What To Discuss With Exhibitors When Running An ACT Event

- Explain the purpose of the AKC Premium List
  - Where, when, what, who and how much
    - Show site location, trial dates, classes offered, who is judging, and how much
    - Contains the Entry Form for entering the event
- How to fill out an AKC Entry Form – Dog MUST be 15 mos. or Older
  - If they already have one done – hand back out and do a quick overview on what information needs to be on it & the need to make sure it is all correct.
  - Be consistent with owners & dog's name. Review AKC registration form to make sure when filling out entry forms.
    - If the dog does not have an AKC number:
      - A Canine Partner could be registered on site if a computer is available
      - For all dogs with no registration number they will receive an email with information on how to register their dogs with AKC. If they have earned a title they will not receive a title certificate until the dog is registered. Remind them this is a one-time registration fee.
    - All-American dogs have an AKC Reg # that starts with MA then 8 digits. Check the AKC No box and only list "All-American" as the breed. Do not list breed-mixtures.
    - A full registration # is two letters followed by 7 digits – no spaces, slashes, or dashes. Breeder, sire and dam must be included every time.

- ILP/PAL #s includes writing out the letters “ILP” or “PAL” then 5 or 6 digits.
- Be sure to both fill out the top header clearly indicating which days you wish to enter (i.e. Fri, Sat, Sun), the classes you wish to enter (i.e. STD, JWW, FAST, T2B) *and* check-mark both the jump height and class levels in the center of the form.
- Provide your email and phone # on the second page and be sure to SIGN the entry form.

- ☐ Getting dog measured
  - NOTE – For ACT they can enter any height – recommend that they enter the height they have been using in class.
  - Explain Regular vs. Preferred for when they are ready to trial.
  - Discuss info they will need for form
  - What the process is:
    - If under 2 years they need only 1 measurement which <u>expires</u> when the dog turns 2 years of age.
    - Then when dog turns 2 they will need 2 additional measurements
    - If a measuring device is available, do practice measurements. If there is a VMO offer to do real measurements for them. Not required for ACT.
- ☐ Helping at a trial
  - Bar setting
  - Leash running
  - Timer
  - Scribe
  - Gate
  - Course Building
- ☐ Check-In for day: pick up armband number and check in at ring
- ☐ When it is their turn

- Gate Steward will call 3 dogs out
- Be on line when judge said in their briefing you should be. For ACT this will be after the previous dog has exited the ring, but at trials this will be when the previous dog reaches a designated spot on the course.
- Where/When to take off leash & what to do with it
- No food/treats in the ring; plain collar or no collar; plain leash
- Do not leave your dog or start your run until timer says go (either verbally or with timer). If not sure - ask. DO NOT just go.
    - During the run
        - Only 3 attempts at performing all obstacles. The judge will tell you to go on if you have done the 3. This does not include redoing contacts if the dog misses the down contact. In the case of contacts it is only if they get on the upside and then get off.
        - If dog runs around/under an obstacle calmly bring them back and reattempt it.
        - If the dog gets off the table before judge is done counting put them back up.
        - Don't touch the equipment or the dog when running the course
- At end of run call dog immediately to you and leash up. Dog may not leave the ring until its back on-leash!

- When your run is over:
    - Tell your dog how amazing they were!
    - At a regular trial scores will be posted near Trial Secretary set-up for you to review.
        - If you have qualified there are different ways ribbons are awarded:
            - Club will put labels on the ribbons & place them out for pick-up

- Club has labels out for exhibitors to pull off their label and pick-up the correct ribbon at the table. Don't be afraid to ask if you are picking up the right ribbon. Many clubs do "new title" ribbons and other special ones you may be eligible for besides the qualifying and placement ribbons.

- ☐ Remind exhibitors to PLEASE remember to volunteer to help course build or work in a ring during a class. At the very least, please thank a volunteer!
- ☐ Results are sent to the AKC and are typically posted in 2 weeks and can be located by looking up your dog's scores in the AKC Store.