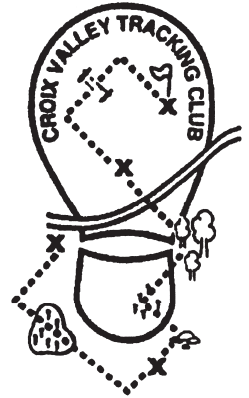


Secretary Tracking Test Responsibilities

Two to Three Months Prior to Test Date:

1. Create the Premium List.
 - a. Decide on the opening and closing dates for the test.
 - b. Decide on time and location of draw for entrants, this information must appear on the first page of the premium list. The draw must be held within 48 hours of the closing of entries in a public place and open to all interested persons.
 - c. Publish directions to the draw for tracks site and the test site in premium list. Publish a map, if available.
 - d. List the limit on the number of entries, and whether they will be exchanged to accommodate entries in a combination test.
 - e. Decide on time and location of draw for tracks, this information must also appear on the first page of the premium list. Local time zones should be noted for out-of-town entrants as well as for tests that fall within daylight saving time changes. The draw is customarily held 15 minutes before the first track is scheduled to run. Consult the judges and an almanac if you don't know the time of sunrise and or visibility for tracklaying.
 - f. If bitches in season will be allowed to participate in the tracking test, this information must appear in the premium list as "BITCHES IN SEASON MAY PARTICIPATE".
 - g. List the certifications statement on the first page. Certification: Permission has been granted by the American Kennel Club for the holding of this event under The American Kennel Club rules and regulation. (Name of current AKC secretary), Secretary
 - h. List of Officers and Board, the Test Committee, contact information for the Test Secretary (name, address, telephone, e-mail) and telephone number of another club official in the event the Test Secretary is unavailable.
 - i. List the judges, their AKC judging number
 - j. List the awards offered
 - k. List entry fees, with statement that "50 cent AKC Recording Fee and \$1.50 AKC Event Service Fee is included" and the closing date, time and location. State to whom the entries are to be sent; to whom checks should be made payable; if US funds are required; and if there is a charge for returned checks. Recommended is a statement warning entrants not to send the entries by any method that requires a signature for acceptance, if applicable.
 - l. Give exact directions to the site of draw for entries and time, "to determine which dogs will participate. The public is invited." A statement indicating that the test secretary will "give priority to entries for dogs that do not hold a "Tracking Dog/Tracking Dog Excellent/Variable Surface Tracker title shall appear in the premium list. Also state when non-participating alternates' fees will be returned. And say that cancellation of entries must be made in writing and received prior to the stated date and time of closing of entries.
 - m. If the test is a Tracking Dog test, it is recommended that you include "A written statement (certification) must accompany each entry for a licensed or member tracking test for any which has not previously passed an American Kennel Club TD test."
 - n. Include a warning that "dogs must be on lead at all times on any area of the tracking site."
 - o. The presence of a veterinarian is not required at a tracking test, but a statement indicating whether the veterinarian is "on call" or in attendance should be included. Obtain addresses and telephone numbers of veterinarians and directions from test site to veterinary clinic, for inclusion in the Premium list, Judging Program and Catalog.
 - p. Check which local motels will accept dogs and print the information in the Premium List and Judging Program, including addresses and telephones numbers.



- q. Send premium lists, no later than four weeks prior to closing date if mailed first class; no later than five weeks if mailed other than first class. Mail four copies to the AKC by certified mail. Also send copies to the judges.
2. Create the Entry Form.
 - a. Lay out the header (name of club, event #, day & date, location, entry fee, entry closing, “make check etc payable to”, Mail entries with fees to: etc”) for the entry form. You may have to cut and paste to attach the header and then scan or copy it.
 - b. Close entries, no less than ten (10) days prior to test.
 - c. Decide how many premium lists and entry forms are to be printed and make arrangements. You may also send the premium list and entry forms via email. A computerized format that prevents changes is suggested.
3. Send ground maps to judges. Ground maps showing the major features of terrain and boundaries of the tracking area (roughly to scale) must be provided by the club and sent to the judges about sixty (60) days prior to the tracking test.

Receipt of Entries:

1. Mark each envelope with date of receipt as it arrives.
2. In the event, the entries do not exceed the limit; the entries may be listed in the order received, with no draw necessary.
3. As each entry is received, check to be sure that all required information is provided and legible, the entry is signed, the correct entry fee is enclosed, and that the certification (for the TD tests) is valid.
4. Begin organizing your catalog by listing all entries and information as it is received. Address envelopes for the judging programs.
5. Prepare or buy small gifts of appreciation for the judges in addition to their fees.

After the Closing Date and Draw:

1. Prepare format for the judging program and the catalog. The program will include: entry numbers in the order in which they were drawn or in the order received when the total entry falls short of the advertised limits. The program will also include the scheduled time of the drawing for the order for the running of tracks as well as directions to the location of the drawing. The judging program should provide a cell phone number of a committee member present at the test site the day(s) of the test. Prior to the draw for test day running order, the judges will be provided with the catalog number, breed, sex, and AKC number for each dog entered.
2. The Judging Program will be mailed to each judge, the Test Chair, and to the AKC’s Event Plans Department (two copies) no less than seven (7) days prior to the test. Also, bring 3 copies to the test. One for each judge if they forget theirs at home and one for yourself

Seven Days Prior to Test:

1. Participant List and Judges Program will be mailed to each participant no less than seven (7) days prior to the test.
2. Prepare the catalog. See chapter 12 The Catalog of the Rules Applying to Dog Shows for exact items that must be included.
 - a. Include judging program in the catalog.

b. For numbering of the entrants in the catalog use:

101, 102, 103 for TD tests

201, 202, 203 for TDX tests

301, 302, 303 for VST tests

This will help cut down the confusion for the judges.

c. A statement certifying the correctness of the catalog must be included in the first three pages: I hereby certify to the correctness of the within marked awards and absentees as taken from the judge's books.

(Name), Test Secretary

d. Print a sufficient number of copies of the catalog: Two for AKC, club records, judges, head tracklayer, test secretary, entrants and alternates, tracklayers and public.

3. Obtain Judges' Books with covers and sufficient number of judges' charts. Give to judges the day of plotting.
4. Remind the Awards Chairman to bring awards on day of test.

Day of the Test

1. Have on hand the information that the AKC has sent to you in advance (about 3 weeks before test).
2. Have Treasurer prepare judges' checks and check to AKC for the Recording Fees and Event Service Fees.
3. Have all entries and certifications on site.
4. Check in exhibitors and alternates the day of test. Give them copies of the catalog. Inform them of any changes in judges, start time, etc. Introduce them to the judges before the draw. Let them know where they can exercise their dogs and other items that have been discussed between the club and judges.

After the Test

1. Give checks from the participants to the Treasurer for deposit.
2. Return checks (and certifications), but not entry forms, to any non-participating entrants and alternates, if present.
3. Before leaving the grounds, be certain the area is clean and no flags or signs are left behind.
4. Complete the secretary's report and explain any deviations from the judging program or any situation that may have interfered with the running of the test. (Check inside cover of Judges' Books for any notations.)
5. The catalog must be properly marked, including corrections, printing errors, absentees, disqualifications and excusals. Keep this catalog for the club's records (6 months).
6. The completed secretary's report, one unmarked and one marked and certified (signed), catalogs (both corrected), judges' books (with marked charts) and full alternate list must be sent to the AKC's Show Records Department in time to reach that office within seven (7) days after the test (certified mail, return receipt requested). Make copies of all records. Keep copies for six (6) months.
7. The club secretary will receive a processed and closed out report from the AKC Show Plans Department approximately 2-3 months after the event. Keep it with the test records. Included with the "closed out" report from AKC, will be a test application and judging panel for the corresponding date for the next year.