# Minnesota 4-H Dog Project Guide for Dog Shows

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This handbook is intended for 4-Hers, 4-H leaders, 4-H Dog Project Trainers, 4-H Program Coordinators, Extension Educators, parents, show coordinators, and judges. It is designed to help establish uniform rules, regulations, and procedures for 4-H Dog Agility, Obedience, Rally, and Showmanship throughout the state. Please use this handbook when setting up your 4-H Dog shows. All judges should be familiar with the “Minnesota 4-H Dog Project Guide for Shows” as they may differ from other show venues like the American Kennel Club (AKC) or United Kennel Club (UKC).
**Forward**
This publication is presented by the State 4-H Dog Project Development Committee as a guide for 4-H'ers, 4-H leaders, county extension staff, show coordinators and parents. It is designed to establish uniform regulations and procedures for the 4-H Dog Project and events throughout the state. Please use this guide when setting up shows and establishing show rules.

**Cloverbuds**
The 4-H Cloverbud Program is designed specifically for youth in grades Kindergarten through second grade. Youth must be enrolled in Kindergarten and at least 5 years of age as of September 1 of the current year to enroll as a Cloverbud. When Cloverbuds and animals are together at a 4-H program or participating at the county fair as a 4-H member, the following rules apply:

- A parent, youth leader, or screened adult volunteer must be in control of the animal at all times and never turn the control over to the Cloverbud.
- It is not acceptable to use more than one leash on the dog as this turns some control over to the Cloverbud.
- During judging, the Cloverbud should walk next to the parent, youth leader, or screened adult volunteer.
- Cloverbuds may safely interact with their animal through participation in a limited number of non-competitive classes at 4-H sponsored practice sessions/clinics, fun shows and county fairs. The purpose is to provide youth an opportunity to experience being in the ring with a judge present and to feel the pride that comes with this experience.

**4-H Name and Emblem Use for Dog Shows**
Use of the 4-H name and emblem is regulated by federal law that states only activities or programs under the supervision of the Cooperative Extension Service may use the name and emblem.

Shows sponsored by other organizations and shows that do not provide separate classes for 4-H'ers are not permitted to use the name and emblem of 4-H. In such instances, the title “Junior Dog Show” or other similar name should be used.

**No Identifiers**
No identifiers such as badges, coats with kennel names or training schools thereon, county or club identification, or ribbon prizes shall be worn or displayed, nor any visible means of identification used by an individual when exhibiting a dog in the ring. A plain 4-H clover is acceptable.

**Mistreatment of Dogs**
Absolutely no abuse or mistreatment, verbal or physical, of dogs will be tolerated in 4-H. Anyone caught hitting, kicking, or otherwise physically abusing a dog will be immediately dismissed from class.

Use care with dogs being left in cars in the summer. Leaving a dog in a car in hot weather is considered abuse under Minnesota law and law enforcement personnel are permitted to break into cars to rescue dogs. Please do not leave your dog in a closed car.
Aggressive Dog Policy

Any dog who attempts to bite or attack a human or another dog will be immediately removed from class or show. At training, the situation will be reviewed by the county dog committee and includes input from dog training instructors, the county extension staff, and the family of the 4-H’er involved. They may rule to put the dog on probation, work individually with the dog and handler, or in severe instances, expel the dog from classes and 4-H exhibitions for a period of time.

Expelling a dog is a rare occurrence but could be necessary for the safety of other members and dogs. Should a dog actually be expelled, it must be remembered that the action is against the dog and not the 4-H’er. The county dog committee will look at many solutions and encourage the 4-H’er to attend classes without the dog and train it at home. Solutions may include using a different dog – including leasing a dog from another person. 4-H’ers will always be welcome in every other phase of the project including dog bowl, project meetings, exhibiting educational displays, etc.

It should be further noted that all dog bites are required to be reported by Minnesota law. It is also important to note that you are legally responsible for the actions of your dog. Everyone in class should have appropriate liability insurance (usually a part of your home owners or renters insurance policy) for your own protection. Safety is of paramount importance!

Remember: Dogs must be kept on leash at all times unless instructed otherwise by the judge.

Collars

➢ No shock collars are allowed in 4-H – either at training or at 4-H dog shows.
➢ Prong collars should not be used at public events and are not allowed in or near the show ring.

4-H Dog Shows

Any county, regional, or state 4-H dog show must have the approval of the extension staff.

No special permission is required for

➢ A local club or county to hold a show for their 4-H members (commonly called a “Fun Match” or “Mock Show”).
➢ A local club or county to hold a show for their 4-H members as well as 4-H members from other counties (commonly called an “Invitational Show”).

Fun Matches or Invitational Shows may include classes for non-4-H members. It is recommended that there are separate classes and awards for the two divisions (4-H members and non-4-H members). This should be noted in show publicity. Non 4-H classes may be conducted under the guidelines of 4-H or AKC or other national sanctioning organization provided the show publicity states this.

Any 4-H club or county program may hold an Agility and/or Obedience and/or Rally and/or Showmanship show under the rules set by the Minnesota 4-H Dog Project Development Committee (PDC).

One show at the county level must be designated as the qualifying show for participation in the State 4-H Dog Show.

1. A 4-H’er must train his or her own dog(s). No other person may train and/or show this dog from May 15 through the designated county dog show in the area the 4-H’er is showing. If the 4-H’er and dog advance to the State Dog Show, no one else may train or show the dog in any class in which they advance to the state competition until after the State Dog Show.
2. A dog may be trained and shown by only one 4-H member in Obedience (with the exception of Brace and 4-Dog Team; the dog can participate in only one Brace class and one 4-Dog Team class). Only one person may train and show the dog in Agility. Only one person may train and show the dog in Rally. In Showmanship, two 4-H’ers may show the same dog. However, they may not be in the same Showmanship class.

3. A 4-H member may not substitute or change dogs after the county show in Agility, Obedience, Rally or Showmanship for any reason.

4. If a 4-H’er and dog qualifies for the State 4-H Dog Show, he or she must sign the registration form for the State 4-H Dog Show stating that he or she has trained, groomed and cared for the dog since May 15 of the current year.

Dogs That May Not Compete

1. No dog belonging wholly or in part to a judge or residing in the same household as the judge may be entered in the same classes where that judge is officiating, except in the case of extreme circumstances.

2. A Wolf or Wolf-Hybrid or Coyote or Coyote-Hybrid may NOT be shown in 4-H. Dog "Hybrids" can be vaccinated at the discretion of the veterinarian, but the veterinarian cannot give a rabies certificate. Manufacturers have not adequately shown protection in these animals. The veterinarian can vaccinate these animals but they are always considered unvaccinated in the eyes of the law.

3. No dog shall be eligible to compete if it is taped or bandaged in any way or if it has anything attached to it for medical corrective purposes. Exceptions may be made with written confirmation from a veterinarian that the dog is able to compete, upon approval of the judge and/or Show Committee.

4. No dog shall be eligible to compete with a physical condition that is detrimental to the health of the dog including pregnant dogs or dogs that have recently whelped. Exceptions may be made with written confirmation from a veterinarian that the dog is able to compete, upon approval of the judge and/or Show Committee.

5. A dog with an abnormal gait or other condition may show with written confirmation from a veterinarian that the dog is able to compete, upon approval of the judge and/or Show Committee.

6. The judge and/or Show Committee may excuse any dog attempting to attack any dog or person in the show or ring. Said dog may be disqualified and no ribbon awarded.

7. Exceptions to the competition rules must be pre-approved by the Show Committee at each show.

Dogs in Season and Other Disturbances

Female dogs in season are not permitted to compete at the State Show level. At the county level, female dogs in season may be shown at the project leader’s discretion in Obedience, Rally, and Showmanship classes. The dog should be the last dog in the ring and separated from other dogs. Female dogs in season may not show in Agility at the county level. Arrangements may be made by mutual agreement to allow such dogs to compete at another county’s qualifying show when the dog is not in season.

The judge must remove from competition any dog in season, any dog a handler cannot control, any handler who interferes willfully with a competitor or a competitor’s dog, or any handler who abuses a dog. The judge may excuse from competition any dog considered unfit to compete, or any female dog so attractive to males as to be disruptive.
Special Needs Exhibitors
At a county level, project leaders shall encourage special needs members to participate in classes based on their abilities. Special exceptions or modifications to classes shall be made as required to allow the 4-H member a satisfactory experience. The judge must be informed of any special needs exhibitors and what their needs are.

Special needs members may advance to state competition; but please notify 4-H staff/volunteers of any special needs of the exhibitor.

Clean Up After Your Own Dog
4-H’ers are expected to clean up after their dog. Remind the 4-H’ers to walk their dog before going into the show ring. Cleaning up after their dog is a sign of a responsible pet owner. Clean up should take place both indoors and out.

Classes

At state events, classes are divided by grade:

- Junior—Grade 3 through Grade 8
- Senior—Grade 9 through Grade 13

Judges
Judges for the State Show are chosen and approved by the State Project Development Committee. There is a list of provisional/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/projects/animal-science/dog/judges.html](http://www.4-H.umn.edu/projects/animal-science/dog/judges.html)

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

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 take anything from a substantial penalty to withholding all awards from the show and excusing the dog.

Leashes
All dogs must be kept on leash except when in the show ring or using the Agility warm-up jump. 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 in Obedience when off leash work is required, unless otherwise specified (i.e., take leash with you or drop leash instructions).

In Showmanship, dogs will be leashed at all times.

In Agility, the leash will be left near the start line in an area designated by the judge for off-leash classes.

If an Obedience or Rally warm up ring is provided, dogs may be off leash while warming up within the warm-up ring but must be leashed again before exiting the warm-up ring.
Dog Show Planning Guide For Fun Matches, Invitational Shows, County Fair or Qualifying Show for the State 4-H Dog Show

This guide provides a general outline for planning a dog show. 4-H dog shows are a great opportunity for youth/adult partnerships and for youth to be involved in a leadership role.

**Three to nine months** prior to your show:

1. Hold a Show Committee meeting and choose a show coordinator.
2. Decide who will take charge of each area of responsibility (see checklist).
3. Decide the time, date, and place of the show. Work with extension staff to secure a show location.
4. Decide which classes to offer.
5. Discuss the show budget and how to handle finances. Discuss entry fees, if any, and deadlines. Work with extension staff.
6. Develop a flyer.
7. Discuss awards (review all 4-H Rules). Awards will be needed for all classes.
8. Discuss judges. A list of provisional/certified judges is available through the county extension office or on the website [www.4-H.umn.edu/projects/animal-science/dog/judges.html](http://www.4-H.umn.edu/projects/animal-science/dog/judges.html). Judges at the county level do not need to be from that list but choose judges who are well-qualified and work well with youth. Discuss fees to pay the judges. (If this is the county fair dog show, the county extension office will usually handle this.) Expect to pay a judge’s fee, plus mileage and expenses. Contact the judges (or have the county extension office contact them). This is normally done three to eight months in advance of the show date.  **Note:** Agility Judges must receive the completed *Show Information Form* six to eight weeks BEFORE the show date.
9. Discuss equipment and supplies.
10. Discuss refreshment arrangements, if any.

**One to two months** before the show, meet again to:

1. Discuss how to handle registrations.
2. Verify the judges and date.
3. Get reports from sub-committees.
4. Discuss any last minute change of plans.

**Two weeks** before the show, the coordinator should contact everyone and ask:

1. Any loose ends?
2. Everything in place?

**One day** (or several hours) before the show:

1. Everyone help with set-up.
2. Get final details and instructions.
3. Be sure someone is available to greet and orient all judges, ring stewards, and other volunteers.
Dog Show Planning Checklist

Show Committee Members:

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<th>Position</th>
<th>Name</th>
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<th>Phone</th>
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<td>Coordinator</td>
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<td>Youth Coordinator</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Financial Officer</td>
<td></td>
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<td></td>
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<tr>
<td>Youth Financial Officer</td>
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<td></td>
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<tr>
<td>Other</td>
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<td></td>
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<tr>
<td>Other</td>
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Sub-Committees:
- Entries/Registration
- Publicity/Catalog
- Awards
- Food/Refreshments
- Volunteers
- Rings/Equipment
- Set-Up/Clean-Up

Date and Time of Show: _____________________________
Registration Time: _________________________________
Show Site: _______________________________________
Ring Size: _______________________________________
Number of Entries Expected: _________________________

**Remember, some members will have several entries. To estimate the ending time, divide the number of entries by seven per hour for Obedience and ten per hour for Showmanship and then by the number of judges hired. For Agility, allow 20 minutes for course building, 10 minutes for briefing and walk through, and 30 dogs per hour. For Rally, allow 15 minutes for course building, 10 minutes for briefing and walk through, and 15 dogs per hour. This gives a general idea of how many hours to allow.**

Judges: _______________________________________

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

**Obedience:**
- Foundation Class
- Beginner
- Graduate Beginner
- Novice
- Graduate Novice
- Pre-Open
- Open
- Graduate Open
- Pre-Utility
- Utility
- Veterans
- Brace
- 4-Dog Team

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

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

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

Additional classes to consider: Grooming and Manners, Costume Classes, Tricks, Heel Down, Timed Recalls, Herding, Tracking, Rally, Free Style, etc.
Responsibilities of Committees

Entries/Registration Committee
- For pre-registration, entries and fees should come to the registration chairman/4-H Staff.
- Collect entry fees.
- Record rabies vaccination dates and other information required. State law requires rabies vaccination information. 4-H members should be aware that they should carry proof of vaccinations with them anytime they travel with their dog.
- Assign armband numbers and distribute the armbands.
- Compile and distribute class lists to rings.

**Suggestion – Make a master list of the exhibitor, entry fee paid, armband number, club or county, dog name and/or breed, rabies check-off, and classes. Make a list for each class.**

Publicity/Catalog Committee
- Write press releases for local papers, radio stations, etc. Hang posters/flyers in neighborhood stores.
- For open shows, send letters/invitations to neighboring counties, pet stores, and kennel clubs.
- Send show results to the local paper. Photos improve publication chances.
- The show catalog should list all exhibitors by class with armband number, name, club or county. You may wish to include an introductory paragraph about your judge(s). See examples on the next page.
- Work with the extension office to prepare the show catalog.
- List your prize donors. You may wish to sell advertisements to offset costs.

Awards Committee
- Awards can be trophies or rosettes, strip ribbons (hint – don’t date the ribbons so they can be used another year), gift certificates, pet supplies, books, giftware, etc. Be sure you have enough awards for each class, pursuant to 4-H rules. Be sure you have enough blue, red, and white ribbons for all entries (count entries, not exhibitors!)
- If you plan to run a show by AKC rules, consult the AKC Rules for ribbon requirements and colors.
- Place your order for awards and ribbons at least two months in advance.
- If you are looking for donations, solicit them well in advance of the show date.
- Display the awards on a table at the show. Recognize your donors!
- Record the winners in the order in which the award will be presented and organize the awards for easy presentation. The judge will normally hand the award to the exhibitor.
- Send thank you notes to all donors.

Food/Refreshments Committee
- Work with extension office regarding checking into the need for a food license.
- Plan a menu and estimate costs.
- Some counties may solicit donations for the food stand.
- Recruit volunteers to shop for and prepare the food and work in the food stand.
- It is a courtesy to give judges a free meal. Many groups provide food and drinks to all show volunteers.
Volunteer Committee
Secure volunteers for the show. It takes a lot of people to put on a successful show. Areas needing help include:

- Show Set-Up – 2-3 volunteers
- Entry Table – 2 volunteers
- Ring Equipment and Set-Up – 5-6 volunteers
- Obedience Ring Stewards – 3 volunteers per ring
- Showmanship Ring Stewards – 2 volunteers per ring
- Rally Ring Stewards/Helpers – at least 5 volunteers per ring
- Agility Ring Stewards/Helpers – at least 10 volunteers per ring
- Runners – 1 volunteer per ring
- Awards – 1-2 volunteers
- Clean-Up After Show – 5-6 volunteers
- Designate someone to greet and orient all judges, ring stewards, and other volunteers

Ring/Equipment Committee
- 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, Minnesota 4-H Dog Rally Obedience Rules and Guidelines, and the Minnesota 4-H Dog Showmanship 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 them 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
- Rally signs and equipment
- Poster board and markers.
- Clean-up Supplies
- PA system for announcements.

Set-Up Committee
- Refer to a current copy of the Minnesota 4-H Dog Agility Rules and Guidelines, Minnesota 4-H Dog Obedience Rules and Guidelines, Minnesota 4-H Dog Rally Obedience Rules and Guidelines, and the Minnesota 4-H Dog Showmanship 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/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.
- 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 Project Guide
  - Minnesota 4-H Dog Project Guide for Dog Shows
  - The Minnesota 4-H Dog Rules and Guidelines for:
    - Agility
    - Obedience
    - Rally Obedience
    - Showmanship
  - Clipboard
  - Stop Watch
  - Calculator
  - Tape Measure
  - Chalk
  - Pens/Pencil
  - Paper Clips
  - Blank Paper
  - Markers
- 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/ Markers
  - Poster board for signs
- Clean-up supplies are needed for each ring. They should include:
  - 2 rolls of paper towels
  - Spray bottle containing bleach or vinegar
  - Plastic bags
- 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.
- 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
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 and Rally 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.

Below is the proper way to handle mats:

- **Foam and Foam/Rubber-Blend Mats**
  A foam mat will lay very flat and never require taping if it has been handled correctly. Whenever possible, move mats while they are rolled. **NEVER** drag a mat from the end. If it is necessary to move a foam mat which has already been unrolled, **LOOSELY** fold the mat in half, and then fold it at least once more, and preferably twice more to bring it down to a size that can be moved without stretching it. Pulling mats sidways from place to place by the ends (even small distances of just 4-5 feet) is what creates the big ripples along the edge of the mats.

  Sometimes when laying down a foam mat that has ripple damage, you can make the mat lay flat without tape by giving it a slight curve to the right or left once it is on the floor. If you are making the fully matted utility ring, it is sometimes possible to put the rippled edge slightly under the edge of the adjoining mat.

  If it is absolutely needed to tape a foam mat, try to use as little tape as possible, just taping it at intersections and places where people need to walk over the edge of the mat.

- **Removing Tape From a Foam Mat**
  Never grab the end of the tape and just rip it up. When removing tape, you should get down on your knees and remove the tape **VERY** carefully, inch by inch. It is a pain-staking process. It is best to **SLOWLY** and carefully pull up on the tape with one hand while the other hand presses the mat downward toward the floor. Even this careful tape removal sometimes takes off the surface of the mat. The ripping up of tape in one big pull often leaves a mat with a big rip or hole.

- **Rubber Mats**
  Rubber Mats are becoming less common. Rubber mats are very heavy by comparison to the newer foam mats. Rubber mats are stiff (while the foam type tend to kind of flop when you lift them). Rubber mats sometimes split or crack when handled in cold temperatures (they become quite brittle), but at room temperature are safe to handle. They often have ridges that are very sharp to the touch on the top of them. Rubber mats are almost impossible to ruin by duct tape (so feel free to tape away as long as you are sure it is a rubber and not a foam mat). Rubber mats can take much more rough handling than a foam mat. You can move a rubber mat by pulling from the ends without doing it much harm. **If you don’t know for sure that you are dealing with a rubber mat, then it would be better to treat the mat as if it were a foam mat.**
Below are examples of mat layouts.

A fully matted ring is preferred for ALL obedience (and rally) class levels. This arrangement gives the best protection against dogs/handlers slipping during figure 8 and jumping exercises. If the fully matted ring is being used for showmanship as well, an extra diagonal mat is sometimes laid diagonally over the top during the showmanship class, and removed for obedience.

*11 40’ mats are required for a 40 X 50 ring
*Ring barriers ARE placed up against the edge of the mats in a fully matted ring.

The Utility obedience ring layout using 7 mats may be used for Graduate Open, Pre-Utility and Utility if there are not enough mats for a fully matted ring. This layout may be used by all levels of obedience.

*Notice that the ring fencing is 2-4 feet away from the edge of the mat.
*Mats are overlapped so that a handler and dog running counterclockwise in the ring would encounter as few seams as possible.
*The center mat should run in the direction of the longer ring dimension.
This Utility obedience ring layout using limited mats may be used for Graduate Open, Pre-Utility and Utility if there are not enough mats for a fully matted ring or the 7-mat layout design. This layout may be used by all levels of obedience classes.

*Notice that the ring fencing is 2-4 feet away from the edge of the mat.
*Mats are overlapped so that a handler and dog running counterclockwise in the ring would encounter as few seams as possible.
*The center mat should run in the direction of the longer ring dimension.

An Open obedience ring layout using 5 mats. This layout is needed for Graduate Novice, Pre-Open and Open classes, and may also be used for Foundation, Beginner, Graduate Beginner and Novice classes. The double-wide mats allow for less risk of slipping on the figure 8 and turning after the broad jump exercise.

*Notice that the ring fencing is 2-4 feet away from the edge of the mat.
*Mats are overlapped so that a handler and dog running counterclockwise in the ring would encounter as few seams as possible.
*The center mat should run in the direction of the longer ring dimension.

The preferred Novice obedience ring layout using 5 mats. This layout may be used for Foundation, Pre-Open and Open classes, and may also be used for Foundation, Beginner, Graduate Beginner and Novice classes. The additional mat along the top edge provides a place for the figure 8 exercise to be performed with less risk of the dog/handler slipping than the 4-mat layout.

*Notice that the ring fencing is 2-4 feet away from the edge of the mat.
*Mats are overlapped so that a handler and dog running counterclockwise in the ring would encounter as few seams as possible.
A traditional obedience ring layout using 4 mats. This layout may be used for Foundation, Beginner, Graduate Beginner and Novice classes. It can also be used for showmanship IF the judge does not wish to use the triangle pattern.
*Notice that the ring fencing is 2-4 feet away from the edge of the mat.
*Mats are overlapped so that a handler and dog running counterclockwise in the ring would encounter as few seams as possible.

This Novice obedience ring layout using 3 mats should ONLY be used if one of the other arrangements using 4 or more mats is not possible. This layout may be used for Foundation, Beginner, Graduate Beginner and Novice classes ONLY. The additional mat along the top edge provides a place for the figure 8 exercise to be performed with less risk of the dog/handler slipping than the 2-mat layout. This arrangement is NOT advised for showmanship classes.
*Notice that the ring fencing is 2-4 feet away from the edge of the mat.

A traditional showmanship ring layout using 6 mats. Use of the additional center mat provides more room for dogs and handlers in a group line-up on the diagonal situation.
*Notice that the ring fencing is 2-4 feet away from the edge of the mat.
*Note that the direction of the diagonal mat ALWAYS ends at the ring entrance/judges table (the judges table is just outside the ring entrance).
*Mats are overlapped so that a handler and dog running counterclockwise in the ring would encounter as few seams as possible.
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

Stewards
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 owners except as specifically instructed by the judge, and then only by making it clear the instructions are those of the judge.

Obedience Ring Stewards
- A Chief Ring Steward should be chosen and should locate at least two stewards for each Obedience ring. Stewards should not be parents of exhibitors in that ring or exhibitors in the ring unless absolutely necessary.
- If necessary, a 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
- 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. 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. Stewards may watch for violations of the 4-H Showmanship rules.

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.
18

- 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 cross the Finish Station.

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.

Judge
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.
Sample Show Catalogs

The following is a sample of show catalog that lists all the information you need to keep to know what classes the 4-H'er has qualified for the following year.

Each show catalog should have a list of exhibitors. An example is below.

<table>
<thead>
<tr>
<th>Armband No.</th>
<th>Name</th>
<th>Dog’s Name</th>
<th>Grade</th>
<th>Club</th>
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ANY COUNTY FAIR – (YEAR)

Obedience

Dog Obedience – Foundation Class

<table>
<thead>
<tr>
<th>Armband No.</th>
<th>4-H’ers Name</th>
<th>Dog’s Name</th>
<th>Score</th>
<th>Ribbon</th>
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</thead>
<tbody>
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CHAMPION_______________________________________________________________

RESERVE CHAMPION______________________________________________________

Dog Obedience – Brace

<table>
<thead>
<tr>
<th>Armband No.</th>
<th>4-H’ers Name</th>
<th>Dogs Names</th>
<th>Score</th>
<th>Ribbon</th>
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</thead>
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</table>

CHAMPION_______________________________________________________________

RESERVE CHAMPION______________________________________________________
## Dog Obedience – Team

<table>
<thead>
<tr>
<th>Armband No.</th>
<th>4-H’ers Name</th>
<th>Dog’s Name</th>
<th>Score</th>
<th>Ribbon</th>
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CHAMPION

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**ANY COUNTY FAIR – (YEAR)**

**SHOWMANSHP**

### Dog Showmanship – Novice

<table>
<thead>
<tr>
<th>Armband No.</th>
<th>4-Her’s Name</th>
<th>Dog’s Name</th>
<th>Breed</th>
<th>Ribbon</th>
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CHAMPION

RESERVE CHAMPION

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### Dog Showmanship – Open

<table>
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<tr>
<th>Armband No.</th>
<th>4-Her’s Name</th>
<th>Dog’s Name</th>
<th>Breed</th>
<th>Ribbon</th>
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CHAMPION

RESERVE CHAMPION
# ANY COUNTY FAIR – (YEAR)
## RALLY OBEDIENCE
### Rally Obedience – Pre-Novice

<table>
<thead>
<tr>
<th>Armband No.</th>
<th>4-H’ers Name</th>
<th>Dog’s Name</th>
<th>Time</th>
<th>Score</th>
<th>Ribbon</th>
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CHAMPION_______________________________________________________________
RESERVE CHAMPION______________________________________________________

# ANY COUNTY FAIR – (YEAR)
## AGILITY
### DOG AGILITY – Beginner

<table>
<thead>
<tr>
<th>Armband No.</th>
<th>4-H’ers Name</th>
<th>Dog’s Name</th>
<th>Dog’s Height</th>
<th>Jump Height</th>
<th>Time</th>
<th>Time Faults</th>
<th>Course Faults</th>
<th>Total Faults</th>
<th>Ribbon</th>
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CHAMPION_______________________________________________________________
RESERVE CHAMPION______________________________________________________

### DOG AGILITY – Jumpers 2

<table>
<thead>
<tr>
<th>Armband No.</th>
<th>4-H’ers Name</th>
<th>Dog’s Name</th>
<th>Dog’s Height</th>
<th>Jump Height</th>
<th>Time</th>
<th>Time Faults</th>
<th>Course Faults</th>
<th>Total Faults</th>
<th>Ribbon</th>
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CHAMPION – Mini_______________________________________________________
RESERVE CHAMPION – Mini______________________________________________
CHAMPION – Open_______________________________________________________
RESERVE CHAMPION – Open______________________________________________

**Note:** The Agility Show Catalog is done in a landscape format so the information fits better.
This page is intentionally left blank.
DOG AGILITY SHOW INFORMATION FORM

The Show Coordinator must fill out this form and send it to your Agility judge(s) a minimum of 6-8 weeks BEFORE the show date. (Your judge must submit their courses for approval 4 weeks before the show. If you are late with this form, the judge will not be able to meet their deadline.)

1. Ring size ___________________________
   If the ring is any shape other than a square or rectangle, the Show Coordinator must send a diagram of the area to be used to the judge.

2. Running Surface (grass, dirt, wood chips, rubber matting, etc.) ___________________________

3. Are there any hazards in the ring to be worked around? _____________________________
   If there are any telephone poles, trees, depressions in the ground, etc. their EXACT location must be indicated on a diagram sent to the judge.

4. This is an (circle one) indoor show / outdoor show.

5. Are the entrances and exits to this ring fixed or flexible (can be located anywhere)?
   __________________________________________________
   If the ring exits are fixed (e.g. not movable and dictated by the building’s design, the exact location must be indicated on a diagram sent to the judge.

6. What classes are you offering at this show (e.g. Advanced, Senior, Intermediate, Elementary, Beginners, Jumpers 1, Jumpers 2, Jumpers 3, games classes)?
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

7. What is the tentative judging order of your classes? It is easiest in terms of course construction to begin with your most advanced standard class, then work downward through the class levels, followed by any games classes, followed by the most advanced jumpers course, working downward through the jumpers levels. You are not required to follow that formula, but doing so will save MUCH time on show day.
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

8. Time to arrive for show set-up (one hour before the show is the norm at a county show. Two hours may be needed for a large show or state show, depending on circumstances).
   __________________________________________________
   __________________________________________________
9. Please indicate the quantity of each obstacle available and fill in the following details about your equipment:

   Number of winged jumps_____________   Number of wingless jumps__________

   Do you have a specifically constructed double jump (versus needing to use two of your regulate jumps as a double jump)?____________

   Jump heights of your jumps____________

   Do you have a panel jump or another jump which would require special placement consideration on a course?____________

   A-Frames__________ Please list the length of the sides__________

   Open tunnels__________ Please list the length of each tunnel____________

   Collapsed tunnels__________ Length of chute fabric____________

   Tables__________ Height of tables____________

   Dog walks__________ Please list the height of your dog walk________

   Please list the length of your dog walk planks____________

   Tires__________ Diameter of tire opening____________

   Breakaway tire will be used at this show

   Long jumps (broad jump) with 4 corner poles__________

   Weave poles__________ Please list the number of poles per set__________

   Spacing of poles (distance apart from center of pole to center of pole)__________

   Type of weave pole base (welded steel, flexible springs, wooden, PVC on a base, stick in the ground with no base, etc.)______________________________

   See Saw (Teeter)__________ Length of plank____________

   Electronic timing will be used at this show

10. Is there any special information that the judge should know about your show (children or dogs with special accommodations needed, potential scheduling difficulties with other fair events, need to bring money for parking or fair admission fees, need to bring a bag lunch, etc.)?

   ____________________________________________________________________________

   ____________________________________________________________________________

   ____________________________________________________________________________

11. Name and phone number of who to call if more information is needed.

   ____________________________________________________________________________

12. Emergency phone number for show day__________________________________________________________________________