



Australian Shepherd
Club of America

Australian Shepherd
Club of New England



Obedience Trial Playbook



Australian Shepherd Club of New England

WWW.ASCNE.ORG

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Introduction

The purpose of the Obedience Show Playbook is to provide guidance for Obedience Show Chairs to plan, organize and run an Australian Shepherd Club of America (ASCA) Obedience trial. An ASCA Obedience show trial provides an opportunity for obedience competitors to compete and showcase their obedience trained dogs. Australian Shepherd Club of America (ASCA) sanctioned Obedience dog shows shall follow the Australian Shepherd Club of America® Obedience Rules and Regulations.

“The purpose of an Obedience Trial is to demonstrate the usefulness of the dog as a companion of man, not merely the dog's ability to follow specified routines in the obedience ring. While all contestants in a class are required to perform the same exercises in substantially the same way so that the relative quality of the various performances may be compared and scored, the basic objective of Obedience Trials is to produce dogs that have been trained and conditioned always to behave in the home, in public places, and in the presence of other dogs, in a manner that will reflect credit on the sport of Obedience.”

Australian Shepherd Club of America® Obedience Rules and Regulations

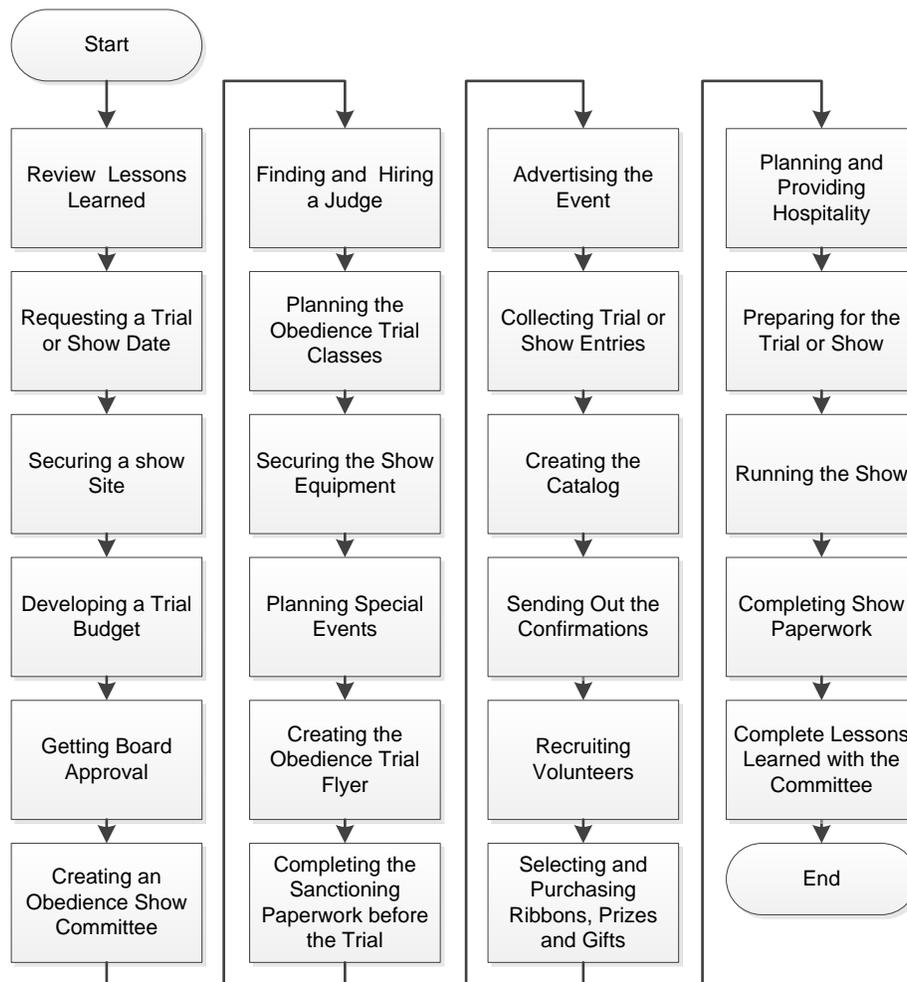


Figure 1 Process flow

Understanding Lessons Learned

Introduction

After each dog show, show chairs often think about what went well, what they can improve and what went wrong. This process helps to identify and document what was learned during the show. This helps to make the next show better than the last show because we want each show to be better and not make the same mistake repeatedly.

Inputs

Previous Lessons Learned spreadsheet

Outputs

Updated Lessons Learned spreadsheet

Process

Before Show

1. Access the Lessons Learned spreadsheet
2. Review and determine if you can incorporate any of the lessons learned when planning the show
3. Contact the show chair if you have additional questions

After Show

1. Send out an email to everyone involved in planning, organizing and running the show including the board of directors and Show Coordinator and ask the following questions:
 - Did the delivered product meet the specified requirements and goals of the project?
 - Were the competitors happy with the show?
 - Were budgets met? If not, why not?
 - Was the schedule met? If not, why not?
 - What could be done to improve the show?
 - What did you do that went well?
 - What bottlenecks or hurdles were experienced that affected the show?
 - What would you do differently if you work on the next show?
 - What can be done in the future show to make it more successful?
2. Conduct Lesson Learned session after submitting sanctioning paperwork to Show Coordinator
3. Enter comments into the spreadsheet
4. Store the Lessons Learned spreadsheet

Template

- Lessons_Learned_Log_Template.xls

Requesting a Trial or Show Date

Introduction

Show dates are established for the following calendar year during the June or July ASCNE club meeting. The goal is to prevent different venues from holding trials the same weekend. For example, we want competitors to be able to attend all trials and not have to choose between an Obedience or Stockdog trial. There is also a concern that ASCNE does not conflict with other clubs in the Northeast.

At other times during the year if a show chair wants to schedule an event, he or she should follow the process to request a show date from the ASCNE board.

Inputs

- ASCA Rules and Regulations state:
“One club's event must not conflict on the same day with another club's event held within a 200-mile radius of the event (this distance is referred to as the "area") unless both clubs concur in writing that this may occur.”
- ASCNE Show Calendar
- ASCA Event Calendar
- Web sites to check other venues:
 - www.akc.org
 - www.ukcdogs.com

Outputs

- The ASCNE board will approve the date, suggest another date or deny the request

Process

1. Check the ASCNE events calendar <http://www.ascne.org/calendar.htm> for other scheduled venues on the requested date
2. Check the ASCA events calendar <http://www.asca.org/events> for events scheduled in the Northeast
3. Check other sanctioning web sites for conflicting events within 200 miles
4. Submit the request in writing to the ASCNE President who will present the date to the rest of the board for discussion

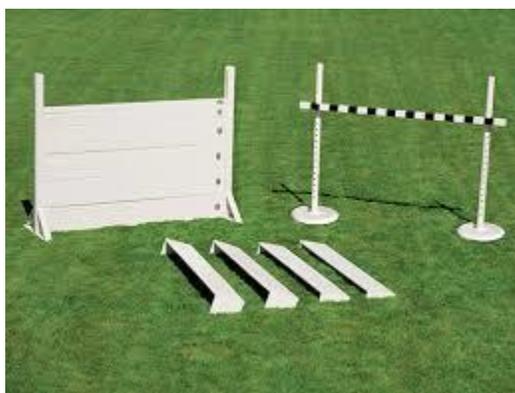


Figure 2 Broad Jump, High Jump, Bar Jump

Securing a Show Site

Introduction

Show sites include but are not limited to dog-training venues, fairgrounds, convention centers, hotels, town parks and rentals of private property.

The show site must be large enough to house a 40' X 50' ring if the show is held outside, and a 40' X 35' ring if held inside. There must also be enough space for crating.

Other things to consider include:

- Adequate parking spaces
- Location and adequate number of restrooms
- Accessibility from major highways
- Accommodations nearby – affordable hotels and campgrounds that allow dogs
- Places for food storage for hospitality
- Availability of ring equipment including
 - Ring mats
 - Jumps
 - Gates
- Will tents, tables, chairs and porta-potties need to be rented

Remember to discuss any show site deposit requirements with the show site proprietor.

Inputs

- Date and location request
- Details of request including setup and breakdown timeframe, space and included amenities

Outputs

- Signed contract with clear terms on cost, timeframes, rental details, equipment details, insurance requirements and other terms

Process

1. Contact the owner of the potential site and find out if the site is available on the approved date
2. Determine the price structure and what is and is not included
3. Request a template contract
4. Customize as needed
5. Resolve any disconnects
6. Finalize contract
7. Contact ASCNE treasurer to pay deposit

Developing a Trial Budget

Introduction

It is important to keep track of show expenses and income. ASCNE trials have requirements from ASCNE and ASCA. The following table details tasks and dates that involve the club treasurer:

	Pre-Show			Show Date	Post Show
	90 days pre-show	45 days pre-show	14 days pre-show		14 days post show
ASCNE Requirements	<i>Proposed budget</i>		<ul style="list-style-type: none"> • <i>Pre-show budget</i> • <i>Pre-entry checks</i> 	Collect Day of show entries	<i>Final budget</i>
Submit updated budget if there are changes to the proposed budget					
ASCA Requirements		Show Coordinator Submits Sanction Request to ASCA			Completed Show paper work

Inputs

- Historical financial data
- Budget Template

Outputs

- The ASCNE board will approve, make suggestions or deny the requested budget

Process

Proposed Budget

1. Review the historical data from previous shows
2. Complete the budget template
3. Submit the budget at least 90 days before the show date by email to the ASCNE president

Pre-show Update

1. Monitor the income and expenses and maintain the show spreadsheet
2. Ensure the expenses do not exceed the income; if the expenses and income change, the show chair is obligated to share the budget with the board of directors
3. Submit the budget after the pre-entry closing date

Post Show

1. Calculate final Expenses and Income
2. Send a copy of the show budget spreadsheet to the ASCNE club treasurer after the event
3. Include copies of the following to the club treasurer
 - Expense receipts
 - Budget_template.xlsx
 - Member_Expense_Sheet.docx
 - Judges_Expense_Sheet.docx

Templates

- Budget_template.xlsx
- Member_Expense_Sheet.docx
- Judges_Expense_Sheet.docx

Getting Board Approval

Introduction

A budget is an itemized summary of projected income and expenses for a given period. It helps determine if your income is covering your expenses. Using a spreadsheet provides a concrete, organized, and easily understood breakdown of your income and expenses.

Planning and monitoring your budget will help you identify unnecessary expenditures, adapt quickly as your financial situation changes and achieve your financial goals. The goal of most shows is to break even or have a small profit.

The ASCNE board of directors has been delegated by their election to provide oversight and ensure that the show breaks even or shows a profit.

Inputs

- Preliminary budget

Outputs

- ASCNE board of directors approves or denies the budget

Process

1. Show chair emails a preliminary budget to the ASCNE president
2. The board verifies the historical data to ensure the budget is reasonable
3. The board approves, makes suggestions or denies the budget



Figure 3 Dumbbells of varying sizes

Creating an Obedience Show Committee

Introduction

The size of the show will determine the number of volunteers required.

Inputs

- ASCA Obedience Rules and Regulations
- Show location
- Information about the judge including food and drink requirements and restrictions

Outputs

- Volunteers who will plan, organize and run the Obedience Trial

Process

1. Determine the size of the show; larger, more complex shows require most specialized roles. Smaller shows might only require two or three people to run the show
2. Determine jobs and responsibilities of each position

Show Chair	<ul style="list-style-type: none">• Determines the show date and location• Creates a budget to submit to the Board of directors for approvals• Locates equipment and materials, drafts workers, oversees the purchasing of awards, food, prizes, judges gifts and ribbons
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Show Secretary	<ul style="list-style-type: none">• Creates flyer or premium• Receives the entries and maintains record keeping for the duration of the event• Sends confirmation notices to the competitors• Sends class numbers to the judges• Prepares running order catalog for the stewards• Contacts or delegates someone to contact and hire judges
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Show Coordinator	<ul style="list-style-type: none">• Contacts ASCA for show sanctioning information• Submits sanctioning paperwork before and after the show• Mails show paperwork and fees to ASCA
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Hospitality Coordinator	<ul style="list-style-type: none">• Plans meals that are required for the show• Contact local hotels and restaurants for possible discounted rates• Reserves a block of rooms if it is a large show• Checks travel distances and create accurate directions to the show
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Ring Stewards	<ul style="list-style-type: none">• Assists judges to coordinate the competitors and their dogs in and out of the rings• Check-in exhibitors; answer questions about ring procedures• Prepares ribbons and trophies for distribution• Responsible for smooth operation of rings, including clean ups• Responsible for comfort of the judges• Requests jump heights, sets up jumps, handles scent articles, posts for figure eight exercise as needed by class• Keeps score sheets organized and ready for the judge
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Finding and Hiring a Judge

Introduction

When hiring a judge consider how much it will cost the club to hire the potential judge. For example, how will the judge get to the show site? Sometimes it costs more to fly a judge then for the judge to drive. Will the judge require hotel arrangements and a food allowance? Having the judge stay at someone's home and having a potluck will help save money.

Inputs

- List of ASCA approved judges

Outputs

- Completed judges contract

Process

1. Look for judges that have not judged regularly in this area; this could affect entries if the judge frequently takes area assignments
2. Avoid judges who are instructors in the local area; competitors cannot show under their instructors
3. Contact potential judges by phone
4. Ask the judge if he or she is familiar with ASCA obedience and understands that it has rules and regulations
5. Make sure the potential judge understands what is offered in regards to reimbursement. For example, travel expenses, hotel costs, food allowances, judging fee, and so forth
6. Emphasize who will make the travel arrangements
7. Send the judge two copies of the contract to fill out and request that he or she return one copy to your show secretary
8. Include a self-addressed, stamped envelope for the judge's convenience
9. Send the judge a copy of the trial flyer or premium so he or she knows and understands the judging requirements
10. Set a date for return of the completed contract

Templates

- ASCNE_Judges_Expense_Sheet.docx
- judges_contract.doc
- judging_invatation.doc



Figure 4 Articles

Planning the Obedience Trial Classes

Introduction

When deciding classes to be offered and setting entry fees, look at the historical data of previous shows. If the show will offer expensive prizes, the entry fees will need to be higher. The last Obedience trial is a good indicator of what to charge for entry fees, for those classes.

Inputs

- ASCA Obedience Rules and Regulations

Outputs

- Offered classes and fees for each class

Process

1. Review the ASCA Rules and Regulations
2. See SECTION 2: OBEDIENCE CLASSES of the ASCA Obedience Rules and Regulations
3. Include the following Regular classes:
 - Companion Dog (Novice), divisions A and B;
 - Companion Dog Excellent (Open) divisions A, B, and V
 - Utility Dog (Utility) divisions A, B, and V
4. Decide what Non-regular classes will be offered
5. Determine if Group Exercises will be held before or after the Individual Exercises
6. Decide on entry fees:

Pre- Entry		Day of Show	
Regular		Regular	
Non-Regular		Non-Regular	
Junior		Junior	



Figure 5 Gloves

Securing the Show Equipment

Introduction

There is a lot of equipment needed to run an obedience dog show. The ASCA Business office provides the judges books and other forms that are used to record the results of the trial. The jumps must be in good repair and meet the approved ASCA requirements. The judge and stewards will need a table to record scores and check in the competitors. The show box should include office supplies to assist in the management of the show. Use of the Obedience Trial Equipment Checklist ensures that all equipment and supplies are available.

Inputs

- Obedience Trial Equipment Checklist

Outputs

- Completed Obedience Trial Equipment Checklist

Process

1. Review the ASCA Rules and Regulations to understand the equipment requirements
2. Make sure the equipment is in good order and complies with the current ASCA Obedience Regulations BEFORE the trial
3. Use the equipment checklist to ensure all the equipment is available and in good working order
4. Decide who is responsible to bring what to the trial

Templates

- Obedience_Trial_Equipment_List.docx



Figure 6 Australian Shepherd Selecting an Article

Planning Special Events

Introduction

There are no requirements to have special events, but special events can help to attract more competitors. If the show committee wants to plan special events, the following list can be used to generate ideas:

- Seminars
- Run Thrus
- Demonstrations
- Juniors clinics
- Potlucks
- Costume parties
- Decoration competitions
- Fund raising events
- Rescue events
- Parade of Champions
- CERF Clinics and MDR Testing

Inputs

- Someone who is willing to explore and plan the idea

Outputs

- Budget
- Flyer describing the event or events

Process

1. Recruit a volunteer to lead the special event
2. Plan the special event budget
3. Determine any special equipment or prizes
4. Plan the advertising
5. Create a flyer or work with the flyer or premium editor
6. Recruit volunteers
7. Plan the setup
8. Hold the event
9. Clean up after the event



Figure 7 Australian Shepherd Jumping the Broad Jump

Creating the Obedience Trial Flyer

The ASCA board of directors requires that all flyers sent with sanctioning packets to ASCA must include the information in the Obedience Flyer and Premium Checklist. The business office will delay sanctioning until the required information is received.

Inputs

- All items in the Obedience Flyer and Premium Checklist

Outputs

- Flyer or premium submitted to the show coordinator and the webmaster

Process

1. Use the template to create a flyer
2. Spell check the flyer
3. Send the flyer out for review to the show committee, all names included in the flyer and the show coordinator; give the reviewers a date to complete the review
4. Make recommended changes
5. Submit the completed flyer to the show coordinator and the webmaster

Templates

- Obedience_Flyer_and_Premium_Checklist.docx
- flyer_showtype_month_year.doc



Figure 8 Obedience Equipment

Completing the Sanctioning Paperwork before the Trial

Introduction

ASCA Affiliate Clubs that meet the requirements of ASCA and wish to hold an Obedience Trial, at which qualifying scores toward an obedience title may be awarded, must apply to ASCA on the ASCA form located on the ASCA web site, <http://www.asca.org/formsandrulebooks#obforms>. This application must be submitted and postmarked no later than forty-five (45) days before the event including the sanctioning fee along with a copy of the premium.

Inputs

- Location, Judges Information: name, address, email and phone number, ASCA judging number
- Show classes for Regular and Non-Regular Obedience Classes, including dates and times
- Judging start time and if day of show entries, the time entries are taken
- Completed Obedience Sanction Request including fees and completed flyer to ASCA
- Flyer or premium for the Obedience trial

Outputs

- Obedience Sanctioning Form
- Sanctioning fee
- Copy of the premium

Process

1. Gather the information to complete the Obedience Sanction Request
2. Complete the Obedience Sanction Request
3. Submit the Obedience Sanction Request to the ASCNE Obedience Show Coordinator
4. Verify that two weeks before the show the Judge's books are received and the information is correct



Figure 9 Australian Shepherds with their Ribbons

Receiving and Processing the ASCA Judges Books

Introduction

The judge or the designated steward shall enter the scores from the completed team before judging the next team. Calculate all of the scores and double check calculations before giving out the prizes.

Inputs

- Judges Books

Outputs

- Completed Judges Books

Process

1. Judge or the designated steward must enter the number of points deducted from each exercise in the official Judges book immediately after each dog has been judged on the individual exercises
2. Enter an "NQ" in the proper box and in the Total Score column for any dog who fails to qualify in that exercise before judging the next team
3. Enter all scores before giving out the prizes
4. Show or Trial Secretary shall make available copies of the sheets from the official Judges Book for examination by the owners and handlers immediately after the prizes have been awarded in each class
5. Post the unofficial score sheet for regular obedience classes for each exhibitor
6. Show chair uses the completed Judges Books to complete the sanctioning paperwork

Advertising the Event

Introduction

Let the local and regional community know about your trial or show.

Inputs

- Flyer or premium

Outputs

- Flyer or premium on the ASCNE web site

Process

1. Email the flyer or premium to the ASCNE webmaster
2. Post the event on the ASCA Event Calendar <http://www.ascaeventcalendar.org/>
3. Investigate other venue options for advertising such as posting flyers at the show site, sending to local training clubs, grooming shops and venue related websites
4. Email the flyer or premium to all Northeast club presidents
5. Check advertising deadlines and rates for the Aussie Times, if appropriate, and follow up as decided

Collecting Trial or Show Entries

Introduction

The entry taker will collect entries, and organize the entries in a computer tool such as a spreadsheet, database or software application. Entries are collected up to the closing date listed in the flyer or premium. Competitors may cancel their entries in writing at any time before the closing date.

Inputs

- Pre-entry opening and closing dates
- Limited or non-limited entries stated on flyer; entry number if limited
- Tool to organize entries such as spreadsheet, database or show secretary software
- Competitors entries

Outputs

- Populated Entry Tool - Spreadsheet, database or software application with completed entries

Process

1. Recruit volunteer to take pre-entries
2. Select and setup tool to use to organize entries
3. Review the pre-entry and verify all information is included in the official entry form including the owners or exhibitor's signature, emergency contact name and number and a check with the correct fee
4. Contact the exhibitor if information is missing or entries have reached the limit
5. Enter the information in the chosen tool

Creating the Catalog

Introduction

In order for the stewards to know who is showing and in what classes, there needs to be a list or catalog of the entries.

Inputs

- Computer tool such as a spreadsheet, database or software application

Outputs

- Gate Sheets - Computer printout of a list of competitors by class
- Assignment of Arm band numbers

Process

1. Use the computer tool to sort competitors by class
2. Assign Arm Band numbers to the competitors
3. Print out the competitor list for use by the stewards

Sending out the Confirmations

Introduction

The competitors need to know that their entry has been accepted to compete in the show. The type of tool used will determine how to format and send out the confirmations.

Inputs

- Computer tool with competitors' information

Outputs

- Listing of the competitors

Process

1. Using the computer tool, verify that all of the competitors have provided an email address
2. Format and select the names of the people who are competing in the show
3. Email the conformations to each competitor

Recruiting Volunteers

Introduction

Volunteers are needed to put on an obedience trial.

Types of volunteers:

- Ring Stewards - Two to three stewards are needed for each show. Experienced stewards can help train inexperienced stewards
- Hospitality volunteers – Help to plan, shop and organize food and beverages

Inputs

- Names and contact information of club members
- List of required volunteer roles and the related tasks

Outputs

- List of volunteers by role

Process

1. Call or email people to help
2. Describe what tasks you want them to do and how long you will need them
3. Call or email two weeks before the event to remind them
4. Email or send a thank you note after the show
5. Email the ROM coordinator the list of names who helped with the show

Selecting and Purchasing Ribbons, Prizes and Gifts

Introduction

Ribbons

Some venues including Obedience buy ribbons in bulk based on historical data. Each show chair should estimate the number of ribbons they will require. Add 5% in case there is a high qualification rate. Include the estimated cost and number of ribbons in the preliminary budget. Include the actual ribbons used in the final budget.

Prizes

Prizes are usually given for First Place, High in Trial, High in Trial Aussie, High in Combined, and High in Trial Junior. Qualifiers are given a small gift. Sometimes prizes are donated to honor a particular dog, event or handler type. If you have a particular award, it should be listed in the flyer or premium.

Gifts

After the judge completes the Judges books, present the judge with a thank you note and a gift card worth \$25. The major charge cards such as MasterCard and Visa charge a fee. An Amazon card can be used for a generic gift card.

The template Awards_Ribbons_Gifts.doc, documents the approximate amounts and prices for ribbons, prizes and gifts.

Inputs

- Historical data from previous shows

Outputs

- Preliminary budget
- Final budget
- Ribbons
- Prizes and gifts

Process

1. Inventory the current stock and compare with the template
2. Plan and budget what is needed for this show
3. Add to the show budget
4. Make purchases if required
5. Update the budget with actual expenses
6. Save receipts for submission to the ASCNE treasurer and include amounts in the final budget

Templates

- Awards_Ribbons_Gifts.doc

Annual Ribbon Order

1. Inventory the current number of ribbons available
2. Get ribbon estimate from the show chairs
3. Submit the ribbon request to the Obedience Ribbon Coordinator or Obedience Show Coordinator

Planning and Providing Hospitality

Introduction

Hospitality complexity depends on the size of the show and the number of volunteers. At a minimum, judges should have beverages, snacks and lunch during the show. If judges stay overnight, arrangements will include dinner.

We also take care of the stewards by providing beverages and lunch.

Inputs

- Email or phone the judge to understand dietary requirements and other comfort needs

Outputs

- Judge's beverages, snacks and food

Process

1. Contact the judge to understand dietary requirements
2. Plan the budget
3. Plan the menu
4. Purchase food and drinks
5. Setup food and drinks
6. Clean up

Templates

- Sample_Foods_for_Judges_Stewards.docx

Preparing for the Trial or Show

Introduction

The ring should be set up at least one hour before the published start time so the judge has time to organize and prepare for judging.

Inputs

- Volunteers to set up the show site
- Equipment and supplies from the equipment list

Outputs

- Show site set up

Process

1. Clarify the roles and responsibilities of the volunteers:
 - Ring stewards (2 or 3)
2. Clarify when the site will be available
3. Set up the following:
 - Ring gates
 - Jumps
 - Ring tables and chairs
 - Ribbon and prizes
 - Whiteboard or poster board
 - Cleanup materials
4. Set up the blank forms and cash box to receive checks and cash paperwork if taking day-of-show entries
5. Provide the ring stewards with the pre-entry list of competitors
6. List the classes in order and the numbers of the exhibitors in the order they will show on the whiteboard or poster board by class
7. Check-in and provide the competitors with their arm bands and rubber bands to secure arm bands
8. List each jump height on the board at competitor check in
9. Document where the judge will break for sits and downs and lunch

Running the Show

Introduction

The stewards assist the judge as he or she judges each competitor and help the show to run smoothly.

Inputs

- Judges books for each class
- Equipment for each class

Outputs

- Completed judges books
- Equipment placed correctly for each class

Process

1. Trial secretary sets up the judges books with the running order
2. Show Chair welcomes the competitors, introduces the judge, and states the site rules
3. Stewards help with the following:
 - a. Create a whiteboard or poster board with the running order
 - b. Check in the competitors
 - c. Tell competitors when to enter the ring
 - d. Support each class as needed:
 - Utility: Take the competitor's leash, set up jumps to the correct height, set out gloves and articles
 - Open: Take the competitor's leash, set up jumps to the correct height, hand the judge the dumbbell, stand as posts, assist with sits and downs
 - Novice: Take the leash, stand as posts, assist with sits and downs
 - e. Gather ribbons and prizes and assist the judge with distribution of ribbons and prizes at the end of each class
 - f. Assist judges if requested, with the judges books
 - g. Post the results of each class for the competitors to view

Completing Show Paperwork

Introduction

The show paperwork must be completed and submitted to the Obedience Show Coordinator in order for the qualifying competitors to earn their qualifying legs and titles. Paperwork submitted late will incur a late fee.

Inputs

- ASCA Judges Book for each class

Outputs

- Obedience Sanction Request
- Gross receipts report
- Sanction grant
- Obedience trial report
- Judges conduct evaluation form
- ASCA Judges Book for each class
- Sanctioned Obedience Trial Results Report for juniors

Process

1. Verify that all the Judges Books are completed and have the judge's signature
2. Complete the ASCA paperwork
3. Submit the completed paperwork to Obedience Show Coordinator
4. Submit the results to the ROM Coordinator, newsletter editor and the webmaster

Completing the Sanctioning Paperwork after the Trial

Introduction

After each ASCA® sanctioned event, all Judges Books (Non-Regular and Regular classes), ASCA® Official Entry Forms for all qualifiers, Gross Receipts Report, including Event Membership Dues, Sanction Grant, Obedience Show Report must be sent to the ASCA® Business Office, postmarked no later than fifteen (15) days after the close of the show. There will be a penalty for noncompliance (see schedule of fees) for each day's delay and such other penalties as may be imposed by the Board of Directors of ASCA®. The club shall retain all other ASCA® official entry forms, except the entry forms listed above, for a period of one year from date of show.

Inputs

- Results from the Obedience Trial

Outputs

- Obedience Sanction Request
- Gross Receipts Report
- Sanction Grant Form
- Obedience Trial Report
- Judges Conduct Evaluation Form
- ASCA Judges Book for each class
- Sanctioned Obedience Trial Results Report for juniors

Process

1. Compile all of the Judges Books
2. Complete the paperwork and send it to the Obedience Show Coordinator

Appendix A – Templates

Table 1 Budget_template.xlsx

	Proposed	Preshow	Post Show	Comments
Income				
<i>Pre Entries:</i>				
Regular				
Non-Regular				
<i>Day of Entries:</i>				
Regular				
Non-Regular				
<i>Class Certificates</i>				
<i>Donations</i>				
Expense				
<i>Direct Expense:</i>				
Facility Fees				Usually include equipment for obedience, but break out to a second line if needed
Equipment Fees				
Clean up fees				
Tent Fees (if needed)				Needed for outdoor shows for crating
Club Sanctioning				
Club fees - (\$1.25 per dog)				
Judges Fees				Per contract
Judges Expense				Each judge completes the judge's expense sheet
Ribbons				Break down by class for historical data
Prizes				Break down by class for historical data
Class certificates				
<i>Miscellaneous Expense:</i>				
Stewards Gift (if given)				
Food				Complete show expense sheet
Office supplies				Upkeep of supply box, paperwork copies, postage, etc. Complete and attach show expense sheet

Table 3 Judges_Expense_Sheet.docx

Australian Shepherd Club of New England – Judges Expense Sheet	
Judges Expense Sheet	Date: _____
Judge:	_____
Show / Trial:	_____
Expenses:	
Fee:	_____
Mileage:	_____
<small>56 cents per mile for business miles driven</small>	_____
Travel:	_____
<small>Flight, train, bus etc.</small>	_____
Hotel:	_____
Meals:	_____
Gas:	_____
Tolls / Parking:	_____
Miscellaneous:	_____

Notes:	_____

Total Expenses:	\$ _____ Check # _____
<i>Please attach all expense receipts to this sheet.</i>	

Table 4 judges_contract.doc

<h2 style="margin: 0;">AUSTRALIAN SHEPHERD CLUB OF NEW ENGLAND JUDGES CONTRACT</h2>	
<p>This contract is between the Australian Shepherd Club of New England (ASCNE) and _____, and confirms a judging assignment on (date) _____ in (location) _____. Judging starts at _____ and finishes approximately at _____.</p>	
<p>The assignment consists of all obedience classes Novice through Utility for which the judge shall be paid _____. ASCNE is covering driving expenses at the IRS rate.</p>	
<p>A flyer and an ASCA standard will be sent prior to the show. The ASCA Obedience rules are available in the following location: http://www.asca.org/Portals/0/obediencerules.pdf</p>	
<p>Please keep a copy of this for your records and send the duplicate to the address listed below.</p>	
Judges Name	
Judges Address	
Judges City, State, Zip	
Judges Phone (Home and Cell)	
Judges Email	
Judges Signature	Date
Show Chair Name	
Show Chair Address	
Show Chair City, State, Zip	
Show Chair Phone (Home and Cell)	
Show Chair Email	
Show Chair Signature	Date

Table 5 judging_invatation.doc

Judges Invitation – Modify and cut and paste into an email

<judges name> ,

I would like to extend an invitation for you to judge obedience for the Australian Shepherd Club of New England (ASCNE) Obedience trial on **<date>** at **<location, City & State>** The trial will be held indoors in an air-conditioned building with matted floors.

The obedience trial is an Australian Shepherd Club of America (ASCA) event and will be open to all breeds. This is an obedience only trial, and we anticipate it to go to mid-afternoon.

I hope that you are able to accept this invitation. I look forward to hearing from you by **<date>**.

Kindest regards,

<Show chairs name>

Obedience Show Chair

Australian Shepherd Club of New England

Phone: **<phone number>**

E-mail: **<email>**

Table 6 Obedience_Trial_Equipment_List.docx

<h1>Obedience Trial Equipment List</h1>	
<p>Sanctioning Paperwork</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obedience Sanction Request <input type="checkbox"/> Gross receipts report <input type="checkbox"/> Sanction grant <input type="checkbox"/> Obedience trail report <input type="checkbox"/> Judge's conduct evaluation form <input type="checkbox"/> ASCA Judge's Judges Book for each class <input type="checkbox"/> Sanctioned Obedience Trail Results report for juniors <p>Petty Cash Box from Treasurer</p> <p>Show Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 regulation bar jump <input type="checkbox"/> 1 regulation high jump <input type="checkbox"/> 1 regulation broad jump <input type="checkbox"/> 9 ring stakes or baby gates <input type="checkbox"/> Ring rope <input type="checkbox"/> 2 canopies for ring and awards including stakes, ropes and weights for outside shows <input type="checkbox"/> 2-3 tables for ring, awards, and entries <input type="checkbox"/> Exercise pen to hang ribbons <input type="checkbox"/> Table cloth for tables <input type="checkbox"/> 2-4 chairs for ring and entries including one needed for utility articles <input type="checkbox"/> Pooper scoop <input type="checkbox"/> Trash bags; poop bags <input type="checkbox"/> Paper towels 	<p>Show Box</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stop watch <input type="checkbox"/> Exhibitor armband numbers <input type="checkbox"/> Rubber bands <input type="checkbox"/> One or two calculators <input type="checkbox"/> Folding ruler <input type="checkbox"/> Score sheets (unofficial) <input type="checkbox"/> Scratch paper <input type="checkbox"/> Pens and pencils <input type="checkbox"/> Sharpie Markers <input type="checkbox"/> Paper clips <input type="checkbox"/> Envelopes <input type="checkbox"/> Salad tongs for utility articles <input type="checkbox"/> Cleaner in case there is an elimination in the ring <input type="checkbox"/> Clip board <input type="checkbox"/> Paper weights if it is an outdoor show <input type="checkbox"/> Tape to post score sheets <input type="checkbox"/> Chalk or landscaping tape for the judge to mark locations <input type="checkbox"/> Whiteboard markers and board eraser if using a whiteboard <input type="checkbox"/> Judges worksheets for each class <input type="checkbox"/> ASCA rules and regulations <input type="checkbox"/> Thank You notes for the judge <input type="checkbox"/> Ring signs <input type="checkbox"/> Duct Tape <input type="checkbox"/> Placement Signs <input type="checkbox"/> ASCNE Club Banner <input type="checkbox"/> Several 5 gallon buckets for trash, if not provided by the show site <input type="checkbox"/> 2 signs including set back requirement and ring usage <input type="checkbox"/> ASCA official entry forms <input type="checkbox"/> ASCA complaint forms <input type="checkbox"/> ASCA non official score sheets, must be provided if exhibitor requests <input type="checkbox"/> Poster board or whiteboard to list order of exhibitors <input type="checkbox"/> Mats for an indoor trial, fully matted ring preferred for utility <input type="checkbox"/> Dog first aid kit <input type="checkbox"/> People first aid kit <input type="checkbox"/> Cooler for hospitality, provide bottled water and judges preferred drinks

Table 7 Obedience_Flyer_and_Premium_Checklist.docx

Obedience Flyer and Premium Checklist

The ASCA board of directors requires that all flyers sent with sanctioning packets must include the following information, or the business office will hold sanctioning until the required information is received:

- Name of affiliate club hosting the event
- Sanctioning status, pending or approved
- A statement that the trial will be held under the current rules and regulations of ASCA
- Date and location of the trial or show, including physical address
- Directions to the trial or show site
- Number of shows and other events
- Pre-Entry opening and closing dates
- Name and address of the trial or show secretary, chairperson's name, entry taker and other officials' contact information
- Judges' names, accompanied by their affiliation, including their judge's assignments
- A listing of all classes offered for each day
- Judging start times and order of classes, and sits and downs
- Fee amounts for pre-entry and day of show entries for classes offered (Non-regular, regular, junior showmanship and additional classes)
- A statement that no entry shall be accepted from a dog or handler disqualified from the ASCA Conformation program; a dog or handler disqualified from all ASCA programs; or a person not in good standing with ASCA
- A description of ribbons, prizes and awards
- Description of the trial or show's setting including, indoors or outdoors, ring surface, grass, dirt, matting over concrete, carpet, sod, shavings
- Time the entrance or show grounds will be open
- Late or early arrival contact information with a contact name and phone number
- Local veterinarians for emergency contact, including the name, address, phone number, time from show site, directions from show site
- Club rules, local laws or show site regulations, including waivers to be signed
- Crating and grooming information, including electricity, tent, indoors, outdoors or separate area
- Local hotel and pet accommodation information
- RV hook up amenities and availability, on-site or RV park
- Food Vendor information
- Show photographer information
- Include the current ASCA approved entry form or a link to the entry forms on the ASCA website including the location of the appropriate rule book <http://www.asca.org/formsandrulebooks>

Table 8 Awards_Ribbons_Gifts.docx

Awards, Ribbons and Gifts					
Awards and Prizes for each Show – estimate as of 2014					
Award	Prize	# for each Show	Ribbon	# for each Show	Value
High In Trial		1	High In Trial		3.50
High In Trial Aussie		1	High In Trial Aussie		3.50
High Combined		1	High Combined		3.50
For each Class 2.50 Ribbons					
First Place		6	First Place		19.00
Second Place		6	Second Place		19.00
Third Place		6	Third Place		19.00
Four Place		6	Four Place		19.00
Qualifier		40	Qualifiers		40.00
Standard Regular Classes Prizes (Toys)					
Utility B		2			6.00
Utility A		2			6.00
Utility V					
Open B		2			6.00
Open A		2			6.00
Open V					
Novice B		2			6.00
Novice A		2			6.00
Standard Non-Regular Classes					
Sub-Novice		2			
Graduate Novice		2			
Brace					
Seniors					
Wild Card Utility					
Wild Card Open					
Wild Card Novice					
Versatility					
Team					
Titles					
CDX	Gloves	2	New Title Ribbon		20.00
UD	Leash	1	New Title Ribbon		15.00
UDX	?	1	New Title Ribbon		
OTCH	?	1	New Title Ribbon		
Gifts			Required		
Gift for each judge	\$25 gift Certificate	ASCNE Thank You Card	Fee	Expenses	50.00
Gift for each steward	\$25 <i>Dunkin' Donuts</i> Card	ASCNE Thank You Card			25.00

Table 9 Sample_Foods_for_Judges_Stewards.docx

Sample Foods for the Judges and Stewards

Beverages

- Soda
- Coffee
- Water

Breakfast Ideas

- Coffee
- Tea
- Juice
- ½ & ½ & milk
- Sugar & sugar substitutes
- Muffins, bagels, Danish
- Butter, cream cheese
- Fruits – cantaloupe, honeydew, watermelon, strawberries, pineapple
- Coffee cups
- Plates
- Napkins
- Plasticware
- Tongs

Lunch Ideas

- Large platter
- Lettuce
- Tomatoes
- Deli meat -1/2 lb. each of roast beef, ham, turkey and salami
- Deli cheese - 1/2 lb. each of Swiss and American cheeses
- Fruit (optional) - red and green grapes, raspberries, blueberries, or blackberries in season
- Soda and juice
- Cups
- Plates
- Napkins
- Plasticware
- Tongs
- Sliced bread, rolls or crackers
- Condiments - mayonnaise, mustard, ketchup and pickles

ASCNE SHOW LESSONS LEARNED LOG										
ID	Show Name	Show Date	Show Type	Show Chair	Date Identified	Entered By	Subject	Situation	Recommendations & Comments	Follow-Up Needed?
1	Cranberry Classic	Nov. 2012	Obedience & Rally	Robin Goodman	11/11/12	Robin Goodman	Include an ASCNE membership application in the show box	Competitors were asking about joining ASCNE	Print copies of the New Member Application form, put them in a folder and add to the Obedience Show box	Yes
2	Cranberry Classic	Nov. 2013	Obedience & Rally	Robin Goodman	11/11/12	Robin Goodman	To save money, provide lunches only to the Judge and workers first, then accept donations for leftovers from the competitors	Budget only included food for the judge and workers	Mention that food is available at the show briefing, if donations are made. Setup a bucket for donations	
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										

Figure 10 Lessons_Learned_Log_Template.xls

Appendix B – Competition Obedience Exercises

The following list of exercises provides a general description of what a dog and handler can expect at most obedience trials.

Depending on the sanctioning organization, dogs are divided into classes based on their proficiency, age, or their handler's experience. Most organizations break down the dog and handler teams into novice, intermediate, and advanced classes. The three obedience classes include Novice, Open (intermediate), and Utility (advanced). ASCA further divides these classes into "A" and "B" classes: for example, Novice "A" or Open "B". The Novice "A" class is reserved for handlers who have never before shown a dog and earned a title in obedience. Other "A" classes have restrictions on the handler or dog's experience.

Depending on the level of the class, a dog and handler may be expected to perform as few as five specific exercises or may be required to perform several exercises determined at random by the judge on the day of competition.

Heel

Following the judge's commands, the dog and handler team walks a predetermined pattern with the dog remaining on the handler's left side and reasonably close and attentive to the handler. The dog also must automatically sit when the judge instructs the team to halt. Each sponsoring organization has different requirements for what must be included in this exercise but generally, a heeling pattern must include a left turn, a right turn, an about turn, a fast and slow section, and a halt. Heeling is one of the most basic obedience exercises and as such, it is often incorporated into other exercises such as the moving stand and the figure 8. It is also how most teams will enter and move about the ring between exercises.

Figure 8

The figure 8 exercise requires the team to heel in a figure 8 pattern either on or off leash. Generally two of the ring stewards will assist the judge with this exercise by acting as "posts", standing 8 feet apart. The team walks around the posts to form the loops of the figure 8.

Sit

There are many variations of this exercise because it is such a common and necessary command for a dog. For the Novice Sit Stay, the judge will order the handler to sit their dog, then to walk to the other side of the ring and wait for an order to return. The dog does a sit stay for one minute. For the Open class, the judge will order the handler to sit the dog then to walk out of sight of the dog and wait for an order to return. The out of sight sit stay is for three minutes.

This exercise can also be performed in a group where as many as 10 dogs may perform the exercise simultaneously. If a dog breaks the sit by lying down or getting up, the team fails the exercise and receives a non-qualifying score for the class.

Down

Similar to the Sit Stay exercise the Down Stay demonstrates how the dog can remain in the down position for a period of time.

For the Novice Down Stay, the judge will order the handler to down their dog, then to walk to the other side of the ring and wait for an order to return. The dog does a down stay for three minutes. For the Open class, the judge will order the handler to down the dog then to walk out of sight of the dog and wait for an order to return. The out of sight down stay is for five minutes.

This exercise can also be performed in a group where as many as 10 dogs may perform the exercise simultaneously. If a dog breaks the down by lying down or getting up, the team fails the exercise and receives a non-qualifying score for the class.

Recall

The handler leaves the dog in a sitting position at one side of the ring, walks to the opposite side, and turns to face the dog. On the judge's command, the handler calls or signals the dog to come. The dog must come directly to the handler at a brisk trot or gallop, and sit squarely in front, close enough that the handler can touch the dog's head without bending or stretching, but not between the handler's feet. On the judge's order, the handler commands or signals the dog to "finish". The dog must go briskly to the heel position and sit squarely at heel.

Drop on Recall

The handler leaves the dog as in the Recall exercise. On the judge's command, the handler calls or signals the dog to come. The dog must come directly to the handler at a brisk trot or gallop. While the dog is coming in, the judge signals, and the handler commands or signals the dog to drop (lie down). The dog must immediately assume a completely down position. The dog must hold the position until commanded or signaled to come, and then complete the exercise as in the Recall.

Stand For Exam

Following the command of the judge, the handler will stand the dog and leave from heel position. The handler will go a distance of approximately 6 feet and the judge will perform a cursory exam, touching the head, shoulders and hips, and when completed the judge will instruct the handler to return. The handler will return to the dog, going around behind it, and return to heel position. A variation on this exercise is used in advanced classes called the stand for examination. At the end of the heeling pattern instead of ordering the team to halt, the judge will order the handler to stand their dog. While moving, the handler will give the command and the dog must immediately stop while the handler continues moving to a point about 10 feet away. The judge will then approach and perform a more thorough exam of the dog and at the completion of the exam the dog is instructed to return directly to heel position without coming to a front.

Retrieve on the Flat

The handler stands with the dog sitting in heel position facing the open ring. On order from the judge, the handler commands and/or signals the dog to stay, then throws an approved dumbbell at least 20 feet. On the judge's order, the handler commands the dog to fetch. The dog must go straight to the dumbbell at a brisk trot or gallop, retrieve it, return directly to the handler, and sit in front of the handler. The dog must not mouth or play with the dumbbell. Upon order from the judge, the handler gives the release command and takes the dumbbell. The judge then orders the handler to have the dog assume a heeling position.

Retrieve Over High Jump

This exercise is the same as the Retrieve on the flat, except that the handler starts by standing at least 8 feet in front of a solid jump that is as high as the dog's shoulder height. The handler throws the dumbbell over the jump. The dog must jump over the jump, retrieve the dumbbell, and return by jumping over the jump again. The remainder of the exercise is the same as the Retrieve on the Flat.

The Broad Jump

In this exercise, the dog and handler will set up in heel position at least 8 feet away from the lowest board of the broad jump. On the judge's command the handler will command or signal the dog to stay in a sit, and walk away from the dog to stand facing the right side of the jump, about

2 feet from the side of the jump. The handler's left shoulder is towards the dog. The judge will command, "Send your dog". The handler will command or signal the dog to jump over the broad jump. While the dog is in midair, the handler will turn 90 degrees to their right. The dog must clear all panels of the broad jump, perform a 180 degree turn and to sit squarely in front of the handler. The judge will then order the handler to finish the dog.

Directed Retrieve

Three gloves are placed across one side of the ring while the dog and handler face the other direction. Upon the judge's order, the dog and handler pivot together to face the correct glove as indicated by the judge. The dog is sent to retrieve it with a verbal command and hand signal and must retrieve only the indicated glove.

Scent discrimination

The handler presents the judge with an approved set of five numbered metal and five numbered leather dumbbells referred to as articles. The judge selects one of each, placing them where the handler can reach them, and a ring steward places the rest on the floor or ground approximately 20 feet from the handler, being certain to touch each article. At this point, the dog and handler turn so they are facing away from the articles, and the handler uses his hands to scent either the metal or leather selected articles. The judge takes the scented article without touching it, and places it with the other articles. On the judge's command, the handler turns and sends the dog. The dog must go directly to the articles at a brisk trot or gallop, select the article that was scented by the handler, and retrieve it. The exercise is then repeated using the remaining article of the other type.

Directed Jumping

Two jumps set 18-20 feet apart in the ring. One jump is a High jump while the other is a Bar jump. The exercise consists of two parts. Each part is identical except for use a different jump for each part. The handler will stand centered between the jumps and about twenty feet from them. On the judge's command to send the dog, the handler will command and/or signal the dog to go to the other end of the ring about twenty feet past the jumps. Once the dog reaches that point, the handler will call the dog's name and give the command to sit. The dog should quickly turn to face the handler and sit facing them. The judge will then order either "Bar" or "High" jump (it is the judge's decision which jump to use first). The handler will then command and/or signal the dog to return to them over that jump. While the dog is in midair, the handler may turn to face the dog. The dog should clear the jump and return to the handler sitting squarely in front of the handler. The judge will then order the dog to finish and assume the heel position. The exercise is then repeated with the other jump.

Appendix C –Titles

Obedience Titles are awarded through the Australian Shepherd Club of America (ASCA). When a dog earns a title, an abbreviation is permanently affixed as either a prefix or suffix to the dog's registered name.

The titles given by various organizations vary, but most are similar to "CD" (Companion Dog), "CDX" (Companion Dog Excellent), "UD" (Utility Dog), "UDX" (Utility Dog Excellent), and "OTCh" (Obedience Trial Champion).

Companion Dog title from Novice class

The first obedience title is a CD, or "Companion Dog", which is earned through competition in the Novice obedience class. Handlers who have never earned an obedience title or have never owned a dog with a CD title compete in the Novice A division. Handlers who have earned a CD title in the past, or who own a dog that has competed in the Novice B division.

Novice Class involves 6 exercises: Heeling on leash, Figure 8 on leash, Stand for Exam, Heel Free (off leash), Recall and Group Exercises: a 1 minute sit stay and a 3 minute down stay with handlers across the ring. Competitors must qualify (170 out of 200 points) 3 times under 2 different judges in order to earn the CD title.

Companion Dog Excellent title from Open class

The second obedience title is a CDX, or "Companion Dog Excellent", which is earned through competition in the Open obedience class. Competitors are eligible for the Open class after the dog has earned the CD title from the Novice class. The "Open A" division is for competitors who have not earned an OTCh title on any dog, who own the dog, and for dogs who have not yet earned the CDX title. The "Open B" division is for competitors who have earned an OTCh title on any dog, and those dogs who already have earned their CDX title.

Open Class involves seven exercises:

- Heel Free
- Figure 8 (off leash)
- Drop on Recall
- Retrieve on Flat
- Retrieve over High Jump
- Broad Jump
- Group Exercises: a 3 minute sit stay and a 5 minute down stay with the handler out of sight of the dog

Competitors must qualify (170 out of 200 points) 3 times under 2 different judges in order to earn the CDX title. Dogs with a CDX title may compete in the Open B division indefinitely.

Utility Dog title from Utility class

The third obedience title is a UD, or "Utility Dog", which is earned through competition in the Utility obedience class. Competitors enter the Utility Classes after completing their CDX in the Open class. Teams may enter the "Utility A" division if the handler owns the dog, has never earned an OTCh title on any dog, and does not already have a UD title on the dog with whom they are competing. The "Utility B" division is for competitors who have earned an OTCh title on any dog, and those dogs who already have earned their UD title.

Utility Class involves six exercises:

- Signal Exercise: The handler gives a non-verbal signal to the dog. The dog heels with the handler as the judge gives a heeling pattern. At the end of the heeling pattern, the judge asks the handler to "stand your dog, leave". The handler walks across the ring and at the judge's signal, the handler uses hand signals to instruct the dog "to down", "to sit", and "to come"; and "finish".
- Scent Discrimination: The handler directs the dog to find and retrieve a metal and leather article scented by the handler. These are two separate exercises. The dog must be able to distinguish between the handler's scent and that of a person who has placed 8 other articles in a cluster approximately 20 feet away.
- Directed Retrieve: Three gloves are placed approximately 15–20 feet away from the handler and dog. The handler must turn and face the glove that the judge has indicated and send the dog to retrieve the glove.
- Moving Stand: The dog heels with the handler and then the handler gives the command to stand and the dog stops in a standing position. The handler continues moving for about 10 feet and turns around to face the dog. The judge "examines" the dog and instructs the handler "call your dog to heel position".
- Directed Jumping: This is also known as "go outs". The dog and handler are centered at one end of the ring. The handler instructs the dog go to the opposite side of the ring and told to sit. The dog is required to turn and sit approximately 20 feet beyond the high jump and bar jump. The handler gives the dog a signal and verbal command to jump a high jump and the second half of the exercise, the dog is sent out again and jumps the bar jump. It is scored as one exercise.

Competitors must qualify (170 out of 200 points) 3 times under 2 different judges in order to earn the UD title. Dogs with a UD title may compete in the Utility B division indefinitely.

Utility Dog Excellent title

To earn the UDX, or "Utility Dog Excellent" title, a dog-and-handler team must qualify (earn 170 out of 200 points) in both the Open B and the Utility B class at a single trial to earn a leg towards the title. In most cases, this effectively requires the team to qualify in both Open B and Utility B on the same day. In order to earn the title the team must do this a total of 10 times.

Obedience Trial Champion (OTCh) title

A total of one hundred (100) points must be earned. Points can only be accumulated after the dog has received a UD title from ASCA®. The dog must have one (1) score of 193 or higher from CDX Open B, one (1) score of 193 or higher from Utility B, and one (1) score of 195 or higher from either CDX Open B or Utility B. Only scores from CDX Open B and Utility B will qualify a dog for the OTCH title. If a dog that meets the qualification requirements for an OTCH, will receive a certificate for the title and will be allowed to use the prefix "OTCH" before the name of qualified dog. Each additional time a dog is awarded the title of OTCH, the applicable number following the title may be added (such as OTCH2, OTCH3, and so forth).

Appendix D - Obedience Articles

- AKC Stewarding Packet by John Cox - <http://clubs.akc.org/saints/Archives/stewarding.pdf>
 - Hints for Obedience Stewards by Geoff Stern -
http://www.odtc.org/IMAGES/Hints_for_Obedience_Stewards.pdf
 - Dog Owners Guide - <http://www.canismajor.com/dog/obedshow.html>
- Guidelines for the Organization of an Obedience Trial -
http://clubs.akc.org/saints/Archives/guidelines_for_the_organization_of_an_obedience_trial.pdf