

**VICTORIAN CANINE ASSOCIATION INC**

A0023882W

**REPRESENTATIVE'S REPORT [FIELD TRIAL]**

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 ].

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**Any unresolved Problems Encountered:**

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

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**Complete the reverse**

**REPRESENTATIVE'S REPORT – FIELD TRIALS (Including Game Birds)**

Name of Affiliated Club .....

Discipline ..... Stake .....

Date of Fixture .....

Number of Competitors (dogs) ..... Area.....

Name of Judge .....

- 1. Does the Trial Manager have a current copy of VCA regulations at hand?  
 Yes       No
  
- 2. Is the name of the VCA Representative published in the Catalogue?  
 Yes       No
  
- 2. Were all Handlers' gun and game licences checked prior to the commencement of the trial?  
 Yes       No
  
- 3. Did the committee provide a safety talk prior to the start of the trial that included safe gun handling?  
 Yes       No
  
- 4. Did the trial commence at a reasonable time?     Yes     No
  
- 5. Type of game taken on the day ..... Qty taken.....
  
- 6. Were there any breaches of the game hunting laws or code pf practices for hunting?  
 Yes       No

If yes report action taken .....

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7. Was a First Aid Box available at the fixture? YES / NO

8. Any matters that may require further action :

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VCA REPRESENTATIVE(Print Name) ..... (Sign) .....

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