

## **Dogs On Course in North America, LLC Organizational Structure**

The Dogs On Course in North America, LLC agility program offers five competitive divisions in which certificates of merit (titles) can be earned: Competition, Select, Veterans, Grand Veterans and Junior Handlers.

Within each division, there are six titling events offered at three experience levels: Beginner, Intern and Specialist.

The six titling events in which certificates of merit (titles) can be earned in each level and in each division are Standard Agility, Jumpers, Combination Gamblers (Traditional and Strategic Time Gamble), Snakes 'N Ladders, and Trigrility.

In addition to the six titling events, there will be a championship qualifying event called the North America Challenge which will be the basis for qualification into the Championships.

### **DIVISIONS**

#### **Competition Division**

The Competition Division is the most demanding division for both the dog and handler. The division Jump heights are 8", 12", 16", 20" and 24" and double jumps may be used at the Intern level and double and triple jumps may be used at the Specialist level. This division is also the most demanding in terms of standard course times in each event.

#### **Entry Eligibility**

Any physically capable dog over the age of 15 months may enter the Competition Division.

#### **Select Division**

The Select Division is somewhat less demanding than the Competition Division. Jump heights are reduced to 4", 8", 12", 16" and 20" in the Select Division. Ascending double jumps are optional equipment at the Intern and required at the Specialist level, but no triple jumps may be used. Standard course time for the Select Division will be 15% more than the Competition Division standard course times in each event.

#### **Entry Eligibility**

Any physically capable dog over the age of 12 months may enter the Select Division.

#### **Veterans Division**

The Veterans Division is for those dogs that have reached 7 years of age, but are still physically capable of doing competitive agility or dogs being handled by anyone 60 years of age or older. Jump heights are 4", 8", 12", 16" and 20" in the Veterans Division.

#### **\*Veteran Dog Opportunity**

DOCNA recognizes not all veteran dogs will age at the same level; some dogs may require additional assistance as they grow older. Those Competitors/Handlers entering the Veteran Division that feel their dog may require additional time and that a lower jump height would be in the best interest of their dog and are not using this assistance just to obtain a competitive advantage, may choose to jump their dog 4 inches lower than the official Veteran Heights.

In the Veteran Division, courses may not contain double or triple jumps. Standard course time for the Veterans Division will be 20% more than the Competition Division standard course times in each event.

#### **Entry Eligibility**

Any physically capable dog 7 years old or older or any physically capable dog that is handled by a competitor that is 60 years old or older may enter the Veterans Division.

### **Grand Veterans Division**

The Grand Veterans Division is for those dogs that have reached 10 years of age, but are still physically capable of doing competitive agility or any handler 60 years old or older handling a physically capable dog 7 years old or older. Jump heights are reduced to 4", 8", 12", and 16" in the Grand Veterans Division. Courses may not contain double or triple jumps. Standard course time for the Grand Veterans Division will be 25% more than the Competition Division standard course times in each event.

#### Entry Eligibility

Any physically capable dog 10 year old or older or any handler 60 years old or older handling a physically capable dog 7 years old or older may enter the Grand Veterans Division.

### **Junior Handler Division**

The Junior Handler Division is geared towards encouraging younger handlers to be involved in the sport. Jump heights are reduced to 4", 8", 12", 16" and 20" in the Junior Handler Division. No double or triple jumps may be used. Standard course time for the Junior Handler Division will be 20% more than the Competition Division standard course times in each event.

#### Entry Eligibility

Any physically capable dog handled by a competitor who is between the ages of 7 and 16 years of age may enter the Junior Handler Division.

While we generally believe that 7-8 years of age is the optimal age for a handler to start competing, we also recognize that there are some exceptional kids who may be ready to compete earlier than 7 years of age. Competitors who are younger than 7, but have titled a dog in another venue may also enter this division. In addition, any parent/guardian who feels strongly that their child is ready to compete may contact DOCNA ([info@docna.com](mailto:info@docna.com)) and provide information on age of child, training that their child has done, experience of their child, experience of the child's dog, etc, and DOCNA will review the situation and approve on a case by case basis.

Juniors (ages 7 and older) may compete in other divisions and will be given same SCT as posted.

### **Physically Challenged Dogs**

Physically Challenged Dogs mainly includes, but is not limited to, canine amputees, and visually or hearing compromised dogs. Our primary concern is for the safety of the dog. We acknowledge that canine health encompasses both the physical and the mental aspects of life. Physically challenged dogs that may otherwise be in good health and that display the desire and ability to safely execute required obstacle performances are welcome to enter and compete in DOCNA events.

Physically Challenged Dogs that have visual or hearing challenges but have demonstrated the ability to perform at a higher level by either having competed in another venue or have completed training that establishes the team as safe to compete physically at a higher level are approved to compete in the division that they are eligible for, but they may decide to compete as in Group B (see below explanation).

Physically Challenged status is only available in Select, Veteran, Grand Veteran and Junior Handler Divisions providing the dog meets the requirements of that division. At no time may a dog that has been given the status of Physically Challenged compete in the Competition Division.

#### Entry Eligibility:

##### **Canine Amputees:**

Canine amputees should acquire a letter from their veterinarian stating that the dog is capable of competing in agility and that the dog will not likely suffer any long term affects above and beyond what might be normal for dogs that engage in this sport. The letter should be available on request for view by the judge or trial committee.

##### **Physically Challenged:**

We acknowledge that there may be dogs that have the ability to participate in agility but cannot jump the official jump heights required. Dogs that require additional jump height exemptions are welcome to

enter and compete in DOCNA events providing these dogs are in good health and that display the desire and ability to safely execute required obstacle performances. Handlers should acquire a letter from their veterinarian stating that the dog is capable of competing in agility, but needs to jump at a lower height than the official jump height, and that the dog will not likely suffer any long term affects above and beyond what might be normal for dogs that engage in this sport. The letter should be available on request for view by the judge or trial committee.

Both categories shall enter the division they are eligible to enter, and are eligible to jump whatever height has been approved by DOCNA. Officers of DOCNA, and/or their designated appointee at a trial (judge and/or trial committee) reserve the right to excuse/dismiss a dog from competition that appears to be in obvious pain or discomfort and/or to designate that a dog be limited to specific classes and/or be placed under a jump height restriction. The owner of the dog may appeal a judge's/appointee's trial decision to the DOCNA offices for a binding ruling. **DOCNA trusts that only exhibitors who have documented medical conditions will apply to enter this category.**

**DOCNA supports the desire of these dogs to play in agility and allows these dogs with the opportunity to earn qualifying runs and titles, but placements are not appropriate in this category. Dogs competing at a jump height lower than the official jump height for their size may not achieve a placement over a dog jumping at its correct jump height.**

It shall be the decision of the club if they wish to hand out ribbon or achievement awards separately from the height class for dogs participating.

#### **Disabled/Handicapped Handler Designation**

Dogs On Course in North America, LLC is providing a special designation for disabled/handicapped exhibitors. Such exhibitors will be allowed extra time for qualifying purposes only. There will be a place on the entry form to designate this category. When entering as a disabled/handicapped handler, it is required that you enter all events with this designation. Dogs entered with handlers in this category will still be placed with the dogs jump height. The best time/most points will always place higher. **DOCNA trusts that only exhibitors who have documented medical conditions will enter this category.**

**Disabled/handicapped handlers will receive additional time in titling events for the purposes of qualifying as follows:**

#### **Standard, Jumpers and Snakes 'N Ladders**

- Competition Division - disabled/handicapped handlers receive 15% more time.
- Select Division - disabled/handicapped handlers receive 20% more time than Competition.
- Veteran and Junior Handler Division - disabled/handicapped handlers receive 25% more time than Competition.
- Grand Veterans Division - disabled/handicapped handlers receive 30% more time than Competition.

**Traditional Gamblers** will have 2 seconds additional added to the division and level the competitor is competing in.

**Trigility** will have 5 seconds added for qualifying purposes for each disabled/handicapped competitor on the team.

**Strategic Time Gamble** will have no additional time allotted because of how it is scored.

**Traditional Gamblers** will have 2 seconds additional added to the division and level the competitor is competing in.

**Trigility** will have 5 seconds added for qualifying purposes for each disabled/handicapped competitor on the team.

**Strategic Time Gamble** will have no additional time allotted because of how it is scored.

## **Experience Levels**

Within each titling event in each division, the experience level that a competitor may choose to enter is based on the certificate of merit (titling) record of an individual dog. It is always considered appropriate that a competitor will start a dog at the Beginner level in all titling events in the Dogs On Course in North America, LLC venue irregardless of their level of achievement in other organizations.

### **\*\* SPECIAL NOTE \*\***

Until at least February 1, 2013, competitors will be allowed to enter dogs in a higher level than Beginner in **some** titling events based on their qualifications in other agility venues as outlined in the experience level grandfathering clause. At some point in the future, all dogs will be required to start at the Beginner level in all titling events and work their way up.

## **Beginner**

The Beginner level is the first experience level in all divisions. Its purpose is to offer a successful experience and a reasonable level of challenge for the beginning dog.

Within each division and titling event, the Beginner level is open to any dog that is at least 12 months old who has not recorded a qualifying round in the Specialist level for that titling event. Dogs may move back one level but not two (you cannot move to beginner level in any titling event after achieving a qualifying round at the specialist level in that same titling event). Dogs may not move up to the Intern level until they have earned a certificate of merit (title) for that titling event (exception is the experience grandfathering clause if applicable).

## **Intern**

The Intern level is the middle experience level in all divisions. Its purpose is to offer challenges that demonstrate dog responsiveness on obstacles and competitor confidence with a variety of handling techniques at a greater rate of speed.

Within each division and titling class, the Intern level is open to any dog that has earned a certificate of merit (title) at the Beginner Level for that titling event and is at least 15 months old. Dogs at the Intern level may move back one level to Beginner if it is desired. Dogs may not move up to the Specialist level until they have earned a certificate of merit (title) for that titling event (exception is the experience grandfathering clause if applicable).

## **Specialist**

The Specialist level is the top experience level in all divisions. Its purpose is to offer **\*\*advanced\*\*** agility challenges that require a variety of handling techniques and demonstrate dog and handler teamwork at the highest rate of speed.

Within each division and titling event, the Specialist level is open to any dog that has earned a certificate of merit (title) at the Intern Level for that titling event and is at least 15 months old. Dogs at the Specialist level may move back one level to Intern if it is desired, but they may not move back more than one level (to Beginner).

## **Switching Between Divisions permanently**

Competitors may move their dogs between divisions (that they are eligible for) transferring any qualifying rounds not designated towards an existing title.

- Lateral move from Competition Division to Select, Veterans or to the Grand Veterans Division.
- Lateral move from Select Division to either Veterans or Grand Veterans Division.
- Lateral move from Veterans to Grand Veterans Division.
- Lateral move from Junior Handler to Select, Veterans or Grand Veterans Division

## **Switching Between Divisions in a single show**

A dog may be entered in the first round of an event at a different division and/or level than the second round of that event. However, it may not be entered in the same event in multiple divisions at the same show.

## **Grandfathering in Experience Levels**

While it is appropriate and suggested that new Dogs On Course in North America, LLC competitors start a dog at the Beginner level in all titling events, it will be admissible until at least February 1, 2013 to enter dogs at a higher level than Beginner in **some** titling events based on their qualifications in other agility venues. After February 1, 2013, all new Dogs On Course in North America, LLC competitors may be required to start a dog at the Beginner level in all titling events and work their way up.

In order to take advantage of the ability to enter a dog at a level higher than beginner the following procedure must be followed:

**A competitor may choose only one organization that they wish the points/clean runs/qualifying scores to be applied from.** At the time of dog registration, either directly with DOCNA or with a trial entry (available until at least February 1, 2013), please submit along with the registration form, a copy of your dog's achievement level documentation (i.e., title certificates or points reports). Recognizing that some organizations are behind in their issuing of certificates, you may instead submit a copy of any personal records that you have kept on your dog's achievements (i.e., a spreadsheet or other document showing dates, trials, events, judges, qualifiers, titles, etc). In the event that you have neither of these available to you, please complete an Experience Level Grandfathering Application, available on the forms page at <http://www.docna.com/FormLibrary.aspx>. **Dogs On Course in North America, LLC trusts competitors to submit truthful and valid personal records.**

Grandfathering of Experience levels is allowed as follows:

### Standard Agility:

Those dogs that have completed an ASCA RS-N, AKC NA, ADC (Agility dog of Canada), NADAC NAC, CPE CL3-R or completed Level 3 Standard, USDAA Starters Standard Agility or USDAA AD, may enter the Intern level in the DOCNA Standard Agility event.

- Dogs that have completed their SADC, (Special Agility dog of Canada) may enter the Select Division at the Intern Level.
- Dogs that have completed their VADC, (Veteran Agility Dog of Canada) may enter the Veteran or Grand Veteran at the Intern Level if they meet the age requirements of the Division.

Those dogs that have completed an ASCA RS-O, AKC OA, AADC (Advanced Agility Dog of Canada), NADAC OAC, USDAA Advanced Standard Agility or USDAA AAD may enter the Intern or Specialist level in the DOCNA Standard Agility event.

- Dogs that have completed their SAADC (Specials Advanced Agility Dog of Canada) may enter the Select Division at the Specialist Level.
- Dogs that have completed their VAADC (Veterans Advanced Agility Dog of Canada) may enter the Veteran or Grand Veteran at the Specialist Level if they meet the age requirements of the Division.

Those dogs competing in ASCA Elite Regular agility, NADAC Elite Regular agility, CPE Level 4, 5 and C, Dogs that have completed their MADC (Masters Agility dog of Canada), or competing at the Master's level Agility in the Agility Association of Canada, USDAA Masters Standard Agility, or AKC Agility Excellent 'A' Standard class may enter the Specialist level in the DOCNA Standard Agility event.

- Dogs that have completed their SMADC (Specials Masters Agility Dog of Canada) or competing at the Masters level in Specials in the Agility Association of Canada may enter the Select Division at the Specialist Level.
- Dogs that have completed their VMADC (Veterans Masters Agility Dog of Canada) or competing at the masters level in Veterans in the Agility Association of Canada may enter the Veteran or Grand Veteran at the Specialist Level if they meet the age requirements of the Division

### Jumpers:

Those dogs that have completed an ASCA JS-N AKC NAJ, SGDC (Starters games dog of Canada), NADAC NJC, CPE CL3-F or completed Level 3 Jumpers, USDAA Starters Jumpers or USDAA AD may enter the Intern level in the DOCNA Jumpers event.

- Dogs that have completed their SSGDC, (Specials Games Dog of Canada) may enter the Select Division at the Intern Level.
- Dogs that have completed their VSGDC, (Veteran Games Dog of Canada) may enter the Veteran or Grand Veteran at the Intern Level if they meet the age requirements of the Division.

Those dogs that have completed an ASCA JS-O, AKC OAJ, AGDC (Advanced Games Dog of Canada), NADAC OJC, USDAA Advanced Jumpers or USDAA AAD may enter the Intern or Specialist level in the DOCNA Jumpers event.

- Dogs that have completed their SAGDC (Specials Advanced Games Dog of Canada) may enter the Select Division at the Specialist Level.
- Dogs that have completed their VAGDC (Veterans Advanced Games Dog of Canada) may enter the Veteran or Grand Veteran at the Specialist Level if they meet the age requirements of the Division.

Those dogs competing in ASCA Elite Jumpers, NADAC Elite Jumpers, CPE Level 4, 5 and C Jumpers, Dogs that have completed their MJDC (Masters Jumpers Dog of Canada) or competing at the Master's level of Jumpers in the Agility Association of Canada, USDAA Masters Jumpers or AKC Excellent Jumpers with Weaves 'A' may enter the Specialist level in the DOCNA Jumpers event.

- Dogs that have completed their SMJDC (Specials Masters Jumpers Dog of Canada) or competing at the Masters level in Specials in the Agility Association of Canada may enter the Select Division at the Specialist Level.
- Dogs that have completed their VMJDC (Veterans Masters Jumpers Games Dog of Canada) or competing at the masters level in Veterans in the Agility Association of Canada may enter the Veteran or Grand Veteran at the Specialist Level if they meet the age requirements of the Division

#### Gamblers:

Those dogs that have completed an ASCA GS-N, SGDC (Starters games dog of Canada), NADAC NGC or CPE CL3-S or completed Level 3 Jackpot, USDAA Starters Gamblers or USDAA AD may enter the Intern level in the DOCNA Gamblers events. **Qualifications earned in the game of Chances and the game of FAST do not count towards grandfathering, Q's earned in the old NADAC Gamblers class (prior to 1/1/2005) may be applied.**

- Dogs that have completed their SSGDC, (Specials Games Dog of Canada) may enter the Select Division at the Intern Level.
- Dogs that have completed their VSGDC, (Veteran Games Dog of Canada) may enter the Veteran or Grand Veteran at the Intern Level if they meet the age requirements of the Division.

Those dogs that have completed an ASCO GS-O AGDC (Advanced Games Dog of Canada), or NADAC OGC, USDAA Advanced Gamblers or USDDA AAD may enter the Intern or Specialist level in the DOCNA Gamblers events. Qualifications earned in the game of Chances do not count towards grandfathering, Q's earned in the old Gamblers class may apply. **Qualifications earned in the game of Chances and the game of FAST do not count towards grandfathering, Q's earned in the old NADAC Gamblers class (prior to 1/1/2005) may be applied.**

- Dogs that have completed their SAGDC (Specials Advanced Games Dog of Canada) may enter the Select Division at the Intern or Specialist Level.
- Dogs that have completed their VAGDC (Veterans Advanced Games Dog of Canada) may enter the Veteran or Grand Veteran at the Intern or Specialist Level if they meet the age requirements of the Division.

Those dogs competing in ASCA Elite Gamblers, CPE Levels 4, 5 and C of Jackpot, NADAC Elite Regular (with a distance challenge), Dogs that have completed their MGDC (Master Gamble Dog of Canada) or competing at the Master's level in Gamblers in the Agility Association of Canada or USDAA Masters

Gamblers may enter the Intern or Specialist level in the DOCNA Gamblers events. **Qualifications earned in the game of Chances and the game of FAST do not count towards grandfathering, Q's earned in the old NADAC Gamblers class (prior to 1/1/2005) may be applied.**

Dogs that have completed their SMGDC (Special Masters Gamblers Dog of Canada) or competing at the Masters level in Specials in the Agility Association of Canada may enter the Select Division at the Specialist Level.

- Dogs that have completed their VMGDC (Veterans Masters Gamblers Games Dog of Canada) or competing at the Masters level in Veterans in the Agility Association of Canada may enter the Veteran or Grand Veteran at the Specialist Level if they meet the age requirements of the Division.

\*\*\*Note that the above also applies to experience levels achieved in the Veterans and JR Handler divisions in ASCA and NADAC (assuming the dog meets the DOCNA eligibility requirements for Veterans or Grand Veterans) and the Performance and Preferred Divisions in USDAA and AKC as applicable.

#### Snakes 'N Ladders and Trigrility:

All dogs must start at the Beginner level in the Snakes 'N Ladders and Trigrility Events.

#### **For Exhibition Only (FEO)**

For Exhibition Only (FEO) – A club may choose to offer an option of running FEO. The club must pay a run fee of \$1 per run to the judge and to DOCNA. The club may charge a fee for FEO runs to a handler. At all times it should be understood that any dog running FEO will be under the same rules of conduct.

#### **Measuring**

The measurement shall be at the withers as defined by Encarta Encyclopedia..." **highest part of the back:** the ridge between the shoulder blades, forming the highest part of its back".

**Dogs in all divisions and at all heights are required to be measured until they complete a measurement form and have obtained a permanent height card.**

Competitors may attach a copy of their permanent Height Card to show entries. Clubs/groups may also keep track of dogs that have previously presented permanent height card. Trial clubs/groups must provide an official measuring device that can measure within 1/8 of an inch.

There are five (5) jump heights in the Competition Division; they are 8", 12", 16", 20", and 24". Select, \*Veterans, and Junior Handler's Divisions jump heights are 4", 8", 12", 16", and 20". Grand Veterans jump heights are 4", 8", 12", and 16".

#### \*Veteran Dog Opportunity

DOCNA recognizes not all veteran dogs will age at the same level; some dogs may require additional assistance as they grow older. Those Competitors/Handlers entering the Veteran Division that feel their dog may require additional time and that a lower jump height would be in the best interest of their dog and are not using this assistance just to obtain a competitive advantage, may choose to jump their dog 4 inches lower than the official Veteran Heights.

In determining the jump heights of the Grand Veterans Division, DOCNA where possible has given the Competitors/Handlers entering the Grand Veterans Division the opportunity to jump their dog as close to 50% of the dog's measured Competition Height.

**Handler's may always choose to jump their dog higher, but will be placed and have the Standard Course Time (SCT) of the dogs in that higher height. The following heights are not available to move up to in DOCNA jump heights: Select 24 inch, Veteran 24 inch, Grand Veteran 20 inch and Jr. Handler 24 inch.**

If a handler chooses to have a dog jump higher than his measured/registered jump height the equivalent Competition Jump Height for that new chosen height is used. For example a dog measured to run 16 inch in Competition runs 16 in select instead of the usual 12 -- the SCT used will be the SCT for the 20 inch height. (Measured Competition Division Height + 4) SCT + XX% (Division) = time

If a handler chooses to have a dog jump lower than his measured/registered jump height as allowed in Veterans only, the equivalent Competition Jump Height for that chosen height is used. For example, a dog measured to run 16 inches in Competition runs 8 in Veterans instead of the usual 12 -- the SCT used will be the SCT for a 12 inch dog. (Measured Competition Division Height - 4) SCT + XX% (Division) = time.

### **JUMP HEIGHTS – Dogs On Course in North America, LLC (DOCNA)**

All measurements Are at the withers	11" & under	14" & under	18" & under	22" & under	Over 22"
Competition Division	Jump 8"	Jump 12"	Jump 16"	Jump 20"	Jump 24"
Select Division	Jump 4"	Jump 8"	Jump 12"	Jump 16"	Jump 20"
*Veterans Division	Jump 4"	Jump 8" or the Handler may choose to Jump 4" and be placed with 4" dogs"	Jump 12" or the Handler may choose to Jump 8" and be placed with 8" dogs	Jump 16" or the Handler may choose to Jump 12" and be placed with 12" dogs	Jump 20" or the Handler may choose to Jump 16" and be placed with 16" dogs
**Grand Veteran Division	Jump 4"	Jump 4"	Jump 8"	Jump 12"	Jump 16"
Jr. Handler Program Up to Age 16	Jump 4"	Jump 8"	Jump 12"	Jump 16"	Jump 20"

### **Measurement Process/Permanent Height Cards**

Competitors must complete the requirements of the measurement form as stated below **ALL** dogs must complete the measurement requirements. DOCNA does not have specifically designated measuring judges; any judge can sign a measuring form. All dogs must be over two (2) years old to receive the final measurement and permanent height card. Measurement forms are available at <http://www.docna.com/FormLibrary.aspx>.

#### **STEP ONE: HAVE YOUR DOG MEASURED AND YOUR MEASUREMENT FORM SIGNED**

- The judge will sign the form as complete if your dog is over 2 years old AND
  1. your dog measures in the top height category (over 22") OR
  2. your dog measures under ½ inch or more from the cut off.
- If your dog measures at ½ inch or less from official cut off, you must obtain three (3) judge's measurements that state the exact measured height of the dog. After you have obtained three measurements and your dog is over 2 years of age, the judge will sign your form as complete.
- Dogs that complete measurements prior to two years of age will obtain the 3<sup>rd</sup> measurement after they turn two years of age, at which time the judge will sign your form as complete. Prior to turning two, you may use this form with two (2) signatures at check in.

#### **Optional Methods: Acceptance of Jump Height Cards From Other Organizations**

These options are only available for dogs over two years of age– Pick one option only:

- Option 1: Permanent height card does not specify and exact measured height. You may present your dog's USDA, NADAC, AAC, AKC or CPE permanent jump height card (or a copy of the card) that does not specify a exact measured height at measurement, along with a

DOCNA measurement form. One (1) measurement by a DOCNA judge is required to fulfill the measurement process.

- Option 2: Permanent height card, jump height form, card, or database subscriber information specifies the exact measured height of the dog (example 20.75 inches). At measurement, you may present a copy of the above documentation along with a DOCNA measurement form. The judge will complete the form with the information supplied (no measurement will be required) **but the dog must be present when using this option.** (Information from multiple organizations may be combined)

**STEP TWO: TURN IN YOUR COMPLETED FORM FOR A PERMANENT HEIGHT CARD**

Once you have received all the required measurements for your dog as outlined above, turn in the completed form to the trial secretary at the trial for submission to DOCNA for a permanent height card. DOCNA will issue your permanent height card via E-mail.

- Please ensure your form has your Email address included and that it is legible.
  - If you do not have Email address, you may please include a self address stamped envelope with your measurement form.
  - If you would like a laminated copy, please include a self address stamped envelope with your measurement form and \$5.00 check made out to DOCNA.