

## APPENDIX D – REGISTRATION OF DOGS & JUNIOR HANDLER TEAMS

A dog may be registered at twelve (12) months of age, but may not be entered in competition until eighteen (18) months of age. As part of the registration process, the following procedures for certification of a dog's height have been established for the determination of a dog's minimum jumping height as set forth in Section 3.2 of these rules and regulations.

### Registration Application

A dog or junior handler/dog team may be registered directly with USDAA or the competitor may submit a registration application and fee along with their entry to an event. The registration application shall meet the form and content as prescribed by the Board of Directors. Where a dog is not recognized by a major breed registry and cannot be definitively identified as to breed or birth date, the dog shall be classified as an "All American" breed and an estimate of the dog's birth date shall be made and entered on the form. USDAA reserves the right to request proof of a dog's age, with such proof being represented by an official record of breed or litter registration from a recognized registry, or if a dog is not so registered, a photograph and a veterinarian's letter of opinion, stipulating that the age represented on the registration application is a reasonable estimate. Such estimate shall become the official "birth date" of record and may not be changed at a later date without significant, substantive evidence to the contrary.

When submitting registration application directly with USDAA, a registrant must allow a minimum of three weeks for issuance of a registration number. A registration application should be filed at least four weeks prior to the closing date or any event that the dog is to be entered in order to assure receipt of a registration number for inclusion on the event entry form. It is required that all entries include a USDAA registration number, or be accompanied by a registration application and fee in order to be valid.

Upon receipt of a dog or junior handler/dog team registration, a host group for an event shall forward the registration application via fax, Email or overnight mail to USDAA for processing and issuance of a registration number prior to preparation of the event's running order list or catalog. Listing a dog or junior handler as "pending" is not acceptable. The responsibility to provide a registration number on an entry form rests with the competitor.

Upon issuance of a registration number, USDAA issues a temporary registration card bearing the information included on the registration application. Any errors on the card must be reported to USDAA for correction to assure correct issuance of title certificates and/or delivery of mail. Any expense incurred to replace certificates issued as a result of failure to make prompt notification shall be paid by the registrant.

### Height Certification

On the back of the temporary registration card is the Judges Certification form. To receive a permanent registration card, a dog must be competing in the 26" height class, or must meet specific age and measurement requirements as set forth below.

All measurements must be made on a flat surface utilizing a USDAA-approved measuring device, which is the responsibility of the show-giving group to provide. *In the circumstance that a surface is deemed not level enough to provide for an accurate measurement and/or an approved device is rendered not functional, the judge shall evaluate each dog's height for that event only and NO measurement shall be recorded on the temporary card.*

The following height certification policies and procedures apply:

- Only one measurement per day may be obtained and the three measurements must span a period of seven days or more; for multiple-day events, only the first measurement shall be effective for determining the proper height class for that event.
- Dogs must be at least eighteen months of age to be measured.
- Measurements must be made by three different judges; each of whom must be fully approved at the Advanced or Masters level and be a judge of record for the event.
- At least one of the judges must be a Certified Measuring Judge (or "CMJ"), and all three judges must agree to the height class or additional measurements are required, unless the

two concurring measurements are by CMJ's. A CMJ need not be a judge of record provided they file a Judge's Report notifying USDAA that they have measured dogs at this event.

- Any measurement that is made resulting in a dog being required to jump at a higher height than indicated on the temporary registration card or event entry form (when a temporary registration card is not available) must be reported by the judge to USDAA via the Event Judging Report.
- If the dog is less than three years of age and any of the measurements are one inch or less beneath the cutoff height (for example, 11"-12" for a dog in the 12" height class), the dog must be re-measured by a CMJ after age three to establish its permanent height.
- If a CMJ differs in opinion from other judges rendering height measurements, a second CMJ must make an independent measurement. If the two CMJ's disagree, then a third CMJ shall make an independent measurement. The two CMJ's that are in agreement shall determine the dog's official jump height class designation as set forth in Section 3.2 of the rules and regulations.

#### Permanent Height Cards

In cases where a competitor wishes to avoid controversy when official measurements are in disagreement, the competitor may request an official CMJ committee evaluation which must be requested from USDAA in writing. Upon receipt of a request, USDAA shall appoint CMJ's to a committee for measurement certification purposes. Likewise, upon notification and review by USDAA of a dog's recorded measurements, USDAA may call for an evaluation.

Once a dog has met all of the measurement requirements, the dog does not need to be measured again and a permanent card may be obtained. A permanent registration card may be issued upon satisfactory completion of the foregoing procedures and –

- if prior to three years of age, no measurement is within one inch beneath the cutoff height for their official height class
- the dog is at least three years of age when the measurements are obtained
- the CMJ measurement is obtained after age three though the other signatures were obtained prior to age three

A temporary card meeting the foregoing criteria may be used as a permanent card until such time as the original, signed, temporary card is sent to USDAA for certification; however, *any temporary card that is not processed for a permanent card within two (2) years of issuance, shall be assessed a renewal fee. If the renewal fee is not paid within 90 days of the renewal date, the competitor's registration and eventing privileges with the dog shall be suspended. A separate reinstatement fee will then be assessed.*

A competitor should allow six to eight weeks for issuance of a permanent card. A competitor may request an official certification letter, which may be used while the permanent card is being processed. Such letter shall be good for no more than sixty days. Photocopies of temporary cards are not acceptable for measurement certification at events.

It is important that all competitors carry their registration cards to each event, regardless of jump height. The card must be presented at check-in not only to confirm entry in the proper height class, but also to confirm that the dog's registration number has been properly recorded on event records. Failure to confirm the registration number could result in failure to receive official credit for a performance. The responsibility for confirmation of the registration number rests with the competitor. At the discretion of the host group, competitors may submit a copy of their permanent registration card with their entry to the event in order to facilitate the check-in process.

#### Challenging a Permanent Height Card

Any judge may challenge a dog's permanently registered height by filing a written request for evaluation with USDAA, which shall appoint a panel of CMJ's to evaluate the dog's height. A dog may not be challenged more than once in a twelve-month period.