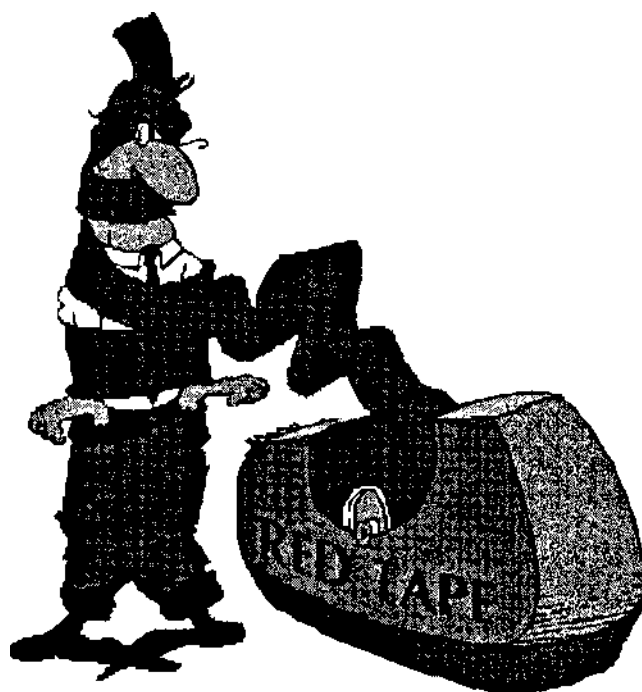


*Canadian Kennel Club*

*Tracking Test Guide Book*



## **Acknowledgements**

Acknowledgement is made for the time, effort and expertise in tracking that has been put forth by the following individuals, Louise Weaver, Marie-P.Babin and Susan Coutts and in part the Members of the Tracking Council for which this manual was made possible.

Also recognition is hereby made to Sue Sorensen and Allyson Fennell for their additional contribution to information found in this manual.

A special thanks to Elio Furlan and his staff at the Canadian Kennel Club for the publication and distribution to Tracking Test Clubs and Tracking Test Judges across Canada of this tracking manual.

Things don't happen because we might want it, but only through the efforts of those who strive for a better world does the accomplishment become a reality.

Thank you to you all.

## TRACKING TEST GUIDEBOOK

This manual is designed to assist clubs when hosting a CKC Tracking Test. This manual is not intended to replace the rulebook but to simplify what is required and the paper work involved in hosting a test of this type. Samples of forms required and correspondence that must be processed in order to host a test is enclosed. This manual is designed to make the job of Tracking Test Secretary and the Tracking Test Committee easier and assist in ensuring that your test runs correctly & smoothly.

Take time to refresh yourself with the information at the front of this manual. It deals with scouting of locations, draws, the tracks themselves, equipment and FAQ. We hope that many of your questions will be answered and future problems avoided. With the advent of Urban tracking we must all educate ourselves as to the requirements of an urban tracking test and the challenges facing hosting clubs.

If you have any questions, please do not hesitate to contact your local CKC Tracking Council Member. **(Go to [www.ckc.ca](http://www.ckc.ca) for a list of Tracking Test Representatives across Canada)** All forms included in this handbook with the exception of Track Laying Schedules and Record of Entrants (Copy from Book for Your Use) can be downloaded from the CKC website [www.ckc.ca](http://www.ckc.ca)

Good Luck and Happy Trails

## PREMIUM LIST

4.1 After a club or association has been granted approval to hold a tracking test under these rules and regulations and has obtained Canadian Kennel Club approval of its selected judges, a premium list must be released and distributed a minimum of 30 days prior to the acceptance date. Premium lists shall include the following information:

- (a) Official Premium List" must appear at the head of the cover (or first page, if self-covered)
- (b) The name in full of the club or association holding the test
- (c) The date or dates and type of test which will be held
- (d) The exact rendezvous location
- (e) The statement "This test is held under the rules of The Canadian Kennel Club"
- (f) The postal address of The Canadian Kennel Club and the name of the Executive Director of The Canadian Kennel Club.
- (g) A statement setting forth the time, date and exact place at which the draw will take place
- (h) A list of officers of the club or association holding the test
- (i) The full name, postal address and title of the person to whom entries are to be submitted
- (j) The full name and postal address of the Chair of the Tracking Test Committee and such other test officials as the club or association wish to identify in the premium list
- (k) The full name and postal address of each Judge and the name of the test(s) each will judge
- (l) A statement as to the order of running of the tests, the date and time on which entries will close and the entry fee for each
- (m) The statement "A listing fee as established by The Canadian Kennel Club must accompany the entry of a dog which a Canadian Kennel Club individual registration number or Event Registration Number (ERN) is not shown on the entry form"
- (n) The full list of prizes if offered
- (o) Such other regulations or additional rules for the government of the test;
- (p) A statement to include the wording of Section 14.7
- (q) Draw times and location

4.2 At the time of distribution to prospective entrants, 2 copies of the premium list must be sent to The Canadian Kennel Club and one copy to each of the Tracking Test Representatives and the Board member representing the zone in which the test is to be held.

**(See Sample Page 28)**

## TRACKING TEST CATALOGUE

The catalogue must contain the information as listed below.

The following information must be printed on the front cover of the catalogue:

1. The name of the club holding the test;
2. The exact number and type of test being held;
3. The dates of the tests;
4. The statement "This test (these tests) are held under the rules of The Canadian Kennel Club."

The information listed below must appear in the catalogue but not necessarily on the front cover. It is preferred that this information be listed on the first page (excluding inside front cover);

1. The exact location of the test;
2. A list of officers of the club and the address of the Event Secretary;
3. A list of the Test Committee including the address of the Event Secretary.
4. A complete list of the judges and their mailing addresses;
5. A listing of each judge's assignments for each day;
6. Refer to the CKC Policy & Procedures Manual for the format to follow.

**( See Sample Page 35 )**

## **Tracking Test Secretary and Tracking Test Superintendent Information**

Entries shall not be accepted from any person who is not in good standing with The Canadian Kennel Club on the day of entries closing. A list of persons not in good standing shall be forwarded to the Test Secretary by The Canadian Kennel Club.

No dog belonging wholly or in part to any judge or to any member of the judge's immediate family or household shall be entered in any tracking test at which the judge is officiating.

The Test Secretary and Test Superintendent may not handle, enter or act as an agent at the test where they are officiating.

A dog may not be entered in any Tracking Test if a Judge of that test, or a member of his immediate family has owned, sold, held under lease, boarded, trained or handled the dog within 30 days prior to the date of the test. This includes judges who train professionally or as amateurs and applies equally to judges who train individual dogs and those who train in classes with or through their handler. Note that a seminar conducted immediately prior to a test shall be construed as training with the judge and such participants in the seminar shall be considered ineligible to enter the test. Tracking Test

### **1.2 Tracking Test Defined & Classified – Limited Entries**

1.2.3 A limited entry test is one where a club applies to hold a test but limits the total entry due to geographical area or limited space.

The **maximum limit of entries** and reason, must be stated on the **front of the Premium List**.

**Example:** How many tracks of each level TD, TDX, UTD & UTDX being offered in the test. When entries do not fill in the levels offered, the tests may be interchanged providing the test-giving club has the resources necessary to offer the substituted test(s). See **Limited Entry 6.2. Subsection 6.2.2** .

To also be considered. **Judge's Assignments & Authority 3.2 subsection 3.2.1 to the number tracks a judge can judge in one day.**

# Secretary Information

## ENTRIES

Two examples of receiving entries.

Example 1:

Make a list of every entry received (sample attached). Each day, date and number each envelope before opening. Open and check that entry forms and cheques are complete and correct for the first recorded entry ONLY for each entrant into the test or as an Alternate. Record on list and mark each entry form as to position. Staple contents to the envelope. Mark DUPLICATE entries on the outside of the envelope where applicable.

If an entry arrives before the Acceptance Day, notify the person that it has been rejected. Entrants must be notified (CKC Tracking Test - Closing Date 6.6.1) (phone or email) on the day their entry is received. Official confirmation (dog name etc.) is sent after Closing Date.

After Closing Date, cheques should be given to the Club Treasurer. Keep a **copy** of all the envelopes and entry forms on file after the test. Cheques, Bank Drafts or Money Orders for entrants with no tracks in test and or duplicate entries can be given back to the entrant at the draw if present.

The entrant not entered in the test or at the draw will be notified by the Secretary if they wish the entry fee be shredded by the Secretary or have the entrant send a self-addressed envelope for the entry fee to be returned to the sender.

Example 2:

Mailbox at the road.

1. Is emptied out the evening before the acceptance day.
2. Take the envelopes out of the box and keep in the pile they were delivered in by Canada Post.
3. Number each envelope starting from the top to the bottom. It does not matter if they are duplicates as you would not know this at the time.
4. Open each one and place a number if the dog is in the test ( E#1-TD = Entrant #1 TD or TDX or if Urban UTD or UTDX)
5. Once filled then assign alternates (A#1 for level of tests) A#1TD = Alternate #1 for TD and so on for each level.
6. If there duplicate entries I mark on the entry D#1TD = Duplicate #1 for each entrant. If I sent in 20 I could have D#1-20 for one person. Notify entrant on receipt of entry.



# Club Name

## RECORD OF ENTRIES

Tracking Test:

" EXAMPLE "

Date:

Date	Entrant Name	Degree	TD	TDX	UTD	UTDX
Sept. 01. 14	Donna Smith	TDX		TDX 1		
" "	Sue Jones	UTD			UTD A1	
" "	Bob Lear	TD	TD 1			





**Club Name**

**RECORD OF ENTRIES**

**Tracking Test:**

**Date:**

<b>Date</b>	<b>Entrant Name</b>	<b>Degree</b>	<b>TD</b>	<b>TDX</b>	<b>UTTD</b>	<b>UTDX</b>

## TRACKING TEST CHECKLIST

### SECRETARY

#### BEFORE TEST

- CKC Event Date and Judge Applications- 6 months prior to test date
- Order supplies from CKC
- Contact judge, send letter stating date, fee, travel arrangements, etc.
- CKC Approval of judge
- Book room for judge
- Book place for rendezvous & lunch
- Prepare Premium List and mail approx. 2 1/2 months prior to test
- Send 2 copies Premium List to CKC 1 copy to Director & 1 copy to Rep. Zone
- After closing date send confirmation letters to entrants and alternates
- 1 week before test confirm with judge
- Arrange payment for Judge room lunch/rendezvous, CKC
- Prepare catalogues and draw numbers

#### AFTER TEST

- Judge to mark/sign plotting sheets
- send fee and 1 marked catalogue, maps and all entry forms to CKC
- return cheques to alternates who did not compete
- Prepare Financial Report

### SUPERINTENDENT

#### BEFORE TEST

- Book fields
- Arrange for ribbons and trophies (if offered)
- Arrange for tracklayers approx. 2 months before test
- 1 week before test confirm with farmer and tracklayers

#### AFTER TEST

- gift for farmer
- Prepare Report for Club

### BOTH

#### PLOTTING DAY

- Assist plotting of tracks
- Assist judge with plotting forms
- prepare track timetable

#### TEST DAY

##### Superintendent at fields:

- Supervise laying of tracks
- accompany judge on tracks

##### Secretary at rendezvous:

- distribute catalogues and do draw
- instructions to exhibitors
- marshall exhibitors

### SUPPLY LIST- PLOTTING DAY

- stakes
- leather articles
- spare flagging
- signs and string
- plotting forms, pens, pencils, rulers, erasers
- page protectors (Ziploc)
- 2 clipboards
- coffee & tea
- milk & sugar
- lunch for everyone
- Donuts\Muffins Etc.

### SUPPLY LIST - TEST DAY

- coffee & tea
- milk & sugar
- Donuts\Muffins.
- binoculars & cameras & chairs
- Walkie Talkies

Lunch @ Set Time

# INFORMATION FOR TRACKLAYER

**TDX** tracklayers meet at the field on Plotting Day at **TBA**.

**TD** tracklayers meet at the field on Plotting Day at **TBA**.

## TEST DAY:

- NO perfume.
- Be at the field at least 15 minutes before your track is to be laid.
- Before heading out to the start flag, take a minute to look at your map and flags to refresh your memory.
- Make sure you have your article.
- Lay your track by:
  - Stand on the right side of the flag for 1 minute while making a scent box 3 feet by 3 feet.
  - Walk naturally.
  - Leave the first two flags (TD) or first flag (TDX). Pull up the rest. If you forget to pull a flag, **DON'T BACKTRACK TO PICK IT UP**, leave it there. **Quietly** away from exhibitors tell the Superintendent or Judge.
  - As you approach a corner flag, take a second to check your map to know where the next flag is. Don't stand on the corner. Pull up the flag and walk naturally to the next flag, etc.
  - Drop the article at the end of the track, step on it then walk a minimum of 20 paces past the glove in the same direction before turning to leave.
  - If you have forgotten your article, don't panic, **quietly** tell Superintendent or Judge.

If there are any problems, tell the Superintendent or Judge and then **keep quiet** about it. They will deal with it.

# INFORMATION FOR SUPERINTENDENT

Assisting the officiating Judge with the plotting of tracks. Ensure transportation of judge to plot tracks with scheduled tracklayers **Note 10.3.2(b)**: This rule states that it is the judge's responsibility to plot test tracks prior to a test. To do so, judges arrive in advance of a test to plot test tracks with tracklayers according to a schedule. CKC Judges have the experience and knowledge and are trained and pass tests to carry out this responsibility. If there is an unforeseen circumstance where a judge is unable to plot test tracks, members of the test committee with advanced tracking and plotting knowledge may do so. These tracks must be approved by the judge prior to the start of the test.

## TRACK TIMETABLE      TD \UTD\UTDX

TRACK NUMBER	CATALOGUE NUMBER	TIME TRACKLAYER STARTED	TIME DOG CAN START	TRACKLAYER NAME	NUMBER FLAGS	FLAG COLOR
No.1						
No.2						
No.3						
No.4						
No.5						
No.6						
No.7						
No.8						
No.9						
No.10						
No.11						
No.12						

## TRACK TIMETABLE - TDX

Track Number	Track No. 1	Track No. 2	Track No. 3
Catalogue Number			
Tracklayer Name			
Time Tracklayer Started			
Track Flag Colour	No.	No.	No.
Article Flag Colour	No.	No.	No.
Cross Tracklayer Name			
Time Cross Started			
Cross Flag Colour	No.	No.	No.
Time Dog Can Start			
Total Number of Flags			

Track Number	Track No. 4	Track No. 5	Track No. 6
Catalogue Number			
Tracklayer Name			
Time Tracklayer Started			
Track Flag Colour	No.	No.	No.
Article Flag Colour	No.	No.	No.
Cross Tracklayer Name			
Time Cross Started			
Cross Flag Colour	No.	No.	No.
Time Dog Can Start			
Total Number of Flags			

## **TRACKING GUIDELINES - Effective January 1, 2013**

This manual is designed to assist clubs hosting CKC Tracking Tests, and is also for the general tracking public, to expand and simplify some of the regulations in the sport of tracking. There are samples of forms and correspondence required for test giving clubs in this manual. Along with the other information enclosed, the manual is designed to make the job of the Tracking Committee easier and to assist in ensuring that your tracking tests run correctly and smoothly.

We cannot stress enough the importance of EVERYONE involved in tracking to read and clearly understand the rules. There is a brand new 2013 Tracking Test Rules and Regulations book published with the effective date of January 1, 2013. You will find some changes, updates, and additions throughout the rule book. Please make sure you read the rules and if you have any questions, we suggest you contact your local CKC Tracking Representative. A list of the Tracking Representatives and contact information can be found on the CKC website under Councils.

Good luck in all your tracking endeavor's!

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### **CKC Tracking Tests are of 2 types, Field and Urban**

#### **FIELD**

Field tests, as the name implies, are held in a rural or agricultural area, usually on farmers' fields. Suitable hay fields for a TD track may be short or long grass, alfalfa, clover, grass and weed mixture. These fields are also suitable for a TDX track, but at least one change of vegetation is required both in type and height for TDX. A road crossing, ditch, small areas of bush, part of a plowed field or corn field would also be desirable obstacles in a TDX track. A TD track requires about 5 acres, while a TDX track requires approximately 10 acres. When selecting an area, the host club must ensure there will also be space to allow a minimum distance of 40 meters between proposed tracks. Distance from tracks for the route of the tracklayer, both in and out should also be considered, as well as the route for the cross track layer in TDX tracks for entering and exiting. It also must be possible get the tracklayer, handler and dog in and out of the field without contaminating their track or any adjacent tracks.

Flags, provided by the host club for field tracks, must be sturdy, of varying colours, and suitably tall enough. Consideration must be given to the height of ground cover, ability of the tracklayer seeing distant flags in overcast conditions or rolling ground. Corner flags and cross track flags should be of a different colour from start flags (and direction flag in TD) so that there would be no confusion for the tracklayer and cross track layer when laying the tracks the morning of the test. On plotting day, a sturdy mallet should be provided by the club to pound in the posts if necessary. Using wire flags is not recommended for tests as they tend to be knocked over by strong winds, or animals, between plotting day and test morning.

Should the judge find the fields deficient on the day of plotting, whether used in a previous event or not, the club will be required to find a more suitable area. Clubs are encouraged to speak to their judge or CKC Tracking Representative regarding requirements prior to the test.

## **URBAN**

The urban type environment consists of short or mowed grass for the vegetated surfaces, as you would normally find in urban locations. The non-vegetated areas may consist of any combination of brick, concrete, gravel, sand, mulch, or asphalt. The dog may also be required to work around various distractions such as buildings, parked vehicles, garbage cans, picnic tables, posts, etc. In UTD, one or two steps are allowed as obstacles. In UTDX, obstacles may be stairs, small fences or guardrails, and may enter an open building such as a parking garage. Typical sites for urban tracks would be office parks, industrial parks, schools and campuses, city parks. When scouting locations, the host club must be aware of fenced in areas that may limit use for tracks. As with field tracks, getting the tracklayer in and out, and the handler and dog, must be considered. Due to the unique nature of urban tracking, flags are not required, other than the start flag, and there are no cross tracks laid. Urban areas may also find people walking, and sometimes dogs, and vehicles, driving over the track, while the test is in progress. This would be considered a normal part of the urban environment.

The host club should ensure there will be enough suitable areas available before applying for Urban Tracking Tests. If there is confusion as to what is suitable, the club is encouraged to contact their CKC Tracking Representative for clarification. Should the judge find an area deficient on day of plotting, whether used in a previous event or not, the club will be required to find a more suitable area.

## **PLEASE READ THE RULES REGARDING FIELD AND URBAN TRACKING TEST REQUIREMENTS IN THE 2013 TRACKING TEST RULES AND REGULATIONS RULEBOOK.**

### **FREQUENTLY ASKED QUESTIONS?????**

#### **DRAW ITEMS**

The host club will supply enough items for the number of tracks laid. These items will be identical in size and texture, but readily identified by a number. There should be no way to distinguish between one item to another. Draw items will be placed in a container where the items are not visible. Competitors will be asked in 'catalogue order' to draw one item from the container. The draw items are intended to be kept by the exhibitor; they will not be re-used. Draw items may be as simple as ping pong balls, numbered pieces of paper folder identical by the committee, or they could be small keepsake items that do not vary, as described above. Some clubs like to use draw items related to their locality, or relating to the season e.g. Easter eggs at Easter, mini pumpkins at Halloween. Any small item is suitable to use as long as there is

no detectable difference in drawing them. There is no trading of tracks. **PLEASE READ THE 2013 RULEBOOK REGARDING DRAW ITEMS AND PROCEDURE.**

### **TRACKING ARTICLES**

Suitable articles for TD and TDX must be leather and approximately 4" x 6". If gloves, they should be relatively new, not having been used to handle any chemicals or cleaning products. Small squares of leather, or other leather items of the same approximate size, may also be used.

Suitable articles for UTD and UTDX would be approximately the same size as above. Only the final article is leather. The intermediate article for UTD may be wood, plastic or cloth. The intermediate articles for UTDX may be wood, plastic, cloth or metal. Metal articles made of zinc, or plastic articles that would shatter may not be used. Metal articles should not be placed on asphalt or other hard surfaces where heat may be conducted into the metal article. Care should be taken for items used that could inflict any harm to the dog i.e. if the dogs' manner to indicate is a retrieve.

### **ALL TRACKING ARTICLES MUST BE APPROVED BY THE JUDGE ON PLOTTING DAY.**

Of interest to consider: A nice gesture for many clubs now is to allow the passing dog/handler to keep their final leather article. It may have the club name written on, the date, and the judge may sign it. Similar to draw articles, some people truly appreciate these tokens with their track number.

### **PROTECTIVE GEAR**

Whether to protect the dogs' coat or protection from injury, a dog may wear protective clothing. Items must be inspected by the judge prior to the start of the track and may not interfere with the harness or tracking line attached to the dog. Examples may be: a cool coat, jacket, boots, doggles. As this is a new rule, please make sure you check with the judge before you reach your start.

### **OFFERING WATER ON THE TRACK**

Exhibitors may carry water to offer their dogs if they feel it may be required. The water may only be a factory sealed bottle of plain water, and it must be inspected by the judge prior to the start of the track. Water may be offered at any time at the handlers' discretion. The handler must inform the judge that water is needed, and approach the dog. They may not call the dog to them. After offering water, the dog must continue from that point working on its own with only verbal encouragement from the handler. The handler may not restart the dog. However, if in the judges' opinion the watering is excessive for the conditions, the dog may be failed as not working.



## **HANDLING OF THE TRACKING LINE**

The tracking line must be from 5 metres (16') to 15 metres (49') in length. The dog must work at a distance where it works freely and is not influenced by the proximity of the handler. The handler may adjust the line length as appropriate to conditions and obstacles, to assist the dog in its work. However, the 3 metre (10') minimum 'handler to dog' distance on the line must be respected. Should the dog become tangled, indicate to the judge that you need to untangle the dog.

It is important not to continue with your line tangled in the dogs' legs, or around its neck. Much the same as watering, walk to the dog, quickly untangle the line, verbally encourage the dog to get back to work and step back away from the dog on the path you approached.

For further clarification of the above FAQ's - refer to the 2013 Tracking Test Rules and Regulations. Your judge will also ask you before you begin your track if you have any questions. This is your opportunity to ask about something you may not be clear on. Often at the Draw, the judge will also speak to everyone. The judges want you to pass. Make sure you understand what they are saying....no question is too silly....ask!

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## **CLUB RESPONSIBILITIES**

Adequate manpower to assist the judges: This would include making sure there are enough tracklayers to make certain the judge is not kept waiting to start a track with a handler and dog because a tracklayer is finishing off another track in another location.

Transportation for the judge to and from the tracking area: Sometimes a judge has, and prefers, to drive their own vehicle (may have their own dogs with them). Otherwise, a person, whose sole responsibility is to drive, lead or transport the judge and who knows the area, should be provided.

A map of the area with track locations: You do not want the driver, judge, or person leading the entrants to end up lost. The person leading the entrants should be clear that they cannot pass them and will hopefully make sure no-one is left behind at a turn or stoplight!

The club will supply the judge with a meal and refreshments on the day of plotting. Breaks are to be determined by the judge on the day of plotting. On test day, refreshments and snacks should be available for the judge at all times.

**PLEASE MAKE SURE YOU OBTAIN A COPY OF THE NEW 2013 TRACKING RULES AND REGULATIONS! IF YOU HAVE ANY CONCERNS OR QUESTIONS, CONTACT YOUR LOCAL TRACKING REP. TO CLARIFY.**

## SCHEDULE OF EVENTS & CHECK LIST

1. Application to the CKC for permission to host a Tracking Trial and for approval of your dates Prior.(Samples on pages 18-20). Min. 180 days prior to the date of the proposed tests.
  
2. Contact your proposed Judge to check as to their availability (sample letters on pages 22-23)
  
3. Application to the CKC for approval of the Judge selected to judge your trial Min. 120 days prior to the date of proposed tests.
  
4. Notification to the Tracking Trial Judge as to the confirmation of their judging assignment by the CKC Shows and Trials Division. (samples on pages 25-26) Immediately upon receipt of confirmation
  
5. Distribution of your Premium List including ERN information and Non Member Fees.(Samples on pages 27-33)
  - CKC Provincial Director
  - CKC Provincial Tracking Representative
  - 1 copies to CKC Shows and Trials Division
  - Approved Tracking Trial Judge
  - Tracking Trial Superintendent and the Tracking Test Committee
  - Prospective Competitors
  
6. Collection of entries and develop Alternate List if maximum number of entries is reached. Upon entry limit met or the closing date.
  
7. Notify competitors that their entry has been received or their position on the Alternate List, distribute Judging Schedule. (Samples on pages 34). Immediately after entries close.
  
8. Produce catalogue of competitors, judge's particulars, list of exhibitors. (Sample on page 35). To be made available 1 hour prior to the start of judging.
  
9. Report to the CKC as to the final results of the trial including: (Samples on pages 36 – 40).
  - A list of every dog entered and their information, title competed for, and pass or fail,
  - All entry forms,
  - The original plotting form sheet for each entry, bearing the judge's signature, plus cover sheet,
  - Signed certification as to the number of dogs entered (Statement of Event Fees),
  - Remittance of listing fees and other charges as required,
  - Any other forms or information as may be requested by the CKC.
  
- A sampling of forms that may be required to host a Tracking Trial
  - CKC Official Entry Forms
  - CKC Statement of Event Fees
  - CKC Application to hold Event(s) Under Canadian Club Rules
  - CKC Application for Approval of Selected Judge or Judges
  - CKC Tracking Plotting Sheets
  - CKC Report on Apprentice Tracking Test Judge

*This is a sample of the initial paperwork sent to the Canadian Kennel Club to ask for permission to hold a Tracking Trial and for approval of your dates. Also requesting your forms and stationary required would be appropriate at this time.*

**ABC DOG CLUB**  
Any Street, Any Town, Canada H0H 0H0

Date

Canadian Kennel Club  
Shows and Trials Division  
200 Ronson Drive, Suite 400  
Etobicoke, Ontario  
M9W 5Z9

RE: Tracking Test (Date)

Please find enclosed the following application forms for the above event

- Application to hold an Event under CKC Rules
- Supplies Form

Yours truly,

ABC Dog Club  
Trial Secretary  
(day time phone number and email)

Encl.



# CANADIAN KENNEL CLUB / CLUB CANIN CANADIEN

200 RONSON DRIVE, SUITE 400, ETOBICOKE, ON M9W 5Z9 TEL/TÉL (416) 675-5511 FAX/TÉLÉCOPIEUR (416) 675-6506

## EVENT DATE APPLICATION Trials & Tests

### Instructions

- Form to be typed or printed in ink.
- All signatures to be written in ink and not printed.
- A letter of consent is required from the all-breed club for events held in conjunction with an all-breed club.
- Please ensure that all sections are completed.
- Incomplete applications will be returned.
- Application to be received a minimum of 180 days prior to the event.

Name of Club \_\_\_\_\_

Club Number \_\_\_\_\_

Agility Trial			
Beagle Field Trial			
Draft Dog Test			
Earth Dog Test			
Field Trial Conformation Show			
Herding Trial			
Lure Coursing			
Pointing Field Dog Test			
Pointing Field Trial			
Retriever Field Trial			
Retriever Field Trial			
Retriever Hunt Test			
Retriever Hunt Test			
Spaniel Field Trial			
Spaniel Hunt Test			
Spaniel Water Test			
Tracking Test			
Working Certificate Test			
Working Certificate Test			
Other:			

**For Office Use Only**

BREEDS: \_\_\_\_\_

Location of Event: \_\_\_\_\_  Indoor  Outdoor  Both

City/Town/Conservation Area \_\_\_\_\_ Address \_\_\_\_\_ province \_\_\_\_\_ Postal Code \_\_\_\_\_

Event held in conjunction with: \_\_\_\_\_ (name of all-breed club) \_\_\_\_\_ (Attach letter of consent)

Agility Trial-Venue (provide dimensions and course surface): \_\_\_\_\_

OFFICIALS

Event Secretary: \_\_\_\_\_ CKC Membership No: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Superintendent: \_\_\_\_\_ CKC Membership No: \_\_\_\_\_

President: \_\_\_\_\_ CKC Membership No: \_\_\_\_\_

Vice President: \_\_\_\_\_ CKC Membership No: \_\_\_\_\_

Secretary: \_\_\_\_\_ CKC Membership No: \_\_\_\_\_

Treasurer: \_\_\_\_\_ CKC Membership No: \_\_\_\_\_

Date \_\_\_\_\_

Name and Title of Club Officer or Event Secretary \_\_\_\_\_

Signature of Club Officer or Event Secretary \_\_\_\_\_

Date Received \_\_\_\_\_

Reference Number \_\_\_\_\_

Date Approved \_\_\_\_\_

Approved by CKC \_\_\_\_\_



November 09, 2011

ABC Dog Club  
Any Street  
Any Town, Canada  
H0H 0H0

Dear Chairperson:

Reference No. ABCDEFG

Thank you for submitting an Event Date Application to The Canadian Kennel Club. We are pleased to advise you that the following events have been approved. Should you require additional Event Date Applications please go to our website under Shows & Trials forms, or contact the Order Desk.

<b>Type</b>	<b>Date</b>	<b>Venue</b>	<b>Event #</b>
Tracking Test	A Date, 2012	Any Town	ABCDEFG

Should you have any questions, please do not hesitate to contact the Event Planning Department in the Shows and Trials Division at Head Office.

Yours sincerely,

**The Canadian Kennel Club**

Event Co-ordinator  
Shows & Trials Division

***This is a sample of a letter that the Canadian Kennel Club will send your club once your event has been approved. You should then contact your prospective judge in regards to judging at this event and send in your supplies request for supplies to CKC***



## SUPPLY REQUISITION FORM (Tracking Test)

Name of Club: \_\_\_\_\_ Club No.: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Date of Events: \_\_\_\_\_ Event Numbers: \_\_\_\_\_

Tracking Test Rules & Regulations	315-01-05	See note below	
Official Complaint Forms Kit 1. (to be used if filed at the event) 2. (official protest) 3. (to be used if complaint filed directly to CKC) 4. (dishonoured cheques and credit cards)	105-01-05 (English) 105-01-06 (French)	available on-line only	
Cover Sheet-Tracking Test Plotting Sheet	151-15-71	1	
Judging Sheet-Tracking Test Plotting Form	151-15-70	18	
Report On Apprentice Tracking Test Judge	152-15-61	1	
CKC Membership Application	103-01-05	3	
Non-Member Participation Fee Form	150-00-50	3	

The quantities indicated are recommended for one event (one event is equal to one event number). Quantities should be ordered based on the expected number of entries. Rulebooks are now available on-line at [www.ckc.ca](http://www.ckc.ca) under membership services and therefore will not be provided. If a rulebook is marked as being required, only one rulebook will be forwarded with the supplies. If additional copies are required, the club will be invoiced for them. If faxing, please ensure that the form is properly completed.

If downloading the forms from the CKC website, please ensure that a copy is forwarded to Head Office with the event results.

### NOTICE

**In order to receive your supplies in a timely fashion, please ensure that your order is received at CKC not less than 60 days (2 months) prior to the date in which the event is held. Supplies will be shipped by regular mail 6 weeks prior to the event. Please note that if it is necessary for supplies to be shipped by courier or express post, the club will be invoiced for these costs.**

*This is a sample of a letter sent to your prospective Judge to inquire about their availability to judge at your upcoming trials.*

## **ABC DOG CLUB**

Any Street, Any Town, Canada H0H 0H0

Date

Mr (Mrs, Ms) Prospective Judge

Address

City, Province

Postal Code

Dear Judge,

On behalf of the executive of the ABC Dog Club we wish to invite you to judge at our (date) Tracking Test. Please notify us at your earliest convenience if you will be available for these dates. I have included a contract for you to complete for our records. Thank you in advance for your time and consideration.

Yours truly,

ABC Dog Club  
Trial Secretary  
(day time phone number and email)

Encl.

*This is a sample of a contract that your club would ask your judge to complete once they agree to judge at your upcoming trial. Completed in 2 copies one for the judge and one for the club.*

**ABC DOG CLUB**  
Any Street, Any Town, Canada H0H 0H0

Date

Trial Secretary  
Address  
City, Province  
Postal Code

This is to confirm my intention to judge at the ABC Dog Club Tracking Tests to be held in \_\_\_\_\_ on (date) \_\_\_\_\_ .

My fees and or expenses will be \_\_\_\_\_

---

---

---

(This contract would include anything else agreed upon between the judge and the club including such things as maximum number of dogs to be judged, type of tests etc)

\_\_\_\_\_  
Judge's Signature  
Address  
City, Province, Postal code  
(contact phone number and email)

\_\_\_\_\_  
Trial Chairperson or Trial Secretary  
Address  
City, Province, Postal code  
(contact phone number and email)





# CANADIAN KENNEL CLUB / CLUB CANIN CANADIEN

200 RONSON DRIVE, SUITE 400, ETOBICOKE, ON M9W 5Z9 TEL/TÉL (416) 675-5511 FAX/TÉLÉCOPIEUR (416) 675-6506

## JUDGING PANEL APPLICATION (Specialty Conformation Shows, Trials or Tests) DEMANDE D'APPROBATION DES JUGES (Expositions pour races spécifiques, concours ou épreuves)

Name of Club: \_\_\_\_\_ Club No.: \_\_\_\_\_  
Nom du club \_\_\_\_\_ No du club \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Events: \_\_\_\_\_  
Type d'événement \_\_\_\_\_ Date de l'événement \_\_\_\_\_

If your judging panel includes an individual who is not currently a CKC licensed judge, please ensure that an Application for Field Trial or Test Judge is submitted with this application for that person.

*Si le groupe de juges comprend un particulier qui ne détient pas l'autorisation de juger du CCC, veuillez annexer à la présente une demande d'approbation pour juger un concours ou une épreuve pour la personne en question.*

OBEDIENCE - please ensure that each Obedience Trial judge listed on this application is assigned to a specific event number.

OBÉISSANCE : Veuillez vous assurer qu'un numéro d'événement précis est attribué à chaque juge de concours d'obéissance dont le nom figure sur cette demande.

For Office Use À l'usage du bureau	Complete Name and Address of Judges Nom et adresse complète des juges	Proposed Assignments (Breeds/Award/Classes/Stakes) Engagements proposés (races/prix/classes/sweepstakes)

For Office Use Only/  
À l'usage du bureau

Note: Once approved, alterations to the judging panel are not permitted without CKC approval.  
Nota : Une fois que les juges sont approuvés, un changement de juge n'est pas permis sans l'approbation du CCC.

Date \_\_\_\_\_ Signature of Club Officer or Event Secretary/  
Signature d'un membre de l'exécutif du club  
ou du secrétaire de l'événement \_\_\_\_\_ Title/Titre \_\_\_\_\_ Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_

For office use only/À l'usage du bureau

Comments / Commentaires : \_\_\_\_\_  
\_\_\_\_\_

Judges to be observed / Juges à observer: \_\_\_\_\_  
\_\_\_\_\_

Date Received \_\_\_\_\_ Reference Number \_\_\_\_\_ Date Approved \_\_\_\_\_ Approved by CKC  
Date de réception \_\_\_\_\_ Numéro de référence \_\_\_\_\_ Date d'approbation \_\_\_\_\_ Approuvée par le CCC





December 09, 2011

ABC Dog Club  
Any Street  
Any Town, Canada  
H0H 0H0

Dear Chairperson:

Reference No. ABCDEFG

Your approval for Judge had been approved for your tracking trial to be held on A Date, 2012 in Anytown has been approved.

Type	Date	Venue	Event #
Tracking Test	A Date, 2012	Any Town	ABCDEFG

Should you have any questions, please do not hesitate to contact the Event Planning Department in the Shows and Trials Division at Head Office.

Yours sincerely,

**The Canadian Kennel Club**

Laura Telles  
Event Co-ordinator  
Shows & Trials Division

*This is a sample of a judge approval letter that CKC sends you once your judge has been approved. This letter and the page following that specifies exactly what classes have been approved must be sent to your judge upon your receipt of this letter.*



January 13,2013

Potential Judge Name 000000

Street

City

Postal Zone

Club holding event: ABC Dog Club 0000

Reference No. 100000

Event No. 120000

Date 18/03/2013

Location Any Town Canada

This will confirm that the assignment for the event indicated above for this judge will include the following:

Tracking Dog	Urban Dog
Tracking Dog Excellent	Urban Dog Excellent

*This is a sample covering letter sent along with your official premium list to inform the members of the distribution list of your upcoming trial.*

## **ABC DOG CLUB**

Any Street, Any Town, Canada H0H 0H0

Date

Please find enclosed the premium list for our upcoming Tracking Test to be held (date) in (city) for (all breed or specific breeds only)

Yours truly,

ABC Dog Club  
Trial Secretary  
(day time phone number and email)

Encl.

Distribution List as follows:

- 2 copies to CKC Shows and Trials Division
- 1 copy to CKC Provincial Director
- 1 copy to CKC Provincial Tracking Representative
- 1 copy to Tracking Trial Judge
- 1 copy to Tracking Trial Superintendent & Tracking Test Committee
- Prospective Competitors

# **TRACKING TEST OFFICIAL PREMIUM LIST ABC DOG CLUB**

Any Street, Any Town, Canada H0H 0H0

## **ALL BREED (OR SPECIALTY) LICENSED TRACKING TEST (Types of Tests Offered - TD, TDX, UTD, UTDX) Limited Entry**

Judge : (Name and Address of presiding Judge as approved by the CKC)

Date: (Date and time of the commencement of the trial)

Place: (City, Province) List of Executive/Club Officers, Test Chairperson + contact information Entry Fee: (Fee as set by test ( hosting club)

A competitor may enter more than one dog. An additional \$ \_\_\_\_\_ plus GST per entry Listing Fee is required if the dog is not individually registered with the Canadian Kennel Club. No post-dated cheques will be accepted.

U.S. EXHIBITORS PLEASE NOTE: Entry fees must be in Canadian Funds. Personal cheques will not be accepted as they are difficult to clear through Canadian banks.

Please specify which Test you wish to enter on your entry form. Include here a statement declaring the order of the running of the tests.

AWARDS: Each dog passing the requirements of the test will receive a Ribbon and . . .

ARRANGEMENTS FOR MEETING THE DAY OF THE TRIAL: (example only) Breakfast (at the exhibitor's own expense) will be held the morning of the test from 7:00 a.m. to 8:00 a.m. In accordance with the Rules and Regulations for Tracking Tests, Sec. 9.4, "the tracks in each class shall be numbered and drawn by lot, by each exhibitor at least one-half hour prior to the start of the tests." The draw will be made at breakfast. Breakfast will be held at (restaurant)

LIMITED ENTRY - CLOSING DATE: Entries close \_\_\_\_\_ at \_\_\_\_\_ p.m. Entries are limited to \_\_\_\_\_ dogs and will automatically close when the limit has been reached. Bitches in season are eligible to compete in these Tests. All entries received after the limit has been reached will be assigned a position on an "Alternate List" in the order that they are received. Entries from the Alternate list may fill any absentee spaces up till one hour before the start of the Tracking Test. All entry forms must be complete. Entries must be received by the trial secretary before closing. The committee reserves the right to refuse any entry, subject to CKC rules. Cheque must accompany the entry, post-dated cheques are not accepted. No refund of entries after the closing date.

Canadian Kennel Club Non-member participation fee as of January 1, 2011:

- a) An annual fee for awards and titles will be charged to a Canadian non-member of CKC. The fee will match the ERN fee.
- b) In order to protect the awards/titles earned, the non-member will have the option to become a CKC member or pay the non-member participation fee. Failure to comply within 30 days of notification will result in all awards and titles being cancelled.
- c) All Premium Lists will carry a note stating the fees apply only to dogs wholly owned by non-members and is not applicable to CKC members.

***A judge officiating at a test held under these rules shall not be subjected to indignities of any kind during the progress of the test. It shall be the duty and obligation of the club holding the test to see that this rule is effectively carried out.***

MAIL ENTRY FORMS TO THE TEST SECRETARY:

Tracking Test Secretary, Any Street, Any Town, Postal Code

MAKE ALL CHEQUES PAYABLE TO: ABC Dog Club

Permission has been granted for the holding of this event under the Rules of the Canadian Kennel Club, Suite 400, 200 Ronson Drive, Etobicoke, Ontario M9W 5Z9.



# OFFICIAL ENTRY FORM (Tracking Test)



# OFFICIAL ENTRY FORM (Tracking Test)

Name of Club: \_\_\_\_\_

### EVENT INFORMATION

FEES: Entry Fee \$ \_\_\_\_\_ Listing Fee \$ \_\_\_\_\_ Total Enclosed \$ \_\_\_\_\_

TEST ENTERED: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

TD  TDX  TD  
 UTD  UTDX  UTDX

### DOG INFORMATION

Registered Name of Dog: \_\_\_\_\_ Call Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Variety \_\_\_\_\_ Male  Female

CKC Registration #  CKC Miscellaneous #  CKC ERN #  Listed  
 CKC PEN # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ dd mm yy Place of Birth:  Canada  Elsewhere

Breeder: \_\_\_\_\_

Sire: \_\_\_\_\_ Dam: \_\_\_\_\_

### OWNER(S) & AGENT INFORMATION

Registered Owner(s): \_\_\_\_\_ Membership No. \_\_\_\_\_

\_\_\_\_\_ Membership No. \_\_\_\_\_

\_\_\_\_\_ Membership No. \_\_\_\_\_

Handler: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Name of Agent (if any): \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

I CERTIFY that I am the registered owner(s) of the dog or that I am the authorized agent of the actual owner(s) whose name(s) I have entered above and accept full responsibility for all statements made in this entry. In consideration of the acceptance of this entry, I (we) agree to be bound by the rules and regulations of The Canadian Kennel Club and by any additional rules and regulations appearing in the premium list.

Signature of Owner or Agent \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Name of Club: \_\_\_\_\_

### EVENT INFORMATION

FEES: Entry Fee \$ \_\_\_\_\_ Listing Fee \$ \_\_\_\_\_ Total Enclosed \$ \_\_\_\_\_

TEST ENTERED: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

TD  TDX  TD  
 UTD  UTDX  UTDX

### DOG INFORMATION

Registered Name of Dog: \_\_\_\_\_ Call Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Variety \_\_\_\_\_ Male  Female

CKC Registration #  CKC Miscellaneous #  CKC ERN #  Listed  
 CKC PEN # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ dd mm yy Place of Birth:  Canada  Elsewhere

Breeder: \_\_\_\_\_

Sire: \_\_\_\_\_ Dam: \_\_\_\_\_

### OWNER(S) & AGENT INFORMATION

Registered Owner(s): \_\_\_\_\_ Membership No. \_\_\_\_\_

\_\_\_\_\_ Membership No. \_\_\_\_\_

\_\_\_\_\_ Membership No. \_\_\_\_\_

Handler: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Name of Agent (if any): \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

I CERTIFY that I am the registered owner(s) of the dog or that I am the authorized agent of the actual owner(s) whose name(s) I have entered above and accept full responsibility for all statements made in this entry. In consideration of the acceptance of this entry, I (we) agree to be bound by the rules and regulations of The Canadian Kennel Club and by any additional rules and regulations appearing in the premium list.

Signature of Owner or Agent \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_



CANADIAN KENNEL CLUB

CLUB CANIN CANADIEN

200 RONSON DRIVE, SUITE 400, ETOBICOKE, ONTARIO M9W 5Z9 TEL: (416) 675-5511 FAX: (416) 675-6506 WEB SITE: www.ckc.ca

EVENT REGISTRATION NUMBER APPLICATION (ERN)

Important

- Dog must be foreign born and owned.
• An ERN must be obtained within 30 days of obtaining points, awards or scores to avoid cancellation.
• ILP or Limited registration not accepted.
• A copy of the Registration certificate must accompany this application.
• Titles earned by dogs with an Event Registration Number (ERN) do not appear on the pedigree of any progeny.
• Faxed requests will be accepted. Please ensure that credit card information and signature is legible.
• Assigned ERN may be used indefinitely or until the dog is CKC registered.

Name of Dog

Breed

If applicable, please indicate the following:

- Collies: Rough [ ] Smooth [ ]
Chihuahuas: Long-Coat [ ] Short-Coat [ ]
Vizslas: Smooth-haired [ ] Wire-haired [ ]
Poodles: Standard [ ] Toy [ ]
Dachshunds: Standard [ ] Miniature [ ] Smooth [ ] Long-haired [ ] Wire-haired [ ]

Name of Owner

Current Mailing Address

City

State

( ) -

Zip Code

Telephone No.

Mail ERN to owner or agent

Name of Agent

Current Mailing Address

City

State

( ) -

Zip Code

Telephone No.

Method of Payment

- Fee - \$57.60 for each dog, payable by Visa, MasterCard, money order or certified cheque.
• Payment in full to be made in Canadian dollars and payable to The Canadian Kennel Club.
• Discounted cheques in US dollars will not be accepted.
• Faxed requests will be accepted as long as credit card information is provided. Please fax to (416) 675-6506.

Certified Cheque

Money Order

Total Amount Enclosed: \_\_\_\_\_

Credit Card No.

Expiry Date

Clearly Print Cardholder Name

Authorized Cardholder Signature



PERFORMANCE EVENT NUMBER APPLICATION

- Form to be typed or printed in ink.
- All signatures to be written in ink and not printed.
- Refer to current CKC fee schedule for required fee.
- Refer to instructions on reverse.

Name of Dog: \_\_\_\_\_ Microchip Identification #: \_\_\_\_\_  
 (Required)

Breed: \_\_\_\_\_ Male Female

If applicable, indicate Collies: Rough Smooth  
 the following: Chihuahuas: Long-coat Short-coat  
 Vizslas: Smooth- Wire-haired  
 Poodles: Standard Miniature Toy  
 Dachshunds: Standard Miniature Smooth Long-haired Wire-haired

Full Name of Owner: \_\_\_\_\_ Full Name of Co-owner: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Indicate the reason this dog is ineligible for registration with The Canadian Kennel Club under regular circumstances:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The following items are enclosed:

Two colour photographs  
 (refer to reverse for details)

A veterinary certificate confirming the dog is spayed or neutered

The appropriate fee, as noted in the CKC Fee Schedule

AKC ILP Certificate (if applicable)

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Co-Owner \_\_\_\_\_ Date \_\_\_\_\_



## Performance Event Numbers

A Performance Event Number (PEN) allows an unregistrable dog of a CKC recognized breed to participate in competitive events that are appropriate for the breed. Those events are as follows: Obedience Trials, Tracking Tests, Herding Trials, Draft Dog Tests, Agility, Lure Coursing, Earthdog Tests, Hunt Tests, Working Certificate Tests and Pointing Field Dog Tests.

### Eligibility

In order for a dog to be eligible to receive a PEN, all of the following criteria must be met:

1. The dog must be of a breed recognized by CKC
2. The dog, for one reason or another, must not be eligible for CKC registration
3. The dog must be spayed or neutered
4. The dog must be properly identified with a CKC approved microchip (this requirement is not necessary for ILP dogs).
5. The dog cannot be on the CKC Miscellaneous Class List (Miscellaneous Class dogs are not eligible to participate in the PEN program)
6. In the case of a foreign born dog residing in the USA, in addition to the above, the dog must have been issued an AKC ILP number.

### Application Instructions

To apply for a PEN:

1. Complete the appropriate CKC PEN application form. If the dog is co-owned, all co-owners must sign the application.
2. Submit the following documentation with the completed application:
  - a) Two recent and clear photographs of the dog in standing position
    - One full frontal view
    - One full profile
    - The photographs must be signed and dated by a veterinarian confirming type of breed and size of dog, i.e., 20" Golden Retriever.
  - b) A veterinary certificate confirming that the dog has been spayed or neutered.
  - c) A statement as to why the dog cannot be properly registered with the CKC.
  - d) The appropriate fee, as noted in the CKC Fee Schedule.
  - e) In the event that the dog has been born in a country other than Canada and has been issued an AKC Indefinite Listing Privilege (ILP) number, the AKC ILP Certificate may be submitted in lieu of the photographs and the certificate confirming spay or neuter.

### Change of Ownership

Should the dog's ownership change, the PEN number must be transferred into the name of the new owner. This may be accomplished by completing the transfer portion on the reverse of the PEN Certificate and forwarding it to the CKC along with the appropriate fee. A new PEN Certificate will then be issued and forwarded to the new owner.

### Note

A dog that is eligible for a PEN may not be entered as a listed dog. Dogs may only enter events after a PEN has been issued to that dog. This restriction shall also apply to dogs with ILP numbers.

The CKC may cancel for cause, any previously issued PEN number.

*This is a sample covering letter sent along with your judging schedule to inform the members of the distribution list of your meeting times.*

## **ABC DOG CLUB**

Any Street, Any Town, Canada H0H 0H0

Date

Please find enclosed the Judging Schedule for our upcoming Tracking Test to be held (date) in (city) for (all breed or specific breeds only)

Yours truly,

ABC Dog Club  
Trial Secretary  
(day time phone number and email)

Encl.

Distribution List as follows:

- 1 copy to CKC Provincial Director
- 1 copy to CKC Provincial Tracking Representative
- 1 copy to Tracking Trial Judge
- 1 copy to Tracking Trial Superintendent & Tracking Test Committee
- 1 copy to Competitors and those on the Alternate List

*This is a sample covering judging schedule*

## **ABC DOG CLUB**

Any Street, Any Town, Canada H0H 0H0

### **JUDGING SCHEDULE**

Date test to be held

Name of Judge

Number of Participant's \_\_\_\_\_ T.D., \_\_\_\_\_ TDX, \_\_\_\_\_ UTD, & \_\_\_\_\_ UTDX

The draw will be held at \_\_\_\_\_ a.m./p.m. In accordance with the Rules and Regulations for Tracking Tests, Sec. 9.4, "the tracks in each class shall be numbered and drawn by lot, by each exhibitor at least one-half hour prior to the start of the tests." There will be no trading of track as the tracks are drawn according to the dogs entered and will be run in track number order. Breakfast will be held at (restaurant) \_\_\_\_\_ Address.

JUDGING: Judging will begin at \_\_\_\_\_ a.m./p.m. A convoy will leave the restaurant at \_\_\_\_\_ a.m./p.m. to lead the exhibitors and any spectators to the tracking site. Anyone wishing to observe must be at the restaurant prior to \_\_\_\_\_ a.m/p.m.

Thank you and good luck!

ABC Dog Club  
Trial Secretary  
(day time phone number and email)

## **ABC DOG CLUB**

Any Street, Any Town, Canada H0H 0H0

### **TRACKING TEST - DATE**

Date test to be held

Name of Judge, Address

#### **Tracking Dog Test Participants**

No. Track No.

101

\_\_\_\_\_

Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

102

\_\_\_\_\_

Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

103

\_\_\_\_\_

Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

#### **Tracking Dog Excellent Test Participants**

104

\_\_\_\_\_

Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

105

\_\_\_\_\_

Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

#### **Urban Tracking Dog Test Participants**

106

\_\_\_\_\_

Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

#### **Urban Tracking Dog Test Participants**

107

\_\_\_\_\_

Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

*Sample letter and enclosures sent to the CKC upon completion of your trial.*

**ABC DOG CLUB**  
Any Street, Any Town, Canada H0H 0H0

Date

Canadian Kennel Club  
Shows and Trials Division  
200 Ronson Drive, Suite 400  
Etobicoke, Ontario  
M9W 5Z9

RE: Tracking Test (Date)

Please find enclosed the following documentation in regards to our Tracking Test held on (date and city).

- Completed Statement of Event Fees and remittance of fees by cheque,
- Originals of Entry Forms,
- Original Tracking Plotting Forms complete with tracks plotted and dog's process noted. (signed by the judge),
- 2 "catalogues" - one marked, and one unmarked.

I hope this meets with your approval. If you have any questions I may be reached during working hours at the following number (area code & number) or by email at this address\_\_\_\_\_.

Yours truly,

ABC Dog Club  
Trial Secretary  
(day time phone number and email)

Encl.



STATEMENT OF EVENT FEES

**\*\*FOR EVENTS BEING HELD IN 2012\*\***

**INSTRUCTIONS:**

- This form is to be completed and signed by the Event Secretary and/or an Authorized Signing Officer of the club.
- All signatures to be in ink and not printed.
- PAYMENT IN FULL MUST ACCOMPANY THE RESULTS AND THIS STATEMENT WHEN SUBMITTED TO CKC.
- A separate statement must be completed for each event number.

Note: If a dog is entered more than once at one event (two entries in official classes/stakes) this will be counted as two paid entries. For example, if a dog is entered in Open B and Utility in Obedience or when a dog is entered in Open and Amateur in Retriever Field Trials, two separate recording fees must be submitted.

NAME OF CLUB:

CLUB NO:

DATE OF EVENT:

EVENT APPLICATION NO.:

TYPE OF EVENT:

Number of Entries	Type of Entry	Fee	Subtotals
_____	All Dogs Entered	@ \$	\$ _____
_____	Listed Dogs	@ <u>8.40 per dog</u>	_____
_____	Baby Puppies (3 to 6 months)	@ <u>2.00 per dog</u>	_____

Recording Fees	
Per entry per event where total entry is 125 dogs and under	\$4.50
Per entry per event where total entry is 126 and over	\$5.80
Listed Dogs	\$8.40
Baby Puppies – 3 to 6 mths (per dog)	\$2.00

Sub Total \_\_\_\_\_

For non-participating provinces : QC, PEI, AB, MB, SK  
5% GST \_\_\_\_\_

For participating provinces: NB, NL, ON  
13% HST \_\_\_\_\_

(BC) 12% HST \_\_\_\_\_

(NS) 15% HST \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**TO BE COMPLETED ONLY IF THE ABOVE-NOTED EVENT WAS HELD IN CONJUNCTION WITH A HOST CLUB**

Name of Host Club: \_\_\_\_\_ Host Club Number: \_\_\_\_\_

Name of club to be invoiced for these event results: \_\_\_\_\_

I hereby certify that the information contained in the statement is correct.

\_\_\_\_\_  
Signature of Event Secretary

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Title of Authorized Signing Officer



**TRACKING TEST COVER SHEET  
FEUILLE COUVERTURE-ÉPREUVES DE PISTAGE**

NAME OF CLUB/NOM DU CLUB: \_\_\_\_\_

LOCATION/LIEU: \_\_\_\_\_

DATE: \_\_\_\_\_

<b>TD</b>	
<b>TDX</b>	
<b>UTD</b>	
<b>UTDX</b>	

Please indicate the number of plotting sheets attached for each test on the appropriate box above.  
Veuillez indiquer le nombre de diagramme pour épreuves de postage inclus pour chaque épreuve dans la case appropriée

\_\_\_\_\_  
Event Secretary's Signature/Signature due secrétaire de l'épreuve



TRACKING TEST PLOTTING FORM/DIAGRAMME POUR EPREUVES DE PISTAGE

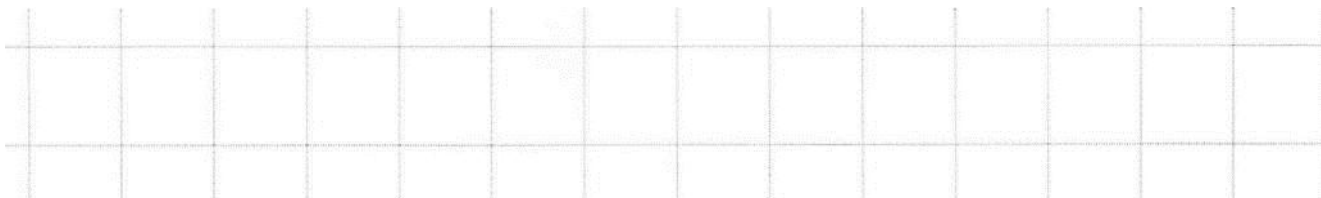
DOG'S CATALOGUE NOJ \_\_\_\_\_  
N° DE CATALOGUE DU CHIEN \_\_\_\_\_ CLASS/CLASSE TRACK NOJN° DE PISTE \_\_\_\_\_

BREED/RACE \_\_\_\_\_ JUDGE/JUGE \_\_\_\_\_

Wind Direction and force at start flag/Direction et force du vent au drapeau de depart \_\_\_\_\_

Diagramme de la piste en trait continu..

Diagramme du parcours du chien en pointillé



Time Tracklayer Started/  
Heure de debut du tracage de la piste principale \_\_\_\_\_ Dog's Starting Time/  
Heure de depart du chien \_\_\_\_\_

Time Tracklayer Finished/  
Heure de fin du tracage de la piste principale \_\_\_\_\_ Dog's Finishing Time/  
Heure d'arrivee du chien \_\_\_\_\_

Time Cross Tracklayer Started/  
Heure de debut du tracage des pistes secondaires \_\_\_\_\_ Weather/  
Conditions meleorologiques \_\_\_\_\_

Name of Tracklayer/  
Nom du traceur \_\_\_\_\_ Ground Conditions/  
Conditions du terrain \_\_\_\_\_

*I hereby certify that I have judged the above-noted dog after having followed the rules to the best of my ability./Je certifie que le chien susmentionne en observant les reglements de mon mieux.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Judge's Signature/Signature du juge

PASS/REUSSITE

FAIL/JECHEC





**REPORT ON APPRENTICE TRACKING TEST JUDGE**

*Note: Please seal the completed form in the confidential envelope provided and return to the trial secretary.*

Name of Apprentice Judge: \_\_\_\_\_ CKC Membership No. \_\_\_\_\_

Name of Club: \_\_\_\_\_

Test Date(s): \_\_\_\_\_

Number of Dogs Judged: TD \_\_\_\_\_ TDX \_\_\_\_\_ UTD \_\_\_\_\_ UTDX \_\_\_\_\_

**APPRENTICE JUDGE'S PERFORMANCE**

CRITERIA	RATING Circle appropriate number 1 = Poor to 5 = Excellent	COMMENTS  (A rating less than 3 must be substantiated with an explanation)
• Knowledge of rules	1    2    3    4    5	
• Attitude towards handlers and dogs	1    2    3    4    5	
• Professionalism (conduct befitting a judge)	1    2    3    4    5	

1. Did the apprentice judge participate in the laying of the tracks?    YES \_\_\_\_    NO \_\_\_\_
2. Did the apprentice judge plot 50% of the tracks?    YES \_\_\_\_    NO \_\_\_\_
3. Do you recommend approval of the apprentice judge?    YES \_\_\_\_    NO \_\_\_\_  
If no, please substantiate your reasons below.

**ADDITIONAL COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Officiating Judge (Print)

\_\_\_\_\_  
Signature of Officiating Judge

\_\_\_\_\_  
Date