



THE KENNEL CLUB

Making a difference for dogs

SPECIMEN HEELWORK TO MUSIC SCHEDULE

This document is issued by the Kennel Club as a guide for Competition Secretaries and their printers. All schedules for this type of competition 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 General Committee of the 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 shown ~~in red and strikethrough~~ (with the old numbering). Amendments from the previous edition (if any) are shown in **bold red type**.

This Specimen Schedule and entry form was updated in **November 2015** with effect for competitions held from **January 2016**.

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 Kennel Club website (<http://www.the Kennel Club.org.uk/item/2382>) or by contacting the Kennel Club on 01296 318540.

SPECIMEN SCHEDULE

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

NAME OF SOCIETY/CLUB

SCHEDULE OF OPEN HEELWORK TO MUSIC (HTM) COMPETITION

(held under Kennel Club Rules & Regulations L and licensed by the Kennel Club Limited/ The Scottish Kennel Club (whichever is applicable at the show))

SHOW VENUE (incl Post Code)

DATE OF SHOW

TIME OF OPENING – TIME OF START OF JUDGING

(Any additional title for which prior permission has been given by the General Committee of the Kennel Club may be added here)

GUARANTORS TO THE KENNEL CLUB:-

(For shows organised by Kennel Club Registered Clubs and Societies:)

SOCIETY CHAIRMAN Name & Address or Email Address

SOCIETY SECRETARY Name, Address & Telephone Number *(see note below)*

SOCIETY TREASURER Name & Address or Email Address

For Shows organised by Listed Status organisations – one or more person(s) named on the licence of the show.

(Note: Minimum requirement as above, others may be added. If one person holds more than one office, e.g. Secretary/Treasurer, then another member of the Committee must be a guarantor. The name and address of the Society Secretary must be clearly indicated together with a telephone number if appropriate. As an alternative a contact number for the Show Secretary may be indicated below).

SHOW SECRETARY: ***Name, address and telephone number. Email address is optional***

SHOW / COMPETITION
MANAGER: ***Name***

ENTRIES CLOSE: ***The Closing Date (Postmark) must be stated and this must be at least 14 days prior to the date of the Show***

ENTRIES TO BE
MADE TO: ***Address to which entries to be sent (cheques must be made payable to the licensed club).***

VETERINARY SUPPORT: ***Name and phone number of vet on call***

RULES AND REGULATIONS

*(The following Rules and Regulations are mandatory and therefore must be included in the Schedule. Items in bold should be replaced by the appropriate wording; items in normal type should be included verbatim. Text in **bold and red** indicates a change from the previous specimen schedule. Instructions and additional rules applicable to the Show may be added at the discretion of the Organising Society but these must not contradict any of the Rules and Regulations given below).*

1. **State the names of the judges against the class(es) they are judging (Where a class is split, the named judges should judge both parts of the class. Societies may schedule a different class between the two parts to provide a break for the judges if necessary).**
2. **Specify all offers of sponsorship or donations with the names of the sponsors (if applicable).**
3. **State the amount of entry and other fees.**
4. **State the awards and amount of prize money where offered.**
5. **State the time of opening of the competition and the time when judging will commence.**
6. The competition may be limited at the discretion of the organisers to a specified number of routines.
7. In estimating the number of awards won, all wins up to and including the seventh day (**state the actual date**) before the closing date of entries shall be counted when entering any class.
8. No bitch in season is allowed to compete.
9. The mating of bitches within the precincts of the competition is forbidden.
10. The committee reserves to itself the right to refuse entries.
11. **Include either statement a or statement b below:**
 - a. Not for competition entries will be accepted for dogs aged four calendar months and over. Details of each dog must be recorded on the entry form and must be Kennel Club registered.
 - or**
 - b. Not for competition entries are not accepted.
12. **State the Society's policy on refunds to competitors in the event of cancellation. It is not acceptable to state that no refunds will be given. Recommended wording is:** In the event that the competition is cancelled due to unforeseen circumstances, the society will refund fees, less reasonably incurred expenses. If the show processor has the provisions to do so, competitors will be refunded in the manner in which they had entered the competition, but in any event the society will refund fees within 3 months of the competition date to all those who had entered and requested a refund within 1 month of the competition date.
13. Should a judge be unable to fulfil their appointment the organiser reserves the right to appoint an alternative judge.

14. It is the competitor's responsibility to be available for their class and running order.
15. Should circumstances so dictate the organiser, in consultation with the judges, may alter arrangements as necessary. Such changes will be reported to the Kennel Club.
16. Only dogs of twelve calendar months and over are eligible to enter for competition. In Freestyle classes only dogs of eighteen calendar months and over are eligible for competition.
17. ***State the procedure for booking In.***
18. ***Give details of the ring size and surface and where the judges will be situated. Give details of the type of venue, such as outside, marquee, hall etc.***
19. ***State the procedure regarding Entry Passes (if applicable)***
20. ***State the procedure regarding provision of Music and formats accepted (if applicable).***
21. ***State any specific performance rules.***
22. No person shall carry out punitive correction or harsh handling of any dog at any time within the precincts of the competition.
23. No competitor shall impugn the decisions of the Judge or Judges.
24. After a dog has commenced competing in a Class no substitution of Handler is permitted in that Class.
25. For the duration of the competition and including those in the exercise area, all dogs must be on a lead except when competing or practising prior to competition.
26. Food shall not be carried in the ring or given to a dog whilst being judged.
27. The attention of competitors is drawn specifically to the Kennel Club Heelwork to Music Competition Regulations 11, 12, 16 and 18.
28. A dog ~~can~~ **must** not ~~be entered~~ **compete** in the same class more than once, **including special classes.**
29. Once a dog has entered the ring to compete, no further practice may be carried out.
30. A dog must, at the time of entry for the competition, be registered as required by Kennel Club Rules and Regulations in the owner's name (or registration or transfer applied for). In the case of joint registered owners the full name of every registered owner must be given.
 Where an owner makes an entry on behalf of another joint registered owner(s) or where an agent enters on behalf of a single or joint registered owner(s) such person must have the authority and consent from the single or joint registered owner(s) to sign the entry form on their behalf thereby binding them all to Kennel Club Rules and Regulations. In the event of any dispute, evidence of such authority and consent will be required.
 A dog acquired subsequent to entry having been made at a Competition may compete as the new owner's property provided that an application for the transfer has been forwarded to the Kennel Club before the Competition, and the new owner has undertaken to abide by the Regulations and conditions of the original entry form (and in accordance with the conditions set out above).
31. Judges' discretion prevails and Judges' decisions are final.

32. Dogs will be disqualified if proved to have been handled in the class by a scheduled judge's spouse or immediate family, or resident at the same address as a scheduled judge.
33. Any activity that may be injurious to the dog or is not permitted by virtue of Regulation L.11.j will result in immediate elimination from the ring.
34. 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 General Committee for disciplinary action under Kennel Club Rules and Regulations.
35. No modifications may be made to the Schedule once published except by permission of the General Committee of the Kennel Club which must be followed by advertisement in the Canine Press if possible.

ELIGIBILITY AND SCHEDULE OF CLASSES

1. *Heelwork to Music:* The principal element of the Heelwork to Music category will be a dog working off lead in the heel work position, on the left or right hand side of the handler, facing forward or backward, across the front or back of the handler, moving in any direction, at any pace. The dog's shoulder should be approximately level with, and reasonably close to, the handler's leg. All other positions are defined as Freestyle. A minimum of two thirds of the routine should consist of heel work.
 2. *Freestyle:* A Freestyle routine will be the dog working off lead and contain movements in any position. Heelwork as described above is acceptable although such movements must not exceed one third of the routine.
 3. In the following definitions of classes all points must be gained in official classes only. To count towards class progression or an excellent qualification, a first place must have been won with an overall score of at least 55% (16.5 marks).
 4. The following points will be awarded in all Kennel Club standard classes:

First place -	10 points
Second place -	6 points
Third place -	4 points
Fourth place -	2 points
- On entrance to the next level of classes, the points will return to zero.
5. **Official Classes.** For one dog and one handler only. When assessing eligibility to enter a competition, wins in one official category will not count for the other official category. At the discretion of the competition organisers, dogs may be entered in eligible classes in both categories, however a different routine must be worked.

THE FOLLOWING DEFINITIONS MUST BE INCLUDED AS APPLICABLE TO THE CLASSES SCHEDULED AT THE COMPETITION

The following class definitions apply to both Heelwork To Music and Freestyle Classes as applicable.

- a) *Starters*: Neither the dog nor the handler must have gained 14 points or more in official starters classes at Kennel Club licensed Heelwork to Music competitions. Dogs or handlers must progress to novice once 14 points or more have been gained in starters classes. NB Handlers are not eligible for this class if they have previously gained 14 or more points in official starters classes with any dog.
 - b) *Novice*: The dog or the handler must have gained 14 points or more in official starters classes at Kennel Club licensed Heelwork to Music competitions. The dog must progress to intermediate once 16 points or more have been gained in novice classes.
 - c) *Intermediate*: The dog must have gained 16 points or more in official novice classes at Kennel Club licensed Heelwork to Music competitions. The dog must progress to advanced once 20 points or more including at least one first place have been gained in intermediate classes.
 - d) *Advanced*: The dog must have gained 20 points or more including at least one first place in official intermediate classes at Kennel Club licensed Heelwork to Music competitions.
6. A dog must only be entered in a class **per day** for which it is eligible in each category. **A dog is only eligible for one level.**
 7. HTM Competitions must include the organiser's choice of official categories and classes which must be specified in the Schedule.
 8. Once a dog has progressed to the next class it is entitled to use the previous class award after its name on entry forms and printed in catalogues. Only the highest award may be used. Separate awards should be indicated for Heelwork to Music and Freestyle as follow: HTM St., HTM N., HTM I. For different classes of Heelwork to Music. FS St., FS N., FS I, for the different classes in Freestyle. Once a dog has gained 24 points in Advanced classes it will be entitled to have HTM.A or FS.A after its name as appropriate.
 9. Excellent Qualifications. If a first place has been won at a particular level, when the required level of points have been gained the dog will also be awarded an excellent qualification and can use the title "Ex" after its class title, such as : HTM St Ex.
 10. All competitors must be in possession of a Kennel Club Heelwork to Music Record Book for each competing dog detailing the points gained and where each award was gained.
 11. Additional Classes may be scheduled but only in conjunction with official classes.

CLASSIFICATION PAGES

(LIST ONLY THE CLASSES TO BE SCHEDULED AT THIS COMPETITION TOGETHER WITH A LIST OF NAMES OF QUALIFIED JUDGES - AN EXAMPLE IS SHOWN BELOW.)

*Judges must be qualified in accordance with the
Kennel Club Heelwork to Music Regulations (L)*

<u>CLASS</u>	<u>JUDGES</u>	<u>RESERVE*</u>
1. STARTERS HEELWORK TO MUSIC	Names	Names
2. STARTERS FREESTYLE	Names	Names
3. NOVICE HEELWORK TO MUSIC	Names	Names
4. NOVICE FREESTYLE	Names	Names
5. INTERMEDIATE HEELWORK TO MUSIC	Names	Names
6. INTERMEDIATE FREESTYLE	Names	Names
7. ADVANCED HEELWORK TO MUSIC	Names	Names
8. ADVANCED FREESTYLE	Names	Names

RESERVE JUDGES: Names*

***(Reserve Judges should be named for each class or for the competition as a whole on the schedule.)**

ENTRY FORM

An entry form, the wording of which must be in accordance with that approved for the time being by the Kennel Club, must be included within the Schedule.

The entry form must include the following statement, on the front or reverse side of the form:

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.

Specimen of standard entry form attached which will include a box for the Kennel Club registration number of each dog.

<p>PLUS VENUE AND DATE TOGETHER WITH A STATEMENT THAT THE COMPETITION WILL BE HELD UNDER KENNEL CLUB LIMITED RULES AND REGULATIONS "L"</p>	<p>TOGETHER WITH FULL DETAILS OF ENTRY FEES AND ANY OTHER FEES APPLICABLE TO THE SHOW.</p> <p><i>It is advisable to include a statement that "On no account will entries be accepted without fees".</i></p>
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INSTRUCTIONS This form must be used by one person only (or partnership). Writing **MUST BE IN INK OR INDELIBLE PENCIL**. Use one line only for each dog. The name of the dog and all the details as recorded with the Kennel Club must be given on this entry form. If an error is made the dog may be disqualified by the General Committee of the Kennel Club. All dogs must be REGISTERED at the Kennel Club in the name of the owner. 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 Kennel Club. Dogs under 12 months of age on the day of the show cannot be entered for competition. In Freestyle classes only dogs of 18 calendar months and over are eligible 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	BREED	Full Date of Birth	SEX D or B	MUSIC (Artist & Title Track)	CLASS TO BE ENTERED
KC Reg No (or *ATC No)					
KC Reg No (or *ATC No)					
KC Reg No (or *ATC No)					

DECLARATION

I/We agree to submit to and be bound by the 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 Kennel Club is concerned and that this 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 Competition and not to bring to the Competition any dog, which has contracted or been knowingly exposed to any infectious or contagious disease during the 21 days prior to the day of the Competition, or which is suffering from a visible condition which adversely effects its health or welfare.

I/We further declare that, I believe to the best of my knowledge that dogs are not liable to disqualification under Kennel Club Regulations.

Usual Signature of Owner(s) Date

NOTE: Dogs entered in breach of Kennel Club Regulations are liable to disqualification whether or not the owner was aware of the breach.

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 unless you tick here

Running orders and other information regarding the show will be emailed to you unless you tick here:

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