

TRACKING TEST GUIDE BOOK

Effective January 1, 2026



CANADIAN KENNEL CLUB®

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ACKNOWLEDGEMENTS

2026 Tracking Test Guidebook Update.

The Tracking Test Guidebook has been thoroughly revised, thanks to the dedicated efforts of the 2025 Council and several committed volunteers.

- Audra Sinclair in drafting the 2026 update, and the development of the new content.
- Elizabeth Taylor made significant contributions, and ensured the accuracy of the guidebook through comprehensive proofreading.
- Laura McKay provided valuable content contributions.

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2013 Original Creation of the Tracking Test Guidebook.

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Also recognition is hereby made to Sue Sorensen and Allyson Fennell for their additional contribution to information found in this manual. A special thanks to Elio Furlan and his staff at the Canadian Kennel Club for the publication and distribution to Tracking Test Clubs and Tracking Test Judges across Canada of this tracking manual.

Things don't happen because we might want it, but only through the efforts of those who strive for a better world does the accomplishment become a reality.
Thank you to you all.

PURPOSE

This guidebook has been developed to support clubs in hosting a CKC Tracking Test. It does not replace the “Tracking Test Rules and Regulations” but aims to clarify the requirements and documentation associated with organizing this type of test.

The guidebook is intended to provide practical assistance for the Tracking Test Secretary, Superintendent, and Test Committee, offering guidance to help ensure the test is conducted correctly and efficiently. The manual covers topics such as scouting locations, conducting draws, preparing premiums and catalogs, and necessary equipment.

Enclosed are samples of required test forms and correspondence that must be processed to organize a test. Apart from Track Laying Schedules and Record of Entrants (provided for user convenience), all forms are available for download from the CKC website.

Additional sections for handlers, track layers, and general information relevant to tracking participants are included. The intention is to provide answers to common queries and minimize potential challenges.

This edition of the guidebook incorporates selected passages from the 2026 Tracking Rules and Regulations. These excerpts are specifically chosen to highlight the requirements associated with particular roles within the test, as well as to draw attention to important topics relevant to the organization and operation of the event.

It is important to note that the actual rules and regulations are presented distinctly from the guidebook’s suggestions, ideas, and helpful tips. This approach is intended to prevent any confusion between official requirements and supportive guidance offered within the guidebook.

If you have any questions, please do not hesitate to contact your local CKC Tracking Council member. Go to www.ckc.ca for a list of Tracking Test Council Representatives across Canada.

Last updated by the 2025 Tracking Council for 2026 publication.

Sample: CKC Rule with Guidebook mentions below in brackets

1.2.1 An approved tracking test is a formal event given by a CKC recognized club at which dogs may qualify for titles.

(The Guidebook’s wording appears in brackets after the corresponding CKC rule. References of the Guidebook are not meant to be taken as rules.)

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	(Remember to always check the CKC website for current official forms, as the guidebook may not always be current.)	

1 LET'S GET STARTED

The Club is an official CKC club in good standing and eligible to hold a tracking test.

The Club has secured fields or urban areas suitable for a test.

The Club has enough members/volunteers to host a test.

- a. Test Secretary.
- b. Test Superintendent / Test Chair.
- c. Tracking Test Committee – Five members.
- d. Track layers.
- e. Additional positions as needed such as tracking stewards.

Club officials and competitors have read the current version of the CK Tracking Rules and Regulations.

Use the Tracking Guidebook for reference.

Wishing everyone a successful and enjoyable test!

Club Advertising is essential for event success, you can use “Canuck Dogs”, create media pages like Facebook, and share social media flyers to spread the word. See below CKC rules and regulations concerning advertising.

2 GENERAL RULES & REGULATIONS

2.4 Advertising

- 2.4.1 A club that has not been granted priority dates must not advertise or publish the date of any event that has not been approved by CKC.
- 2.4.2 A club that has been granted priority dates for its event may advertise those dates prior to submitting the Event Date Application . This does not exempt the club from submitting the required application to the CKC within the prescribed time frame.
- 2.4.3 A club must not advertise the names of the judges until the club has received official notification from the CKC that the judges have been approved.

3 CLUB RESPONSIBILITIES

3.1 Event Insurance, Liability Waivers, & Indemnity Agreements

When organizing field or urban tests, it is essential to address event insurance as well as liability waivers and indemnity agreements. Clubs should actively discuss insurance requirements and available options with all members, recognizing that hosting events carries inherent risks of liability. The most reliable way to obtain accurate information and guidance is to consult your local insurance provider, as regulations and requirements can differ between provinces.

It is important to understand that liability waivers and indemnity agreements may not always fully protect the club and its members from liability exposure. Therefore, for a greater sense of security, it is recommended that clubs thoroughly research and perform due diligence on all matters related to event insurance and liability protection.

It is advisable for clubs to request that landowners, or responsible authorities of the field and urban areas used for tests, review the event insurance policy. This review allows them to confirm that the policy addresses their concerns and provides adequate protection. Ensuring that landowners and managers are comfortable with the level of coverage not only builds trust but also helps prevent misunderstandings regarding liability during club events. As a suggested starting point the CKC has an insurance package through “BFL CANADA Risk & Insurance Services Inc”. information can be found on the CKC.ca website.

3.2 Judge Support and Logistics

Adequate Volunteers to Assist Judges

Ensuring there are sufficient volunteers to assist the judges is essential for smooth event operation. Clubs must provide enough tracklayers so that judges are not delayed in starting tracks with handlers and dogs. Proper scheduling and coordination will prevent situations where a judge is kept waiting because a tracklayer is occupied finishing another track in a different location.

Transportation for Judges

Transportation arrangements for judges should be clearly planned. Some judges may prefer to drive their own vehicles, especially if they have their own dogs accompanying them. In cases where judges do not wish to drive themselves, the club should designate a person whose sole responsibility is to drive, lead, or transport the judge. This individual should be familiar with the area to ensure efficient and stress-free transit for the judge.

Meals and Refreshments for Judges

On the day of plotting, the club is responsible for supplying the judge with a meal and refreshments. Breaks during plotting are determined by the judge. On test day, refreshments and snacks should always be available to the judge. (Refer to the judge's contract for additional arrangements previously made, if any).

Maps and Area Orientation

Providing a detailed map of the area that clearly marks all track locations is crucial for event logistics. It is important to avoid situations where the driver, judge, or person leading entrants becomes lost. The person responsible for leading entrants must understand that they cannot pass them and should ensure that no one is left behind, especially at turns or stoplights.

Provision of Google Map/Earth Pins

To facilitate effective planning and assessment, Google Map or Earth pins indicating the locations of tracking fields and urban areas should be provided to the judge several weeks before the scheduled test. This allows judges the opportunity to pre-plot tracks and gain a clear understanding of the shape, size, obstacles, and other needed information of the designated test areas. With this information, judges can better prepare.

4 ENTRIES & END OF TEST

(TTR&R CHAPTER 6)

Worker Draws

4.1 Entry Draw, Move Ups & Refunds (TTR&R Chapter 6.6)

4.1.1 TTR&R 6.6.2 At the discretion of the club hosting the test, up to 1/3 of the places within a given test level can be **reserved for club workers from previous tests, as defined by the club**. The number of places that can be set aside for this worker draw is 0 for 1-2 tracks, 1 for 3-5 tracks, 2 for 6-8 tracks, 3 for 9-11 tracks and 4 for 12 tracks. The draw for these places in the test will be held immediately prior to the main draw and any entries of workers that were unsuccessful in obtaining a place in the worker draw will be added to the general pool of entrants for the main entry draw outlined in 6.6.1. If a club chooses to set aside places in the test for workers, this must be stated in the premium list along with the number of each level of tracks that will be for workers.

(“Defining a Club Worker:

This rule was implemented to encourage volunteerism and reward those that do. The hosting club should clearly define what constitutes a “club worker”, as the rule states this is determined by the club itself. Clear definitions help everyone understand the process and may motivate more individuals to help in future events, examples could be:

- Limiting eligibility to current members of the club only.
- Including all volunteers who have stepped up to assist the club during past events.
- Adopting a combination of both club members and past volunteers.

Another topic to consider, is the hosting club issuing “Worker Draw Certificates” to those that volunteer, can the certificate be used for another test if they did not get in on the first attempt)?

4.2 Draw for Tracks (TTR&R 6.12)

Draw Items

4.2.1 (TTR&R 6.12.57) The host club will supply enough draw items for the number of tracks laid. The draw will be done with all participants present at the predetermined location and time. If there are different levels being offered on the same day, separate draw times may be used at the discretion of the club. The draw must be conducted as follows:

- Draw items will be numbered and will be placed in a suitable container where the items are not visible.
- Exhibitors will be asked in “catalogue order” to draw one item from the container.
- The draw items cannot be reused.
- The exhibitor will retain the draw items.
- There should be no distinguishable differences between the items.
- The item must be picked by the handler of the dog from the container

(A detailed outline of the draw can be found in this chapter, make sure you have familiarity with its requirements. The host club will supply enough items for the number of tracks laid. These items will be identical in size and texture but readily identified by a number. There should be no way to distinguish between one item to another. Draw items will be placed in a container where the items are not visible. Competitors will be asked in ‘catalogue order’ to draw one item from the container. The draw items are intended to be kept by the exhibitor; they will not be re-used. Draw items may be as simple as ping pong balls, numbered pieces of paper folded identically by the committee, or they could be small keepsake items that do not vary, as described above. Some clubs like to use draw items related to their locality, or relating to the season e.g. Easter eggs at Easter, mini pumpkins at Halloween.)

4.3 Equipment & Tracks (TTR&R 10.3)

Tracking Articles

- 4.3.1 (TTR&R 10.3.1) (f) All articles for all levels must be approximately 10 cm X 15 cm (4 in X 6 in), must not be of a colour which will contrast sharply with the background and should be such that they easily can be picked up by the dog if this is the way they indicate the article.

(To be acquainted with all rules regarding “Articles” please read this entire chapter. Articles are to be made of leather, metal, wood, plastic or cloth. When selecting items to be used as articles keep in mind that some dogs may indicate by retrieving or picking the article up, therefore avoid such items that could cause harm or injury.

- Metal articles made of zinc and plastic that easily shatters may not be used.
- Metal articles should not be placed on asphalt or other hard surfaces where heat conduction may occur. (This of course would be weather dependent).

An appreciated tradition among many clubs is to allow the handler and dog, upon a successful track, to keep their final leather article as a memento. This article may be personalized with the club’s name, the date of the event, and even the judge’s signature. These keepsakes, much like the draw items, are valued by participants, especially when they include the track number. Such tokens serve as meaningful reminders of the accomplishment and the event itself.)

(New Rule for 2026 - Move Ups)

4.4
(TTR&R 6.6.5)

At the discretion of the club hosting the test(s), if a dog is entered in a test for TD or UTD and has passed that level at a previous event, the handler can move up to TDX or UTDX if there is an available track, providing the rules of the draw are followed and no alternates are available. Additional entry fees would be applied as per the premium and subsection 6.6.4 would also apply.

(For Clarity, “ Rules of the draw” refer to section 6.6 of the Rules and Regulations. Please refer to this section when drawing for test entries.)

How moving up works

Examples of qualifying to move up from TD or UTD.

- 1) Fido is entered in a TD test at the ABC club one week prior to the test being held by the XYZ club which Fido is also entered in at the same level. Key factor being the XYZ club entries are now closed. In this scenario Fido has passed TD at the ABC club, and due to the XYZ club not having a full TDX entry, or not having an alternate, or has an open TDX track due to another dog passing TDX at a previous test and does not want to run another TDX that it is entered in, Fido can move up to TDX at the XYZ club.
- 2) Fido is entered in two TD tests at the ABC club; one is held on Saturday and the second on Sunday.

Fido passes TD on the Saturday and due to the ABC club not having a full TDX entry, or not having a TDX alternate, or has an open TDX track due to another dog passing TDX at a previous test and does not want to run another TDX that it is entered in, Fido can move up to TDX at the ABC club’s second test on Sunday. If the club allows move-ups, then they need to be prepared by having all advertised TDX tracks planned for.

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- 3) Being able to move up in a test does not mean an additional TDX or UTDX track can be offered outside of what was advertised in the premium.

4.5 Program of Judging (TTR&R 6.11)

- 4.5.1 (TTR&R 6.11.1) At the tracking test, a club must provide a printed catalogue listing each entered dog, each alternate, and **a section for move ups as worded in the appendix if offered by the hosting club.** The catalogue must contain all the information as stated in Appendix 1. The catalogue must be distributed to each exhibitor prior to the draw for tracks on the day of the test.

SAMPLE of CATALOGUE

ABC DOG CLUB

Any Street, Any Town, Canada H0H 0H0

TRACKING TEST – DATE

#TD, ___ #TDX, ___ #UTD, ___ #UTDX___

Date trial to be held Name of Judge

Tracking Dog (TD) Test Participants

Track # P/NP Cat No.

___ ___ 101 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

___ ___ 102 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

___ ___ 103 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

Tracking Dog Excellent (TDX) Test Participants

___ ___ 104 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

___ ___ 105 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

Tracking Dog Excellent (TDX) Alternate

___ ___ 001 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

This test has offered the ability to move up from "TD" to the next test level (TDX) as per section 6.6.5

___ ___ TD Catalogue No ___ Has moved up to the available TDX track.

This test has offered the ability to move up from "TD" to the next test level (TDX) as per section 6.6.5

Sample of how to mark a catalogue for CKC officials as per 6.13 "move ups

2 P065 TD Catalogue No 103 Has moved up to the available TDX track.

5 TEST SECRETARY

This position involves numerous duties and responsibilities, as evidenced by approximately 19 references to “secretary” in the CKC Rules and Regulations. The individual holding this role is tasked with but not limited to: submitting CKC requests for tests and judges, accepting entries, managing entry funds, organizing the draw, and submitting end-of-test documentation and remittances. Listed below are sections that mention secretary duties for at a glance reference.

5.1.1 **The Event Secretary** must be a regular member in good standing with the CKC.
(TTR&R 2.2.6)

5.1.2 After a club has been granted permission by the CKC to hold a tracking test, the club must submit an **application for approval of selected Judges**. The application must set forth the names and addresses of the people selected to judge, as well as the level(s) assigned to each judge. (see sample of Judges request form)
(TTR&R 3.1.1)

5.1.3 Once approval is granted, the CKC will inform the test-giving club that the judges have been approved. **The test secretary** shall send to each approved judge a confirmation of assignment letter, supplied by the CKC, as well as any other pertinent information that the club may include. (email communication would be the preferred method of corresponding)
(TTR&R 3.13)

5.1.4 Judges’ Contract

(At this stage, it is advantageous to initiate a discussion with the invited judge regarding the terms and expectations of their involvement. Presenting a formal “Judges contract” allows both the club and the judge to clearly outline, review, and understand their respective responsibilities and commitments. Establishing these details ensures that both parties are aware of and agree upon expectations for the test, fostering transparency and mutual understanding. A sample of the judges’ contract can be found in the appendix.)

5.1.5 Entries must be delivered to the **event secretary** as stated on the premium list. At its option in addition to mail, the club may elect to receive entries by hand, by courier or by email. If the club chooses to accept email entries, it may also choose to accept e-transfer for the entry fees. The entry of a dog at a test held under these rules must be accompanied by the entry fee.
(TTR&R 6.1.17)

5.1.6 All entries must be made on an official CKC entry form and must show all particulars as set forth in these rules. The **Test Secretary shall supply entry forms**. Any dog proven not to correspond with its entry form shall be disqualified, and all winnings and entry money shall be forfeited. Should the act of fraudulent entry be proven, the owner and/or handler shall be referred to the Discipline Committee of the CKC who shall take such action as it sees fit.
(TTR&R 6.3.1)

(See new 2026 official CKC tracking form. As per 6.3.2 (i) handlers must list the current CKC tracking titles of their dog.)

5.1.7 **The test secretary will accept entries** from the date the Premium List (TTR&R 6.5.1) is released until the official closing date. No entries can be accepted after the official closing date. Placement in the test or onto an alternate list will be determined by a random draw. Only one entry per event for each dog entered will be accepted by the tracking test secretary. The secretary shall open all entries as they are received and set aside any duplicate entries for the same dog at the same level. These duplicate entries so set aside shall not be included in any draw. The Secretary will notify each entrant that their entry has been received within 2 days of receiving the entry.

5.1.8 Entries shall **not be accepted** from any person who is not in good standing (TTR&R 6.1.5) with The Canadian Kennel Club on the day of entries closing. A list of persons not in good standing can be found on the CKC website.

5.1.9 **No dog** belonging wholly or in part to any judge or to any member of the (TTR&R 6.1.5) judge's immediate family or household **shall be entered** in any tracking test at which the judge is officiating. The Test Secretary may enter and handle, however the **Test Chair may not handle, enter or act as an agent at the test where they are officiating.**

5.1.10 A random draw of all non-duplicate entries will be conducted within 48 (TTR&R 6.6.1) hours of the closing date. The **test secretary will conduct the entry draw** on the date, time and location as so specified in the Premium List. Any interested parties may attend the draw. If the stated limit is not reached, then a **draw is to be conducted solely to determine catalogue order.**

(See section 6.6: Entry Draw, Move Ups & Refunds for rules and regulations.

A sample of "Record of Entries" is provided in the appendix).

5.1.11 **Position of the exhibitor** in the test, or on the alternate list will be (TTR&R 6.6.3) provided within 24 hours of completion of the entry draw. All entries that were not drawn for a place in the test shall be assigned a position on the alternate list in the order drawn in the entry draw. At the time of the draw for tracks on test day, entries from the alternate list may fill any absentee spaces. An absentee is defined as an entrant who is not present at the time of the draw for tracks.

(For the purposes of tracking tests, whenever the rules and regulations refer to "Position in the Test," this term specifically denotes the catalog order. Each entrant is assigned a catalog number based on this order. The catalog order determines the sequence in which participants draw for their test tracks).

5.1.12 Exhibitors may not train on the designated tracking fields or designated (TTR&R 10.1.8) urban areas within ten (10) days of the test. The **test secretary** will advise the accepted test entrants of the location(s) of the designated test areas. This includes a judge holding a workshop/seminar on the tracking test site (field or urban) within ten (10) days of the test. This rule must be published in the test premium.

(Advising competitors of the exact locations of the designated tracking fields and urban areas can be done when the entrant is notified of acceptance into the test, for example. As the catalog requires exact test locations to be published (the map jpeg, GPS co-ordinates, address and or list of directions, for example) can be used for the same purpose.)

5.2 End of Test (TTR&R 6.13)

5.2.1 (TTR&R 6.13.1) The **Tracking Test Secretary** of the club holding a tracking test under these rules shall, within 14 days after the last day of the tests, send the following to the CKC:

- (a) A marked catalogue
- (b) All entry forms
- (c) The official plotting sheet for each entry bearing the judge's signature
- (d) Any other information or reports as may be required by the CKC
- (e) The signed certification over the signature of the Tracking Test Secretary for the club as to the number of dogs with Temporary Competition Number (TCN) entered in the test and total number of dogs entered in competition in its test
- (f) A remittance which shall include all Temporary Competition and recording fees in an amount specified from time to time by the Board, for each and every dog entered in competition in its test. Failure of the CKC to receive the results and appropriate remittance will result in administrative fees as approved from time to time by the Board.

In the event of UNSPORTSMANLIKE CONDUCT and a complaint is filed under this section. The **Test Secretary** shall submit to CKC a complete report of any hearing action taken under this section within 14 days.

5.3 The Premium List -(TTR&R 4) (not specifically a secretary's duty)

5.3.1 (TTR&R 4.1) After a club or association has been granted approval to hold a tracking test under these rules and regulations and has obtained Canadian Kennel Club approval of its selected judges, a premium list must be released and distributed a minimum of 30 days prior to the acceptance/opening date. Premium lists shall include the following information:

- (a) "Official Premium List" must appear at the head of the cover (or first page, if self-covered)
- (b) The name in full of the club or association holding the test
- (c) The date or dates and type of test which will be held
- (d) The statement "This test is held under the rules of The Canadian Kennel Club"
- (e) The postal address of The Canadian Kennel Club and the name of the Executive Director of The Canadian Kennel Club
- (f) A list of officers of the club or association holding the test
- (g) The full name, postal address and title of the person to whom entries are to be submitted.

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- (h) The full name and email address of the Chair of the Tracking Test Committee and such other test officials as the club or association wish to identify in the premium list
 - (i) The full name and email address of each Judge and the name of the test(s) each will judge
 - (j) A statement as to the order of running of the tests, the date and time on which entries will close and the entry fee for each
 - (k) The statement “A Temporary Competition fee as established by The Canadian Kennel Club must accompany the entry of a dog for which a Canadian Kennel Club individual registration number or Event Registration Number (ERN) is not shown on the entry form”.
 - (l) The full list of prizes if offered
 - (m) Such other regulations or additional rules for the government of the test
 - (n) A statement to include the wording of Section 14.7
 - (o) Date, time and location of the entry draw
 - (p) Time(s) and location(s) of the draw(s) for tracks
 - (q) At its option, a club may choose to allow mixed breeds and unrecognized breeds to compete. This option, if exercised, must be stated on the cover of the premium list
 - (r) At the option of the test giving club they may allow move ups as per 6.6.4

5.3.2 At the time of distribution to prospective entrants, 2 copies of the premium list must be sent to the Canadian Kennel Club and one copy to each of the Tracking Test Chair, Representatives, and the Board Member representing the zone in which the test is to be held.

(Clubs can utilize email, they do not require hard copies delivered by mail.)

5.3.3 Exhibitors may not train on the designated tracking fields or designated urban areas within ten (10) days of the test. The test secretary will advise the accepted test entrants of the location(s) of the designated test areas. This includes a judge holding a workshop/seminar on the tracking test site (field or urban) within ten (10) days of the test. This rule must be published in the test premium.

5.3.4 Entries must be delivered to the event secretary as stated on the premium list. At its option in addition to mail, the club may elect to receive entries by hand, by courier or by email If the club chooses to accept email entries, it may also choose to accept e-transfer for the entry fees. The entry of a dog at a test held under these rules must be accompanied by the entry fee.

SAMPLE for premium - Entries

Entries close: 6 PM Friday, September 26 2025, Pacific Daylight Time

- This test is limited entry
- Entries will be accepted by hand, mail/courier or email
 - Entries must not require a signature for delivery, email receipt or similar
 - Email entries must be scanned and sent as a PDF or JPEG attachment to whoever@sample.com
 - Receipt of entries will be acknowledged by e-mail within 2 days after receiving them
 - Owners are responsible for errors in their entry forms, Incomplete or improper entry forms will not be accepted
 - List all CKC tracking titles as required

SAMPLE for premium – Payments

- E-transfer payments can be sent to whoever@sample.com E-transfers will be auto-deposited. If your bank requires a password, use (Password created by club)
- Make cheques/money orders payable to ABC Tracking Club. No post-dated cheques will be accepted
- Payment must accompany each entry. Failure to submit payment will result in your entry being discarded
- U.S. entrants may pay by money order payable in Canadian funds or personal cheque in U.S. funds for the full amount of the fees. (check with your club's bank on accepting USD)
- There will be a \$50.00 service charge on all NSF cheques received. Tendering an NSF cheque will be considered non-payment of entry fees and is an offense punishable by disciplinary action and cancellation of awards by the CKC See 6.4.1\)
- ABC Club tracking test committee reserves the right to refuse entry

SAMPLE - Refunds:

- When an entered dog is withdrawn after the closing date, refunds will only be permitted when the vacancy is accepted by an "alternate". Entry fees will be returned within 10 days of the test to alternates who did not participate in the test. Out of consideration for other entrants, if you are unable to participate in the test, please notify the test secretary as soon as possible. (See 6.6.6)

SAMPLE - Entry Draw

- A random draw of all entries received by the closing date and time will take place to determine placement/catalog order in the test or on the alternate list.
- The draw will be at 4:00 PM Sunday Sept 28 at Sam's Bakery, Salmon Arm, BC.
- Exhibitors will be notified within 24 hours of draw completion.
- The entry draw will follow the procedure as outlined per rules 6.6.2 and 6.6.6.
- Bitches in season may compete but will run last. Please inform the Secretary upon arrival, or earlier, if possible.

SAMPLE - Meeting Place & Draw for Tracks

DATE AND TIME

- Rendezvous at the OPQ Visitor Info Centre 123 Railway Ave, Winter City, BC.
- Give Directions if required or parking instruction.
- Any primary entrant who is not present at this time will forfeit their position to the first alternate present.
- Competitors will convoy to the location of the test and the first track will be run as soon as it is sufficiently aged.

No-Host Lunch & Awards

- There will be a gathering after the test to de-brief tracks and hand out awards. location TBA

General: ABC Club additional information here.

Liability & Safety: ABC Club additional information

6 TEST CHAIR/SUPERINTENDENT

- 6.1.1 Any club holding a tracking test shall appoint a Tracking Test Committee and a Tracking Test Chair.
(TTR&R 2.5.2)

(According to the rules and regulations, "Superintendent" and "Test Chair" both refer to the same individual. The Superintendent plays a vital role during tracking tests; please review the relevant Rules and Regulations sections outlining their responsibilities.)

- 6.1.2 Officials & Committees –

(TTR&R 2.5)

(This section has additional information on duties and responsibilities of the **Test Chair** regarding disciplinary matters.)

6.1.3 No dog belonging wholly or in part to any judge or to any member of the
(TTR&R 6.1.8) judge's immediate family or household shall be entered in any tracking test at which the judge is officiating.

The Test Secretary may enter and handle, however the **Test Chair** may not handle, enter or act as an agent at the test where they are officiating.

6.1.4 A protest against a dog may be made by an exhibitor/ handler, any member
(TTR&R 12.1) of the CKC, or a member of the club or association holding the event in the following manner:

- (a) **Protests** – A protest should be lodged with the **Event Superintendent** before the closing of the event and must be in writing, on a form provided by the CKC (or facsimile thereof). A hearing shall be held prior to the departure of all parties. No protest will be entertained unless accompanied by a deposit. This deposit shall be returned if the protest is sustained. If the protest is not sustained, the deposit will be forwarded to the CKC with the Event Committee's report.

(the **Superintendent** will be required to fulfill duties in this section should the situation present itself, please familiarize yourself with the entire chapter).

7 TRACKING TEST COMMITTEE

7.1.1 The **Tracking Test Committee** may decline any entry or may remove any
(TTR&R 6.9.1) dog from its test for just cause, but in each such instance shall file good and sufficient reasons for doing so with The Canadian Kennel Club within two (2) weeks of the test.

7.1.2 Any handler who displays unsportsmanlike conduct or who is seen to kick, strike or otherwise roughly manhandle a dog while on the grounds of a tracking test at any time during the holding of the event, may be expelled from the trial by the **Tracking Test Committee**.
(TTR&R 7.2)

7.1.3 The tracking test grounds will be determined by the **Tracking Test Committee** with individual testing areas set aside for each dog entered.
(TTR&R 10.1.1)

7.1.4 The **Tracking Test Committee** shall try to keep livestock off the actual tracking area during the hours of the test.
(TTR&R 10.1.2)

7.1.5 The **stewards** shall keep each exhibitor from observing his allotted track while it is being laid. Failure of the exhibitor to cooperate with the steward will constitute strong grounds for the judge to mark his dog disqualified.
(TTR&R 10.1.3)

(Stewards can play an important role in the organization of the test. Their responsibilities may include ensuring that each exhibitor is prepared and available at the appropriate time for their track and assisting exhibitors to their assigned track locations. This position is not specific to the tracking committee).

7.1.6 Plotting Sheets

(TTR&R 10.3.2)

- b) Judges are responsible for laying out test tracks prior to a test. In circumstances where a judge is unable to plot test tracks, a **knowledgeable test committee** may do so.

Additional Duties of the Test Superintendent and Committee Members

The following additional duties overseen by the Test Superintendent and/or Committee Members **are not stated in the official CKC tracking rules** and regulations. However, they are essential for the smooth organization and execution of the tracking test event. The Superintendent may delegate these tasks to other volunteers:

- Select test grounds in either field or urban areas, and book with property owners and or management if required. Provide after event gift to property owners
- Arrange for ribbons and trophies (if offered)
- Recruit track layers approximately 2 months before the test
- A week prior to the test confirm with landowners and track layers
- Prepare tracklayer and volunteer schedules
- Will be present at the location for plotting and day of test
- Supervise the laying of tracks
- Accompany judge on tracks (if required by the judge)
- Ensure tracking stakes and other required equipment are provided
- Ensure tracking stakes and other required equipment are picked up after the test

7.2 Selection of Test Grounds – Tracking Test Committee

Field

Field tests, as the name implies, are held in a rural or agricultural area, usually on farmers' fields. Suitable vegetation for TD and TDX tracks may be short or long grass, alfalfa, clover, grass and weed mixture. Cover that is not ideal for tests would be crop fields such as canola, wheat, and other forms of coarse vegetation. Watch for foxtail, these plants are hazardous to dogs.

ATD track requires about 5 acres, while a TDX track requires approximately 10 acres. When selecting an area, the host club must ensure there will also be space to allow a minimum distance of 40 meters between proposed tracks. Distance from tracks for the route of the tracklayer, both in and out should also be considered, as well as the route for the cross track layer in TDX tracks for entering and exiting. It also must be possible get the tracklayer, handler and dog in and out of the field without contaminating their track or any adjacent tracks. Also consider that an odd shaped field

could require more than the recommended acres i.e.: triangular. Should the judge find an area deficient on day of plotting, whether used in a previous event or not, the club will be required to find a more suitable area.

Equipment used for staking field tracks is provided by the host club, generally there are two types of flags / stakes used but there are many other options. The smaller wire flags are called “survey flags” they are purchased in bundles and are very economical, they are generally not used for primary track plotting as they are small and harder to see. They are great for breadcrumbing the cross tracks to assist the Cross Track Layer to get in and out of the track.

The larger stakes that are most common are called “Electric Fence Posts” they are made of plastic and have metal stakes that are more durable and easier to place in the ground. They are approximately 4 – 6 ft tall, and light which makes them ideal for plotting. Both styles can be purchased through farm supply stores, Home Depot, Lowes, ect.

- A set of TD stakes includes: one start flag, one directional flag, 5 corner stakes, and one or two end stakes, (two if clubs prefer to mark the end with two stakes crossed) Total 9 max.
- A set of TDX stakes includes: one start flag, 8 corner stakes, 2 article stakes, 4 X-track stakes, 1 or 2 end stakes. Total 17 max (plus some survey flags).

It is crucial that each set of stakes used for field tests is clearly colour identified. This can be achieved by attaching different coloured strips of fabric to each set, utilizing materials such as cotton, broadcloth, or other similar fabrics. Distinct colour coding helps in differentiating the purpose and position of each stake during the test.

The start flag within a set should be easily distinguishable from the corner flags by using a unique colour. For TDX sets, it is important to further colour code the stakes designated for articles and cross-tracks. This additional identification minimizes confusion for track layers as they navigate and lay out the tracks.

Ensuring that stakes are visible is essential to the successful plotting and laying of tracks. Clear visibility of the stakes allows track layers to accurately follow the intended paths and maintain the integrity of the test layout. Visibility will be a concern in weather conditions, terrain such as hills, height of the field cover, ect.

Urban

The urban test environment consists of vegetated sections such as short or mowed grass as you would normally find in urban locations. The non-vegetated areas may consist of any combination of brick, concrete, gravel, sand, mulch, or asphalt. The dog may also be required to work around various distractions such as buildings, parked vehicles, garbage cans, picnic tables, posts, etc. In UTD, one or two steps are allowed as obstacles. In UTDX, obstacles may be stairs, small fences or guardrails, and may enter an open building such as a parking garage. Typical sites for urban tracks would be office parks, industrial parks, schools and campuses, city parks.

When scouting locations, the host club must be aware of fenced in areas that may limit use for tracks. As with field tracks, getting the tracklayer in and out, and the handler and dog, must be considered.

Urban areas may also find people walking, and sometimes dogs, and vehicles driving over the track, while the test is in progress. This would be considered a normal part of the urban environment.

The host club should ensure there will be enough suitable areas available before applying for Urban Tracking Tests. If there is confusion as to what is suitable, the club is encouraged to contact their proposed judge or CKC Tracking Representative for clarification.

Due to the unique nature of urban tracking, flags/stakes are not required, other than the start flag, and there are no cross tracks laid.

Should the judge find an area deficient on day of plotting, whether used in a previous event or not, the club will be required to find a more suitable area.

*** Tracking Time Table of volunteer schedule will be found in the appendix.

8 THE TRACK LAYER

One of the most valued test positions, tracking tests do not happen without the volunteerism of those willing to lay tracks for Field and Urban tests. This position can be physically demanding and requires an investment of time, during the day for plotting the track, and the day for laying the track for the test.

The test hosting club will provide a track layer schedule to the tracklayer.

8.1.1 Tracklayer

(TTR&R 10.3.3)

- (a) At the start of the track, **the tracklayer**, who **shall not be a member of the handler's immediate household**, shall thoroughly tramp an area of about one square meter and remain standing one minute, to create a **scent pad**, and then proceed along the designated track at a normal walking pace. No standing still or shuffling while on the track is permitted.
- (b) **The tracklayer** shall leave one flag or similar marker to mark the start of the track and another 30 m (98 ft) from the start to indicate the initial direction of the track for the TD test. After dropping the final article, the tracklayer shall proceed straight ahead for at least 20 m (66 ft) and leave the course, as directed by the judge during plotting.
- (c) The plotting sheet will be marked with an X at each location where **the tracklayer is to place an article**.

8.1.2 Plotting Day:

- Dress for the conditions, wear appropriate footwear for the conditions.
- You will need a clipboard, blank paper, pencils, pens, and optional highlighters.
- You will be drawing/sketching a map of your assigned track under the guidance of the judge, which you will follow on the day of the test. Mapping will include land marks and distances for example.
- You will be carrying the plotting stakes to mark your track.
- You will be provided with tracking articles and urban start articles on the day of plotting.
- Remember to stay hydrated.
- Tracklaying is a valuable learning opportunity, ask questions and enjoy the day.

8.1.3 Test Day:

- NO perfume.
- Bring your map and articles.
- Be at the field at least 15 minutes before your track is to be laid.
- Before heading out to the start flag, take a minute to look at your map and flags to refresh your memory.
- Make sure you have your article(s).
- Lay your track by the specified time as per your schedule, if you are late in laying your track, make sure you tell the Judge, Test Superintendent or the person in charge as this will affect the schedule.
- Stand on the right side of the start flag (start flag will be left of the scent pad) for 1 minute while making a scent box 1 meter (3 feet by 3 feet). Walk naturally.
- Always follow the instructions of the Judge concerning the scent pad and track laying.
- As you approach a corner flag, take a second to check your map to know where the next flag is. Don't stand on the corner. Pull up the flag/stake and walk naturally to the next flag/stake, etc.
- Drop the article at the end of the track, step on it then walk a minimum of 20 meters past the article in the same direction before turning to leave. All levels of tracking have an end article. TDX, UTD and UTDX have more than one article. The judge will tell you where articles are to be placed. All articles are to be stepped on after dropping on the track.

8.1.4 Oops!

- If you have forgotten your article(s), don't panic, **quietly** tell the Superintendent or Judge.
- If you forgot to drop an article, don't panic, do not attempt to correct the situation, **quietly** tell the Superintendent or Judge.
- If you forgot to pull a flag/stake, **do not backtrack to retrieve the stake**, leave it there, **quietly** tell the Superintendent or Judge.
- If there are any problems, tell the Superintendent or Judge away from exhibitors and then keep quiet about it. They will deal with it.
- If you have made a mistake, keep in mind that you are not alone—many people have been in your position before, and many will be in the future. Mistakes happen, and there is no need to feel embarrassed or worried.
- Judges are highly experienced in dealing with these situations. Rest assured, they will know exactly how to handle whatever has happened. Trust their expertise and guidance throughout the test.

9 HANDLER INFORMATION

It is the handler's responsibility to thoroughly read the current version of the Tracking Rules and Regulations. To assist handlers, the following excerpts are provided to highlight popular topics for easy reference. These sections are intended to offer quick access to essential information that may be relevant on the day of the event.

9.1.1 Opportunities to Ask Questions

Judges are invested in your success and want to see you pass, before beginning your track, your judge will ask if you have any questions. This is the appropriate time to seek clarification or address any uncertainties regarding the rules or procedures. Additionally, judges often address all participants during the Draw, offering further opportunities to bring forth queries.

9.1.2 Collars Harnesses, Leads, & Protective Gear

(TTR&R 10.2)

(As an update to the 2026 Rules and Regulations, all info concerning what you will require for the day of test, as well as what you cannot use, can be found in this section.)

9.1.3 On The Track

(TTR&R 10.5)

(This is an important section to be followed by the handler as it will explain some do's and don'ts while on the track.)

9.1.4 The Handler (TTR&R 10.5.1)

- (a) **Guiding** is defined as behavior by the handler that influences or determines the dog's direction. Guiding is prohibited and will cause the dog to fail. Failure for guiding is solely at the discretion of the judge. Teamwork and line handling are recognized as integral to the sport of tracking. Any overt measures in the judge's estimation that change or influence a dog's direction may be considered guiding for which an entrant will be failed.

(If you are uncertain as to other behaviours that may be considered guiding, ask the judge at the draw or before starting your track.)

9.1.5 Water (TTR&R 10.6)

- (a) The handler may supply and carry a factory sealed bottle of plain water, which may be examined by the judge prior to the start of their track. Water may be offered at any time on the track at the handler's discretion. However if in the judge's opinion the watering is excessive for the tracking conditions, the dog may be failed as not working.
- (b) After informing the judge that water is needed, the handler may approach the dog to provide water; after which the dog must continue working from that point on its own with verbal encouragement only.

(As per rules of restarting (10.5) you cannot point to the ground after providing water to your dog, this could be considered guiding. After watering the dog, he must continue working from that point on his own with verbal encouragement only.)

9.1.6 The Dog (TTR&R 10.5.2)

- (a) The dog must be on a lead from 5 m (16 ft) to 15 m (49 ft) in length. Three m (10 ft) must be respected as a minimum "handler to dog" distance. The dog must work at a distance where it works freely and is not influenced by the proximity of the handler, who may adjust line length as appropriate to conditions and obstacles, so as not to hinder the dog in its work. 10.5.2 The Dog (a) The dog must be on a lead from 5 m (16 ft) to 15 m (49 ft) in length. Three m (10 ft) must be respected as a minimum "handler to dog" distance. The dog must work at a distance where it works freely and is not influenced by the proximity of the handler, who may adjust line length as appropriate to conditions and obstacles, so as not to hinder the dog in its work.

(If the handler believes the dog's work is hindered or in danger of injury by a tangled line, they may approach quickly to untangle it, after which the dog must continue working from that point on his own with verbal encouragement only as per the rule under watering. Untangling the dog is at the handler's discretion.)

9.1.7 Pass or No Pass
Tracking is a challenging endeavor, and

“If it were easy, everyone would be doing it”.

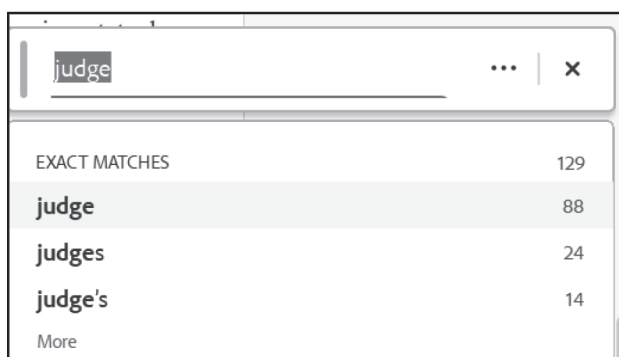
It’s important to recognize the effort and dedication that both you and your dog have invested in reaching this point. Each level presents a greater challenge, and the pass rate becomes increasingly lower, so take pride in how far you have come.

Discouragement is natural, especially when faced with setbacks, but remember that the essence of tracking lies in the enjoyment and teamwork between you and your dog. If your dog is happy and engaged in the search for a mysterious person, following their scent and playing the game of hunting for articles, then you are already succeeding. Keep going, and don’t give up.

10 GUIDEBOOK APPENDIX

Helpful hint when searching for topics in the Rules and Regulations or Guidebook as a downloaded PDF document.

If you press the **control key** and letter **“F”** for (“Find”) at the same time, a search box will appear. In the search box type in the main word for the topic you would like to search. ie: Judge – then you can use the arrow keys in the search box to navigate the sections in the PDF that mention the word ‘Judge’



**Finding Tracking Resource Files/Documents
on the CKC website and CKC Email**

CKC.ca > Clubs > Club Resources.

CKC.ca > Events > Events Forms > (scroll through as there are many areas of resource materials in this section.)

EMAIL: Information@ckc.ca

ATTN: Shows and Trails

The Appendix will include samples of official CKC forms, letters from the CKC to the Club and correspondence from the Club to the CKC, Judges, and Participants, etc.

**Appendix 1 – Catalogue
The catalogue must contain the information listed below.**

The following information must be printed on the front cover of the catalogue:

- 1. The name of the club holding the test.
- 2. The exact number and type of test being held.
- 3. The dates of the tests.
- 4. The statement “This test (these tests) are held under the rules of The Canadian Kennel Club.”

The information listed below must appear in the catalogue but not necessarily on the front cover. It is preferred that this information be listed on the first page (excluding inside front cover).

- 1. The exact location of the test.
- 2. A list of officers of the club and the address of the Event Secretary.
- 3. A list of the Test Committee including the email address of the Event Chair.
- 4. A complete list of the judges and their email addresses.
- 5. A listing of each judge’s assignments for each day.

The following wording will be placed as a catalog section below the dogs entered or the alternates, (if any) in the same format.

- (a) This test has offered the ability to move up from “TD” to the next test level (TDX) as per section 6.6
- or
- (b) This test has offered the ability to move up from “UTD” to the next test level (UTDX) as per section 6.6
- (c) If there is a move up from TD or UTD the club secretary can handwrite the required information into the marked catalog.

SAMPLE of CATALOGUE

ABC DOG CLUB

Any Street, Any Town, Canada H0H 0H0

TRACKING TEST – DATE

___ #TD, ___ #TDX, ___ #UTD, ___ #UTDX

Date trial to be held Name of Judge

Tracking Dog (TD) Test Participants

Track # P/NP Cat No.

___ ___ 101 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

___ ___ 102 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

___ ___ 103 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

Tracking Dog Excellent (TDX) Test Participants

___ ___ 104 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

___ ___ 105 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

Tracking Dog Excellent (TDX) Alternate

___ ___ 001 ___ Dog's Registered Name, CKC Reg No., Sex, Date of Birth, Breeder Sire and Dam, Owner(s), Address, Place of Birth (Canada or Elsewhere), BREED

This test has offered the ability to move up from "TD" to the next test level (TDX) as per section 6.6.5

___ ___ TD Catalogue No ___ Has moved up to the available TDX track.

This is a sample of the initial paperwork sent to the Canadian Kennel Club to ask for permission to hold a Tracking Test and for approval of your dates.

Also requesting your forms and stationary required would be appropriate at this time.

ABC DOG CLUB
Any Street, Any Town, Canada H0H 0H0

Date

Canadian Kennel Club Shows and Trials Division 5397
Eglinton Ave, Suite 101 Etobicoke, ON, M9C 5K9

RE: Tracking Trial Test (Date)

Please find enclosed the following application forms for the
above event

- Application to hold an Event under CKC Rules
- Supplies Form

Yours truly,
ABC Dog Club Test Secretary
(day time phone number and email)

Encl.



EVENT DATE APPLICATION – Trials & Tests

Instructions

- All required sections of the application must be complete.
- The application must be signed.
- A letter of consent is required from the all-breed club for events held in conjunction with an all-breed club.
- Incomplete applications will be returned.
- Application to be received a minimum of 180 days prior to the event.

Name of Club

Type of Event	# of Events/Day	Dates	Classes & Stakes (When Applicable)
Agility Trial			
Beagle Field Trial			
Chase Ability Test			
Draft Dog Test			
Earth Dog Test			
Fetch Test			
Field Trial Conformation Show			
Herding Trial			
Lure Coursing			
Painting Field Dog Test			
Painting Field Trial			
Painting Water Test			
Retriever Field Trial			
Retriever Hunt Test			
Scent Detection			Clubs must offer: <input type="checkbox"/> Instinct <input type="checkbox"/> Novice <input type="checkbox"/> Open <input type="checkbox"/> Excellent <input type="checkbox"/> Master
Spaniel Field Trial			
Spaniel Hunt Test			
Spaniel Water Test			
Sprinter Test			
Tracking Test			
Working Certificate Test			
Other:			

For Office Use Only

BREEDS & VENUE

Breeds: _____

Name of Venue: _____ Indoor Outdoor Both

Address: _____

City: _____ Province: _____ Postal Code: _____ (Attach letter of consent)

Event held in conjunction with: _____ (name of club)

Agility Trial-Venue (provide dimensions and course surface): _____

Herding Stock: _____

Scent Detection: Components – please list for each level except Instinct: _____

OFFICIALS

Event Secretary: _____ CKC Membership No: _____

Address: _____ E-mail: _____

Event Superintendent: _____ CKC Membership No: _____

President: _____ CKC Membership No: _____

Vice President: _____ CKC Membership No: _____

Secretary: _____ CKC Membership No: _____

Treasurer: _____ CKC Membership No: _____

Date _____ Name and Title of Club Officer or Event Secretary _____ Signature of Club Officer or Event Secretary _____

Date Received	Reference Number	Date Approved	Approved by CKC
---------------	------------------	---------------	-----------------

This is a sample of a letter that the Canadian Kennel Club will send your club once your event has been approved. You should then contact your prospective judge in regards to judging at this event and send in your supplies request for supplies to CKC.

CANADIAN KENNEL CLUB®



CLUB CANIN CANADIEN™

5397 EGLINTON AVE W, SUITE 101, ETOBICOKE, ON, M9C 5K8 | TEL (416) 675-5511 | 1 (855) 394 - 7252 | www.ckc.ca

November 09, 2011

ABC Dog Club
Any Street
Any Town, Canada H0H 0H0

Dear Chairperson:

Reference No. ABCDEFG

Thank you for submitting an Event Date Application to The Canadian Kennel Club. We are pleased to advise you that the following events have been approved. Should you require additional Event Date Applications please go to our website under Shows & Trials forms, or contact the Order Desk.

Type	Date	Venue	Event #
Tracking Trial	A Date, 2012	Any Town	ABCDEFG

Should you have any questions, please do not hesitate to contact the Event Planning Department in the Shows and Trials Division at Head Office.

Yours sincerely,
The Canadian Kennel Club

Event Co-ordinator
Shows & Trials Division



CANADIAN KENNELCLUB®

CLUB CANIN CANADIEN MD

5397 EGLINTON AVE W, SUITE 101, ETOBICOKE, ON, M9C 5K6 | TEL (416) 675-5511 | 1 (855) 364 - 7252 | www.ckc.ca

JUDGING PANEL APPLICATION (Specialty Conformation Shows, Trials or Tests)
DEMANDE D'APPROBATION DES JUGES (Expositions pour races spécifiques, concours ou épreuves)

Name of Club: Club No.:
Type of Event: Date of Events:

If your judging panel includes an individual who is not currently a CKC licensed judge, please ensure that an Application for Field Trial or Test Judge is submitted with this application for that person.
OBEDIENCE - please ensure that each Obedience Trial judge listed on this application is assigned to a specific event number.

Table with 3 columns: For Office Use, Complete Name and Address of Judges, Proposed Assignments

For Office Use Only / À l'usage du bureau

Note: Once approved, alterations to the judging panel are not permitted without CKC approval.

Date, Signature of Club Officer or Event Secretary, Title/Titre, Membership #, E-mail

For office use only / À l'usage du bureau
Comments / Commentaires:
Judges to be observed / Juges à observer:

Date Received, Reference Number, Date Approved, Approved by CKC

52-10-73 09/18 Copy/Copie 1 - CKC/CCC Copy/Copie 2 - CKC/CCC Copy/Copie 3 - Club



This is a sample of a judge approval letter that CKC sends you once your judge has been approved. This letter and the page following that specifies exactly what classes have been approved must be sent to your judge upon your receipt of this letter.

CANADIAN KENNEL CLUB®



CLUB CANIN CANADIEN™

5397 EGLINTON AVE W, SUITE 101, ETOBICOKE, ON, M9C 5K6 | TEL (416) 675-5511 | 1 (855) 394-7252 | www.ckc.ca

December 09, 2011

ABC Dog Club
Any Street
Any Town, Canada H0H 0H0

Dear Chair:

Reference No. ABCDEFG

Your approval for Judge had been approved for your tracking test to be held on A Date, 2012 in Anytown has been approved.

Type	Date	Venue	Event #
Tracking Trial	A Date, 2012	Any Town	ABCDEFG

Should you have any questions, please do not hesitate to contact the Event Planning Department in the Shows and Trials Division at Head Office.

Yours sincerely,
The Canadian Kennel Club

Event Co-ordinator
Shows & Trials Division

This is a sample of a letter sent to your prospective Judge to inquire about their availability to judge at your upcoming test.

ABC DOG CLUB
Any Street, Any Town, Canada H0H 0H0

Date

Mr (Mrs, Ms) Prospective Judge

Address

City, Province Postal Code

Dear Judge,

On behalf of the executive of the ABC Dog Club we wish to invite you to judge at our (date) Tracking Trial. Please notify us at your earliest convenience if you will be available for these dates. I have included a contract for you to complete for our records. Thank you in advance for your time and consideration.

Yours truly,

ABC Dog Club

Test Secretary

(day time phone number and email)

Encl.

This is a sample of a contract that your club would ask your judge to complete once they agree to judge at your upcoming test. Completed in 2 copies one for the judge and one for the club.

ABC DOG CLUB
Any Street, Any Town, Canada H0H 0H0

Date

Test Secretary Address
City, Province Postal Code

This is to confirm my intention to judge at the ABC Dog Club Tracking Trials to be held in _____ on (date).

My fees and or expenses will be

(This contract would include anything else agreed upon between the judge and the club including such things as maximum number of dogs to be judged, type of tests etc)

Judge's Signature
Address
City, Province, Postal code
(contact phone number and email)

Test Chairperson or Test Secretary
Address
City, Province, Postal code
(contact phone number and email)



January 13,2013

Potential Judge Name 000000

Street

City

Postal Zone

Club holding event: ABC Dog Club 0000

Reference No. 100000

Event No. 120000

Date 18/03/2013

Location Any Town Canada

This will confirm that the assignment for the event indicated above for this judge will include the following:

Tracking Dog

Urban Dog

Tracking Dog Excellent

Urban Dog Excellent

ABC DOG CLUB
Any Street, Any Town, Canada H0H 0H0

Date

Please find enclosed the premium list for our upcoming Tracking Trial to be held (date) in (city) for (all breed or specific breeds only)

Yours truly,

ABC Dog Club
Test Secretary
(day time phone number and email)

Encl.

Distribution List as follows:

- 2 copies to CKC Shows and Trials Division
- 1 copy to CKC Provincial Director
- 1 copy to CKC Provincial Tracking Representative
- 1 copy to Tracking Test Judge
- 1 copy to Tracking Test Superintendent & Tracking Test Committee
- Prospective Competitors

**EMERGENCY JUDGES' SUBSTITUTION FORM**

Note: This form is to be sent to the Canadian Kennel Club, Shows & Trials Division, with event results. Please use one form per substitute judge.

Club Information

Name of Club: _____

Date(s) of Event: _____ Type of Event: _____

Name of Event Secretary: _____ Email Address: _____

Approved Judge

Name of Approved Judge: _____

Date notification was received that the approved judge was unable to fulfill their assignments: _____

Specify how notification was received: Email Telephone Other: _____

What was the explanation that was provided? _____

Substitute Judge

Name of Substitute Judge: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Email Address: _____

Is the substitute judge on the approved list of judges? YES NO

Date: _____ Event Number: _____

Classes/Breeds Judged: _____

Date: _____ Event Number: _____

Classes/Breeds Judged: _____

Date: _____ Event Number: _____

Classes/Breeds Judged: _____

Form Completed by: _____

Name

Date

SAMPLE

CLUB NAME

RECORD OF "DRAW FOR ENTRIES" to establish catalog order

Date of Entry Draw:

Location:

Secretary Name:

Catalog #	Entrant Name	Dog Name	Title TD, TDX,	Title LTD, LTDX	Notes
101			TD		
102			TD		
103			TD		
104			TD		
TD Alternate 01			TD		
105			TDX		
106			TDX		
TDX Alternate 01			TDX		
02			TDX		

For example, this club is hosting: 4 TD tracks and has 5 TD entries.

2 TDX tracks and 4 TDX entries.

After the closing date the club will be aware of how many entries it has per level and a "draw" form can be created for club records and to use for establishing the catalog order.

Sample of email notification to send to competitors that they have a track in the test and their catalog number or they are on the alternate list.

ABC DOG CLUB
Any Street, Any Town, Canada H0H 0H0

Date

Dear Competitor,

As per the rules of the Entry Draw 6.6, I am informing you that you have a track in the upcoming TD test on the day of _____.
Your position in the test is catalog number # _____.

or

As per the rules of the Entry Draw 6.6, I am informing you that you have been assigned the position of Alternate #1 in the upcoming TD test on the day of _____.

As per rule 10.1.8 Exhibitors may not train on the designated tracking fields or designated urban areas within ten (10) days of the test.
(Test locations will be provided by jpeg maps, addresses, or directions. ie: Private field Hwy. 12 and Rd 54, Bishop County, or ABC College campus.)

Yours Truly
ABC Dog Club Test Secretary
(day time phone number and email)



SUPPLY REQUIREMENT FORM (Training Test)

Name of Club: _____ Club No.: _____

Shipping Address: _____ Tel. No.: _____

Date of Event: _____ Event Number: _____

Item	Item Number	Suggested Quantity For One Event	Quantity Ordered
Insoking Test Plates & Pencil/pen	818-01-08	See note below	
Official Complaint Forms - KE 1. (to be used if filed at the event) 2. (official protocol) 3. (to be used if complaint filed directly to CKC) 4. (discussed charges and credit cards)	108-01-08	available on-line only	
Cover Sheet - Teaching Test Platting Sheet	181-18-71	1	
Judging Sheet - Teaching Test Platting Sheet	181-18-70	10	
Report on Appearance Teaching Test Judge	182-18-71	1	
Excuses & Disqualification Form	180-00-81	1	
CKC Membership Application	100-01-08	∞	
Non-Member Participation Fee Form	180-00-70	∞	
Emergency Judge Substitution Form	182-00-80	1	

The quantities indicated are recommended for one event (one event is equal to one event number). Quantities should be ordered based on the expected number of entries. Publications are now available on-line at www.ckc.ca under Events, Event Forms and therefore will not be provided. If a rulebook is needed as being required, only one rulebook will be forwarded with the supplies.

If downloading the forms from the CKC website, please ensure that a copy is forwarded to Head Office with the event results.

"NOTICE"

In order to receive your supplies in a timely fashion, please ensure that your order is received at CKC not less than 60 days (2 months) prior to the date on which the event(s) is being held. Supplies will be shipped by regular mail 8 weeks prior to the event. Please note that if it is necessary for supplies to be shipped by courier or express post, the club will be invoiced for these costs. All requests for supplies ordered within 60 days of the event(s) will be charged a handling fee of \$100.00 plus tax. If there is more than 1 club the fee will be applied to each club. Credit Card information for payment can be substituted with the Supply Requisition Form.

**TRACKING TEST COVER SHEET
FEUILLE COUVERTURE-ÉPREUVES DE PISTAGE**

NAME OF CLUB/NOM DU CLUB: _____

LOCATION/LIEU: _____

DATE: _____

TD	
TDX	
UTD	
UTDX	

Please indicate the number of plotting sheets attached for each test on the appropriate box above.

Veuillez indiquer le nombre de diagramme pour épreuves de postage inclus pour chaque épreuve dans la case appropriée

Event Secretary's Signature/Signature due secrétaire de l'épreuve

CKC Tracking Entry Form, please download from the CKC website.
As per 6.3.2 (I) All tracking titles must be included on the entry form



CANADIAN KENNEL CLUB OFFICIAL ENTRY FORM (Tracking Test)

Name of Club: _____

EVENT INFORMATION

FEES: Entry Fee \$ _____ TCN Fee \$ _____ Total Enclosed \$ _____

DATE: _____

TEST ENTERED: (Please Check)

TD UTD
 TDX UTDX

DOGS CURRENT CKC TRACKING TITLES: (Please check)

No Titles TD UTDX MTCH
 TDX UTD TCH

DOG INFORMATION

Registered Name of Dog: _____ Call Name: _____

Breed: _____ Variety: _____ Male Female

CKC Registration # CKC Miscellaneous #
 CKC ERN # Temporary Competition Number (TCN) **Insert Number Here:** _____
 CKC PEN # CKC CCN #

Date of Birth: D/ _____ M/ _____ YY/ _____ Place of Birth: Canada Elsewhere

Breeder: _____

Sire: _____

Dam: _____

OWNER(S) & AGENT INFORMATION

Registered Owner(s): _____ Membership No. _____

_____ Membership No. _____

_____ Membership No. _____

Handler: _____

Owner's Address: _____

Name of Agent (if any): _____

Agent's Address: _____

Street Address City Prov. Postal Code

I CERTIFY that I am the registered owner(s) of the dog or that I am the authorized agent of the actual owner(s) whose name(s) I have entered above and accept full responsibility for all statements made in this entry. In consideration of the acceptance of this entry, I (we) agree to be bound by the rules and regulations of The Canadian Kennel Club and by any additional rules and regulations appearing in the premium list.

Signature of Owner or Agent

Telephone number

Email

06/25

This is a sample covering judging schedule.

ABC DOG CLUB

Any Street, Any Town, Canada H0H 0H0

JUDGING SCHEDULE

Date trial to be held

Name of Judge

Number of Participant's TD TDX UTD UTDX

The draw will be held at _____ a.m./p.m. In accordance with the Rules and Regulations for Tracking Tests, Sec. 6.12.1, "the tracks in each class shall be numbered and drawn by lot, by each exhibitor at least one-half hour prior to the start of the tests." There will be no trading of track as the tracks are drawn according to the dogs entered and will be run in track number order. Draw will be held at _____ (Address).

JUDGING: Judging will begin at _____ a.m./p.m. A convoy will leave the stated location at _____ a.m./p.m. to lead the exhibitors and any spectators to the tracking site. Anyone wishing to observe must be at the stated location prior to _____ a.m/p.m.

Thank you and good luck!

ABC Dog Club

Test Secretary

(day time phone number and email)



STATEMENT OF EVENT FEES

**FOR EVENTS BEING HELD BETWEEN JANUARY 6 & DECEMBER 31, 2026
(WITH THE EXCEPTION OF AGILITY TRIALS)**

INSTRUCTIONS:

- This form is to be completed and signed by the Event Secretary and/or an Authorized Signing Officer of the club.
- PAYMENT IN FULL MUST ACCOMPANY THE RESULTS AND THIS STATEMENT WHEN SUBMITTED TO CKC.
- A separate statement must be completed for each event number.
- This form is NOT to be used for Canine Good Neighbour Tests.
- Results for events held in conjunction will be invoiced to the club as indicated on the Event Date Application.

Note: If a dog is entered more than once at one event (two entries in official classes/stakes) this will be counted as two paid entries.
 For Conformation All Breed Shows a dog can only be entered in 1 class.
 Example: In Obedience, if a dog is entered in Open B and Utility, or in a Retriever Field Trial when a dog is entered in Open and Amateur, two separate recording fees must be submitted.
 The fee for a dog with a Temporary Competition Number (TCN) is only paid once per event (ie: event number). If there are 4 trials/event numbers and the dog is entered in all 4, the owner must pay the TCN fee once for each trial.

NAME OF CLUB: _____ CLUB NO: _____

DATE OF EVENT: _____

EVENT APPLICATION NO.: _____

TYPE OF EVENT: _____

Number of Entries	Type of Entry	Fee	Subtotals
_____	All Dogs Entered (excluding 4 – 6 mth puppies) (including Altered & all regular Specialty classes)	@ \$ _____	\$ _____
_____	Number of dogs with a CCN entered (these dogs must also be included in All Dogs Entered)	*(if applicable)	_____
_____	Dogs with Temporary Competition Numbers	@ \$ 10.00 per dog	_____
_____	All Baby Puppies (4 to 6 months)	@ \$ 2.00 per dog	_____

Fees	
Per entry per event where total entry is 125 dogs and under	\$ 5.00
Per entry per event where total entry is 126 and over	\$ 6.50
Temporary Competition Number Dogs	\$10.00
Baby Puppies—4 to 6 mths	\$ 2.00
Limited Breed Shows	\$ 6.50

Sub Total	_____
Add Applicable Taxes: (QC, MB, AB, SK, BC, YK) 5% GST	_____
(ON) 13% HST	_____
(NS) 14% HST	_____
(NL, NB, PEI) 15% HST	_____
TOTAL	\$ _____

**TO BE COMPLETED ONLY IF THE ABOVE-NOTED EVENT WAS HELD IN CONJUNCTION WITH A HOST CLUB
(The information must match what was indicated on the Event Date Application for billing.)**

Name of Host Club: _____	Host Club Number: _____
Name of club to be invoiced for these event results: _____	

I hereby certify that the information contained in the statement is correct.

Signature of Event Secretary _____

Signature of Authorized Signing Officer _____

102-151-00-52 (12/2025)

Title of Authorized Signing Officer _____

TRACKING TIMETABLE - TD/UTD/UTDX

TRACK NUMBER	CATALOGUE NUMBER	TIME TRACK-LAYER STARTED	TIME DOG CAN START	TRACKLAYER NAME	NUMBER FLAGS	FLAG COLOUR
NO.1						
NO.2						
NO.3						
NO.4						
NO.5						
NO.6						
NO.7						
NO.8						
NO.9						
NO.10						
NO.11						
NO.12						
NO.13						

TRACK TIMETABLE - TDX

TRACK NUMBER	TRACK NO. 1	TRACK NO. 2	TRACK NO. 3
CATALOGUE NUMBER			
TRACKLAYER NAME			
TIME TRACKLAYER STARTED			
TRACK FLAG COLOUR	No.	No.	No.
ARTICLE FLAG COLOUR	No.	No.	No.
CROSS TRACKLAYER NAME			
TIME CROSS STARTED			
CROSS FLAG COLOUR	No.	No.	No.
TIME DOG CAN START			
TOTAL NUMBER OF FLAGS			

TRACK NUMBER	TRACK NO. 4	TRACK NO. 5	TRACK NO. 6
CATALOGUE NUMBER			
TRACKLAYER NAME			
TIME TRACKLAYER STARTED			
TRACK FLAG COLOUR	No.	No.	No.
ARTICLE FLAG COLOUR	No.	No.	No.
CROSS TRACKLAYER NAME			
TIME CROSS STARTED			
CROSS FLAG COLOUR	No.	No.	No.
TIME DOG CAN START			
TOTAL NUMBER OF FLAGS			



THE CANADIAN KENNEL CLUB

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