

Rules for Holding UDC Events

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FOREWORD	1
I. UDC EVENTS DEFINED	2
II. MAKING APPLICATION TO HOLD A UDC EVENT	2
III. LIABILITY INSURANCE AND CONTRACTS FOR NATIONAL AND REGIONAL EVENTS	3
IV. APPROVAL OF JUDGES' PANELS AND PREMIUM LISTS	4
V. RIBBONS, PRIZES AND TROPHIES	4
VI. PREMIUM LISTS AND CLOSING OF ENTRIES.....	8
VII. JUDGES.....	9
VIII. CHANGES IN DATE OR LOCATION OF AN APPROVED UDC EVENT.....	11
IX. EVENT COMMITTEE AND EVENT SECRETARY	12
X. DUTIES AND RESPONSIBILITIES OF SHOW VETERINARIANS.....	12
XI. DOG SHOW ENTRIES, CONDITIONS OF DOGS AFFECTING ELIGIBILITY	13
XII. THE CATALOG.....	18
XIII. SCOREBOOKS	19
XIV. ELIGIBILITY FOR AWARDS.....	20
XV. PROTESTS AGAINST DOGS	21
XVI. SUBMISSION OF EVENT RECORDS TO UDC.....	21
XVII. GUIDELINES FOR HOSTING A SUCCESSFUL UDC EVENT.....	22

FOREWORD

WHAT IS THE UNITED DOBERMAN CLUB?

On August 26, 1990 a dedicated group of working Doberman enthusiasts from all over the United States and Canada met in Chicago to inaugurate the United Doberman Club. The United Doberman Club is composed of Doberman fanciers dedicated to preserving and protecting the Doberman and its heritage as a working dog. It advances the interests of the breed by educating its members about working ability, conformation, temperament, health, breeding, training and maintenance of the Total Doberman, sound in mind and body.

WHAT ARE THE GOALS OF THE UDC?

The principal goal of the club is the preservation and protection of the Doberman breed as a “total” working dog, capable of fulfilling the many functions for which the breed is suited. The UDC constitution states the purposes of the club:

- To preserve and protect the Doberman Pinscher and its heritage as a working dog, doing everything possible to perfect its natural qualities.
- To maintain open dialogue with all clubs sharing similar objectives, national and international, while insuring the autonomy of the United Doberman Club.
- To advance the interests of the breed by educating members about working ability, conformation, temperament, health, breeding, training, and maintenance of the total Doberman, sound in mind and body.
- To maintain a supplemental registry for Doberman Pinschers, recording all earned degrees and titles from recognized and acceptable organizations.
- To conduct events that promote the Doberman as a working breed, and to record and issue titles for such events.
- To encourage participation in a variety of activities for which the Doberman is suited. To publish an official publication promoting the objectives of the club.

THE ROLE OF COMPETITION IN FURTHERING UDC GOALS

Competition in conformation and performance events can best demonstrate the progress that has been made in the preservation and protection of the Doberman breed as a “total” working dog, capable of fulfilling the many functions for which the breed is suited. The United Doberman Club has therefore adopted rules and regulations by which to govern and administrate these events; the clubs that wish to hold them; and the individuals who exhibit, compete or take part in them. This chapter contains such rules and regulations as affect the above.

I. UDC EVENTS DEFINED

- A. The United Doberman Club currently awards titles for the following events:
conformation, obedience, breed survey, temperament test, and all IPO events.
- B. A member club event is an event at which conformation, obedience, breed survey, temperament test, or working dog titles or certificates may be awarded, hosted by a UDC member club.
- C. An event may be local, regional or national in scope.
- D. For local or regional events, the event giving club or clubs may select the individual events to include in their event and must follow all rules outlined in this chapter and in the companion performance and breed manuals pertaining to the events selected.
- E. Any member club in good standing with the United Doberman Club that can demonstrate the ability to host such event may bid to host the UDC National. The UDC National may run from Monday through Saturday and shall ideally offer UDC temperament testing, two conformation shows, two obedience trials, a breed survey, IPO tracking, IPO obedience, and an IPO working dog trial (IPO), along with a specified time for the Annual General Membership Meeting. The event giving club is strongly encouraged to include seminars and other special events that will be unique to the National. While the schedule of events for a National event is not rigid, all of the events need to be scheduled for maximum attendance, participation and profitability.

II. MAKING APPLICATION TO HOLD A UDC EVENT

- A. A member club must apply to The United Doberman Club on a regular Event Authorization Form, which may be found in the Appendix of this manual, over the signature of one of its officers, for permission to hold a UDC event. The member club must state in the authorization form the type of event (local, regional or national), day or days upon which, and the exact location(s) where it desires to hold such an event. The authorization form must include the name, complete address, and daytime telephone number of the Superintendent or Show/Event Secretary and Veterinarian contracted by the club to service the event. The authorization form must be sent in time to reach the member Club's Regional Director at least 28 days before the closing date for entries of a local club event, and at least 8 weeks before the closing date for entries in a regional event or national event. (See closing dates in VI-G.)

The Regional Director will review the authorization form for completeness, ensuring that the event does not conflict with other events within the region and will approve or disapprove the form within seven (7) days of receipt. If the event is approved, the Regional Director will return a copy of the signed authorization form to the event giving Club, will keep one copy, and will forward copies to the UDC Director of Judges, the UDC Administrator of Records and the Member Club Secretary.

- B. When selecting a date and location to hold a UDC event, the event giving club should avoid selecting a date that conflicts with any other UDC event scheduled to be held on the same date within a 12-hour drive from the selected location. Member clubs will avoid scheduling events that conflict with the dates of the UDC National Specialty, regardless of driving distance.
- C. Each member club which has held an event or events in any one year shall have first right to claim the corresponding dates for its event or events to be held in the next succeeding year for events held within a 12-hour drive of the event location.
- D. If a member club shall fail to hold an event at least once in every two consecutive calendar years, the Regional Director and/or Board of Directors of the United Doberman Club upon application may give a license to another club to hold an event within a 12-hour drive of the member club which has so failed to hold its event.
- E. The use of a club's name for event purposes cannot be transferred.
- F. All clubs holding events under United Doberman Club rules must have available at each event, through their event committee, at least one copy of Rules Applying to UDC Events, and at least one copy of each applicable event rule book.

III. LIABILITY INSURANCE AND CONTRACTS FOR NATIONAL AND REGIONAL EVENTS

- A. Clubs holding regional or national shows or trials must secure and provide proof of liability insurance coverage for all events associated with the show or trial. Clubs holding regional events may use the insurance of a cooperating club that owns the field where the event is taking place but such agreements must be in writing, and the UDC host club is responsible for insuring that the terms of the field insurance allow such agreements. Clubs hosting regional events may apply (for a small fee) with the UDC Insurance Committee to obtain an insurance rider through the insurance carrier of the National Club. In all cases, the host club must contact the owner of all venues to determine what liability insurance may be required. Some venues merely require a proof of insurance certificate but some require an additional insured endorsement with wording determined by them. Member clubs opting to host a local club event must provide proof of their club's liability policy to their regional director. Any club that does not have their own liability policy cannot host local club events.
- B. Clubs hosting national shows or trials must obtain written agreements with property owners and vendors describing agreement for service. Such contracts should specify the times when the venue will be used and the responsibilities of both the club and venue owners. Hotel contracts must specify the number of dogs allowed in rooms and any fees associated with their presence. Giving a list of the responsibilities of dog owners to the hotel management is appropriate. Special care should be taken to make sure that tracking field providers understand when and how many track layers, spectators and dogs will be present. Clubs or individuals holding regional events should obtain written agreements at their own discretion.

C. Event coordinators for national events must obtain a written agreement or letter signed by both the judge or seminar giver and the authorized club member specifying the details of the judging or seminar assignment, including travel arrangements, lodging, meals, and any additional fees or expenses to be paid. Such letter of agreement shall state how payment will be made and should request an itemized list of expenses and original receipts for such expenses where appropriate. Event coordinators for regional and local events are advised, but not required, to follow this policy as well.

IV. APPROVAL OF JUDGES' PANELS AND PREMIUM LISTS

A. The standard event authorization form shall also include a list of the names and addresses of the judges whom the event giving club has selected to judge its event, giving in each instance the particular event or class which it is desired that each judge shall pass upon. No judge's name shall be submitted to pass upon any assignment unless the judge has agreed in writing to accept that assignment.

B. The club must publish a premium list for shows or trials with multiple events or a flyer for single event shows or trials and an entry form for the event(s) at least 21 days before the date of the event. The premium list shall be sent to the UDC Administrator of Records, the UDC Board of Directors, the UDC webmaster, the UDC email list, and to all judges scheduled to judge the event. The premium list should be sent to all members in the club's region as well as any other members living within approximately a one day drive of the location of the event. Premium lists and entry forms for local and regional events may be printed and mailed via first class mail, or they may be sent via electronic document (fax or email). Premium lists and entry forms for national events must be mailed via electronic mailing to all UDC members. Any UDC member that does not have an email address will be mailed the premium list via first class mail. Sample premium lists and entry forms are available on the UDC website.

C. The Board of Directors of the United Doberman Club will not approve applications for events where dates conflict, unless it is shown that the granting of such applications will not work to the detriment of either event or the membership.

V. RIBBONS, PRIZES AND TROPHIES

A. All clubs holding dog shows under the rules of The United Doberman Club shall use the following colors for their prize ribbons or rosettes, in the regular classes of The United Doberman Club:

1. Conformation
2. Obedience
3. IPO Working Dog Trial

CONFORMATION

Classes	Ribbon Colors	Rosette
Baby Class	Pink, brown, Lt. Green, Grey	
Puppy 6-12 Dogs	Blue, Red, Yellow, White	Best Puppy Blue/White
Puppy 6-12 Bitches	Blue, Red, Yellow, White	Best Opposite Puppy Red/White
Youth 12-18 Dogs	Blue, Red, Yellow, White	Best Youth Blue/White
Youth 12-18 Bitches	Blue, Red, Yellow, White	Best Opposite Youth Red/White
Youth 18-24 Dogs	Blue, Red, Yellow, White	Winners Dog Blue/White
Youth 18-24 Bitches	Blue, Red, Yellow, White	Reserve Winners Dog Red/White
Open Dog	Blue, Red, Yellow, White	Winners Bitch Blue/White
Open Bitch	Blue, Red, Yellow, White	Reserve Winners Bitch Red/White
Working Dog	Blue, Red, Yellow, White	Best Altered Pale Blue/White
Working Bitch	Blue, Red, Yellow, White	Best Veteran Blue/White
Performance Dog	Blue, Red, Yellow, White	Best Opposite Veteran Red/White
Performance Bitch	Blue, Red, Yellow, White	Best of Adult Purple/Gold
Veteran Dog	Blue, Red, Yellow, White	Best Opposite Adult Red/White
Veteran Bitch	Blue, Red, Yellow, White	
Altered Male	Pink, brown, Lt. Green, Grey	
Altered Female	Pink, brown, Lt. Green, Grey	CC Ribbon (optional does not need date) Green
Champions Class Male	Blue, Red, Yellow, White	
Champions Class Female	Blue, Red, Yellow, White	

IPO

High IPO 1, 2, 3	Blue/White Rosette
High IPO Tracking, Obedience, Protection	Blue Rosette
High Obedience, Tracking	Blue Rosette
High in Trial	Purple/Gold Rosette
BH (optional no date required)	Green Strip Ribbon

OBEDIENCE

Classes (Novice A and B, Open, Utility)	Blue, Red, Yellow, White
Veteran Novice (non-regular)	Pink, Brown, Lt. Green, Grey
High in Trial	Purple/Gold Rosette

4. Temperament Tests
 - a. Ribbons are not usually awarded at temperament tests, but if the event giving club wishes to award ribbons, they should be dark green qualifying ribbons and simply read Puppy Temperament Test, Youth Temperament Test, Adult Temperament Test, and Sport Temperament Test.

5. High Point All Around Award
 - a. This award shall be given at the UDC National Specialty Show. It may be offered at regional or local events, as desired by the event giving club.
 - b. Owners or handlers are responsible for submitting a HPAA score sheet to the Event Secretary prior to the close of the show if they wish to be considered for the award. Score sheets will be verified by the Event Secretary prior to assignment of the award.
 - c. When offered, the High Point All Around Award will be calculated as follows:
 - i. UDC Breed Survey (maximum of 2 points): 1 point for entering and competing, 1 point for qualifying.
 - ii. UDC Obedience (maximum of 2 points for EACH class plus 1 point for HIT): 1 point for entering and competing per class, 1 point for qualifying, 1 point for HIT. A dog entering more than one class may earn points for EACH class. For example, if a dog qualified in novice and open, they earn 4 points. If there are multiple trials, there are multiple opportunities to get these points.
 - iii. UDC Conformation (maximum of 3 points for EACH show): 1 point for entering and competing, 1 point for qualifying (E-rating), 1 point for Best Adult.
 - iv. IPO FPr Tracking Trial (maximum of 3 points): 1 point for entering and competing, 1 point for qualifying, 1 point for High FPr.
 - v. IPO UPr Obedience Trial (maximum of 3 points): 1 point for entering and competing, 1 point for qualifying, 1 point for High UPr.
 - vi. IPO APr Obedience & Protection Trial (maximum of 5 points): 1 point for entering and competing in each phase, 1 point for qualifying in each phase, 1 point for High APr.
 - vii. IPO trial (maximum of 7 points): 1 point for entering and competing in each phase, 1 point for each phase qualifying, 1 point for High IPO.
 - viii. Temperament Tests and Begleithundprüfung (BH) earn NO points.
 - ix. In the event of a tie:
 - a. dogs entered in the IPO trial will be ranked higher than dogs not entered in the IPO trial, and
 - b. a dog with a passing protection score will be ranked higher than a dog without, and

- c. the dog with the highest passing protection score will be ranked higher than other entries, whether or not the dog qualified in all three phases of the IPO trial.
- d. If there is no dog tied for HPAA that entered and participated in the IPO trial, a dog entered in obedience will be given precedence over a dog not entered in obedience, and in all cases, the highest obedience score earned will decide the tie.

B. Three-streamer rosettes will be awarded for class placements in national competition.

Rosettes or strip ribbons may be awarded for class placements in regional or local club competition. For regional and national competition, each ribbon or rosette shall be at least 2 inches wide, and approximately 8 inches long; and shall bear on its face the logo of the United Doberman Club, the name of the prize, and the name of the event giving club with numerals of year, date of show, and name of city or town where the show is given. For local member club trials, each ribbon or rosette shall be at least 2 inches wide, and approximately 8 inches long; and shall bear on its face a facsimile of the seal of The United Doberman Club, the name of the prize, and the name of the event giving club and name of the city or town where the event is given.

C. Trophies for National events shall bear the UDC logo, the name of the prize, and the date of the show. Such trophies may include additional design detail to reflect the breed, the theme, and the location of the event.

D. If money prizes are offered in a premium list of an event, a fixed amount for each prize must be stated. Alcoholic beverages will not be acceptable as prizes.

E. An event giving club shall not accept the donation of a prize for a competition not provided for at its show.

F. Monetary contributions received by the event giving club to sponsor trophies and awards may be used for the purchase of trophies and awards and to defray other costs of hosting an event; however, every trophy or award that is sponsored will be offered.

G. All prizes offered in a premium list of an event must be offered to be awarded in a regular procedure of judging for outright award to the owner and/or breeder of the dog, but any prizes or trophies not listed in the premium list may be awarded with the permission of the Event Committee and the reason for the exception included in the show report.

H. Effective January 1, 2008, new perpetual prizes and three-time win prizes will no longer be allowed.

I. Perpetual prizes and such three- time win prizes as have been approved by the Board of Directors prior to January 1, 2008, and which would not be allowed under the terms of the sections in this Chapter will continue to be permitted to be offered under the terms of their original provisions until

won outright or otherwise retired. Should premium list copy submitted to the UDC for approval contain such non-allowable prizes, a certification by the Club Secretary stating that the prizes have been in competition prior to January 1, 2008, must be included.

VI. PREMIUM LISTS AND CLOSING OF ENTRIES

A. The awards or scores earned at a UDC local or regional event will be officially recorded by the United Doberman Club only if the Regional Director has authorized the event. The awards or scores earned at a UDC national event will be officially recorded by the United Doberman Club only if the UDC Board of Directors has authorized the event.

B. The premium list shall contain the following: a list of the officers of the event-giving club with the address of the secretary, a list of the members of the Event Committee together with the designation of "Chairman" and the Chairman's address for each individual event that shall be held during the Club event, the names of the veterinarians (or name of local Veterinary Association) and, whether the veterinarian will be in attendance throughout the show hours or "on call," the names and addresses of the judges, together with their assignments, and the name and address of the superintendent or show secretary who has been approved by The United Doberman Club. The premium list shall also give the exact location of the event, the date or dates on which it is to be held, and the times of opening and closing of the show.

C. If more than one judge has been approved to judge an event, the premium list must designate the particular assignments of each judge as approved by The United Doberman Club.

D. Event committees may make such regulations or additional rules for the government of their shows as shall be considered necessary, provided such regulations or additional rules do not conflict with any rule of The United Doberman Club.

E. No prizes may be accepted or offered by an event giving club unless they are published in the premium list of the event; nor may any be withdrawn or the conditions thereof changed after they have been published in the premium list or in the separate list of prizes. If the donor of a prize that has been published in the premium list of an event or in the separate list of prizes shall fail to furnish the prize, the event giving club shall promptly supply a prize of the same description and of no less value. The event giving club shall be responsible for all errors made in publishing offers of prizes and shall, in the event of error, award prizes of equal value.

F. Every premium list shall specify the date and time at which entries for an event shall close. The premium list shall also specify the name and address of the Superintendent or Show Secretary who is to receive the entries. For all shows other than specialty shows, the specified closing date and time must be no later than as outlined in the following schedule:

Local Club Events: Entries accepted no later than noon, 48 hours prior to event start time. (Example: Event start time is 8:00 am on Saturday; entries close at noon on Wednesday.)

Regional Club Events: Entries accepted no later than noon, 10 days prior to event start day and time. (Example: Event start time is 8:00 am on Saturday; entries close at noon on Wednesday.)

National Event: Entries accepted no later than noon, 3 weeks prior to event start day and time. (Example: Event judging start time is 8:00 am on Wednesday; entries close at noon on Tuesday, 3 weeks prior.)

VII. JUDGES

A. The United Doberman Club will not approve as judge for any given event the superintendent, event secretary, or event veterinarians, or club officials of said show acting in any one of these three capacities, and such persons cannot officiate or judge at such event under any circumstances.

B. Only those persons whose names are on the United Doberman Club's list of eligible judges, AKC list of approved judges, DV approved judge or FCI approved judge may, in the discretion of the United Doberman Club, be approved to judge at any member club, except that if it becomes necessary to replace an advertised judge after the opening of the show and no person on the eligible judges list is available to take his place; the Event Committee may select as a substitute for the advertised judge a person whose name is not on the eligible judges list provided such person is not currently suspended from the privileges of the United Doberman Club, is not currently suspended as a judge and is not ineligible to judge under the provisions of Section A of this Chapter.

C. Event committees or superintendents shall, in every instance, notify appointed judges of the events upon which they are to pass, and such notifications shall be given before the publication of the premium lists.

D. Event committees or superintendents shall not add to or subtract from the number of events which a selected judge has agreed to pass upon without first notifying said judge of and obtaining his consent to the contemplated change in his assignments, and the judge when so notified may refuse to judge assignments added to his original assignment.

E. An event committee which shall be informed at any time prior to TEN DAYS before the opening day of its show that an advertised judge will not fulfill his or her engagement to judge shall substitute a judge in his or her place, which substitute judge must be approved by the Board of Directors of the United Doberman Club, and shall give notice of the name of the substitute judge to all those who have entered dogs in the classes allotted to be judged by the advertised judge. All those who have entered dogs to be shown under the advertised judge shall be permitted to withdraw their entries no later than one half-hour prior to the scheduled start of any regular conformation judging at the show, and the entry fees paid for entering such dogs shall be refunded.

F. Should an event committee be informed at any time within ten days before the opening of its show, or after its show has opened, that an advertised judge will not fulfill his or her engagement to judge, it shall substitute a qualified judge in his or her place, and shall obtain approval of the change

from the Board of Directors of the United Doberman Club if time allows. No Notice need be sent to those exhibitors who have entered dogs under the advertised judge. The event committee will be responsible for having a notice posted in a prominent place within the show precincts as soon after the show opens as is practical informing exhibitors of the change in judges. An exhibitor who has entered a dog under an advertised judge who is being replaced may withdraw such entry and shall have the entry fee refunded, provided notice of such withdrawal is given to the Superintendent or Event Secretary prior to the start of the judging of the breed which is to be passed upon by a substitute judge.

G. In case an advertised judge shall have judged part of the classes of a breed and then finds it impossible to finish, a substitute judge shall be selected by the event committee, and in that event the awards made by the regular judge shall stand, and his or her substitute shall judge only the remaining entries in the breed. No dogs entered under the regularly selected judge shall be withheld from competition.

H. A substitute judge shall finish the judging of the event he or she is adjudicating upon if he or she has begun to judge before the advertised judge arrives at the show.

I. Any member club that holds a UDC event must prepare, after the entries have closed and not before, a judging program showing the time scheduled for the judging of each event for which entries have been accepted. If a substitute or additional judge has been approved Chapter 7, Section 5 or Chapter 7, Section 6 as appropriate, will be quoted listing the changes. The judging program shall indicate the number of dogs entered and state the time for the start of judging. The total number of dogs assigned each judge will be indicated. Forty-five minutes to one hour must be allowed for rest or meals if a judge's assignment exceeds five hours. Copies of the program and entry confirmation slip for each dog entered shall be mailed or emailed to the owner no later than one week before the date of the event for regional and national events. Local club events must do this no later than 24 hours prior to start of event. Copies of the program shall be mailed or emailed to the UDC Administrator of Records, the UDC Board of Directors, the UDC Director of Judges and the judges selected for the event(s). The judging program shall be printed in the catalog. No judging shall occur at any show prior to the time specified in the judging program.

J. A judge shall not exhibit his dogs or take any dog belonging to another person into the ring or onto the field at any event at which he is officiating, nor shall he pass judgment in his official capacity upon any dog which he or any member of his immediate household or immediate family has handled in the ring more than twice during the preceding twelve months.

K. A judge's decision shall be final in all cases affecting the merits of the dogs. Full discretionary power is given to the judge to withhold any, or all, prizes for want of merit. After a class has once been judged in accordance with these rules and regulations, it shall not be re-judged. A class is considered judged when the judge has marked his book which must be done before the following class is examined. If any errors have been made by the judge in marking the awards as made, he may correct the same but must initial any such corrections.

L. A judge may order any person or dog from the ring, for the purpose of facilitating the judging. Judges are required to exclude from the rings in which they are judging all persons except the steward or stewards and the show attendants assigned to the ring and those actually engaged in exhibiting. When a judge finds it necessary to excuse a person or dog from the ring under the provisions of this section, that judge shall mark the judge's book "excused" and briefly describe the reason for this action. When a judge finds it necessary to order an exhibitor from the ring for cause, that judge shall mark the judge's book "ordered from the ring" and briefly describe the reason for this action. This exhibitor's dog is to be considered "excused."

M. A judge shall be supplied with a book called the judge's book in which he shall mark all awards and all absent dogs. The original judges' books at shows shall be in the custody of the judge, steward, superintendent, or superintendent's assistant. None other shall be allowed access to them. At the conclusion of the judging, the book must be signed by the judge and any changes which may have been made therein initialed by him.

N. A judge's decision, as marked in the judge's book, cannot be changed by him after filing, but an error appearing in the judge's book may be corrected by The United Doberman Club after consultation with the judge.

O. If a judge disqualifies a dog at any show, he shall make a note in the judge's book giving his reasons for such disqualification.

VIII. CHANGES IN DATE OR LOCATION OF AN APPROVED UDC EVENT

A. In the event that a club determines that it must change the location or date of a UDC event for which an official event authorization form has been completed and approved, the Event Secretary must file a Change in Venue Notification in writing with the club's Regional Director, the UDC Director of Judges, and the UDC Board of Directors at least ten (10) days prior to the event. Such notification shall include the original date and location of the event, the new date and location for the event, and the reason for the change in date or location. The notification can be delivered via snail mail, email or fax. Unless the change in venue for the event shall be disapproved by the UDC Board of Directors, the Club may proceed to hold the event at the new location or on the new dates, provided that all other provisions of this section are followed.

B. A change in the dates for a previously scheduled and approved UDC event is limited to 14 days earlier or later than the date of the originally approved event.

C. The new dates must not conflict with any other UDC event held within a 12-hour drive of the new location.

D. The Event Secretary must notify all UDC members within a 12-hour drive of the new location for the event via snail mail or email.

E. The Event Secretary must provide the UDC webmaster and Member Club Secretary with the updated dates and/or location for the event at least ten (10) days prior to the event so that the information can be posted to the official UDC website.

F. In the event that a Club must change the location or date of an event ten (10) days or less from the originally scheduled date of the event, such change must be approved by a majority vote of the UDC Board of Directors.

G. If a Club notifies the membership or exhibitors or UDC Board of Directors that a trial has been cancelled, then the club must submit a new event authorization form for approval through the regular process prior to proceeding with planning for a new trial.

IX. EVENT COMMITTEE AND EVENT SECRETARY

A. Event committees of UDC events shall be held responsible for the enforcement of all rules and regulations relating to these events and must provide themselves with a copy of The United Doberman Club rules and regulations for reference.

B. The Event Committee will be held accountable for the maintenance of clean and orderly conditions throughout the precincts of the event during all hours when dogs are permitted to be present.

C. The Event Secretary may appoint a Chair for each individual trial or event held during a UDC approved event. Each Chair shall be responsible for managing the ring or field and the personnel required to conduct the trial or event, and shall be responsible and obtaining judge's signatures for exhibitor scorebooks. Either the Event Secretary or the appointed Event/Trial Chair may sign exhibitor scorebooks.

D. Members of the Event Committee, the Event Secretary, and the individual Event Chair may exhibit in any class during the event, provided that their election to exhibit does not interfere in their primary role as the trial or event secretary/chair. In the event of a conflict involving a member of the event committee, event secretary, or event chair, the remaining event committee members must appoint an alternate to serve on the event committee to address the conflict or complaint.

X. DUTIES AND RESPONSIBILITIES OF SHOW VETERINARIANS

A. Any reputable person who is in good standing with the United Doberman Club and who has been duly qualified to practice his profession by law may act as veterinarian of a dog show.

B. Every club that holds a licensed or member event shall employ one or more veterinarians who are qualified as described in Section A, to serve in an official capacity. The club may elect to have a veterinarian in attendance during the event, or may elect to have the veterinarian "on call." The duties of the veterinarians shall be to give advisory opinions to the Event Committee when requested, to

examine the health of dogs at the request of exhibitors and handlers and to render first aid to dogs in cases of sickness or injury occurring at the event.

C. Veterinarians serving an event will have complete authority to: (a) Reject any dog at the entrance to an event's premises which he considers may endanger the health of other dogs; (b) Dismiss any dog that has been admitted to an event which he considers may endanger the health of other dogs; (c) Recommend to the superintendent or event secretary the excusing of any dog from being exhibited or from the event premises provided he considers that the exhibition of the dog in the ring or its remaining within the event premises would impair the dog's health. In all cases where a dog is rejected, dismissed or recommended for excusing from judging or the event premises, the veterinarian shall complete a signed statement, giving the basis for his decision, or opinion, and shall file the statement with the superintendent or event secretary.

D. Veterinarians may request exhibitors and handlers to open dogs' mouths, but when they consider it necessary may do so themselves, provided however that in the latter instance they wear rubber gloves and take proper sanitary precautions.

E. Upon the presentation at the "Veterinarians Headquarters" of a dog whose health has been questioned by an exhibitor or handler, it shall be the duty of one of the event veterinarians, as soon as practical, to make an examination of the dog. If he considers that the dog should be dismissed from the event, he will ask the superintendent or event secretary to see that the dog is removed.

XI. DOG SHOW ENTRIES, CONDITIONS OF DOGS AFFECTING ELIGIBILITY

A. It is not necessary for a dog to have an AWDF/UDC record book in order to participate in a UDC conformation show or obedience trial. The UDC Administrator of Records will record the event results for the (UDC unregistered) dog in the UDC Registry using the dog's AKC registration number; however, the dog will not be eligible to receive UDC titles until it is registered with the United Doberman Club. The show giving club may award CC or OB leg certificates to non-UDC registered dogs, but the certificates will not count toward the requirements for a UDC title until the dog is registered with the UDC and has received an AWDF/UDC scorebook.

B. Working dog (IPO) entries must have a scorebook or record book issued by a member club of the AWDF. The exhibiting handler must provide a copy of his or her membership card when the scorebook is turned into the trial secretary that verifies the handler's active membership in an AWDF member club or WDA. The owner or handler of a working dog entry must provide a fifty dollar (\$50.00) bond if s/he is unable to produce the required record book at the time of the trial, and no awards or prizes will be officially bestowed until such time that the record book is received by the Event Secretary (prior to the close of the event) or the UDC Administrator of Records (following the close of the event). Upon submission of the record book, the amount of the bond will be returned to the exhibitor. For information on how to obtain a UDC Record Book, refer to the UDC Administration Manual, Chapter 6.

C. No dog shall be eligible to be entered in a licensed or member dog show, unless it is either individually registered in the AKC Stud Book or part of an AKC-registered litter, or otherwise, if whelped outside the United States of America and owned by a resident of the USA, or of a country with a foreign registry organization whose pedigrees are acceptable for AKC registration and is registered with that registry. A dog with an AKC Limited Registration shall be eligible to be entered in all classes of a breed competition in a licensed or member dog show. An unregistered dog that is part of an AKC-registered litter, or an unregistered dog with an acceptable foreign registration that was whelped outside the USA and that is owned by a resident of the USA, or of a country with a foreign registry organization whose pedigrees are acceptable for AKC registration may, without special UDC approval, be entered in licensed or member dog shows that are held not later than 30 days after the date of the first licensed or member dog show in which the dog was entered, but only provided that the AKC litter registration number or the individual foreign registration and the name of the country of birth, are shown on the entry form; and provided further that the same name (which in the case of a foreign registered dog must be the name on the foreign registration) is used for the dog each time. No dog that has not been individually registered with the AKC when first entered in a UDC licensed or member dog show shall be eligible to be entered in any licensed or member dog show that is held more than 30 days after the date of the first licensed or member dog show in which it was entered, unless the dog's individual AKC registration number is shown on the entry form, or unless the owner has received from the United Doberman Club an extension notice in writing authorizing further entries of the dog for a specified time with its AKC litter number or individual foreign registration number. No such extension will be granted unless the owner can clearly demonstrate, in a letter addressed to the Board of Directors of the United Doberman Club requesting such extension, that the delay in registration is due to circumstances for which he is not responsible. Such extension notice will be void upon registration of the dog or upon expiration of the period for which the extension has been granted if that occurs earlier, but upon application further extensions may be granted. If a dog is later individually registered with a name that is not identical to the name under which it has been entered in dog shows prior to individual registration, each entry form entering the dog in a licensed or member dog show after the owner has received the individual registration certificate must show the registered name followed by "formerly shown as" and the name under which the dog was previously shown, until the dog has been awarded one of the four places in a regular class at a licensed or member show.

D. All event results are required to be submitted to the UDC Registrar and must be postmarked by 14 days after the last day of an event. There will be a penalty of \$5 per day beyond the 14 days that will be charged to the hosting club unless unusual circumstances prevail and must have UDC board approval to waive said penalty.

E. Every dog must be entered in the name of the person who actually owned the dog at the time entries closed. The right to exhibit a dog cannot be transferred. A registered dog which has been acquired by some person other than the owner as recorded with the American Kennel Club must be entered in the name of its new owner at any show for which entries close after the date upon which the dog was acquired, and a copy of the AKC application for transfer of ownership must be sent to the United Doberman Club Administrator of Records by the new owner within ten days after the last day of

the UDC event. The new owner should state on the event entry form that an AKC transfer application has been mailed to the American Kennel Club, and that a copy of this application will be mailed to the United Doberman Club or will be mailed shortly. If there is any unavoidable delay in obtaining the completed application required to record the transfer, the United Doberman Club may grant a reasonable extension of time, provided the new owner notifies the Administrator of Records of the United Doberman Club by mail within ten days after the show, of the reason for the delay. If an entry is made by a duly authorized agent of the owner, the name of the actual owner must be shown on the entry form. If a dog is owned by an association, the name of the association and a list of its officers must be shown on the entry form.

F. A registered dog which has been acquired by some person other than the owner as recorded with the United Doberman Club must be entered in the name of its new owner at any show for which entries close after the date upon which the dog was acquired. The new owner should complete the transfer of ownership by submitting the original UDC registration papers and scorebook to the United Doberman Club Administrator of Records within 14 days following the event. If there is an unavoidable delay, the event entry should specify the reasons in the same manner as a delayed AKC registration.

G. To be acceptable, an entry must:

1. Be submitted with required entry fee.
2. Be on an Official United Doberman Club entry form or submitted through the UDC or member club online entry system.
3. Be signed by the owner or his duly authorized agent.
4. Include all of the following formation:
 - a. Name of event giving club
 - b. Date of Show
 - c. Breed
 - d. Sex
 - e. Name of class or classes entered
 - f. Full/Registered Name of Dog
 - g. Name of Owner(s) / co-owner(s)
 - h. Name of Owner(s) agent, if any
 - i. Address of Owner
 - j. Date of Birth
 - k. Place of Birth
 - l. Name of Breeder(s)
 - m. Name of Sire
 - n. Name of Dam
 - o. Each of the following, where applicable:
 - i. UDC registration number and scorebook number, if applicable.

- ii. AKC registration number, AKC litter number or AKC ILP number, or other identification number issued by AKC.
- iii. Foreign registration number and country for an unregistered imported dog.

H. No entry may be accepted unless the Superintendent or Event Secretary, named in the premium list to receive entries, receives such entry:

1. prior to the closing date and hour as published in the premium list; and,
2. in the case of a limited entry, prior to the time the limit is reached.
3. All the requirements of the foregoing paragraph and all other specific requirements printed in the premium list must be met before an entry can be considered acceptable. Failure to meet these requirements may result in the loss of all awards earned at the event.

I. No entry shall be made and no entry shall be accepted by a Superintendent or Event Secretary which specifies any condition as to its acceptance.

J. No entry may be changed or canceled unless notice of the change or cancellation is received in writing or by email by the Superintendent or Event Secretary named in the premium list to receive entries, prior to the closing date and hour for entries, except that the following changes may be made provided the change is made by the Superintendent or Event Secretary at least one half-hour prior to the scheduled start of any regular judging at the event:

1. a correction may be made in the sex of a dog;
2. a dog may be transferred from one age of the Puppy or Youth Class to another or between the Puppy and Youth Class at an event prior to the judging;
3. dogs which according to their owners' records have completed the requirements for a championship after the closing of entries for an event but whose championships are unconfirmed, may be transferred from one of the regular classes to the Champion class; or
4. dogs which according to their owner's records have completed the requirements for a performance title required for entry into a higher level conformation or performance class after the closing of entries for an event but whose title is unconfirmed may be transferred into the higher level class.

K. Owners are responsible for errors in the entry forms, regardless of who may make such errors. Owners must be prepared to provide proof of entry requirements for each class entered by presenting the dog's official scorebook, or by presenting the dog's official critique or award sheet for the class at the time that the owner picks up the armband for the class or event.

L. A dog that is lame in any class or event may not compete in that class or event. It is the judge's responsibility to determine whether a dog is lame. The judge shall not obtain the opinion of the show veterinarian. In situations where the judge determines a dog to be lame, the judge shall excuse the dog from the ring or field and withhold from the dog the awards for that class or competition. The judge shall mark his book "Excused—lame." Dogs so excused will not count as having competed in the class or event from which it was excused. If the dog has completed previous classes at the event without being excused, it shall count for those classes and keep any awards from those classes.

M. No dog shall be eligible to compete at any show and no dog shall receive any award at any show in the event the natural color or shade of natural color or the natural markings of the dog have been altered or changed by the use of any substance whether such substance may have been used for cleaning purposes or for any other reason. Such cleaning substances are to be removed before the dog enters the ring. If in the judge's opinion any substance has been used to alter or change the natural color or shade of natural color or natural markings of a dog, then in such event the judge shall withhold any and all awards from such dog, and the judge shall make a note in the judge's book giving his reason for withholding such award. The handler or the owner, or both, of any dog or dogs from which any award has been withheld for violation of this section of the rules, or any judge who shall fail to perform his duties under this section, shall be subject to disciplinary action.

N. Dogs may not be exhibited in any UDC event wearing bandages or having stitches in any part of their bodies.

O. No dog shall be eligible to compete at any event, no dog shall be brought into the grounds or premises of any event, and any dog which may have been brought into the grounds or premises of an event shall immediately be removed if it: (a) shows clinical symptoms of distemper, infectious hepatitis, leptospirosis or other communicable disease, or (b) is known to have been in contact with distemper, infectious hepatitis, leptospirosis or other communicable disease within thirty days prior to the opening of the event, or (c) has been kenneled within thirty days prior to the opening of the event on premises on which there existed distemper, infectious hepatitis, leptospirosis or other communicable disease.

P. A club may engage dogs not entered in its event as a special attraction provided the written approval of the United Doberman Club Board of Directors is first obtained.

Q. No judge or any person residing in the same household with a judge shall exhibit or act as agent or handler at an event at which he is officiating as judge and dogs owned wholly or in part by such judge or any member of his household shall be ineligible to be entered at such event. Subject to the foregoing, members of a judge's immediate family as defined in this section who no longer reside in the same household may enter or handle a dog at an event if the judge is not officiating over any competition for which the dog is entered or may become eligible. No entry shall be made at any event under a judge of any dog which said judge or any member of his immediate household or immediate family has been known to have owned, handled in the ring more than twice, sold, held under lease or boarded within one year prior to the date of the event.

For the purposes of this section, the members of an immediate family are: husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

R. Any event giving club which accepts an entry fee other than that published in its premium list, or in any way discriminates between exhibitors or entrants, shall be disciplined. No event giving club shall offer to any one owner or handler any special inducement, such as trophies, reduced entry fees, rebates, additional prize money, or any other concession, for entering more than one dog in the show.

S. An Event Committee may decline any entries or may remove any dog from its show for cause, but in each such instance shall file good and sufficient reasons for so doing with the Board of Directors of the United Doberman Club.

XII. THE CATALOG

A. Every Event Committee shall provide a printed catalog which shall contain:

1. Exact location of the show.
2. Date/dates on which the show will be held.
3. Show hours (opening and closing).
4. List of all officers and members of the Event Committee.
5. Names and complete addresses of all judges.
6. Name and address of Superintendent and/or Show Secretary.
7. Name of the Veterinarian or Veterinary Clinic, and whether the veterinarian will be in attendance or on call.
8. Names and addresses of all exhibitors.
9. Information on all entered dogs as described in Chapter 12, Section 4.
10. Judging Program.
11. Every catalog must include the following on its cover or title page:
 - a. Name of event giving club(s).
 - b. Date of show.
 - c. The statement, "This show is held under United Doberman Club rules".
 - d. The United Doberman Club logo.

12. For a single event, such as a club working dog trial, the catalog may consist of a single page that simply lists the required information. For multiple event shows, the catalog shall be in book form. It shall be from 5 1/2 x 8 1/2 inches to 8 1/2 x 11 inches. It shall contain the following information for all entered dogs, arranged in this order:
- e. Catalog (armband) number.
 - f. Complete registered name of dog .
 - g. One of the following for each dog:
 - i. UDC registration number and UDC scorebook number, if applicable.
 - ii. AKC registration number or AKC litter number or AKC ILP number, or other identification number issued by AKC.
 - iii. Foreign registration number and country for an unregistered, imported dog.
 - d. Date of birth.
 - e. Name of breeder(s).
 - f. Name of Sire.
 - g. Name of Dam.
 - h. Name of owner(s)/co-owner(s).
 - i. Name of owner's agent (if any).
 - j. The address of the owner shall follow the owner's name, or shall be included in a separate alphabetical list of all exhibitors contained elsewhere in the catalog. The entries shall be catalogued by events in the order of the overall event schedule. The Board of Directors of The United Doberman Club may set additional requirements for format and content of the catalog.

B. All prizes/trophies offered in an event's premium list shall be printed in the catalog.

No change shall be made in the description or conditions of these prizes or trophies.

XIII. SCOREBOOKS

A. Exhibitors must provide their UDC scorebook to each event chair or secretary so that the official event results are recorded into the scorebook. At multi-event shows, the scorebooks may not be returned immediately to the exhibitor, but may be held by the event secretary to be returned after the dog and handler compete in their last event.

B. Exhibitors should request their scorebook from the Event Secretary at the close of the last event in which they will participate. The Event Secretary or UDC Administrator of Records is authorized to charge a fee to exhibitors to return unclaimed scorebooks, critiques, certificates, and other official items

from a UDC sanctioned event. The minimum fee shall be the same as that for other items shipped from the event, if applicable. Should the cost of mailing the item exceed the standard shipping rate adopted for the event, or no shipping fee has previously been established, the Event Secretary or UDC Administrator of Records may request the total amount of the shipping cost from the exhibitor. The Event Secretary or UDC Administrator of Records will notify the owner of the unclaimed item and will require proof of payment to the UDC Treasurer for shipping charges before the item will be returned.

XIV. ELIGIBILITY FOR AWARDS

A. Dogs do not have to be registered with the United Doberman Club in order to compete in United Doberman Club events. Non UDC-registered dogs may receive awards and prizes. Their awards will be recorded by the UDC Administrator of Records, but no dog may earn a UDC title that is not UDC registered. When the owner registers the dog with the UDC, s/he must submit proof of all awards received from UDC events, and all previous wins and placements earned at UDC events will be verified for the dog, and titles and certificates for which all requirements have been met will be awarded.

B. Every dog which is present in the ring or on the field for a class in which it is properly entered must continue to compete in all competition in its breed or event for which it is entered or becomes eligible, unless it has been excused, dismissed, disqualified or found to be ineligible under the rules.

C. Any club giving a UDC event must provide arm cards or bibs and shall see that every person exhibiting a dog wears, when in the ring or on the field, an arm card or bib containing thereon the catalog number or draw number of the dog being exhibited; but no badges, coats with kennel names thereon or ribbon prizes shall be worn or displayed, nor other visible means of identification may be used by an individual when exhibiting a dog in the ring or on the field.

D. If an ineligible dog has been entered in any licensed or member UDC event, or if the name of the owner given on the entry form is not that of the person or persons who actually owned the dog at the time entries closed, or if shown in a class for which it has not been entered, or if its entry form is deemed invalid or unacceptable by the United Doberman Club under these rules, all resulting awards shall be revoked by The United Doberman Club.

E. If an otherwise eligible dog is found to be entered in an incorrect class by virtue of age or sex, for example a puppy dog is entered as a puppy bitch, or a an 18-24 month youth dog is entered as a 12-18 month youth dog, the event secretary may move the dog into the correct class. If an otherwise eligible dog is found to be entered in an incorrect class by virtue of not meeting the titling requirements for a specific class, the event secretary may move the entry to the correct class, provided that the dog is otherwise eligible to compete in the correct class.

F. If the catalog and/or the judge's book of any show shall by error or mistake set forth any information contrary to the information which appears on the entry form of the dog for that show, the Event Committee and/or the Superintendent of the event, upon request of the owner or handler of said dog prior to the judging, shall correct the entry in the judge's book and in the marked catalog to be sent

to the Administrator of Records of the United Doberman Club and said dog properly may compete in all classes and for all prizes for which its entry form discloses it was properly entered.

G. If an award in any of the regular classes is revoked, the dog judged next in order of merit shall be moved up and the award to the dog moved up shall be counted the same as if it had been the original award. If there is no dog of record to move up, the award shall be void.

H. If the win of a dog shall be revoked by the United Doberman Club, the owner of the dog shall return all prizes other than ribbons to the event giving club within ten days of receipt of the notice of the revocation from the United Doberman Club. The event giving club shall in each instance of failure to comply with this rule notify the Board of Directors of the United Doberman Club of such failure and the United Doberman Club, upon receipt of such notice forthwith shall suspend the exhibitor so in default from all privileges of the United Doberman Club and notify the exhibitor so in default that it has done so, and said suspension shall continue until the United Doberman Club is notified that restitution has been made.

XV. PROTESTS AGAINST DOGS

A. Every exhibitor and handler shall have the right to request through the superintendent or event secretary the examination, by one of an event's veterinarians, of any dog within an event's premises which is considered to endanger the health of the other dogs in an event. The request is to be in writing and on a form obtainable from a superintendent or event secretary, whose duty it will be to see that the subject dog is promptly taken to the "Veterinarian Headquarters" by its owner or the owner's agent.

B. Any person who is handling a competing dog in the ring in any conformation competition may then verbally protest to the judge before every dog in the class has been individually examined and individually gaited, alleging that a dog being shown in the competition has a condition which makes it ineligible to compete under the rules of the class or event in question. When such a protest is made, it shall be the judge's responsibility to examine the dog and its records for the alleged condition. If, following the examination the judge determines that disqualification is required under the rules of the class or event, he shall mark the book "disqualified" and state the reason for the disqualification. If the judge finds that the protest is not sustained, he shall note in the judge's book the condition protested and his findings. He shall not obtain the opinion of the show veterinarian.

XVI. SUBMISSION OF EVENT RECORDS TO UDC

A. An event giving club shall pay or distribute all money prizes offered at its event within thirty (30) days after the United Doberman Club has checked the awards of said show.

B. After each licensed or member club dog event, a catalog marked with all awards and absent dogs, certified to by the Superintendent or Event Secretary of the show, together with the Event Authorization Form, all judges' books must be sent to the United Doberman Club Administrator of

Records postmarked no later than 14 days after the close of the event. All original entry forms must be maintained by the Superintendent or Event Secretary for a period of 6 months after the event, and these original entry forms must be available to the Administrator of Records of the United Doberman Club upon request during this 6 month period. A penalty for non-compliance five (\$5.00) dollars for each day's delay beyond the deadline, and other such penalties as may be imposed by the Board of Directors of The United Doberman Club shall be assessed.

XVII. GUIDELINES FOR HOSTING A SUCCESSFUL UDC EVENT

This section contains guidelines, not rules, for hosting a successful event. The purpose of these guidelines is to promote a well-organized and executed event. Participants, spectators, the host club and the UDC all stand to gain from a well-organized system. Unlike a national event, the conduct and operations of which is overseen to a greater extent by the UDC Board of Directors, local events are conducted solely by the local member club, and all financial responsibility, as well as reward, is up to the local club. The UDC wishes its local clubs to have successful events, however, and thus these guidelines are provided as suggestions for how to go about putting on an event.

A. Necessary Personnel

The following is a list of personnel, with job duties, that we suggest you have available in order to successfully conduct an event:

1. Event Chairman - This person has overall coordinating responsibility for the event.

S/he shall select individuals to assist in conducting the event and delegate responsibilities to them. S/he shall be the contact person between the local club and the UDC. S/he shall serve on the Event Committee. This person should remain at the main venue of the event and be available at all times during the event.
2. Event Secretary - This person shall be responsible for the proper completion of all required paperwork for the event and its timely submission to the UDC Administrator of Records following the close of the event. This includes the Event Authorization Form, the Premium List and Entry forms, the Catalog, and the class score sheets and Judge's Books. The Event Secretary shall also be responsible for collecting scorebooks from exhibitors, ensuring that they are properly marked and signed by the Judge, and returning the scorebooks back to the exhibitors.
3. Event Coordinators - Each phase of the trial (tracking, obedience and protection) or show (classes) should have at least one person assigned as a coordinator. The tasks of this person should include assurance that all permits are obtained for access to the venue, as well as responsibility for opening up access to the facilities and closure when activity is completed. This person should also be available at all times to act as a facilitator in time of need. This person should attend to the needs of the people working

to conduct each phase such as transportation, food and shelter from severe weather. The tracking event coordinator should plan the system used for transporting or directing participants and spectators to the tracking venues.

4. Equipment and Location Chairman - This person shall be in charge of all land and equipment needed for the conduct of the event. Depending on the events of the trial or show the list of equipment will vary. But in all events a wireless microphone and PA system should be acquired for the judge's critiques. In Working Dog Trials, sufficient land is needed for tracking. Criteria in selecting tracking fields should include consistency for all competitors, quality of the land in terms of cover or plowed ground, proximity to the host accommodations and ease of access for participants and spectators. At least three qualified tracklayers shall be available. This person shall also secure a stadium or field of suitable proportions for the conduct of the obedience and protection phases. He/she shall provide a jump and wall, a set of dumbbells and stand, more than one 6 mm or equivalent blank gun and blank ammunition, a group of at least four people, six blinds, two quality sleeves with new cuffs, four sticks and several chairs for helpers and the group. This person should also provide a public address system adequate to the size of the facility. A score board should be placed in a prominent position. Numbers that identify the participants according to the catalog shall be provided for each to wear. A master of ceremonies for the introduction of competitors and general announcements is needed at the stadium facility. In Conformations Shows, ring equipment, tables, chairs, tents, are all necessary for a successful show. In Obedience Trials, all the necessary jumps, baby gates, and ring set up are required.

B. Other Personnel

1. Food Chairman - This person shall be in charge of making available enough quality food and drink to serve the needs of participants and spectators. Experience shows that food service provides a very large proportion of the total revenue generated at events. Particular attention should be given to this area of the preparation. Food for sale should be available during all hours in which an event is actually being conducted. Attention should be paid to having coffee and snacks available during the early morning spectators and participants. Local civic organizations may be willing to provide assistance in food service in return for a portion of the net returns.
2. Awards Chairman - This person shall be in charge of securing awards for the event. Awards should be given for each placement within a category at the event, and it is recommended that participant awards should be given to all persons such as track layers and helpers. This person shall display the awards in a prominent location for all to see and admire. This person shall also assure that photographs of the closing ceremony are taken and especially photographs of the winners. Quality photographs are to be sent to the associate editor of the Focus, and this person should also make arrangements to

have someone cover the event for purpose of writing the article to be published in the Focus.

3. Lodging Coordinator - This person shall be in charge of coordinating all arrangements with the host motel and other motels that serve the event. Care should be taken to obtain the best possible room rates for people attending the event. The host motel should be able to meet the needs of the participants in terms of food, service, meeting rooms, ease of access, room to exercise dogs and space for informal group gatherings. Rooms need to be reserved for all judges. Rooms for any meetings to be held need to be secured. A large room needs to be reserved for the draw ceremony and an adequate public address system needs to be used. This person shall also be in charge of arrangements for any banquet to be held. This individual should also notify other area motels of the event. Local restaurants should also be contacted and lists of dining places should be made available.
4. Advertising Chairman- This person shall be responsible for all advertisements.

Local merchants, hostelrys and eateries should be contacted and encouraged to support the event. The catalog should contain listings of local motels, restaurants, veterinarians and other services as a convenience to the participants and spectators. The catalog shall contain an event schedule that provides the reader with a draw listing to determine the time that any participant will compete in any phase.
5. Traffic, Parking, Motor home Chairman - This person shall be responsible for securing and coordinating all traffic and parking at the event venues. This person shall also be responsible for providing accurate maps of the area that provide convenient access to all facilities. Signs should be placed in prominent locations to assist out-of-town travelers. Parking areas for participants should be clearly designated and attention should be given to providing shade to vehicles containing dogs where possible. Traffic control may also be needed at the tracking venues.
6. Sanitation Chairman - This person shall be responsible for assuring that clean and sanitary restrooms are available for participants and spectators. Attention should be given to providing exercise areas for dogs and that cleanup is made regularly. Trash receptacles need to be placed for easy access and they should be dumped regularly. The show grounds should also be kept clean at all times.
7. Judge's Hospitality Chairman - It is important that one or more persons be responsible for the ongoing needs of the judges during the event. Transportation is needed not only to and from the airport but during the event as well. Someone needs to constantly inquire about food and drink needs. Gifts need to be secured for judges, helpers and tracklayers. Translators should be available at all times for those who need them. Some judges will travel with their families. This may require someone to escort the family on sight-seeing and shopping trips. Food needs of the family also need attention. Someone

should also have a supply of large umbrellas available in case of rain. Also check to see that the judge has all needed clothing items if the weather should make a sudden change during the event.

8. Closing Ceremony Coordinator - This person shall be responsible for organizing and conducting the closing awards ceremony. Typically, the closing ceremony includes flowers, flags, music, a parade of participants and awards. This person shall be responsible for selecting a master of ceremonies, briefing speakers and generally facilitating the ceremony. An adequate public address system is needed. A podium for the winners is traditional.
9. Media Coordinator - It is desirable for the media to be invited to participate in the preparation for the event. Their participation holds the potential for generating additional spectators and added revenues for the host club. This person shall be responsible for informing the media of the particulars of the event. It would be helpful if a media center could be established where information such as brochures explaining the sport are provided and contact people can be found. Experience shows that the media will ask many questions, want to interview officials and participants and take photographs and film of "action" situations. The host club should have one or more persons available to greet the media, explain what is going on and coordinate their requests. It is in the best interest of all for the media to be well attended to. Select a good speaker and a friendly person for this task.
10. Vendor Coordinator - Each year more vendors of dog related products attend events. They can be a source of revenue to the host club if coordinated properly; they also provide a service to participants and spectators. The host club should assign an individual to obtain and coordinate vendor activities such as allocation of space, regulation of displays and facilitation of access.
11. Ticket Coordinator - The duties of this person are to provide and regulate access to all activities in conjunction with the event. It would be helpful to establish a centralized ticket and information location at which tickets to the various activities could be obtained. Paid admission is often charged for access to stadium activities. This person shall coordinate ticket sales and regulate access to the events such that access is equitable for all. This person shall also be responsible for passes for persons admitted free such as judges, helpers, tracklayers, stewards, participants, media and guests. This person should develop badges or identification symbols for show workers to use for entry into the grounds and other restricted areas. These badges facilitate worker movement and identify them to spectators and participants as part of the show and a potential source of information.

C. Other Important Considerations

1. Clear maps showing event venues, motels, restaurants, etc. are greatly appreciated by all out-of-town travelers. It takes little effort to provide good maps and the payoff in terms of good will is great. Most Chambers of Commerce or city booster groups have good maps. Real estate agents are also a good source.
2. The host club should establish a time schedule for all events and then stick to it. It is very frustrating for people when time schedules are not adhered to. The host club should select a central location to post the schedule and any changes to the schedule, when necessary. The lobby of the host hotel is generally a good location for this. The host club should remember that the participants spend considerable funds, give up vacation time, experience travel fatigue and in many cases are nervous and excitable. Setting and sticking to time schedules can greatly increase ease of people management and people management is what coordination of these events are all about.
3. Consider contacting other clubs in the region for manpower. There are many tasks that need to be done during the course of the event. Be prepared and seek assistance before hand.
4. Consider seeking assistance from civic organizations. The boy or girl scouts may be willing to help in return for a donation. Most communities also have service organizations that will also contribute manpower in return for donations to their causes. Scout troops and the local ROTC chapter may provide uniformed flag details. A local military installation may provide a marching band.
5. Be prepared for early arrivals. Many participants will arrive early in the week in an attempt to acclimate themselves and their dogs to the locale. The host club should anticipate these people and strive to assist them. One big help would be in directing them to practice areas.
6. Practice facilities will be needed for all phases of a working dog trial. It is very helpful to the participants to have more than one area available. Coordinate this activity to minimize problems of participants wandering around and trying to work in areas reserved for the official trial or where they are otherwise not welcome.