

**SPECIMEN OPEN WORKING TRIAL SCHEDULE**

This document is issued by The Royal Kennel Club as a guide for trial secretaries and managers and their printers. All schedules for this type of working trial must be compiled in accordance with the layout indicated, and the rules and regulations must be included as indicated. No modifications should be made to this specimen schedule except by permission of the Board of The Royal Kennel Club, which should be followed by advertisement in the canine press wherever possible.

Additional information may be added to the schedule such as details of sponsorship, club logos, directions to the venue etc, and this information may be included on any appropriate page.

Please note that throughout this document ***all instructions and/or advice notes are shown in bold italic typeface.***

For the convenience of trial secretaries when revising previous schedules, any wording from the previous specimen schedule which is no longer required to be included is shownin ~~red and strikethrough~~(with the old numbering). Amendments from the previous edition are shown in **bold red type**.

**Societies must include in the schedule any particular measures or conditions that competitors need to be aware of prior to the event.**

This specimen schedule and entry form was updated in **November 2024** with effect for Trials taking place from **January 2025.**

This document is updated on a regular basis to take into account any relevant changes to regulations etc. Please ensure that you have the latest copy which can be obtained on The Royal Kennel Club website: [thekennelclub.org.uk/workingtrialssecretary](file:///C:/Users/cpage/Downloads/thekennelclub.org.uk/Workingtrialssecretary) or by contacting The Royal Kennel Club on 01296 318540.

**SPECIMEN SCHEDULE**

(NOTE: Instructions /Advice notes are shown in **bold *italic*** typeface)

***The information shown on this page must appear on the Schedule’s front outside cover or title page.***

NAME OF TRIAL SOCIETY

SCHEDULE OF OPEN WORKING TRIAL

(held under Kennel Club Rules and Regulations ‘I’ and licensed by The Royal Kennel Club Limited/ The Scottish Kennel Club (whichever is applicable at the show))

***(Any additional title for which prior permission has been given by the Board of The Royal Kennel Club may be added here)***

TRIAL VENUE (inc. Post Code)

***(give different venues for different stakes if necessary)***

DATES OF TRIAL

FEES: ***(state the amount of entry and other fees)***

***(List all stakes and judges)***

STAKE NAME OF JUDGE

The officers and committee members of the society holding the licence are deemed responsible for organising and conducting the trial safely and in accordance with the rules and regulations of The Royal Kennel Club and agree to abide by and adopt any decision of the Board or any authority to whom the Board may delegate its powers subject to the conditions of Regulation I32.  In so doing those appointed as officers and committee members, accept that they are jointly and severally responsible for the organisation of the trial and that this is a binding undertaking.

WORKING TRIAL MANAGER - Name, Contact Address & Telephone Number

ENTRIES MUST BE RECEIVED BY:- (date)

ENTRIES TO BE MADE TO:-(state to whom)

This will usually be the trial secretary and a telephone contact number should be provided if possible, together with a full postal address including the postcode (cheques must be made payable to the licensed club).

# RULES AND REGULATIONS

***The following regulations are mandatory and therefore must be included in the schedule. Where it is stated ‘if applicable’ they may be omitted if they do not apply to the show. Items in bold should be replaced by the appropriate wording; items in normal type should be included verbatim. Instructions and additional rules applicable to the show may be added at the end of this section at the discretion of the organising society but these must not contradict any of the rules and regulations given below.***

1 Dogs entered at Kennel Club licensed working trials must be registered at The Royal Kennel Club in accordance with Kennel Club Regulations for Classification and Registration B.

2 ***State the amount of prize money (if on offer).***

3 The Committee reserves to itself the right to refuse entries.

4 All dogs resident outside the UK must be issued with a Kennel Club authority to compete number before entry to the show/event can be made. All overseas entries without an authority to compete number will be returned to the exhibitor/competitor.

5 ***State how entries to the show may be made.***

6 The order of running shall be determined by a draw and the competitors notified accordingly by post of their reporting time prior to the day of the trial.

7 Dogs under 18 calendar months of age on the closing date are ineligible for competition at Kennel Club licensed working trials except that dogs of 6 calendar months of age on the closing date of the trial may be entered for Special Stakes, which do not include the long jump, clear jump and scale.

8 A dog must not compete in the same stake more than once, including special stakes.

9 Spayed bitches and castrated dogs may compete at the trial.

10 The mating of bitches within the precincts of the competition is forbidden.

11 One close fitting smooth collar must be worn, providing the only attachment is a form of identification. Dogs must not wear any type of slip or half-slip collar when under test.

12 No dog suffering from any infectious or contagious disease or having been exposed to such disease during the period of 21 days prior to the trial may compete. Competitors infringing this regulation will be liable to be fined and / or dealt with under Kennel Club Rule A11.

13 Should circumstances so dictate the society, in consultation with the judges, may alter arrangements as necessary. Such changes and the circumstances surrounding them will be reported to The Royal Kennel Club.

14 Judges at a trial are prohibited from entering a dog which is recorded in their ownership or part ownership. Dogs will be disqualified if proved to have been handled in the stake by the scheduled judge’s spouse or immediate family, or resident at the same address as the scheduled judge.

15 If entries in the Companion Dog (CD) stake exceed 20, a second judge may be appointed to judge the Group III exercises and the competitors will be notified accordingly.

16 ***Include either statement 1 or statement 2 below;***

1 Not for competition entries will be accepted for dogs aged ~~four calendar months~~ **12 weeks** and over. Details of each dog so entered must be recorded on the entry form and must be Kennel Club registered.

or

2 Not for competition entries are not accepted.

**17 An exhibitor or competitor should ensure that contact details for any handler are available and must be provided upon request in any investigation of a breach of this regulation by such handler.**

~~17~~ **18** ***Include the following statement***

DOGS IN VEHICLES ON HOT DAYS

Your dog is vulnerable and **at risk** if left in a vehicle in high temperatures and even on days considered as slightly warm. Please take care of your dog.

If your dog is found to be at risk, forcible entry to your vehicle may be necessary without liability for any damage caused.

~~18~~**19 *Include the following statement*** Welfare of Dogs

An exhibitor (or competitor) whose dog is entered at a Kennel Club licensed event should take all reasonable steps to ensure the needs of their dog(s) are met, and should not knowingly put their dogs’ health and welfare at risk by any action, default, omission or otherwise. A breach of this regulation may be referred to the Board for disciplinary action under Kennel Club rules and regulations. The use of pinch collars, electronic shock collars, or prong collars is not permitted at any working trials event licensed by The Royal Kennel Club. This shall apply at the venue and within the precincts of the trial.

~~19~~ **20** ***State the Society’s policy on refunds to competitors in the event of cancellation or postponement of the show. It is not acceptable to state that no refunds will be given. Recommended wording is: In the event that the trial is cancelled due to unforeseen circumstances, the society will refund fees, less reasonably incurred expenses. If the trial processor has the provisions to do so, competitors will be refunded in the manner in which they had entered the trial, but in any event the society will refund fees within 3 months of the trial date to all those who had entered and requested a refund within 1 month of the trial date.***

# CLASSIFICATION & DEFINITIONS OF STAKES

1. When entering for championship or open working trials, wins at members working trials will not count.

2. Societies may schedule stakes other than those defined below. The eligibility for “special” stakes must be defined by the society and included in the schedule. The word “special” must be included in the title of the stake.

3. No working trial stake shall be limited to less than 30. If a limit is imposed on entries in a stake, it shall be carried out by ballot after the date of closing of entries.

**4. A stake will be won by the dog that has obtained the most points across the exercises, having qualified in each group, unless otherwise stated for special stakes.**

***THE FOLLOWING DEFINITIONS TO BE INCLUDED AS APPLICABLE TO THE SCHEDULING OF STAKES***

Introductory Stake

For dogs which have not qualified CDEx or UDEx. Dogs in this stake may also enter the CD stake.

Companion Dog (CD)

For dogs which have not qualified or obtained a Certificate of Merit in WD, PD or TD stakes at open or championship working trials.

Utility Dog (UD)

For dogs which have not been awarded a Certificate of Merit in WD, PD or TD stakes.

Working Dog (WD)

For dogs which have been awarded a Certificate of Merit in UD stakes but not in PD or TD stakes.

Tracking Dog Stake (TD)

For dogs which have been awarded a Certificate of Merit in WD stakes but excluding those that have qualified TD Ex.

Patrol Dog Stake (PD)

For dogs which have qualified WD Excellent at a championship trial but excluding dogs that have qualified PD Excellent at a championship trial.

# ENTRY FORM

***PLEASE NOTE THAT AN ENTRY FORM MUST BE INCLUDED WITH THE SCHEDULE WHEN POSTAL ENTRIES ARE ACCEPTED***

***If accepting postal entries an entry form, the wording of which must be in accordance with that approved for the time being by The Royal Kennel Club, must be included within the schedule.***

***The Dogs in Vehicles on Hot Days Notice must be printed on the entry form, either on the front or the back of the form (see Annex A for notice).***

***A specimen of the standard entry form requirements is attached to this schedule.***

***Additional columns for the use of show secretaries and/or additional information relevant to the show may be included as appropriate.***

**SPECIMEN OPEN WORKING TRIAL SCHEDULE - ANNEX A**

## *Entry Form Notice*

This notice must be printed on the entry form, either on the front or the back of the form***.***

DOGS IN VEHICLES ON HOT DAYS  
Your dog is vulnerable and **at risk** if left in a vehicle in high temperatures and even on days considered as slightly warm. Please take care of your dog.

If your dog is found to be at risk, forcible entry to your vehicle may be necessary without liability for any damage caused.

## *Show Schedule Full Notice - discretionary*

DOGS IN VEHICLES ON HOT DAYS

Your dog is vulnerable and at risk during hot weather and The Royal Kennel Club offers the following guidance to help guide you through the do’s and don’ts of travelling to and whilst at Kennel Club licensed events.

* When travelling to a show please take a moment to consider whether the route to the show is on a busy holiday route, and leave earlier to avoid increased time in traffic jams.
* Ensure your dog is not sitting in full sunlight. There should be plenty of free flowing air around the dog.
* Keep the dog in the shade – take your own shade, for example a large umbrella, and always have plenty of water available to drink, so your dog stays well hydrated.

Remember, if you feel hot your dog is very likely to feel much hotter and dehydrated, and this could lead to dire results. Please look after your dog’s welfare.

WARNING: IF YOUR DOG IS FOUND TO BE AT RISK FORCIBLE ENTRY TO YOUR VEHICLE MAY BE NECESSARY WITHOUT LIABILILTY FOR ANY DAMAGE CAUSED.

Anyone whose dog is entered at a Kennel Club licensed event should take all reasonable steps to ensure the needs of their dog(s) are met, and should not put a dog’s health and welfare at risk by any action, default, omission or otherwise. Breach of Kennel Club regulations in this respect may be referred to the Board for disciplinary action under Kennel Club rules and regulations.

Right to Refuse Entries: Exhibitors/Competitors are reminded that show societies have the right under Kennel Club regulation to refuse any entry.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***MANDATORY TRIAL DETAILS INCLUDING NAME OF SOCIETY, STATUS OF THE TRIAL PLUS VENUE AND DATE TOGETHER WITH A STATEMENT THAT THE TRIAL WILL BE HELD UNDER KENNEL CLUB LIMITED RULES AND REGULATIONS ‘I’*** | | | | | ***THE DATE OF ENTRIES CLOSING MUST BE STATED TOGETHER WITH FULL DETAILS OF ENTRY FEES AND ANY OTHER FEES APPLICABLE TO THE TRIAL. It is advisable to include a statement that******“On no account will entries be accepted without fees”.*** | | | | |
| **INSTRUCTIONS** This form must be used by one person only (or partnership). Writing **must be in ink or indelible pencil**. Use separate entry form for each stake. The name of the dog and all the details as recorded with The Royal Kennel Club must be given on this entry form. If an error is made the dog may be disqualified by the Committee of The Royal Kennel Club. All dogs must be **registered** at The Royal Kennel Club in the name of the competitor. If the registration or transfer of ownership has not been confirmed it must be applied for before the closing date of entries. In case of dispute proof of postage of such applications may be required by The Royal Kennel Club. Dogs under 18 months of age on the closing date of entries cannot be entered for competition. On no account will entries be accepted without fees. If a dog is in the process of Registration or Transfer at the time entry is made, add the letters NAF or TAF as appropriate after its name. For new registrations the first choice name on the Registration Application form must be used. Please use BLOCK CAPITALS throughout when completing this entry form. **Please** **check all details before posting**. | | | | | | | | | |
| REGISTERED NAME OF DOG  Followed by K.C. Reg. No. (or \*ATC No) | BREED | SEX  D or B | Full Date  Of Birth | BREEDER | | | SIRE | DAM | To be entered  in Stake |
|  |  |  |  |  | | |  |  |  |
| KC Reg No (or \*ATC No) |  |  |  |  | | |  |  |  |
| Qualified for entry at Open Trial on (date must be stated) Stake | | | | | | | | | |
| Qualified for entry at Open Trial on (date must be stated) Stake | | | | | | | | | |
| Qualified for entry at Championship Trial on (date must be stated) Stake | | | | | | | | | |
| Qualified for entry at Championship Trial on (date must be stated) Stake | | | | | | | | | |
| **DECLARATION**  I/We agree to submit to and be bound by The Royal Kennel Club Limited rules and regulations in their present form or as they may be amended from time to time in relation to all canine matters with which The Royal Kennel Club is concerned and that this entry is made upon the basis that all current single or joint registered owners of this dog(s) have authorised/consented to this entry. I/we also undertake to abide by the regulations of this trial and not to bring to the trial any dog which has contracted or been knowingly exposed to any infectious or contagious disease during the 21 days prior to the trial, or which is suffering from a visible condition which adversely affects its health or welfare.  I/We further declare that I believe to the best of my knowledge that the dogs are not liable to disqualification under Kennel Club Regulations.  Usual Signature of Owner(s) ...................................…….............. Date ............................  ALL registered owners must sign here unless the signatory holds written authority and consent from other joint registered owners to sign on their behalf; evidence of such authority may be required. NOTE: Dogs entered in breach of Kennel Club Regulations are liable to disqualification whether or not the owner was aware of the breach.  NOTE: Children under the age of 11 are the responsibility of a parent or guardian and must be supervised at all times including when competing.  Please state preference of day of work, as we **cannot** guarantee to comply, a 2nd choice MUST be given:  1st choice ………………………. 2nd choice ………………………… 3rd choice ……………………  CD / UD Only – Height of dog: Under 10" ……… Under 15” ………. | | | | | | In the case of joint registered ownership the name of every owner must be given here  Name(s) ………..…………………………………………………………...  Address ………….…………….……………………………………………  …..….……….………..…………………………………………………….  Post Code. ………………….. Phone No …..…………………..……....  Email address ………………………………………………………………  **Your address will appear in the catalogue. Tick to object to publication**  *See our Privacy Notice for more information. The Privacy Notice sets out how we keep your data safely and compliantly.*  Handlers Name: ………………………………………………………………..  Address …………………………………………………………………………..  Post Code ………………………………….. Phone No…………………………..  ENTRIES AND FEES WHICH MUST BE PREPAID TO BE SENT TO:  NAME AND FULL POSTAL ADDRESS OF SECRETARY INCLUDING POST CODE AND, IF APPLICABLE, A TELEPHONE CONTACT NUMBER | | | |

\*The Royal Kennel Club Registration Number (or the Authority to Compete number **for dogs registered and resident outside the UK**) must be stated or the entry will be returned.