



EVENT PAPERWORK PREPARATION & GUIDELINES FOR SUBMITTING EVENT RESULTS

PRIOR TO AN EVENT

- Clubs are responsible for making sure they have the correct quantity of all necessary forms required to submit their event reports. Judges' Books can be purchased from UKC's online store. Please order all paperwork at least 6 weeks prior to event.
 - All event report forms and additional paperwork for an event can be downloaded from the UKC website, UKCdogs.com/club-forms.
- Please note:** not all judges' books are available for download.

Necessary Forms For All Clubs • Download at UKCdogs.com/club-forms

- a)** Conformation Entry Form (PDF)
 - Performance Entry Form (PDF)
 - Nosework Entry (PDF)
- b)** Disqualified for Attacking (PDF)
- c)** Misconduct Complaint Form (PDF)
- d)** Misconduct Hearing Procedure Form (PDF)
- e)** Class or Entry Correction (PDF)
- f)** Application for UKC Junior Membership (PDF)

CONFORMATION

- Junior Showmanship Judge's Book (1 per show)
- Official Conformation Show Report (1 per show)

AGILITY*

- Official Agility Trial Report (1 per trial)
- Agility High in Trial Summary (1 per trial)

OBEDIENCE*

- Official Obedience Trial Report (1 per trial)

RALLY OBEDIENCE*

- Official Rally Obedience Trial Report (1 per trial)

NOSEWORK

- Official Nosework Trial Report (1 per trial)

DRAG RACING

- Official Drag Racing Report (1 per race)

LURE COURSING

- Official Lure Coursing Report (1 per meet)

WEIGHT PULL

- Official Weight Pull Report (1 per pull)
- Weight Pull Weigh-In Form

PRECISION COURSING

- Official Precision Coursing Report (1 per trial)

DOCK JUMPING

- Official Dock Jumping Report (1 per day)

**Note: All Agility, Rally, and Obedience events using electronic judges' books must download and fill out a Performance Event Junior Participation form for each trial that has Junior participants.*

AFTER AN EVENT

- Clubs must submit all event results to UKC within 10 business days of the event. Any missing paperwork and event service fees may render the reports incomplete and late fees may be assessed.

The following items must be included for all event reports when submitted to UKC:

1. All signed and completed judge's books.
2. Completed Show/Trial/Pull/Race/Meet Report forms with all appropriate information filled in and signed by Event Secretary and Event Chairperson.
3. All original entry forms for both Conformation and Performance events. This includes entry forms for any absent and cancelled entries.
4. All class or entry correction forms, completed and signed by both club member and exhibitor.
5. Applicable event service fees for entire event

Submitting Conformation Event Results

- Judge's Books should be sorted alphabetically by breed within each group and attached to the corresponding Group sheet.
- Judge's Books are to be correctly filled out with all registration and armband numbers. Please be sure all armband numbers and UKC numbers have been transferred to the appropriate Group and Best in Show sheets.
- Judge's Books for Altered and Non-Licensed Classes should be placed behind the regular judges' book for that breed.
- The Best in Show and Junior Showmanship sheets should be directly behind the Show Report page.
- All original entry forms are required in numerical order from lowest number issued to highest number issued.
Note: Entry forms are required to be completely filled out and signed by the exhibitor. Please do not sort them by breed, do not send multiple copies and do not attach them to a specific show or judges' book.. Entry forms should not be folded, cut or stapled. Only one original copy of an entry form is required per dog.
- Move up correction forms are to be directly behind the appropriate entry form.
- All UKC Junior Membership applications received at the event need to be with the first Show Report page. Please do not place them among entry forms.