



BEST PRACTICES FOR CREATING AN EFFECTIVE SCHEDULE FOR A CONFORMATION DOG SHOW

Conformation dog shows require planning to run smoothly. The core to the dog show, the competition schedule is the result of a focused consideration of the hiring and assigning of judges as well as additional events and attractions. Properly done, this process can save a club time and money.

Create a working spreadsheet:

Following every dog show the event chair should create a working spreadsheet which details the conformation assignments from the completed event. This spreadsheet is the first step in determining the needs in regards to hiring and assigning judges for the event on the corresponding date in the future. The spreadsheet should list the past years breeds and entry to assist with the development of a judge's panel. With the spreadsheet a club can quickly calculate a judge's potential entry. If available, review the entry from previous years to locate any abnormalities or trends in the entry numbers. Significant changes in a breed's entry should be examined to determine what, if anything, may have caused the change. *(To help get you started the Conformation Report at the top of the Quick Submit Judges Panel and Advanced Panel Management provides the previous year's entry numbers by breed in parenthesis, this report takes a few minutes to load but can be ran following any work done on the panel to give you an approximate total by judge)*

Determining the judges needed:

Determining the number of judges needed begins with a couple of simple rules: a conformation judge is allowed to judge up to 175 entries in a day at an All-breed event. The other important number to remember is a judge averages 25 dogs per hour.

- Entry numbers from the previous year's show will give you a starting point on how many judges you might need. (Events in clusters that rotate days of the week should work with the club whose event was held on the same day of the week in the previous rotation)
- Initially select judges to cover the groups and Best in Show. Utilize judges approved for less than a group to complete the panel.
- Understand that if a judge is assigned 175 breed entries and a group, they will not be able to start their group for approximately 7.75 hours, depending upon absentees. (Judges are required to receive a minimum of 45 minutes for rest or meals should their assignment exceed 5 hours of judging)
- Consider sufficient coverage without overloading judges.

Assigning judges:

Determine who your group judges are first.

- Attempt to assign all or most breeds within a group to the judge scheduled to do the group.
- Attempt to limit a group judge's breed assignment to the group they are judging and if necessary breeds from only one other group.
- Using the information obtained when determining the needed judges, avoid assigning more than 150 entries to any judge. Additionally, consideration should be given to limiting group judges to less than 150. (*Clubs should always consider their financial situation when making assignments; over assigning or under assigning judges can have a negative financial impact.*)
- Regular group judges may only be assigned NOHS groups in addition to their regular groups.

When considering judges for the breeds not yet assigned, remember to monitor the load assigned to the group judges, avoid potential delays and overloads. This is an opportunity to use judges that do not have a group and/or provisional judges.

Scheduling:

Breed judging

- Attempt to schedule table breeds and ramp breeds being judged in the same ring together to decrease the movement of equipment which causes delays.
- Attempt to schedule judges in a single ring. If a judge must be scheduled in two rings, to minimize disruption, relocate the judge during their lunch break.
- Assign breeds with varieties to the same judge if possible; be aware of scheduling conflicts if this is not possible.
- Summer/outdoor shows should begin as early as possible to reduce the number of dogs competing in the heat of the day.
- The rings scheduled to be used for group judging should have fewer dogs assigned to them for early conversion into the larger group ring.

Group judging

- AKC strongly recommends the first group start time be scheduled at the earliest possible opportunity.
Per the *Rules Applying to Dog Shows*, a group start time must be printed in the judging program. Scheduling the start time at the earliest possible time allows clubs to adjust as the day goes on; procedures allow for scheduled times to be delayed but may only start earlier than the scheduled time based on extenuating circumstances.

- AKC strongly recommends that the group order is listed as contingent upon the judging of breeds and subject to change if necessary.
The Show Chair and Superintendents have the responsibility and flexibility to consider how the judging of breeds is progressing and can adjust the schedule for the groups in the appropriate order based on the day. A final determination of the group order should be made and announced at least 1/2 hour before the scheduled start of groups to accommodate exhibitors prep time.
- Begin special attraction groups as early as possible to reduce the chance of conflict with the regular groups.

Concurrent Event Scheduling:

At conformation events where there are multiple parties responsible for scheduling separate events, problems arise when scheduling is not coordinated between events. A concurrent limited breed or specialty club not being aware of the all-breed club's schedule can create unnecessary conflicts as well as exceeding the 175 entry limit for judges, creating overloads which necessitates changing judges and/or hiring additional judges.

- Concurrent event and host event secretaries/superintendents should provide each other their proposed judges and schedule prior to any publication. Schedules should be written to avoid conflicts with the all-breed event and overloads on the day.

NOHS Groups and BIS

NOHS BIS should not be delayed for the sole purpose of holding it directly before and in the same ring as regular BIS. Clubs are following the regulation to provide NOHS groups with larger rings, preferably in the same configuration as regular groups in regards to ring size. By delaying and moving the NOHS BIS to the regular group ring both competitions are being delayed.

- NOHS BIS should only be delayed because of a competitor's conflict. NOHS BIS should follow the last NOHS group in the NOHS group ring.

Additional Special Attraction groups

In most situations, additional special attraction groups (puppy, BBE, etc.) will have a smaller entry than either regular or NOHS groups. These groups should be scheduled to start at the earliest opportunity, preferably 45 minutes before NOHS or the regular groups.

It is important for the club/show chair to understand the nuances of an efficient schedule. Prior to the publication of a judging schedule the show chair should review the schedule to ensure it meets your goals. Questions or requests for assistance can be emailed to the Club Development Department at:

clubdevelopment@akc.org

