrect or incomplete name could lead to problems with your dog's show record or having an award disallowed. Most of the information you need to complete an entry form is on your dog's registration slip.
- 14** If you have received your permanent registration from AKC, check the top box in this space and write the number in the space to the right. An AKC registration number consists of two letters and eight numbers. The entire number must be included in this space. If your dog is being shown under an acceptable Foreign Registration Number you should checkmark that box and you must note the country from which this registration was issued. An incomplete number or an incorrect number could lead to problems with respect to your dog's show record or could lead to an award being disallowed.
- 15** Your dog's birthday goes here: Month, Day, and Year.
- 16** Checkmark the box that indicates where your dog was born.
- 17** List the name(s) of the breeder(s) of your dog in this space. The breeders are the owners of your dog's dam (mother) at the time of the breeding which resulted in your puppy's litter. This information also appears on your registration slip. They are all equal in AKC's eyes.
- 18** List the Sire (father) of your dog here.
- 19** List the Dam (mother) of your dog here.
- 20** Allows superintendent to respond to specific questions about this entry. Fill in blanks with alpha-numerics and have them available if there is a need to inquire about this entry.
- 21** List the actual owner(s) of your dog here. All owners must be listed. If your dog has multiple owners you should understand that AKC considers all owners on a dog equal. There is no such thing as a "primary" owner.

**OWNER'S ADDRESS** **22** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP + 4** \_\_\_\_\_

**NAME OF OWNER'S AGENT (IF ANY) AT THIS SHOW** **23** \_\_\_\_\_ **CODE #** \_\_\_\_\_

I CERTIFY that I am the actual owner of the dog, or that I am the duly authorized agent of the actual owner whose name I have entered above. In consideration of the acceptance of this entry, I (we) agree to abide by the rules and regulations of the American Kenne Club in effect at the time of this event, and by any additional rules and regulations appearing in the premium list for this event, and further agree to be bound by the "Agreement" printed on the reverse side of this entry form. I (we) certify and represent that the dog entered is not a hazard to persons or other dogs. This entry is submitted for acceptance on the foregoing representation and Agreement. I (we) agree to conduct myself (ourselves) in accordance with all such Rules and Regulations (including all provisions applying to discipline) and to abide by any decisions made in accord with them.

■ **SIGNATURE of owner or his agent** **24**  
**duly authorized to make this entry** \_\_\_\_\_

**Telephone ( )** **25** \_\_\_\_\_

**ARE YOU A NEW EXHIBITOR?** Yes  No  **26**      **OWNER-HANDLED ELIGIBLE?** Yes  No  **27**

**Email address:** **28** \_\_\_\_\_  
(An acknowledgement or receipt of entry may be sent to this email address)

**CHECK THIS BOX TO RECEIVE A PRINTED JUDGING PROGRAM**

**Emergency Contact:** \_\_\_\_\_ **Telephone ( )** \_\_\_\_\_

- 22** List your address here. If your dog has multiple owners, only one address may be listed. This is the address to which your entry confirmation will be sent. This is also the address that the club's Superintending organization will add to their mailing list so that you will start receiving premium lists in the mail.
- 23** If you are using the services of a Professional Handler you should list the name here. If your handler has an Agent # issued through the Superintending organization, the Professional Handlers Association, the Dog Handlers Guild or the AKC you must list the number in order for your handler to receive separate confirmation information regarding your dog for this particular event. If the Agent # is not included your handler will not receive this information.
- 24** Your signature is required in this space. When you sign the entry form you are agreeing to the certification statement made just above the signature line and to the Agreement on the reverse side of the entry form. An unsigned entry form is not valid and cannot be accepted.
- 25** You should put your daytime phone number here. If there is a problem with your entry the Superintendent may attempt to contact you. Although they are not required to do so, if they find the error early enough in the process they may try to resolve the problem with you so they don't have to return the entry. There are deadlines to which they must adhere so there may be times when they have no choice but to return your entry because of missing information.
- 26** Check this box if this is YOUR first show. If you have not shown a dog before you should come to the Superintendent's office for newcomer information or to obtain information on whether a newcomer's orientation is being held that day.
- 27** Check this box if eligible and competing in the AKC Owner-Handled Series where offered.
- 28** List your e-mail address here. If you have more than one e-mail address, list the one that you use or check most often. Again, if there is a problem with your entry, the Superintendent will attempt to e-mail you before telephoning, to try to resolve the problem.



## AGREEMENT

I (we) agree that the club holding this event has the right to refuse this entry for cause which the club shall deem sufficient. In consideration of the acceptance of this entry and of the holding of this event and of the opportunity to have the dog judged and to win prizes, ribbons, or trophies, I (we) agree to hold the AKC, the event-giving club, their members, directors, governors, officers, agents, superintendents or event secretary and the owner and/or lessor of the premises and any provider of services that are necessary to hold this event and any employees or volunteers of the aforementioned parties, and any AKC approved judge, judging at this event, harmless from any claim for loss or injury which may be alleged to have been caused directly or indirectly to any person or thing by the act of this dog while in or about the event premises or grounds or near any entrance thereto, and I (we) personally assume all responsibility and liability for any such claim; and I (we) further agree to hold the aforementioned parties harmless from any claim for loss, injury or damage to this dog. Additionally, I (we) hereby assume the sole responsibility for and agree to indemnify, defend and save the aforementioned parties harmless from any and all loss and expense (including legal fees) by reason of the liability imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting therefrom, sustained by any person or persons, including myself (ourselves), or on account of damage to property, arising out of or in consequence of my (our) participation in this event, however such, injuries, death or property damage may be caused, and whether or not the same may have been caused or may be alleged to have been caused by the negligence of the aforementioned parties or any of their employees, agents, or any other persons. **I (WE) AGREE THAT ANY CAUSE OF ACTION, CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THE ENTRY, EXHIBITION OR ATTENDANCE AT THE EVENT BETWEEN THE AKC AND THE EVENT-GIVING CLUB (UNLESS OTHERWISE STATED IN ITS PREMIUM LIST) AND MYSELF (OURSELVES) OR AS TO THE CONSTRUCTION, INTERPRETATION AND EFFECT OF THIS AGREEMENT SHALL BE SETTLED BY ARBITRATION PURSUANT TO THE APPLICABLE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. HOWEVER, PRIOR TO ARBITRATION ALL APPLICABLE AKC BYLAWS, RULES, REGULATIONS AND PROCEDURES MUST FIRST BE FOLLOWED AS SET FORTH IN THE AKC CHARTER AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.**

## INSTRUCTIONS

1. (Variety) if you are entering a dog of breed in which there are varieties for show purposes, please designate the particular variety you are entering i.e., Cocker Spaniel (solid color black, ASCOB, parti-color), Beagles (not exceeding 13 in. over 13 in. but not exceeding 15 in.), Dachshunds (longhaired, smooth, wirehaired), Bull Terriers (colored, white), Manchester Terriers (standard, toy), Chihuahuas (smooth coat, long coat), English Toy Spaniels (King Charles and Ruby, Blenheim and Prince Charles), Poodles (toy, miniature, standard), Collies (rough, smooth),
2. The following categories of dogs may be entered and shown in Best of Breed competition; Dogs that are Champions of Record and dogs which, according to their owner's records, have completed the requirements for a championship, but whose championships are unconfirmed. The showing of unconfirmed Champions in Best of Breed competition is limited to a period of 90 days from the date of the show where the dog completed the requirements for a championship.
3. (Event Class) Consult the classification in this premium list. If the event class in which you are entering your dog is divided, then, in addition to designating the class, specify the particular division of the class in which you are entering your dog, i.e., age division, color division, weight division.
4. A dog must be entered in the name of the person who actually owned it at the time entries for an event closed. If a registered dog has been acquired by a new owner, it must be entered in the name of its new owner in any event for which entries closed after the date of acquirement, regardless of whether the new owner has received the registration certificate indicating that the dog is recorded in his name. State on entry form whether transfer application has been mailed to the AKC (For complete rules refer to Chapter 11, Section 3).
5. Mixed Breed dogs entering classes for Agility, Obedience and Rally trials should mark Breed as AKC Canine Partners Listed Dog "All-American Dog/Mixed Breed." Sire and Dam information shall remain blank for mixed breed entrants.

If this entry is for Jr Showmanship, please enter the following information:

**JUNIOR SHOWMANSHIP**

**JR.'S DATE OF BIRTH**

**AKC JR HANDLER NUMBER**

The above number MUST be included. Should you not have your Junior Handler number, this may be obtained from the AMERICAN KENNEL CLUB. PHONE:(919) 233-9767.

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

**ADDRESS**

City

State

ZIP

- 29 On the reverse side of the entry form is an Agreement which you acknowledge and agree to abide by when you sign the front side of the entry form. Without this page an entry is incomplete and cannot be accepted.
- 30 If you are entering a Junior Handler, you must list the Junior's Birthday in this space.
- 31 You must list the AKC Junior Handler Number here.
- 32 The address of the Junior Handler goes in these spaces.

# **THE DUTIES AND RESPONSIBILITIES OF AKC LICENSED SUPERINTENDENTS**

1. To promote and defend the Sport of Showing Pure Bred Dogs as defined by the CONSTITUTION AND BY LAWS OF THE AMERICAN KENNEL CLUB.
2. To recognize the Rules and Regulations of the AKC to form Dog Clubs and to hold shows under those Rules of membership and/or licensing or sanctioning agreements.
3. To adhere to and abide by all Rules pertaining to Superintendents.
4. To enforce all Rules Applying to Dog Shows.
5. To assist Clubs, through contractual agreements, in preparing for and holding shows under AKC Rules.
6. To assist Clubs in site inspection and layout when requested.
7. To prepare and publish Premium Lists per the contract agreement.
8. To act as the agent of the Club, to receive, process and account for entries and their fees, bad checks, due notices, entry changes/corrections prior to closing, etc.
9. As trustee of the Club's income from entry fees to protect large sums of money either by bond or other acceptable means.
10. To prepare acknowledgements of entry for all entered exhibitors.
11. To prepare and publish Judging Programs and acknowledgements to all entered exhibitors and appropriate Club personnel.
12. To typeset and prepare Club advertising for the show catalog.
13. To compute all prize monies offered in the premium list.
14. To prepare and process for printing show catalogs listing the individual dogs entered, ads and other required information.
15. To prepare judges' books listing dogs to be judged.
16. To prepare appropriate armbands for exhibitors.
17. To furnish all appropriate ribbons for dogs judged.
18. To furnish all equipment necessary for the operation of the show; benching when required.
19. To provide sufficient management by licensed superintendents and assistants for the set-up and running of the show.

20. To furnish stewards' books with listings of dogs to assist judges.
21. To furnish the Club with a copy of the official results of their show.
22. Tabulating the official results of the judging and forwarding those results and official reports to the AKC within time and method required under the Rules.
23. To remove all Superintendent's show equipment after the show.
24. To provide a complete itemized accounting of the funds and other charges to the Club, along with a check or invoice, on the day of the show or within a reasonable time after the show.
25. To carry adequate insurance covering liability or property damage and be able to furnish the Club with proof of this coverage.
26. To generally assist and advise the Club in all matters pertaining to their show and their responsibilities.

## **DOG SHOW SUPERINTENDENTS ASSOCIATION CODE OF ETHICS**

- To promote the Sport of Pure-Bred Dogs.
- To conduct Business in a manner displaying the highest degree of Professional and Ethical behavior bringing credit to the Profession and the Association.
- To diligently and honestly pursue the client's legitimate objectives.
- To behave in a manner consistent with the stated goals of his/her organization or employer and the Association.
- To provide fair treatment to all exhibitors.
- To handle all financial obligations in a fair, equitable and timely manner.
- To uniformly enforce AKC Rules, Regulations and Policies.
- To adhere to and abide by all Rules pertaining to Superintendents.
- To adhere to and abide by all By Laws, Operating Rules and such precepts as incorporated into the Association.

# SOME HELPFUL WEBSITES, POSTAL AND E-MAIL ADDRESSES

## DSSA Members:

### **BaRay Event Services, Inc.**

PO Box 508  
Burlington, WA 98233  
Ph: (360) 755-7086  
Email: [dogshows@barayevents.com](mailto:dogshows@barayevents.com)  
Website: [www.barayevents.com](http://www.barayevents.com)

### **Jack Bradshaw Dog Shows**

P.O. Box 227303  
Los Angeles, CA 90022  
Ph: (323) 727-0136  
Email: [mail@jbradshaw.com](mailto:mail@jbradshaw.com)  
Website: [www.jbradshaw.com](http://www.jbradshaw.com)

### **Executive Dog Shows, LLC.**

PO Box 0478  
Lima, Ohio 45802-0478  
Ph: (567) 289-3890  
Email: [executivedogshows@yahoo.com](mailto:executivedogshows@yahoo.com)  
Website: [www.executivedogshows.com](http://www.executivedogshows.com)

### **MB-F, Inc.**

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