

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).

ORDER OF PAPER WORK SENT IN TO UKC®, WITH FEES

SHOW 1 is to be separated from SHOW 2 paperwork, each day.

STARTING ON THE TOP OF THE STACK AND WORKING DOWN:

- ___ 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.
- ___ Official Conformation Activity Report cover sheets must be placed on top of their appropriate show day Judges Books.
- ___ BIMBS/BIS Judges Books must be placed behind the Conformation Activity Report Form per date.
- ___ Any Total Dog sheets.
- ___ Junior Showmanship Judges Books are to be placed behind the BIMBS/BIS Judges sheets per date.
- ___ Judges Books should be sorted alphabetically by breed WITHIN each group and attached to the corresponding Group Judges Books. Intact dogs followed by Intact Non-Licensed dogs within the same breed. All Judges Books/sheets are to be correctly filled out with all registration numbers. Judges Books for Non-Licensed class Novice Puppy/Veteran/Stud Dog/ Brood Bitch/Brace must be placed with the licensed Judges Book with its breed. Group sheet placed on top of the groups. Order of Groups: Guardian, Scent, Sight, Gun, Northern, Herding, Terrier, Companion.
- ___ ALTERED Dogs' Judges Books in same order as above.
- ___ 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, or a UKC® Temporary Listing number. (*UKC® Limited Privilege / Performance Listing numbers are not eligible to enter conformation events.*) Please do not sort them by breed, do not send multiple copies, do not attach them to a specific show or Judges Book and please do not fold them or cut them. *Only one original copy of an entry form is required per dog.* Move up correction forms are to be attached with the appropriate entry form within their numerical order.
- ___ The Conformation Activity Report sheet, all Judges 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 of the last show. Reports received late will be find a Late Fee (\$20).
- ___ Include a check/money order or credit card information for the amount of the Fees due to UKC. \$2.00 per entry.

Enjoy having shows and meeting people. SMILE, it's a dog show. Just think, you could be *at work*. Remember -

SPORTSMANSHIP SHOULD ALWAYS BE CONTAGIOUS!