



As per the past several years, clubs will receive an annual Event Packet that includes all their event supplies for the whole year. The club's Corresponding Officer should expect to receive this packet some time in December. The packet includes entry forms, scorecards, Master of Hounds Checklist, etc.

In 2019, this packet will also include a listing of the clubs scheduled dates for the following year and the club's Event Reports for the whole year.

Beginning January 1, 2019, all clubs and officials are required to use the redesigned Event Reports for UKC licensed Beagle Field Trials and Bench Shows.

Clubs and event officials will notice completely redesigned official event reports for both events. Gone forever are the days of throwing away pages of unused, carbon copy forms. The new report forms are no longer pre-printed with club ID and club name/location. They are blank for ease of use and will also be available as a download from the UKC website should they be lost or damaged.

Included in each club's annual Event Packet, where all forms for the upcoming year are supplied, clubs and officials will now also find their Event Reports for the entire year.

Although the new forms have been simplified for ease of use, a brief explanation of the key differences are as follows:

- The blanks at the top of the report are self-explanatory. The official is to fill in these blanks with the appropriate information. Master of Hounds' numbers can be found on their Judge License ID Card or the UKC website at www.ukcdogs.com/beagle-officials
- From now on, for all reports, it will be helpful for you to have written down your club identification number and have that in your club supplies for easy reference. Reports no longer come pre-printed with this club ID number. Each club's ID can be found on the enclosed Event Packet Order Form, Job Ticket, and Packing Slip. If additional officials will need this information, it is suggested to display the Club ID somewhere at the club house.
- Though it is not necessary to include a dog's titles when recording their name on the reports, it is crucial to accurately record the dog's UKC number. The UKC number is the ONLY means by which a dog's points are recorded (unless it is a Conditional Entry).
- Any club or official, at any time, can now print a blank copy of an Official Event Report from the UKC website at www.ukcdogs.com/beagle-forms-rules for use at an event.



Field Trial Report: The Placement section of the report looks very different but is still very simple. The information, in bold italic on the sample reports shown here, is what the club official will fill in.

1. The first space on the report is to record the Grand Champion winner.
2. The next five spaces on the report are highlighted in gray. These spaces are reserved for your Champion winner(s). Remember, any additional wins awarded require a minimum number of Champion entries and are noted on the report for second through fifth place.
3. The last ten spaces on the report are reserved for your Registered placements.
4. At the very bottom of the report is a space reserved to record any dog scratched for fighting. In the event there is more than one dog scratched for fighting, simply write the information anywhere else and clearly indicate the infraction.



Bench Show Report: A complete Bench Show Report will now consist of only one page. The information, in italics on the sample reports, is what the club official will fill out.

- The Grand Champion and Show Champion sections are self-explanatory.
- The next part of the report is to record your Registered Male Class winners. On the right-hand side of the report, in each space, you'll see two separate check boxes. This is to notate the dog winning Best Male of Show. Additionally, if the dog is also the Best of Winners, check that box.
- The next part of the report is to record your Registered Female Class winners, with the exact same procedures as the males, as noted above.

Club/Officials: Copies Of Reports: Additional copies can be downloaded as needed.



- Starting January 1, 2019: the event report that UKC sends to the club will have one carbon copy attached (instead of multiple like before). **That carbon copy will be the club's copy and must be retained for one year.**
 - If for some reason that carbon copy is lost or damaged before completion, as mentioned above, blank copies can be downloaded from the UKC website. Once filled out, they can be copied for mailing to UKC.



- Event Officials now have a few options when it comes to the requirement that they keep a copy of the official event report for one year.
 - One option is to have blank copies of the report form on hand and to simply fill out an additional hard copy for their own record.
 - Alternatively, Officials may choose to scan or take a picture of completed reports and either print out a hard copy or keep an electronic copy on file on their phone or computer.

Official Receipts Discontinued : Placing Participants also have a couple options when it comes to maintaining a copy of a dog's win records.



- As there will no longer be win slips provided, participants are encouraged to take a picture of completed reports to either print or maintain electronically. (After a report is completed by an official, said report is to be placed out for viewing at the club house for this purpose.)
- Participants may also choose to verify placement by maintaining a win record for an individual dog in a UKC Workbook. Each Workbook has specific blanks in place to help participants accurately track each dog's win record. Participants who want to utilize this method should present their Workbook to the event official for a signature. Event officials will indicate placement by signing the Workbook that the win recorded therein is accurate, per the completed report. UKC Workbooks are available on the UKC online store for \$5 each. These are not required but are encouraged as a good record keeping tool.