4-H Dog Project

HOW TO PUT ON A 4-H DOG SHOW
(COUNTY FAIR SHOW OR QUALIFYING SHOW FOR THE STATE 4-H DOG SHOW)

1. Choose a show coordinator who will work with extension staff. Along with the extension staff, set the date and location of the show – decide if your county will do all four areas in one day or break up the show into two days.

2. Classes Eligible for State Dog Show (These classes may be broken down by exhibitor's age, dog's jump height, etc.)

   **Obedience:**
   - Beginner A
   - Beginner B
   - Graduate Beginner
   - Novice
   - Graduate Novice
   - Pre-Open
   - Open
   - Graduate Open
   - Pre-Utility
   - Utility
   - Veterans
   - Brace
   - 4-Dog Team

   **Showmanship:**
   - Novice Showmanship
   - Open Showmanship

   **Rally:**
   - Pre-Novice
   - Novice
   - Pre-Advanced
   - Advanced
   - Excellent
   - Veterans

   **Agility:**
   - Beginner
   - Elementary
   - Intermediate
   - Senior
   - Advanced
   - Jumpers 1
   - Jumpers 2
   - Jumpers 3

3. Discuss judges with the extension staff. Have the county extension office contact the judges. This is normally done 3-5 months in advance of the show date. The judges' calendars fill up quickly so the sooner they are contacted the better. There is a list of certified Dog Project judges available through the Extension Office and counties may wish to review this list when choosing their judges.

   www.4-H.umn.edu/youth/mn4-H/projects/animal-science/dog

   **Note:** Agility Judges must receive the completed Show Information Form 6-8 weeks BEFORE the show date.

4. It takes a lot of people to put on a successful show. Areas needing help include:

   - Show Set-Up
   - Entry Table
   - Ring Equipment and Set-Up
   - Ring Stewards
   - Runners
   - Awards
   - Clean-Up after Show
5. Discuss equipment and supplies need – including score sheets.

6. Prepare a ring box for the shows. There should be a ring box for each ring. The ring box should include:
   - Nametag for judge
   - Minnesota 4-H Dog Show Guide
   - The Minnesota 4-H Dog Rules and Guidelines for:
     - Agility
     - Obedience
     - Rally
     - Showmanship
   - Clipboard
   - Stop Watch
   - Calculator
   - Tape Measure
   - Chalk
   - Pens/Pencil
   - Paper Clips
   - Blank Paper
   - Markers

7. Prepare a box for the entry table. The entry table box should include:
   - List of exhibitors and classes registered for
   - Armbands
   - Rubber Bands
   - Show Catalog
   - Pens/Pencils
   - Poster board for signs
   - Markers

8. Clean-up supplies are needed for each ring. They should include:
   - 2 rolls of paper towels
   - Spray bottle containing water/bleach
   - Plastic bags

9. Arm bands are needed for all participants. Assign the armband number to each participant. Score sheets for each area should be printed. The show coordinator or other designated person should prepare all the score sheets needed for the show – prior to the show.

10. Work with the extension office to prepare the show catalog.

11. A folder for each class should be prepared. It should include:
    - Class list with the ribbon placings to be completed after each class
    - Score sheets completed for each exhibitor
    - A few blank extra score sheets.
    - Long sit/long down sheet with each obedience class
    - A point schedule for the Blue, Red, and White ribbons for Obedience and Rally

12. Have everyone help with show set-up.

13. Designate someone to greet and orient all judges, ring stewards, and other volunteers.
RESPONSIBILITIES AT THE SHOW

Rings and Ring Equipment
- Ring barriers (could be anything from stakes and rope to fencing material).
- Surface materials (to provide good footing for indoor shows). Advanced Obedience classes will require matting of some type for indoor shows. Refer to Minnesota 4-H Dog Agility Rules and Guidelines, Minnesota 4-H Dog Obedience Rules and Guidelines, the Minnesota 4-H Dog Showmanship Rules and Guidelines, and Minnesota 4-H Dog Rally Obedience Rules and Guidelines for ring size and equipment needed.
- Judge’s table for each ring, three chairs for each ring.
- Table and chairs for registration.
- Table/display for awards.
- Clipboard, stopwatch (watch with second hand), calculators, chalk, blank paper, pens/ pencils, yardstick, clean-up supplies, hand wipes/disinfectant, golf tees (if the show is held outside), and electric tape for each ring.
- Score sheets for all exhibitors – completely filled out before the show. Have extra sheets on hand.
- Arm bands with rubber bands. You may purchase armbands or make then from 4 x 6 cards of tag board or use name labels. Be sure to number.
- Jumps for advanced classes in Obedience.
- Showmanship table for Showmanship classes (optional)
- Agility equipment
- Poster board and markers
- Clean-up Supplies
- PA system for announcements

SHOW SET-UP
- Refer to a current copy of the Minnesota 4-H Dog Agility Rules and Guidelines, Minnesota 4-H Dog Obedience Rules and Guidelines, the Minnesota 4-H Dog Showmanship Rules and Guidelines, and Minnesota 4-H Dog Rally Obedience Rules and Guidelines for ring size, equipment needed, and how the ring is to be set up. These can be found at www.4-H.umn.edu/youth/mn4-H/projects/animal-science/dog.
- Set up tables with supplies for each rings.
- Set up registration table and awards table.
- Roll out mats. In advanced classes, a center mat is also required. Below is the proper way to handle mats.

ENTRY TABLE
- Check in participants
- Verify classes they are registered in
- Give participant their armband
- Let the rings know if there are any drops from the classes

RING SET-UP AND MAT LAYOUT
- The ring barriers should never be set right on the edge of perimeter mats! Mats should always have a 2 plus foot clearance to the ring barrier. The exception is that fully matted
rings do not need the 2-foot buffer zone (but will have the buffer if 35 foot lengths of mat were used).

- Jumps for Obedience should **NEVER**, be placed right up to the ring barriers. In all class levels involving jumps, the dog must be left with the option to walk around the jump on either side rather than going over the jump.

**AWARDS**

- Ribbons are usually provided by the county extension office or fair board. If you wish to give plaques or trophies to the champions, your dog project would need to pay for these or get donations.
- Awards can be given at the end of each class or at the end of the show.
**STEWARDS**

Ring stewards are a vital key to a successful show. Ring stewards should report for duty no later than one-half (½) hour prior to the start of the show, to ensure that there is enough time to receive instruction from the judge.

The judge is in sole charge of the ring until the assignment is completed. Stewards are provided for assistance, but may act only on the judge’s instructions. Stewards shall not give information or instructions to the handlers except as specifically instructed by the judge, and then only by making it clear the instructions are those of the judge.

**OBEDIENCE RING STEWARDS**

- There should be at least two stewards for each Obedience ring – three is better. Stewards should not be parents of exhibitors in that ring or exhibitors in the ring unless absolutely necessary.
- If necessary, training or briefing session should be held with stewards.
- Have the next dog ready at ringside as the exhibitor ahead enters the ring (one dog in the ring, one ready, and one “on deck”).
- Act as “posts” for figure 8 exercises. Posts must stand still and silent.
- Line up dogs for long sits and downs about two dogs before the end of the class.
- Take the leash from the exhibitor in the appropriate classes.
- Set the jumps before the exhibitor enters the ring in the appropriate classes.
- Lead handlers out of area for out-of-sight stays in the appropriate classes.
- Assist the judge in placing articles or gloves, if requested, in the appropriate classes.
- Assist the judge in adding the score sheets, if requested, and in recording results. Stewards should be advised that the results are confidential and may not be shown to anyone without the judge’s permission. Score sheets should be left face down on the table and removed when the stewards leave their ring.
- Act as an assistant to the judge. No steward shall have the authority to make any changes or decisions independent of the judge and/or Show Committee.

**SHOWMANSHIP STEWARDS**

- There should be two stewards for each Showmanship ring.
- Call an entire class (or part of a class if the class is too large). Line class up in catalog order. Bring class into the ring if instructed by the judge.
- Assemble the next class after the judge has completed the individual examinations of the dogs in the present class.
- Assist the judge in recording results. Stewards should be advised that the results are confidential and may not be shown to anyone without the judge’s permission.
- Act as an assistant to the judge. No steward shall have the authority to make any changes or decisions independent of the judge and/or Show Committee. Stewards may watch for violations of the 4-H Showmanship rules.

**Agility Ring Helpers**

- It takes many people to put on a successful Agility Show. Listed below are the helpers needed at each ring for the smooth operation of the Agility Show.
  - Gate Steward – 1
  - Ring Stewards – 2 to 3
  - Leash Runner – 1
  - Score Sheet Runner – 1
  - Scribe – 1
  - Assistant Scribe – 1
  - Timer – 1 (must be the same person for all dogs in a class)
  - Table Stewards – 2 to 3
Gate Steward (makes sure dogs and handlers are ready at the start line)
Have the running order of the dogs and handlers. Call out the names of handlers and dogs to make sure they are present and aware of when they will be going into the ring. You can make the show run faster and smoother if you:
1. Know how many dogs to keep on deck
2. When the next dog should enter the ring
3. Where leashes and collars are to be left
4. Procedure to follow in case of a ring conflict

Ring Stewards (reset bars for height changes and when dogs knock them down during a run, and straighten the collapsed tunnel after each dog).
1. Know where you should be positioned.
2. Know your duties – to straighten the collapsed tunnel after each dog, reset any knocked down bars, reset jumps for the next height, others as necessary (straighten weave poles, etc.)
3. Know special instructions for adverse weather (if necessary)

Leash Runner (takes leashes from start line to finish line)
This is a very easy job. Be as invisible as possible to the handler at the start – don’t demand the leash or crowd the dog in anticipation of the removal of the leash.

Score Sheet Runner (takes the scribe sheet to the Table Stewards)
Runners usually take the sheets from the Scribe or Assistant Scribe to the Score Table one at a time. May require lots of walking (usually not running).

Scribe (marks on the score sheet when the judge raises hand)
1. The judge will explain the arm signals to be used. Usually one arm up with an open hand means to record an “S” for a standard fault on the score sheets. One arm up with a closed fist means to record an “R” for a refusal (used only in the Advanced level). Both arms up with hands open means to record and “F” for failure to perform the obstacle.
2. Record the time from the timekeeper’s stopwatch exactly as it reads and do not convert it to seconds.
3. The Scribe needs to always watch the judge – not the dog/handler.
4. Be sure to ask any questions about the previous dog’s score before the next dog runs – this will eliminate any confusion.

Assistant Scribe (gives the Scribe the correct scribe sheet for the next dog)
As the first dog starts, place the first dog’s score sheet onto a clipboard and give it to the Scribe. As each dog finishes, take the clipboard with score sheet from the Scribe and hand over the next score sheet on the second clipboard. This job is critical for ensuring that the Scribe writes the scores on the correct score sheet.

Timer (uses stopwatch to time a dog during a run)
This job requires full attention and no distractions, as focusing on the dog crossing the start line and finish line is critical. One person must time an entire class. The judge will give you specific instructions on timing a class before the first dog runs.
1. Make sure you are comfortable with the stopwatch and how to use it.
2. At the end of each run, show the stopwatch to the scribe to copy onto the score sheet.
3. Know what to do if the stopwatch malfunctions – always check the stopwatch as soon as the dog is past the start line to verify that it is working. If it is not working, blow the whistle to re-start the dog/handler before they reach obstacle 2 or 3.
4. Be sure you clearly understand where the start and finish lines are and that the time begins and ends when the dog (not necessarily the handler) crosses the line.
5. The judge will explain how you will be told that the judge and scribe are ready for the dog to begin.

- **Table Stewards** (add up marks made by the Scribe and writes the score on the master score sheet)
  Take the scribe sheet from the Runner, compute how much (if at all) the dog exceeded the course time using a calculator, add up the faults (they are all in multiples of 5), and determine the score.
  There are always at least two people at the score table to double-check each other (three for Jumpers classes). There should always be at least one experienced score table person to give instructions and answer questions.

- **Course Builder** (moves obstacles between rounds as directed)
  Helps to move equipment between classes to set the course for the next class. Must be aware of when each class ends so the new course can be set quickly. Efficiency in course building can significantly affect how late a show goes. The judge provides instruction about what pieces of equipment are needed and where to place them.

### RALLY RING STEWARDS

**Gate Steward**
- Check to ensure that the exhibitor's armband number corresponds to the dog's name and number in the catalog.
- If exhibitors request to be judged out of order due to conflicts, direct them to the judge; the steward should report any absences to the judge and Table Steward.
- See that the jump height is correctly set by the Ring Steward for each dog in the Advanced and Excellent Classes before he enters the ring.
- Ensure that dogs are judged in catalog order but not to the extent of holding up judging.
- Ensure handlers and dogs do not enter the ring until the judge so indicates.
- Ensure that the next dog to be judged is immediately available. As soon as the judge begins judging the dog in the ring, the steward calls the next dog and ensures that the handler is ring side.
- If the next dog is not available, the steward should not hesitate to call the next dog in order.
- As needed, ensure that the leash is returned to the handler as the dog and handler complete the course, and that the dog is on leash when the team leaves the ring.
- Be aware of any problems with the dogs on course and be ready to follow instructions given by the judge.
- For Advanced and Excellent, verify that the jump height is listed correctly for each dog.
- Any other duties as assigned by the judge.

**Table Steward**
- Check that the class, proper armband number and breed of dog are entered correctly on the worksheet.
- Check that the scores on the worksheet have been added correctly.
- Make sure that scores from the worksheets and the times have been correctly transferred to the judge's book. After doing so, the Table Steward will initial the judge's worksheet.
- Make sure that the judge is informed of any error on the worksheet, and after being corrected by the judge, the score and time of the dog are entered into the judge's book correctly.
- Make sure that time is listed in the judge's book as minutes, seconds and hundredths.
- Make sure that each dog's unofficial score is posted at or near ringside after the dog finishes the course.
Make sure that the judge’s worksheets are not displayed or exhibited to any other person at the event, unless specifically directed to do so by the judge.

Make sure that all trophies and ribbons are available at the conclusion of each class.

**Ring Steward**
- Assist in setting up the rally courses initially and from class to class as needed.
- Assist in the posting of unofficial scores if needed by the Rally Table Steward.
- Be aware of any problems with the dogs on the course and be ready to follow instructions given by the judge.
- Make sure that jumps in the Rally Advanced and Excellent Classes are set at the correct jump height for each dog entered in the classes.
- Assist with the dog’s leash in the Rally Pre-Advanced, Advanced and Excellent Classes, making sure that the leash is returned to the handler and that the dog is on leash before leaving the Pre-Advanced, Advanced or Excellent Class ring.
- Perform any other duties as assigned by the judge.

**Time Steward**
The Time Steward is positioned as specified by the judge prior to the running of each dog on the course. The timing of a run starts when the judge says “Forward,” and the time of the run ends when both the dog and handler cross/pass the Finish Station.

- The time of each dog is immediately reported to the Table Steward after each dog completes the course.
- The time reported is in minutes, seconds and hundredths.

If there is a malfunction in the timing device when a dog is running the course, the Timing Steward will report the malfunction to the judge and the Table Steward immediately after the dog and handler crosses the Finish Station.
OTHER SHOW INFORMATION

DECISIONS
The judge’s decisions shall be final in all matters affecting the scoring and judging of each class. The Show Committee shall decide all other matters arising at the show.

INTERFERENCE AND DOUBLE HANDLING
A judge who is aware of any assistance, interference, or attempts to control a dog from outside the ring must act promptly to stop such double handling or interference, and shall penalize the dog substantially. If, in the judge’s opinion, the circumstances warrant, the dog shall be given a score of zero for the exercise during which the aid was received or the dog shall be disqualified and no ribbon awarded.

EXPLANATIONS AND ERRORS
The judge is not required to explain his scoring and need not enter into any discussion with any exhibitor who appears to be dissatisfied. Any interested person who thinks that there may have been an arithmetical error or an error in identifying a dog may report the facts to one of the stewards or the Show Committee so it may be checked.

COMPLIANCE WITH REGULATIONS
Each person entering a 4-H show shall be familiar with the regulations listed in the Minnesota 4-H Dog Agility Rules and Guidelines, Minnesota 4-H Dog Obedience Rules and Guidelines, and the Minnesota 4-H Dog Showmanship Rules and Guidelines.

MISBEHAVIOR
Any display of fear, nervousness or uncontrolled behavior by the dog such as snapping, barking or running away from the handler, whether it occurs during an exercise, between exercises, or before or after judging, may be penalized according to the seriousness of the misbehavior. The judge may disqualify the dog.

All dogs must be kept on leash except when in the show ring. Dogs must be taken in and out of the ring on leash.

Dogs must be kept on leash in the ring when brought in to receive awards and when waiting before and after the group exercises. The leash shall be left on the judge’s table between the individual exercises and during all exercises when off-leash work is required.
4-H DOG SHOW SAFETY AND ETIQUETTE

Safety at dog shows is up to all participants. Participation at a dog show is no fun if you or your dog gets hurt. Everyone must work together to minimize the risks.

BASIC SAFETY AT A DOG SHOW

1. Keep your dog on leash at all times (except when required in the ring or at the Agility warm-up jump).
2. Keep your leash short and your dog close to you.
3. Be aware of your dog’s actions at all times. It is very easy to be distracted while talking to people.
4. Keep plenty of space between your dog and other dogs at the show. Be especially cautious in crating areas, doorways, stairways, elevators, and ring entrances.
5. Never run near other dogs. Running excites the prey drive in many dogs.
6. Do not make and hold direct eye contact with anyone else’s dog. In dog language, you are challenging that dog to a fight.
7. Be extra cautious of any dog that has food or toys (and sometimes even their human). These are all things that dogs will fight to protect.
8. Always ask before touching any other person’s dog, and never pat a dog on top of the head.
9. Keep a close eye on small children. If it is necessary to bring a small child to the show, be sure they are closely supervised. Most dog bites occur to kids between the ages of two and nine years old.
10. Learn to “read” a dog’s body language. Signs of aggression may include a lifted lip, a very soft (almost inaudible) growl, a tail held higher and stiffer than normal (stiff tails sometimes shake), or the hair on the back of the neck and upper back standing up straighter than normal. Signs of a fearful dog (who may bite out of self-defense) are a head held lower, a tail between their legs (or just held down), backing away. Fearful and aggressive dogs may or may not offer a warning growl.
11. Remember that you are legally and ethically responsible for your dog’s behavior. This includes any damage caused by your dog to property, a human or another dog. Do carefully consider if your dog would be a safety risk before you decide to bring him to a dog show. You can be held legally responsible for any medical/veterinary costs incurred if your dog harms anyone. You can also be dismissed from the show and forfeit your opportunity to compete.
12. In the case of a dogfight, never try to separate the dogs with your bare hands. Fighting dogs will not take the time to look at what they are biting. If they are on leash, use their leashes to pull them apart. If not, try throwing water on them or throwing some other object. Don’t endanger yourself by getting in their way. 99.9% of the time, they will quit as soon as one of them submits (give in) to the other.
13. All dog aggression incidents should be reported to the Show Committee for investigation.
ANOKA COUNTY FAIR
OBEDIENCE JUDGES LIST
Dog Obedience – Beginner A

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<tr>
<th>No.</th>
<th>Member’s Name</th>
<th>Dog’s Name</th>
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CHAMPION_______________________________________________________________
RESERVE CHAMPION______________________________________________________

Dog Obedience – Beginner B

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Dog Obedience – Graduate Beginner

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Dog Obedience – Team

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### Dog Showmanship – Junior Novice

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**RESERVE CHAMPION**

### Dog Showmanship – Junior Open

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### Dog Showmanship – Senior Novice

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### Dog Showmanship – Senior Open

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**CHAMPION**

**RESERVE CHAMPION**
ANOKA COUNTY FAIR
RALLY JUDGES LIST

Pre-Novice Rally Obedience

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Reserve Champion_______________________________________________________
## ANOKA COUNTY FAIR
### AGILITY JUDGES LIST

#### DOG AGILITY – Beginner

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Champion_________________________________________
Reserve Champion__________________________________

#### DOG AGILITY – Jumpers 2

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Champion – Mini____________________________________
Champion – Open____________________________________

Reserve Champion – Mini________________________________
Reserve Champion – Open________________________________