

Onsite Show Secretary Reference Guide for Frequently asked questions.

| Topic: Entry Changes | |
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| Issue | Answer |
| The last opportunity for a correction to the sex of an entry may be made is? | Prior to the judging of the dog in question. |
| After closing an entry may be changed from Bred by Exhibitor to Open, under what conditions? | An eligible breeder owner will not be exhibiting the dog in the classes and the change is completed prior to the first conformation class in the entry's sex. |
| An entry in the 6–9-month Puppy class turns nine months on the day of the event, which class(es) may it be moved to? | 9 to 12 puppy or Open |
| Based on the age of the dog, a transfer may be done between which classes? | Notice recommended formatting change to make allowed xfers clear and that they can move either way. Puppy and 12 to 18 6-9 puppy and 9-12 puppy 9-12 puppy and 12 to 18 Bred-by Exhibitor puppy and Bred-by -Exhibitor adult |
| An owner erroneously enters their AKC confirmed champion into the Bred by Exhibitor class, what are their options? | They may move the entry to Open |
| A AKC confirmed champion is entered into the Open class, what are their options? | The entry is eligible for Open and may not be moved to another class. |
| A transfer from one of the regular classes to the Best of Breed or Variety competition may be done under what circumstances? | An unconfirmed champion (not a champion of record per AKC) may be moved up to 1/2 hour before the start of any regular conformation judging at the event. |
| The owner entered their dog in the wrong breed or variety, can they change to the correct breed on the day of the show? | No. The change must be made prior to closing. |
| At a multi-day event, a transfer to Best of Breed or Variety must be done when? | At least ½ hour prior to the start of regular conformation judging on the first day of the multi-day show |
| A puppy was entered into Bred by Exhibitor Puppy class, an eligible breeder/owner cannot exhibit the puppy on the day, what class(es) may the puppy be change to? | Open |
| A dog is entered in the 13" Beagle variety and at the show the exhibitor asks to be transferred to the 15" Beagle variety. Can the dog be transferred from one variety to another at the show? | No. The change must be made prior to closing. |
| You are informed a puppy is entered into the wrong class; how is the age of the puppy calculated? | Months (Example: a dog born on March 31st turns 9 months old on October 1. |
| A dog is awarded 1st place in an Amateur-Owner-Handler class at an event. The dog is entered in the Novice class at a future event and the future event has NOT closed. What must they do? | The dog is ineligible for Novice, the entry may be changed before closing or the dog may be moved to Open on the day of the show. |
| Topic: Eligibility | |
| A Beagle is measured out of the 13" Variety for the third time under different judges. What are their options? | They may enter the dog in the 15 inch variety at shows where the entries have not passed the closing date and time. They may never compete in the 13 inch variety again. |
| Neutered dogs and spayed bitches may compete in what competitions? | Stud dog and brood bitch; veterans classes at independent specialties where the premium list indicates spayed/neutered is allowed. |
| Topic: Judges | |
| A judge requests to judge a non-ramp breed on the ramp, what must be done? | Must be an emergency situation approved by the show chair, notice must be posted that the breed(s) will be judged on a ramp, exhibitors may request a refund prior to the start of judging for the breed. |
| Which entries count toward a judge' daily limit? | Breed classes, Junior Showmanship, 4-6 Month Puppy Competition, FSS Open Shows, and Sweepstakes/Futurity |
| A scheduled judge is late for the start of his/her assignment, the club opts to have another judge start the assignment. What happens when the assigned judge arrives? | The original judge upon arrival will take over the ring with the start of the next class |
| A judge becomes ill during the judging of classes within a breed and must be replaced immediately, can the dogs in the class request a refund? | If replaced during a class, the new judge rejudges that class from the beginning and the results of previously completed classes stand. Exhibitors may not receive a refund for entries when the judge is replaced during the judging of the breed. |
| The group judge requests the wicket to measure an entry in the group competition, what must be done? | The results from the breed must be checked to see if it was measured earlier as a dog may only be measured once at an event |
| A judge only approved to judge Golden Retrievers and Labrador Retrievers is assigned 170 entries, which other competitions can they judge on the day? (No hardship exemptions apply) | NOHS Sporting group and any special attraction assignments. |
| An approved all breed judge is scheduled to judge the Hound group and various Hound breeds at an all-breed dog show. Which competitions may the judge NOT be assigned to on the same day? | Any special attraction groups (excluding NOHS), and the all-breed Best in Show |
| Topic: Refunds | |
| A new judge is substituted for the judge advertised in the premium list. The new judge is published in the judging program and all entrants are notified. An exhibitor may request a refund in what time frame? | Up to ½ hour before the start of any regular judging at the event |
| A new judge is substituted after the judging schedule has been distributed, what is the correct procedure for a refund to be acceptable? | Requests for refunds must be received prior to the start of judging for the affected breed |
| A conformation entry may be entitled to a refund when? | There is a change of breed judge after the closing of entries and prior to the start of judging for its breed. The conditions of the judging has changed from what was printed in the premium list or is appropriate for the breed (ramp usage) |
| In a two shows in one day scenario, what is the maximum a single judge may be assigned for the day? | Up to 100 entries at either event, no more then a cumulative total of 175 entries for the day. |
| A judge notifies the club that they cannot judge the following day, what are the clubs options when reassigning the breeds? | To select a judge to substitute, consider prospective judges in this order: • A judge, on the panel or otherwise available, approved for the breed(s)/group/ class (es). In an emergency: • A judge approved for breeds in that group. • Any approved judge. • In a real emergency, anyone in good standing. |
| Topic: Special Attractions | |

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| When a show offers regular and special attraction groups in what order must they be judged? | No preference of order but the same group of breeds should not overlap (i.e. Hound group and NOHS Hound group) |
| At an event offering Best Puppy competition, the individual originally planned to judge the Terrier Puppy group will be unable to judge the competition, who may be used as a replacement? | Any judge only judging breed competition at the event, any individual in good standing including exhibitors if they are not competing in the Best Puppy competition. |
| Topic: Disqualification | |
| During a sweepstakes competition, a judge measures an entry as ineligible based on a standard disqualification. What are they supposed to do with the dog? | The entry is to be marked excused as it cannot be disqualified for a condition of standard in sweepstakes |
| As the show secretary, you are called to a ring as a judge has just disqualified a dog for attack. What must you do? | Provide a Disqualification by Judge for Attacking form to the judge to document the action, complete the bottom of the Disqualification by Judge for Attacking form, pull the entry's armband from any competition the same day/weekend you are servicing. |
| Topic: Juniors | |
| A Junior Handler may substitute a dog how many times at a single event? | One substitution permitted per event |
| A junior is substituting a new dog from the one they entered. What is required? | A completed official entry form. |
| At Specialty Shows what breeds may compete in juniors? | The Specialty breed |
| What registration status may a dog have to compete in an All-breed junior showmanship competition? | Full or limited registration, Foreign Registration (From an AKC accepted registry), PAL |
| What Juniors are eligible for the Master's Class? | Juniors with 10 Best Junior wins with competition during the competition year. |
| Topic: Group Judging | |
| Under what condition(s) may the groups be judged earlier than the published start time? | Only in the threat of extreme weather where the safety of exhibitors and dogs is a concern |
| Topic: Owner Handler Series | |
| Which Judges can judge a NOHS group? | A judge approved to for at least one group may judge all NOHS groups. A judge approved to do at least one breed in a group may judge the breeds group. |
| Topic: Obedience & Rally | |
| When should Obedience and Rally judges sheets with scores be made available? | Immediately after the ribbons have been awarded in each class |
| Can an Obedience club post in their premium list that day of event class transfers are not allowed? | Yes |
| Topic: Miscellaneous | |
| At an outdoor show, the wicket is called for a breed only examined on the ground. How should the judge proceed? | A board must be provided if the breed is being measured on the grass or any uneven surface or the judge may measure the dog on a hard, flat surface outside of the ring. |
| Following the shows who is responsible for submitting the close out report and results to the AKC? | Onsite Show Secretary |
| Following the shows when are the results due to the AKC? | A maximum of 7 days |
| Multiple entries of the same dog within a breed must continue to compete in every class they are entered in once they have begun competing. How is a dog entered in multiple classes noted in the catalog? | The same armband numbers and in parentheses in event documentation. |
| If the event location has an Automated External Defibrillator or AED, where must its location be posted? | At the Superintendent/Show Secretary desk |
| If an award listed in the premium list is not available when an exhibitor wins, how many days does the club have to get the award to the exhibitor? | 60 days from the date of the show. |
| What is required for an exhibitor to use a runner at AKC dog shows? | A letter of accomadation from the AKC or the Event Committee/Show Chair can grant permission on the day. |
| There was an error in scheduling and Akitas are listed twice under the correct judge, once in a 10AM bracket and once in a 1PM bracket, which time slot must they be judged in? | 1 PM-Breeds may never be judged prior to their scheduled start time, if two start times are listed the later start time must be used. |