



# Draft Schedule

## An application to hold a Trial/event

To process this Schedule, Dogs ACT Office needs you to:

1. Fill in this form; and
2. Attach signed judges contracts; advertisement; and
3. Present or send all these documents to the Office; and
4. Arrange payment of these services.

Name of Affiliate: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ Check-in Time: \_\_\_\_\_

*Class/s, in order of judging*

*Judge's name including their Territory or State*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dogs ACT Representative: \_\_\_\_\_

Entry Fee/s, details: \_\_\_\_\_

Online provider: \_\_\_\_\_

Date Entries Close: Online: \_\_\_\_\_ Postal: \_\_\_\_\_

Catalogue details: \_\_\_\_\_

Posted on Facebook page: \_\_\_\_\_

Other information: \_\_\_\_\_

Awards: \_\_\_\_\_

Event Manager: \_\_\_\_\_ Membership No: \_\_\_\_\_

Phone/s: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Event Day Mobile/Phone: \_\_\_\_\_

Other details: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**The list of Fees for these services is on the [Dogs ACT website / Forms & Fees](#)**

## IMPORTANT INFORMATION

Event Secretaries must read these conditions and complete the above form. If the Dogs ACT Office has to seek information about the event, there could be a delay in the process of this application.

### Dogs ACT Regulation 8.3 Approval of an event (Draft schedule):

- 1) An application for the approval of an event (draft schedule) shall be in a form as prescribed by Dogs ACT Council and will include:
  - a) The date, venue, type and time of commencement;
  - b) Details of the classes in accordance with the ANKC rules for the event;
  - c) Particulars of the judge/s who will officiate;
  - d) All particulars of the event secretary including name, address, phone number and email address;
  - e) Closing date for entries; and
  - f) Any special condition specific to that event and all necessary information important to the exhibitors or participants of that event.
- 2) Attach to the application:
  - a) a copy of every signed judge/s' contract/s; and
  - b) One (1) copy of the advertisement in word format for publication on the Dogs ACT website.
- 3) Affiliates shall submit to the Dogs ACT Administrator, the draft schedule for their events on the approved form, at least sixty (60) days prior to the allocated date. The draft schedule is to be accompanied by a fee prescribed by the Dogs ACT Council.
- 4) If the draft schedule is submitted to the Dogs ACT Administrator less than sixty (60) days prior to the allocated date, the draft schedule may be considered and approved at the discretion of the Dogs ACT Council but will be subject to a penalty fee prescribed by Dogs ACT Council.
- 5) Until the schedule is approved by Dogs ACT the event is not authorised.**
- 6) Schedules or information related to them must not be distributed or submitted for publication prior to approval by the Dogs ACT Council.
- 7) Wherever possible affiliated clubs must advise exhibitors prior to the dates of events of any change to the schedule and the classes concerned.
- 8) An individual draft schedule for each applicable event: Each event date is a different event for the purpose of a draft schedule, but where a multi-day event weekend or a multi-event event day occurs, a single advertisement can cover those events.
- 9) You must include an event day contact preferably a mobile phone number and a name. This is for the benefit of your judges and stewards.

**IMPORTANT: The draft schedule application must be signed and dated by the Club Event Secretary/Manager, acknowledging the conditions under the Rules and Regulations of Dogs ACT.**