



Draft Schedule

An application to hold a Show/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 Show/Event: _____

Venue details: _____

Date: _____ Start Time: _____

Class / Breeds / Groups	Judge	Territory or State or Country
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1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

General Specials Judge: _____

Handler Classes Judge/s: _____

Classes to be Judged: _____ (Dogs & Bitches)

Order of Judging: _____

Dogs ACT Representative: _____

Entry Fee details: _____

Catalogue details: _____

Online provider: _____

Date Entries Close Online _____ Paper _____

Show Secretary: _____ Phone: _____

Address: _____

Email: _____

Other Contact Details: _____

Show Day Phone/Mobile: _____

Any other information including Awards, Special Trophies, Sponsor details, Vendors etc.: _____

Will you be offering camping on site in Bicentennial Gardens?

(all camping to be booked via Show Manager)

Dogs ACT Meeting Room and Kitchen: **Yes / No** please state if your club is booking. **Conditions:**

- We accept that the Dogs ACT Meeting Room and kitchen is part of the Dogs ACT working space and that we will leave the rooms in a clean and tidy state.
- We accept that the All Breeds show on that day has priority.
- We accept that other clubs on the day may need access to the facility and that it is our responsibility to reasonably accommodate those clubs' requests.

Ring Allocation Request: please indicate your preference:	Upper level – Rings 1 to 4		Lower level – Rings 5 to 8	
	Ring 2	Ring 1	Ring 6	Ring 5
	Ring 3	Ring 4	Ring 7	Ring 8

Fees: the list of **Fees for each of these services is on the Dogs ACT website / Forms & Fees**

Show Secretary _____ Signature _____ Date _____

Dogs ACT Regulation 6.16 Approval of a Show (Draft schedules):

- An application for the approval of a show (draft schedule) shall be in such form as may from time to time be prescribed by Dogs A.C.T Council and will include:
 - The date, venue, type and time of commencement of such show;
 - Details of classes in accordance with which dogs are to be exhibited or paraded;
 - Particulars of the judge/s who will officiate at such show, including a copy of the signed judges' contract/s;
 - All necessary particulars of the show secretary including name, address, phone number and where available email address;
 - Closing date for entries;
 - Any special condition specific to that event and is information important to the exhibitors or participants of that event; and
 - Will include one (1) copy of the schedule in the format for publication (advertisement) on Dogs A.C.T web site.
- Affiliates shall submit to the Dogs A.C.T Admin, the draft schedule for their shows, parades or other events, on the approved form, at least one hundred and twenty (120) days prior to the allocated date. The draft schedule is to be accompanied by a fee prescribed by the Dogs A.C.T Council.
- If the draft schedule is submitted to the Dogs A.C.T Admin less than one hundred and twenty (120) days prior to the allocated date, the draft schedule may be considered and approved at the discretion of the Dogs A.C.T Council but will be subject to a penalty fee prescribed by Dogs A.C.T Council.
- A schedule may be approved at the discretion of Dogs A.C.T but until a schedule is approved the event is not authorised.
- N/A
- Schedules or information related to them must not be distributed or submitted for publication prior to approval by the Dogs A.C.T Council.
- Where possible affiliated clubs must advise exhibitors prior to the dates of Shows, Trials or Parades of any change to the schedule and the breeds or classes concerned.
- Where the Show Schedule has published the name of the Judge who will adjudicate in a breed class –
 - A dog may be withdrawn as an exhibit from such class if another person is appointed to judge thereat, and
 - Only where a notice in writing of the intention to withdraw the exhibit is given by the exhibit or to the Show Committee prior to the judging of that class by the replacement judge. The entry fee of any exhibit withdrawn in accordance with this Regulation must be refunded to the exhibitor by the Affiliate conducting the show.

Note:

- Where the entry fee was paid through a third party [i.e. on line entry] the Affiliate may reduce the refunded amount to the exhibitor by the amount charged as a fee by the third party. (Amended 1 July 2011).
- Where the affiliate attaches a copy of this letter to the Show Representatives report, no levy will apply to that exhibit. (Amended 1 July 2011).

Effective 1 July 2015

- An individual draft schedule for each applicable event. Each show date is a different event for the purpose of a draft schedule, but where a multi-day show weekend or a multi-show show day occurs, a single advertisement can cover those events.
- You must include a show day contact preferably a mobile phone number. This is for the benefit of your judges and stewards.
- Ring allocation is not automatic and All Breed shows have priority over ring allocation.
- Room booking must be completed when the draft schedule is submitted. On multi-show days, one club will be allocated the room; requests to share the room will be between clubs and not involve Dogs ACT.