

VICTORIAN CANINE ASSOCIATION INC

A0023882W

REPRESENTATIVE'S REPORT [EARTH DOG]

As VCA Representative, it is your responsibility to ascertain that the venue and the arrangements made by the Affiliate are of a satisfactory standard so as to ensure Exhibitors and the General Public can enjoy their day.

Complaints and / or incidents are to be investigated and dealt with according to VCA Procedures.

Note that judicious use of your position as an independent third party of some importance may be useful in preventing a lesser incident from becoming a larger problem provided by using dispute resolution techniques.

Fill in all sections of this form and return it promptly to the VCA Office as a record of your attendance at the show, and provide a copy to the Affiliate within seven (7) days.

Name of Affiliate:

Type of Show: Date of Show: Venue:

Were there any incidents / complaints that required Investigation: YES / NO

If YES give a brief outline of the incident / complaint. [Note that a full report must be submitted to the Management Committee within five (5) days].

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Any unresolved Problems Encountered:

.....
.....
.....
.....
.....
.....

Any Other Matter That Should Be Brought To The Attention Of The Management Committee:

.....
.....
.....
.....
.....
.....

Complete the reverse

VCA Representatives Report Earth Dog

- 1. Is the area suitable for the Test? ... YES / NO
If NO state reason why.....
- 2. Did the Test start on time? YES / NO
If NO state reason why
- 3. Did the Check point adhere to procedure and opening/closing times? YES / NO
- 4. Did the Affiliate have a current copy of the VCA Regulations on hand? YES / NO
- 5. Were all Judges satisfied with the dens, scenting equipment and organisation? YES / NO
- 6. Was the attire, deportment and presentation of all judges appropriate? YES / NO
If NO, State name of Judge and nature of deficiency

(Please note that it is NOT your role to assess the quality of Judging.)

- 7.. Did the Affiliate provide a First Aid Box? YES / NO
- 8. Did the Catalogue contain the following:
 - a. A statement that the Trial is conducted under VCA Rules & Regulations and a copy may be perused at the Secretary's Office.? YES / NO
 - b. The name of the VCA Representative? YES / NO
 - c. The name(s) of the Judge(s) ? YES / NO
 - d. The names of the Test Officials? YES / NO
 - e. The registered name, number, birth date, sire and dam, sex and breed of each Main Register exhibit? YES / NO
 - f. The registered name and number of each Associate Register exhibit? YES / NO

12. Any Matter With Which You Were Not Entirely Happy::
.....
.....

VCA REPRESENTATIVE(Print Name) (Sign)

ANY FURTHER ACTION REQUIRED BY THE VCA - NIL/ FURTHER INVESTIGATION/ REFER MANAGEMENT