

# Official UKC Rules for Dog Events

## UKC Misconduct & Discipline Guidelines for Dog Events

**EFFECTIVE JUNE 1, 2015**



**NOTE:** This rulebook contains revisions. Please see the back of the rulebook for revisions.

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# Rules for Dog Events

## Chapter 1 General Rules

**Section 1. Licenses.** All licenses for UKC Licensed events shall be granted or withheld at the sole discretion of the United Kennel Club. UKC clubs may offer any event or combination of events for which they hold a license. Clubs may restrict their entries in conformation and/or performance to any breed(s) or groups for which they choose to offer competition. This would not apply to breed specific performance events or events with size restrictions such as **Drag Racing** and **Lure Coursing**.

UKC reserves the right to grant, withhold or revoke event licenses at its own discretion. UKC licensed events are governed by UKC rules, classifications, and point systems. UKC reserves the right to change rules, policies, and fees at any time without notice.

### Section 2. Suspended/Barred Individuals.

Individuals must be in good standing with UKC to participate in any UKC event. Individuals who are suspended/banned by UKC are prohibited from entering or participating in any UKC licensed event nor may they hold office in any UKC approved club or association.

**Section 3. Restrictions.** No dog less than 8 weeks of age may be present on the grounds of a UKC licensed event. The presence of any other dog not entered into the event is at the discretion of the club.

The use of alcohol and illegal drugs at UKC events is prohibited. Violators may be excused from the ring by the judge and from the show/trial or event grounds by the Event Committee or any officer of the host club and the decisions of these officials are final. The Event Secretary/Manager must notify UKC in writing of any judge who is excused by the host club for violation of this rule.

**Section 4. Required Inoculations.** All dogs six months of age or older must have inoculations for Rabies, Canine Distemper and Canine Parvovirus to be present on the grounds of any UKC event or to be eligible to compete at UKC events. Dogs under six months of age present on the grounds of any UKC event must have current inoculations for Canine Distemper and Canine Parvovirus. Any dog that is known to have been in contact with a canine communicable disease within thirty days prior to the event may not be on the grounds of a UKC event. Failure to comply will result in disciplinary action.

**Section 5. Event Secretaries/Managers, Event Chairs and Judges.** The Event Chairperson and the Event Secretary must be present during events at which they are serving in these capacities. Dogs owned by an Event Secretary may be entered in an event in which they serve in that capacity provided that a secondary person capable of fulfilling all of the Event Secretary's duties remains at the Secretary's table and available to exhibitors and judges for the duration of time the primary Secretary is unavailable.

Event Managers may not enter any dogs in the event in which they serve in that capacity, nor may any dog be entered in an event that is co-owned by an Event Manager.

Event Chairpersons may enter a dog in an event at the discretion of the event giving club. It is strongly recommended that event giving clubs restrict the Event Chair from entering or handling a dog in any event in which they serve in this capacity. ***Event Secretaries and Event Chairpersons for a provisional UKC club may not enter the event in which they serve in this capacity.***

No person may serve as a judge for the host club at any UKC Licensed event held on the same weekend when that person is serving as Event Chairperson or Event Secretary. No judge (or alternate judge) for any particular event held that weekend may be designated as the individual to accept pre-entries and day-of-show entries for that event, nor may they handle any entries at any time during the scheduled weekend. No scheduled judge may receive entries at their mailing address for an event that he/she is scheduled to judge, nor may a scheduled judge's telephone number or email address be used as contact information for any club event information.

**Section 6. Start Times.** No dog may be judged before the advertised start time of the event.

**Section 7. Finality of Judges Decisions.** By entering any UKC event, the owner and handler of any dog agree to accept the decision of the judge as final. The decision of a judge is the responsibility of the judge and not that of United Kennel Club.

**Section 8. Judging Procedures.** The judge may use whatever reasonable procedures they deem necessary to evaluate the dogs in an effective and efficient manner. UKC judges are encouraged to discuss placements with exhibitors. Judges may not ask any exhibitor questions regarding the dog being evaluated other than age. Judges are responsible for the accuracy of the information in their judges' books. Each judge must sign the judges' book upon

the completion of a judging assignment and return it to the Event Secretary/Manager. The Event Secretary/Manager must provide the judge with one copy of the signed judges' book prior to the judge leaving the show grounds, on the day of their last assignment. The judge is required to keep all of their judges' books on file for a period of one year after the judging assignment.

**Section 9. Recording Event Results and Regulation of Record Keeping.** UKC regulates and records the results of all licensed events and issues awards for levels of achievement at these events. Additional events may be added at the sole discretion of the United Kennel Club. UKC has the right to inspect all reports, score sheets, and other documents related to UKC licensed events and to review those documents for any reason. Pursuant to the Inherent Rights and Powers, UKC employees may make corrections, additions or deletions to any documents related to UKC licensed events regardless of whether or not those documents are signed by a judge or club officer.

Points or qualifying scores earned toward titles are awarded after UKC receives and processes the official event report from the host club. UKC will mail the appropriate title certificate to the owner on record once a title has been verified. It is the responsibility of the owner on record to notify UKC of address changes for any UKC registered dogs that may have pending titles. An official UKC change of address form may be found on the UKC website or can be mailed.

**Section 10. Submitting Event Results.** The Event Secretary/Manager is responsible for submitting all event results to UKC within 10 business days of the event using the appropriate forms provided by UKC. Clubs shall be fined \$25 dollars per month per licensed event for late event reports. The club must retain the copies of all event results and paperwork for at least 1 year.

The Event Secretary is responsible for making a copy of each entry form prior to sending the original entry forms for each dog that is entered in the event to UKC with the event results. ***This applies to all Performance and Conformation events.***

All Official UKC Class Change/Entry Correction Forms that have been submitted must be attached to the original entry form and submitted with the event report(s).

The Event Secretary must keep the copies of all entry forms for one year after an event.

**Section 11. Recording Fees.** A \$2 recording fee will be charged per entry in each licensed class and

must be submitted with the event results for each event.

### **Section 12. Dog Temperament and Behavior.**

Owners of UKC registered dogs are responsible for the behavior of their dogs at UKC events. Dogs participating in UKC events are expected to have stable temperaments appropriate to their breeds and to be sufficiently well trained so that no dog's behavior interferes with the judge's ability to evaluate the dog or its performance. Owners or designated handlers are expected to ensure at all times that their dogs present no threat to persons or other dogs attending the event.

A judge **must** excuse a dog when the dog's behavior significantly interferes with the judge's ability to evaluate the dog or to evaluate the dogs of other exhibitors. This includes, but is not limited to, such behavior as not standing for examination or refusing to walk. A judge must excuse a dog when the dog's demeanor gives the judge reason to believe that the dog may not be safely examined **or appears to be a serious threat to other dogs in the ring**. In such cases, the judge must mark the dog "Excused" in the judge's book and state the reason for the excusal. The judge's decision on such matters is final.

**Section 13. Disqualification.** A judge must disqualify a dog that bites or attempts to bite a person (**including its handler**), or that bites or attacks another dog. The term "attack" is defined as unprovoked, aggressive physical contact between at least two dogs or a dog and a person.

If the bite, attempted bite or attack occurs in the ring the judge must mark the dog "disqualified" in the judge's book and state the reason for the disqualification. The ring area includes all **competition areas** in which the judge is officiating including but not limited to; the chute area, on deck area, weigh in area, staging/holding area, catch/release area. The judge's decision in such matters is final. The judge must also report any such incident to the Event Committee immediately and fill out a "Disqualified for Attacking" form.

If the bite, attempted bite or attack occurs anywhere on the event grounds it must be reported immediately by the person(s) who witnessed the incident to a member of the Event Committee or the host club. The host club must assist the person reporting the bite, attempted bite or attack in filing a complaint using the procedure outlined in the UKC Misconduct and Discipline Guidelines.

When UKC is notified that a dog has been disqualified under this section, the owner of the dog will be notified by certified mail of the judge's report (disqualified in the ring) or the disciplinary commit-

tee's findings. The owner of the dog shall have 14 days from receipt of this notification to show cause for why the dog should not be barred from participating in future UKC events and from all registration privileges. After reviewing any mitigating or extenuating evidence submitted by the owner, a disciplinary committee comprised of UKC staff members shall make a finding of facts and determine the penalty (if any) and this ruling shall be final.

The owner of the dog shall be notified of the outcome within 30 days of receipt of the owner's response. Owners of dogs that are barred from registration privileges are required to return the dog's UKC registration certificate within 14 days of notice that the dog is barred. Failure to promptly return the registration certificate can result in loss of all UKC privileges. Dogs barred from registration privileges may not be transferred nor may litters produced by these dogs be registered. The name, breed and owner of a dog barred from registration privileges shall be published on the UKC website.

**Section 14. Collars and Leashes. All dogs must be on leash being held by a handler if not securely contained in a confined area (i.e. crate, ex-pen etc.). Collars may be of any style appropriate for the dog and the event it is participating in. Studded, "pinch" or "prong" collars, harnesses (head and/or body), or any type of special training collars are permitted on the grounds of a UKC event. There are collar restrictions for competition which may vary, please refer to the appropriate rule book for different collar or equipment requirements for the event in which the dog is participating. Electronic collars (e-collars) are not permitted on the grounds of a UKC licensed conformation or performance event.**

## **Chapter 2 Applying for (Scheduling) UKC Events and Judges Panels**

**Section 1. Number of events in a year.** UKC Clubs may host as many events per year as the club may properly support. However, UKC has the right to limit the number of events held by clubs or Event Managers at its sole discretion.

**Section 2. Number of events per day.** A club may apply to host more than one type of event on the same day, for example a conformation event, an obedience trial and a **Drag** race. UKC reserves the right to limit the number and types of events a club

may hold per day at its sole discretion.

A club may apply to host the following number of events on the same day:

- 1. Agility.** Each agility trial is considered as an event. A UKC club may apply to hold no more than two agility events per day.
- 2. Conformation.** A UKC club may apply to hold no more than two events per day. Each conformation show is considered as an event regardless of type, i.e., one breed only, multiple breeds or events only open to one group.
- 3. Dock Jumping.** A UKC club may apply to hold no more than one event per day. Multiple splashes are generally offered at the event and one event is generally spread over more than one day.
- 4. Drag Races.** Each **Drag** Race event is considered as an event. A UKC club may apply to hold no more than two **Drag** Race events (each **Drag** race event generally holds one of each type of Flat and Steeple Race per event).
- 5. Lure Coursing Meet.** Each meet is considered as an event. A UKC club may apply to hold no more than one full meet per day, but may offer a second Coursing Aptitude Test only. (A full meet offers a Coursing Aptitude Test, Coursing Tested and Regular Stakes.)
- 6. Nosework.** *Each trial is considered as an event. A UKC club may apply to hold no more than two Nosework Trials (Individual Elements or Full Trials). Pre-trials not included as separate trials/events.*
- 7. Obedience.** Each obedience trial is considered as an event. A UKC club may apply to hold no more than two obedience events per day.
- 8. Rally Obedience.** Each rally obedience trial is considered as an event. A UKC club may apply to hold no more than two rally obedience events per day.
- 9. Weight Pull.** A UKC club may apply to hold no more than one weight pull event per day.

### **Section 3. Multiple Clubs Sharing a Location and Date:**

Two or more clubs may not hold UKC licensed events of the same event type at the same location on the same day without special permission from UKC. Any such request must be submitted directly to UKC by the new club, along with a permission letter from the historical date holding club. The date holding club has the right to approve or deny the request at their discretion.

**Section 4. Mileage Conflicts.** UKC will not license events of the same event type on the same day to be held by different clubs within 100 miles of each other, except that conformation shows may be scheduled within that distance if there are no common breeds being offered by the host clubs or by special permission granted by UKC. Distance shall be calculated using the closest driving route and not air (straight line) miles.

**Section 5. Applying for a Licensed Event.** UKC does not schedule events by which weekend an event falls within a month but rather by a corresponding weekend date of the year. The date(s) of a club's scheduled event may vary each year. Approximately every five years the actual date of the event may be up to five days different.

A club that has offered an event in any one year shall have the first right to hold an event on the corresponding date in the following year. A club that fails to confirm an event by returning its application by the application deadline date or that fails to request that its date be reserved shall lose the right to claim that corresponding date the following year. Event dates may only be reserved for one year.

If a club does not intend to hold an event on its reserved corresponding date, a club officer must notify UKC in writing or by email at least ten days prior to the application deadline date. If a club does not request that the date be held for the following year, that date will become available to other clubs on a first-come, first-served basis.

Approximately nine months before a club's reserved corresponding date, UKC will mail an "Event Application" to the club's Secretary or designated Club Officer on file at UKC. The application will be for the same number and type of events as were offered the previous year. Any changes or additions to an event must be approved in writing or by e-mail with UKC before submitting the Event Application.

The application package from UKC will include an order form for event paperwork. The Club Secretary/designated club officer receiving the application package is responsible for ensuring that all forms are promptly sent to the appropriate Event Committee members. The order form for event paperwork must be sent to the Event Secretary. The remainder of the package must be sent to the Event Chairperson.

Clubs holding events in states with special requirements for bringing dogs into the state must list those requirements in writing when submitting the Event Application.

**Section 6. Applying for a New Corresponding Date.** The following procedure is in effect for existing clubs or a new club ready to apply for their first event dates.

A club member may check on the availability of dates by phone, e-mail or written request. Include the date, type of event, and the event site location. UKC will notify the club if the date is available. Requests for new dates are processed in the order they are received. Requests for new dates made after the application deadline due date may be denied. A date may be assigned to the club when an e-mail or written request from a club officer or event committee member is received by the Dog Events Department. The new date request must include the following:

- 1) Full name of club and club ID number.
- 2) Date or dates of the event.
- 3) Types of events and how many to be held per day.
- 4) Site location, including City and State.

When a new date request is granted, UKC will mail or email a new Event Application to the club's Secretary or designated club officer on file at UKC. Applications will only be sent via email if applications for that date have already been mailed out through the regular mail. Event applications for approved dates will be sent by e-mail unless mailing via the USPS is requested. Application forms and order forms for event paperwork are to be handled in the procedures as outlined above.

**Section 7. Deadlines for the Event Applications.** Completed applications with any approved changes or additions must be returned to UKC with appropriate fees by the following deadlines:

<b>Month of event</b>	<b>Deadline</b>
January	August 1
February	September 1
March	October 1
April	November 1
May	December 1
June	January 1
July	February 1
August	March 1
September	April 1
October	May 1
November	June 1
December	July 1

Incomplete or Late Applications. Incomplete applications or applications received after the deadline date will be assessed a penalty charge of **\$20** per event applied for. Penalty charges will accrue for each calendar month the application is late. If an application is received without the correct license

fees it will not be considered complete and will not be processed until the correct fee is received; late fees may be applied to applications submitted on time but without the correct fee. Any club making a special request whether or not they are listed here, should include such requests in writing when submitting the Event Application.

Approved events will be posted on the UKC website, which shall constitute the official notice of the upcoming event.

Any special requirements for bringing dogs into a state where an event is scheduled, such as health or rabies certificates, will be included with other event information.

Late applications or changes made after the application deadline may be approved. In such cases, the approved events and changes will be posted on the UKC website.

**Section 8. Event License fees.** Event license fees are listed in the application package sent by UKC when applying for an event. These fees are subject to change.

**Section 9. Pre-Entry Only Event.** The Event Application may be used to request that only pre-entries be accepted for an event. The following rules apply to pre-entry-only events:

- 1) By the closing date of the event type, pre-entered dogs must be permanently registered with UKC, have a **Performance Listing/Limited Privilege listing**, or have a valid Temporary Listing number.
- 2) The club must send each entrant a confirmation of the entry and a judging schedule. The judging schedule must include the club's refund policy and its policy on the substitution of dogs.
- 3) No additional entries may be accepted after the Pre-Entry deadline date.
- 4) No day-of-show/trial entries may be taken at a pre-entry only event.

**Section 10. Non-licensed Classes.** Clubs must list all non-licensed classes to be offered on the application.

**Section 11. Judges Panel.** The Event Chairperson is responsible for hiring judges who are properly licensed by UKC for the event and breeds they will be judging. The selection of judges must be included on the Event Application and submitted by the deadline date in order to avoid late fees. Judges are hired by contractual agreement between the host club and the judge. The Event Chairperson is

responsible for keeping judge's contract for at least one year after the date of the event. No judge may be scheduled to judge in more than one type of event on the same day with the exception of obedience and rally. The same judge may be scheduled to judge both obedience and rally on the same day. Judges may not judge a conformation show and a performance event on the same day.

**Section 12. Judge Changes.** Any judge changes occurring prior to the last weekday before an event must be approved by UKC during regular business hours. Clubs must provide UKC with judge change requests in writing and include the reason for the requested change. The club may be required to submit contractual agreements upon request and to reimburse the scheduled judges for all expenses incurred if the change was initiated by the club for the cancellation of their original contractual agreement. Changes will be posted on the UKC website. The host club must make every reasonable effort to notify exhibitors of the change and offer refunds to all pre-entered exhibitors who submit a written request for refund of their entry fee(s). Judge changes must be posted in plain view at the event site during event hours.

**Section 13. Appointing an Emergency Replacement Judge.** If, on the day of the event, a judge is unable to start or complete their assignment the Event Chairperson must appoint an emergency replacement judge. Priority should be given in order to another judge licensed for the events/classes/breeds assigned to the original judge, then to a UKC Apprentice judge. If no licensed or Apprentice judge is available, the club may appoint the person best qualified to take the assignment. All official event report forms must show the name, address and phone number of the emergency replacement judge. The Event Secretary/Manager must include a written explanation for all assignment changes when submitting the event results to UKC and include the credentials of any emergency replacement judge who is not a licensed or Apprentice judge. Points or qualifying scores earned by exhibitors under emergency replacement judges will be counted toward any calculation of required wins under different judges, if the original judge had met that requirement; regardless of who the replacement judge shall be.

**Section 14. Back-up Judges.** The host club must designate a Chief Judge and a Back-up judge on the Event Application if they choose to use the Back-up judge System for performance events.

### **Back-up Judge System.**

Performance judges may compete in the same trial that they are assigned to judge under the following provisions:

The judge must notify the club in advance that they wish to enter a dog in an event they are assigned to judge. The host club must designate a Chief (Head, Lead) judge and a back-up judge on the event application. The chief judge shall be the overall authority for judging the event. Dog(s) exhibited by the chief judge may compete only under the assigned back-up judge. The back-up judge may only officiate for the chief judge (and/or immediate family/household members) and may not officiate for any other exhibitors entered in that event with the exception of the events in which multiple dogs are judged at the same time. (i.e. **drag** racing, weight pull, lure coursing) In that case the back-up judge may only judge the class/division/race in which the judge's dog(s) are competing .

Judges are prohibited from interrupting their judging assignment in order to exhibit. Judges may coordinate when they will exhibit based on the event specific rules in which judges are entered/officiating. Judges competing in the events in which they are officiating will not be eligible for placements or awards as per the event specific rules in which they are entered/officiating, All-Star and Championship points will still be available in events that points can be earned. Assigned back-up judges will be eligible for awards, placements, All-Star and Championship points.

**Section 15. Emergency Replacement of a Back-Up Judge.** Should an assigned back-up judge fail to appear at an event in which they were assigned as the designated back-up judge there will be no emergency replacement of the back-up judge's assignment if there is no other fully licensed judge at the event. In this case, the Chief Judge will forfeit their entry and fulfill their assignment. If an event was published on the UKC's Upcoming Events page on the UKC website as having a back-up judge and if a fully licensed judge is in attendance at an event where the assigned back-up judge did not appear; the judge in attendance may serve as the back-up judge. Clubs must note the change in back-up judges and provide a detailed explanation of the circumstances in their event report.

## Chapter 3

# Planning UKC Events and Rules Applying to UKC Events

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**Section 1. UKC Event Manual.** The UKC Event Manual is a set of guidelines to be used by UKC licensed clubs in an effort to ensure that all UKC events are consistent from one area of the country to the other. The Event Manual offers the most up-to-date procedures for hosting and managing a UKC Licensed event from the application process to the submission of the Event Report. The UKC Event Manual may be viewed from the UKC website: [www.ukcdogs.com](http://www.ukcdogs.com).

**Section 2. Appointing an Event Committee.** The club must appoint an Event Committee for any UKC licensed event being applied for. The Event Application will be sent to the Club Secretary or designated club officer, approximately nine months prior to the corresponding date of the event. The package will also include an Event Paperwork Order Form and other information regarding the upcoming event. The Event Paperwork Order Form must be sent to the Event Secretary/Manager. The remainder of the package must be sent to the Event Chairperson. The Club Secretary is responsible for ensuring that these forms are promptly sent to the appropriate Event Committee members.

**Section 3. Event Committee Positions.** The Event Committee shall consist of a minimum of two persons: the Event Chairperson and the Event Secretary/Manager. When one event type is held in conjunction with any other UKC Licensed event, the host club must appoint one Event Chairperson for each event type. Each Event Chairperson will be responsible for all matters relating to the dogs entered in its event. Obedience and Rally may be combined. Both the Event Chairperson and the Event Secretary/Manager must be in good standing with UKC. The names, addresses, telephone numbers and e-mail addresses (when applicable) of the Event Chairperson and the Event Secretary/Manager must be listed on the Event Application. The Event Chairperson and the Event Secretary/Manager must be present during all events in their entirety at which they are serving in these capacities.

**Section 4. Replacing Event Chairperson or Event Secretary/Manager.** Once an application to hold an event has been approved by UKC, the club may not replace the Event Chairperson or the Event

Secretary/Manager unless the change has been requested in writing and approved by UKC. If circumstances prevent the Event Chairperson or the Event Secretary/Manager from serving on the day of the event, the club President or other club officer must appoint a replacement. The Event Secretary/Manager must include notice of the replacement with a written explanation of the reasons for the change when submitting the event results to UKC.

**Section 5. Order of Event Types.** Clubs may determine the order in which offered events will be scheduled with the exception of event sites that have only a single area to be used by both the conformation event and a performance event(s). When the even site only accommodates a single area for both conformation and a performance event(s), conformation shall be judged after the performance event(s) have been completed.

**Section 6. Rules.** A current copy of all rules applying to the event being offered must be available at the Event Secretary's/Manager's table for every event.

**Section 7. Event Veterinarian.** A veterinarian must be in attendance or on call for each UKC event. Where local laws require that a veterinarian be in attendance the Event Chairperson is responsible for ensuring the club is in compliance.

**Section 8. Show Site Changes.** When a club has to change their location after it has been published on the UKC website, the following procedures must be followed to assure adequate notice of the change is given to all exhibitors that may attend the event.

The club must notify UKC of the event site change and provide the following:

- a. Reason for the event site change;
- b. The City and State location of the new event site location;
- c. Driving directions to the new event site location;
- d. The distance in travel time from the old location to the new location.

**New Show Site.** As soon as a new show site is procured the United Kennel Club Dog Events Department must be notified and approval of the new site granted. The club must provide UKC with the new site location (including address, City, State, Zip code and driving directions) so the appropriate change can be made to the Upcoming Events listing.

**Exhibitor Notification.** The club must notify all exhibitors who have pre-entered the event of the change of location and include directions to the new show site. Clubs must send out notification of



the event site change to all exhibitors who were mailed a Premium List for the event.

Postings. The club may be required to have signs posted at the old show site directing exhibitors to the new location. Additionally, the club should, if at all possible, provide someone at the old show site to direct exhibitors to the new location.

**Extension of Entry and Show Times.** Because of the change of location, it is possible that exhibitors might miss the Day of Show entry deadline time. To accommodate these exhibitors, the club must be prepared to extend the Day of Show entry deadline and the show start time. Driving time between the old and new locations should be used as a guideline in setting the new entry deadlines and show start times. The club must post a sign with the extended entry times and start of show times at the site.

Refunds. Clubs must refund any pre-entry fee(s), upon the exhibitor's written request, made prior to or at the show for any dog that was not exhibited due to the change in location.

**Section 9. Canceling a UKC Licensed Event.** Clubs must notify UKC in writing of their intention to cancel an approved event. **Cancellation notifications must contain the signatures of two officers of the club that is canceling the event and the reason why the event is being canceled.** Permission to cancel an event must be received from UKC before the club sends notification to the judges and exhibitors that the event has been canceled. A club that cancels their event without UKC approval will be subject to disciplinary action, which may result in the loss of privileges. The decision to refund license fees in whole or in part shall be based on the following criteria:

1. A club that cancels its event before the application deadline date and before the application has been processed by UKC will receive a full refund.
2. A club that cancels its event before the application deadline date but after the application has been processed by UKC will receive a refund of all licensing fees minus \$20 per application withheld for processing.
3. A club that cancels its event after the event information has been published on the UKC website shall receive no refund of license fees.

In addition to the above rules regarding licensing fees, and depending on the individual circumstances, UKC may also require the club to take the following action(s):

1. The club must reimburse scheduled judges for all expenses incurred on behalf of the club for the canceled event.
2. An Event Committee member may be obliged

to stay at the event site during the previously scheduled event hours to inform all exhibitors or spectators that the event was canceled.

3. The club must return all pre-entry fees.
4. The club must mail an event cancellation letter to each person that received a Premium List or other advertisement of the event.
5. The club will be assessed additional fees for expenses incurred as a result of late changes to the upcoming event listing.
6. A club that shows a pattern of scheduling and canceling events may lose its status as a UKC licensed club.

## Chapter 4

### Rules Applying to Entries and Entry Procedures

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**Section 1. Entering a UKC Event. Entries to all events for both licensed and non-licensed classes must be submitted using the most current official UKC entry form. Entry forms must be complete when submitted to the Event Secretary/Manager, including a valid UKC Permanent Registration number, UKC Performance Listing(PL)/Limited Privilege (LP) number or UKC Temporary Listing (TL) number. Incomplete or unsigned entry forms, or entries unaccompanied by entry fees, are invalid and must be refused by the Event Secretary/Manager.**

**Section 2. Temporary Listing (TL) Numbers. TL numbers are only valid at conformation, performance and Pointing Dog events. TL numbers may be purchased at an event that has been approved to sell TL numbers. If a club is approved to sell TL numbers, it will be listed with the event information in on the UKC website and in any official announcement of the club's event. If the event is held on a week day, Temporary Listing numbers may be purchased and issued on the same day by contacting the UKC Dog Events Department within normal business hours. All Temporary Listing Numbers are non-refundable, non-transferable, and do not apply to the cost of permanent registration or Performance Listing/Limited Privilege numbers. Temporary Listing numbers may not be available for purchase for all UKC Registered breeds. Before purchasing a TL number, be sure to check with UKC if there are any restrictions applicable to the breed.**

**A Temporary Listing (TL) number may be issued to approved breeds eligible for single registration**

**with UKC, not all breeds are eligible. Contact the UKC registration department for the most current information regarding which breeds are approved for single registration. Spayed or neutered pure-bred dogs, mixed-breed dogs and dogs that are eligible for a Performance Listing/Limited Privilege number may be issued a TL number. Dogs that have previously been issued a UKC permanent registration or Performance Listing/Limited Privilege number will not be issued a TL number.**

**Temporary Listing Numbers must be assigned on or before the show date. TL numbers that are issued after an event will not be valid for that event nor are TL numbers valid for any events that occurred prior to the purchase of the TL number.**

**There is no limit to the number of licensed events that a dog with a TL number may be entered in before the dog is permanently registered/listed with UKC. TL numbers are no longer valid once a dog is permanently registered/listed with UKC.**

**TL numbers included on the application for permanent registration or the Performance Listing/Limited Privilege application will automatically have any wins, titles earned, Top Ten points, and/or All-Star points applied to the dog's permanent record. No wins, titles earned, Top Ten Points and/or All-Star points will be awarded until a dog with TL number has been permanently registered/listed. Temporary Listing numbers are not valid for any event held under the rules that govern licensed Coonhound or Beagle events.**

**Section 3. Pre-Entry.** Clubs accepting pre-entries must establish a pre-entry deadline after which no further pre-entries will be accepted. The pre-entry deadline must be published with the premium list/club announcement of the event and in any other event information on the UKC website. Clubs may offer a discounted entry fee for pre-entries. For clubs offering day-of-show/trial entries, exhibitors whose entries fail to arrive by the pre-entry deadline date must be treated as a day-of-show/trial entry. Entries received after the pre-entry deadline date will be charged the day-of-show entry fee.

Clubs may elect to have a Pre-Entry Only event. In such a case no day-of-show/trial entries can be accepted at the event and any entry received after the pre-entry deadline date and time must be returned in its entirety. Clubs must indicate that the event will be pre-entry only on the Event Application. These events will be designated "PRE-ENTRY ONLY" at the top of their listing in any official announcement/premium list and on the UKC website. This information must also be included in any other club announcement of the event.

**Section 4. Day-of-Show/Trial Entries.** Clubs accepting day-of-show/trial entries must set a specific time period during which the Event Secretary/Manager will take entries to the event. This information will be published with the premium list/club announcement of the event and in any other event information on the UKC website. No entries will be taken at the event except during the specified time period. In the case of extreme weather or other emergency conditions, the Event Committee may decide to extend the taking of entries or delay the start of all judging by a reasonable period of time or both. In such cases, the extension of entry taking or delay of judging must be explained in writing by the Event Secretary when submitting the Event report.

**Section 5. Entry into Non-Licensed classes.** Entries for non-licensed classes may be taken at any time up to the start of judging for these classes.

**Section 6. Conditional Entries.** An entry which specifies any condition as to its acceptance must not be made and must not be accepted by a club/Event Secretary/Manager.

**Section 7. Required Information for UKC Entry Forms.** Exhibitors are responsible for the information contained on their entry form(s) and for ensuring they are competing in the appropriate class(es) for which the dog is eligible. Dogs competing in classes for which they are not eligible shall be invalid.

**To be acceptable, an entry must be submitted on the UKC official entry form along with the designated entry fee. All entry forms must contain the following information upon submission:**

- **Name of the event giving club**
- **Date of event(s)**
- **UKC registered name of the dog**
- **UKC Identification number (Permanent Registration number, Temporary Listing (TL) number or Performance Listing (PL)/Limited Privilege (LP) number)**
- **Dog's Date of Birth**
- **Sex of the dog**
- **Breed**
- **Variety (if applicable)**
- **Jump Height/Size division (if applicable)**
- **Name of the class(es) being entered**
- **Name of Owner(s)/Co-owner(s)**
- **Address and contact information of Owner(s)**
- **Signature of Owner/Handler**

**Section 8. Entry Limits and Judging Time.** Judges should not be scheduled to judge for more than 8

hours per day based on the number of entries judged per hour for an event. If entries for obedience, rally obedience or agility exceed the eight-hour time limit for one judge before the pre-entry deadline date then an overflow judge should be hired or a wait list established. Clubs must get written approval from UKC to exceed the eight-hour judging time limit for a judge that reaches the limit before the pre-entry deadline date. Judging time will be based on the following numbers of entries judged per hour for one judge for each of these events;

- a. **Agility** – number of entries judged per hour 25; (maximum daily limit, approximately 200 entries)
- b. **Conformation** – number of entries judged per hour 22; (maximum daily limit, approximately 175 entries)
- c. **Obedience** – number of entries judged per hour 7; (maximum daily limit, approximately 56 entries)
- d. **Nosework** – *number of entries judged per hour 16 for Pre-trials, Handler Discrimination and Individual Element Trials; (maximum daily limit, approximately 125 entries). Number of entries for Full Trials NN-EN judged per hour 5; (maximum daily limit, approximately 45.)*
- E. **Rally Obedience** – number of entries judges per hour 16; (maximum daily limit, approximately 125.)

Weight Pull, Lure Coursing, Drag Race, and Dock Jumping events have no limits on the number of entries judged per day, per judge, however judges should not exceed eight hours of judging time. Judging limits are approximations and should be used as such in determining how long an event will run. Clubs that limit judging time to less than eight hours for one judge in an event must publish those entry limits in the club's official announcement of the event, in the Upcoming Event listing on the UKC website.

**Section 9. Clubs hosting more than one performance event.** A club may apply to host more than one performance event in a day or scheduled weekend provided the request is made in writing. If only one judge is scheduled for obedience and rally obedience and the events are scheduled on the same day then entries should be limited so as the combined events do not exceed 8 hours of judging time. The entry limits must be designated on the Event Application. The judge must hold a license for all events being applied for.

Any club whose entries exceed the limit of 8 hours per judge, per day may choose one of the following options:

a. **Overflow Judge.** If the limit is exceeded before the close of entries, the club may apply to UKC for approval of an overflow judge. The application must include a complete breakdown of all entries for each class. Upon UKC's approval, the overflow judge is only to be assigned to the specific class and/or section that will affect the fewest number of exhibitors. An overflow judge may not judge a certain number of dogs within a section or class but must judge the entire class or section assigned to him/her. An overflow judge may be approved by UKC to judge two events in the same day. An overflow judge is not considered an Emergency Replacement judge and must hold the appropriate licenses for the event(s) in which they are hired to judge.

b. **Wait List for Performance Events.** Clubs may accept entries over the limit provided they establish a "wait list" of all entries over the limit in the order they are received. If, on the day of the trial, any of the pre-entries are absent, the absentee must be replaced by the first person on the wait list who is present and ready to compete. Clubs must refund the entry fees for all exhibitors on the wait list who do not get the opportunity to compete.

**Section 10. Substitution of an Entered Dog.** Substitution of an entered dog may be allowed at the club's discretion. The dog being substituted must meet all eligibility requirements to enter a UKC event and the class it is entering. Substitution of a dog is prohibited when the dog is ineligible to compete. Owners who are substituting an un-entered dog for an entered dog must submit a completed Official UKC Entry form along with the correction/class change form outlining the details of the substitution.

**Section 11. Refusing an entry.** Host clubs may refuse the entry of an otherwise eligible dog and/or exhibitor. A club's decision is subject to review by UKC, in most cases it will not be overturned except where there is strong evidence that the club's decision is based on prohibited categories of discrimination (race, religion, national origin, **sexual/gender orientation** etc.). **UKC reserves the right to overturn a club's decision to refuse an entry for any reason.** Clubs who choose not to accept any entry of an otherwise eligible dog and/or exhibitor must notify the owner/exhibitor in writing, with the reason why their entry(s) will not be accepted by the club and must send a copy of the notification to UKC. Should a day-of-show/trial entry be refused, the host club must notify the UKC with an

explanation of why the entry was refused and send it in with the event reports for that event.

**Section 12. Refund or Cancellation of Entry.** The host club shall be responsible for their own refund and/or cancellation of entry policy. The club's policy must be clearly posted at the event and included in any publication or announcement of the event.

**Section 13. Corrections or Changes to Entry Forms.** Move-Up/Entry Correction forms must be provided by the club. An Exhibitor or owner must complete the form before exhibition in a class other than indicated on the original entry form. The Move-Up/Entry Correction Form must be attached to the original entry form. An exhibitor or owner may make corrections on an entry form any time prior to the judging of the class in which the dog is entered. An exhibitor or owner may change the dog's name or the dog's registration number on an individual entry, but he/she may not change both on the same entry.

**Section 14. Entry Numbers and Armbands.** Each dog shall be assigned an entry number and the host club must provide armbands displaying the entry number to the person exhibiting the dog. Each exhibitor must wear the armband (normally on the left arm) with the number visible to the judge when in the ring, except where prohibited by the rules of an exercise.

**Section 15. Judging and Exhibiting. Conformation Judges.**

No Judge may pass judgment on a dog of which they are listed as owner, co-owner, breeder or co breeder in any conformation class. Conformation judges may not exhibit any dog in conformation classes on any day preceding their conformation judging assignment or the day of their conformation judging assignment at the event in which they have been hired.

No dog that is owned or co-owned by a judge can be exhibited in conformation by anyone else on any day preceding the judge's assignment or the day of the judge's assignment at an event in which they have been hired. Conformation judges may exhibit a dog or have a dog that they own or co-own exhibited in conformation classes any day after their judging assignment at an event in which they were hired or in a scheduled weekend.

Conformation judges may exhibit a dog or have a dog they own or co-own exhibited in any performance event preceding the day of their conformation judging assignment, the day of their conforma-

tion judging assignment or the day after their conformation judging assignment at any event in which they have been hired or in a scheduled weekend.

**Performance Judges.**

No Judge may pass judgment on a dog of which they are listed as owner or co-owner in any performance event. Performance judges may exhibit a dog or have a dog they own or co-own exhibited by someone else in any event preceding the day of their judging assignment, the day of their judging assignment or the day after their judging assignment at an event in which they have been hired or in a scheduled weekend.

The back-up judge system (Chapter 2, Section 14) for performance events must be in place for an assigned judge to exhibit or have a dog that they own or co-own exhibited in the event in which they are judging. The following applies to ALL UKC licensed judges, both conformation and performance. No judge may interrupt, disrupt, delay or reschedule an event in which he/she has entered a dog in, in order to fulfill or complete their judging assignment. Nor may a judge interrupt, disrupt, delay or reschedule an event in which he/she is officiating in order to facilitate exhibiting their dog.

No Club or judge may interrupt, disrupt, delay or reschedule any event for any judge to accommodate a judge exhibiting a dog on the same day he/she is judging for any reason. Judges reported and proven to have interrupted, disrupted, delayed or rescheduled an event to allow themselves to exhibit a dog or interrupted, disrupted, delayed or rescheduled an event in which they are officiating, to exhibit a dog, will face disciplinary action which could include the suspension of judging privileges for up to 1 year and a fine up to \$500.

Clubs reported and proven to have interrupted, disrupted, delayed or rescheduled an event to allow a judge to exhibit a dog or allowed a judge to interrupt, disrupt, delay or reschedule an event in which the judge is officiating in order to exhibit a dog will face disciplinary action which could include the suspension of event privileges for up to 1 year and a fine up to \$500.

Judges accepting assignments in which they are considering exhibiting a dog and clubs hiring judges who wish to exhibit a dog at that event must give utmost thought and care to avoid conflicts of time. The judge's primary responsibility is to their assignment to judge. Should a conflict of time arise at an event on a scheduled weekend in which the judge is forced to choose between exhibiting and judging, the judge must fulfill the assignment the club hired

them to fulfill and willingly and knowingly withdraw any entries in any event that presents the conflict.

Should a judge find a handler for the entered dog if there is a conflict of time, the dog may still be exhibited in the event in which it is entered. Judges exhibiting in any event on the same day (other than the event they officiate) will be eligible for awards, placements, All-Star and Championship points where applicable.

### **Section 16. Judges Immediate Family/Household.**

No dog can be entered under a judge that has been owned or trained by the judge, the judge's immediate family or that has lived in the Judge's household or the household of a member of the judge's immediate family, regardless of ownership, within three months of the date of the event. The immediate family members of a judge and members of a judge's household may exhibit any dog not owned or co-owned by the judge in any event, on any day of a scheduled weekend in which the judge has been hired; provided that they do not enter or exhibit the dog in the same event-type that the judge is officiating on the same day, with the exception of using the back-up judging system in the performance events. Immediate family/household members may enter any event without restriction on any other day the judge is not scheduled to judge. Additional restrictions may apply to immediate family and household members per specific event type which can be found in the corresponding rulebook for the specific event.

## **Chapter 5**

### **Rules Applying to Exhibitors and Spectators**

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UKC exhibitors and spectators are expected to display good behavior and good sportsmanship in and out of the ring. Judges may excuse exhibitors from their ring for violations of these rules or conduct that interferes with the event and event participants. Event Committee members and host club officers may excuse exhibitors or spectators from the show grounds for violations of these rules or conduct that interferes with the event and event participants.

**Section 1. Complaints About the Judge's Placements.** By entering in a UKC event, the exhibitor is inviting the opinion of the judge and must accept the judge's decision as final. Exhibitors are encouraged to discuss placements or scores with judges but may not argue about the judge's decisions. Complaints about the judge may only be

lodged with the host club if the exhibitor believes the judge has violated a specific UKC rule. Complaints about a judge's knowledge or application of the UKC event rules may be filed with UKC but must address specific deficiencies or instances. Electronic audio or video recordings will not be considered by UKC when reviewing a judge's competency to judge any UKC event. No anonymous complaints will be considered or reviewed.

**Section 2. Interfering with the Judge.** No person may interfere with the judge in any way while he/she is judging a class.

**Section 3. Invalid Entries.** *Exhibitors are responsible for the information contained on their entry form(s) and for ensuring they are competing in the appropriate class(es) for which the dog is eligible. Dogs competing in the incorrect class(es) for which they are eligible shall be invalidated.*

**Section 4. Physically Challenged Handlers.** *Physically challenged handlers may use a wheelchair, crutches, cane or any other means of mechanical assistance in the ring/competition area but must be able to move about the ring/competition area without physical assistance from another person. The judge may make modifications to the event in which the dog and handler are participating to the extent that it assists the handler. No modification may be made that gives any advantage to the handler's dog or that changes the dog's part of the required exercise/performance in anyway.*

## **Definitions**

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**All-Breed show.** A conformation show that offers classes for all breeds eligible for UKC conformation privileges.

**Altered.** A dog made sterile by castration or spaying.

**Blind.** A dog is blind if it has no useful sight.

**Conformation show.** A show hosted by a UKC licensed club at which the conformation and temperament of purebred dogs are evaluated for breeding stock by judges in accordance with UKC rules and the UKC standards for each breed.

**Corresponding date.** UKC does not schedule events by which weekend an event falls within a month but rather by a corresponding numerical weekend date of the year. This is based upon a 52-week calendar. If a

club offers an event on the 4th weekend of this year, then that club's corresponding numerical date in all subsequent years is also the 4th weekend. Approximately every five years (or so) the actual date of the event may be up to five days different.

**Day-of-show/trial entry.** Most UKC clubs allow entries to be taken on the day of a show or trial. The start and finish time for taking these entries is published on the UKC website Upcoming Event listing and any official announcement of the event that the host club distributes.

**Disqualified.** Dog that is deemed ineligible for competition. This can be the result of a condition prohibited in the rules, such as an alteration to the dog's natural state, an undesirable trait as listed in a breed standard, or a condition of or action by a dog that is prohibited under the rules of the United Kennel Club. A dog that has been disqualified from a conformation show or performance event pursuant to the UKC Rules for Dog Events, **Chapter 1, Section 13** may not participate in any further events unless reinstated by UKC.

**Entry Form.** An official UKC document required for entry into a UKC licensed event. The entry form provides all of the necessary information regarding the dog being entered into the event, as well as the owner information for the dog.

**Excused.** A dog that has been excused by a judge in any event may not participate in any other events of the same type in the same show or trial, except that in Obedience, Rally Obedience, Drag Race, Lure Coursing and Agility, an excused dog may compete in another class at the same trial. A dog excused from a conformation class in show 1 may be shown again on the same day in show 2, and it is also eligible for any performance events on the same day.

**Group Show/Trial.** An event that offers competition for dogs within a Group, i.e. Herding, Guardian, Terrier etc.

**Immediate family.** Spouse, parent, step-parent, child, stepchild, sibling, grandchild, in-law are considered immediate family members.

**Intact.** Dogs (males/females) that have full reproductive organs present including, for males, two normal, descended testicles.

**Lame.** Impaired locomotion so as to limp or move with difficulty.

**Leg.** A qualifying score toward a performance title, or a qualifying win toward a Grand Champion conformation title.

**Licensed classes.** Classes that are required to be offered at a UKC conformation show or performance event where champion points and qualifying scores are awarded.

**Multi-Breed show.** A conformation show that offers classes for more than one breed but fewer than all the breeds eligible for UKC conformation privileges.

**Non-licensed classes.** Optional classes that may be offered at a UKC conformation show or performance event that do not award champion points or qualifying scores.

**Non-qualifying score.** Also referred to as an "NQ" or a "Zero score." A non-qualifying score is given for the most serious deviations from the ideal. One non-qualifying score in any exercise means that the dog may not continue to compete in the class where the deviation occurred but may complete the class. A dog that has received a Non-qualifying score in one class may compete in a different class in the same trial.

**Performance event.** Events where a dog is judged on the basis of performance rather than conformation.

**Performance Listing (formerly Limited Privilege).** *This program is open to the following; mixed breed dogs, purebred dogs of unknown pedigree, purebred dogs with disqualifying faults as described in their UKC breed standard and breeds not recognized by UKC. All Performance Listed dogs are eligible for Junior Showmanship and performance events. (Note: PL/LP registered dogs are not eligible for Altered conformation events).*

**Single Breed Show/trial.** An event that offers competition for a single breed. Also referred to as a "specialty show/trial"

**Sportsmanship.** Conduct that demonstrates proper consideration for fairness, ethics, respect and a sense of fellowship with one's competitors; while exhibiting, responsibility, self-control and respect for both authority and opponents.

**Temporary Listing (TL) number.** A temporary listing (TL) number can be issued to an eligible dog that is not yet permanently registered with UKC before the start of any licensed event. A TL number allows that dog to be entered and shown as a valid entry, receive wins/qualifying scores and have those wins/qualifying scores transferred to its permanent UKC registration once the dog is permanently registered. Restrictions apply.

**Veteran Dog.** A dog (male or female) over 7 years of age by the date of the show/trial. Dogs 7 and over are not required to compete as a Veteran Dog.

## Misconduct & Discipline Dog Events

### UKC Standard Of Conduct

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United Kennel Club events are intended to be family-oriented recreation for dog enthusiasts and their UKC-registered dogs. Accordingly, UKC expects the highest standard of conduct at these events. Misconduct is defined as behavior or actions that are not in the best interest of the sport of purebred dogs. Conduct considered prejudicial to the sport of purebred dogs is any action or behavior that could cause an average, reasonable person or family to be offended or potentially repelled from the sport of purebred dogs; i.e., conduct incompatible with a family friendly environment. There are three general categories of misconduct:

**Category 1.** Wrongdoing during or associated with a UKC Licensed event. This may include, but is not limited to, threatening, assaulting or battering another individual; falsifying any event-related document; cheating or conspiring to cheat in order to improve the standing of any dog competing at an event; abusing or neglecting a dog in conjunction with an event; abuse of motel rooms by dogs or persons attending the events; throwing bait in the ring; littering the ring with bait; using bait or a squeaker in the ring when a Judge has prohibited their use; and any other UKC event rule infraction.

**Category 2.** Violation of UKC policies, procedures, or rules. This may include, but is not limited to, falsification of UKC registration papers; misidentification of a dog or the parentage of a dog; or non-event related abuse or neglect of dogs.

**Category 3.** Uttering a payment with non-sufficient funds. This category refers to paying entry fees via a check with non-sufficient funds in the account, the use of a debit or credit card that is declined, forged or invalid money orders, or other forms of payment where an exhibitor's entry fees remain unpaid after competing.

## Procedures For Handling Misconduct During Or Associated With A UKC Licensed Event Covered By This Rulebook (Misconduct Category 1)

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### Jurisdiction

All persons present on the grounds of a UKC event during the event hours are subject to the jurisdiction of UKC and are therefore subject to these UKC standards of conduct and disciplinary procedures. In addition, UKC has jurisdiction over misconduct associated with the event that may occur off the grounds of the event or outside event hours. This paragraph shall be interpreted as broadly as is necessary to regulate any off-grounds misconduct reasonably related to the event that is prejudicial to the interests of the sport of purebred dogs. One example of such off-grounds event-related misconduct is abuse of motel rooms by dogs or persons attending the events.

### The Complaint

Any person who becomes aware of an act of event-related misconduct during the hours of a UKC Licensed event, must notify either the Event Chairperson or the Event Secretary. The host club may immediately expel any individual from the event where there is probable cause to believe that the individual threatened, intimidated, assaulted, or battered any person or abused or neglected a dog.

Upon receipt of a complaint, the host club official shall provide the complainant with a UKC Misconduct Complaint Form. The complainant must complete all of Section 1, including the complaint description, which must contain a complete, factual, and detailed description of the conduct alleged to have occurred, and the identity of all persons, potential witnesses, and dogs involved in the alleged misconduct. The host club official shall enter the names, and where known, the addresses, daytime and evening phone numbers of the accused and all witnesses in Section 2 and Section 3 of the Misconduct Complaint Form.

The host club officials will review the complaint to determine whether a hearing is warranted. If the officials determine that a hearing is necessary, then officials shall proceed with holding a hearing using the Hearing Procedure Form. If officials determine that a hearing is not warranted, the completed UKC Misconduct Complaint Form must still be forwarded to UKC along with the Event Report.

Any person who becomes aware of an act or event related misconduct AFTER the event, or if the misconduct was committed by a member of the Event Committee or the host club, must notify UKC with a written, signed complaint within 7 days of the event. UKC staff shall forward to the complainant a Misconduct Complaint Form. Complainant shall complete Sections 1, 2, and 3 of the Misconduct Complaint Form. Section 1 must be filled out completely. Complainant must fill out as much of Sections 2 and 3 as he/she is able and return the form to UKC.

### **The Hearing Committee and Notice**

1. **Hearing Committee:** The Event Chairperson shall appoint from the officers and directors of the host club, two persons who shall serve, with the Event Chairperson, as the Hearing Committee, except that no officer or director who witnessed the alleged misconduct shall serve on the Hearing Committee. Additionally, no person who is related to, living in the same household as, or co-owns any dogs with either the complainant or any accused person shall serve on the hearing committee. If no officer or director is eligible to serve, then other club members may be appointed. The Event Chairperson shall serve as Chairperson of the Hearing Committee and shall set a time and place for the hearing. If the Event Chairperson witnessed the alleged misconduct, he/she shall appoint, from the officers and directors of the host club, three persons who shall serve as the Hearing Committee and shall also designate one to serve as Chairperson of the Hearing Committee. The Chairperson of the Hearing Committee shall appoint a member to record the notes of the hearing. The place for the hearing shall be on the event grounds and the hearing time shall be set so as to give the accused adequate time to prepare for the hearing, but should take place the same day as the event.
2. **Notice:** As soon as possible after receiving the complaint, the Hearing Chairperson shall advise the accused of:
  - a. The specific conduct that is the subject of the complaint and the time and place at which the alleged misconduct occurred;
  - b. The name of the complainant;

- c. The names of witnesses against him/her; and,
  - d. The time and place of the hearing.
3. The Hearing Chairperson must enter the address and daytime and evening phone numbers of the accused in Section 3 of the complaint. He/she may obtain this information directly from the accused or from the UKC official entry form for the accused, if the accused is an exhibitor. If the accused cannot be located on the grounds, the Hearing Chairperson shall select a date, time and place for the hearing and notify the accused in writing by certified mail (return receipt requested) at the mailing address on the UKC official entry form or the last known address for the accused, whichever is applicable. Every reasonable effort shall be made to locate and notify the accused of the complaint and hearing. Hearings not held on the day of the event must be held no more than 28 calendar days from the date of the event.
4. If, after having been advised of the complaint and the date, time and place of the hearing, the accused fails to appear, the hearing shall proceed without the accused.

### **The Hearing Procedure**

The Hearing Committee must follow and complete the UKC Hearing Procedure Form when conducting the hearing.

1. The Hearing Committee Chairperson (hereinafter referred to as Chairperson) shall introduce himself/herself and the other members of the Hearing Committee.
2. The Chairperson shall designate a member of the Hearing Committee to keep a written record of the proceedings and who will also be responsible for completing the UKC Hearing Procedure Form. The record keeper shall try to provide as detailed summaries as possible in the spaces provided.
3. Chairperson will advise the accused of the specifics of the complaint, and also of the following:
  - a. The accused may be present during the testimony of all witnesses;
  - b. The accused may question all witnesses;
  - c. The accused may present witnesses on his/her behalf;
  - d. The accused may testify in his/her behalf. No party in attendance is entitled to nor permitted to have an attorney present at the hearing.
4. The Chairperson will introduce and swear in<sup>1</sup> the complainant (if present) and witnesses in support of the complaint<sup>2</sup>. Each will, in turn, present their testimony, followed by questions by the accused, and then any questions from the Hearing Committee.



5. The Chairperson will introduce and swear in<sup>1</sup> the accused (if present) and witnesses in support of the accused<sup>2</sup>. Each will, in turn, present their testimony, followed by questions by the accused, and then any questions from the Hearing Committee.
6. At the conclusion of all testimony, the accused may present a final statement in response to the complaint. If the accused cannot attend the hearing due to distance or other compelling reason that satisfies the Hearing Committee, he/she may submit a signed, written response to the complaint to be used at this stage of the hearing.
7. The Chairperson will then excuse the complainant, witnesses, and the accused to deliberate and make findings.
8. The evidentiary standard for findings is that of a preponderance of the evidence<sup>3</sup>. A simple majority is sufficient to make findings and a decision. In coming to a decision, the Committee may not consider the respondent's general reputation or status in the sport of purebred dogs, prior acts of misconduct for which no disciplinary action was taken, nor the extent of the respondent's investment in dogs. The sole consideration must be the specific instance of misconduct with which the respondent is charged.
9. To come to a decision, the Committee must decide:
  - a. Whether the alleged misconduct was proven to have occurred;
  - b. Whether the alleged misconduct was prejudicial to the sport of purebred dogs;<sup>4</sup>
  - c. Whether the alleged misconduct occurred in conjunction with a UKC event. All three of these elements must be met in order to find against the accused.
10. Once the Committee reaches a decision, the Chairperson will call the accused back to notify him/her of the findings of the Committee.

<sup>1</sup> If a witness is unwilling because of religious or other beliefs to take the traditional oath (Do you swear to tell the truth, the whole truth, and nothing but the truth, so help you God?), then the following affirmation shall be offered: "Do you promise to tell the truth, the whole truth, and nothing but the truth?"

<sup>2</sup> If the complainant or a witness is unable to attend in person, they may testify via telephone if a speakerphone is available. Clubs shall make a reasonable effort to provide a speakerphone where a witness is willing to testify but cannot because of distance or other compelling reason. In the alternative, the complainant or witness may make a signed, written statement to be read aloud at the hearing. The accused may not testify via telephone.

<sup>3</sup> If the amount of evidence you need to be absolutely certain of a fact is equal to 100%, then a preponderance is equal to 51%. In other words, the evidence must be sufficient to convince the members of the Hearing Committee that the fact asserted is more probably true than not true.

<sup>4</sup> Prejudicial to the sport of purebred dogs is that which could cause an average, reasonable person or family to be offended or potentially repelled from the sport of purebred dogs; i.e., conduct incompatible with a family friendly environment.

11. Within ten (10) days of the hearing, the Chairperson must forward the Hearing Form and Complaint Form and any attachments, such as written statements, to:

United Kennel Club  
Attn: Dog Events Department  
100 E Kilgore Rd  
Kalamazoo, MI 49002

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## Procedures For Handling Misconduct Not Associated With A UKC Licensed Event (Misconduct Category 2)

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### UKC Standard Of Conduct

UKC dog breeders and registrants must comply with all UKC rules, regulations, procedures, and policies, as well as all local, county, state and federal government regulations for kennel operations.

### Jurisdiction

All individuals who register individual dogs or litters with UKC are subject to the jurisdiction of UKC and are therefore subject to these UKC standards of conduct and disciplinary procedures.

### The Complaint

A person who becomes aware of an act of misconduct not associated with an event must notify UKC in writing. The notification should include all known facts and circumstances surrounding the alleged misconduct; the date of and location where the alleged misconduct occurred; and any witnesses who may have additional knowledge of or information about the alleged misconduct.

### Investigation, Findings, and Recommendations

UKC staff shall investigate such complaints and shall report findings and recommendations to the appropriate UKC Department Head.

## Procedures for Handling Uttering a Payment with Non-Sufficient Funds (Misconduct Category 3)

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1. When the club or Event Manager becomes aware of an act of uttering in the amount of \$100 or more, the Treasurer must make a written notification along with proof the violation and a copy of the dog's entry form(s) to UKC within 21 days of the event.
2. The Disciplinary Action Committee will review the complaint and if a violation is found, the following steps may be taken:
  - a. Invalid Entry. The dog's record for the event will be treated as an invalid entry when recording the Event Results.
  - b. The exhibitor must contact the club immediately upon notification from their financial institution that the payment was insufficient and resolve the insufficient funds entry payment to the club. Additionally, the club must make every reasonable attempt to collect sufficient funds.
  - c. The club may collect a reasonable amount of fees in addition to the entry amount from the exhibitor.
  - d. When the outstanding debt has been successfully paid by the exhibitor, which may include additional charges assessed to the club by their financial institution, the club must notify UKC within 7 days.
3. After UKC has been notified by the club or Event Manager that the uttering has been successfully paid, the exhibitor may make an appeal to reinstate the dog's points to the Disciplinary Action Committee. An appeal must be filed not later than 30 days from the date the uttering has been successfully paid to the club. The decision of the Disciplinary Committee shall be final.
4. Habitual Uttering. The UKC Disciplinary Action Committee may place on Probation or Suspension any exhibitor or owner for repeated instances of uttering as described in the Penalties section below.

## Misconduct by Host Club

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When any person or persons become aware of an act of misconduct by a club, its event officials, any person acting in an official capacity or acting event manager during the hours of a UKC event must make written notification of the violation by the club to UKC within 7 days of the event.

## Actions For Misconduct

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The Disciplinary Action Committee (DAC) of the UKC is the judicial body whose purpose is to properly handle violations of UKC rules, policies, and procedures. The DAC is in place to ensure that UKC policies are followed, protect the standards and philosophy of UKC, and assist UKC in standing behind the pedigrees that UKC is guardian over. The DAC shall review all Hearing Committee findings and results (Category 1 and 3 Misconduct) and make decisions for staff investigation findings and reports for Category 2 Misconduct. DAC shall decide if one of the following actions shall be taken:

1. Written warning. Some situations may not be serious enough to necessitate a hearing or warrant discipline. In those cases, the DAC may issue a written warning to the accused to put the actor on notice that his or her actions were unacceptable, and to serve as a reminder of the rules. A file for that individual will be created, referenced, and taken into consideration should any future issues arise.
2. Probation. Probation shall serve as a reprimand or serious warning. During the period of probation, the individual shall be closely monitored by UKC. Any other instance of misconduct may result in immediate suspension or barring at the discretion of the appropriate UKC Department Head and may not require further DAC participation. If the probation is to be accompanied by a fine, the fine must be paid by the stated deadline, or the probation may be increased to suspension.
3. Suspension. Suspension (also referred to as barring) is a loss of event and registration privileges as defined under the Terms of Suspension. Indefinite and life suspensions shall be reserved for the most egregious offenses or repeat offenders. The loss of event and registration privileges shall begin upon UKC's mailing of the notification to the respondent via certified mail (return receipt requested), but if it is a defined period of suspension, the fine must be paid by certified check or money order before the end of the suspension period. If the fine is not paid by the end of the suspension period, the suspended individual will remain so until the fine is paid in full. Once the suspension period is served, event and registration privileges will be restored with an automatic 3 year probation period.

## Terms of Suspension

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During the period of suspension, the suspended individual:

1. May not register any dogs in his/her name (joint or individual ownership). A suspended person may transfer any dogs currently registered in his/her name (joint or individual ownership), except that no dog registered in the name of a suspended/banned person, regardless of co-ownership status, may be transferred to any member of that person's family, spouse, or companion. Companion is defined as anyone who resides at the same address as the suspended individual.
2. May not use dogs that are currently registered in his/her name for breeding purposes. No dog registered in the name of a suspended person (joint or individual ownership) may be used for breeding and no offspring of such a dog is eligible for registration with UKC.
3. May not register any litters or sign any litter registrations in any capacity.
4. May not enter or participate in any way in any UKC-licensed event, including, but not limited to: co-owner, handler, back-up handler, judge, guide, vendor, spectator, Master of Hounds, Bench Show Judge, Judge or Director for any Conformation, Performance, or Companion event, and are prohibited from holding office in any UKC approved club or association.
5. No dog registered in the name of a suspended person (joint or individual ownership) may be entered or participate in any way in any UKC-licensed event.
6. May not receive monetary payouts from any UKC specialty program, including the Performance Rewards Program, the Beagle Incentive Fund program, or the Merit Club Program.
7. May not receive Championship points for any dog registered in his/her name (joint or individual ownership).
8. May not advertise in any UKC publication or internet site.

## Appeals

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Any person placed on suspension may appeal directly, in writing, to the UKC President. The decision of the President is final.

## Inherent Rights and Powers of UKC

*\*Revised December 18, 2009*

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United Kennel Club holds and has reserved to itself certain inherent rights and powers in connection with conducting its business, registering litters, transferring registrations of dogs, licensing events, and awarding titles. These inherent rights and powers include but are not limited to the following:

United Kennel Club has the right to inspect all reports, scorecards and documents related to UKC events. Some, but not all, of the items subject to inspection are:

- a) scores;
- b) disqualifications of dogs for fighting or other reasons;
- c) errors by the recording person; and
- d) documentation excluded for any reason.

UKC reserves the right to correct any mistakes found during such inspection whether or not the document has the signature of a Judge or Club Officer. UKC reserves the right to itself and in its sole judgement and discretion, to take such actions and impose such sanctions as would:

- a) Bar an individual from entering or participating in any way in any UKC licensed event.
- b) Bar an individual from transferring or registering any pups or dogs in that person's name (joint or full registration) or to any member of that person's family.
- c) Bar an individual from receiving Championship points for any dog registered in that person's name (joint or full registration).

By way of illustration, the following constitute some, but not all, of the situations calling for the above sanctions:

- a) Falsification or alteration of a UKC Registration Certificate, Pedigree, UKC Easy Entry™ Card or any other UKC document.
- b) Falsification or alteration of any reports of wins issued to UKC
- c) Falsification or alteration of receipts issued by UKC Judges.
- d) Switching, wrongfully using or attempting to use a UKC Registration Certificate, Pedigree, UKC Easy Entry™ Card or any other UKC document.
- e) Selling or attempting to sell a dog with false or incorrect UKC Registration Certificate or Pedigree.
- f) Intimidating, threatening, or injuring a Judge, Club/Association member or official, event participant or spectator, or UKC representative.

The six illustrations given above are only by way of example and UKC reserves to itself its inherent right and power to impose such sanctions in any other circumstances deemed appropriate by UKC.

Any individual who is found guilty by a court of law of a crime involving dogs will be barred from United Kennel

Club for an indefinite period. A person shall be considered guilty in a criminal proceeding if they are convicted by a judge, jury, or if they enter a plea bargain or other arrangement to plea to a lesser offense, or if their case is disposed of by any form of deferred adjudication; a person shall be considered guilty in a civil proceeding if they are held responsible or liable by a judge, jury, or if a compromised settlement is reached between the parties.

## **UKC Policy Regarding Persons Associated with Fighting Dogs**

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Any individual or group of individuals known by UKC to promote, support, raise dogs for fighting; knowingly sell, give or trade dogs that will be used in fighting; condone or be associated with the facing off, game testing, rolling or pitting of dogs; or arrested for attending and/or participating in a dog fight, will have the following actions taken against them by United Kennel Club:

1. All dog registration privileges will be revoked for life.
  - a. The person(s) will not be permitted to register any litters of puppies.
  - b. The person(s) will not be permitted to transfer ownership of any puppies or adult dogs into their name.
2. The person(s) will be barred for life from participating in or entering any UKC licensed events. Their dogs will not be awarded any UKC Championship points or titles even if handled by another person.
3. The person(s) will be barred for life from advertising in any UKC publications.

Anyone aware of any persons currently involved in such activities as are listed above should report them to United Kennel Club.

# NOTES

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Published by  
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## Chapter 2, Section 2. # 9.

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Weight Pull. A UKC club may apply to hold no more than **two** weight pull events per day.

## Chapter 4, Section 3. Pre-Entry Effective Immediately

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Clubs accepting pre-entries must establish a pre-entry deadline after which no further pre-entries will be accepted. The pre-entry deadline must be published with the premium list/club announcement of the event and in any other event information on the UKC website. Clubs may offer a discounted entry fee for pre-entries. For clubs offering day-of-show/trial entries, exhibitors whose entries fail to arrive by the pre-entry deadline date must be treated as a day-of-show/trial entry. Entries received after the pre-entry deadline date will be charged the day-of-show entry fee. Clubs may elect to have a Pre-Entry Only event. In such a case no day-of-show/trial entries can be accepted at the event and any entry received after the pre-entry deadline date and time must be returned in its entirety. Clubs must indicate that the event will be pre-entry only on the Event Application. These events will be designated "PRE-ENTRY ONLY" at the top of their listing in any official announcement/premium list and on the UKC website. This information must also be included in any other club announcement of the event. ***Pre-entries are to be submitted directly to the club's Event Secretary or the club's designated Event Manager. Third party entry services must have the written permission of the host club in order to take entries for any events offered by a UKC licensed club. All third party entry services that list UKC licensed events must state clearly on any website or publication that the service operates independently from the host club and the UKC. All UKC licensed clubs have the right to refuse entries from any third party entry services.***

### DEFINITIONS

***Third Party Entry Service - A third party entry service is any individual, group or association that allows an exhibitor to submit an entry for a UKC licensed event and does not have direct connection with the UKC, UKC licensed host club, or designated UKC Event Manager.***