

HOW TO USE UKC CONFORMATION JUDGE'S BOOKS



When each Judge's Book is returned to you, check it for accuracy.

Verify that the Judge has signed each Judge's Book and that all placements and absentees have been marked. Be sure that all applicable boxes are filled in for: Best Male of Variety (BMV), Reserve Best Male of Variety (RBMV), Best Female of Variety (BFV), Reserve Best Female of Variety (RBFV), Best Male (BM), Reserve Best Male (RBM), Best Female (BF), Reserve Best Female (RBF), Best of Winners (BOW), Champion (CH), Reserve Champion (RCH), Grand Champion (GRCH), and Best of Breed (BOB). If groups were judged, make sure 1st through 4th placements are filled out and UKC/ TL numbers are written in. If the Judge's Book is incomplete or errors are found, have the Judge make the corrections immediately. When EX or DQ is marked by a dog's number, be sure the Judge has written an explanation in the "Judge Comments" box. If a dog was marked DQ because of attacking, make sure a "Disqualified for Attacking" form has been filled out. If a dog has attacked outside the ring, make sure to fill out a Misconduct Report and Hearing Form. (The Misconduct Report and Hearing form is for rule violations).

SUBMITTING CONFORMATION RESULTS TO UKC

Please follow these guidelines when putting together the show results. Make a check mark upon completion.

- ◆ ___ Judge's Books should be sorted alphabetically by breed WITHIN each group and attached to the corresponding Group Judge's Books.
- ◆ ___ All original entry forms are required in numerical order from lowest number issued to highest number issued. Entry forms are required to be completely filled out. Dogs may not be entered without a permanent UKC® registration number, a UKC® Temporary Listing number or a UKC® Limited Privilege number. Please do not sort them by breed, do not send multiple copies, do not attach them to a specific show or Judge's Book and please do not fold them or cut them. *Only one original copy of an entry form is required per dog.*
- ◆ ___ Payment shall be calculated at \$1.50 for every entry taken (this includes juniors).
- ◆ ___ The Conformation Activity Report sheet, all judge's books (licensed and non-licensed classes), all original entry forms, all TL forms and all recording fees must be received by UKC no later than 10 business days after your event.
- ◆ ___ Temporary Listing forms need to be separated from and placed on top of the first show Activity Report. Please do not attach them to an entry form or place amongst entry forms.
- ◆ ___ All Junior Applications need to be at the top of the first show Activity Report. Please do not place amongst entry forms.
- ◆ ___ Move up correction forms are to be attached with the appropriate entry form within their numerical order.
- ◆ ___ Judges Books are to be correctly filled out with all registration numbers. Please make sure all Non-Licensed Classes of Group/BIMBS/BIS Judges Books have registration numbers.
- ◆ ___ Judge's Books for Non-Licensed Class Novice Puppy/Altered/Veteran/Stud Dog/Brood Bitch/Brace must be placed with the licensed judge's book with its breed.
- ◆ ___ Official Conformation Activity Report cover sheets must be attached to their appropriate show date judge's books.
- ◆ ___ Group/BIMBS/BIS Judges Books must be placed behind the Conformation Activity Report Form per date.
- ◆ ___ Junior Showmanship Judge's books are to be placed behind the Group/BIMBS/BIS Judges Books per date.

Thank you for hosting another UKC® event